

Collingwood Football Club

Job Description



Position Title	AFLW/VFLW Operations Coordinator
Reporting Manager	Head of Women's Football

Position Objective

To ensure the AFLW & VFLW programs are run efficiently and in compliance with the AFL Rules and Regulations. All administration aspects of the program are undertaken and completed in required timeframe.

Responsibilities

General Duties:

- Coordinate full team logistics and primary coordination of AFLW & VFLW off-field programs
- Along with Head of Women's Football, responsible for driving AFLW& VFLW team professionalism off-field
- Scheduling and coordination of operational requirements for all AFLW& VFLW training sessions and games
- Coordinate and facilitate travel requirements for the team including for interstate games, camps, or off-site training
- Ensure that the AFLW & VFLW programs are run in compliance with all AFL and AFL Vic rules and regulations
- Covid-19 Compliance officer for AFLW & VFLW and all associated tasks required to run a COVID safe environment for staff and players and to remain compliant with league, state, and federal restrictions
- Update Head of Women's Football (AFLW operations) regularly on operational issues
- Assist the Head of Women's Football in the coordination of operational budget including processing invoices, receipts, and reimbursements
- Coordinate AFLW & VFLW insurance claims and associated paperwork with the assistance of the finance department
- Internal AFLW & VFLW team off field and logistical communications via Teamworks, email and in person
- Inter-department AFLW operational communications
- Internal media AFLW & VFLW communications as directed by Head of Women's Football
- Logistical management of train-on and Academy athletes
- Oversee compliance requirements and coordinate player contractual and appearance requirements for AFLW players
- Assist the Head of Women's Football with escalated matters of importance relating to crisis management within the women's football program
- Assist with contracting of VFLW players
- Any other tasks as requested by the Head of Women's Football

Match Day Duties:

- Manage pre & post game change room guests
- Secure all mobile phones on entry, except Authorised Personnel as per ADU list (with club Security)
- Scope for more match day responsibilities, on ground/bench role
- In partnership with Community Operations Coordinator, scheduling times for player appearances and ensure compliance with CBA requirements
- Ensure all Covid-19 protocols are adhered too and rolled out through the full program, RAT Testing, supervision, PCR Testing bookings, Covid-19 Portal database
- Weekly lodgement of Player Movement Report
- ASADA Club Liaison
- Weekly lodgement of training schedule – ensure AFL is notified of any changes
- Co-ordinate drug testing requirements at training and match days
- Ensure players whereabouts are up to date (daily & annual leave/off season)
- Process and manage AFLW/VFLW Accreditation for Football Department staff – seasonal and daily
- Lead up to match day
- Weekly lodgement of selected team
- Weekly lodgement of Match Day Restricted Area (MDRA) and Authorised Device Users (ADU) lists
- Weekly lodgement of Working Personnel Register
- Preparation of weekly Team Sheets
- Match day ticketing for players, staff & families:
- Club enclosure seating
- Parking passes
- Manage all administrative tasks associated with following up with medical providers and Insurance Companies
- Processing of all Private Health Insurance Rebates
- Liaise closely with all medical providers and tracking of all outstanding invoices and payments
- Manage any other requirements relating to Player Medical Finance Administration.

Skills, Knowledge and Experience

- Experience in a previous operational role (NOT industry specific)
- Experience in an Elite Sporting Environment (highly desirable)
- Experience working with a large sporting team
- Ability to engage stakeholders from culturally diverse backgrounds
- Ability to adapt and embrace change
- Understanding of the AFLW (highly desirable)
- Strong administration skills
- Experience complying with Covid-19 Government regulations (highly desirable)

Values & Behaviours

Is aware and will continue to strive and behave according to Collingwood Football Club's values – ***Do Better, Side by Side, A Nest For All, Fly Higher***

DO BETTER - I commit to take deliberate actions to address racism when I see it. At Collingwood we acknowledge the rights of the first peoples of Australia and that racism has no place in society.

SIDE BY SIDE – I commit my best to a high performing team. At Collingwood we celebrate the wins and stick together through times of adversity.

A NEST FOR ALL – I champion and respect, diversity and inclusion to make others feel part of the Black and White. At Collingwood we look out for each other, and those in need, as part of our commitment to provide a safe and welcoming club for all.

FLY HIGHER – I make the most of my opportunities to drive excellence for myself and the team. At Collingwood we strive for success