

Tattenhoe Football Club



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FA Mandated Roles

All roles listed under the FA Mandated Roles must attend monthly committee meetings and the AGM.

Chairperson

Who will I be responsible to?

The Club Committee.

Who will I be responsible for?

The Vice Chairperson and the Club Committee

What is the role of the Chairperson?

Working in conjunction and alongside the Club Secretary provide leadership and direction for the club and oversee the work of the Club Committee. Chair the committee meetings and AGM, assist the Secretary to produce the agendas and head the Committee in making decisions for the benefit of the whole club including disciplinary matters.

As the Chairperson of the Club, it is essential you are a strong leader who can be objective and be the advocate of the football club for the local community. As the supporting officer to the Secretary, it is important you work closely together and develop a strong working relationship. You may wish to attend a specific training course on how to chair/run meetings.

How much time will I need to give to the job?

Two to three hours per month for meetings etc.

What sort of tasks are involved?

Tasks will include:

- Must attend and chair committee meetings/AGM
- Agree monthly agenda for committee meetings and the AGM with the Club Secretary.

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Club Secretary

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

The Vice Secretary and the Club Committee as well as all Club volunteers

What is the role of the Club Secretary?

The main purpose of this role is to spearhead all operational aspects of the club. The Club Secretary carries out and delegates key tasks and holds the responsibility for ensuring the club and its members function effectively. The Club Secretary is a pivotal role within the club, with a close involvement in the general running of the club. The secretary is the main point of contact for people within and outside the club on just about every aspect of the club's activities.

As the first point of contact with the club, it is helpful for the Secretary to be available to take phone calls during the working day. This is a demanding, high profile job that has a major impact on the efficient and effective management of the club. The Secretary has contact with a wide range of people from within and outside the club and manages the relationship with the facility providers. Representation of the club at outside meetings provides the opportunity to find out what is going on at league and county level and is the official contact between the club and County FA and other clubs.

How much time will I need to give to the job?

Approximately twenty hours each week; many of these will be at weekends and in the evenings.

What sort of tasks are involved?

Tasks will include:

- Attending league meetings where more than two teams are registered
- Affiliating the club to the County FA
- Affiliating the club to the league(s)
- Submitted players via Player Registration System (WGS) to the Leagues
- Dealing with correspondence
- Organising the club AGM and other club meetings
- Provide minutes of meetings for official club records
- Representing the club at outside meetings at the direction of the Club Committee.
- Provide support on Match Day to teams and officials
- Overall responsibility and management of all commercial partnerships linked to the club i.e. kit and facility providers.
- Management of 3G Schedule working alongside Fixtures Officer
- Applying for grants / sponsorship or other forms of financial assistance from organisations such as Sport England/ Football Foundation, Local Authorities or commercial companies

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Club Welfare Officer

Who will I be responsible to?

The Club Committee. You will also benefit from working closely with your CFA Welfare Officer.

Who will I be responsible for?

The Assistant Welfare Officer. You will work with the club officials particularly the youth team coaches/managers to ensure they are carrying out their duty of care when running football activities for children. Importantly you will be a point of contact for the children if they have any concerns about the way they are being treated as well as the Club Committee, coaches and parents.

What is the role of the Club Welfare Officer?

To be clear about the clubs responsibilities when running activities for children and young people. This involves:

- Ensuring these responsibilities are well understood by others
- Working with the Youth League Welfare Officer (YLWO)
- Working with your County FA Welfare Officer
- Promoting The FA's RESPECT Programme and helping to develop best practice processes.
- 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.

