

Club Roles

Elected COMMITTEE:

1. Chair

The main purpose of this role is to help provide leadership and work with the Committee to devise and implement a Club Development Plan.

The Chair:

- oversees the work of Club Officials and helps the Committee to develop and improve the quality of the experience and opportunities offered to members;
- chairs club meetings;
- works with Club officials to ensure that the Club's communications are effective and the Handbook and any other Club publications are regularly reviewed, updated and fit for purpose.

2. Secretary

The main purpose of this role is to be the Club's principal administrator whose duties help the club and its officials to function effectively.

The Secretary:

Lead Duties:

- is the Club's **official contact** for the relevant League(s) and the County FA;
- produces agendas, and records and distributes minutes of **Club meetings**;
- receives **correspondence** (including minutes) from the FA, County FA and the relevant League(s) and distributes such to the Committee, Team Managers and/or Coaches as required;
- maintains a password protected **database** of club, team and member data including personal details and other relevant information necessary for the effective operation of the club;
- ensures there is **club representation** at all League meetings, either through attending in person or online, and/or by ensuring another Club official does the same;
- acts on behalf of the club to vote on any proposed **rule changes**, seeking consultation with the Club Committee, Team Managers and Coaches as appropriate;
- ensures the Club's **Handbook** and all other necessary documents and materials are distributed to members and officials as required;
- works with the Club Development Officer to make arrangements for the **hire of training facilities and match day pitches**;
- completes all official submissions for **Cup competitions**;

Club, Team & Player Registration:

- properly affiliates the Club to the relevant League(s) and the County FA;
- provides all necessary Team Information to the League(s) as required;
- creates an annual Player/Member Registration process to be completed by all new and renewing club members. (This requires any information that the club needs about its members and must be in line with all data protection and safeguarding policies. For Players, the process should facilitate a parental consent and for all members an acceptance of the club's risk management measures, particularly with respect to Covid);
- liaises with the Treasurer and Team Managers to ensure all players and team officials are properly registered with the Club and the FA, and have all paid the appropriate fees;

Whole Game System Administration:

- maintains all players', club and team officials' data on the Whole Game System (WGS);
- completes an Annual Health Check for the England Football Accreditation including:

- reviewing and checking teams
- reviewing a team officials' Qualification Report
- chasing outstanding qualifications e.g. FA Level 1 Coaching; Criminal Record Check; Emergency First Aid; Safeguarding
- arranges for all appropriate invoices to be paid by the Club Treasurer;
- deals with red cards and suspensions:
 - acknowledges red cards
 - lodges a claim against a red card, if appropriate
 - advises the FA of matches to be missed where suspensions apply
 - liaises with Team Managers and Coaches to advise which games players will miss
 - ensures all associated fines are paid
- ensures the Club's commitments to Safeguarding are maintained

3. Treasurer

The main purpose of this role is to manage and administer the finances of the club.

The Treasurer

- maintains detailed records of all income and expenditure;
- ensures all fees and subscriptions are paid;
- prepares and presents financial reports to the club committee for approval as required, including:
 - Income & Expenditure
 - Balance Sheet
- ensures financial reports are externally verified annually and submitted to the club committee for approval;
- ensures all payments and fines are paid on time and properly recorded;
- provides cash floats to Team Managers for the payment of Referee fees;
- prepares an annual budget projection and presents such to the club committee for approval at its AGM, this to include a proposal to set the membership and subscription fees;

4. Welfare Officer

The purpose of this role is to help the club to provide a safe environment for children and young people to enjoy the game of football.

