



Respect



Club Committee Roles and Responsibilities

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Chairperson

Currently: Ken Raisbeck

kraisbeck@gmail.com

Roles & responsibilities include:

- Chair the Committee meetings and AGM
- Uphold the Club Constitution, Codes of Conduct & FA RESPECT code
- Ensure that the club provides a safe and friendly environment for players to enjoy football
- Provide strong leadership and guidance to steer the club forward
- Work with all club officials to provide information on the running of the club
- Be a good role model for all and teach good habits
- Encourage continued development of all members/officials
- Provide information, instruction and feedback to all members in a constructive manner.
- Develop the club and position the club to achieve its goals and objectives

Tasks will include:

- Organisation and review of strategic plans
- Club development and assessment
- Work on specific projects
- Assist when required as part of the Management Committee in any investigation / disciplinary decisions as part of the Club's complaint procedure.
- Chair committee meetings & the AGM, including writing a Chairman's report for the AGM
- Support the club's development projects
- Meet with club sponsors and strategic partners for club development
- Help organise and host Presentation Nights
- Support Club social/fund raising events

Secretary

Position held by: John McLaren

Secretary-wyfc@outlook.com

Roles and responsibilities include:

- Principal administrator for the club
- Key member of the Club's Committee
- Carries out or delegates all the administrative duties that enable the club and its members to function effectively
- Close involvement in the general running of the club.
- Provide the main point of contact for people within and outside the club on just about every aspect of the club's activities.
- Representation of the club at outside meetings at league and county level

Tasks will include:

- Attending league meeting
- Affiliating the club to the County FA
- Affiliating the club to the league(s)
- Registering players to the league(s) – shared role with Registration secretary
- Dealing with correspondence received by the Club and from the Club
- Organising and booking match facilities for the season
- Organising the club AGM and Committee meetings
- Representing the club at outside meetings at the direction of the Club Committee.
- Match day duties to support teams and officials
- Entering information for Committee Members, Managers, Coaches and players onto the FA's Whole Game System and ensuring this stay updated throughout the season

Treasurer

Position held by: John Pullen

John.pullen7@btinternet.com

Roles and responsibilities include:

- Looking after the finances of the Club,
- Key member of the Club's Committee,
- Being well organized and able to keep records,
- Being careful when handling money and cheques being scrupulously honest,
- Being able to answer questions in meetings, confident in handling figures and prepared to take instant decisions when necessary.

Tasks will include:

- Collecting subscriptions and all money due to the Club;
- Paying the bills and recording information;
- Keeping up-to-date records of all financial transactions;
- Ensuring that all cash and cheques are promptly deposited in the bank or building society;
- Ensuring that funds are spent properly;
- Issuing receipts for all money received and recording this information;
- Reporting regularly to the Committee on the financial position;
- Preparing a year end statement of accounts to present to the auditors;
- Arranging for the statement of accounts to be audited;
- Presenting a year-end financial report to the AGM ;
- Financial planning, including producing an annual budget and monitoring it throughout the year;
- Helping to prepare and submit any statutory documents that are required (eg, VAT returns, PAYE and NI returns, gift aid reports).

Even if these duties are delegated to a professional officer, the Treasurer is still ultimately responsible. It is up to the Treasurer to make sure that any delegated work is done properly.

Club Welfare Officer

Position held by: Ali Henderson

Alihendo@me.com

Roles and responsibilities include:

- ensuring safeguarding responsibilities are well understood by others
- working with the Youth League Welfare Officer (YLWO)
- working with your County FA Welfare Officer
- 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.

Five key tasks include:

a) 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

b) 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

c) 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

- your Youth League Welfare Officer – 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

d) 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

e) Monitor:

- repeated incidents of poor behaviour and liaise with your committee (and where necessary Youth League Welfare Officer 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

Registration Secretary

Position held by: Gill McLaren

Gill.McLaren@vanarama.co.uk

Roles and responsibilities include:

- Member of the Club's Committee,
- Ensuring the registration of all players onto the Club's registration system which includes their agreement to the Club's Codes of Conduct
- Ensuring all players are paying subscriptions
- Feeding relevant photographic consent information to the Club Welfare Officer

Kit & Social Secretary

Position held by: Sam Sinclair

srwsinclair@icloud.com

Roles and responsibilities include:

- Looking after the kit requirements for the Club
- Liaison with Club and team sponsors
- Effective and timely communication with the Club's preferred kit suppliers
- Responsible for the social events put on by the Club (presentation events, fund raising events, socials, tournaments)
- Member of the Club's Committee,

Task include:

- Ordering and distributing match kits for all teams when required.
- Ad hoc bulk ordering of training kit
- Liaison with club and team sponsors for payment and logo printing
- Negotiating with kit suppliers
- Recruiting volunteers to help with organizing socials events, notably the year end presentation event in June
- Coordinating any additional fund-raising events
- Ensuring events and activities are properly licensed with local authorities;
- Promoting fund-raising activities on social media and in the local press
- Ensuring that funds raised at events are properly accounted for and information is passed on to the Treasurer;
- Selling of lottery style draws/raffles.