



NATIONAL CLUB ACCREDITATION SCHEME

Capalaba Football Club Position Description – Senior Co-ordinator

POSITION TITLE:

Senior Co-ordinator

OBJECTIVE:

To ensure all administrative, organisational and competition requirements are met for Senior teams under 18 and above that participate in Football Brisbane competitions or other affiliated competitions (not Football Queensland).

RESPONSIBILITIES / TASKS:

- Maintain regular contact and liaison with all junior team coaches, managers and parents of junior players to ensure all reasonable needs are met and teams are resourced adequately to permit optimum performance 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 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 player and coach and/or manager for resolving football and football related issues.
- Ensure all teams have sufficient playing personnel to field competitive teams in their respective competitions.
- Participate and assist with coordination of annual senior presentation day and any other event related to senior football.
- Liaise with Football Department to ensure player recruitment and retention needs are met and strategies developed to grow the Club's senior player base.

RELATIONSHIPS:

- Reports to the President, Football Chair and General Committee
- Liaises with all Senior players, coaches and managers.
- Liaises with Football Department through the Football Director
- Liaises with Registrar and Secretary



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



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ACCOUNTABILITY:

- The Senior 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 senior junior teams in their respective competitions.
- A good understanding of the various competition rules as they relate to senior 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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