



# Reigate Youth FC

## Club Roles and Responsibilities

Version 1 : February 2020

# Chairperson



## **Role Description**

The Chair of the Club provides leadership and direction for the Club by overseeing the work of the Club Executive Committee and being an advocate of the football club in the local community.

## **Responsibilities**

- Provide leadership and direction for the club
- Ensure there is a Club development strategy and plan and that it is being executed against
- Make decisions for the benefit of the whole club including disciplinary matters
- Oversee the work of the Club Executive Committee
- Chair meetings of the Club
- In conjunction with the secretary, prepare and present the AGM Report
- Advocate of the football club for the local community



# Secretary

## **Role Description**

Principal administrator for the Club. The Club Secretary carries out or delegates all the administrative duties that enable the club and its members to function effectively. The secretary provides the main point of contact for people within and outside the Club on Club activities.

## **Responsibilities**

- The key focal point for all club inbound correspondence
- Player & team official registration with the Surrey FA & league associations
- Affiliation of the club & teams to appropriate bodies
- Registration of all players and liaison with Treasurer regarding subs paid
- Together with the Treasurer, organising and booking coaching & match facilities as required (unless facilities secretary in place)
- Attend league or association meetings
- Organising the club AGM and other club meetings
- Producing minutes of Executive Committee meetings
- Take responsibility for publicising the club and events
- Liaise with the other Executive Committee members to promote the club
- Produce a periodic newsletter to communicate to Club members achievements and future events



# Treasurer

## **Role Description**

Look after the finances of the Club. The treasurer must be well organized, able to keep records, able to answer questions in meetings, confident handling figures, prepared to take instant decisions when necessary.

## **Responsibilities**

- Responsible for the club finances & administration of the Club bank account.
- Deal efficiently and effectively with all invoices and bills
- Keep up to date records of all inbound/outbound financial transactions
- Report regularly to the Executive Committee on the financial position
- Prepare bank account reconciliations and updated budget forecast on a regular basis (quarterly reconciliation of budget/funds)
- Ensure that all expenditure is appropriately approved and spent in the best interests of the club
- In agreement with the other club officials, plan the annual budget
- Monitor the budget throughout the year, and prepare annual accounts for AGM

# Welfare Officer



## Role Description

The person within the Club with primary responsibility for managing and reporting concerns about children and for putting into place procedures to safeguard children in the Club.

## Responsibilities

- To be clear about the clubs responsibilities when running activities for children and young people.
- To help club personnel understand what their ‘duty of care’ towards children and young people actually means and entails on a day-to-day basis

Full detail of key responsibilities included within the FA document “Club Welfare Officer Roles and Responsibilities”



Exec Member

# Assistant Welfare Officer



## **Role Description**

Provide support to Club Welfare Officer with regards to safeguarding.

## **Responsibilities**

- To support the Club Welfare Officer in their role
- To be clear about the clubs responsibilities when running activities for children and young people.
- To help club personnel understand what their 'duty of care' towards children and young people actually means and entails on a day-to-day basis
- To cover for the Club Welfare Officer in their absence
- To train as Club Welfare Officer to be in a position to succeed them if required.

Exec Member

# Fixture Secretary



## **Role Description**

Responsible for communicating fixtures to teams and the setting of Priory Park order of play and pitch allocation for home games. Role predominantly relates to fixtures with the EEFYFL with SPL fixture arrangements delegated as appropriate.

## **Responsibilities**

- Act as liaison point between club teams and the league
- Confirm fixtures to managers once specified by the league.
- Confirm pitch allocation and order of play for games to be played in Priory Park.
- Act as liaison between the Club and the Council regarding Council football pitches

Exec Member

# Coach Support

## Role Description

Be a point of contact and advice for all Team Managers and Assistant Coaches

## Responsibilities

- Provide advice and support on all coaching matters to Team Managers and Assistant Coaches as appropriate







# Team Manager

## **Role Description**

To be responsible for, and to provide leadership to ensure, the successful running of all aspects of activity for the relevant team.

