



Central Victorian Football Commission POSITION DESCRIPTION

Position: CVFL u18 Competition Manager Department: AFL Central Victoria Commission	Date: October 2022 Role: Part time (15-20 hours per week)
Overview of Role	<p>AFL Central Victoria’s vision is to be the most accessible sport in Central Victoria.</p> <p>AFL Central Victoria’s Strategic Pillars are:</p> <ul style="list-style-type: none">• Participation Programs – Programs tailored to introduce, recruit, transition and retain participants in our game.• Community Football/Netball – The community is a better place because of the local football and netball club.• Pathways – A clear pathway for players, coaches, umpires and support staff that enables them to reach their potential.• Facilities – Through strong partnerships, plan facilities that build the capacity of the Region, fostering a sustainable, innovative and viable football and netball community.• Organisation and People – Our people will be equipped to lead and manage the growth of development of our games. Positions will be fulfilling, enjoyable and sought after. <p>The CVFL u18 Competition Manager is responsible for successfully establishing, operating, administering, and promoting the Under 18 Central Vic Football League Male football competition.</p>
Key Relationships	<p>Reports to the:</p> <ul style="list-style-type: none">• AFL Central Victoria Regional General Manager <p>Other Key Relationships include:</p> <ul style="list-style-type: none">• Club administration volunteers and coaches• AFL Central Victoria staff• AFL CV Commission• AFL Vic staff• Local media• City of Greater Bendigo staff



Job/Task Profile

Responsibilities shall include, but not limited to the following:

The person responsible for the CVFL u18 competition will play the key role in establishing, operating, administering, and promoting the competition.

KEY ROLES AND RESPONSIBILITIES

Operations

- Prepare a profile of the available players for every club in the BFNL, HDFNL and LVFNL
- Meet with every club in the BFNL, HDFNL and LVFNL to discuss their potential to form a team and provide options and coordination to form 'joint' teams
- Establish contacts with key personnel at schools with the potential to form teams
- If possible and appropriate, coordinate a CVFL team (recruit players, coaches and volunteers).
- If possible and appropriate, design, order and secure apparel for a CVFL team (shorts, jumpers, socks, off-field).
- Where required recruit members and chair a working group for the competition
- Hold meetings with club delegates as required
- Develop and maintain a set of By-Laws for the competition
- Organise and manage player reports, tribunal hearings, investigations and appeals as required
- Plan, promote and execute a finals series
- Work with AFL Central Vic staff for umpire appointments
- Work with City of Greater Bendigo staff for access to grounds for training and matches
- Communicate with any other clubs who could form a team in the competition
- Prepare and process all Area Agreements and player permits

Administration

- Ensure all competition management requirements (fixtures, results, ladders, best players, goal kickers) are entered into PlayHQ in a timely manner
- Produce PlayHQ reports to assist with the recruitment of players
- Assist clubs with registration of players and officials, and any player permits
- Ensure player points and transfer rules support 'home' player where appropriate
- Apply for funding for AFL Victoria to assist with the establishment and growth of the competition
- Ensure the competition meets the annual budget as agreed with the AFL Central Victoria Regional General Manager
- Identify and apply for government funding/grants.

Communication & Media

- Use AFL Central Vic social media platforms and website to promote the competition leading to player recruitment and match attendances
- Work with local media (Bendigo Advertiser, radio) to promote the competition leading to player recruitment and match attendances
- Regularly promote players, game results and events

Other:

- Undertake other duties as required and be prepared to work within the team environment to ensure the overall success of AFL Central Victoria.



Key Selection Criteria

Mandatory

- Understanding and experience in community football competitions
- Marketing and promotional skills
- Proven ability to show initiative, plan and set priorities
- Strong verbal and written communication skills
- Demonstrated ability to work autonomously and effectively in a team environment
- Ability to work flexible hours including nights/weekends
- Passionate and self-motivated to maximising the number of 17 and 18 males playing football
- Current Working with Children Check with Police Check required if successful

Desirable

- Understanding and experience in community football clubs
- Developed IT skills
- Experience in building relationships and working with volunteers
- Confident and competent in dealing with local media
- Experience in stakeholder relationship building involving sporting clubs and local government



Proud to service the football and netball communities in Central Victoria

AFLCV Values



Note: This PD is subject to change as required and determined by the RGM.