Tidworth Town Football Club

Established 1971

www.TidworthTownFC.co.uk



Club Roles and Responsibilities

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| **Role** **Structure** |

**Club Committee**

**Club Officer**

**Adult Staff**

|  |
| --- |
| **Chairman** |

**Responsible to**

The Club Committee

**Role Description**

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

**Core Responsibilities**

1. Provide leadership and direction for the club.

2. Ensure there is a Club development strategy and plan and that it is being executed against.

3. Make decisions for the benefit of the whole club including disciplinary matters.

4. Oversee the work of the Club Committee.

5. Chair meetings of the club including the AGM.

6. Advocate of the football club for the local community.

7. Liaise with the local council to maintain community spirit and the fostering of local relationships.

**How much time will the role require?**

Approximately four hours per week but may increase during tournaments, events and off season.

**Skill Set Required**

Self-motivated and proactive.

Good people skills for dealing with customers (Patience, understanding, balanced opinions).

Strong leadership.

Balanced character.

Good time keeping and management abilities.

**Role Requirements**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CRB** | **Safeguarding Children** | **First Aid** | **Club Welfare** | **FA Level 1** | **FA Level 2** | **FA Level 3** | **Licenced Coach** | **Other** |
| ✓ | ✓ |  |  |  |  |  |  |  |

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| **Vice-Chairman** |

**Responsible to**

The Club Committee

**Role Description**

To support the Chairman and oversee the management of the day to day running of the clubs ground, equipment and facilities.

**Core Responsibilities**

1. Provide leadership and direction for the club.

2. Ensure there is a Club development strategy and plan and that it is being executed against.

3. Support the decision-making process for the benefit of the whole club including disciplinary matters.

4. Oversee the work of the Club Committee.

5. Chair meetings of the club including the AGM.

6. Advocate of the football club for the local community.

7. Liaise with the local council to maintain community spirit and the fostering of local relationships.

8. Ensure the Club finances are correctly audited by an Independent, external auditor.

9. Deputise for the Chairman.

**How much time will the role require?**

Approximately four hours per week but may increase during tournaments, events and off season.

**Skill Set Required**

Self-motivated and proactive.

Good people skills for dealing with customers (Patience, understanding, balanced opinions).

Strong leadership.

Balanced character.

Confidentiality.

Good time keeping and management abilities.

**Role Requirements**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CRB** | **Safeguarding Children** | **First Aid** | **Club Welfare** | **FA Level 1** | **FA Level 2** | **FA Level 3** | **Licenced Coach** | **Other** |
| ✓ | ✓ |  |  |  |  |  |  |  |

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| **Secretary** |

**Responsible to**

The Club Committee

**Role Description**

Act as the 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 Club Secretary is a pivotal role within the club, with a close involvement in the general running of the club. The secretary and their assistants provide the main point of contact for people within and outside the club.

**Core Responsibilities**

1. Official contact between Club, County FA, leagues (also see League Secretary) and other clubs.

2. Ensure club affiliation and league membership.

3. Ensure effective correspondence and communication.

4. Provide minutes of meetings for official club records.

5. Match day duties to support teams and officials.

6. Organising the club AGM and other club meetings.

7. Representing the club at outside meetings at the direction of the main committee.

8. Dealing with correspondence.

9. Attend league meetings.

10. Report County Cup Results.

11. Pass on FA & County FA information to club members.

**How much time will the role require?**

Approximately ten hours per week but may increase during tournaments, events and off season.

**Skill Set Required**

Self-motivated and proactive.

Good people skills for dealing with customers (Patience, understanding, balanced opinions).

Strong leadership.

Organised and methodical.

Confidentiality.

Good time keeping and management abilities.

**Role Requirements**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CRB** | **Safeguarding Children** | **First Aid** | **Club Welfare** | **FA Level 1** | **FA Level 2** | **FA Level 3** | **Licenced Coach** | **Other** |
| ✓ | ✓ |  |  |  |  |  |  |  |

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| **Treasurer** |

**Responsible to**

The Club Committee

**Role Description**

Ensure that a financial management and reporting system is in place and operating effectively, to ensure an accurate understanding of club financial status.

**Core Responsibilities**

1. Liaise with the Chairman about the financial state of the club.

2. Prepare a budget to reflect forecast income and expenditure for the Club at the first meeting of each season.

3. Co-sign club cheques as required.

4. Promptly attend to general banking activities and report to the committee.

5. Maintain accurate records of all income and expenditure and associated audit trails, e.g. receipts for a period of three years.

