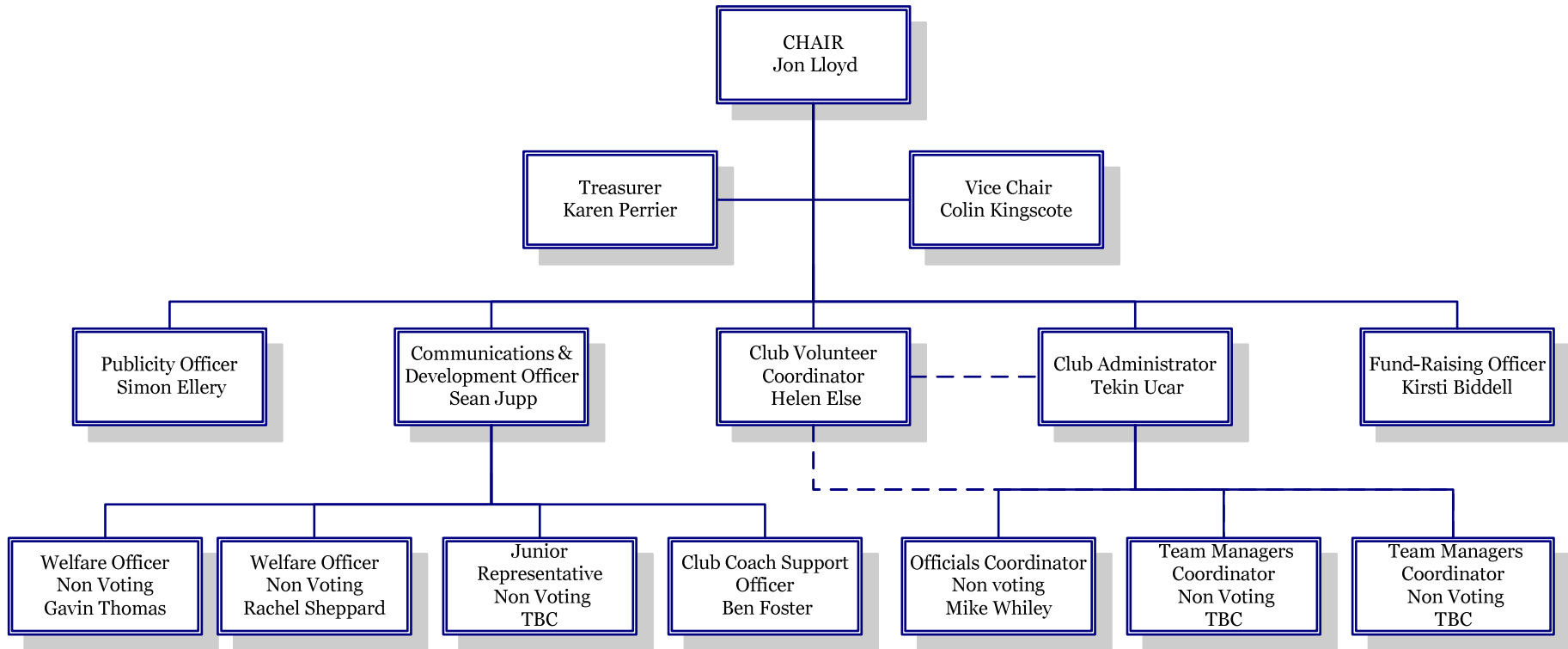


# BRIGHTON COUGARS COMMITTEE - STRUCTURE AND ROLES



**Chair** - Overall responsibility and deciding vote.

**Vice Chair** - Support for Chair and to act as Chair in Chair's absence.

**Treasurer** - Financial responsibility ensuring Chair and Committee are aware of financial stability/viability of the club.

**Club Administrator** - Overall responsibility for and to provide oversight in booking facilities, match coordination, table officials, referees, running of teams and coordination of collecting club membership and fees.

**Volunteer Coordinator** - Provide coordination for all volunteer activities, support communications to all volunteers and provide support to team managers.

**Team Manager Coordinators x2** - Provide support to Club Administrator in their responsibilities of booking facilities, match coordination, providing table officials and coordination of collecting club membership and fees. Ensuring communication between Club Administrator and Team Managers Coordinators and Team Managers is maintained and timely. Non voting members.

**Officials Coordinator** - Provide support to Club Administrator by ensuring that appropriate officials are booked for all matches, tournaments or any other events where refereeing is required. Coordinating with the Treasures to enable all remunerations required by officials is paid promptly. To act as the clubs representative and first point of contact for all officials. Non voting member.

**Development & Communications Officer** - Responsible for developing the clubs website including facilitating club internal communications. To provide oversight of development of coaches and players including instigating development programmes as appropriate. Additionally ensuring the club honours its duty of care to player and coaches.

**Club Coach Support Officer** - Support coaches' development and develop a coaching programme to develop and retain coaches. Assist the Development Officer and Committee in and provide leadership on all coaching matters.

**Junior Representative** - Provide a junior player's perspective to the committee as well as ensuring the views and concerns of junior members are represented at committee level. Non voting member.

**Welfare Officer (1 male, 1 female)** - The club Welfare Officer(s) is the lead contact for all members in the event of any safeguarding concerns. Non voting members.

**Publicity Officer** - To facilitate and coordinate external communication. To build relationships with local press to ensure club is promoted in best possible light. In conjunction with the Development Officer develop an online presence for the Club.

**Fund Raising Officer** - Initiate and actively seek and deliver fund raising and funding activities. Work with Publicity Officer and Communications & Development Officer to promote activities to club members and the wider community.