

Club Volunteers – Role Descriptions

Elected Roles

1. COMMITTEE

The purpose of the elected Committee is to manage the Club.

All members of the Committee are collectively accountable for the decisions and actions taken by the Committee, to effectively manage the Club and further its objectives.

It is the Committee's responsibility to propose membership fees and subscriptions to the members in General Meeting.

2. CHAIR

The purpose of this role is to provide organisational and strategic leadership and to work with the Committee to create and implement a Club Development Plan.

Responsibilities:

- 2.1 to support the Committee and other volunteers with their work and to help develop and improve the experience of everyone associated with the Club.
- 2.2 to chair club meetings and to review draft minutes prior to circulation.
- 2.3 to work with the Club's Communications Officer and the Committee to ensure the Club's communications are effective.
- 2.4 to work with the Committee to ensure the Club's policies, procedures and publications are regularly reviewed, updated and fit for purpose.
- 2.5 to help the Club maintain and develop its relationships with other organisations within the community and collaborate with them for mutual benefit.
- 2.6 to act as a point of escalation for any matters for which others in the Committee require support

3. CLUB SECRETARY

The purpose of this role is to be the Club's principal administrator, whose duties help the club, its officials and volunteers to function effectively and in compliance with all relevant FA rules, regulations and guidelines, and the Club's own Constitution and Rules.

Responsibilities:

- 3.1 to be the Club's official contact for the League and Sanctioning Authority to which it is affiliated and to be the Club's Accreditation Controller
- 3.2 to arrange for the Club to be adequately insured for its activities.
- 3.3 to maintain a secure database of club, team and member data, including personal details and other relevant information necessary for the effective operation of the club, in compliance with General Data Protection Regulations.
- 3.4 to organise Club meetings, prepare agendas, and record and distribute minutes, as required.
- 3.5 to receive correspondence (including minutes) from the FA, the Sanctioning Authority and relevant League(s), and distribute such to the Committee and other volunteers, as appropriate.
- 3.6 to ensure the Club is represented at all League meetings, either through attending in person or online, or by ensuring another Club official represents the Club.
- 3.7 to act on behalf of the Club and to vote on any proposed League rule changes, consulting with the Club Committee and other volunteers, as appropriate.
- 3.8 to ensure all necessary documents, policies, procedures, advice and guidance are distributed to members and Club officials, as required.
- 3.9 to support the Facilities Officer to arrange the hiring of training facilities and match day pitches, as required, and to keep a record of the contractual terms of such.

- 3.10 to complete all official submissions for entry to Cup competitions.
- 3.11 to manage the provision of trophies, keepsakes and medals, and to work with other Club officials and volunteers to organise the annual Presentation Day.
- 3.12 to act as a signatory on all club accounts.
- 3.13 to work with other Club officials to prepare grant funding applications, as required.
- 3.14 to support the delivery of other club events, as required.
- 3.15 to manage the Club website and ensure its content is up to date.
- 3.16 to correspond with sponsors on behalf of the club, confirm the support being provided and raise an invoice as required

Club, Team & Player Registration

- 3.17 to properly affiliate the Club and its teams to the relevant League(s) and Sanctioning Authority, and submit all team and player information, as required.
- 3.18 to manage the club membership and player registration process and to work with the Treasurer and other relevant volunteers to ensure all players and team officials are members of the Club, registered with the Sanctioning Authority as necessary, and have paid the appropriate fees.

FA Club Portal Administration

- 3.19 to maintain all players', Club and team officials' data on the FA's Club Portal.
- 3.20 to complete an Annual Health Check for England Football Accreditation including:
 - reviewing and checking team data.
 - monitoring and reviewing the qualifications and certification of volunteers.
- 3.21 to act as the Club's Disciplinary Officer and manage the required administration associated with yellow/red cards and suspensions, including:
 - acknowledging disciplinary offences on the Club portal
 - lodging a claim against a red card, if appropriate.
 - liaising with Team Managers to confirm which games a player will miss where suspensions apply and advising the Sanctioning Authority of such.
 - working with the Treasurer to ensure all associated fines are paid.
- 3.22 to monitor the Club's commitment to Safeguarding with respect to volunteer qualifications and certification.

Match Administration

- 3.23 to oversee the distribution of fixture lists, the submission of postponement requests and the completion of Match Returns, as required.

4. TREASURER

The purpose of this role is to administer the day-to-day finances of the club, manage the Club's bank accounts and provide financial reports to the Committee.

