

Killamarsh Dynamos AFC

Roles & Responsibilities



The success of our club relies on the amazing work carried out by our volunteers. We will always welcome new volunteers to the club and have various roles on offer for them to take on, from coaching and training to working hard behind the scenes, there is a role for everyone!

Our one stipulation is that you have a vested interest in our club and your child is a member of Killamarsh Dynamos, as per our Constitution.

The following positions are held by our Committee Members –

- Chair Person
- Vice Chair Person
- Secretary
- Treasurer
- Child Welfare Officer
- Kit Person
- Social Media Rep
- Soccer Schools Rep
- Fundraising Reps
- Winter Training Rep
- Grassroots Partnership Rep

And More!

Below you will find a brief outline of the specific role of each position.

Chair Person

Responsible to – The Club Committee

Responsibilities - Chair the Monthly Committee meetings and assist the Secretary to create the Agenda of the meetings. Head the Committee in making decisions for the benefit of the whole club, including any disciplinary matters. Oversee the running of the club as a whole and support the committee and other members to make improvements and resolve any arising issues. As Club Chair Person it is essential that you are a strong leader who can be objective.

Suggested time commitment – One to two hours a week.

Vice Chair Person

Responsible to – The Chair Person and the Club Committee

Responsibilities – As above and to act as Chair Person in their absence. To liaise with the Groundsman to maintain the quality of our pitches. To organise and oversee all home fixtures, planning kick off times and sourcing referee's for each game.

Suggested time commitment – One to two hours a week.

Secretary

Responsible to – The Chair Person and the Club Committee

Responsibilities – To be the principle administrator of the club. The club Secretary will carry out the administrative duties that enable the club and its members to function effectively. They are the main point of contact for people within and outside of the club. The Secretary will liaise with and carry out requirements of the league, including registering and deregistering players, dealing with and passing on correspondence to the team managers and affiliating the club to the league and County FA. They will be responsible to booking the club AGM and other meetings, minuting these and retaining them for future records. The club Secretary should have good IT and record keeping skills and be able to communicate with a range of different people in order to maintain the smooth running of the club.

Suggested time commitment – Two to three hours a week (although this will vary depending on the time of the season).

Treasurer

Responsible to – The Chair Person and the Club Committee

Responsibilities – To oversee the club finances. To collect and maintain records of any payments/subs collected from the teams, pay any invoices, keeping up to date records of any financial transactions, ensure any cash payments are banked at the earliest opportunity into the club's account. The Treasurer should issue and keep receipts of any transactions and plan ahead for any upcoming future payments in order to ensure the club stays within a healthy financial position. The Treasurer must be well organised, have good record keeping skills and be scrupulously honest, to have confidence in handling figures and be able to present a financial report at every club meeting.

Suggested time commitment – Two to three hours a week

Child Welfare Officer

Responsible to – The Chair Person and the Club Committee

Responsibilities – One of the most important roles! All children should be able to play football in a safe and supportive club environment. The Child Welfare Officer will work closely with the team coaches to ensure they are carrying out their duty of care when running football activities for children. Importantly you will be a point of contact for any child or parent who has any concerns about the way they are being treated. The CWO should make sure that all other members understand their responsibilities, liaise with the County FA Welfare Officer, promote the FA respect Programme and help to develop 'Best Practice' across the club. Ensure that club policies and

procedures in regard to safeguarding are reviewed and updated at least annually, ensure responsible recruitment procedures are followed such as submitting DBS checks and Safeguarding/First Aid training and ensure that all members are following the FA Respect Code of Conduct's. The CWO will need to regularly assess ALL football activities within the club, including Soccer Schools, our Girls Open Sessions, Team games and fundraising events to ensure that all children are kept safe from harm.

Suggested time commitment – One to two hours a week

Kit Person

Responsible to – The Chair Person, the Club Committee and the Team Coaches/Managers

Responsibilities – To oversee and maintain stock of new kit, team supplies (such as first aid kits) and footballs. The Kit Person should liaise with the Committee and Team Coaches to ensure that all teams receive the correct amount of kit each season and that parents have signed to take responsibility for them during the season, understanding that they should be returned to the club at the end of every season (except socks). The Kit Person should liaise with suppliers and ensure orders are placed in a timely manner so that all teams have access to the appropriate equipment. The Kit Person should have good organisational skills and have storage space to ensure the property of the club can be stored without risk of damage or theft.

Suggested time commitment – One to two hours a week

Social Media Rep

Responsible to – The Chair Person, the Club Committee and the Team Coaches/Managers

Responsibilities – To raise the profile of the club within the local community. To engage with the public on social media sites, building good relations with the general public, advertising soccer school sessions and answering questions, directing them to the most appropriate member of the club. The Social Media Rep should be available to speak with local media companies and promote KDAFC. They should ensure the club website is regularly updated and share upcoming events or achievements with the public to build the profile of the club. They should also support any fundraising events by promoting these online and organising donations/stall holders for our Annual Fun Day event.

Suggested time commitment – One to two hours a week

Soccer School/Winter Training/Grassroots Partnership Reps

Responsible to – The Chair Person, the Club Committee and the Team Coaches/Managers

Responsibilities – To book and provide opportunities for Killamarsh Dynamos players to engage in youth football in safe and secure environment. To organise facilities for these training sessions such as 3/4G pitches/summer pitches and to liaise with the club Treasurer to ensure all monies collected in/payments required are handled in an appropriate and timely manner.

Suggested time commitment – One to two hours a week

Fundraising Reps

Responsible to – The Chair Person and the Club Committee

Responsibilities – To regularly support the club to raise vital funds in order for the club to thrive. This will include supporting and helping to organise fun days/charity events, to seek and collect donations for raffle prizes from local businesses and the community and to share any new fundraising ideas with the Committee.

Suggested time commitment – One to two hours a week