## **Responsibilities**

- Ensure Child Welfare is always priority within the team.
- Attain FA1 status or ensure other within the team has FA1 status including up to date certifications.
- Obtain and renew as appropriate FA safeguarding and emergency aid certifications.
- Ensure an inclusive, safe and fun environment for players within the team and adhere to the Club Code of Conduct.
- Liaise with the Secretary to ensure club players are properly registered and subs paid\*
- Recruit coaches and helpers and liaise with Welfare Officer to ensure CRC checks performed.
- Attend matches and training sessions for team. Where not possible, liaise with other coaches (inc external coaches) as appropriate.
- Manage players and parents/guardians expectations.
- Attend Club manager meetings.
- Ensure good and timely communication with opposition and parents regarding matches and other team logistics\*
- Report match results as required by the appropriate league\*
- One Team Manager for each age group to be key age group contact and respond to enquiries and maintain age group waitlist if required.

\* Unless delegated to Team Secretary

# Assistant Coach



## **Role Description**

To support the Team Manager in the management of the team and development of players within the team.

## **Responsibilities**

- Ensure Child Welfare is always priority within the team.
- Liaise with the Welfare Officer to ensure an in force CRC check is in place.
- Attend a child safeguarding workshop and ensure it remains in force by undertaking renewals as appropriate.
- Obtain the FA Emergency Aid certification and ensure renewed as appropriate.
- Work with the Team Manager in the development of players.
- Assist the Team Manager in the team management at matches.
- Deputise for the Team Manager as required.

# Team Secretary



## **Role Description**

To carry out administrative duties for the team as delegated by Team Manager.

## **Responsibilities (may include)**

- Liaise with the Team Manager and Secretary to ensure club players are properly registered and subs paid
- Ensure good and timely communication with parents regarding matches and other team logistics
- Liaise with opposition regarding fixture details
- Report match results as required by the appropriate league

\* Unless undertaken by Team Manager

# Team Helper / Volunteers



## **Role Description**

To assist the Team Manager / Assistant Coach with jobs that need to be done to ensure the smooth running of the team.

## **Responsibilities**

- Help with the following types of activities
- Refereeing (up to U11 age level. U12 and above to use paid referees as appropriate)
- Running the Line
- Erection and dismantling of goals



# U6 Development Squad Lead

## **Role Description**

To be responsible for the successful running of all aspects of activity for the U6 development squad.

This is anticipated to be a 1 year parent appointment with the individual moving through the age groups in subsequent years.

## **Responsibilities**

- Ensure Child Welfare is always priority within the development squad.
- Attain FA1 status including up to date safeguarding and emergency aid certifications.
- Ensure an inclusive, safe and fun environment for players within the development squad.
- Liaise with the Secretary to ensure development squad players are properly registered and subs paid.
- Maintain a waitlist for players once the squad is full.
- Recruit coaches and helpers with a view to ensuring sufficient managers/helpers will be available to run teams at the U7 age level the following year.
- Liaise with Welfare Officer to ensure CRC checks performed on all helpers.
- Run training sessions for development squad with support from named helpers.
- Attend Club manager meetings.
- Take lead whilst liaising with other helpers to ensure even spread of players by ability as move into the U7 age group.

**Exec Member**

# Kit and Equipment Co-ordinator

## **Role Description**

To ensure the club has a kit supplier and act as point person for other equipment needs.

## **Responsibilities**

- Select and recommend kit supplier
- Liaise with kit supplier to ensure required playing kits available for purchase.
- Act as liaison with supplier for other club merchandise to be sold through the club shop
- Liaise with team managers to ensure teams have required equipment
- Coordinate the central purchase of club equipment as required
- Distribute/collect club owned kits



**Exec Member**



# Webmaster and Communications

## **Role Description**

To manage the Club website ensuring it is accurate and current and is used as a central resource for club communications and information documents.

## **Responsibilities**

- To maintain the Club's website
- Review and make recommendations for change if required
- Manage the implementation of required website changes
- Manage the updating of ad hoc details and documents
- Update Club email distribution list each season
- Organise the distribution of club wide communications

**Exec Member – Currently Vacant**

# Facilities Coordinator

## **Role Description**

To organise Club training and playing venues.

## **Responsibilities**

- Find and book required venues for training based on expected teams allowing for available budget.
- Liaise with Secretary regarding external coaching requirements for each venue.
- Confirm training dates and venues to each team.
- Find and book required venues for playing matches.
- Liaise with Treasurer regarding venue costs and available budget.





**Exec Member – Currently Vacant**

# Sponsorship Coordinator

## **Role Description**

To seek out and manage sponsorship opportunities for the Club.

## **Responsibilities**

- Act as a liaison point with existing sponsors.
- Liaise with the Executive Committee regarding sponsorship opportunities and requirements.
- Seek out new sponsors as required.