Responsibilities:

- 4.1 to be the primary contact for the bank and act as a signatory on all club accounts.
- 4.2 to record on the member register, all subscriptions received and take appropriate action when subscriptions are in arrears.
- 4.3 to arrange for cheques or other payments received to be deposited in the Club's bank account.
- 4.4 to make payments on behalf of the club, as required.
- 4.5 to act as the primary point-of-contact for all incoming requests for payment.
- 4.6 to provide cash floats to Team Managers for the payment of referee fees.
- 4.7 to maintain a detailed record of all income and expenditure.
- 4.8 to provide the Committee with a quarterly income and expenditure report.

- 4.9 to work with the Committee to prepare an annual budget forecast.
- 4.10 to provide an annual statement of accounts and balance sheet to the committee in advance of the Club's Annual General Meeting, and in accordance with its rules.
- 4.11 to ensure the Club's annual financial reports are externally verified.

5. CLUB WELFARE OFFICER

The purpose of this role is to help the club to provide a safe environment for everyone to enjoy the game and their membership of the club.

Responsibilities:

- 5.1 to ensure everyone involved with the Club is clear about the Club's safeguarding and welfare responsibilities, including:
 - working with the League and Sanctioning Authority Welfare Officers, to promote the required Standards of Behaviour and the FA's Respect programme.
 - helping volunteers to deliver best practice.
- 5.2 to review and update as required, the Club's Safeguarding, Anti-bullying and Equality policies.
- 5.3 to manage and report any concerns about children at risk.
- 5.4 to be the primary point of contact for safeguarding issues.
- 5.5 to understand and promote:
 - the FA's Respect Programme and what it aims to achieve.
 - the benefits of implementing the FA's Standards of Behaviour for grassroots football.
 - the FA's Safeguarding Children best practice guidance.
 - an understanding of why certain roles require DBS clearance, and how the process works.
 - how to refer a concern about the welfare of a child or vulnerable adult.
- 5.6 to communicate with:
 - club officials about the Respect Programme and its aims.
 - parents/spectators and encourage them to sign up to the relevant Standards of Behaviour.
 - parents and players through their involvement in welcoming new members.
 - club volunteers about the importance of being consistent role models for their players.
 - the League's Welfare Officer, seeking their support and advice when required and keeping them informed about what the Club is doing to safeguard children in the Club.
 - the FA by taking part in surveys, questionnaires and focus groups.
- 5.7 to encourage:
 - volunteers to complete the FA's Safeguarding Children Workshop, as required.
 - coaches and team managers to listen to their players' thoughts, ideas and views.
- 5.8 to monitor:
 - incidents of poor behaviour and liaise as necessary with the Committee (and if necessary, other Club Welfare Officers, the League Welfare Officer and the County FA Welfare Officer).
 - volunteers' DBS, Safeguarding and First Aid certificate expiry dates and encourage renewal, as required.

6. DEVELOPMENT OFFICER

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

Responsibilities:

- 6.1 to work with the Committee to create a long-term strategic plan for the Club.
- 6.2 to support all age-groups throughout the season.
- 6.3 to respond to coaching queries or refer such to others better able to respond.
- 6.4 to work with appointed Coach mentors to support volunteers.
- 6.5 to encourage Coaches to participate in FA CPD events.

- 6.6 to promote the Club to the local community and seek sponsors to support the Club.
- 6.7 to source funding for specific projects.

7. COMMUNICATIONS OFFICER

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

Responsibilities:

- 7.1 to work with volunteers to share news and important information on the Club's social media accounts, connecting with members, other clubs and the wider community.
- 7.2 to celebrate the achievements of the Club's teams and players.
- 7.3 to actively promote opportunities to join the Club and participate in the sport.
- 7.4 to help the club attract new players.
- 7.5 to help the Club recruit volunteers.
- 7.6 to respond to enquiries received via Social Media and, if necessary, pass these to the relevant volunteer.

8. FACILITIES OFFICER

The purpose of this role is to help the Club find and hire suitable facilities for training and matches, and to manage the club's use of its home pitch facilities.

Responsibilities:

- 8.1 to arrange training facilities in collaboration with team managers.
- 8.2 to liaise with Read Parish Council regarding the use of the Read Recreation Ground.
- 8.3 to liaise with Read Primary School regarding the use of its playing field.
- 8.4 to work with the Club Secretary to arrange venues for home fixtures.
- 8.5 to advise Team Managers of the terms and conditions of pitch use.
- 8.6 to liaise with hired playing facility ground staff and other facility users to ensure facilities and pitches are available for the Club's use and properly maintained.
- 8.7 to work with the Committee to ensure the hire of training and match facilities is financially sustainable.
- 8.8 to manage all aspects of ground maintenance for the Read Recreational Ground, as required.
- 8.9 to lead on the purchase and maintenance of grounds maintenance equipment.

