



McDonalds Ballarat Football Netball League Inc

Position Description – BFLW Coordinator (Part-Time)

Ballarat Football Netball League (BFNL)

Position Overview

The BFLW Coordinator is responsible for the management, coordination, and development of all women's football operations within the Ballarat Football Netball League (BFNL). This includes senior and junior BFLW competitions, player pathways, representative programs, and development initiatives.

The role ensures the professional and effective delivery of all BFLW programs, including administration of competitions, compliance, fixtures, player registrations, clearances, finals series, and stakeholder engagement.

The BFLW Coordinator will work closely with the General Manager, Football/Operation Manager, and League staff, contributing to the growth, integrity, and sustainability of women's football in the BFNL. The role is part-time and may involve attendance at Board meetings and regular meetings with the General Manager.

Key Responsibilities

1. BFLW Operations

- Manage and oversee day-to-day operations of all BFLW competitions.
- Manage and monitor the registration and clearance system (PlayHQ) in line with AFL Victoria and BFNL policies.
- Oversee the player registration process, ensuring compliance and accuracy of data.
- Support clubs and manage expectations regarding operational, administrative, and competition matters.
- Assist in the development and onboarding of new BFLW clubs entering the BFLW competition structure.
- Prepare and manage annual fixtures for all grades of women's football.
- Organise BFLW finals series arrangements, including venue hire, match operations, and logistics.

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- Support the development and implementation of plans to ensure successful commencement of each playing season.
- Ensure clubs and players remain compliant with League By-Laws, AFL Victoria regulations, and child safety policies.
- Assist with all BFL functions, award ceremonies, and presentations as required.
- Prepare league votes and assist in the preparation of awards spreadsheets for BFLW competitions.

2. Competition Fixturing & Management

- Develop and maintain fixtures for all BFLW competitions in collaboration with the Football Manager and General Manager.
- Manage scheduling requests, venue availability, and special conditions to ensure operational fairness.
- Monitor match-day operations and ensure clubs comply with match regulations and League procedures.

3. Finals Series Preparation

- Plan and coordinate BFLW finals series, including venue arrangements and logistics.

4. Representative & Development Programs

- Coordinate women's football representative programs, including interleague teams and development pathways.
- Assist in the appointment of coaches for representative teams.
- Organise player nominations, trials, and selections for representative programs.
- Manage logistics for training, travel, uniforms, and equipment.
- Promote AFL Victoria development programs, workshops, and pathways for female players.

5. Tribunal & Investigations

- Manage all tribunal matters and disciplinary issues within BFLW competitions.

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- Organise tribunal hearings, including scheduling, venue arrangements, and notifications.
- Liaise with club contacts, players, and officials to gather information.
- Engage investigators for serious incidents when required.
- Maintain accurate records of investigations, tribunal hearings, and outcomes.
- Update outcomes on PlayHQ and keep the General Manager informed of progress and results.

6. Media, Communications & Social Media

- Work with the League's media partners to promote BFLW competitions and events.
- Provide content for BFL media releases, social media, and website updates.
- Ensure communications align with League policies, branding, and professionalism standards.

7. Sponsorship & Corporate Liaison

- Maintain awareness of BFLW sponsorship arrangements and assist with activations.
- Support the General Manager in identifying and securing sponsorship opportunities.

8. Strategic Planning & Growth

- Contribute to planning for the growth and development of women's football in the BFL.
- Provide insights into competition structure, club development, and player pathways.
- Collaborate with the General Manager, Board, and key stakeholders on strategic initiatives.

9. General Administration

- Assist the General Manager with administrative tasks as required.
- Provide support with correspondence, reporting, and documentation across football programs.
- Help maintain records, spreadsheets, and operational files.

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- Attend meetings and prepare agendas, minutes, and reports for BFLW or League-related activities when required.

Key Relationships

Internal:

- General Manager (regular meetings and updates)
- Football Manager
- Netball Coordinator
- BFLN Board of Directors (attendance at meetings as required)
- League Staff and Contractors
- Club Presidents, Secretaries, and Coaches

External:

- AFL Victoria
- Local Government Authorities
- Sponsors and Partners
- Media and Community Stakeholders
- Neighbouring Leagues

Key Skills and Attributes

- Strong knowledge of women's community football operations and governance.
- Experience managing competitions, fixtures, and match-day logistics.
- Experience coordinating representative programs, player trials, and coach appointments.
- Experience managing tribunal processes and reporting outcomes.
- Ability to manage umpire rostering and liaise regarding payments.
- Excellent communication and relationship management skills.
- Strong organisational skills and attention to detail.

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- Capacity to manage priorities in a part-time, flexible role.
- Professionalism, integrity, and commitment to community sport.

Qualifications & Experience

- Experience in football or sports administration, preferably in women's or community football.
- Familiarity with AFL Victoria systems (PlayHQ or equivalent).
- Demonstrated experience in competition management, stakeholder engagement, tribunal management, and event coordination.
- Understanding of community sport governance, compliance, and policy frameworks.
- Relevant tertiary qualification in Sports Management, Business, or related field (desirable).

Reports To: General Manager – Ballarat Football Netball League

Direct Reports: Nil (works collaboratively with League staff, contractors, and volunteers)

Location: Saxon House, Ballarat

Employment Type: Part-time – 3 days per week

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