



Club Role Definitions

Role: Chair

Role profile:

Provide leadership and direction for the Club.

Prepare, maintain and update a relevant Club structure and constitution.

Oversee the work of the Committee.

Lead meetings of the Club including the Annual General Meeting (AGM) working with the Secretary to ensure suitable minutes are taken and made available to all Club Members via the website.

Act as an advocate of the Club in the local community.

Work with the Secretary and the Football Development Officers to prepare and action the Club's Development Plan.

Work with the Secretary and the Football Development Officers to ensure that the Managers & Coaches and Parent & Guardian Handbooks are updated and that all pertinent Club Members receive a copy.

Ensure the Club's Team Tracker is maintained and updated with input from the pertinent Committee Members.

Role: Secretary

Role profile:

Work with the Chair to produce Agendas for AGMs, EGMs and Managers & Coaches meetings.

Ensure minutes are recorded of every Committee and Manager meeting.

Act as a conduit for messages from the FA and Leagues to Managers and Coaches of all age groups.

Ensure there is Club representation at all League meetings, either through attending personally or ensuring another Committee Member attends.

Act on behalf of the Club to vote on rule changes, seeking consultation from the Committee.

Distribute League Meeting Minutes, Handbooks and other materials to all Managers, Coaches and the Committee.

Receive a Match Pitch Schedule via the Club's Team Tracker for all teams and update the FA Whole Game System.

Complete submissions for Cup competitions on request of Managers.

Keep abreast of the various League and the Clubs Management WhatsApp groups.

League Registration:

- Complete Team Information forms for all teams in all age groups and submit to League ahead of the new season – details include team name, ground, directions, manager details.



- Complete Club Affiliation Form(s), sign (Secretary and Chair) and submit to league(s), including Affiliation no.; Club Secretary details; Chair details; Welfare Officer details – current leagues are Chester & District, Mid Cheshire, Cheshire Girls

Whole Game System Administration:

- Update Club Officials, Team Officials and Teams
- Complete FA Annual Health Check
- Review and check teams.

Pass invoices to the Treasurer for payment.

Deal with red cards and suspensions: -

- Acknowledge red cards.
- Lodge claims against red card if appropriate
- Advise FA of matches to be missed where suspensions apply.
- Liaise with Team Managers and Coaches to advise which games players will miss.
- Arrange for invoices to be paid by Treasurer.

Work with the Welfare Officer to ensure all Committee members have an in-date DBS check and have completed the FA Safeguarding Children Course (where required) and maintain a Schedule of Committee Members to record the dates of expiry and pre-warn members 6 months in advance to renew.

Role: Treasurer

Role profile:

Manage and administer finances of the Club.

Create annual income and expenditure sheets.

Create an annual overall balance sheet.

Work with the Subscriptions & Sponsorship Officer to ensure all Player subs and Sponsorship monies are received.

Ensure all payments and fines are paid on time and recorded.

Submit accounts as required to ensure the Clubs Charitable status.

Work with the Committee to set a suitable budget for the coming season.

Role: Welfare Officer

Role profile:

Work with the Chair / Secretary to ensure all Managers and Coaches have an in-date DBS check and have completed the FA Safeguarding Children Course and FA Introduction to First Aid in Football Course.



Be clear about the Clubs responsibilities when running activities for Players. This involves:

- Ensuring these responsibilities are well understood by members of the Club.
- Working with the League Welfare Officer/s
- Working with the Cheshire FA Welfare Officer (CWO)
- Promoting the FA's Respect Programme and helping to develop best practice in all of our volunteers.

Put in place (and update as required):

- a safeguarding children policy, an anti-bullying policy, an equality policy and a whistleblowing policy.
- the FA Respect Programme codes of conduct.
- incident recording in accordance with GDPR regulations.
- Risk Assessment templates (access to changing and toilet facilities, playing facility risk assessments) and ensure Managers and Coaches utilise them.
- A First Aid log and an incident reporting form.
- a process for parents & guardians to consent to the Clubs use of player images on photographs and videos.

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)
- how to refer a concern about the welfare of a Player

Communicate with:

- Club officials about the Respect Programme and its aims
- Parents & guardians / spectators and get them to sign up to the Respect codes.
- Parents & Guardians and new Players by getting involved with running 'start of season' welcome sessions.
- Managers and Coaches about the importance of being consistent role models for their Players.
- your League Welfare Officer/s – 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 (CWO) if you need help or advice.
- The FA by taking part in surveys, questionnaires, focus groups as and when asked.