In order to carry out your responsibilities you need to follow these five simple steps:

- Put in place
 - safeguarding children policy, antibullying policy and equality policy
 - responsible recruitment processes including the taking up of references, submitting FA CRB checks and keeping coaches qualifications up to date
 - The FA RESPECT Codes of Conduct.
- Understand
 - the aims of the RESPECT programme
 - the benefits of implementing the RESPECT Codes of Conduct
 - the quick wins to be gained by using The FA's Safeguarding Children Best Practice guidance (eg, travel, Trips and Tournaments, Photography Guidelines, Anti-bullying Policy and Safeguarding Children Policy Template)
 - why certain roles require an Enhanced CRB check and how The FA CRB process works
 - how to refer a concern about the welfare of a child.
- Communicate with:
 - your Youth League Welfare Officer. Introduce yourself, find out how they can support you and let them know what you are doing to safeguard children in your club
 - your County FA Welfare Officer if you need help or advice
 - coaches and managers about the importance of being consistent role models for their players
 - parents and new players
 - club officials about the RESPECT programme and its aims

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- parents / spectators and get them to sign up to the RESPECT codes
- The FA by taking part in surveys, questionnaires, focus groups as and when asked.
- Encourage
 - coaches, team managers, first aiders/medics to complete The FA's Safeguarding Children Workshop and keep qualifications up to date
 - coaches and team managers to listen to their players thoughts, ideas and views
 - the committee to make use of the RESPECT programmes designated spectator area at all games
 - parents to complete the RESPECT education programme.
- Monitor
 - repeated incidents of poor behaviour and liaise with your committee, Youth League Welfare Officer or County Welfare Officer
 - compliance with Enhanced CRB checks and qualifications through The FA CRB Unit for those who require one using The FA Safeguarding Online System and WGS.

How much time will I need to give to the job?

As the lead Club Welfare Officer, approximately 5 hours per week.

What sort of tasks are involved?

Tasks will include:

- Ensuring everyone who needs an FA CRB check does one
- Ensuring all coaches meet minimum coaching qualification requirements
- Complete FA annual health check
- Be the first point of contact for coaches, players and parents if issues arise
- Assisting with the planning of festivals and tournaments.

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Treasurer

Who will I be responsible to?

The Club Committee.

What is the role of the Treasurer?

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

The Treasurer must be well organised, able to keep records, careful when handling money and cheques, scrupulously honest, able to answer questions in meetings, confident handling figures and prepared to take instant decisions when necessary.

How much time will I need to give to the job?

Approximately two to three hours per week.

What sort of tasks are involved?

Tasks will include:

- Collecting subscriptions and all money due to the organisation
- Paying the bills and recording information
- Keeping up-to-date records of all financial transactions
- Ensuring that all cash and cheques are promptly deposited in the bank or building society
- Ensuring that funds are spent properly
- Issuing receipts for all money received and recording this information
- Reporting regularly to the Committee on the financial position
- Preparing a year end statement of accounts to present to the auditors
- Arranging for the statement of accounts to be audited
- Presenting a year-end financial report to the AGM
- Financial planning, including producing an annual budget and monitoring it throughout the year
- Helping to prepare and submit any statutory documents that are required (eg, VAT returns, PAYE and NI returns, grant aid reports). Even if these duties are delegated to a professional officer, the Treasurer is still ultimately responsible. It is up to the Treasurer to make sure that any delegated work is done properly.
- To assist with Charity gift aid submission with Charity Officer
- Work with Club Secretary on all commercial partnerships linked to the club i.e. kit and facility providers.

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Additional Committee Roles

All roles listed under Additional Committee Roles are optional roles that Tattenhoe Football Club have created to ensure the smooth running of the club. The Club Secretary will support all these roles and should be your first point of contact for matters arising.

Attendance at committee meetings is optional but you must provide an update to the Club Secretary prior to the meeting. Attendance at the AGM is mandatory.

Assistant Club Welfare Officer

Who will I be responsible to?

The Lead Club Welfare Officer

Who will I be responsible for?

You will work with the club officials particularly the youth team coaches/ managers to ensure they are carrying out their duty of care when running football activities for children. Importantly you will be another point of contact for the children if they have any concerns about the way they are being treated as well as the Club Committee, coaches and parents.

What is the role of the Assistant Club Welfare Officer?

To assist the Lead Club Welfare Officer with their role as described.

How much time will I need to give to the job?

As an Assistant Club Welfare Officer, approximately 1-2 hours per week.

What sort of tasks are involved?

Tasks will include:

- Ensuring everyone who needs an FA CRB check does one
- Ensuring all coaches meet minimum coaching qualification requirements
- Complete FA annual health check
- Be another point of contact for coaches, players and parents if issues arise
- Assisting with the planning of festivals and tournaments.

