



Central Victorian Football Commission POSITION DESCRIPTION

Position: League Manager – Loddon Valley FNL Department: AFL Central Victoria Commission	Date: March 2024
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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 Loddon Valley Football Netball League (LVFNL) League Manager is responsible for working as part of an administrative team to ensure affiliated leagues receive high levels of service that reflect the affiliate agreements. Whilst there is an emphasis with LVFNL clubs, the role provides support for all clubs across the region.</p>
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Key Relationships	<p>Reports to the:</p> <ul style="list-style-type: none">• AFL Central Victoria (AFL CV) Regional Manager <p>Other Key Relationships include:</p> <ul style="list-style-type: none">• LVFNL Board of Management and affiliated Clubs• Umpires Associations• AFL Central Victoria Commission• AFL Central Victoria Regional General Manager• AFL Victoria Club Development Lead• AFL Victoria Participation Lead• AFL Central Victoria Hub Staff & other AFL Central Victoria affiliated leagues
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Job/Task Profile

Responsibilities shall include, but not limited to the following:

The person responsible for **LVFNL League Operations** will play a key role in the running of the affiliate leagues in the region. The position will also play a role in supporting the **AFL CV Region Manager** in delivering the objectives of the mutually agreed strategic plan for the region.

KEY ROLES AND RESPONSIBILITIES

- Develop or assist in developing fixtures for LVFNL in consultation with each league’s clubs and governing body.
- Enter and maintain/update fixtures on PlayHQ (football) and Netball Connect (netball) for LVFNL
- Monitor and update rules and regulations for LVFNL league in consultation with each governing body.
- Manage all competition administration, requirements, and results verification for LVFNL.
- Monitor inward transfers to LVFNL. Check tribunal history of incoming players.
- Oversee and be the key contact for LVFNL in the region on football operational matters.
- Monitor player registrations, use of permit players and match day entries for LVFNL.
- Liaise with LVFNL clubs in relation to any breach of regulations.
- Liaise with umpire groups and assist in developing MOU’s for LVFNL.
- Liaise with all parties concerned whenever an umpire submits a report during a match.
- Arrange and communicate information whenever an investigation is requested by LVFNL clubs.
- Report on a weekly basis to the Regional Manager on operational matters.
- Prepare appropriate sections for AFL CV and League annual reports.

LVFNL

- Be a key contact point for LVFNL clubs and the LVFNL Board.
- Work closely with the LVFNL Board and attend Board Meetings. Maintain Board and league records including accurate and sufficient documentation to meet legal requirements, manage agenda’s, minutes, and correspondence for the Board.
- Help and lead the Board in providing systematic communication from the Board to members and relevant stakeholders.
- Ensure LVFNL meet Consumer Affairs requirements including AGM and Annual Reports.
- Prepare and distribute all match day documents.
- Manage ‘Elvee’ (match day program) publication and website content.
- Liaise with LVFNL Board regarding sponsorship proposals and service existing sponsors.
- Assist with LVFNL interleague and gala day preparation.
- Oversee umpire provision for LVFNL.
- Plan and co-ordinate the LVFNL finals series.
- Monitor, document, and prepare presentation of all grades of best and fairest voting.
- Co-ordinate and organise events for LVFNL.

Netball

- Assist with programs to develop coaches and umpires including crit night.
- Assist with umpire allocation for finals.

Other:

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



Key Selection Criteria	<p>Mandatory</p> <ul style="list-style-type: none"> • Tertiary qualifications or demonstrated experience in related field. • Proven ability to show initiative, plan and set priorities. • High level of attention to detail • Strong verbal and written communication skills • Experience in building relationships and working with volunteers. • Demonstrated personal initiative and ability to work effectively in a team environment. • Sound knowledge of the football industry • Developed IT skills • Ability to work flexible hours including nights/weekends. • Passion, self-motivation, and the willingness to become immersed in work.
	<p>Desirable</p> <ul style="list-style-type: none"> • Sound knowledge of governance best practices. • An understanding of Australian Football networks in the Region and/or country Victoria • Experience in stakeholder relationship building involving local sporting clubs, community Leagues, business, government, or community groups. • Understanding of the unique challenges confronting a high-profile sporting organisation

AFLCV Values	<p>Proud to service the football and netball communities in Central Victoria.</p> <div style="text-align: center;"> </div>
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Note: This PD is subject to change as required and determined by the RGM.