



## **POSITION TITLE:**

**Football Operations Manager (FOM)**

## **OBJECTIVE OF THE POSITION**

To provide leadership and foster a culture of excellence within rugby league operations, driving club success through strategic direction, effective communication, streamlined systems and alignment with club wide objectives.

## **DIMENSIONS OF THE POSITION**

The FOM is responsible for the smooth and successful operation of the Townsville Blackhawks Hostplus Cup team which includes the players, coaching and support staff. The position is responsible for promoting and developing the Blackhawks in the wider community.

In addition to the administration and management of the Blackhawks, the FOM plays an important role within the RLTD Rugby League providing strategic advice to local league on player and club development.

## **POSITION ACCOUNTABILITIES**

The position of Football Operations Manager is **accountable to the Brothers Leagues Club CEO** and responsible for:

- Development and implementation of long-term strategies to improve coaching and development activities within the RLTD Clubs
- Development of strategies to attract and retain the best level of rugby league talent for the Blackhawks
- Oversee and in conjunction with the Board of Directors ensure the Blackhawks team operate in accordance with the approved budget
- Maximising attendance at home games
- Maintain a good working relationship with the Board of Directors ensuring they are kept informed of noteworthy and significant matters
- Improve and develop the training environment to maximize individual and team performance

The FOM spends time in and out of the office. Time spent in the office is normally spent dealing with:

- Administration
- Monthly Reporting
- Player welfare
- Financial recordings of player earnings
- Income and expenditure and associated negotiations involved with same
- Player negotiations
- Inward and outward correspondence
- In-house fundraising and promotions
- Sourcing the best financial outcomes for the club
- Media
- Marketing
- Attend in-house meetings with the rugby league department and grounds staff

Time spent out of the office includes:

- Liaison with the general business community
- Undertake recruitment trips to assess potential recruits
- Attending RLTD and QRL meetings
- Attending training sessions from off season commitments to seasons end
- Attending and visiting games on a home and away basis
- Player recruitment
- Player welfare
- Networking
- Promoting the name of the Blackhawks
- Increasing the profile of the Blackhawks in the wider community

To be able to fulfil the role of FOM, the person must have a good understanding of the game of rugby league and must be able to empathize with the coaching staff and players. The person must be able to identify potential players and coaching staff members by researching the person's abilities and experience, personal backgrounds, successes and attitudes associated with same.

## **SPECIFIC RESPONSIBILITIES**

### **Coaching and Development**

- Recruitment of playing staff for the Blackhawks (in liaison with Head coach)
- Recruitment of coaching and support staff (in liaison with Head Coach)
- Maintain a general supervisory role over training sessions and liaise with coaches and players on a regular basis
- In conjunction with the coaching staff, develop future strategies to improve coaching and development activities
- Meet with coaching staff and attend development squad training sessions to assess our future playing staff

### **Administration**

- Prepare regular monthly reports on the operating activities for the Board of Directors and CEO
- Liaison with ground staff at the Oval to ensure the ground preparations and improvements of the playing surface and facilities are up to the standard required by the Queensland Rugby League
- With the assistance of office staff, process all correspondence, invoices, purchases and other transactions
- Plan and co-ordinate all home matches including any trials – staffing, ball boys, video, ground set up, and any other requirements required for a successful event.
- For all away matches organize travel and accommodation for players, managers and coaches
- Prepare a report (attend when requested) for Board meetings, attend Qld Cup meetings and attend to any follow up courses of action resulting from these meetings
- Work closely with the Leagues Club management and staff in relation to planning functions and home matches where the RL Clubs will utilize the Leagues Club facilities and staff
- Organize special coaching clinics to be run by the Development team

### **Player Liaison and Management**

- Negotiate contracts with players ensuring all players are fairly treated and remunerated
- Negotiate contracts with player managers in the effort to attract or retain a player at the club
- Renegotiate and extend negotiations with players and managers who seek increases or alterations on initial dealings
- Arrange contract structures and packaging for players

- Attend to the relocation needs of new recruits – employment programs, accommodation
- Maintain a close liaison with players. Where appropriate hold discussions with players regarding their needs
- Assist players in any off field problems they may encounter that will promote better on field performances for the club
- Arrange regular player meetings and discuss issues related to player welfare, employment, medical and insurance needs, contract terms

### **Human Resources**

- Ensure the effective recruitment, training and development of all staff in their relevant positions
- Manage and provide effective leadership and example to those staff
- Counsel staff and attend to any problems they may have
- Provide feedback to staff about performance
- Ensure all staff are kept fully informed of matters that affect proper successful performance

### **Financial**

- Keep weekly, monthly and yearly records of player earnings
- Assist with proposals seeking funding from local, state and federal government
- Assist accounts department in the issuing and receipt of invoices
- Liaise with accounts department to ensure debtors and creditors fulfil their obligations to the club and vice versa
- Assist the CEO and Financial controller with the preparation of budget and individual line-item accounts within the budget for Board approval

### **Internal meetings**

- Leagues Club staff
- Player negotiations/Player welfare
- Coaching and Playing staff
- Selection meetings
- Board meetings

### **External Meetings**

- Qld Cup Executive Officer's meetings
- Player negotiations
- Equipment
- Networking
- Club representation at Functions / Meetings

