



Following recent discussions regarding governance, the club has agreed to adopt a clear and structured operating model. The aim is to provide transparency, accountability, and simple decision routes for all members.

This document explains:

1. How the club is organised,
2. Who is responsible for what,
3. How members should raise issues or requests.

## **Overall Structure**

The club operates using three levels:

### 1. Executive Committee

Provides governance, financial control, and overall oversight.

### 2. Section Sub-Committees

Manage day-to-day running of football within each section.

### 3. Officers & Coordinators

Support roles across the club (fixtures, safeguarding, equality, etc.).

This structure ensures:

- A. Clear responsibility
- B. Clear reporting lines
- C. No duplication
- D. No confusion about decision-making





### **Executive Committee (Governance Level)**

The Executive Committee is responsible for:

- Governance and compliance,
- Financial oversight,
- Policy decisions,
- Safeguarding compliance,
- Escalated matters from sections.

Executive Members:

Chair – Mr. John Walters

Vice Chair – Mr. Andrew Miller

Secretary – Mr. Callum Secker

Treasurer – Miss. Catherine Rose

Equality Officer – Miss. Rhian Mardon

*Voting at the Executive level sits with these members to ensure clear accountability.*

### **Treasurer Authority**

The Treasurer has full oversight of club finances.

This includes:

- All spending approvals,
- Budget control,
- Financial reporting,
- Monitoring income and expenditure.

***No section, team or officer may commit the club to financial expenditure without Treasurer approval.***

### **Safeguarding Procedures**

Safeguarding Lead - Mrs. Bethan Walters

Safeguarding remains independent and protected within the structure.

All safeguarding concerns must be reported directly to:

- The relevant Team Safeguarding Officer,
- Or Beth (Safeguarding Lead)

*Safeguarding decisions are not political and cannot be overridden.*





## **Section Sub-Committees**

Each football section manages its own day-to-day matters through a Section Lead and Sub-Committee.

Section Leads:

Senior Section – Mr. Leigh Riby

Boys Section – Mr. Richard ‘Dicky’ Northey

Women and Girls Section – Mr. Matthew Strangward

Each section handles:

1. Team management
2. Training arrangements
3. Fixtures coordination
4. Parent/player communication
5. Operational planning

## **How To Raise an Issue or Request.**

To keep the club running smoothly, matters should follow this pathway:

Step 1 - Speak to Your Team

For routine matters, speak to:

1. Your Team Manager
2. Your Coach
3. Your Team Safeguarding Officer (if welfare related)

*Most issues should be resolved at this level.*

Step 2 - Escalate to Section Lead

If the issue cannot be resolved at team level, contact your Section Lead:

Senior Section – Mr. Leigh Riby

Boys Section – Mr. Richard ‘Dicky’ Northey

Women and Girls Section – Mr. Matthew Strangward

*The Section Lead will review and, if appropriate, bring the matter to the Section Sub-Committee.*

Step 3 - Escalation to Executive Committee

If the issue involves:

- A. Club-wide policy,
- B. Financial approval,





- C. Governance,
- D. Cross-section matters,
- E. Formal disputes.

*The Section Lead will escalate it to the Executive Committee.*

Members should not bypass Section Leads and go directly to Executive through the club secretary unless the matter relates to:

- ★ Safeguarding,
- ★ Formal complaints about Section leadership,
- ★ Treasurer or financial compliance.





### **Officers & Coordinators**

The club also has several cross-club support roles:

Senior Fixtures – Mr. Robert Owen

Junior Fixtures – Mr. Hywel Martin Jones

Mini Fixtures – Mr. Gareth Gates

Ladies Fixtures – Miss. Jamie-Leigh Mallett

Social Media – Mrs. Emma Strangward-Jones

Events – Mrs. Bethan Walters and Mrs. Emma Strangward-Jones

Stock Management – Mr. Callum Secker

COMET Champion – Mr. Gareth Gates

HerToo Champion: Miss. Danielle Jones

*These roles support sections operationally but do not replace the reporting structure above.*





**Why This Structure Matters.**

This structure has been agreed to:

- 1) Protect safeguarding and compliance,
- 2) Protect financial stability,
- 3) Ensure each section has operational control,
- 4) Provide clear accountability,
- 5) Prevent confusion over decision-making.

It separates:

**Day-to-day football matters from governance and oversight.**

Moving Forward with this structure

This structure has been agreed to provide clarity and stability for all sections of the club.

We now move forward together with a shared aim:

*Developing football across Seniors, Boys and Women & Girls in a safe, organised and transparent way.*

If you are unsure where to direct a query, please contact your Section Lead in the first instance.

Thank you to everyone who contributes to making the club work.