



<b>POSITION TITLE</b>	<b>Football Operations Coordinator – South East</b>
<b>AWARD LEVEL</b>	
<b>DIRECT REPORTS</b>	
<b>REVIEW DATE</b>	

### KEY OBJECTIVES

The **Football Operations Coordinator – South East** is primarily responsible for managing and administering the SANFL Regional Commission - South East member league competitions to ensure the competitions are highly professional, well respected and successful.

The role will also be responsible for Club Development of the member clubs within the region.

**Reports to the:**

- SANFL Regional Committee - South East Chair
- SANFL Community Football Manager

**Direct Reports include:**

- NA

**Other Key Relationships include:**

- South East League / competitions boards and committees
- South East Football & Netball Clubs
- South East umpiring association boards and committees
- South East Players
- SANFL South East Commission
- SANFL Community Football Manager
- SANFL Community Football Operations Manager
- SANFL Community Football Administration Coordinator
- SANFL Community staff
- Partners & Sponsors
- Netball SA
- South East Councils
- South East Media
- Glenelg Football Club

**General Administration:**

- Oversee the conduct of all competitions for SSERC Leagues and competitions
- Prepare and present regular reports to the SSERC and league/competition boards
- Attend to correspondence and enquiries (phone, email, mail) from Leagues/Competitions, Clubs, suppliers, supporters and other relevant stakeholders
- Prepare and disseminate regular communications to stakeholders
- In conjunction with Leagues Boards enforce Rules, Regulations and By-Laws (including fines, loss of premiership points, etc.)
- *Report on a weekly basis to the Senior Operations Manager RAC on operational matters*
- Attend monthly league/competition Board meetings, and Club delegate meetings

**Home and Away Competition Management:**

- Liaise regularly with the league/competition boards, affiliated Clubs, appropriate Umpiring Associations, SSERC and SANFL to maintain effective working relationships
- Make recommendations to the league/competition boards for rule changes and adaptations
- Arrange annual fixtures for all competitions and manage sporting pulse Conduct all match day paperwork and data entry and oversee clearances/registrations/area agreements
- Coordinate vote counting for end of season
- Liaise with the appropriate umpires groups regarding competition requirements and any issues that may arise from time to time.
- Arrange for weekly results (scores, goal kickers etc.) to be processed, circulated to the media and presented on the relevant internet sites for football (*and netball*).
- Facilitate the establishment of a South Tribunal System and maintain tribunal records
- Facilitate the implementation of league rules and regulations, including player transfers, relevant player movement restrictions, investigations, etc.
- Plan and implement meetings of presidents, secretaries, team managers, umpires and coaches when required for football

**Interleague:**

- As directed by the SSERC assist with the senior, and underage Interleague programs for football
- Assist in the negotiations for the use and management of venues and facilities with local councils, and host Clubs and Leagues/Competitions
- Establish a communication network and develop policies and procedures
- Coordinate the reservation of the necessary transport and accommodation if required
- Coordinate the Murray South East Teams participation in the Zone Championships

**Finals Management:**

- Assist League Boards where required to plan and co-ordinate league/competition finals series, including the ordering of equipment, PA systems, cleaners, audio requirements etc
- Assist in the negotiation of venues and facilities with local councils, host clubs and related bodies, including the development of tender documents where necessary
- Assist League Boards where required to arrange gatekeepers, ground managers, security, police, ground access, etc.

**Functions/Events/Training:**

- With the League Boards assist with the planning and coordination of B&F vote counts & annual presentation nights
- With the League Boards and SANFL manage information evenings in relation to football/netball operations including trainer's courses, volunteers training, sporting pulse training etc.
- Any other functions/events/courses as determined by the member Leagues or SANFL

**League & Club Development:**

- Coordinate training and education programs aimed at building capacity for the volunteers within Leagues, Clubs and Umpiring groups.
- Assist with future planning for Leagues, Clubs and Umpiring groups including the development of new Clubs to capitalise on growth opportunities that may exist.
- Support and monitor Leagues, Clubs and Umpiring groups with the implementation of their strategy and plans including providing ongoing support, advice and direction.
- Assist Leagues, Clubs & Umpiring groups with local Council, Government and other stakeholder relationships.
- Implement and support any other development programs that are proposed from time to time by SANFL.
- Work closely with league Clubs to support their sustainability and overall management

**Marketing and Promotion:**

- Assist Leagues in the maintenance and development of the leagues/competitions website to achieve its full potential
- Develop SANFL South East Website...
- Assist in identify marketing and sponsorship opportunities for the SANFL, SSERC, member leagues and umpire associations.
- Assist with the development and maintenance of relationships with corporate partners
- Be able to identify new sponsorship and marketing opportunities for leagues in the region

**General Responsibilities**

- Provide excellent customer service to all internal and external customers.
- Undertake work outside normal office hours as required.
- Undertake other duties as required by the SANFL Community Manager and SSERC, be prepared to work within the team environment to ensure the overall success of football in the South East, and provide support and guidance to all stakeholders as required.

**REQUIRED BACKGROUND**

**Qualifications**

- XXX

**Essential Criteria**

- XXX

**Desirable Criteria**

- XXX

**Skills and Knowledge**

- XXX