The Club Welfare Officer

- works to ensure everyone involved is clear about the club's safeguarding and welfare responsibilities when running activities for children and young people. This involves:
 - working with the League Welfare Officer, if there is one;
 - working with the County FA Welfare Officer (CWO);
 - promoting the FA's Respect Programme;
 - helping to develop best practice in all of our volunteers;
- puts in place and updates:
 - safeguarding, anti-bullying and equality policies;
 - responsible recruitment processes including the taking up of references and submitting FA Criminal Record Checks (CRCs);
 - the FA Respect Programme codes of conduct;
- understands:
 - what the Respect Programme aims to do;
 - the benefits of implementing the Respect codes;
 - the quick wins to be gained by using The FA's safeguarding children best practice guidance;
 - why certain roles require a Criminal Records Check (CRC) and how the process works;
 - how to refer a concern about the welfare of a child or young person;
- communicates with:
 - club officials about the Respect Programme and its aims;

- parents/spectators and gets them to sign up to the Respect codes;
- parents and new players by getting involved with running 'start of season' welcome sessions for members;
- coaches and managers about the importance of being consistent role models for their players;
- the League's Welfare Officer and finds out how they can support the Club and lets them know what the Club is doing to safeguard children in our club;
- our County FA Welfare Officer (CWO), if we need help or advice;
- the FA by taking part in surveys, questionnaires, focus groups when asked;
- encourages:
 - coaches, team managers, first aiders/medics to complete the FA's Safeguarding Children Workshop;
 - coaches and team managers to listen to their players' thoughts, ideas and views;
 - team managers to make use of the Respect Barriers provided by the club;
- monitors:
 - incidents of poor behaviour and liaises with the club's Committee (and if necessary, other Club Welfare Officers, the League Welfare Officer and/or the County FA Welfare Officer);
 - volunteers' CRC, Safeguarding and First Aid certificate expiry dates and pre-warns in advance of renewal;

5. **Development Officer**

The purpose of this role is to support the growth and development of the Club.

The Club Development Officer will:

- work with the Committee to create a long term strategic plan for the Club;
- support all age-groups throughout the season;
- respond to coaching queries or refer such to others better able to respond;
- arrange a CPD development day for Coaches at least once a season;
- support the Secretary with the organisation and management of fixtures and facilities;

6. **Communications Officer**

The purpose of this role is to help the Club to communicate effectively with its members through social media and its website.

The Communications Officer:

- in collaboration with other Club officials, maintains the Club's website by publishing up to date information and any relevant club news;
- maintains an on-line player and volunteer membership application process;
- regularly updates and publishes content on the Club's social media accounts to share important Club information, connect with members, other clubs and the wider community;
- actively promotes opportunities to participate in the sport with the Club;
- helps the club attract new players and recruit volunteers;

7. **Facilities & Equipment Officer**

- makes arrangements for training venues in collaboration with all team managers;
- makes arrangements where required for home game venues;
- liaises with Team Managers/Coaches when amendments to hire agreements are made;
- liaises with playing field ground staff and other field users to ensure facilities and pitches are available for the Club's use and all such are properly maintained;
- liaises with the Treasurer to ensure the hiring of pitch and training facilities is financially sustainable;
- manages the ordering and supply of team kit and clothing and liaising with club/team sponsors where required;
- ensures all club volunteers are provided with appropriate equipment and clothing;

8. **Fixtures Officer**

- checks all club fixtures received from the league to ensure there are no errors and liaise with the Club Secretary with regard to any required amendments;
- ensures Team Managers receive timely confirmation of fixtures including pitch allocations and kick off times;
- ensures all requested match postponements are submitted (via the Club Secretary) at least 14 days in advance;

Appointed OFFICERS:

9. **President**

The nature of this role is:

- to be an ambassador for the club;
- to act as an advocate of the club within the local community;
- to represent the club at formal events, as agreed;
- to provide support and guidance to the Club and the Committee.

10. **Team Manager / Coach**

The Team Manager will usually manage the general administration and logistics involved in running the team and the Coach will concentrate on developing the players' skills and technical abilities, improving physical fitness and preparing the team to play matches. Ideally, these roles will be fulfilled by separate individuals working closely together.

