



Aylesbury United Ladies & Girls FC – Proposed Structure

Type	Section	Role	Expression of interest
<u>Management Committee</u>	<u>Management</u>	<u>Chairperson</u>	<u>Yes</u>
	<u>Management</u>	<u>Vice-Chairperson</u>	
	<u>Management</u>	<u>Club Secretary</u>	<u>Yes</u>
	<u>Player Welfare</u>	<u>Senior Club Welfare Officer</u>	<u>Yes</u>
	<u>Finance</u>	<u>Treasurer</u>	
	<u>Club Development</u>	<u>Player Council Coordinator</u>	
	<u>Finance</u>	<u>Membership Secretary</u>	<u>Yes</u>
<u>Volunteer / Non-Committee Roles</u>	<u>Management</u>	<u>Minutes Secretary</u>	<u>Yes</u>
	<u>Finance</u>	<u>Equipment, Kit, Sponsorship & Grants Manager</u>	
	<u>Player Welfare</u>	<u>Club Welfare Officer(s)</u>	
	<u>Player Welfare</u>	<u>Additional Needs Coordinator</u>	
	<u>Club Development</u>	<u>Charter Standard Coordinator</u>	<u>Yes</u>
	<u>Club Development</u>	<u>Football and Coach Development Officer</u>	
	<u>Club Development</u>	<u>Volunteer Coordinator</u>	
	<u>Club Development</u>	<u>Football in the Community / School & Wildcats Liaison Officer</u>	
	<u>Club Development</u>	<u>Website, Social Media and Press Officer</u>	<u>Yes (partial)</u>
	<u>Social</u>	<u>Events & Charity Partner Coordinator</u>	<u>Possible</u>
	<u>Matchday</u>	<u>Fixtures Secretary</u>	<u>Yes</u>
	<u>Matchday</u>	<u>Team Parent Rep</u>	
	<u>Matchday</u>	<u>Referee Coordinator</u>	

Types

Management Committee

The purpose of the Management Committee is to oversee the running of the club and make decisions. People in these roles must be passionate about growing the club and not afraid to make tough decisions or mistakes. The group has deliberately been kept small as trying to get 20+ people to all agree on a decision will take ages.

Volunteer / Non-Committee Roles

These roles are vital to the running of the club and ensuring that it continues to grow, however the people doing these roles will not be required to attend regular committee meetings. They may be invited to attend Management Committee meetings on occasion, especially if there is something specific to their role to discuss. They may be asked to provide a written update on specific items relating to their roles for committee meetings.

Sections

Management

Responsible for providing leadership and vision for the club, ensuring that the club provides a safe and friendly environment for players to enjoy football, provide strong leadership and guidance to steer the club forward and work with all club officials to provide information on the running of the club.

Finance

Ensure that the club have enough money in the bank to cover expenditure related to running the football club. Provide accurate budget, income and expenditure information to help the Management Committee to make financial decisions.

Player Welfare

Ensure that the wellbeing of the players is always a top priority for everyone involved with the club. Deal with any complaints in a professional and discreet manner and report anything relevant to the Management Committee.

Club Development

Ensure that the club continues to grow and that it's players and volunteers develop. Provide information and guidance to the Management Committee of opportunities to improve the club for its members.

Social

Organise social events to bring the players, officials, parents and all members together in a social setting to enhance relationships within the club and raise money for a charity

Matchday

Ensure that teams have pitches and referees booked for matches and liaise with team managers.

Roles

Chairperson

Section

Management

Role Purpose

- Sit on the club's Management Committee
- Provide strong leadership and guidance to steer the club forward
- Ensure that the club has a 5-year plan for the future that is reviewed and updated quarterly
- Oversee the work of the Management Committee
- Advocate of the football club for the local community
- Uphold the club constitution and codes of practice
- Ensure that the club provides a safe and friendly environment for players to enjoy football
- Encourage continued development of all members/officials
- Be a good role model for all and teach good habits
- Ensure that the Player Council's decisions are implemented where possible and ensure that all decisions that can be made by the Player Council are done so.

What sort of tasks are involved?

