

# **Central Highlands FL**

## ***MANAGER / ADMINISTRATION POSITION DESCRIPTION***



## **1. INTRODUCTION**

The Central Highlands Football League was formed in 1979 with the amalgamation of the Clunes Football League and the Ballarat & District Football League.

Since this formation of the CHFL 44 years ago it has had numerous clubs join and leave the competition depending on their own individual circumstances so that now it consists of 17 clubs.

Ballan  
Beaufort  
Bungaree  
Buninyong  
Carngham Linton  
Clunes  
Creswick  
Daylesford  
Dunnstown  
Gordon  
Hepburn  
Learmonth  
Newlyn  
Rokewood Corindhap  
Skipton  
Springbank  
Waubra

The Central Highlands Netball League exists as a separate incorporated body whose members are the same clubs as for the CHFL.

Each week there are five grades of football played, seniors and reserves, under 18, under 15 and under 12.

In 2025 an under 9 competition has been introduced with clubs able to enter teams if they are able to in the Friday night fixtures which are all games are played on the one venue each week, during term 2 of the school year.

Each season there is approximately 3,000 registered footballers across the five grades which are played during the 17 rounds plus four weeks of finals.

## **2. CENTRAL HIGHLANDS FOOTBALL LEAGUE STAFFING STRUCTURE**

The Central Highlands Football League is administered by a manager employed in a part time position of the equivalent of 2.5 days per week.

The role is varied in time commitments during the year with periods of the year leading into the season and preparing for finals and during the finals series when work may be six or seven days a week.

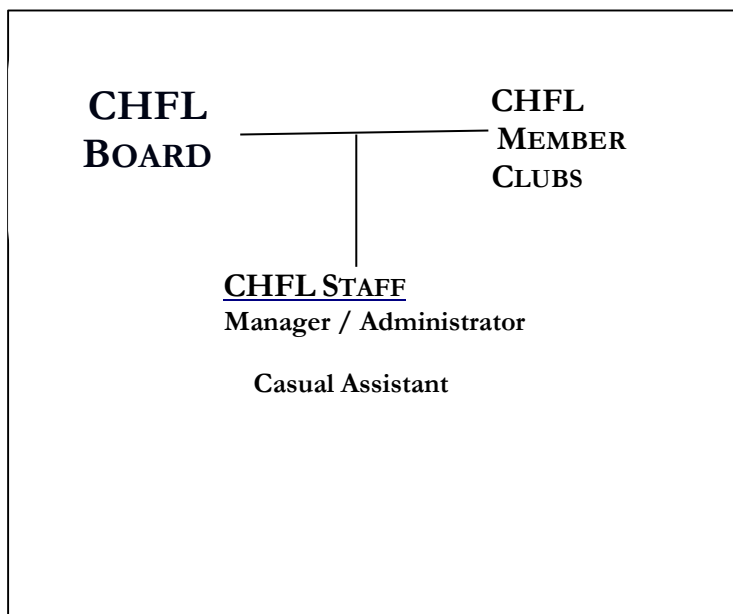
At other stages during the season and post season will require numerous days of engagement each week.

These periods are then off set during the off season when competition maintenance may only require one day a week.

Casual assistance is provided through a person overseeing the social media (Facebook), financial bookkeeping and tribunal hearing management.

The CHFL has throughout various administration structures under VCFL and AFL Victoria governance remained as an independent body providing its own administration supporting the Board and Member Clubs.

The Organisation Chart is as follows:



## **MANAGER / ADMINISTRATOR RESPONSIBILITIES**

### **1. CLUB INFORMATION BOOK & OPERATIONS MANUAL**

The CHFL compiles and provides a Club Information Booklet prior to the commencement of the season to all member Clubs of the League. It includes:

- League football By Laws
- League Constitution
- Calendar of Events (including Meetings) for coming year
- Fixture
- Media contacts & outline of Club responsibilities
- Match Day Running Sheet
- AFL Community Club Sustainability Program
- Admission Charges

- Ground Manager Duties
- Codes of Conduct
- AFL Vic Deregistration Policy
- And other relevant information

Each Club receives a copy of the information book as an online document which can be provided to all within the club who need to be able to access it.

## **2. CENTRAL HIGHLANDS FL TRIBUNAL**

The Central Highlands FL has since 2022 undertaken its own tribunal processes following the requirements of the AFL National Community Football Policy Handbook.

This followed the removal of a central tribunal structure within the region which had been in place for many seasons. This change was as a result of AFL Goldfields ceasing to operate the central tribunal structure.

