



# Wixams Wanderers Football Club

## Club Structure





# Getting the culture right

Our objective is to create a fun and safe club atmosphere for our members by providing a supportive community environment, combined with professional club policies to enhance the experience of playing football.

- What can get in the way of developing an effective football club is the committee becomes a 'talking shop' and agreed actions are not followed through to completion. To counter this tendency, it's important to create a conscious culture of 'getting things done'.
- Going forward some basic ground rules for the committee will become standing principles.

## **Principles for the Club Committee:**

- Committee members are expected to fulfil their roles between meetings; the purpose of the meetings is to check on progress.
- Committee members have full authority to take all necessary actions to fulfil their allocated responsibilities.
- All reports must be circulated and read before the meeting, not at the meeting. They will be taken as read unless clarification required on any content within.
- Each committee member shares collective responsibility and ownership of agreed decisions, irrespective of their personal view or vote on the matter.



# Club Executive Committee

## **President**

Adrian Brady (2013)

## **Chairman / Adult Section Secretary**

Ben Henry (2015)

## **Vice Chairman / Football Development Officer**

Colin Sharpe (2015)

## **Child Welfare Officer**

Amanda Fridkin (2015)

## **Treasurer**

Jane Brady (2013)

## **Youth Section Secretary**

Andy Fridkin (2015)



## Chairman

### **Objective**

- To provide strong, efficient and effective leadership for the club.
- To ensure the club promotes the participation of the youth football teams at the highest level and that all youth members are given the highest level of coaching and competition to promote their development.
- Ensure the club is run efficiently administratively, financially and socially to support the on field activities.
- To provide support to the Executive and Committee members to ensure the efficient operation of the club.
- To provide a safe and enjoyable recreational environment for all club members and ensure all football activities are played in a competitive and fair spirit.

### **Responsibilities**

- Ensure sub committee's and committee members fulfil their responsibilities to the club.
- Preside at all meetings of the Club Committee.
- Report activities of the functional portfolio to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the Executive or General Committee.

### **Relationships**

- Reports to the Members and General Committee of the Club.
- Acts as or ensure his/her delegate acts in the best interests of the Club at League, or Delegates Meetings.
- Supports all Managers, Committee Members and football staff.
- Liaises with official Club suppliers & other key stakeholders.

### **Accountability**

- The Chairman is accountable to the Members, Executive and General Committee.
- Provide a report on at each Committee meeting.



## Child Welfare Officer

### **Objective**

- To ensure the safeguarding of all children within the football club and with primary responsibility for managing and reporting concerns about the children and for putting into place.

### **Responsibilities**

- Work with others in the club to ensure a positive child-centred environment
- Assist the organisation to fulfil its responsibilities to safeguard children at club level
- Assist the organisation to implement its safeguarding children plan at club level
- Act as the first point of contact for staff, volunteers, parents, children and young people where concerns about children's welfare, poor practice or abuse are identified
- Act as the first point of contact with the lead safeguarding officer
- Implement the organisation's reporting and recording procedures
- Maintain contact details for the local children's social care department, the police and Local Safeguarding Children Board
- Promote the organisation's best-practice guidance and/or code of conduct within the club
- Sit on the club's executive committee
- Ensure adherence to the organisation's safeguarding children training
- Ensure appropriate confidentiality is maintained
- Promote anti-discriminatory practice
- Ensure all over 16's who have roles associated with the club have up to date FA CRB check in place.

### **Relationships**

- Reports to the Chairman & Club Secretary.
- Liaises with the Executive Committee.

### **Accountability**

- The Child Welfare officer is accountable to the Chairman.



## Treasurer

### **Objective**

ensure that a financial management system and reporting system is put in place and operable so the Club committee has an accurate, true and correct understanding of the financial status of the Club at all times.

- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

### **Responsibilities**

- Ensure all general committee members do not exceed authority for financial expenditure without approval.
- Attend to general banking activities.
- Maintain appropriate accounts of all income and expenditure and associated audit trails, e.g. receipts.
- Flag any concerning revenue streams at the committee meeting.
- Report any subscription payment issues to the committee
- Prioritise payment of accounts.
- Manage any funding exposures the club may take on.
- Ensure the Club finances are correctly audited (when appropriate) and sent into the Beds FA.
- Report activities of the account to the committee at the Annual General Meeting.
- Undertake tasks at the request of the Chairman, Executive or General Committee.

### **Relationships**

- Reports to the Club Committee.
- Liaises with the Executive.