- Chair meetings of the Management Committee
- Chair the AGM
- Apply to the FA's Community Awards

How much time will I have to give to the role?

Chairperson's role takes up approximately 8 hours per month. Other duties associated with the task outlined above will be spread across the week, with emails, telephone calls etc. and will take approximately a further 1 hour. The amount of time is dependent on the support of the Executive Committee and General Management Committee. This support will reduce the time given weekly

Other information about the role

The role is a very important one as the Chairperson is the figure head of the club, someone who inspires and leads from the front. This position is for someone who has good business skills and can manage people, processes and deal with club stakeholders in a professional manner.

Suggested contact for more Info: Andrew Henley

Certifications Required

None

Vice-Chairperson

Section

Management

Role Purpose

- Sit on the club's Management Committee
- Assist Chairperson with their responsibilities (see above)
- Step in for Chairperson if they are unavailable

What sort of tasks are involved?

- See Chairperson's tasks as will be assisting with these
- Additionally, work with the Player Council to organise end of season presentation day for the whole club

How much time will I have to give to the role?

Providing the Chairperson is available, then role should only take 1 hour per week on average. If stepping in for the Chairperson, see their time for the role above

Other information about the role

Having a reliable Vice-Chairperson who will support and challenge the Chairperson is vital to the success of the club. The person doing this role needs to be passionate about growing the club and not be afraid of taking risks, whilst at the same time not be afraid to disagree with the Chairperson if required.

Suggested contact for more Info: Andrew Henley

Certifications Required

None

Club Secretary

Section

Management

Role Purpose

- Official contact between club and County FA and other clubs
- Ensure effective correspondence and communication
- Sit on the club's Management Committee
- The day-to-day running of the club's administration
- Provide the main point of contact within the club for all issues relating to the club

What sort of tasks are involved?

- Ensure all teams affiliated with CFA by 1st July every year and entered into the appropriate leagues and cups
- Ensure that the club maintains suitable insurance policies, in-line with CFA and league requirements
- Ensure all fines are paid on time, recorded and the club reimbursed where relevant
- Attend the club structures and Good Club Governance In-service event organised by the CFA
- Assist Charter Standard Coordinator with FA Charter Standard annual health check
- Liaison with all Team Managers
- Seek recognition of good football development work and recognise important role of club volunteers by applying for County FA Community Awards
- Attend League and CFA meetings

How much time will I have to give to the role?

Club Secretary activities will depend on a number of factors, however, it should take up approximately 2 hours per week. Many of these hours will be weekends and in the evenings

Other information about the role

The Club Secretary role is vital to ensure that the club has relevant teams registered with CFA and leagues on time

Suggested contact for more Info: Catriona Cameron

Certifications Required

None

Senior Club Welfare Officer

Section

Player Welfare

Role Purpose

- Sit on the Management Committee
- Take on the role as the club's Designated Person for Safeguarding and be the main link between the club and the statutory agencies, League and FA Welfare Officers.
- Oversee work of other Club Welfare Officers within the club
- To be clear about the club's responsibilities when running activities for children and young people. This involves:
 - ensuring these responsibilities are well understood by others
 - working with the League and County FA Welfare Officers
 - working with Welfare Officers within other sections of the Club
 - 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:
 - a safeguarding children policy, anti-bullying policy and equality policy
 - responsible recruitment processes including the taking up of references and submitting FA CRB checks (getting the right people into the game)
 - The FA Respect Programme codes of conduct
 - Understand:
 - what the Respect Programme aims to do
 - the benefits of implementing the Respect codes
 - the quick wins to be gained by using The FA's safeguarding children best practice guidance (e.g. Travel, Trips and Tournaments, Photography guidelines, Anti-bullying Policy and Safeguarding Children Policy Template)
 - why certain roles require an FA CRB check and how The FA CRB process works
 - how to refer a concern about the welfare of a child
 - Communicate with:
 - club officials about the Respect Programme and its aims
 - parents/spectators and get them to sign up to the Respect codes
 - parents and new players by getting involved with running 'start of season' welcome sessions for members
 - coaches and managers about the importance of being consistent role models for their players
 - the League Welfare Officers – 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
 - The FA by taking part in surveys, questionnaires, focus groups as and when asked
 - Encourage:
 - parents to complete the Respect education programme

- coaches, team managers, first aiders/medics to complete The FA's Safeguarding Children Workshop
- 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
- Monitor:
 - repeated incidents of poor behaviour and liaise with your committee (and where necessary League Welfare Officers or County FA Welfare Officer)
 - compliance with FA CRB checks through The FA CRB Unit for those who require one using The FA Safeguarding Online System

What sort of tasks are involved?

