



**NATIONAL CLUB
ACCREDITATION SCHEME**

Position Title:	Academy Manager
Employment Status:	Contracted Role
Location:	John Fredericks Park, Old Cleveland Rd, Capalaba, Qld 4157
Reports To:	Football Director
Staff Reporting to this Position:	NPL Youth Coaches and Players

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.

About the Role

To deliver a quality football program to all players which is focused on sustainable on-field success and a commitment to ongoing player development that is in line with the FFA National Curriculum and the Club's Vision and football Philosophy.

Organisational Relationships

The Junior Academy Director reports directly to the Football Director of Capalaba Football Club.

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

- a) Coaches;
- b) Managers;
- c) Players;
- d) Parents;
- e) Volunteers.

Role Characteristics

The successful candidate will be 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

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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

- assist and support all coaches in the NPL programs in both training sessions and match days. This can be taken on a rotational basis;
- recruit and induct coaching staff throughout the Club after sanctioning of the Football Director
- undertake regular performance reviews of coaching staff across all levels;
- provide support and assistance to all coaching staff that will allow them to meet the prerequisite qualifications of the teams appointed to;
- Implement and provide 6-week cycles for NPL teams with support from Football director;
- encourage and support an environment of continuous improvement and ongoing coaching and player development across all levels;
- design and implement training programs for the NPL aligned teams that comply with the FFA National Curriculum and are relevant to the age and needs of the playing group;
- provide access to training program materials and content to support our NPL teams;
- liaise with all coaches and provide ongoing mentoring and support, where required, to improve training and competition outcomes for all competitive teams;
- manage and co-ordinate the regular pre-season, mid-season and post-season review of player performance and development within the NPL aligned teams;
- recruit players from the club to assist in coaching roles.

Football Governance & Oversight

- assist with the organisation of pre-season games for all teams where requested and, where possible, ensure they are held on home grounds where ever possible.
- oversee and co-ordinate all gradings, trials and team compilations across all NPL levels in conjunction and with the assistance of appointed coaches and coordinators.
- ensure communications to governing bodies and external stakeholders is timely, accurate, consistent with Club policy and vision and relevant to football matters. Be available as the Junior NPL contact for Football Queensland if required;



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- attend all Football Queensland NPL meeting as requested by Football director;
- provide multi-disciplinary communication to coaches, players and parents to ensure optimal wellbeing of the development of the Junior youth football at the club;
- deliver, organise and oversee the provision of special player development programs that are additional to and outside of the normal training regime. These may consist of specialist coaching clinics given by outside professionals or may be internally run using internal coaching staff and shall be delivered on a user pays system;
- assist with the organisation of the player presentation functions at the end of the season.

Public Profile & Community

- support and promote the club in line with its Vision to assist in raising the profile of the club within the community;
- provide regular and consistent communication between the club and players of all NPL levels and ages;
- assist with the organisation of the player presentation functions at the end of the season;

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

Skills and Experience

Essential:

- Experience coaching 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;
- Professional presentation and strong communication skills;
- Appropriate level of FFA licensing to coach the team(s).

Desirable:

- Passionate and dedicated to promoting the club to the wider community;
- Have current CPR certification and First Aid training;
- Participate in some or all the following as requested by Capalaba Football Club:
 - Fund raising activities
 - Club social activities
 - Interviews and other media obligations

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Key Results Areas (KRA) Performance standards for this position and eligibility for performance-based remuneration are met when:

KRA	Objective	Measurement
Team Leadership	<ul style="list-style-type: none"> Lead and manage the Football Team 	<ul style="list-style-type: none"> Setting priorities and work plans for coaches & players; Establishing a culture where teamwork and co-operation are evident; All team members understand Club processes and standards and maintain a consistently high level of coach & player engagement.
Coaching	<ul style="list-style-type: none"> Coach and mentor the team, focused on delivering high levels quality coaching and player development. 	<ul style="list-style-type: none"> Ensuring training plans are current and ready for all training sessions; Ensuring training sessions are well prepared and ready for when the players arrive; Ensuring training is delivered at the appropriate level for the players and the point within the season; Encourage players to work at their peak levels, and ensure their continuous development.
Compliance	<ul style="list-style-type: none"> Ensure compliance with relevant governing standards 	<ul style="list-style-type: none"> All requirements of various licensing bodies are met, and non-compliance issues are identified and resolved in a timely manner; Arrival at games at least 1 hour prior to kick off to ensure that player warm ups and team are ready to play at designated kick off time.
Premises	<ul style="list-style-type: none"> Football facilities are maintained and presented at a high standard 	<ul style="list-style-type: none"> All maintenance and safety issues are reported to the Committee in a timely manner and in accordance with Club procedures and policies.

Review Periods	A review of the role will take place every three (3) months from the commencement of the contract unless requested by the Football Director earlier. This will take the format of the Football Director providing a written report to the management committee and if requested by either party a meeting between the Football Director and a representative from the management committee at a mutually convenient time and location.
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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 Football Director or its nominated representative.</p> <p><u>Remuneration</u></p> <p>[REDACTED]</p> <p>The club will provide the coach with a coaching uniform. The coach will wear the official uniform provided during all official training and match events as set by the club.</p> <p>The coach will attend a minimum of 80% of all coaching meetings and updates as set by the club. The coach will always act in a professional manner and maintain a safe and healthy training and playing environment.</p> <p><u>Method of Payment</u></p> <p>[REDACTED]</p> <p>[REDACTED]</p>
Contract term	Commencement date: October 1st 2019 Expiry date: September 30th 2020
Other Interests	During the term of this contract, you will not be employed by, or be directly or indirectly concerned or interested in any organisation which is in direct or indirect competition or that is incompatible and/or inconsistent with the interests of Capalaba Football Club without the express written consent of the management committee or its nominated representative.

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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 Football Director or its nominated representative 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

Full Name: _____

Signature _____

Date _____

Witnessed by

Full Name: _____

Signature _____

Date _____

Junior Academy Manager

Full Name: _____

Signature _____

Date _____

Witnessed by

Full Name: _____

Signature _____

Date _____