



# Club Roles and Responsibilities

## **Chairperson**

### **Role Description**

The Chair of the Club provides 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.

### **Commitment**

Approximately 4 hours per week plus attend meetings at weekends and evening Attendance at Committee Meetings and other meetings.

### **Responsibilities**

1. Provide leadership and direction for the club.
2. Ensure there is a Club development strategy and lead on its delivery.
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.
6. Advocate of the football club for the local community.
7. Support other Committee members where appropriate.
8. Uphold the Club Constitution and Code of Conduct

### **Accreditation Criteria**

| <b>DBS</b> | <b>SAFEGUARDING</b> | <b>1<sup>st</sup><br/>Aid</b> | <b>CLUB<br/>WELFARE</b> | <b>FA<br/>1</b> | <b>FA<br/>2</b> | <b>YM<br/>1</b> | <b>YM<br/>2</b> | <b>YM<br/>3</b> | <b>LICENSED<br/>COACH</b> | <b>OTHER</b> |
|------------|---------------------|-------------------------------|-------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------------|--------------|
| Yes        |                     |                               |                         |                 |                 |                 |                 |                 |                           |              |

## Vice Chairperson

### Role Description

To support the Chair Person and to deputise for him/her when absent

### Commitment

Approximately 2 hours per week, and attending meetings at weekends and evening Attendance at Committee Meetings and other meetings.

### Responsibilities

1. Provide leadership and direction for the club.
2. Help ensure there is a Club development strategy and monitor its delivery.
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 in the absence of the Chair.
6. Advocate of the football club for the local community.
7. Support other Committee members where appropriate.
8. Uphold the Club Constitution and Code of Conduct

### Accreditation Criteria

| DBS | SAFEGUARDING | 1 <sup>st</sup><br>Aid | CLUB<br>WELFARE | FA<br>1 | FA<br>2 | YM<br>1 | YM<br>2 | YM<br>3 | LICENSED<br>COACH | OTHER |
|-----|--------------|------------------------|-----------------|---------|---------|---------|---------|---------|-------------------|-------|
| Yes |              |                        |                 |         |         |         |         |         |                   |       |

## **Treasurer and Subscriptions Coordinator**

### **Role Description**

Manage the finances of the club by keeping the club accounts and maintaining the bank account. Report the financial position of the club monthly and annual preparation of the final accounts for auditing and presentation at the AGM. Advise the committee regarding financial planning. To coordinate the collection of monthly subscriptions and report monthly to the committee.

### **Commitment**

Approximately 4 hours per week, and attending committee meetings.

### **Responsibilities**

1. Retain an oversight of subscription payments.
2. Paying the bills and recording information.
3. Keeping up date records of all financial transactions.
4. Ensuring that all cash and cheques are promptly deposited in the bank.
5. Ensuring that funds are spent appropriately.
6. Accurately record all money received.
7. Reporting regularly to the committee on the financial position.
8. Preparing bank reconciliations on a regular basis.
9. Preparing a year end statement of accounts to present to the Auditors.
10. Arranging for the statement of accounts to be audited.
11. Presenting an end of year financial report to the AGM.
12. Financial planning including producing an annual budget and monitoring it throughout the year.
13. Helping to prepare and submit any statutory documents that are required (e.g. grant aid reports).
14. Maintain the Club Subscription Register and report on a monthly basis to the Club Committee
15. Uphold the Club Constitution and Code of Conduct

### **Accreditation Criteria**

| DBS | SAFEGUARDING | 1 <sup>st</sup><br>Aid | CLUB<br>WELFARE | FA<br>1 | FA<br>2 | YM<br>1 | YM<br>2 | YM<br>3 | LICENSED<br>COACH | OTHER |
|-----|--------------|------------------------|-----------------|---------|---------|---------|---------|---------|-------------------|-------|
| Yes |              |                        |                 |         |         |         |         |         |                   |       |

## **Club Welfare Officer**

### **Role Description**

To lead on the clubs responsibilities with regards to safeguarding the club football activities for children and young people. To help club personnel understand their 'duty of care' towards children and young people. Manage, make enquiries and report all welfare matters to the Club Committee.