- Assist the club to fulfil its responsibilities to safeguard children and Vulnerable Adults
- Assist the club to implement its Safeguarding and Child Protection Policy.
- Be the first point of contact with the County Welfare Officer.
- Implement the club's reporting and recording procedures.
- Maintain contact details for local social services, police and the Area Child Protection Committee.
- Promote the club's codes of conducts within the club.
- Ensure confidentiality is maintained.
- Promote anti-discriminatory practice. Basic knowledge of and/or familiarity with the pertinent legislation and Government guidance relevant to this role.
- Work with and support the various Section Welfare Officers in their roles
- Maintain an up to date list of all coaches and volunteers' qualifications and when they expire either using a locally held database or through Member Services.
- Ensure all Club Coaches hold a minimum of FA Level 1 and FA CRB check
- Ensure all existing Coaches and appropriate volunteers have valid FA Emergency First Aid and Safeguarding Children qualifications.

How much time will I have to give to the role?

This is dependent on the amount of additional CWOs in role. The role tends to be quiet for long periods but if a serious event occurs, you might need to give up numerous hours over a short period of time.

Other information about the role

To be effective as welfare officer it's vital that everyone in your club/league knows who you are and how you can be contacted especially the players, parents and coaches. You should sit on the club/league committee and as a club welfare officer you should know your coaches and managers.

Ideally, we would have a team of 2 or 3 people taking on this role. Most of the time, the role does not demand much time, but having colleagues to work alongside when there is something serious to investigate is helpful. There is also the possibility that accusations are made against people involved in your child's team and you feel it inappropriate to be involved so having others who can do this is vital.

Suggested contact for more Info: Mark Rogers

Certifications Required

- Attend the FA Safeguarding Children and Welfare Officer Workshops

- Have an in-date FA Accepted Enhanced with Children's Barring List Check

Treasurer

Section

Finance

Role Purpose

- Manage and administer finances of the club
- Create annual income and expenditure sheets and balance sheets
- Create and maintain a cash book for at least two years
- Sit on the club's Management Committee
- Support all fundraising and sponsorship opportunities

What sort of tasks are involved?

- Review clubs accounts
- Planning and implementing structured financial programmes in the interest of the club
- Report all results to the Management Committee
- End of season report to Management Committee
- Club AGM report

How much time will I have to give to the role?

Treasurer's role should take up approximately 2 hours per week. Other duties associated with the tasks outlined above are spread across the week, with emails, telephone calls etc. and will take approximately 30 mins to an hour.

Other information about the role

Ensuring that the club has the money available to pay all bills is vital. A good grasp of basic accounting and Microsoft Excel are an advantage for the role

Suggested contact for more Info: Jason Savage

Certifications Required

None

Player Council Coordinator

Section

Club Development

Role Purpose

- Organise and chair meetings of the Player Council (made up of 1-2 players from each team within the club to share their ideas, gain experience and work with other likeminded young people to help improve the club for its most important members – the players!)
- Decide how often the group meet and guide them through discussions / agenda items without steering them to a conclusion
- Sit on the Management Committee
- Report to Management Committee and ensure ideas are followed through
- Report back to Player Council on changes made because of their work

What sort of tasks are involved?

- Ensure suitable venue is booked for meetings
- Communicate with the parents of the players on the Player Council (or directly with the player if they are over 18) to let them know details of the meetings
- Suggest agenda items and agree with Management Committee what decisions the Player Council will make. Examples are presentation day, trophies for annual awards etc
- Guide group through agenda items ensuring that the meetings stay on track, without influencing their decisions
- Take notes on what is discussed and decided and communicate this back to Management Committee

How much time will I have to give to the role?

