



LONDON TITANS FOOTBALL CLUB

CLUB COMMITTEE BRIEFING DOCUMENT

CONTENTS

Preamble	3
Responsibilities of all Committee Members	3
CHAIR	4
TREASURER	5
CLUB SECRETARY	6
FIXTURE SECRETARY	7
FOOTBALL OPERATIONS OFFICER	8
FOOTBALL PROJECTS & EVENTS OFFICER	9
COMMUNICATIONS REPRESENTATIVE	10
MEMBERSHIP & RECRUITMENT OFFICER	11
EVENTS & PARTNERSHIPS OFFICER	12

PREAMBLE

This document acts as the detailed outline of Committee roles and responsibilities, as stated in Clause D.3 of the Club Constitution, and follows the same definitions as the Constitution.

The Committee of London Titans comprises nine positions. These positions are:

- Chair
- Treasurer
- Club Secretary
- Fixture Secretary
- Football Operations Officer
- Football Projects & Events Officer
- Communications Representative
- Membership & Recruitment Officer
- Events & Partnerships Officer

Each Committee member has primary responsibility over a number of specific areas. These areas are outlined in this document.

However, the Committee is also a single unit and its members should work as a team. Committee members should be willing to offer their support to others in areas where they can provide expertise. They should also be willing to ask for help from others on the Committee when they need it.

RESPONSIBILITIES OF ALL COMMITTEE MEMBERS

- To attend Committee meetings, providing agenda items for discussion in advance of the meeting and then being prepared to outline what they have been working on and contribute to discussions
- To communicate updates with other Committee members regularly in the Committee WhatsApp group, and with other stakeholders in Sub-Committee groups
- To be present at Club events, training and matches on occasions when not directly involved
- To communicate key information to Club Members whenever necessary, but also to remain discrete on sensitive matters discussed within the Committee
- To ensure and oversee the welfare of all Club Members
- To represent the Club in an appropriate fashion at all times

CHAIR

- Chairing all General and Committee Meetings, and holding the casting vote in the event of a tie
- Overseeing the entire Committee and providing support to individuals in their roles, and coordinating work between different members of the Committee
- Leading decision-making on Club strategy including medium- and long-term planning
- Representing the Club at external events and networking with football and LGBTQ+ figures and organisations
- Overseeing Club discipline, addressing any disciplinary issues and acting as chair of any Disciplinary Panel
- Providing an overriding voice of authority on Club matters and intervening in any internal Club issues
- Stepping in to help deal with any external issues involving the Club that grow beyond the capacity of the appropriate Committee member
- Coordinating the End-of-Season Awards voting, ordering of trophies and presenting these at the annual Awards Night
- Acting as the Club figurehead for all internal and external events and communications

TREASURER

- Managing the Club's bank account(s), acting as the main signatory and coordinating the addition of other signatories from within the Committee
- Setting the budget for the Club at the start of each Season, including specific budgets for each Committee member to be able to fulfil their role
- Publishing annual accounts, and providing ongoing updates on the Club's financial position to the Committee, including a mid-year report
- Paying invoices and enacting any other payments for monies the Club owes in a timely manner
- Proposing subscription payment levels at the start of each new Season for consideration by Members
- Monitoring the payment of subscriptions and other payments by Members, and reporting any Members who are in arrears to the Club Committee and to team managers, explaining those individuals' ineligibility to participate in matches and events

CLUB SECRETARY

- Organising and arranging the Annual General Meeting, any Extraordinary General Meetings, and Committee meetings, including collecting agenda items and writing minutes, which will be shared with the Committee and made available upon request by Members
- Assigning action points to Committee members through an appropriate task planning application
- Overseeing Club relations and friendly contact with other member clubs of the London Unity League (LUL) and Gay Football Supporters Network (GFSN), as well as the committees of both organisations
- Ensuring the Club is registered to and affiliated with competitions where required, and player registrations
- General Club administration and paperwork, including ensuring the Club has suitable insurance
- Ensuring the submission of post-match reports by referees and managers
- Overseeing internal Club documentation, including the Club Constitution
- Acting as first point of contact for complaints made against the Club or by a Member of the Club
- Administering the Spond application, including the creating and archiving of groups
- Organisation of the Google Drive, archiving documentation each year and overseeing structure of folders, and managing access of individuals to the drive and its folders
- Managing the Committee and Sub-Committee WhatsApp groups, ensuring appropriate groups are set-up and individuals have correct access to each

FIXTURE SECRETARY

- Managing the Club fixture list and discussing fixture changes and rearrangements with other clubs
- Adding all Club fixtures to Spond, ensuring invites are sent to the correct squads and timed correctly, with hosts updated to the appropriate manager(s), and where necessary a deadline set
- Organising pitch and referee bookings for all home matches and communicating fixture details to opposition teams
- Contacting opponents to find out time and location details for away fixtures
- Communicating all match details to team managers in the week leading up to a fixture so they can share with their squads, and ensuring these details are correct on Spond
- Ensuring match details for GFSN fixtures are discussed and finalised well in advance, for both home and away matches
- Arranging pre-season (and where appropriate mid-season) friendlies with other teams

