



POSITION TITLE	Football Operations Coordinator – Riverland, Murray & Mallee
AWARD LEVEL	Sporting Organisations Award Clerical & Administration Level 6
DIRECT REPORTS	Nil
REVIEW DATE	December 2020

SANFL VISION & VALUES
<p>Healthier, more connected lives through the enjoyment of footy.</p> <p>AUTHENTIC FUN TEAM PROGRESSIVE</p>

KEY OBJECTIVES
<p>The Football Operations Coordinator – Riverland, Murray & Mallee is primarily responsible for managing and administering the SANFL Regional Commission – Riverland, Murray & Mallee member league competitions to ensure the competitions are of a professional standard, highly regarded in the community, sustainable and successful.</p> <p>The role will also be responsible for Club Development of the member clubs within the region.</p>

KEY RESPONSIBILITIES		
Responsibility	Objective	Performance Measure
Build, Manage and Grow Key Community Relationships	<p>Existing key relationships include</p> <ul style="list-style-type: none"> ▪ Riverland, Murray & Mallee League / competitions boards and committees ▪ Riverland, Murray & Mallee Football & Netball Clubs ▪ Riverland, Murray & Mallee umpiring association boards and committees ▪ Riverland, Murray & Mallee Players ▪ SANFL Riverland, Murray & Mallee Regional Football Council ▪ SANFL Country Football Manager ▪ SANFL Head of Community Football ▪ SANFL Community Football Administration Coordinator ▪ SANFL Community staff ▪ Partners & Sponsors Netball SA ▪ Riverland, Murray & Mallee Councils ▪ Riverland, Murray & Mallee Media ▪ West Adelaide Football Club ▪ Sturt Football Club 	<ul style="list-style-type: none"> ▪ Excellent / healthy relationships with Key stakeholders
Competition Management	<ul style="list-style-type: none"> • Liaise regularly with the league/competition boards, affiliated Clubs, appropriate Umpiring Associations, SANFL RMM Regional Football Council and SANFL to maintain effective working relationships • Make recommendations to the league/competition boards for rule changes and adaptations 	<ul style="list-style-type: none"> ▪ Competitions are of a professional standard and highly regarded in the community ▪ Provide valuable assistance to the

	<ul style="list-style-type: none"> • 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 the tribunal under National guidelines 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 • Assist League Boards to plan and co-ordinate competition finals series including match day / venue logistics and volunteers. 	<p>leagues to deliver a successful finals series</p>
<p>Representative Football</p>	<ul style="list-style-type: none"> ▪ As directed by the RMM Regional Football Council 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 ▪ As directed by the RMM Regional Football Council and SANFL assist with the coordination of the annual Country Championships event and the zone team operations. 	<ul style="list-style-type: none"> ▪ Representative team responsibilities administrated to a high standard, meeting timelines and excellent communication
<p>League & Club Development</p>	<ul style="list-style-type: none"> • 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 to ensure future football sustainability. • 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. 	<ul style="list-style-type: none"> ▪ Excellent / healthy relationships with all Clubs

	<ul style="list-style-type: none"> ▪ Work closely with league Clubs to support their sustainability and overall management 	
<p>Functions Events Training</p>	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> ▪ Provide valuable contribution to events
<p>Marketing and Promotion</p>	<ul style="list-style-type: none"> • Assist Leagues in the maintenance and development of the leagues/competitions website to achieve its full potential. • Develop SANFL Riverland, Murray & Mallee digital content • Assist in identify marketing and sponsorship opportunities for the SANFL, RMM Regional Football Council, 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. 	<ul style="list-style-type: none"> ▪ Increase promotion of the game and leagues ▪ Community Engagement with digital platforms
<p>General Administration and Responsibilities</p>	<ul style="list-style-type: none"> • Oversee the conduct of all competitions for RMM Regional Football Council Leagues and competitions • Prepare and present regular reports to the RMM Regional Football Council 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 Country Football Manager on operational matters • Attend monthly league/competition Board meetings, and Club delegate meetings • 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 Country Football Manager and RMM Regional Football Council, be prepared to work within the team environment to ensure the overall success of football in the Riverland, Murray & Mallee, and provide support and guidance to all stakeholders as required. 	<ul style="list-style-type: none"> ▪ Accurate and efficient administration of duties

Leadership	<ul style="list-style-type: none"> ▪ Show leadership and Implement effective processes to monitor compliance with all policies and procedures ▪ Proactively promote compliance with WHS policies and procedures. ▪ Contribute to an engaged workforce through effective communication, motivation and fostering of a consultative working environment. ▪ Show leadership through reflection and improvement of own professional standards and practice. ▪ Demonstrate at all times alignment and promotion of SANFL Values 	<ul style="list-style-type: none"> ▪ Evidence of aligned behaviours identified through the SANFL Performance and Professional Development Plan process
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REQUIRED BACKGROUND

Qualifications

- Sports administration or similar business qualifications highly regarded
- DHS Working with Children Clearance
- Drivers Licence

Essential Criteria

- Excellent interpersonal and diplomatic skills
- Experience in sports administration / business management
- Understanding of competition management
- Demonstrated understanding of club administration
- Strong understanding of the rules and regulations of Australian Rules Football
- Experience in financial management

Desirable Criteria

- Experienced administrator with strengths in marketing and sponsorship
- Experience in promoting collaborative relationships
- Ability to manage and implement electronic records

Skills and Knowledge

- Ability to manage complaint handling within SANFL procedures
- Digital content development – website and social media
- Strong IT skills (various software packages including Footy web)
- Excellent written (electronic) and verbal communication
- Financial acumen
- Ability to generate new leads and relationships
- Exceptional verbal and written communication skills
- Ability to develop and understanding of the rules and regulations of AFL Football in SA
- Strong knowledge and experience in Football Club or like community sport club operations