



United States Australian Football League

Office: 1550 Larimer Street #195
Denver, CO 80202
303 936-1299

A 501(C) 3 Not-For-Profit Organization
www.usafl.com

POSITION DESCRIPTION: OPERATIONS MANAGER

CONDITIONS OF ENGAGEMENT:

The following is a description of the duties of the Operations Manager for the USAFL.

OVERALL RESPONSIBILITIES:

The principal responsibility of the Operations Manager is to work with Members of the Executive Board in coordinating the various tasks involved with the administration of a national sporting organization. This co-ordination is undertaken with a wide variety of persons, being players, umpires, club administrators, sponsors, and the public.

The duties of the Operations Manager will be undertaken in a manner that is consistent with the Mission Statement of the Organization as well as the capabilities relating to the performance of the organization, being officials, financial management, player, and club services, coaching, and merchandising as are contained in the USAFL Business Plan.

DETAILED TASKS

The tasks described hereunder are representative of those that will be undertaken by the Operations Manager under the general direction of the President of the USAFL, as well as other Executive Board Members and Portfolio Members where appropriate. Two separate people or one individual working full time may perform the general office duties and league administration duties. Some duties (such as responding to emails/answering telephone) may be performed by both people if working different schedules.

1. General Office Duties– APPROX. 10-15 hours per week

- Determine the office hours and disseminate this information to players, club officials and the public.
- Answer USAFL Office phone during office hours
- Organize and schedule regional teleconferences as directed by President and Board
- Follow system guidelines in the daily, weekly, monthly and annual operation of the office
- Purchase office supplies and equipment





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- Maintain and monitor a system to track tasks as are delegated to Members of the Executive Board and Portfolio Members (as directed by secretary)
- File and archive league documents.
- Monitor workflow processes and update and expand these as necessary
- Respond to emails from USAFL Clubs, sponsors and supporters in a timely manner.
- Forward emails and questions to appropriate Board/Portfolio members in a timely manner.
- Manage a yearly calendar for office procedures; this to be broken down into daily, weekly, monthly and annual tasks.
- Manage and maintain a system to track email frequency and category
- Provide President with a weekly breakdown of office operations

SPECIAL AREAS:

Insurance

- Liaise with the USAFL's insurance agent and the Treasurer in regard to all USAFL insurance issues.
- Ensure that all USAFL insurance policies are current.
- Ensure that all clubs have necessary insurance information to ensure they have access to coverage for their events.
- Obtain insurance certificates for teams as requested, liaise with treasurer.

Financial Management

- Assist the Accountant with the management of credit card sales and other similar items.
- Direct the Accountant and/or Treasurer to send out appropriate invoices for items such as club dues, Revolution, Freedom, and Competition payments, etc.

2. LEAGUE ADMINISTRATOR DUTIES – APPROX. 20-25 hours per week

- Maintain and update club contact information
- Maintain and update Board and portfolio member contact information
- Maintain and update Australian and American Advisory Council contacts and but not limited to, Australian ambassadors, USAFL alumni, AFL and other governing bodies.
- Maintain and update an information package for new and prospective Board members and portfolio representatives, including a role responsibility document.
- Provide the President with a monthly breakdown of work undertaken along with a monthly operations report to board prior to schedule monthly meetings.





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- Assist the National Team Manager(s) in liaising with clubs for Revolution, Freedom and All-Star events.
- Provide any USAFL documents to board members as requested
- Ensure rules and regulations for games and tournaments are updated on an annual basis via the Rules and Laws Committee.
- Help create and instill an environment of communication and co-operation between the USAFL and its Member Clubs.
- Set up monthly Board meetings, ad-hoc Board meetings, tele-conferences and other meetings involving Board members. Provide information on agenda to attendees as required.
- Attend meetings as directed by President.
 - Assist the Secretary in publishing the USAFL Annual Report
 - Send emails/updates from the Board to Club Presidents in form of a “Presidents Update” – as directed by board and President.
 - Manage and maintain a system to track email frequency and category.
 - Assist the President and the Marketing Manager in liaising with USAFL Sponsors.
 - Update a yearly calendar for scheduled games, tournaments and events etc. – send to webmaster for posting on website and update results as required
 - Develop a procedure for new clubs wanting to join the league; liaise with these new clubs and help with initial support
 - Monitor and deal with player and club registration processes, issues etc.
 - Oversee the management of player statistics, especially games played, suspensions/tribunals etc.
 - Process player nationality applications
 - Deal with player exception rulings coming into nationals
 - Post and disseminate all nationals’ related information such as hotels, fields, local area information as directed by National Tournament Director.
 - Work with website development team to develop and maintain USAFL membership database
 - Target November of each year to have plans set for the following year with regard to the Executive Board Retreat, blackout dates (for all star games, national team games/tryouts etc.), administration timelines, Nationals, international and domestic tournaments and other issues as directed by the Board of Directors.
 - Assist the National Tournament Director in managing and organizing the USAFL National Tournament (in addition to attending championships) as directed.