



**NATIONAL CLUB
ACCREDITATION SCHEME**

Capalaba Football Club

Position Description – Kick-off and Mini-Roos (Under 6/7) Co-ordinator

POSITION TITLE:

Kick-off and Mini-Roos (Under 6/7) Co-ordinator

OBJECTIVE:

To ensure all administrative, organisational and competition requirements are met for Kick-off Program and Under 6 and 7 age groups of the Club.

RESPONSIBILITIES / TASKS:

- Maintain regular contact and liaison with all under 6 and under 7 team coaches, managers and parents of junior players to ensure all reasonable needs are met and teams are resourced adequately to permit optimum participation, enjoyment and development levels on and off the field.
- Liaise with Secretary and Registrar to ensure all players are eligible to participate in the respective competitions.
- Be the primary contact point for parents of all Kick-off participants to ensure they are adequately informed and that all reasonable queries and/or concerns are addressed in a timely manner.
- Be the primary contact point for parents of under 6 and under 7 players for all football and football related matters that are unable to be resolved by the team coach and/or manager.
- Act as conduit between parents and coach and/or manager for resolving football and football related issues.
- Co-ordinate all teams to ensure there are sufficient playing personnel to field teams in their respective competitions.
- Assist with the co-ordination of annual junior presentation day, muster day and any other event related to Kick-off and/or Under 6 and under 7 football.
- Liaise with Mini-roos Technical Director to ensure player pathways are identified and transition to Mini-roos football is carried out in a responsible and organised manner.
- Liaise with Mini-roos Technical Director to ensure ongoing development of coaches is maintained and carried out in a responsible and organised manner.



Capalaba Football Club Inc.
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PO Box 34 CAPALABA QLD 4157
Telephone: (07) 3823 1312



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RELATIONSHIPS:

- Reports to the Mini-roos Technical Director
- Liaises with all junior players, parents, coaches and managers.
- Liaises with Football Department and Mini-roos and Junior Technical Director
- Liaises with Registrar and Secretary

ACCOUNTABILITY:

- The Kick-off and Mini-Roos (Under 6/7) Co-ordinator is accountable to President and General Committee.

ESSENTIAL SKILLS:

- A good understanding of Football Brisbane administrative requirements as they relate to the fielding of junior teams in their respective competitions.
- A good understanding of the various competition rules as they relate to junior teams.
- Enthusiastic and well organised.
- Ability to keep sound records.
- Ability to work in a logical and orderly manner.
- Willing to learn new skills if necessary.
- Dedicated club person.
- Honest and trustworthy.

DESIRABLE SKILLS:

- Sound computer skills.
- Sound negotiating skills.



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