Ensure:

- Managers and Coaches listen to their players thoughts, ideas and views.
- Managers and Coaches make use of the Respect Barriers provided by the Club.
- Managers and Coaches have safe space to communicate and share experiences.
- Managers and Coaches have access to advice or support.

Monitor:

- repeated incidents of poor behaviour and liaise with the Committee (and where necessary the League Welfare Officer or the County FA Welfare Officer)



Role: Club Football Development Officer

Role profile:

Ensure all Lead Managers and Coaches have achieved an FA accredited level of training such as the FA Introduction to Coaching Football course (where required) and the FA First Aid in Football Course. At least 1 coach per team must have completed both courses.

Add to the Club's Team Tracker the level of football accreditation achieved by the Managers and Coaches along with any renewal or expiry dates.

Advise the Committee of any incidences of non-compliance for further action.

Ensure the Club provides suitable Managers and Coaches to offer Mini Football to the Under 5 age group.

Support Managers and Coaches with any coaching queries they may have by providing information or pointing them in the right direction.

Oversee & ensure the continued improvement, growth & development of Managers and Coaches.

Encourage Managers and Coaches to complete higher level football training courses.

Encourage Managers and Coaches to offer their expertise and knowledge to the newly formed team Managers and Coaches and to promote the continued development of expertise amongst the Managers and Coaches group.

Provide the Managers and Coaches with a CPD development event at least once a season.

Prepare and maintain a Players Development Pathway for all Club Players setting expectations for Managers, Coaches, Players and Parents & Guardians of each age group.

Working with the Managers prepare a repository of training information for Managers and Coaches to access to aid their training sessions.

Role: Women's Football Development Officer

Role profile:

Create and support a women's training team for the Club.

Aim to develop the training team to compete in the Cheshire Inspire League within 3 years.

Prepare and maintain the women's football section in the Club Development Plan.

Ensure the actions of the Club Development Plan as regards women's football are completed by pertinent Club Members.

Aim to provide a similar support network for women's football as already exists for mixed football.

Working with the Fundraising Officer maximise funding opportunities for women's football.

Manage the budget and spend for the women's section in line with funding received and income generated.



Role: Girl's Football Development Officer

Role profile:

Prepare, maintain and develop the girl's football section in the Club Development Plan.

Ensure the actions of the Club Development Plan as regards girl's football are completed by pertinent Club Members, whilst recognising the different approach required to build a girl's section going forward.

Aim to provide a similar support network for girl's football as already exists for mixed football.

Aim to enrol Parents & Guardians to the role of Manager for each new age group.

Work with the Cheshire FA and the Club's Fundraising Officer to maximise funding and development opportunities for girl's football.

Ensure that all coaches and volunteers involved with girl's teams work together and in partnership to build "one club" for the girl's section.

Manage the budget and spend for the girl's section in line with funding received and income generated.

Role: Subscriptions & Sponsorship Officer

Role profile:

Provide and maintain a suitable payment collection system for Player subscriptions.

Work with the Treasurer to ensure all Player subscriptions are received.

Work with the Managers to ensure all teams are able to source sponsorship to supply their Players with branded Club kit.

Maintain a record of all sponsorship received by the Club teams and the Club in general including the sponsors name and quantum donated.

Role: Winter Training Pitch Officer

Role profile:

Work with the Summer Training & Match Pitch Officer to create a working group which provides the Club with suitable facilities for training and playing matches and that works collaboratively to increase the availability of pitch hire, especially 3/4G pitch availability and new facilities, for all of the Club's teams.

Work with the Secretary and the Managers to ascertain winter training requirements and source & book winter training pitch facilities for the Club's teams on an annual basis.

Maintain a record of when and where teams are to hold winter training on the Club's Team Tracker.

Liaise with;

- Facility owners (e.g., councils / schools / private companies etc.) with regards to the hiring of training pitches.
- The Treasurer to ensure pitches are financially viable.
- Managers to ensure they know all the details of their winter training pitch.



Working with the Summer Training & Match Pitch Officer and the Equipment Officer;

- prepare and maintain a match pitch location and local logistics / rules PDF for managers to distribute to parents & guardians.

