

# Keilor Park Football Club Inc

Essendon District Football League  
Stadium Drive, Keilor Park

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## Position Description

### Football Operations Manager

#### Objective

- To co-ordinate all off field football activities for the senior teams to ensure that all players and off field staff are provided with the highest level of support to enable them to compete at the highest possible level

#### Responsibilities

- Assist other Committee members in their duties as required
- Undertake tasks at the request of the Football Executive

#### Pre-Season

- Coordinate formulation of the Football Operational Plan.
- Formulate remuneration packages and contracts for players and coaches and ensure the contracts are executed.
- Ensure that all contacts fall within the allocated budget and any variations brought to the Football Executive & Treasurer
- Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other support staff
- Negotiate all clearances and player registrations in accordance with the league rules

#### During season

- Coordinate delivery of the Football Operational Plan.
- Provide documentation in consultation with the Treasurer for all player\coaching payments
- Ensure all equipment is available as required by Coaches and/or League (eg: match balls)
- Ensure all support staff are certified and are provided with appropriate equipment to undertake their specific role.
- Oversee the maintenance and mgt of all training and match equipment (eg: goal post covers)
- 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.

#### Relationships

- Reports to the President and Football Executive.
- Supports the senior coach, match committee and all required football support staff.

#### Accountability

- The Football Operations Manager is accountable to the Football Executive
- The Football Operations Manager shall seek ratification from the Executive Treasurer of a football budget that includes all Coach, player and trainer payments and shall thereafter have the authority to act within the limits of that budget

#### Description Review

The job description will be reviewed on an annual basis to ensure that it remains current and practical.