### **Commitment**

Average 6 hours per week but maybe more if incidents are reported and attending meetings in the evening. Attendance at committee meetings.

### **Responsibilities**

1. Ensure that all members of the club comply with the Club's Safeguarding Children, Anti – Bullying and equality policies.
2. Manage enquiries into welfare matters and complaints.
3. Manage the Club's Welfare register of reports/ incidents.
4. Allocate enquiries into welfare matters and complaints.
5. Promote the Football Association's RESPECT programme and integrate it as best practice across the club.
6. Ensure that all Club Committee, managers, coaches, helpers, players and parents sign the F.A. Respect Code of Conduct on a yearly basis.
7. Manage the online applications for FA DBS checks and monitor expiry dates.
8. Ensure that all appropriate persons retain their F.A. Safeguarding Children's workshop qualification and monitor expiry dates.
9. Report all matters of welfare to the Club Committee.
10. Act as the central point of contact for liaison with the Lancashire F.A. and affiliated league Welfare Officers.
11. Uphold the Club Constitution and Code of Conduct

### **Accreditation Criteria**

| <b>DBS</b> | <b>SAFEGUARDING</b> | <b>1<sup>st</sup><br/>Aid</b> | <b>CLUB<br/>WELFARE</b> | <b>FA<br/>1</b> | <b>FA<br/>2</b> | <b>YM<br/>1</b> | <b>YM<br/>2</b> | <b>YM<br/>3</b> | <b>LICENSED<br/>COACH</b> | <b>OTHER</b> |
|------------|---------------------|-------------------------------|-------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------------|--------------|
| Yes        | Yes                 |                               | Yes                     |                 |                 |                 |                 |                 |                           |              |

## Charter Standard Coordinator

### Role Description

To implement, renew, oversee, monitor and evaluate the delivery of the Charter Standard programme and deliver an effective football strategy for all age groups within the Club

### Commitment

Approximately 1 hour per week, and attending meetings at weekends and evening.  
Attendance at club fixtures.

### Responsibilities

1. Liaise with the Lancashire F.A. Charter Standard Coordinator and ensure the Club annual 'health check' is completed on time.
2. Compile, agree and maintain the Club Development Plan and other requirements of the Charter Standard accreditation.
3. Subject matter expert of Charter Standard Requirements at Club level.
4. Ensuring that coaches' qualifications & club policies are kept up to date by using the FA's Whole Game system in liaison with the Lead Club Welfare Officer.
5. Ensuring that there are the human and financial resources to deliver on the development plan.
6. In co-ordination with the Welfare Officer ensure all managers, parents, players, coaches club officials are aware of the RESPECT programme and ensure the clubs takes pro-active steps in its implementation throughout all the teams.
7. To maintain the Club ethos, vision on Player development and how the game is played.
8. Ensure the number of teams playing for the Club is in line with the development plan and provides football for all abilities.
9. To improve communication on footballing matters.
10. To improve the level of coaching within the Club and provide support to those that need coaching development.
11. Identify and share best practices.
12. Uphold the Club Constitution and Code of Conduct

### Accreditation Criteria

| DBS | SAFEGUARDING | 1 <sup>st</sup><br>Aid | CLUB<br>WELFARE | FA<br>1 | FA<br>2 | YM<br>1 | YM<br>2 | YM<br>3 | LICENSED<br>COACH | OTHER |
|-----|--------------|------------------------|-----------------|---------|---------|---------|---------|---------|-------------------|-------|
| Yes | Yes          | Y                      |                 | Y       | Y       |         |         |         | Y                 | WG    |

