



**NATIONAL CLUB
ACCREDITATION SCHEME**

Position Title:	Director of Football
Employment Status:	Contracted Role
Location:	John Fredericks Park, Old Cleveland Rd, Capalaba, Qld 4157
Reports To:	Club President (Or Nominated Committee Member)
Staff Reporting to this Position:	Technical Directors / First Team Coaches

About Capalaba FC

Capalaba Football Club is home of the 'Bulldogs' and is located at John Fredericks Park, Old Cleveland Road, Capalaba.

The Club was formed in 1972 and is a football (soccer) club catering for all ages and genders.

The Capalaba Football Club has a fully licensed bar, canteen facilities and a hall for functions. It also has a patio area that is fully covered to watch the main matches.

The canteen provides a variety of food and refreshments throughout the weekend when games are in progress at John Fredericks Park.

About the Role

Ensures that the club delivers a quality football program to all players and coaches which is focused on sustainable on-field success and a commitment to ongoing player and coaching development that is in line with the FFA National Curriculum and the Club's Vision and football Philosophy, whilst fostering a positive environment that provides all players and coaches with the necessary technical skills and knowledge to achieve their football goals.

Organisational Relationships

The Football Director reports directly to the management committee of Capalaba Football Club via the delegated representative Football Chair.

The role provides advice, leadership and support on football and football related matters to:

- a) Management Committee;
- b) Technical Directors of the club;

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- c) coaches and assistant coaches of the club via the technical directors;
- d) senior head coach, men and women.

Role Characteristics

The successful candidate will be mature, progressive, energetic, enthusiastic, innovative and results driven with a strong ethical approach and an outstanding track record in the delivery of quality football outcomes.

You will be working in an environment that is integral to fostering the club culture focusing on our moral and ethical values. You will have experience working in a busy environment, the ability to multitask and possess a 'can-do' attitude.

Duties & Responsibilities

Incl. but is not limited to the following

Technical Direction & Coaches

- oversee, guide and mentor the Football Department (technical directors and head coaches) with the delivery of all football programs;
- assist in the recruitment and induct Technical Directors (as required or as needed);
- undertake performance reviews of Technical Directors on a 3-monthly cycle;
- ensure the Technical Directors undertake regular performance reviews of coaching staff across all levels on a half yearly basis;
- oversee, guide and mentor ongoing coaching and player development across all levels;
- oversee, guide and mentor the implementation, by the Technical Directors and Head Coaches, training programs for the Football Queensland aligned teams that are consistent with the FFA National Curriculum and are relevant to the age and needs of the playing group;

Football Governance & Oversight

- provide support for technical directors and coaches with trials and team compilations across all levels (incl. Miniroos, Juniors and Men & Women Leagues);
- oversee and ensure communications to governing bodies and external stakeholders is timely, accurate, consistent with Club policy and vision and relevant to football matters;
- advise the management committee on the development, amendment and updating of policies with respect to football operations. The development, amendment and updating of such policies will adhere to the approval process that is currently in force at the time.

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- report to the Committee on the progress of programs by way of timely written reports for tabling at monthly Management Committee meetings (Inclusive of TD Reports);
- support the technical directors in advising the management committee on the requirements for annual budgets; including discussion for all fees and levies recommended.

These specific objectives may change by mutual consent of both parties in writing.

Skills and Experience	Essential: <ul style="list-style-type: none"> • Experience supervising and working cooperatively with a range of people; • High level of interpersonal, leadership and team skills; • Ability to learn and adapt to an ever-changing environment; • Willing to work with other coaches to share knowledge and assist with any problems / questions; • Professional presentation and strong communication skills; • Scouting of new players both within the club and the broader community; • Contracted players and coaches; • Blue card working with children; • Minimum of a FFA A Licence.
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Key Results Areas (KRA)	Performance standards for this position and eligibility for performance-based remuneration are met when:
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KRA	Objective	Measurement
Team Leadership	<ul style="list-style-type: none"> • Lead and manage the Football staff focused on delivering high levels quality coaching and player development. 	<ul style="list-style-type: none"> • Effective staff management including induction, development, coaching, effective delegation and overall supervision of activities, setting priorities and work plans. • A culture where teamwork and co-operation are evident; • All staff understand Club processes and standards and maintain a consistently high level of coach & player engagement.
Resource Management	<ul style="list-style-type: none"> • Manage the Football Department resources appropriately. 	<ul style="list-style-type: none"> • Staff are suitably qualified or trained to the right levels to deliver the Footballing program to all players in all age groups. • Technical Directors are clear about expectations and are all working to the right standards outlined

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by the Club and its regulatory footballing bodies.	
Compliance	<ul style="list-style-type: none"> • Ensure compliance with relevant governing standards • All Technical non-compliance issues identified during cyclical reviews • All Technical requirements of various licensing bodies are met, and non-compliance issues are identified and resolved in a timely manner

Review Periods	A review of the role will take place after six months from the commencement of the contract unless requested by the DOF earlier. This will take the format of the DOF providing a written report to the management committee and if requested by either party a meeting between the DOF and two representatives from the management committee at a mutually convenient time and location.
Contracted Terms	<p><u>Hours</u></p> <p>As required to successfully deliver on the Position Objectives and Key Duties. Hours may be varied as necessary in consultation with the management committee or its nominated representative. It is a contracted role of 10 hours a week.</p> <p>The nature of football is that there tends to be a greater degree of effort required outside of the regular competition season, particularly during the pre-season and off-season. The hours required during the season being more regular.</p> <p><u>Remuneration</u></p> <p style="background-color: black; color: black;">[REDACTED]</p> <p><u>Method of Payment</u></p> <p>Payment is made in advance by EFT on the 1st working day of each month upon presentation of a suitably prepared invoice for services rendered.</p>
Contract term	<p>Commencement date: 1st September 2019</p> <p>Expiry date: 31st October 2020</p>

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Termination of Contract	<p>The contract may be terminated prior to the expiry date by either party providing the other party with one month's written notice.</p> <p>The management committee will make all reasonable efforts to determine within 60 days of the contract expiry date, whether the contract may be renewed.</p>
Parties to this Contract	<p>We the undersigned declare that we have read and understood the terms and conditions of this agreement and that our signature is testimony to our intention to form a legal and binding relationship on these terms.</p>

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For Capalaba Football Club Inc

President

Witnessed by

Full Name: _____

Full Name: _____

Signature _____

Signature _____

Date _____

Date _____

Director of Football

Witnessed by

Full Name: _____

Full Name: _____

Signature _____

Signature _____

Date _____

Date _____

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