



Maryborough Castlemaine District Football Netball League

POSITION DESCRIPTION

Competition Coordinator (Football and Netball League)

Operations

- Prepare annual fixtures for all grades of football and netball.
- Management and monitoring of player eligibility including registrations and clearances, exemptions and permits.
- Organise training for clubs relevant to their needs.
- Organise all finals arrangements and facility hire.
- Coordinate match review panel, tribunal and investigations in collaboration with AFL Goldfields.
- Stakeholder communication and management, including oversight of Tidy HQ programs and associated accounts for clubs and league.
- Undertake administration of League Best and Fairest voting for 5 grades of football and 7 grades of netball.
- Organise all league functions and award ceremonies.
- Assist in the development of plans to ensure successful commencement of playing season.
- Ensure clubs adhere to the league Rules and By-Laws.
- Ensure the League and affiliated clubs are always up to date with current compliance requirements and monitor ongoing club compliance.
- Monitor and support clubs with data and results entry and league paperwork.
- Manage club orders for apparel, equipment and other activities of Footy Mart.
- Perform any other duties relating to the league's day to day operations and competition programs.

League Board

- Work with the League Board to ensure members are advised of all current issues, risks and opportunities, and Board decisions are implemented as required.
- Assist with the maintenance and development of rules, policies and procedures and other governance requirements.



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- Act as Secretary for the League Board, and complete all requirements including agendas and minutes, Annual Return, and Annual General Meeting and Annual Report.

Governance

- Develop and maintain a schedule all of meetings with Board and Clubs at the start of the year.
- Prepare and follow up items for agendas two weeks prior to the meeting and ensure actions arising from meetings are followed up as appropriate.
- Ensure document storage is up to date in the appropriate system including all paper records scanned and stored electronically.
- Ensure the League and Board records and information are managed in accordance with sensitivity and confidentiality requirements.
- Liaise with the Board to ensure all correspondence is communicated and managed appropriately.

Financial Management

- With the assistance of a qualified accountant or bookkeeper where appropriate:
 - Maintain the financial systems
 - Control and manage Debtors/Creditors systems.
 - Manage the day-to-day financial requirements of the League and provide budgets and reporting to the League Board.
 - Preparation of annual financial budgets and arrange for independent financial auditing be completed.
 - Knowledge in Xero would be of assistance however not vital.

Junior Interleague Representative and Development Programs

- In conjunction with the League Junior Development Officers for football and netball, coordinate the League Junior Interleague Program.
- Assist with promotion of junior training and development programs and workshops where applicable.
- Assist with the development of an underage competition in conjunction with AFL Goldfields and AFL Vic.



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Social Media and Website

- Manage all League social media accounts on a regular basis and work with relevant stakeholders to ensure content is relevant and appropriate.
- Issue League media releases under direction of and with approval of the Board
- Update the League website on a regular basis with rules, policies, operations manuals, sponsors and general information as required.

Stakeholder & Peak Body Liaison

- Maintain appropriate communication with AFL Victoria and Netball Vic in regard to ongoing football and netball matters.
- Monitor communications from AFL Victoria and Netball Vic to ensure the League is up to date with changes as appropriate.
- Maintain communication with neighbouring local leagues to ensure the League takes advantages all opportunities for improvement.
- Maintain relationships with other key stakeholder organisations (e.g. BFUA)

Sponsorship and Corporate Liaison

- Formulate a sponsorship budget and meet the target as part of the annual financial planning process
- Manage all sponsorship arrangements currently in place
 - Ensure a Memorandum of Understanding or sponsorship agreement is in place with each sponsor
 - Ensure sponsorship commitments are in place prior to start of the season
 - Ensure all sponsorship agreements are honoured through timely invoicing and follow-up
 - Maintain strong relationships with all sponsors by keeping in regular contact throughout the season ensuring that any issues or complaints are addressed as a matter of priority
- Identify and seek out new sponsorship opportunities where appropriate.