Some of the benefits achieved under the return of the CHFL only tribunal has been –

- One central point for all tribunal hearings in the league. Ballarat South Neighbourhood Hub
- Introduction of a CHFL engaged Prosecutor.
- Access to state of the art facilities for all tribunal cases that includes:
  - o Audio taping of all cases heard (available to clubs upon request)
  - o Laptop and projector for any instances where video footage may need to be viewed
  - o Comfortable waiting area
- Access to a broad range of Tribunal panel members
- Direct management from CHFL administration / CHFL tribunal secretary

### **2.1 Payment for Services:**

To be negotiated with preferred candidate.

### **2.2 Key Roles & Responsibilities**

The position includes, but is not limited to the following duties. In many cases, a duty will necessitate consultation with the CHFL Executive and Delegates.

It should be noted that this is a guide only, and the Central Highlands FL can reserve the right to delegate certain responsibilities to another league officer or appointed volunteer.

## **1. General Administration Role - Football Operations**

### **1.1 Clearances / Registrations**

- Using the AFL PlayHQ Competition Management system to enable processing, monitoring and performing clearances and registrations for Central Highlands FL member clubs.

- Responsible in ensuring that the database is accurate and up to date.
- Provide Training assistance for Club Officials with matters relating to the PlayHQ Player Registration and Transfers system.
- Manage League Player Interchange Agreements according to AFL Victoria regulations.

## 1.2 Match Day Paper Work – Football

- Manage distribution of the following:
  - Goal Umpire Cards
  - Time Keeper Cards
  - Best and Fairest Cards
  - Report Forms
  - Any other related match day requirements e.g. Matchday Footballs
- Prepare and Distribute Annual Club Information Booklet
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- Audit entry of all match results and game statistics into the AFL PlayHQ System.
- Ensure that all results entered as required for access by
  - Relevant media outlets
  - All affiliate clubs
- Collect all Match Day Paperwork
- Audit all Match Day Paperwork for all Senior, Reserves , and Under age competitions and file
  - Team Lists
  - Goal Umpire Cards
  - Time Keeper Cards
  - Best and Fairest Cards
  - Results Sheets
  - Report Forms
  - Match Day Checklist Forms
- Manage Best & Fairest votes entry (Sports Vote Count) and Best & Fairest presentations.
- Maintain player records
  - Finals eligibility
  - Tribunal history
- AFL Victoria Community Club Sustainability Program
  - Manage Player Points system, including assessment of players records, entry of points, communication with clubs to negotiate accurate assessments.
  - Assist AFL Victoria in communication of Annual Player Salary Cap information.
- Manage PlayHQ requirements for all matches during finals series, e.g match results, goals and best players.

## 1.3 Rules and Judicial Matters

- Be familiar with all AFL Community Football Policies, AFL Victoria Country and for Central Highlands FL By-Laws
- Undertake the role of League Match Review Officer / Manage League Tribunal
  - Perform within the Rules and By Laws of the CHFL

- Convene Tribunal as required for CHFL, according to the regulations in the AFL National Community Football Policies.
- Notify appropriate parties of outcomes of any Reportable Offences and Tribunal Hearings.

#### **1.4 League Meetings**

- Convene, Prepare and Advertise Board and Club meetings
- Attend Board and Club meetings
- Ensure Preparation and distribution of Minutes from such meetings
- Complete any actions emanating from CHFL meetings
- Prepare CHFL Annual Report

#### **1.5 Fixture**

- Prepare seasonal fixture for CHFL for consideration by CHFL Board & Member Clubs
- Input CHFL fixture into PlayHQ Management System

#### **1.6 Umpiring BFUA**

- Liaise with BFUA to ensure that all CHFL Senior fixtures are officiated by BFUA Umpires
- Meet with BFUA to address any CHFL matters as & when they arise

### **2. Representative Football**

#### **2.1 Interleague**

- Oversee organisation of any CHFL Junior representative football arrangements (& Senior if the CHFL returns to Senior competitions)
- Assist Central Highlands FL coaching staff with all Junior Inter League arrangements
- Assist in preparation for Inter League training sessions
- Prepare and manage any interleague which is hosted by the CHFL.

### **3. General Responsibilities**

#### **3.1 Event Management**

- Manage the planning and operation of major events and functions. E.g Football & Senior Netball League B&F and Junior Football B&F presentation nights, football finals series
- Market & promote major events and functions. E.g Football & Netball League B&F nights, finals series
- Assist with function arrangements where appropriate
- Manage the preparations for all medals, trophies and flags
- Oversee any league functions where appropriate
- Administration & Presentation of League Best & Fairest Voting for all grades of Football (as required).
- Present IT Presentation Format of CHFL Best & Fairest Ceremonies – seniors & juniors.
- Prepare and Manage / Oversee the Under 12 Lightning Premiership.

