



ENDEAVOUR HILLS JUNIOR FOOTBALL CLUB & AUSKICK



Incorporation Association No. A00053411 - ABN: 83 698 930 671

Position Description

Football Operations Manager (Executive Position)

Objective

- To co-ordinate all off field football activities for the clubs' teams and to ensure that all players and off field staff are provided with the highest level of support, to enable them to compete and perform at the highest level
- To provide support to the executive and committee members to ensure the efficient operation of the club

Responsibilities

- Assist other Committee members in their duties as required
- Overall responsibility for all coaches, support staff and players assigned to those previously mentioned.
- Ensure coaches receive appropriate guidance and training to instil a culture of continuous improvement throughout the coaching team.
- Oversee the club academy program and to maximise opportunities for participation and development.
- Ensure and coordinate coaching and support staff availability for club marketing and promotional events both in and out of season.

Pre-Season

- Coordinate formulation of the Football Operational Plan.
- Appoint appropriate personnel, or ensure they are appointed i.e., team managers, runners and other team support staff that will ensure smooth running on game days.
- To work with the club Head Trainer to ensure appropriately qualified trainers are assigned to each team.

During Season

- Coordinate delivery of the Football Operational Plan.
- Liaise between players, coaches, Club Executive and General Committee.
- Ensure all equipment is available as required by Coaches and/or League and that it is in good working order – includes match balls.
- Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
- Oversee the maintenance and management of all training and match equipment including goal post covers.
- Ensure players attending League tribunal hearings are supported by quality advocates.
- Ensure equipment, e.g., jumpers and footballs owned by the club are retained/returned to the club at the end of each season.
- Report activities of the portfolio to the membership at the Annual General Meeting.



P.O. Box 267, Endeavour Hills VIC 3802
<http://www.endeavourhillsjfc.com.au/>
<http://facebook.com/EHJFC>





ENDEAVOUR HILLS JUNIOR FOOTBALL CLUB & AUSKICK



Incorporation Association No. A00053411 - ABN: 83 698 930 671

Relationships

- Reports to the President and Executive.
- Supports the junior coach, match committee, football support staff including team managers, runners, boundary umpires and timekeepers.
- Liaises with official club suppliers and other key stakeholders.

Accountability

- The Football Manager is accountable to the President and Executive
- The Football Manager shall seek ratification from the Executive Committee of all coaching and team support positions across each season.
- Provide a report on football operations to the monthly committee meetings.
- Provide a report on the club academy to the monthly committee meetings.



P.O. Box 267, Endeavour Hills VIC 3802
<http://www.endeavourhillsjfc.com.au/>
<http://facebook.com/EHJFC>