Role: Summer Training & Match Pitch Officer

Role profile:

Work with the Winter Training Officer to create a working group which provides the Club with suitable facilities for training and playing matches.

Working with the Secretary and the Managers ascertain summer training and match pitch requirements and source & book summer training and match pitch facilities for the Club's teams on an annual basis.

Maintain a record of when and where teams are to hold summer training and play matches on the Club's Team Tracker.

Liaise with;

- Facility owners (e.g., councils/schools/private companies etc.) with regards to the hiring of summer training and match pitches.
- the Treasurer to ensure pitches are financially viable.
- Managers to ensure they know all the details of their summer training and match pitch.

Working with the Winter Training Pitch Officer & the Equipment Manager;

- remind managers on an annual basis to ensure they manage the use of their match pitch and that they should do all that is necessary to maintain the pitch in a playable condition.
- prepare and maintain a pitch location and local logistics / rules PDF for managers to distribute to parents & guardians and visiting teams.

Role: Equipment Officer

Role profile:

Complete and maintain an accurate audit of all Club equipment.

Work with the Treasurer and Managers to order sufficient new equipment for each team and to distribute accordingly.

Work to secure the best possible offers / deals on suitable equipment to assist the club finances.

Maintain contacts with key providers i.e. The Soccer Store / Grassline

Work with the Pitch Officers and venue providers to ensure all venue equipment is of a suitable standard.



Role: Communications, Marketing & Brand Officer

Role profile:

Arrange to provide and maintain a website for the Club where up-to-date information and any relevant Club news can be published.

Arrange to provide and maintain Club email addresses for all committee members and Club Managers.

Encourage Managers to publish weekly content on the Club's social media accounts to share important Club information and to connect with the Club's members and the wider community.

Promote playing opportunities through suitable advertisements in local schools, community centres, schools and other community venues including the management of a volunteer sub-team as applicable.

Promote the Club through the website, social media and physical medium (posters, leaflets etc).

Select a suitable kit for all Players to wear for matches for agreement by the Club Committee.

Select a suitable kit for all Players to wear for training for agreement by the Club Committee.

Select suitable training kit items for all Managers and Coaches to wear for training and matches for agreement by the Club Committee.

Select suitable additional kit items for all Players, Managers and Coaches for agreement by the Club committee.

Maintain an online Club shop with the selected kit supplier for access to the selected items by Managers, Coaches, Players and Parents & Guardians.

Role: Fundraising Officer

Role profile:

Maintain a list of funding and fundraising opportunities for discussion with the Club Committee.

Manage any funding applications including the management of a volunteer sub-team as applicable.

Manage any social events & charitable activities for the benefit of the Club including the management of a volunteer sub-team as applicable.

Role: Manager

Role profile

Ensure you have an in-date FA DBS check.

Complete and renew the FA Safeguarding Children course and the FA Introduction to First Aid in Football course qualifications.

Complete a suitable FA accredited football training course such as the FA Introduction to Coaching Football course (the EE Playmaker by England Football course is not accredited).

Organise training sessions and match days for the team players.



Provide training and match day experiences for the Players ensuring two managers, coaches or parent / guardian helpers are available to attend. The minimum requirement of attendees is;

- One coach that has completed an FA DBS check, the FA Safeguarding Children course, the FA Introduction to First Aid in Football course and an FA football training accreditation such as the FA Introduction to Coaching Football course (the EE Playmaker course is not accredited).
- One coach that has completed an FA DBS check and the FA Safeguarding Children course.

Undertake the day to day running of the team.

Ensure all Players are registered on the FA Whole Game System (WGS).

Work with the Football Development Officers to deliver a structured approach to training and matches.

Role: Coach

Role profile

Ensure you have an in-date FA DBS check.

Complete and renew the FA Safeguarding Children course and the FA Introduction to First Aid in Football course qualifications.

Assist the Manager with the day to day running of the team.

Assist the Manager to provide training and match day experiences for the Players.

Role: Players

Role profile

Ensure you have read and committed to abide by the Code of Conduct for Youth Players or Adult Players as appropriate.

Role: Parents & Guardians

Role profile

Ensure you have read and committed to abide by the Code of Conduct for Spectators and Parents/Carers.