FOOTBALL MANAGER

Reports to: Secretary & Committee

Purpose of the role

The Football Manager coordinates the day-to-day operations and off-field requirements of the Club's football program in close consultation with the Senior Coach. The role supports coaches, players and football department personnel, maintains effective communication with the Committee and helps ensure the program operates efficiently and in accordance with Club and league requirements.

Duties & Responsibilities

Football Operations

- Coordinate with the Senior Coach on the day-to-day operations of the football program.
- Assist with planning the annual football calendar, pre-season and in-season programs.
- Assist with organising training schedules, match-day requirements and football department logistics.
- Act as a key communication link between coaches and players, the Committee and football operations personnel.
- Ensure football department processes and standards are consistently implemented.
- Understand and monitor player points, player reports and player availability, including relevant league requirements.

Pre-Season Planning

- Coordinate the development of the Football Operational Plan with the Senior Coach and relevant Club personnel.
- Assist with player and coach contracts and remuneration arrangements, ensuring appropriate Club approval and compliance with the allocated budget.
- Ensure proposed variations to football expenditure are referred to the Club Executive for approval before commitments are made.
- Coordinate the appointment and preparation of team managers, trainers, runners and other football support staff.
- Liaise with the Secretary regarding player registrations, clearances and transfers in accordance with league rules.

In-Season Operations

- Coordinate implementation of the Football Operational Plan and assist the Senior Coach with operational requirements.
- Work with the Treasurer to maintain accurate records of approved player payments and coaching fees.
- Ensure training and match-day equipment, including footballs, jumpers and goal post covers, is available, maintained and accounted for.
- Ensure football support staff are rostered, available and appropriately equipped for match days.
- Coordinate the completion and submission of match-day running sheets, reports and other required football documentation.
- Assist with player reports and tribunal matters, including arranging appropriate support for players attending hearings.

General Responsibilities

- Assist other Committee members and undertake relevant tasks requested by the President, Executive or General Committee.
- Review the position description annually to ensure it continues to reflect the requirements of the role.