FOOTBALL OPERATIONS OFFICER

- Determining league entries at the start of each Season
- Appointing managers for each squad at the start of each Season, and reminding them of the playing rules including game time, fairness of team selection and ineligibility of players in arrears
- Circulating the pre-season football intentions form to collect information on Members' plans for competitive football in the coming Season
- Selecting players for each squad at the start of the Season, and periodically reviewing squads and making changes where necessary
- Adding Members to the correct squad groups on Spond and making sure these are up-to-date throughout the Season
- Determining the subscription level of all new Members, based on feedback from training and discussion with the Member, and adding new players to appropriate squads throughout the Season
- Booking and overseeing the running of training, including setting up invites on Spond, and appointing appropriate individuals to lead each session
- Auditing football equipment (including spare kit, balls etc) throughout the Season and purchasing and distributing new items when required
- Chairing the Football Sub-Committee and arranging monthly meetings; the Sub-Committee should comprise of all team managers and any regular coaching personnel, as well as the Fixture Secretary and Membership & Recruitment Officer, and any other individuals invited as necessary
- Determining the winners of the Member of the Month award under the guidance of the Football Sub-Committee

FOOTBALL PROJECTS & EVENTS OFFICER

- Running the Club's five-a-side offering, appointing team captains and selecting squads at the start of the Season, publishing fixtures to Spond and inviting the correct squads, ensuring a referee is present at each game, and collecting, recording and updating results and stats after each match
- Organising the Club Birthday Tournament, which takes place in October each year, with the support of other members of the Committee, including determining the format, inviting teams and ensuring payment is made and forms completed, referees appointed, pitches booked and anything else as required to ensure the tournament runs smoothly
- Overseeing any special event friendlies (internal and external) — including, but not limited to, the Christmess friendly game, Old vs Young match, and any other matches we are invited to be involved in by other clubs and organisations
- Promoting our involvement in domestic tournaments and events, in particular those organised by GFSN teams from around the country, to ensure we are a regular presence at these competitions
- Overseeing our entries to international events and promoting these to Members, including the annual Eurogames, periodical Gay Games and IGLFA World Championships, and any other tournaments organised by Clubs outside the United Kingdom
- Organising the sourcing and ordering of Club kit, for both matches and training, including costing and collecting requests from Members, and managing the Club's squad numbers

COMMUNICATIONS REPRESENTATIVE

- Managing the Club's social media accounts, including Instagram, Twitter/X and Facebook, making regular posts and updates and, where appropriate, utilising promoted posts and advertising on these platforms
- Coordinating our observance of key dates in the LGBTQ+ and football calendar, including but not limited to Trans Day of Visibility, Football vs Homophobia, Rainbow Laces, IDAHOBIT and National Coming Out Day
- Publishing pre- and post-match updates for all league and friendly games, and for competitive 5-a-side matches, throughout the Season
- Collecting and recording Club statistics through the Season, in particular goal scorers and assists
- Responding to direct messages on social media accounts and passing on to the appropriate member of the Committee to follow-up
- Dealing with external media enquiries, and promoting Club activities to media outlets
- Setting up email accounts for all Committee members and ensuring they have access to them
- Managing and updating the Club website
- Compiling the periodical Club newsletter and all other key internal communications
- Ownership of Club Member WhatsApp groups

MEMBERSHIP & RECRUITMENT OFFICER

- Heading the recruitment of new Members, acting as the first point of contact for all enquiries and leading potential new Members through the process of joining, including inviting them to their first training session and social, and ensuring they are welcomed by a senior Member of the Club
- Advising the Football Operations Officer with regard to the correct subscription level for a new Member, communicating any decision to the new Member and ensuring they are aware of how and when to make their first subscription payment, encouraging the use of a standing order, and chasing missing payments from recently-joined Members
- Keeping the Club Welcome Pack up to date, and sharing with all new Member enquiries
- Maintaining a list of all Members of the Club, and providing updates to the Committee on the number of Members each month
- Ensuring Membership Forms are completed by all existing Members at the start of each Season, and by all new Members when they join the Club, as well as managing the personal details of Members collected through this form, and overseeing the list of Members' birthdays
- Ensuring all Members have submitted a Code of Conduct form at the start of each Season (or for new Members, when they join the Club)
- Acting as the main contact for Atlas Members, and ensuring that Atlas Members are kept up-to-date with Club matches, events and information
- Inviting potential new Members to Spond, placing them in the New Players group, and then after their first subscription payment moving them to the Club Members group, and any other Members groups on the app based on their subscription level
- Adding new Members to Club Members WhatsApp groups
- Removing individuals who do not join the Club, or who leave the Club, from Spond and WhatsApp groups

EVENTS & PARTNERSHIPS OFFICER

- Leading the Club's attempts to gain sponsorship, including ownership of the Club Sponsorship pack, and pursuing negotiations with potential new sponsors over monetary and non-monetary partnerships
- Organising the monthly BALL night at the Two Brewers, including discussions with the venue about theme and acts performing, and arranging pre-drinks bookings and activity socials
- Organising and booking major Club events and social events, including the Awards Night and Christmas meal, and communicating and coordinating payments from Members for these events
- Coordinating the Club's charity events and fundraising, including donations made from BALL, and the major annual fundraising events including Queerz Night and the Christmas Fundraiser, determining charity beneficiaries and collecting donations for prizes and auction items
- Discussing potential mutually beneficial partnerships involving Club Members and their businesses and activities
- Leading the Club's planning for national and international trips, in particular coordinating logistics around travel and accommodation arrangements, and social activities
- Coordinating the Club's participation at Pride in London, including booking our entry in the parade, arranging pre- and post-march activities, and planning the Club's theme for the march
- Organising venue bookings for viewings of England matches at international tournaments
- Inviting Club Members to all non-football events through Spond

END OF BRIEFING DOCUMENT