## **Registration Secretary (Adult, U11-U18, U7-U10 + Girls)**

### **Role Description**

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

### **Commitment**

Approximately 3 hours a week for 4 weeks (pre-season) and approximately 2 hours a month during the season. Attending meetings in the evening

### **Responsibilities**

1. To ensure all players are correctly registered with The Sir Tom Finney FC as per the agreed club protocol.
2. To ensure that all players are registered on the Full Time, Whole Game and Club database
3. To ensure all players are correctly registered with the relevant league.
4. To ensure all fees are paid in full and agree exceptions with the Treasurer prior to registering a player.
5. To agree all transfers and new signings with the Team Manager in line with the Club Player Registration Policy.
6. Uphold the Club Constitution and Code of Conduct

### **Accreditation Criteria**

| DBS | SAFEGUARDING | 1 <sup>st</sup><br>Aid | CLUB<br>WELFARE | FA<br>1 | FA<br>2 | YM<br>1 | YM<br>2 | YM<br>3 | LICENSED<br>COACH | OTHER |
|-----|--------------|------------------------|-----------------|---------|---------|---------|---------|---------|-------------------|-------|
| Yes |              |                        |                 |         |         |         |         |         |                   |       |

## Disability Representative

### Role Description

To co-ordinate the football activities of the Club's Disability teams.

### Commitment

Approximately 3 hours a week. Attending meetings in the evening and committee meetings.

### Responsibilities

1. To ensure all players are correctly registered with the relevant leagues.
2. The club point of contact for the disability leagues.
3. Ensure fixtures are booked via the Fixtures, Training and Pitch Secretary
4. The Club lead with regards to Disability football.
5. Uphold the Club Constitution and Code of Conduct

### Accreditation Criteria

| DBS | SAFEGUARDING | 1 <sup>st</sup><br>Aid | CLUB<br>WELFARE | FA<br>1 | FA<br>2 | YM<br>1 | YM<br>2 | YM<br>3 | LICENSED<br>COACH | OTHER |
|-----|--------------|------------------------|-----------------|---------|---------|---------|---------|---------|-------------------|-------|
| Yes |              |                        |                 |         |         |         |         |         |                   |       |



## **Communications and Website Officer**

### **Role Description**

To be responsible for overseeing the delivery of all club media content.

### **Commitment**

Approximately 2 hours per week, and attending committee meetings.

### **Responsibilities**

1. Responsible for the management and organisation of the club's media department.
2. Brief and advise the committee with content to display on websites and social media accounts
3. Report and liaise with the Chairman and Committee on any issues identified through social media accounts
4. Produce and edit the rules around the clubs social media policy
5. Manage and update any subscriptions to emails and domains for the club
6. To maintain the club website ensuring it is accurate, current and is used as the main focal point for the club's communications
7. Uphold the Club Constitution and Code of Conduct

### **Accreditation Criteria**

| <b>DBS</b> | <b>SAFEGUARDING</b> | <b>1<sup>st</sup><br/>Aid</b> | <b>CLUB<br/>WELFARE</b> | <b>FA<br/>1</b> | <b>FA<br/>2</b> | <b>YM<br/>1</b> | <b>YM<br/>2</b> | <b>YM<br/>3</b> | <b>LICENSED<br/>COACH</b> | <b>OTHER</b> |
|------------|---------------------|-------------------------------|-------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------------|--------------|
| Yes        |                     |                               |                         |                 |                 |                 |                 |                 |                           |              |

## **Fundraising Officer**

### **Role Description**

To act as the focal point for community liaison and to ensure access to any grant funding and raise funds for the club in addition to those generated through subscriptions.

### **Commitment**

Approximately 2 hours a month but considerably more in the run up to a planned fundraising or social event.