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Charity Officer

Who will I be responsible to?

The Club Committee.

What is the role of the Charity Officer?

The main purpose of this job is to gain / maintain charity status.

You will be responsible for ensuring ongoing commitments to the charity commission are met.

How much time will I need to give to the job?

Approximately 1-2 hours per month.

What sort of tasks are involved?

Tasks will include:

- Completing documentation as required by the charity commission
- Providing status updates to the committee.

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Development Officer

Who will I be responsible to?

The Club Committee.

Who will I be responsible for?

Youth Team Coaches and School Liaison Officer.

What is the role of the Development Officer?

The main purpose of the Development Officer is to oversee the development of the youth team coaches and teams.

As the Development Officer, it is advisable for you to have an FA Coaching Certificate qualification, to have attended an FA Safeguarding Children in Football Workshop and to have good communication skills. Training in club development is also advisable. Since you will be working with children under the age of 18, you are required to complete an FA CRB check. It is also advisable that you are familiar with The FAs guidance on responsible recruitment and that you work with your Club Welfare Officer when recruiting staff and/or volunteers.

How much time will I need to give to the job?

Approximately five to ten hours per week.

What sort of tasks are involved?

Tasks will include:

- Co-ordinate the recruitment of junior players
- Co-ordinate the recruitment of coaches/managers for junior sessions and teams
- Provide coaches with an induction to the club and a brief of their role
- Establish and/or support a coach mentoring programme
- Assisting/delivering of youth sessions
- Organise fixtures for junior teams in liaison with the youth manager
- Liaise with schools to recruit junior players
- Liaise with your Club Welfare Officer
- Liaise with Local Authority Sports Development Officer to recruit junior players, recommend players to centres of excellence, county squads and so on.

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Equipment Officer

Who will I be responsible to?

The Club Committee.

What is the role of the Equipment Officer?

The main purpose of this job is to purchase equipment as needed for the club.

You will be responsible for purchasing equipment needed for the club as a whole and for individual teams as well as trophies for presentation day and the tournament.

How much time will I need to give to the job?

Approximately 1-2 hours per week

What sort of tasks are involved?

Tasks will include:

- Purchasing team equipment and keeping a log of what has been ordered
- Purchasing equipment needed by the club
- Organising equipment and trophies needed for presentation day and the tournament.

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Events Officer

Who will I be responsible to?

The Club Committee.

What is the role of the Events Officer?

The main purpose of this job is to organise social events to bring the players, officials and parents together in a social setting to enhance relationships within the club. You may also wish to consider inviting local dignitaries to develop and improve your club's relationships within the community or representatives from any sponsors of the club. In both instances you should liaise with the Club Secretary.

As Events Officer, you must be enthusiastic, motivated, have good communication skills and be well organised and committed.

How much time will I need to give to the job?

Approximately three hours per month.

What sort of tasks are involved?

Tasks will include:

- Organising at least two social events per year
- Organise at least one committee event per year and one manager's event per year
- Organising a Christmas function
- Booking venues and entertainment
- Assisting with the tournament and presentation day organisation.

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Fixtures Officer

Who will I be responsible to?

The Club Committee.

What is the role of the Fixtures Officer?

The main purpose of this job is to organise fixtures for home games and pitches for training.

You will be responsible for arranging pitches ensuring no pitch clashes and liaising with groundsmen on the upkeep of the grass pitches. You will be the first point of contact for Managers regarding home games. You will also be responsible for fixtures at the tournament.

How much time will I need to give to the job?

Approximately 1-2 hours per week

What sort of tasks are involved?

Tasks will include:

- Arranging pitches for home matches
- Allocating training slots
- Liaising with groundskeepers
- Arranging fixtures for the tournament
- Management of 3G Schedule working alongside Club Secretary

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Kit Officer

Who will I be responsible to?

The Club Committee.

What is the role of the Kit Officer?

The main purpose of this job is to purchase any kit as needed.

You will be responsible for purchasing kit, ensuring sponsors are correct and that logos are obtained.

