

Football Manager



VERSION TABLE			
DATE	AUTHOR	STATUS	VERSION
10/08/2015	Chris Gilchrist	MC Approved	1
12/06/2017	Chris Gilchrist	Logo updated	2
12/03/2018	Chris Gilchrist	Change role name from President of Football to Football Manager	3

OBJECTIVE

The Football Manager is generally responsible for ensuring members are provided with the opportunity to participate in Football at their desired level and ensure the required support for members to reach their potential is provided.

Ensure the Club provides adequate administrative, financial and social support for on-field activities.

The Football Manager helps the Management Committee prioritise its goals and keeps the committee on track by working within the club's framework.

At an operational level, the major functions of the Football Manager are to facilitate effective management of Football, ensure the culture of SUFC is maintained and ensure members receive an enjoyable playing experience.

RESPONSIBILITIES

- Ensure committee members, team managers and coaches fulfil their responsibilities to the club.
- Attend NFA and other relevant Association meetings/forums where relevant, including disciplinary hearings and appeals hearings.
- Manage/Chair monthly Football Committee meetings.
- Attend monthly Management Committee meetings and AGM.
- Ensure that all sub-committees are accountable and responsible.
- Report activities of the portfolio at monthly Management Committee.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of members.
- Retain an intimate knowledge of Club, NFA and FNSW Constitution, By-Laws and Rules of Competition.
- Adopt risk management, smoke free, sun smart, code of conduct and safe alcohol and all other Club policies.
- Be a facilitator for club activities.
- Ensure appropriate use of the fields for training, games and other club activities in line with club policies and council rules, regulations and policies.
- Be available to handle any disputes.
- Be responsible for Football Committee members, Age Coordinators, coaches and managers carrying out their duties in accordance with the Rules of SUFC.
- Attend club (internal) appeals meetings as a member of the Board of appeals for football.
- Ensure, with the other members of the Management Committee, that the legal responsibilities of SUFC, including compliance with the *Associations Incorporation Act 2009*, are met.
- Ensure the planning and budgeting is carried out in accordance with the wishes of the members and as approved by the Management Committee.
- To ensure, with other members of the Management committee, that the requirements of any funding or other agreement that SUFC has entered into, are met.
- Assist with activities and events associated to SUFC – park duty, presentation day, coaches and managers BBQ, muster day.
- Act as leader/spokesperson for the Club with regards to Football.

RELATIONSHIPS

- The Football Manager reports to the club's members and Management Committee of the club.
- A close relationship with NFA and FNSW.
- Supports all managers, committee members, coaches, players and staff.

ACCOUNTABILITY

- The Football Manager is accountable to the members and Management Committee of the club.

The estimated time commitment required as the Football Manager is 6 - 8 hours per week.

REQUIRED SKILLS

- Well informed of all club activities.
- Aware of the future direction and plans of club.
- A good understanding of requirements at local, regional and higher levels.
- Possesses a good working knowledge of the club's Constitution, rules and the duties of its office holders and sub-committees.
- Dedicated club person.
- Be approachable.
- Ability to plan events and activities for a year.
- Empathy.
- Communication and negotiating skills.
- Listening skills.
- Strong leadership qualities
- The ability to communicate effectively between the Management and Football Committees, members, NFA and FNSW.
- Organisational ability.
- Ability to motivate the Football Committee and drive initiatives.
- Strong vision and commitment.
- Ability to build and establish strong presence with members and the business community.
- Ability to work as an effective management team member.

The Football Manager is appointed for a term of one (1) year from the close of the Annual General Meeting (where elected) until the close of the Annual General Meeting one (1) year.

For further information in regards to this role please do not hesitate to contact the Chairman chairman@springwoodunited.com.au