



## AFL Barwon

### Female Football Coordinator

#### Position Description

Responsible to: Region Operations & Commercial Manager, AFL Barwon

#### **KEY ROLES & RESPONSIBILITIES:**

The position includes, but is not limited to, the following duties. All following responsibilities are to be undertaken in consultation with the Operations Manager.

1.0 ADMINISTRATION
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#### Female Football

- Oversee the conduct of all Female Football competitions
- Plan and implement an administrative structure to ensure that the AFL Barwon objectives are met effectively and efficiently.
- Provide an understanding of the rules and procedures that govern the Female Football operations and its By-Laws.
- Prepare and present regular reports to the Region Operations Manager as required.
- Arrange a calendar of events and produce the Female Football Handbook
- Attend to correspondence and enquiries from leagues, clubs, suppliers, supporters and other relevant stakeholders.
- Enforce penalties (including fines, loss of premiership points, etc) as laid out in the by-laws
- Prepare Female Football sections of AFL Barwon annual report



#### **AFL Barwon**

Highton Reserve, Roslyn Road

P.O Box 6007, Highton, Victoria 3216

**T:** (03) 5241 6774 **F:** (03) 5241 6776 [www.aflbarwon.com.au](http://www.aflbarwon.com.au)

- Order all match-day paperwork (Best & Fairest vote cards & envelopes, Score Sheets, Team selection sheets) and ensure all clubs have the necessary paperwork prior to the commencement of the season
- Attend meetings as directed by the Region Operations Manager
- Assist and/or manage the Sporting Pulse database
- Work closely with the AFL Victoria Football Development Managers
- Plan and implement meetings of Club Coordinators, Team Managers and Coaches

## 2.0 STRATEGY

- Survey clubs, officials and players to provide data to be utilized in the development of strategic plans and management procedure.
- Arrange and develop Education and Training programs identified as necessary.

## 3.0 HOME & AWAY AND COMPETITION

- Liaise with affiliated clubs, the AFL Victoria Country, and affiliated bodies to maintain effective working relationships
- Make recommendations to the Region Operations Manager for rule changes and adaptations
- Arrange annual fixtures, including graded football
- Enter Best & Fairest Votes on a weekly basis onto a spreadsheet and transfer same onto a PowerPoint Presentation
- Liaise with the Geelong Football Umpires League regarding any issues that may arise from time to time. Provide advice of non-appointments to clubs.
- Arrange for weekly results to be processed, circulated to the media and presented on the relevant internet sites and any issues dealt with
- Facilitate the implementation of AFL Victoria Country and AFL Barwon rules and regulations, including clearances, investigations, and match day fines
- Develop policies and procedures to maintain effective working relationships with the AFL Victoria Country, member clubs and associated bodies



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#### 4.0 FINALS COMPETITION

- Plan and co-ordinate Female Football finals series
- Maintenance of player records in relation to finals eligibility
- Negotiate the usage and management of venues and facilities with local councils, host clubs and related bodies, including the development of tender documents where necessary
- Arrange ground managers, security, ground access, etc.
- Co-ordinate selection of Interleague players in consultation with coaches
- Coordinate the reservation of the necessary transport and accommodation for any Interleague tournament
- Co-ordinate the purchase of all Interleague uniforms

#### 5.0 MARKETING AND PROMOTION

##### 5.1 Sponsorship

- Assist AFL Barwon Corporate Sponsorship Manager Plan to co-ordinate the annual Female Football social functions and official dinners

##### 5.2 Media

- Assist AFL Barwon Media Manager and contribute to the social media platforms as required by the Region Operations Manager

##### 5.3 Merchandise

- Assist in organizing the advertising, purchasing and distribution of a range of merchandise to clubs and players

#### 6.0 EDUCATION & TRAINING

- Promote Level 1, 2 and 3 coaching courses
- Conduct meetings and briefing sessions where necessary



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## 7.0 FUNCTIONS

- Assist AFL Barwon Functions & Media Manager prepare Female Football Best & Fairest Vote Counts
- Information evenings in relation to Female Football
- Assist in Senior functions where the Region Operations Manager sees necessary

## 8.0 OTHER

- Must have or obtain current Working with Children Check
- Must have own vehicle



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