6. Ensure all taxation commitments are met by the club.

7. Prepare the monthly accounts and provide monthly report to the Committee on budget performance with bank statements and receipts available on request.

8. Provide an Annual Statement of accounts to be presented at the AGM.

9. Monitor and report any breaches to the Chairman and Secretary.

10. Ensure the Club finances are correctly audited by an Independent, external auditor.

11. Prepare annual financial accounts for auditing and provide the auditor with the necessary information.

12. Monitor sponsorship funds and where appropriate, seek to maintain or develop club Sponsors.

13. Liaise with the Registrations Secretary to ensure standing orders arrangements are completed in the first month of joining.

**How much time will the role require?**

Approximately one hour per week but may increase during tournaments, events and off season.

**Skill Set Required**

Self-motivated and proactive.

Good people skills for dealing with customers (Patience, understanding).

Mental flexibility.

High level of numeracy skills.

Confidentiality and integrity.

**Role Requirements**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CRB** | **Safeguarding Children** | **First Aid** | **Club Welfare** | **FA Level 1** | **FA Level 2** | **FA Level 3** | **Licenced Coach** | **Other** |
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| **Press and Communications Officer** |

**Responsible to**

The Club Committee

**Role Description**

To communicate club events and all relevant information to members, parents and guardians via Social Media and newsletters. To ensure that the club online presence is manged in terms of currency and suitability.

**Core Responsibilities**

1. To raise the profile of the club in the local community via social media and public promotion.

2. Create and manage a list of internal and external contacts (e.g. Town Council) plus local media contacts.

3. Produce press releases of any club events, tournaments and activities and produce articles as required.

4. Produce a regular online newsletter.

5. Send news of interest to local radio and local press as required.

6. Invite the local radio Press Officer, local press and media to events.

7. To ensure articles, language and photographs reflect a fair and positive representation of all club members and the community.

8. Maintain and update the club’s social media and communications platforms.

9. Ensure that the club communications policy is current and available to all involved with the club.

10. Liaise with the Welfare Officer to ensure that all safeguarding issues within the media are controlled and managed accordingly and conduct any remedial action to correct any issues.

**How much time will the role require?**

Not more four hours per week.

**Skill Set Required**

Be IT competent particularly in the use of social media.

Be able to reach out to the community and engage with organisations to raise the profile of the club.

Be able to communicate clearly with a balanced approach to contentious issues.

**Role Requirements**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CRB** | **Safeguarding Children** | **First Aid** | **Club Welfare** | **FA Level 1** | **FA Level 2** | **FA Level 3** | **Licenced Coach** | **Other** |
| ✓ | ✓ |  |  |  |  |  |  |  |

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| **Registration Secretary** |

**Responsible to**

The Club Committee

**Role Description**

To coordinate the registration of all players, ensuring the correct paperwork is processed and all fees are paid.

**Core Responsibilities**

1. To ensure all players are correctly registered with Tidworth Town FC.

2. Ensure that all players are registered on the Club’s database and the database is regularly maintained for accuracy.

3. To assist the Media and Communications Officer in ensuring that access to the Club’s social media is limited only to those that are registered to the Club.

4. To ensure all players are correctly registered with the relevant league.

5. To ensure all fees are paid in full and agree exceptions with the Treasurer.

6. To ensure all fees are paid into the nominated bank account as directed by the Treasurer.

**How much time will the role require?**

Approximately two/three hour per week but will increase to approximately six hours per week during tournaments, events and pre-season.

**Skill Set Required**

Self-motivated and proactive.

Good people skills for dealing with customers (Patience, understanding, balanced opinions).

Strong organisational skills.

A keen eye for detail.

Confidentiality.

Good time keeping and management abilities.

**Role Requirements**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CRB** | **Safeguarding Children** | **First Aid** | **Club Welfare** | **FA Level 1** | **FA Level 2** | **FA Level 3** | **Licenced Coach** | **Other** |
| ✓ | ✓ |  |  |  |  |  |  |  |

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| **Welfare Officer** |

**Responsible to**

The Club Committee

**Role Description**

To be clear about the club’s responsibilities when running activities for children and young people. To assist club personnel understand their duty of care towards children and young people on a day to day basis.

**Core Responsibilities**

1. Ensure you are clear about the club’s responsibilities when running activities for children and young people.

2. Help club personnel understand their duty of care towards children and young people on a day to day basis.

3. Work closely with the Club’s Chairman, Treasurer and Welfare Officer and other appointed Officers in ensuring the smooth running of the club.