How much time will I need to give to the job?

Approximately 1-2 hours per week but more time will be needed when club kits are to be replaced.

What sort of tasks are involved?

Tasks will include:

- Purchasing all training and match day kit
- Purchasing additional kit items for teams with extra sponsors
- Keep accurate and detailed record of kit ordered with invoice number and value.
- Work with treasurer to ensure all invoices are paid on time and in line with any credit/SLA agreements
- Work with Club Secretary on the management of kit supplier relationship
- Work with Club Secretary and Treasurer on negotiation of new contract/extension of kit supplier agreement
- Handing out kit once received

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Media Officer

Who will I be responsible to?

The Club Committee.

What is the role of the Media Officer?

To raise the profile of the club in the local community

As the Media Officer, it is essential to have good communication skills and ability to produce coherent club awareness across all formats.

How much time will I need to give to the job?

Approximately 1-2 hours per week.

What sort of tasks are involved?

Tasks will include:

- Management of all social media channels relating to the club
- Management and administration of the clubs website
- Produce a club news sheet twice a season
- Coordinate production of programme for the tournament
- Produce general interest stories about the club for social media and the website
- Promote fund-raising activities

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Membership and Discipline Officer

Who will I be responsible to?

The Club Committee.

What is the role of the Membership and Discipline Secretary?

The main purpose of this job is to co-ordinate registration forms throughout the season and deal with all disciplinary matters through the Whole Game System

You will be responsible for

How much time will I need to give to the job?

Approximately three hours per month during the season with more time needed during registration period.

What sort of tasks are involved?

Tasks will include:

- Collecting all registration forms and passing fees to the treasurer
- Logging all registration forms for future use
- Logging all parent's email addresses for club newsletter
- Informing Managers of discipline matters
- Ensure all payments and fines are paid on time and recorded

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Referee Co-ordinator

Who will I be responsible to?

The Club Committee.

Who will I be responsible for?

Club referees.

What is the role of the Referee Co-ordinator?

The main purpose of this job is to support club referees and ensure referees are happy, recognised and supported.

You will be responsible for booking referees and completing the referee schedule for the pre-season tournament.

How much time will I need to give to the job?

Approximately three hours per month.

What sort of tasks are involved?

Tasks will include:

- Recruitment and support for new referees
- Liaison with referees on match days if needed
- Ensure referees are recognised and supported
- Establish and/or support a referee mentoring programme.

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Schools Liaison Officer

Who will I be responsible to?

The Development Officer

What is the role of the Schools Liaison Officer?

The main purpose of the job is to develop links and foster effective relationships with local schools.

The Schools Liaison Officer can help facilitate sharing of resources and knowledge, support recruitment of new players to the club and create a clear pathway for young players from school-based football to your club. The role requires you to be the first point of contact with local schools, and it would be beneficial to have an understanding of schools and what is important to them in order to develop the best possible relationship. The role may require presentation skills, flexibility during the day to meet teachers and an understanding of your whole club's ethos and its future plans.

How much time will I need to give to the job?

Approximately four to six hours per month.

What sort of tasks are involved?

Tasks will include:

- Meet the Primary Link Teachers or member of PE staff at local schools
- Promote the club in school assemblies, on notice boards, at parents' evenings and so on
- Discuss the ongoing development of the young players who attend the school and your club with teachers
- Identify gaps in provision or where the school might need further support and highlight ways that your club could help
- Support the secondary schools with the running of primary school mini soccer festivals
- Identify potential placements for young volunteers having completed their Junior Football Organiser's course at school as part of the Step into Sport.

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Sponsorship and Fund-raising Officer

Who will I be responsible to?

The Club Committee.

Who will I be responsible for?

Team and Club Sponsors

What is the role of the Sponsorship and Fund-raising Secretary?

To raise funds for the club and to support all fundraising and sponsorship opportunities. Liaise with team and club sponsors and ensure publicity of their businesses and that logos are provided for kits.

It is essential to have good organisational skills, be innovative, enthusiastic and prepared to make a regular time commitment. It would be useful if you have completed grant applications. Training courses and support are available through County FAs.

