



BEAUMONT MINOR FOOTBALL ASSOCIATION

EXECUTIVE MEMBER JOB DESCRIPTION – COACHING DIRECTOR

The Beaumont Minor Football Association (BMFA) is the governing body for all minor football in the city of Beaumont and the surrounding catchment area, as defined by the Capital District Minor Football Association.

A member of the Beaumont Minor Football Association (“Association”) is defined as: a. A parent with a child registered with the Association; b. A person who has legal guardianship of a player registered with the Association; c. A coaching member; d. Anyone over the age of 18, a resident of Alberta, and interested in furthering the objectives of the society upon approval of the board executive.

All Executive members must be members of the Association.

The executive shall consist of: The President, the Vice President, the immediate Past President, Treasurer, Secretary, Registrar, Divisions Director, and Coaching Director. The executive may also consist of up to two (2) Executive Members-At-large, if desired by the general membership or executive.

The Coaching Director is a 1-year position. One representative shall be assigned to oversee all coaching-related activities within the Association.

Role Responsibilities

- Attend Monthly Board meetings.
- Be a voting member of the Executive.
- Provide leadership and guidance to all coaching staff within the Association.
- Work with the Divisions Director/Board Members to ensure that coaching standards are being met at all levels of the Association.
- Assist in the recruitment, selection, and development of coaches, ensuring that each coach is adequately trained and certified according to the Association’s requirements.
- Ensure that all coaches understand and follow the Association’s policies, including safety protocols and ethical standards.
- Organize and oversee coaching clinics, seminars, and other professional development opportunities for coaches.
- Serve as a liaison between the coaching staff and the executive, communicating any needs, issues, or feedback from the coaches to the Board.

- Ensure that coaches are meeting the Association's goals and expectations, including performance evaluations.
- Work with the team managers to ensure coaches are properly supported with resources and equipment for practice and game days.
- Perform duties as requested by the President and/or executive.
- Other related duties as required or assigned.

Notes

The Executive positions shall be filled by way of election at the Annual General Meeting. The Coaching Director will be appointed by the executive (reviewed annually). Any position not filled at the Annual General Meeting shall be voted on at a subsequent executive meeting.

If an Executive member, for whatever reason, decides that they cannot fulfill the duties of their position, they may communicate resignation through verbal intent, email, written letter, sign language, or text message. Resignation is "at will," and any form of documentable resignation, whether written or verbal, shall be accepted.

If it is alleged that an executive member is not adequately fulfilling their position, the situation should be discussed and reviewed by the executive. After this review, the executive (by majority vote) can remove a person from an executive position.

If an executive member has had their Association membership suspended or revoked, they are also deemed to have been removed from their executive position. If an executive position is vacated between Annual General Meetings, the executive can elect another member of the Association to complete the term.

For more information about the association and this position, please visit our website www.beaumontfootball.ca.