Work with club officers and volunteers to ensure relevant Health & Safety and Safeguarding Children procedures are implemented and complied with.

4. In conjunction with the club committee, club officers and managers ensure the club programme of activities is exciting and varied.

5. Positively encourage and enthuse members of the club to get involved in activities and take responsibility for their actions.

6. Monitor all training sessions on an occasional basis.

**Club & FA policies**.

1. Implement and maintain the clubs safeguarding children policy, anti-bullying policy and equality policy and the clubs Code of Conduct.

2. Ensure that the recommended FA recruitment processes are in place and submit FA CRB checks.

3. Understand the benefit of using the FA’s safeguarding best practice guidance (e.g. Travel, Trips and Tournaments, Photography guidelines, Anti-bullying and Safeguarding children Policy template).

4. Understand why certain roles require a FA CRB check and how the FA CRB process works.

5. Monitor compliance with the FA CRB checks through the FA CRB unit for those who require one using The FA Safeguarding Online system.

6. Maintain child (player) contact sheets and injury sheets in a safe and secure location.

**RESPECT Programme**

1. Understand and promote within the club the Respect programme aims and benefits and help to develop best practice processes.

2. Ensure the club’s code of conduct meets or surpasses the FA Respect Programme Code of Conduct.

3. Communicate with Club officials about the Respect Programme and its aims.

4. Communicate with parents/ spectators and get them to sign up to the Respect codes.

5. Encourage parents to complete the Respect education programme.

6. Encourage the Committee to make use of the Respect Programme designated spectator area at all games.

**Communications**

1. Communicating to all members of the Club, especially team managers and coaches their responsibilities when running activities for children and young people.

2. Ensure everyone understands their responsibilities.

3. Communicate with parents and new players by getting involved with running “start of season” welcome sessions for members and mid-year “parents meeting”.

4. Communicate with coaches/ managers about the importance of being consistent role models for their players.

5. Encourage coaches, team’s managers, first aiders/medics to complete the FA’s Safeguarding Children workshop.

6. Encourage coaches and team managers to listen to their player’s thoughts, ideas and views.

**External Relationships & Escalations**

1. Work with the Youth league welfare officer (if applicable).

2. Build working relationship with the County Welfare officer understand how they can support you.

3. Liaise with your County FA welfare officer if you need help or advice.

4. Understand how to refer a concern about the welfare of a child.

5. Work with the FA by taking part in surveys, questionnaires, focus groups as and when asked.

6. Monitor repeated incidents of poor behaviour and liaise with your committee (and where necessary Youth League welfare officer or county Welfare Officer.

7. Attendance at League/ County Football Association meetings as required.

**How much time will the role require?**

Approximately five hours per week but may increase during tournaments and events or incidents.

**Skill Set Required**

Self-motivated and proactive.

Good people skills for dealing with customers (Patience, understanding, balanced opinions).

Strong leadership.

Balanced character.

Confidentiality.

Caring and approachable nature.

**Role Requirements**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CRB** | **Safeguarding Children** | **First Aid** | **Club Welfare** | **FA Level 1** | **FA Level 2** | **FA Level 3** | **Licenced Coach** | **Other** |
| ✓ | ✓ | ✓ | ✓ |  |  |  |  |  |

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| **Assistant Welfare Officer and Player** **Representative** |

**Responsible to**

The Club Committee

**Role Description**

To support the Club Welfare Officer and be clear about the club’s responsibilities when running activities for children and young people. To assist club personnel understand their duty of care towards children and young people on a day to day basis.

**Core Responsibilities**

1. Assisting the Club Welfare Officer in the execution of their duties.

2. Covering the Club Welfare Officer in times of absence.

3. Training as Club Welfare Officer to be in a position to succeed the existing CWO.

4. Interact with the players to understand what their thoughts, opinions and ideas are and to present them to the committee for consideration.

5. To feedback to the players at an appropriate level communication from the Club.

**How much time will the role require?**

Approximately two hours per week but may increase during tournaments and events or incidents.

**Skill Set Required**

Self-motivated and proactive.

Good people skills for dealing with customers (Patience, understanding, balanced opinions).

Strong leadership.

Balanced character.

Confidentiality.

Caring and approachable nature.