- Preparing agenda for meetings should not take more than 60 minutes
- Meetings should last between 60 and 90 minutes, how often these are depending on how often the group want to meet
- Collating and reporting back ideas should take an additional 60-90 minutes on average

Other information about the role

Ideal role for someone who is used to working with children, especially in a classroom type setting. Whilst you will not be teaching the children, we would expect you to ensure that the meetings are worthwhile, all agenda items are discussed, and everyone present get to have their say

Suggested contact for more Info: James Byrne

Certifications Required

Disclosure and Barring Service (DBS) check

Minutes Secretary

Section

Management

Role Purpose

- Take minutes at the Committee / Managers meetings and also the yearly AGM.
- Circulate typed minutes/actions to committee and attendees via email within 1 week of the meeting.

What sort of tasks are involved?

- Taking minutes
- Circulating the minutes via email

How much time will I have to give to the role?

1-2 hours when there are meetings to attend. 1-2 hours to type up and circulate minutes after meetings

Other information about the role

Although the person doing this role will attend Management Committee meetings, they will not get to vote on any decisions that need to be made

Suggested contact for more Info: Beth Cameron

Certifications Required

None

Membership Secretary

Section

Finance

Role Purpose

- Maintenance and upkeep of membership database and details to ensure (where possible) Club has accurate mailing and contact details.
- Liaison with team managers to ensure records are kept accurate and subscriptions are paid.
- Work with Treasurer to provide overview of subscription renewals and provide updates to Management Committee.
- Maintain a list of Registered players on Whole Game System (WGS)

What sort of tasks are involved?

- Use website or spreadsheet to keep up-to-date membership database
- Receive communications from team managers about players joining / leaving
- Periodically chase team managers to ensure that they are reporting players leaving / joining
- Ensure Treasurer is aware of players leaving / joining
- Ensure Website Officer is aware of players leaving / joining.
- Register players on WGS and produce up to date Squad sheets for teams

How much time will I have to give to the role?

Approx. 1 hour per week

Other information about the role

Suggested contact for more Info: Andrew Henley / Alison Kemp

Certifications Required

None

Equipment, Kit, Sponsorship & Grants Manager

Section

Finance

Role Purpose

- Investigate and apply for grants to help the club to grow
- Create and maintain relationships with companies who can provide sponsorship or other benefits to the club
- Maintain an up-to-date list of equipment owned by the club, including carrying out an end-of-season audit
- Speak to managers to understand their team's equipment requirements
- Ordering and distributing equipment

What sort of tasks are involved?

- Collating and updating database of local companies containing their contact details and building a relationship with them.
- Speak to team managers to find out what their equipment/kit needs are and then contact local companies to seek sponsorship.
- Look around for grants for equipment, kit, training courses etc
- Research funding opportunities
- Be a main point of contact for funding opportunities
- Work closely with the local authority and other stakeholders to access funding streams
- Provide ongoing reports on funding progress

How much time will I have to give to the role?

Approx. 1 hour per week on average

Other information about the role

Role ideal for someone who is good at communicating and keeping an organised list of equipment. There may be requirements to store equipment so it can be distributed to different teams so would need secure storage to temporarily use.

Suggested contact for more Info: Jason Savage

Certifications Required

None

Club Welfare Officer(s)

Section

Player Welfare

Role Purpose

- Work alongside the Senior Club Welfare Officer and other Club Welfare Officers within the club
- To be clear about the club's responsibilities when running activities for children and young people. This involves assisting the Senior Club Welfare Officer in:
 - ensuring these responsibilities are well understood by others
 - working with Welfare Officers within other sections of the Club
 - promoting The FA's Respect Programme and helping to develop best practice processes
- If the Senior Club Welfare Officer is unavailable there may be a requirement to liaise with the League and County FA Welfare Officers.
- 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:
 - Understand:
 - the policies that have been put into place across the club including the safeguarding children policy, anti-bullying policy and equality policy.
 - what the Respect Programme aims to do
 - the benefits of implementing the Respect codes
 - the quick wins to be gained by using The FA's safeguarding children best practice guidance (e.g. Travel, Trips and Tournaments, Photography guidelines, Anti-bullying Policy and Safeguarding Children Policy Template)
 - why certain roles require an FA CRB check and how The FA CRB process works
 - how to refer a concern about the welfare of a child
 - Encourage:
 - parents to complete the Respect education programme
 - coaches and team managers to listen to their players thoughts, ideas and views
 - Monitor:
 - repeated incidents of poor behaviour and liaise with the Senior Club Welfare Officer.