### **Responsibilities**

1. To act as a focal point for community liaison
2. To define and agree a long term and annual fund raising plan and strategy.
3. To arrange and organise the events within the fund raising plan.
4. In conjunction with the Treasurer, identify potential Sponsorship opportunities.
5. To approach and recruit sponsorship partners.
6. Uphold the Club Constitution and Code of Conduct

### **Accreditation Criteria**

| <b>DBS</b> | <b>SAFEGUARDING</b> | <b>1<sup>st</sup><br/>Aid</b> | <b>CLUB<br/>WELFARE</b> | <b>FA<br/>1</b> | <b>FA<br/>2</b> | <b>YM<br/>1</b> | <b>YM<br/>2</b> | <b>YM<br/>3</b> | <b>LICENSED<br/>COACH</b> | <b>OTHER</b> |
|------------|---------------------|-------------------------------|-------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------------|--------------|
| Yes        |                     |                               |                         |                 |                 |                 |                 |                 |                           |              |

## **Adult Secretary**

### **Role Description**

To act as principal administrator and external point of contact for adult football teams.

### **Commitment**

Approximately 2 hours a week. Attending meetings in the evening and committee meetings.

### **Responsibilities**

1. Official contact between Club, County FA, leagues and other clubs
2. Ensure relevant league membership
3. Ensure effective correspondence and communication
4. Keep a list of all registered players and ensure attendance is monitored
5. Ensure all Team Managers are aware of league rules
6. Uphold the Club Constitution and Code of Conduct

### **Accreditation Criteria**

| <b>DBS</b> | <b>SAFEGUARDING</b> | <b>1<sup>st</sup><br/>Aid</b> | <b>CLUB<br/>WELFARE</b> | <b>FA<br/>1</b> | <b>FA<br/>2</b> | <b>YM<br/>1</b> | <b>YM<br/>2</b> | <b>YM<br/>3</b> | <b>LICENSED<br/>COACH</b> | <b>OTHER</b> |
|------------|---------------------|-------------------------------|-------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------------|--------------|
| Yes        |                     |                               |                         |                 |                 |                 |                 |                 |                           |              |



## Junior Secretary

### Role Description

To act as principal administrator and external point of contact for the clubs' junior football teams.

### Commitment

Approximately 4 hours a week. Attending meetings in the evening and committee meetings.

### Responsibilities

1. To oversee the running of all junior teams at TSTFFC.
2. To be the Club lead with regards to all TSTFFC junior football teams, ensuring a consistency of approach across all teams.
3. Official contact between Club, County FA, leagues and other clubs
4. Ensure effective correspondence and communication from the club committee to all junior player members.
5. Keep a list of all registered players and ensure attendance is monitored.
6. Attend junior league meetings and club monthly meetings.
7. Liaise with all junior team managers regarding any queries or issues.
8. Ensure all junior team managers are kept upto date with league rulings and that these are adhered to.
9. Ensure all junior teams are registered with appropriate leagues.
10. Liaise with the clubs registration secretaries and junior team managers ensuring all teams have the minimum number of players registered by the league deadlines and answer any player registration queries that the relevant Registration Secretary may have.
11. To be available for any parent queries or concerns and work with the Club Lead Welfare Officer to resolve any issues.
12. Support newly qualified junior referees within the club.
13. To ensure Child Welfare is always a priority.
14. Uphold the Club Constitution and Code of Conduct

### Accreditation Criteria

| DBS | SAFEGUARDING | 1 <sup>st</sup><br>Aid | CLUB<br>WELFARE | FA<br>1 | FA<br>2 | YM<br>1 | YM<br>2 | YM<br>3 | LICENSED<br>COACH | OTHER |
|-----|--------------|------------------------|-----------------|---------|---------|---------|---------|---------|-------------------|-------|
| Yes |              |                        |                 |         |         |         |         |         |                   |       |

## **Fixtures, Training and Pitch Secretary**

### **Role Description**

To manage, co-ordinate and book all home game pitches and all team training facilities.

### **Commitment**

Approximately 4 hours a week. Attending meetings in the evening and committee meetings.