**Role Requirements**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CRB** | **Safeguarding Children** | **First Aid** | **Club Welfare** | **FA Level 1** | **FA Level 2** | **FA Level 3** | **Licenced Coach** | **Other** |
| ✓ | ✓ | ✓ | ✓ |  |  |  |  |  |

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| **Facilities Manager** |

**Responsible to**

The Club Committee

**Role Description**

To ensure that the club facilities within the ground are maintained and managed in accordance with the high standards expected.

**Core Responsibilities**

1. Maintain and provide refreshments during training and matches.

2. Ensure that suitable stock provision is available for the refreshment’s facility through Bookers.

3. Carry out weekly stock checks of the refreshment facility and maintain a working stock list to be presented at monthly club meetings.

4. Control and run outside refreshments when required.

5. Ensure that the refuse collection contract is maintained and that all bins are kept serviceable and in plentiful supply.

6. Ensure that the ablution facilities are maintained and adequate for club requirements i.e. uplift for tournaments.

7. Ensure that all signage is clean and serviceable.

8. General control of the maintenance of the ground’s facilities excluding grounds maintenance itself.

9. Liaise with the Grounds Manager to ensure that the ground is kept in the best condition as possible.

10. Closely liaise with the Treasurer to ensure that the most cost-effective measures are taken to maintain the high standards demanded.

**How much time will the role require?**

Approximately two/three hours per week but may increase during tournaments, events and off season.

**Skill Set Required**

Self-motivated and proactive.

Good people skills for dealing with customers (Patience, understanding, balanced opinions).

Robust character for liaison with managers and staff.

Good time keeping and management abilities.

**Role Requirements**

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| **CRB** | **Safeguarding Children** | **First Aid** | **Club Welfare** | **FA Level 1** | **FA Level 2** | **FA Level 3** | **Licenced Coach** | **Other** |
| ✓ | ✓ | ✓ |  |  |  |  |  | Basic Food Handling |

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| **Kit and Equipment Manager** |

**Responsible to**

The Club Committee

**Role Description**

Control the club's kit requirements including both match day and training kits.

Ensure that all match day equipment is accounted for, serviceable and available for each game.

**Core Responsibilities**

1. To manage the club's training kit requirements, ensuring that sufficient stock is available with issues and receipts fully accountable.

2. To liaise with the team managers to ensure that a strategy is in place for accurate and fair distribution of training kit.

3. The ordering of kit, providing information on quantities, sizes etc.

4. Ensuring that all match day requirements (corner poles, flags, nets) can be achieved for all home matches.

5. Ensure that the club has sufficient stock of balls for team requirements ensuring that the correct size balls are held and used at appropriate age groups.

6. Maintain high standards of work, keeping the kit and equipment areas clean, neat, tidy and organised.

7. To control access to the kit and equipment areas ensuring that teams requirements are met.

**How much time will the role require?**

Approximately one hour per week but may increase during tournaments, events and off season.

**Skill Set Required**

Hard working, organised, committed and enthusiastic.

The ability to work autonomously and as part of a team.

Good social skills and communication skills.

IT literate.

Good timekeeping skills.

Flexible and adaptable to change.

Experience in the role and in football.

**Role Requirements**

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| **CRB** | **Safeguarding Children** | **First Aid** | **Club Welfare** | **FA Level 1** | **FA Level 2** | **FA Level 3** | **Licenced Coach** | **Other** |
| ✓ | ✓ | ✓ |  |  |  |  |  |  |

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| **Grounds Manager** |

**Responsible to**

The Club Committee

**Role Description**

To ensure that the ground is maintained to a good playing standard with non-playing areas free of danger and tidy.

**Core Responsibilities**

1. Upholding the general look and feel of the ground including signage, perimeter fencing and all facilities within less toilets and refreshments hut.

2. Ensure that sufficient stock of grounds maintenance equipment is held and serviceable.

3. Ensure that sufficient stock of line paint is available for Managers.

4. Constantly seek to renovate or improve the facilities and present ideas to the committee for consideration.

5. Maintain, account and report faults with all ground maintenance equipment to the Club Officers.

6. Carry out minor work and seek professional assistance for major work renovations and repair within the ground.

7. Conduct fortnightly checks on all perimeter fences, access points, risk areas and buildings within the ground and record findings. Present record of findings on request.

8. Liaise with the Club Treasurer and Secretary to apply for grants for ground works.

**How much time will the role require?**

Approximately two hours per week but may increase during tournaments, events and off season. Expect more commitment upon initial uptake of role to establish routine.

**Skill Set Required**

Self-motivated and proactive.

Good people skills for dealing with club staff (Patience, understanding, balanced opinions).

Balanced character.