What sort of tasks are involved?

- Assist the club to fulfil its responsibilities to safeguard children and Vulnerable Adults
- Assist the club to implement its Safeguarding and Child Protection Policy.
- Assist in ensuring that the club implements the reporting and recording procedures.
- Promote the club's codes of conducts within the club.
- Ensure confidentiality is maintained.
- Work with the clubs other Welfare Officers in their roles

How much time will I have to give to the role?

This is dependent on the amount of additional CWOs we can recruit. The role tends to be quiet for long periods but if a serious event occurs, you might need to give up numerous hours over a short period of time.

Other information about the role

To be effective as welfare officer it's vital that everyone in your section of the club knows who you are and how you can be contacted especially by the players, parents and coaches. You should know the coaches and managers within your section of the club.

Ideally, we would have a team of 2 or 3 people taking on this role, working with and reporting to the Senior Club Welfare Officer. Most of the time, the role does not demand much time, but having colleagues to work alongside when there is something serious to investigate is helpful. There is also the possibility that accusations are made against people involved in your child's team and you feel it inappropriate to be involved so having others who can do this is vital.

Suggested contact for more Info: Mark Rogers

Certifications Required

- Attend the FA Safeguarding Children and Welfare Officer Workshops
- Have an in-date FA Accepted Enhanced with Children's Barring List Check

Additional Needs Coordinator

Section

Player Welfare

Role Purpose

- Strategic development of the club's Additional Needs (AN) provision and oversight of the day-to-day operation of that policy with the aim of raising AN player achievement
- Put provision in place to ensure that progress of players with AN improves relative to those without AN.
- Work with external agencies where necessary to ensure that the club carries out its responsibilities regarding all players with a Statement of Special Educational Needs or AN (where appropriate).
- Support all coaches in understanding the needs of AN players.
- Support club developments of AN provision.
- Monitor progress towards targets for players with AN

What sort of tasks are involved?

- Liaise with coaches, parents, schools, external agencies and other clubs to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
- Coaching and Developing
- Support the identification of and disseminate the most effective coaching approaches for individual players with AN.
- Work with coaches to develop effective ways of bridging barriers to developing through:
 - assessment of needs
 - monitoring of coaching quality and player achievement
 - target setting
- Collect and interpret specialist assessment data to inform practice.
- Undertake day-to-day co-ordination of AN players' provisions through close liaison with coaches, parents, schools and external agencies.
- Work with the committee and coaches to ensure all players development is of equal importance and that there are high and realistic expectations of players.
- Leading and managing
- Provide guidance to coaches to secure good coaching for AN players, through both written guidance and meetings.
- Advise on and contribute to the professional development of coaches.
- Provide regular information to the Club Chair and committee on the evaluation of AN provision
- Exercise a key role in assisting the Club Chair and committee with the strategic development of AN policy / provision

How much time will I have to give to the role?

The time taken by this role will vary depending on the number of AN players within the club. On average it will probably be less than 1 hour per week, however some weeks will be more than others

Other information about the role

- Advise the Club Chair and committee of priorities for deployment of coaches and utilise resources with maximum efficiency.
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of club policies.
- Work with schools and external agencies to maximise resources made available
- Suggested contact for more Info: Mark Rogers

Certifications Required

Disclosure and Barring Service (DBS) check

Charter Standard Coordinator

Section

Club Development

Role Purpose

- Coordinating, compiling and developing the evidence required for the club to achieve Charter Standard status
- Coordinating the production and delivery of a club development plan
- Ensuring that there are the human and financial resources to deliver on the development plan
- Advocating the Charter Standard Club Programme at meetings, with managers and committee members and ensuring long term commitment to the programme

What sort of tasks are involved?