9. KIT & EQUIPMENT OFFICER

The purpose of this role is to manage the purchase and storage of kit and equipment.

Responsibilities:

- 9.1 to work with Team Managers to arrange the purchase of team kit and clothing, ensuring sponsor branding is approved prior to order.
- 9.2 to ensure all team kit and clothing is consistent across all age groups and as determined by the Committee.
- 9.3 to arrange the provision of approved clothing and equipment to club volunteers.
- 9.4 to keep a small stock of items that may be required during the season.

Appointed Roles

10. MATCH SECRETARY

The main purpose of this role is to administer fixtures week to week and act as a point of contact for Team Managers.

- 10.1 to receive weekly fixture lists, check for errors, and amend as required.
- 10.2 to confirm fixtures to Team Managers, including pitch allocations, kick off times and referee appointments.
- 10.3 to submit match postponement requests to the league.
- 10.4 to monitor the completion of Match Returns.

11. TEAM MANAGER / COACH

The Team Manager will usually manage the general organisation and logistics involved in running a team and, if appointed separately, 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.

Responsibilities:

11.1 Team

- ✓ prepare and deliver age-appropriate training sessions.
- ✓ develop the skills and physical fitness of all the players.
- ✓ prepare the team to play matches.
- ✓ establish and maintains good standards of behaviour.
- ✓ select the team and ensure the Club's Team Selection & Game Time Policy is followed.
- ✓ ensure all membership and club subscription fees are paid.
- ✓ arrange an end of season presentation / social event.

11.2 Match Day

- ✓ recruit parents to help with match day tasks.
- ✓ check the condition of the pitch on arrival and ensure it is safe and free of debris.
- ✓ for home games, set out / put away the nets, corner flags, respect barrier and mark out a suitable technical area.
- ✓ pay the referee prior to the game.
- ✓ provide a referee's assistant.

11.3 Kit and Equipment

- ✓ work with the Kit & Equipment Manager to arrange kit for all players and ensure sufficient balls, bibs and training equipment are available for training and matches.
- ✓ ensure a suitable first aid kit is available at all training sessions and matches.

11.4 League (East Lancashire Football Alliance)

- ✓ be familiar with and follow the league's rules.
- ✓ receive match / referee notifications from the league/club secretary.
- ✓ provide results to the league by text message after each match.
- ✓ complete full match statistics and provide a referee score and other information, as required, using the online FA Full Time System.

11.5 Communication

- ✓ advise opposition of the date, time and location of home matches and receive same for away matches.
- ✓ for home games, receive a text/call from the referee to confirm their appointment.
- ✓ advise parents / players of the date, time and location of matches and training sessions
- ✓ understand, and advise parents of, the club's policies and procedures.
- ✓ respond to questions from parents.
- ✓ provide a match summary for the Communications Officer to share on social media.

11.6 Safeguarding

- ✓ ensure all Respect guidelines are followed.
- ✓ ensure the required ratio of coaches/adults to children is followed (NSPCC Recommendations: 4-8yrs=1:6, 9-12yrs=1:8, 13-18yrs=1:10).
- ✓ ensure a minimum of 2 FA DBS checked adults are present at every football-related activity.
- ✓ ensure the team Coach has completed the FA's Introduction to Coaching Football course (I2CF) and is FA DBS checked and Safeguarding trained.
- ✓ ensure any others helping with activities are FA DBS checked and Safeguarding trained.
- ✓ ensure at least one adult present at every football-related activity has completed the FA's Introduction to First Aid in Football (IFAF) course.
- ✓ ensure all Parents are provided with the name and contact details of the Club Welfare Officer.
- ✓ ensure all Parents understand the Standards of Behaviour expected whilst spectating and adhere to the club's code of conduct.
- ✓ monitor the behaviour of parents and spectators.

12. **PLAYER REGISTRATION OFFICER**

The purpose of this optional role is to support a Team Manager and the Club Secretary with the registration of players using the FA's Player Registration System.

Responsibilities:

- ✓ to receive confirmation from the Club's membership database when a player joins the club.
- ✓ to input / update the relevant data on to the FA's Player Registration System and submit the player for approval by the League.

13. **GROUNDS KEEPER(S)**

The purpose of this role is to maintain local playing fields used by the Club.

Responsibilities:

- ✓ to cut and line-mark the Read Primary School playing field, as required.
- ✓ to cut and line-mark the Read Recreation Ground, as required
- ✓ to maintain and service grounds maintenance equipment owned by the Club, as required.

14. **EVENTS & FUNDRAISING SUB-COMMITTEE**

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

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.

15. **PRESIDENT**

The purpose of this optional role is to be an advocate of the Club within the local community, represent the Club at formal events and provide support and advice to the Committee.