A sense of duty and pride.

**Role Requirements**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CRB** | **Safeguarding Children** | **First Aid** | **Club Welfare** | **FA Level 1** | **FA Level 2** | **FA Level 3** | **Licenced Coach** | **Other** |
| ✓ | ✓ | ✓ |  |  |  |  |  | Lawn Maintenance |

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| **Events Coordinator** |

**Responsible to**

The Club Committee

**Role Description**

TBC.

**Core Responsibilities**

1. TBC.

**How much time will the role require?**

TBC.

**Skill Set Required**

TBC

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**Role Requirements**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CRB** | **Safeguarding Children** | **First Aid** | **Club Welfare** | **FA Level 1** | **FA Level 2** | **FA Level 3** | **Licenced Coach** | **Other** |
| ✓ | ✓ |  |  |  |  |  |  |  |

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| **Development Officer** |

**Responsible to**

The Club Committee

**Role Description**

Create and maintain the Club’s staff and player development plan and ensure that all staff are compliant with minimal accreditation requirements.

**Core Responsibilities**

1. Recruiting new coaches.

2. Provide coaches with a training / support programme.

3. Co-ordinate the coaching programme throughout the club.

4. Establish and/or support a coach mentoring programme.

5. Ensure the coaches are recognised and rewarded.

**How much time will the role require?**

Approximately one hour per week but may increase during the off season.

**Skill Set Required**

Self-motivated and proactive.

Good people skills for dealing with customers (Patience, understanding, balanced opinions).

Strong leadership.

Balanced character.

Good time keeping and management abilities.

**Role Requirements**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CRB** | **Safeguarding Children** | **First Aid** | **Club Welfare** | **FA Level 1** | **FA Level 2** | **FA Level 3** | **Licenced Coach** | **Other** |
| ✓ | ✓ | ✓ |  |  |  |  | ✓ |  |

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| **Manager** |

**Responsible to**

The Club Officers

**Role Description**

To be responsible for, and to provide leadership and direction in accordance to Club and FA guidelines to ensure, the successful running for all aspects of activity across an age group. Encourage RESPECT and fair play.

**Core Responsibilities**

1. Ensure Child Welfare is always priority within the age group.

2. Ensure an inclusive, safe and fun environment for the players within the age group.

3. Teams within age group are managed in accordance to Club and FA policies, strategy and best practice.

4. Teams within age group are managed in accordance to league operating rules, including

(a) Organisation of home games.

(b) Communicating team news and events.

(c) Ensuring teams wear colours registered with the league and in line with league guidance.

5. Recruiting players, coaches and helpers.

6. Attend matches and training sessions of teams responsible for.

7. Management of players and parents/guardian’s expectation.

8. Development of players and coaches in accordance to Club and FA policies, strategy and best practices.

9. Ensure all coaches, assistant coaches and helpers are registered with the Club, hold the correct level of

accreditation and have been approved by the Club Welfare Officer.

10. Ensure risk assessments, including pitch inspections, are performed for each and event held on behalf

of the club (training, matches, social)

12. Work with the Development Officer and any external mentors to aid in the development of the coaches.

13. Represent Age Group at Club Events

14. Organising the team for matches and fairly manage team selection, substitutes, tactics etc at matches.

15. Ensure playing surface is clear of debris, goals and corner flags and poles are secure and lines are clearly visible prior to any matches. At the conclusion of all matches, clear and tidy the playing area of all poles, flags, rubbish and goals if necessary.

16. Liaise with League Secretary on league administration matters.

**How much time will the role require?**

Approximately four hours per week but may increase during tournaments, events and off season. Attendance at committee meetings.

**Skill Set Required**

Self-motivated and proactive.

Good people skills for dealing with customers (Patience, understanding, balanced opinions).

Strong leadership.

Confidentiality.

Excellent Communication skills (verbal and non-verbal).

Good time keeping and management abilities.

**Role Requirements**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CRB** | **Safeguarding Children** | **First Aid** | **Club Welfare** | **FA Level 1** | **FA Level 2** | **FA Level 3** | **Licenced Coach** | **Other** |
| ✓ | ✓ | ✓ |  | ✓ |  |  |  |  |

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| --- |
| **Coach** |

**Responsible to**

The Club Officers and Team Manager

**Role Description**

To coach the team and appropriately develop and challenge players within an age group. Encourage RESPECT and fair play.