How much time will I need to give to the job?

On average three or four hours each week, but this could rise to eight hours around the time of fund-raising events.

What sort of tasks are involved?

Tasks will include:

- Liaising with Managers and coordinating sponsorship of match kits through local businesses
- Applying for grants / sponsorship or other forms of financial assistance from organisations such as Sport England/ Football Foundation, Local Authorities or commercial companies in conjunction with Club Secretary
- Coordinating fund-raising events, possibly two major events a year
- Ensuring events and activities are properly licensed with local authorities
- Ensuring that funds are properly accounted for and information is passed on to the Treasurer
- Ensuring logos are obtained for kits and tournament programmes
- Arranging of lottery style draws/raffles.

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Vice Chairperson

Who will I be responsible to?

The Chairperson

What is the role of the Vice Chairperson?

To provide a backup for the Chairperson and assist with delegated tasks. The Vice Chairperson must be able to stand in for the Chairperson on short notice as needed. See Chairperson description for further details.

Vice Club Secretary

Who will I be responsible to?

The Club Secretary

What is the role of the Vice Club Secretary?

To provide a backup for the Club Secretary and assist with delegated tasks. The Vice Club Secretary must be able to stand in for the Club Secretary on short notice as needed. See Club Secretary description for further details.

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Additional Club Roles

Roles listed under additional club roles are required to ensure the smooth running of the club.

Attendance at committee meetings is not required but attendance at the AGM is mandatory and for Youth Team Managers attendance at the Manager's Meetings is also mandatory.

Charity Trustee

Who will I be responsible to?

Club Committee.

What are the roles of the Charity Trustees?

Trustees have independent control over, and legal responsibility for, a charity's management and administration. The Charity Trustees have six main duties:

- Ensure your charity is carrying out its purposes for the public benefit
- Comply with your charity's governing document and the law
- Act in your charity's best interests
- Ensure your charity is accountable
- Manage your charity's resources responsibly
- Act with reasonable care and skill

You must be eligible to be a charity trustee. Criteria and further information on responsibilities can be found here: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

All trustees are jointly responsible for the charity. For example, all trustees share responsibility for finances (not just the treasurer). If working, you should obtain approval from your company before becoming a Charity Trustee.

How much time will I need to give to the job?

Charity trustee positions are currently filled by existing committee members. Being a charity trustee shouldn't carry much more additional time than the current role being undertaken.

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Youth Team Manager

Who will I be responsible to?

Club Committee.

Who will I be responsible for?

Your allocated team.

What is the role of the Youth Team Manager?

The main purpose of this role is to ensure that a team is able to compete in the Youth League and Cup Competitions. The Manager is responsible for all aspects of activity for the team and is permitted to engage assistants as required, so long as they meet the membership requirements of the club.

The club requires the minimum FA qualification of the Level 1 Certificate in Coaching Football (including first aid award and Safeguarding Children training) for all Team Managers. The Youth Team Manager must adhere to the FA Respect Policy and the Coaches Code of Conduct. Club Officials and Team Managers are always available for any assistance or advice, the Manager's Handbook provides all contact information and processes. A club first aid kit will be issued to all Team Managers, which can be replenished on request. The club provides all playing kit and match and training equipment. Since you are working with children under the age of 18, you are required to complete an FA CRB check.

Your first point of contact within the club will be the Club Secretary and the Development Officer. For any welfare concerns, discipline issues or dispute resolution contact the Club Welfare Officer.

How much time will I need to give to the job?

Team activities on match day will, depending on the venue for the game, take up approximately four hours. Coaching and training sessions at the club each week will take around two hours. Other duties associated with the tasks outlined above are spread across the week and will take around four hours.

What sort of tasks are involved?

Tasks will include:

- Weekly:
 - Team selection
 - Organisation of coaching/training at club once per week
 - Arranging or contacting referees for home matches
 - Team kit and equipment
 - Reporting results after matches
 - Liaising with parents and carers
- Monthly:
 - Team accounts
- Once each season or as required:
 - End of season report to Club Committee
 - Completion and management of player registration forms and registering onto FA WGS system