



The **Bays United Football Club (BUFC)** promotes the sport of soccer in our community by creating pathways and opportunities for players, coaches, and volunteers. We started in 1946 as a single adult team and have grown into one of Victoria's largest clubs, assisting over 1600 members of all ages and genders to achieve their potential. We accomplished this with the help of a small but mighty team of dedicated contractors and our generous members who volunteer their time to keep kids and adults in sports. At Bays United, we believe all functions of the club should be player centered, coach driven, administratively supported, and community based with integrity and respect for all involved.

We are looking for a **Technical Director** who will oversee and be accountable for all programming while leading the Technical Leads and Coaches as well as Volunteer Coaches. This includes designing and/or administering our coach and player development programs and assisting with the overall success of our volunteers with our guiding principle of keeping the kid's best interests at heart.

Here's what you need to have:

- 10+ years' experience coaching or developing youth soccer and CSA Youth and Children certification, or an equivalent combination of experience, training, and/or education
- Knowledge of best practices for program planning and player evaluation
- Understanding of Canadian Soccer Association's Long Term Player development
- Superior relationship building skills with the ability to forge bonds at both the organizational level as well as with our youth
- Availability to work flexible hours, including attending evening meetings, occasional weekend events, and remaining visible on the soccer sidelines during practices and weekend games
- Excellent time management skills with the ability to manage numerous projects simultaneously and meet competing deadlines
- Concise and clear communication with demonstrated conflict resolution skills
- Approved criminal record check

This is a unique contract position with flexibility in hours and duties based on the complementary skills and experience you bring to the role. This opportunity is anticipated to be a three-quarter time role at approximately 120 hours per month. The fee paid for these services will vary based on the qualifications, expertise and experience of the successful individual and may range from \$60,000 - \$72,000 per year. The contractor agreement package may be negotiated depending on the qualifications and experience of the candidate. This position is being posted with the General Manager position and depending on the skillset of the applicant, a combination of both positions may be considered for the preferred applicant.

If you have a passion for sport, believe in the holistic benefits that sport brings to the lives of children and adults, and want to make a positive impact in our community, please apply with a cover letter and resume to HumanResources@BaysUnited.ca . In your cover letter outline why you would be a great fit, and highlight how many hours per week you are available to dedicate to the success of this key role.

A copy of the complete job description can be found [HERE](#). Applications will be accepted for this opportunity until 8:00 pm on Saturday, June 10, 2023.



Technical Director Job Description

Position Summary:

The Technical Director is responsible to deliver programming under the guidance of the Directors for Bays United Football Club. The Technical Director is expected to collaborate effectively and lead all Technical Lead and volunteer coaches and provide upon request, services and information as required to the General Manager.

The Technical Director will report to the General Manager and, from time to time, will be required to report out to the monthly Board meetings upon request of the Board.

Specific Duties/Accountabilities

The TD will be required to undertake the following job duties and responsibilities:

1) Core Functions

- Oversee the Technical Leads, Technical Coaches, volunteer coaches and team officials
- Develop and approve all House and Divisional Technical Programming
- Help hire Technical Leads and Coaches (contractors), recommend pay scale and the technical structure for club technical programs
- Develop programming/practice scheduling in partnership with the Field Coordinator and General Manager
- Approve payment submission for hourly technical staff
- Coach meetings and program planning
- Help develop and distribute coaching materials for House and Divisional
- Help develop and manage a support program for youth coaches with House
- Backfill for unexpected and critical coach absences, for team and Technical support
- Attend the club's Annual General Meeting.
- Provide such other services as would normally be required of a Technical Director.

2) Player Development Program and Coaching Support

Oversee the Technical Lead(s) and work with the VP Directors of Youth and House, and the Technical Program Committee to help administer the player development program.

Oversees and accountable for player development programs:

- Establish curriculum and philosophy of play;
- Create player development models that follow CSA guidelines as well as other best practices;
- Develop player pathways and work with outside organizations to facilitate these pathways;
- Supervises the tryout process, ensuring that club practices and policies are followed and that all players who participate are given an opportunity to demonstrate their skills.



