



**NATIONAL CLUB
ACCREDITATION SCHEME**

**Capalaba Football Club
Position Description – Women's Co-ordinator**

JOB TITLE:

Women's Co-ordinator

OBJECTIVE:

To ensure all administrative, organisational and competition requirements are met for Women's teams across all divisions (i.e. Football Brisbane and Football Queensland) from under 12 to Seniors to Legends of the Club.

RESPONSIBILITIES / TASKS:

- Maintain regular contact and liaison with all 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 presentation day/s and any other event related to Women's football.
- Liaise with Football Department to ensure player recruitment and retention needs are met and strategies developed to grow the Club's Women's player base.
- Liaise with Mini-roos Technical Director to ensure female pathways are identified and resourced adequately to feed into Junior Divisional and Junior NPLW squads.
- Identify strategies to build female participation in all aspects of the Club's operations, including football, management and volunteering.

RELATIONSHIPS:

- Reports to the President and General Committee
- Liaises with all players, coaches and managers.
- Liaises with Football Department



Capalaba Football Club Inc.
ABN 59 140 862 945
www.capalababulldogs.com

John Fredericks Park, Old Cleveland Road,
CAPALABA QLD 4157
PO Box 34 CAPALABA QLD 4157
Telephone: (07) 3823 1312



NATIONAL CLUB ACCREDITATION SCHEME

- Liaises with Registrar and Secretary

ACCOUNTABILITY:

- The Women's Co-ordinator is accountable to the President and General Committee.

ESSENTIAL SKILLS:

- A good understanding of Football Brisbane and Football Queensland administrative requirements as they relate to the fielding of Women's junior and senior teams in their respective competitions.
- A good understanding of the various competition rules as they relate to Women's teams.
- Enthusiastic and well organised.
- A passion for Women and Girls football.
- 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.



Capalaba Football Club Inc.
ABN 59 140 862 945
www.capalababulldogs.com

John Fredericks Park, Old Cleveland Road,
CAPALABA QLD 4157
PO Box 34 CAPALABA QLD 4157
Telephone: (07) 3823 1312