**Core Responsibilities**

1. Ensure Child Welfare is always priority within the team.

2. Ensure an inclusive, safe and fun environment for the players within the team.

3. Ensure the team is coached in accordance to Club and FA policies, strategy and best practices.

4. Ensure the team is coached in accordance to league operating rules

5. Work with the Team Manager in the recruitment of players, coaches and helpers.

6. Assisting with the management of players and parents/guardian’s expectation.

7. Ensure good and timely communication with parents/guardians with team arrangements, logistics etc.

8. Work with the Team Manager in the development of players

9. Ensure the players are developed in accordance to Club and FA policies, strategy and best practices.

10. Ensure training sessions are well planned in advanced and covers all abilities.

11. Ensure safe and appropriate equipment is used in training sessions.

12. Deliver training session with a constructive, supportive and fun manner.

13. Reflect on outcome of training session and re‐plan accordingly.

14. Liaising with opposition and officials before and on match days

15. Report results, record referee & FA Respect marks as defined by the league.

16. Ensure risk assessments, including pitch inspections, are performed for each and every event

17. Ensure attendance register is maintained, with sign out process, for all training/match sessions.

18. Ensure a First Aider, appropriate medical kit and players current medical records and emergency contact numbers are present at all Club events (including every training session and match).

19. Work closely with Team Manager on the running and management of the team.

20. Deputise for the Team Manager if required.

21. Attend Manager and Coach meetings.

**How much time will the role require?**

Approximately four hours per week but may increase during tournaments, events and off season.

**Skill Set Required**

Self-motivated and proactive.

Good people skills for dealing with customers (Patience, understanding, balanced opinions).

Strong leadership.

Balanced character.

Confidentiality.

Good time keeping and management abilities.

**Role Requirements**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CRB** | **Safeguarding Children** | **First Aid** | **Club Welfare** | **FA Level 1** | **FA Level 2** | **FA Level 3** | **Licenced Coach** | **Other** |
| ✓ | ✓ | ✓ |  | ✓ |  |  |  |  |

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| **Assistant Coach** |

**Responsible to**

The Club Officers and Team Staff

**Role Description**

To support the team manager and coach in the development of the team and the development of players within an age group.

**Core Responsibilities**

1. Ensure Child Welfare is always priority within the team.

2. Ensure an inclusive, safe and fun environment for the players within the team.

3. Work with the Coach in the development of players.

4. Assist the Coach in the delivery of training sessions.

5. Assist the Coach in the team management at matches.

6. Deputise for the Coach as required.

**How much time will the role require?**

Approximately three hours per week but may increase during tournaments, events and off season.

**Skill Set Required**

Self-motivated and proactive.

Good people skills for dealing with customers (Patience, understanding, balanced opinions).

Strong leadership.

Balanced character.

Confidentiality.

Good time keeping and management abilities.

**Role Requirements**

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| **CRB** | **Safeguarding Children** | **First Aid** | **Club Welfare** | **FA Level 1** | **FA Level 2** | **FA Level 3** | **Licenced Coach** | **Other** |
| ✓ | ✓ | ✓ |  |  |  |  |  |  |

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| **Assistant** |

**Responsible to**

The Club Offcicers and Team Staff

**Role Description**

To assist the manager/Coaching Staff with the *odd jobs* that need to be done to ensure the effective running of the team.

No accreditation criteria are associated with this role. These are the types of small but important tasks that the parents help out with. We do not want to discourage this involvement by placing any accreditation criteria on them.

**Cannot supervise players on behalf of the club and cannot deputise any official club role for which accreditation is required.**

**Core Responsibilities**

1. Help with the following types of activity:

a. Drafting of Match Reports.

b. Linesman (Less than 50% of the time. Over 50% have to be registered as an Unaccredited Referee Assistant).

c. Refereeing (Less than 50% of home games. Over 50% have to be registered as an Unaccredited Referee).

d. Erection and dismantling of goals, FA Respect Barrier, Corner Flags.

e. Assisting in making the pitch safe (filling in holes, removing rubbish, etc).

f. Assisting with match/tournament welfare (refreshments, shelter) provision.

g. Act as a RESPECT Ambassador for the team.

*Note: The team manager retains overall responsibility of ensuring that the pitch and equipment is safe and hazard free.*

**How much time will the role require?**

Minimal, as and when required.

**Skill Set Required**

Willing volunteer

**Role Requirements**

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| **CRB** | **Safeguarding Children** | **First Aid** | **Club Welfare** | **FA Level 1** | **FA Level 2** | **FA Level 3** | **Licenced Coach** | **Other** |
| N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

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