3) **Coach Development**

Design and administer an overall coach development program with the objective of developing various levels of coaching expertise to support all programs (Adult and Youth Full Field, Small Sided, & Minis);

- Manage, support and deliver on coach mentoring and development strategy;
- Develop technical lead staff to further expand future and existing offerings;
- Maintain a technical staff credentials database;
- Identify, recruit and develop a sufficient number of qualified volunteer coaches and assistant coaches to support all competitive teams;
- Oversee coach training and mentorship, including the development and execution of coaching; and
- Ensure coaching development and training supports the Club's vision.

4) **Evaluation and Team Formation**

Oversee the Technical Leads to recruit volunteer Coaches and Assistant Coaches to form the teams.

Oversee the Technical Leads to ensure all processes and procedures for the Evaluation and Team Formation is up to date.

Attending all evaluations working with the Technical Leads ensuring all parents technical questions are answered or managed.

Accountable for approving all house and divisional league team formations, and working with the Age Group Coordinators to communicate team lists prior to season start.

5) **Core Periods**

Certain Peak times require long hours but other periods require reduced activity. The busiest times for this position are:

- March – April: Evaluations & Spring League Registration
- April: Start of Spring League
- June: Team and Divisional Submissions
- August – October : Season Start Up and House Submissions.
- September: Final team organization and winter league start
- January - February: Strategic Planning for next season.

6) **Coordination Functions**

Maintain and document club operational processes, assist in the training and coordination of the Technical Leads, coaching volunteers, and Bays United FC players, and communicate in a timely manner to the Directors periods of absences and arrange, with the other Technical Leads, for appropriate coverage.

Provide monthly summaries of Player Development, House, and Divisional functions for the monthly board meetings.



7) Volunteer Coordinator

Working with the Directors and the General Manager to ensure that volunteers are assigned to specific tasks in a timely manner and that relevant training and support is provided to ensure successful completion of the task.

Accountable for assisting the General Manager in publishing a yearly BUFC schedule of events and ensure that all events are organized with volunteers in place to plan and run them. (e.g. Coaches Season Opener Meeting, Team Photo Day, House League Wrap Up events, Bring it Indoors Jamboree, Volunteer Appreciation events, Annual General Meeting, LISA and travel tournaments, Provincial Cup runs, etc..).

Work with the Directors, Age Group Coordinators and other key volunteers to ensure the clubs operations runs smoothly throughout the season, troubleshooting where necessary.

Act as a resource for volunteers related to operational and coaching issues and BUFC policy.

8) BUFC Club Communications

Work with the Director of Communications to keep the Club's website and social media up to date and to communicate with Club members.

Accountable for ensuring all emails are reviewed and responded to in a timely fashion.

Qualifications, Skills and Ability

- A passion for youth development across both house and divisional levels as well as occasional adult support;
- 10+ years coaching or developing youth soccer and CSA Youth and Children (or equivalency) certification;
- Knowledge of best practices for program planning, and player evaluation;
- Experience in mentoring coaches for youth soccer;
- Demonstrated effective communication and conflict management skills for both players, coaches, our parent membership, and occasional Adult players;
- Understanding of Canadian Soccer Association's Long Term Player development;
- Ability to develop a fun and engaging rapport with youth and adults;
- Ability to manage time, level of effort, and budget reporting associated with other Technical Lead coaches;
- Ability to summarize, concisely, weekly and monthly reports to the Board on operational issues in a timely and proactive way;
- Ability to balance competing demands and manage numerous projects simultaneously;
- Ability to plan and prioritize work in order to complete processes and meet deadlines;
- Ability to communicate clearly and concisely;
- Strong interpersonal and problem-solving skills;
- Positive attitude towards work, co-workers, volunteers and the public;
- Ability to attend Board and Committee meetings on an occasional basis and with notice.
- Valid driver's licence; and



- Approved Criminal Record Check

Flexibility and Relationship Building

The TD must be able to work flexible hours and be able to attend evening meetings and frequent weekend events. They must be able to build strong, positive relationships both within Bays United FC and outside in the wider youth soccer community and with other regional clubs. A key element of success will be to forge bonds with members of Bays United FC by being visible on the soccer sidelines during the week for practices and on weekends for games.