### **Responsibilities**

1. To keep upto date with all teams home fixtures, arrange and book all pitches for home league, cup games and friendly fixtures, ensuring there are no pitch clashes.
2. To book any tournaments that junior teams wish to enter.
3. Be the club's point of contact with the clubs training/ match venues with regards to pitch bookings and any cancellations, arranging and booking all locations for Club training sessions.
4. To ensure the Club has access to enough pitches and training locations to support the needs of the Club.
5. Uphold the Club Constitution and Code of Conduct

### **Accreditation Criteria**

| DBS | SAFEGUARDING | 1 <sup>st</sup><br>Aid | CLUB<br>WELFARE | FA<br>1 | FA<br>2 | YM<br>1 | YM<br>2 | YM<br>3 | LICENSED<br>COACH | OTHER |
|-----|--------------|------------------------|-----------------|---------|---------|---------|---------|---------|-------------------|-------|
| Yes |              |                        |                 |         |         |         |         |         |                   |       |

## **Kit and Equipment Officer**

### **Role Description**

To act as principal administrator of the club kit and equipment.

### **Commitment**

Approximately 4 hours a week. Attending meetings in the evening and committee meetings.

### **Responsibilities**

1. Maintain an inventory of the Club kit and equipment
2. Agree the club kit and training kit design and requirements in conjunction with the committee, sponsors and team managers.
3. Manage orders of club kit and equipment
4. Ensure club kit and equipment is maintained and appropriately stocked
5. Run a club shop club branded clothing and accessories
6. Uphold the Club Constitution and Code of Conduct

### **Accreditation Criteria**

| <b>DBS</b> | <b>SAFEGUARDING</b> | <b>1<sup>st</sup><br/>Aid</b> | <b>CLUB<br/>WELFARE</b> | <b>FA<br/>1</b> | <b>FA<br/>2</b> | <b>YM<br/>1</b> | <b>YM<br/>2</b> | <b>YM<br/>3</b> | <b>LICENSED<br/>COACH</b> | <b>OTHER</b> |
|------------|---------------------|-------------------------------|-------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------------|--------------|
| Yes        |                     |                               |                         |                 |                 |                 |                 |                 |                           |              |

## **Coach Volunteer Development Secretary**

### **Role Description**

To co-ordinate the recruitment, retention and training of club volunteers including maintaining appropriate records.

### **Commitment**

Approximately 1 hour a week. Attending meetings in the evening and committee meetings.

### **Responsibilities**

1. Provide a structured approach to recruiting, training & developing volunteers through the season
2. Maintain a database of potential volunteers who can help the club in the future
3. Encourage continued development of all volunteers
4. Uphold the Club Constitution and Code of Conduct

### **Accreditation Criteria**

| <b>DBS</b> | <b>SAFEGUARDING</b> | <b>1<sup>st</sup><br/>Aid</b> | <b>CLUB<br/>WELFARE</b> | <b>FA<br/>1</b> | <b>FA<br/>2</b> | <b>YM<br/>1</b> | <b>YM<br/>2</b> | <b>YM<br/>3</b> | <b>LICENSED<br/>COACH</b> | <b>OTHER</b> |
|------------|---------------------|-------------------------------|-------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------------------|--------------|
| Yes        |                     |                               |                         | Yes             |                 |                 |                 |                 |                           |              |

## Team Manager

### Role Description

To be responsible for the overall management and coaching of the team in accordance with Club and FA guidelines to ensure, the successful running of each team.

### Commitment

Approximately 4 hours per week for training sessions and match day.  
Attendance at bi monthly Managers meetings and FA CPD events.