### **Accountability**

- The Treasurer is accountable to the Chairman and the General Committee.
- The Treasurer shall seek ratification from the General Committee of a Club budget, and there after shall have the authority to act within the limits of the budget and strategy approve.
- The Treasurer shall provide a report to the General Committee of all financial transactions at each Committee meeting.



## Secretary

### **Objectives**

- To ensure that appropriate administrative support is provided to the Chairman, Exec Committee and committee.
- To manage business considered by the Club Committee.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club.

### **Responsibilities**

- Maintain tight governance and control over Committee Meeting agenda
- Agenda to be circulated no later than 2 days prior to meeting (late items closely scrutinised)
- Document meeting minutes within 5 days of meeting with clear actions and ownership
- Flag any “overdue” items owned by members of the general committee.
- Oversee all activities falling under the functional accountability of the Secretary
- Establish a planning calendar for the year.
- Provide a coordinating and support role for Club committee.
- Provide secretarial support to the Committee.
- Maintain an accurate copy of the Rules and By-Laws of the Club.
- Maintain a complete record of all activities of the Club.
- Receive all correspondence directed to the Club and distribute accordingly in a timely manner.
- Prepare and send correspondence in accordance with the direction of the President and Committee.
- Report activities of the portfolio to the committee at the Annual General Meeting.
- Prepare a comprehensive report of all activities of the Club for presentation to the committee at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the Chairman, Executive or General Committee.

### **Relationships**

- Reports to the Club Committee.
- Liaises with the Executive.

### **Accountability**

- The Secretary is accountable to the Chairman and the General Committee.
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting.
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action.



## Football Development Officer

### **Objective**

- To co-ordinate all off field football activities for the Clubs teams to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform to the best of their ability.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club *Responsibilities*
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the Chairman, Executive or General Committee
- Coordinate formulation of the Football Operational Plan.
- Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on game days.
- Coordinate delivery of the Football Operational Plan.
- Liaise between players, coaches, Club Executive and General Committee.
- Ensure all equipment is available as required by Coaches and/or League and that it is in good working order includes match balls.
- Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
- Oversee the maintenance and management of all training and match equipment including goal post covers.
- Reports to the Chairman and Executive.
- Supports all the coaches.





# Committee Members

Neville Matthews  
Stuart Falconer  
Michael Taylor  
Lucy Du Plooy  
Tim Toomey

Steve Winch  
Ivan Finch  
Liam Duggan  
Garry Davison  
Darren Mosby

James Stewart  
Carmelo DiGiorgi  
Oliver Benham  
Leon Barnett  
Adam Jackson

## Team Manager / Coach(s)

### **Objective**

- To provide coaching expertise and leadership to their team which helps to achieve the overall aims and objectives of the Club.

### **Responsibilities**

- Develop/revise code of conduct for coaching staff and players that supports the objectives of the Club on and off the field.
- Establish as soon as possible a profile of all current players and development requirements
- Contact all current players as soon as practical after the completion of the previous season to outline plans for the coming season and their involvement
- Liaise with the Club Executive to appoint Assistant Coaches and team officials
- Manage the recruitment of players in consultation with the Executive.
- Develop and establish an appropriate pre season training program.
- Instruct the players placed under their care generally and to see that all players carry out sufficient training.
- Assist with the broader youth development where possible or appropriate.
- Provide game day coaching expertise and leadership.
- Attend Club functions as agreed
- Provide regular reports to the General Committee throughout the season

### **Accountability**

- Accountable to the Club Executive



## Fund Raising Manager

### **Objective**

- To establish a broad social calendar for the season and end of season to provide a range of appropriate entertainment for all Club members and to enhance the appeal of the Club to the wider community.
- To provide support to the Executive and Committee members to ensure the efficient operation of the Club

### **Responsibilities**

- Appoint a social sub committee to program and organise social events for the Club.
- Present Social Calendar @ first Committee Meeting of each season
- Publish a calendar of social events that will attract the widest involvement from all members of the Club prior to the commencement of the season.
- Liaise with nominated event organisers to ensure all planning/ticket sales are on schedule.
- Ensure that all social events held are at least cost neutral to the Club.
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the Chairman, Executive or General Committee

### **Relationships**

- Reports to the Chairman and General Committee
- Liaises with all relevant committee members and any person responsible for and or running any social event under the Club umbrella
- Liaises with official Club suppliers & other key stakeholders

### **Accountability**

- The Functions & Events Coordinator is accountable to the President and the General Committee.
- The Functions & Events Coordinator shall seek ratification from the General Committee of the social calendar including financial arrangements and shall there after have the authority to act within the limits of that arrangement
- Provide a report on portfolio operations to the monthly Committee meeting