#### **3.2 Development**

- Assist with developing a strong relationship with the CHFL Junior Development

officer

- Assist with the promotion of the CHFL Junior Carnival/s
- Assist with promotion of AFL Victoria Club Development Programs and Work Shops
- Liaise with GWV Rebels as required
- Assist with coaching development and accreditation requirements
- Assist with trainers development as required

### **3.3 Sponsorship**

- Explore opportunities for sponsorship for the following areas:
  - League Naming Rights
  - Competition Naming Rights eg Patties U/18 Premierships Season etc.
  - Football Naming Rights, logo on football, etc
  - Junior Inter league Naming Rights
  - Finals Naming Rights for competitions
  - Naming Rights to Best Player Awards, Media, Best and Fairest etc
  - Servicing of Sponsorship agreements to ensure that all Sponsor entitlements are received. E.g Season Passes, invitations to events, signage, etc
- Manage / Oversee all aspects of CHFL Annual Club Raffle
  - Prizes
  - Permits
  - Ticketing
  - Promotion
  - Compliance reporting
  - Raffle Draw requirements
  - Prize presentations / promotion

### **3.4 Weekly Football Record**

- Overall responsibility for preparation of Weekly League Program.
- Liaison with Graphic preparation of Weekly League Program.
- Liaison with Online Program Provider.

### **3.5 Media**

- Issue all CHFL Media Release's under direction of and with approval of CHFL President
- Set up CHFL Live Scoring facility – advertise and make available to CHFL supporters
- Manage any promotional printing required e.g. League Fixture

### **3.6 League Website (CHFL)**

- Ongoing maintenance & development of league website to ensure it achieves full potential to market and promote the league. E.g News articles, Highlights, etc.
- Oversight of League Facebook social media content and promotions.
- Assist in promotion activities on site.
- Assist in maintaining news worthy items on the Web Site and other social media.

### **3.7 League Structure**

Liaise with the CHFL Executive and club presidents / secretaries / operations managers and AFL Victoria to ensure the health and long term survival of the CHFL is maintained.

#### **4. Financial Reporting**

- Work with CHFL Treasurer for the preparation of annual operating budget
- Oversee and Action Payment of accounts as & when they fall due
- Undertake all invoicing as required
- Preparation of floats for all Events
- Deposit of all cash & cheques into accounts, reconcile electronic payments – cash to be counted & signed off by member of League Board.
- Assist Treasurer in preparation of detailed Financial Reports for League Board & clubs for all meetings.

#### **5. Reporting Procedure**

- The overall success of Management of the Central Highlands FL is based on the open communication between all bodies, especially with the CHFL President and Board Members.

#### **6. Required**

- Working With Children Check (or able to get one)
- Strong IT skills in common software programs
- Evidence of an ability to work independently.
- Ability to work flexible hours and days.

#### **7. Estimated Role Time Requirements**

The role requirements will vary throughout the year depending on the phase of the football season which is occurring.  
Weekend work will be required during in season.

##### **Off Season (December – January)**

1 - 2 days per week

Setting up PlayHQ for competition management  
Sponsorship / Partner arrangements

##### **Pre-Season (February – March)**

2 – 3 days per week

Player Transfers  
Community Club Sustainability Program – Player Points  
Program preparation  
Preparation for Tribunal (Members / Venue / Training if required)  
Club Raffle – Management / Compliance  
Club Information Manual



## **Early Season (April – June)**

3 – 4 days per week

- Player Reports and Tribunals (Incident examination / Notice of Charges)
- Management of incident investigations as required.
- Match results – team sheet audits / follow up / compliance
- Program preparation – weekly
- Communication updates – Facebook / Web site
- Under 12 Lightning Premiership
- Junior Interleague Program
- Board of Management / Club Meetings
- Player Transfers / Permits / Exemptions
- Player Best & Fairest vote maintenance
- Courier Coaches Award Vote Maintenance
- Club Raffle – Management / Compliance

## **Late Season (July – mid September)**

3 - 5 days per week (increasing to 4 – 6 during this period)

- Player Reports and Tribunals (Incident examination / Notice of Charges)
- Match results – team sheet audits / follow up
- Program preparation – weekly
- Communication updates – Facebook / Web site
- Player Best & Fairest vote maintenance /
- Courier Coaches Award Vote Maintenance
- Presentation Functions preparation (including Powerpoint preparations & media coverage preparation)
- Presentation Functions Delivery (inc. Best & Fairest Presentations)
- Finals Preparation
- Finals Matches Operation Delivery
- Grand Final Day Preparation and Delivery
- Financial Activities – Invoicing
- Club Raffle – Management / Compliance

## **Post Season (mid September – November)**

3 days per week

- Post Season wrap up. (Grand Final / Finals invoices)
- Annual Report Preparation
- Preparation for Financial Audit.
- Club Raffle – Management / Compliance / Reporting
- Board of Management / Club Meetings – AGM Preparation
- Fixture Preparation
- Play HQ Set Up