



LOWER PLENTY FOOTBALL CLUB

Football Manager

Objective

- To co-ordinate all off field football activities for the Club's 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

Responsibilities

- Liaise with and be the point of contact for the NFL in relation to all Football Operational Issues
- Source and appoint appropriate personnel; team managers, trainers, runners and other team support staff to ensure smooth running on game days.
- Negotiate payment arrangements with support staff in line with agreed budget and signed off by Treasurer.
- Negotiate all clearances and player registrations in accordance with the league rules and in coordination with the Club Registrar
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

Tasks

- 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 in attendance and are provided with appropriate equipment to undertake their specific role.
- Oversee the maintenance and management of all training and match equipment.
- Coordinate submission of NFL reporting requirements, Club match reports after both home and away games and liaise with and assist advocates.
- Coordinate submission of material required for Communication Manager for Club publications
- Ensure players attending League tribunal hearings are supported by quality advocates.
- Ensure equipment owned by Club is retained by Club.
- Ensure coaches accreditation is in place and current.

Relationships

- Reports to the President and Executive.
- Supports the senior coach, match committee, football support staff including team managers, trainers, runners, water boys, gate keeper and time keepers.
- Liaises with official Club suppliers & other key stakeholders

Accountability

- The Football Manager is accountable to the President and Executive
- Provide a report on portfolio operations to all Executive and General Committee meetings