



AFL Central Victoria POSITION DESCRIPTION

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| Position: | BFNL Manager | Date: April 2024 |
| Department: | AFL Central Victoria | |
| Overview of Role | <p>AFL Victoria’s vision is to be the most accessible sport for all Victorians.</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 Central Victorian 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 BFNL Manager is responsible for ensuring the effective running of the BFNL as well as working as part of a team to ensure football in the Central Victoria region continues to grow.</p> | |
| Key Relationships | <p>Reports to the:</p> <ul style="list-style-type: none">• Regional General Manager (RGM) <p>Other Key Relationships include:</p> <ul style="list-style-type: none">• Chair of the BFNL & Board of Management• BFNL clubs• AFLCV Region Council and staff• Bendigo Umpires Association• AFL Victoria• Netball Victoria• AFLCV Tribunal• Bendigo Pioneers• Local Government including COGB, Central Goldfields Shire, Macedon Ranges Shire• Sponsors• Media organisations | |

Responsibilities shall include, but not limited to the following:

The **BFNL Manager** will play a key management and administrative role for the BFNL.

KEY ROLES AND RESPONSIBILITIES

- **Administration**
 - Be the key point of contact for BFNL clubs
 - Manage the BFNL competition and work with the RGM to ensure the BFNL affiliate agreement are met
 - In consultation with the BFNL Chair, prepare agendas and minutes for BFNL Board meetings
 - Monitor football and netball registrations and clearances
- **Home and Away Competition**
 - Liaise with affiliated clubs, AFL Victoria and Netball Victoria to maintain effective working relationships
 - Make recommendations to the BFNL Board of Directors for rule changes and adaptations
 - Develop annual fixtures and prepare match day documents
 - Liaise with the Bendigo Umpires Association regarding competition requirements and any issues that may arise
 - Monitor permit players
 - Manage and check weekly results, circulate to the media and present on internet sites
 - Manage the production/printing of weekly football records
- **Partnerships**
 - Play a key role in identifying marketing and sponsorship opportunities for the BFNL
 - Assist with the development and maintenance of current relationships with BFNL partners
 - Identify and apply for government funding/grants
 - Work with the RGM and FDM's in improving the sustainability of BFNL clubs
- **Finals Competition**
 - Plan and co-ordinate the BFNL final series
 - Negotiate the usage and management of venues and facilities with local councils, host clubs and related bodies
 - Arrange gatekeepers, ground manager's security, ground access etc.
 - Arrange umpires with BUA
 - Arrange appropriate cash handling and ticketing procedures for the collection and banking of gate receipts
 - Manage various final functions
- **Interleague**
 - Plan and co-ordinate the interleague program
 - Negotiate the usage and management of venues and facilities
 - Manage the appointment of coaches, match committees, managers and medical staff
 - Establish a communication network and communicate programs and policies to relevant parties
 - Arrange training programs as required by coaches and match committees including training venues, catering, apparel and merchandise
 - Prepare a budget for each individual Interleague Program for BFNL Board approval
- **Education and Training**
 - Conduct meetings and briefing sessions where necessary with relevant stakeholders
 - Ensure that all AFL Vic Training and information sessions are supported
 - Ensure that all Netball Victoria training and information session are supported

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| | <ul style="list-style-type: none"> ● Risk Management <ul style="list-style-type: none"> ▪ Ensure all required risk management requirements are met, these include: ▪ Pre-season and regular season facilities inspections of all BFNL venues <ul style="list-style-type: none"> ○ Submission of appropriate risk management documentation as per Insurer’s requirements. e.g. Match day checklist. ● Events <ul style="list-style-type: none"> ▪ Plan and conduct BFNL functions as required, these include but are not limited to the Season Launch, Michelsen Medal, finals and anniversary events ● Finance <ul style="list-style-type: none"> ▪ Preparation and maintenance of BFNL Budgets. Work with AFLCV Finance Manager to provide monthly financial reports to BFNL Board ▪ Work with Finance Manager to ensure timely preparation and processing of accounts receivable and payable, general ledger, debtor reconciliation, bank reconciliations etc. ▪ Manage the production of all BFNL publications e.g. Annual report, football record ● Communication <ul style="list-style-type: none"> ▪ Be a spokesperson for the BFNL on league matters ▪ Prepare and distribute BFNL media releases ▪ Provide information to the Office Co-Ordinator to include in the AFL CV Bulletin ▪ Maintain BFNL website |
| Key Selection Criteria | <p>Mandatory</p> <ul style="list-style-type: none"> ● Tertiary qualifications in business, sports management or a degree in a related field or extensive relevant work experience ● Proven ability to demonstrate initiative, planning and time management ● Highly developed verbal and written communication skills ● Demonstrated administration skills ● Experience in building relationships and working with volunteers ● Demonstrated ability to work effectively in a team environment ● Sound knowledge of the football and netball industry ● Experience in key partner relations and event management ● Financial management skills ● Computer literacy to a high level, include Word processing, Excel, PowerPoint, Microsoft applications, Website Editing and data entry skill ● Ability to work flexible hours including nights/weekends and to work well in an autonomous environment ● Current driver’s license ● Current Working with Children Check <p>Desirable</p> <ul style="list-style-type: none"> ● Understanding of the unique challenges confronting a high profile sporting organisation ● Sound knowledge of governance best practice ● An understanding of Australian Football networks in regional Victoria ● Experience in stakeholder relationship building involving local sporting clubs, community Leagues, business, government or community groups. |

AFL Central Victoria Values

Proud to service the football and netball communities in central Victoria



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