- Team
 - ✓ prepares and delivers appropriate **training sessions**
 - ✓ develops the **skills** and **physical fitness** of all the players
 - ✓ **prepares the team** to play matches
 - ✓ establishes and maintains good standards of **behaviour**
 - ✓ selects the team and ensures our Team Selection & Game Time Policy is followed
 - ✓ ensures all **membership and club subscription fees** are paid
 - ✓ makes arrangements for an end of season **presentation / social event**
- Match Day (if no Match delegate is appointed)
 - ✓ recruits **parents** to help with match day tasks (appoint a Match Delegate)
 - ✓ checks the condition of the **pitch** on arrival and ensures it's safe and free of debris
 - ✓ for home games, sets out / puts away the **nets, corner flags, respect barrier** and marks out a suitable **technical area**.
 - ✓ **pays the referee** prior to the game (if no Match delegate)
 - ✓ provides a **referee's assistant**
- Kit and Equipment
 - ✓ arranges **kit** for all players and ensures sufficient **balls, bibs** and **training equipment** are available for training and matches
 - ✓ ensures a suitable **first aid kit** is available at all training sessions and matches
- League (East Lancashire Football Alliance)
 - ✓ is aware of and follows the league's **rules**
 - ✓ receives **match / referee notifications** from the league/club secretary
 - ✓ registers players online using the FA's **Player Registration** System
 - ✓ provides **results** to the league by text message after each match
 - ✓ completes full **match statistics** and provides a **referee score** and other information, if required, using the online FA Full Time System

- Communication
 - ✓ **advises opposition** of the **date, time and location** of home matches and receives same for away matches
 - ✓ for home games, receives a text/call from the **referee** to confirm their appointment
 - ✓ **advises parents / players** of the **date, time and location of matches** and **training sessions**
 - ✓ understands, and advises parents of, the club's **policies and procedures**
 - ✓ **responds to questions** from parents
 - ✓ provides a **match report** for parents (*optional*)
- Safeguarding
 - ✓ ensures all **Respect guidelines** are followed
 - ✓ ensures the required **ratio of coaches/adults to children** is maintained at all times (NSPCC Recommendations: 4-8yrs=1:6, 9-12yrs=1:8, 13-18yrs=1:10)
 - ✓ ensures a minimum of **2 FA DBS checked adults** are present at every football-related activity
 - ✓ ensures the team **Coach** has attained at least completed the FA's **Introduction to Coaching Football** course and is **FA DBS checked and Safeguarding trained**
 - ✓ ensures any **others helping** with activities are **FA DBS checked and Safeguarding trained**.
 - ✓ ensures at least one adult present at every football-related activity has attained the **FA Introduction to First Aid in Football** (this course is incorporated in the FA Level 1 Award in Coaching Football)
 - ✓ ensures all Parents are provided with the name and contact details of the **Club Welfare Officer**
 - ✓ ensures all Parents understand what is acceptable and unacceptable behaviour whilst spectating and adhere to the club's **code of conduct**
 - ✓ monitors the **behaviour** of parents and spectators

11. **Grounds Manager**

The main purpose of this role is to maintain those areas of the Read Primary School field the Club uses during the football season.

- ✓ liaise with Read Primary School regarding the use of its field for training and matches
- ✓ ensure the grass is cut and line-marked as required
- ✓ house and maintain the Club's mower and any other necessary equipment
- ✓ liaise with the Read Parish Council and its ground maintainer with regard to the use of the Read FC pitch.

Appointed SUB-COMMITTEES:

12. **Social Events & Fundraising Sub-Committee**

The main purpose of this sub-committee is to help create a positive and engaging environment for everyone associated with the Club, help raise funds to support the Club's development and enable the Club to support a local charity.

Working in collaboration with the Committee this involves creating and co-ordinating fund-raising activities and ensuring any such events are properly licensed with local authorities and are appropriately managed and risk assessed.

Last Amended: 22/8/22