- Complete the Annual Health Check before 31st March each year
- Communicating what the club need to achieve to obtain and maintain Charter Standard status each season
- Working with the Treasurer, Volunteer Coordinator and Football / Coach Development Officer to ensure we meet the criteria
- Make sure that coaches listed on WGS qualifications are in date
- Looking for courses that coaches could attend if needed
- Make sure that all coaches have signed up to the FA licensed coaches club at the start of the new season

How much time will I have to give to the role?

Not very much on average. Will be busy around the time that the Annual Health Check is due. Other than that, about 1 hour a week would help the club to achieve FA Community Club status

Other information about the role

Ideally, the club should be looking to achieve FA Community Club status so the person taking on this role should also research the requirements for that and report back to the Management Committee

Suggested contact for more Info: Alison Kemp

Certifications Required

None

Football and Coach Development Officer

Section

Club Development

Role Purpose

- Provide coaches with a training / support programme. Work with FA Skills Coaches to develop volunteers and players by organising two sessions per year with FA Skills Coach
- Coordinate the coaching programme throughout the club
- Establish and/or support a coach mentoring programme
- Ensure the coaches are recognised and rewarded
- Look at gaps within the club where we lack provision for a full pathway from U3s up to Walking Football (including but not limited to MiniDucks, U8-U18 teams, Ladies teams, Veterans teams, Walking Football teams, Futsal teams and Disability teams)
- Coordinate Player Development Centres and encourage players to attend
- Coordinate Futsal programme

What sort of tasks are involved?

- Working with Volunteer Coordinator to advertise and recruit new coaches
- Organise and provide training / mentoring programmes
- Looking at full pathway and explore opportunities for the club to provide additional sessions / create teams where possible

How much time will I have to give to the role?

2-3 hours per week, mainly during evenings and weekends when teams train and play matches

Other information about the role

Looking for someone with expertise and contacts who can help the club to grow and provide additional opportunities to existing players and coaches.

The purpose section above is only showing examples / suggestions about the role, we would be looking for the successful candidate to develop the role and not be expecting anyone to deliver all of the above within a certain timeframe

Suggested contact for more Info: James Byrne

Certifications Required

None. Experienced coach or someone with minimum of FA Level 2 qualification preferred

Volunteer Coordinator

Section

Club Development

Role Purpose

- Recruiting a team of club volunteers to support the Charter Standard process
- Advertise for and recruit new coaches/volunteers
- Ensuring coaches/volunteers are inducted to the club
- Provide coaches/volunteers with a brief of their role
- Ensure there is a training programme for coaches/volunteers
- Ensure coaches/volunteers are recognised and rewarded.
- Actively identify and recruit female volunteers, parents and players to become Coaches.
- Help coaches/volunteers find and book onto suitable County FA Courses.
- Identify expiry date of existing Coaches and volunteers' qualifications through Member Services.
- Ensure all coaches registered on FA Licensed Coaches site
- Ensure the club fully supports the FA Respect Programme through the purchase of Respect Barriers
- Ensure that at least one coach per year obtains FA Level 2 qualification

What sort of tasks are involved?

- Assist in recruiting volunteers
- Organisation of training
- Compile details of funding streams, and assign working parties to progress
- Be a main point of contact and coordinator for volunteers
- Attend related networking meetings

How much time will I have to give to the role?

Volunteer co-ordination will, depending on the needs of the club, take up approximately 2 hours per week. Other duties associated with the tasks outlined above are spread across the week, with emails, telephone calls etc. and will take approximately 1 to 2 hours.

Other information about the role

Note that some of these activities also sit with the Charter Standard Co-ordinator (eg: Identify expiry date of existing Coaches and volunteers' qualifications through Member Services) – so there may be opportunity for reducing the workload on one of these roles.

Suggested contact for more Info: Mark Rogers

Certifications Required

None

Football in the Community / School & Wildcats Liaison Officer

Section

Club Development

Role Purpose

- To ensure club take advantage of Wildcats or other initiatives that will help the club grow
- To establish links with local schools and other community groups
- Meeting the school or group at least once a year
- Ensuring schools / groups receive information of club activities
- To develop and maintain partnerships that can benefit the club
- To work alongside providers of MiniDucks to ensure it is acting as a pathway into the club
- Develop opportunities for young leaders and players.

