

AFL SOUTH COAST POSITION DESCRIPTION



Position: Competition Manager Department:	Date: August 2013
Overview of Role	<p>The role of the Competitions Manager involves the day-to-day operations of organizing weekly matches and organizing events (ie. Finals/Presentation days and Gala days & Carnivals). It is also the responsibility of the Competitions Manager to create and maintain a calendar of events for the season.</p>
Key Relationships	<p>Reports to: Committee Chairperson</p> <p>Other Key Relationships:</p> <ul style="list-style-type: none"> ➤ Administration Manager ➤ Umpiring Manager ➤ Representatives Manager
Job/Task Profile	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Create and maintain calendar of events for season • Coordinate all events for the league (ie. Finals/Presentation days and Gala days & Carnivals) • Regularly update and maintain the league website • Retrieve weekly match results from the league’s website and distribute them to the relevant media • Prepare newsletter and any other publications

AFL SOUTH COAST POSITION DESCRIPTION



Key Selection Criteria

Mandatory:

- **Planning and Organisation**
 - Able to efficiently establish an appropriate course of action to accomplish a goal
- **Management Control**
 - Able to control and maintain processes, people and tasks
- **Communication Skills**
 - Relates easily to others
 - Willingness to accommodate other people's points of view
 - Able to express ideas clearly in a verbal and written manner
 - Able to clearly understand verbal and written material
 - Has good presentation skills
- **Attention to Detail**
 - Accomplishes tasks efficiently by considering all areas involved
- **Adaptability**
 - Able to remain effective when faced with changing tasks, responsibilities or people
- **Delegation**
 - Able to effectively allocate responsibilities to the appropriate subordinate or resource
- **Proficiency in Microsoft Office and Web Browsers (Word, Excel, PowerPoint & Outlook)**
 - Able to prepare simple word processing documents
 - Able to upload information to a web page
 - Able to retrieve information from a web page

Desirable:

- Experience in both working as a volunteer and working with volunteers & Volunteer committees
- Experience in organizing events (preferably sporting events) for a large number of people
- Previous Australian Football experience or other experience in the sports industry

AFL SOUTH COAST POSITION DESCRIPTION



<p>AFL Values</p>	<p>Our LEGACY: <i>leaving the game and community in better shape for future generations.</i></p> <p><i>Three pillars that support our legacy principle: Accountable, Progressive and Respectful</i></p> <ul style="list-style-type: none"> ➤ Accountable <ul style="list-style-type: none"> • Focus on delivering or exceeding performance objectives • Responsible for our actions and results and do what we say we will • Act with integrity – deal with all people honestly, ethically and transparently • No surprises • Make decisions in a timely manner, even when under tight deadlines and pressure • Be prepared to go the extra mile • Persevere when faced with setbacks ➤ Progressive <ul style="list-style-type: none"> • Strive for constant improvement • Respect the great history of our game and its role in the community but challenge the status quo • Find new and creative ideas to innovate • Focus on the future • Embrace change and new ideas ➤ Respectful <ul style="list-style-type: none"> • Embrace and respect diversity and inclusion – understand and value the differences in every person • Acknowledge the efforts of others • Listen actively and consider other viewpoints • Cooperate with others • Help team or other departments or stakeholders in getting work done • Act with humility and modesty
--------------------------	---

**AFL SOUTH COAST
POSITION DESCRIPTION**



**Volunteer Rights and
Responsibilities**

Volunteers have the right to:

- An orientation to the league
- A clear job description
- Job satisfaction
- Support and respect from the League and co-workers
- Guidance from someone who is experienced and well informed
- Be involved in decision making
- Have access to training if needed
- Insurance and safety
- Know who they are accountable to and have clearly defined channels of communication open to them
- Know what tasks they will be expected to perform and say “no” to tasks they are unable to do or do not want to do

Volunteers have the responsibility to:

- Be sure they have the time to take on the position/task
- Be loyal – offer suggestions, but don’t knock other people’s ideas
- Be willing to learn – training is essential to any job well done
- Keep on learning – Know all you can about your organisation and your job
- Welcome supervision – you will do a better job and enjoy it more
- Speak up – ask about things you don’t understand
- Be dependable – do what you agree to do
- Be a team player – respect the function of other staff and treat them fairly
- Provide feedback on the work being done