### Responsibilities

1. Ensure Child Welfare is always priority within the junior age groups.
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 practices, including the RESPECT programme.
4. Primacy over team selection and substitutions.
5. Teams within age group are managed in accordance to league operating rules (player registration, match sheets, result reporting etc.).
6. Recruiting players in accordance with the Club Player Registration Policy and in consultation with the relevant Registration Secretary.
7. Attend matches and training sessions.
8. Management of players and parents/guardians expectation as per FA and Club policy.
9. Act as the point of contact between the Club and parents/ players. Ensure timely communication with parents/carers with team arrangements, logistics, etc.
10. Development of players and coaches in accordance to Club and FA policies, strategy and best practices.
11. 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.
12. Plan training sessions in accordance with FA policy, appropriate to the age group.
13. Ensure risk assessments, including pitch inspections, are performed for each and event held on behalf of the club (training, matches, social)
14. Retain accreditation of the FA Licensed Coaching scheme, attendance at CPD events and identify opportunities to develop.
15. Represent Team at Club Events
16. Attend Club meetings on request.
17. Monitor team helper involvement.
18. Maintain safe equipment and kit and co-ordinate stock checks with the Kit and Equipment Officers.
19. Ensure appropriate medical kit and players current medical records and emergency contact numbers are present at all Club events (including every training session and match).
20. Abide by the Club Code of Conduct

| DBS | SAFEGUARDING | 1 <sup>st</sup> Aid | CLUB WELFARE | FA 1 | FA 2 | YM 1 | YM 2 | YM 3 | LICENSED COACH | OTHER |
|-----|--------------|---------------------|--------------|------|------|------|------|------|----------------|-------|
| Yes | Yes          | Yes                 | Yes          | Y    | *    | **   | **   | **   | Yes            | ***   |

\* *Desirable qualifications for all coaches*

\*\* *Desirable qualifications for junior team coaches.*

\*\*\* *FA Disability Coaching Course*



## Assistant Manager/ Coach

### Role Description

To support the Team Manager in the management of a team and the development of players within an age group.

### Commitment

4 hours per week for training sessions and match day.  
Attendance at FA CPD events.

### 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 Team Manager in the development of players.
4. Assist the Team Manager in the delivery of training sessions.
5. Assist the Team Manager in the team management at matches.
6. Deputise for the Team Manager as required.
7. Retain accreditation of the FA Licensed Coaching scheme, attendance at CPD events and identify opportunities to develop.
8. Abide by the Club Code of Conduct

| DBS | SAFEGUARDING | 1 <sup>st</sup><br>Aid | CLUB<br>WELFARE | FA<br>1 | FA<br>2 | YM<br>1 | YM<br>2 | YM<br>3 | LICENSED<br>COACH | OTHER |
|-----|--------------|------------------------|-----------------|---------|---------|---------|---------|---------|-------------------|-------|
| Yes | Yes          | Yes                    | Yes             | Y       |         | **      | **      |         | Yes               | ***   |

\* *Desirable qualifications*

\*\* *Desirable qualifications for junior team coaches*

\*\*\* *FA Disability Coaching Course*

## Team Helper

### Role Description

To assist the Team Manager/ Assistant Manager to support them in the efficient, safe running of the team. N.B. this is not a management/ coaching role

### Commitment

Attendance at training sessions and match day.

### Responsibilities

1. Assist the Team Manager/ Assistant Manager with tasks at their direction.
2. Ensure Child Welfare is always priority within the team.
3. Ensure an inclusive, safe and fun environment for the players within the team.
4. Abide by the Club Code of Conduct

*Note: It is the responsibility of the Team Manager to ensure the pitch and equipment is safe and hazard free, not the Team Helpers responsibility.*

### Constraints

1. Cannot deputise for any other role (unless qualified and approved to do so).

| DBS | SAFEGUARDING | 1 <sup>st</sup><br>Aid | CLUB<br>WELFARE | FA<br>1 | FA<br>2 | YM<br>1 | YM<br>2 | YM<br>3 | LICENSED<br>COACH | OTHER |
|-----|--------------|------------------------|-----------------|---------|---------|---------|---------|---------|-------------------|-------|
| Yes | Yes          |                        |                 |         |         |         |         |         |                   |       |