What sort of tasks are involved?

- Looking at Berks & Bucks FA website weekly to see if there are any initiatives on there that the club should take advantage of. Wildcats is one example of something that the Management Committee should be made aware of ASAP
- Sending emails to local schools / community groups and try to build up mutually beneficial relationships with them
- Send details of / posters for club events to local schools / community groups
- Maintain regular communication with Bucks Sports Academy to gauge number of girls attending the session

How much time will I have to give to the role?

Approx. 1 hour per week. Some weeks might be busier, especially when the club has a big event on. Other weeks will be quieter

Other information about the role

Suggested contact for more Info: Jason Savage / James Byrne

Certifications Required

None

Website, Social Media and Press Officer

Section

Club Development

Role Purpose

- Ensure that the club's website is fit-for-purpose and being used effectively by the club
- Support teams to help them update fixtures, results, match reports, league tables and pictures on the website
- Help keep website roles up to date for players, parents and volunteers
- Ensure that documentation is updated to website and kept updated.
- Collating results, match reports and pictures and sending through to Bucks Herald
- Update Facebook and Twitter accounts on behalf of the club plus use other social media to increase club's profile
- Add details of Taster Sessions to Facebook, Twitter and any other places that will help to raise awareness. For example, Facebook groups, Netmums, BBC Get Active etc.
- Support the Football in the Community / School & Wildcats Liaison Officer to promote playing opportunities through posters in schools, local community centres and other community venues
- Support the Volunteers coordinator with advertising for volunteers and promoting opportunities through word of mouth, posters, leaflets and local media
- Issue a minimum of 4 press releases to local media per year

What sort of tasks are involved?

- Administering the club's website
- Collating summary of match reports posted onto website / Facebook and email through to Bucks Herald Producing posters (either directly yourself or through third party)
- Posting to Facebook, Twitter and other locations that will publicise the club
- Organising getting posters put up
- Issuing official press releases

How much time will I have to give to the role?

Approx. 1 hour per week to collate match reports and send to Bucks Herald. A few minutes each day to post anything relevant to Facebook / Twitter. Approx. 1 hour per month to produce posters

Other information about the role

Ideal for someone who can use Facebook / Twitter and happy to post updates regularly

Suggested contact for more Info: Andrew Henley / Jason Savage / Alison Kemp

Certifications Required

None

Events and Charity Partner Coordinator

Section

Social

Role Purpose

- Organise social events to bring the players, officials, parents and all members together in a social setting to enhance relationships within the club. These events do not necessarily need to be fundraisers.
- Work with the Player Council to decide on a worthy charity for the club to raise money for and awareness of each season
- Organise press release of charity partner with the Press Officer
- When organising events, agree with Management Committee what percentage of the profit will be shared with charity partner
- Contact the relevant charity and organise eve

What sort of tasks are involved?

- Organising events (venue, refreshments, costs, activities etc)
- Communicating the details of the events
- Producing posters for events
- Communicating with chosen charity partner
- Arranging press release for charity partnership
- Arranging event each year to hand over cheque for money raised to charity partner

How much time will I have to give to the role?

Will be very busy around the time of any events organised. Ideally there would be a minimum of 3 events per season but how long they take to plan will depend on what the event is.

Other information about the role

Suggested contact for more Info: Jason Savage

Certifications Required

None

Fixtures Secretary

Section

Matchday

Role Purpose

- Ascertain the pitch requirements for the club on an annual basis Liaise with pitch owners (e.g. Councils/schools, etc.) re hiring of pitches and possible/best layout of pitches
- Obtain each team's fixture list prior to the beginning of the season and compile a table of fixtures for the whole club showing site and pitch allocation
- Communicate and liaise with team managers and pitch owners as required re changes to the agreed fixtures and pitches table
- Monitor the state of the pitches and deal with any issues relating to this
- Communicate any postponements due to inclement weather

What sort of tasks are involved?

