



HEATHCOTE DISTRICT FOOTBALL NETBALL LEAGUE POSITION DESCRIPTION

Position: League Manager – Heathcote District FNL (12-month fixed-term contract)		Date: November 2025
Overview of Role	The Heathcote District Football Netball League (HDFNL) League Manager is responsible for the administration and operations of the HDFNL, working as part of an administrative team to ensure affiliated leagues receive high levels of service that reflect the affiliate agreements. Whilst there is emphasis on HDFNL club support and league operations, the role is responsible for progressing the sustainability, growth, and promotion of the league more broadly.	
Key Relationships	Reports to the: • AFL Central Victoria (AFL CV) Regional Manager • HDFNL Board of Management Other Key Relationships include: • HDFNL affiliated clubs • Umpires Associations • AFL Central Victoria Region Council • AFL Central Victoria Club Development Lead • AFL Central Victoria Participation Lead • AFL Central Victoria Staff & other AFL Central Victoria affiliated leagues • Respective Local Council • AFL Victoria & Netball Victoria	

Responsibilities shall include, but not limited to the following:

The person responsible for **HDFNL League Operations** will play a key role in managing the operations of the HDFNL. The position will also play a role in supporting the AFL CV Regional 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 HDFNL in consultation with each league's clubs and governing body.
- Enter and maintain/update fixtures on PlayHQ (football) and Netball Connect (netball) for HDFNL
- Monitor and update rules and regulations for HDFNL league in consultation with each governing body.
- Manage all competition administration, requirements, and results verification for HDFNL.
- Monitor inward transfers & permits to HDFNL and tribunal history of incoming players.
- Oversee and be the key contact for HDFNL in the region on league operational matters.
- Monitor player registrations, use of permit players and match day entries for HDFNL, by way of interchange agreement negotiation and maintenance between leagues
- Liaise with HDFNL clubs in relation to any breach of regulations.
- Liaise with umpire groups and assist in developing MOU's for HDFNL.
- Liaise with all parties concerned whenever an umpire submits a report during a match.
- Arrange and communicate information whenever an investigation is requested by HDFNL clubs.
- Report on a weekly basis to the Board of Management on operational matters.
- Prepare appropriate sections for relevant league annual reports.

HDFNL

- Be a key contact point for HDFNL clubs and the HDFNL Board.
- Work closely with the HDFNL 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.
- Review, maintain, and implement relevant league and governing body rules, regulations, and policies
- Support and lead the Board in providing systematic communication from the Board to members and relevant stakeholders.
- Ensure HDFNL meet Consumer Affairs requirements including AGM and Annual Reports.
- Prepare and distribute all match day documents.
- Manage the 'Yabba' (match day program) publication, media communications, social media, and website content.
- Assist with HDFNL interleague and gala day preparation.
- Oversee umpire provision for HDFNL.
- Plan and co-ordinate the HDFNL finals series.
- Monitor, document, and prepare presentation of all grades of best and fairest voting.
- Co-ordinate and organise events for HDFNL.

Netball

- Assist with programs to develop coaches and umpires across the HDFNL & region
- Assist with umpire allocation for finals.

Other:

- Undertake other duties as required, be prepared to work both autonomously and within a team environment to ensure the overall success of the HDFNL and broader region.

Key Selection Criteria	Mandatory • 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.
	Desirable • Sound knowledge of governance best practices. • An understanding of Australian Football and Netball 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 community sporting organisations • Community football or netball operational experience

Values	Proud to service the football and netball communities affiliated with the HDFNL:  The diagram features five dark blue rounded rectangular boxes arranged in a circle, connected by a thin grey line. The boxes contain the following text: 'Approachable' at the top, 'Respected' on the right, 'Compassionate' at the bottom right, 'Trusted' at the bottom left, and 'Accountable' on the left. In the center of the circle is the HDFNL logo, which is a shield-shaped emblem with a yellow border. Inside the shield, the letters 'HDFNL' are written in large, bold, yellow font. Below the letters, in smaller yellow text, it says 'HEATHCOTE DISTRICT FOOTBALL NETBALL LEAGUE'. The background of the shield is dark blue and features stylized white and yellow figures of a football player and a netball player.
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Note: This PD is subject to change as required and determined by the HDFNL or AFLCV Regional Manager