



<b>Role</b>	Football & Umpire Operations Coordinator
<b>Reporting to</b>	Senior Football & Region Umpire Manager
<b>Location</b>	Casey Fields

### **Position Overview**

The AFL South East Football & Umpire Operations Coordinator provides administrative support to the Senior Football & Regional Umpire Manager. The primary responsibility is ensuring the administration for the day-to-day operations of the AFL South East senior football competition (MPNFL) & the administration of the AFL South East Umpiring department and its participants.

### **Key Relationships**

#### **Reports to;**

- AFL South East Senior Football & Region Umpire Manager

#### **Direct reports:**

- Nil

### **Internal Communications**

- AFL South East Management & Staff
- AFL South East Umpiring Department Coaches
- MPNFL Clubs
- Southern Umpires Association
- AFL South East Umpiring Participants
- AFL South East Member Clubs

## **Job Profile**

### **Football**

- Administer the competition system on behalf of the competitions and clubs including assisting clubs to ensure implementation of AFL South East's requirements.
- In conjunction with Management, administer all Regulations, By-Laws and Policies.
- In conjunction with Management, administer all regulatory, disciplinary, tribunal and appeal matter.
- Jointly oversee all registrations and clearances for AFL South East competitions.
- Ensure all match results and reports are submitted as per the By-Laws.
- Complete the competition weekly match day tasks.
- Other duties as required by AFL South East and the AFL South East Commission.

### **Umpiring**

- Liaise with affiliated clubs and local key stakeholders to maintain effective working relationships
- Ensure all match results and reports are submitted.
- Ensure that operational matters are handled and managed efficiently and effectively.
- Attend to club requests and issues promptly.
- Attend to participating umpire requests and enquiries promptly.
- Ensure the coordination of all tribunal and appeal requirements are met.
- Oversee umpiring appointment procedures.
- Assist with the Work Cover Claims Management process.

## **Key Competencies**

- Demonstrates task completion.
- Ability to maintain discretion and confidentiality when required.
- Displays the ability to prioritise work commitments in a calm and organised manner.
- Superior presentation and communication skills.
- Understanding or willingness to understand the community umpiring environment.
- Knowledge or willingness to learn the issues effective and umpiring on umpiring.