- Booking pitches via online portal
- Emailing managers to let them know what pitches have been booked for them
- Be contactable on a Saturday morning if matches are likely to be cancelled
- Email / phone / text managers in event matches postponed
- Ensure that Team Managers are regularly reminded to check goalposts before each game. When they need to be replaced apply to the Goalpost Safety Programme at the Football Foundation

How much time will I have to give to the role?

Fixtures are generally released late August so there will be 2 hours work then to book them all. After that, it is just the occasional booking / cancellation that should only take 30 minutes a week. In event of matches being postponed, approx. 30 minutes to contact all managers to let them know

Other information about the role

Due to pitch bookings being done online, you will be required to pay for the pitches yourself and claim the money back from the club

Suggested contact for more Info: Alison Kemp

Certifications Required

None

Team Parent Rep

Section

Matchday

Role Purpose

- A team helper appointed by the team manager and confirmed annually by the management committee.
- Attend AGM and designated meetings
- Uphold the club constitution, procedures, policies and codes of conduct
- Assist the team manager and coaching team with the administration of the squad
- Maintain a safe, equal and educational environment for players and parents to enjoy Football.
- Provide a focus point for parents and players to view their points of view and encourage constructive communication at all levels
- Provide a confidential link between players and/or parents and Club Welfare Officer
- Work with the team manager to provide a structured parent volunteer workforce
- Ensure those responsible for, maintain respect of club and match officials and opponents. and encourage good team spirit
- Work to, and ensure the clubs 'Coaching and Player Development Policy' is upheld
- Encourage continued development of the coaching team
- Provide information, instruction and feedback to all players, coaches and parents/guardians
- Assist the team manager with the recruitment of players and coaches
- Comply with the requirements of venue risk assessments
- Assist with the distribution of team kits and collection from players that may have left
- Be a good role model for all and teach good habits
- Continue to develop as a parent rep

What sort of tasks are involved?

Core tasks shall include but not limited to:

Weekly:

- Maintain regular attendance at all matches and training sessions
- Organise parent support and help with match day tasks
- Liaise with parents, players and team manager

Quarterly:

- Attend fundraising meetings (when applicable)
- Communicate with the team sponsor to ensure satisfaction.

Annually:

- End of season feedback forms to Coaching Development Officer
- Attend and promote the AGM
- Presentation Awards
- Club social/fund raising events

How much time will I have to give to the role?

Team activities preparing for and on match days may take up approximately 1 hour per week. Whilst weekly training sessions may take up approximately 1-2 hours per week. The

amount of time is dependent on the support of your age groups football workforce. This support can reduce the time given weekly.

Other information about the role

Whilst CRC checks are not an FA requirement for parent helpers, the Club requires that all parent reps complete the FA's 'Respect' online workshop which is free of charge and takes approx. 30 minutes to complete. Other parent reps. and club officials are always available for any assistance or advice. The club will provide a club jacket which can be worn when attending matches. For more information please read the Clubs 'Coaching and Player Development Policy' Codes of Practice, Child Protection Policy and any other relevant information required.

Suggested contact for more Info: Andrew Henley

Certifications Required

Respect online workshop

Referee Coordinator

Section

Matchday

Role Purpose

- Recruitment and support for new referees
- Assign referees to teams as required on match days
- Liaison with referees on match days
- Gather feedback on referees from team managers
- Gather feedback on team managers from referees, and pass on any feedback to Management Committee
- Ensure referees are recognised and supported
- Establish and/or support a referee mentoring programme.

What sort of tasks are involved?

- Maintaining list of referees including contact details, age and qualifications
- Email appropriate referees as soon as fixtures are released to check availability
- Email team managers to inform them of who is refereeing their matches and relevant contact details
- Occasionally (especially when new referee), email managers after the match to request information on the referee. This is not a forum to complain about individual decisions, more to gather overall feedback on game management etc to gauge appropriate age group for referee

How much time will I have to give to the role?

On average, about 1 hour per week. Some weeks will require a bit more time (2-3 hours), especially when leagues release fixtures

Other information about the role

Suggested contact for more Info: James Byrne

Certifications Required

Respect online workshop