



---

## Football Operations

### **Objective**

- To co-ordinate all off field football activities for the Clubs teams 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
- Undertake tasks at the request of the President, Executive or General Committee

### **Pre Season**

- Assist with formulation of the Football Operational Plan.
- Arrange summer academy style training
- Produce Pre-season training schedule
- Arrange and co-ordinate all pre-season practice matches
- Arrange and co-ordinate intra club practice matches
- Assist in preparing and putting together team kit bags
- Produce Season proper training schedule – working with Council Liaison and Executive.
- Arrange ground marking set out for line marking – Pre-season to align with Williamstown VFL requirements.
- Assist with the appointment of appropriate personnel, or ensure they are appointed, coaches, team managers, trainers, runners and other team support staff to ensure smooth running on game days.
- Awareness of all clearances and player registrations in accordance with the league rules (points system) – converse with Administrator and Registrar to obtain current registrations.

### **During season**

- Coordinate delivery of the Football Operational Plan.
  - Home ground match day set up.
  - Produce weekly home ground match day change room schedule.
  - Produce home ground match day committee Set Up/Pack Up schedule
  - 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 accredited with appropriate equipment to undertake their specific role.
  - Oversee the maintenance and management of all training and match equipment including goal post covers.
  - Finals footballs distribution
  - Co-ordinate presentation day. Order team trophies and club awards.
  - Co-ordinate vote count night
-



- 
- Co-ordinate with coaches end of year helpers night
  - Arrange collection of all team kits and equipment at season end.
  - End of season football stocktake
  - Ensure players attending League tribunal hearings are supported by quality advocates.
  - Ensure equipment, e.g. jumpers and footballs owned by Club are retained by Club.
  - Present Footy Operations report at the Annual General Meeting

#### ***Relationships***

- Reports to the President and Executive.
- Supports the coaches, committee, football support staff including team managers, trainers, runners, boundary umpires and time keepers

#### ***Accountability***

- The Football Operations Manager is accountable to the President and Executive
- The Football Manager shall seek ratification from the Executive Committee any purchases out side of normal budget.
- Provide a report on portfolio operations to the monthly Committee meeting and reports for the Annual report for presentation the AGM.