

# CHARLESTOWN YOUTH & LADIES FOOTBALL CLUB

## ROLES AND DUTIES



### General

Charlestown Youth & Ladies FC Committee and Members are required to follow the below requirements to the best of their abilities and all need to be made aware and agree to these requirements.

Note all roles that coach/support children require a DBS and the relevant safeguarding course.

Charlestown Youth Football Club have the following roles within the club along with expected duties:

### Chairperson

Overseeing the running of the club, ensuring that it is run efficiently and managed appropriately.

- **Leading club meetings**
- **Providing overall leadership of the club**
- **Supporting or developing the club culture/philosophy Ambassadorial tasks for the club**
- **Liaison with local partners such as local business, colleges and universities, other sports clubs**

### Vice Chairperson

Helping the Chairperson complete their duties and acting in lieu of the Chairperson.

### Treasurer

Ensure that the club stays financially sustainable, pay all expenses, and collect any monies owed to the club.

- **Keeping accurate records of all incoming and outgoing money on behalf of the club**
- **Recording and collecting subscriptions from club members**
- **Providing regular financial reports to the committee**
- **Ensuring accounts are audited (if required) and presenting at AGM**
- **Long term financial planning to ensure the club's sustainability**

### Secretary

The secretary is the primary contact for FA officials, leagues, team managers, and the club.

- **Looking after the main administrative duties**
- **Overseeing affiliation to leagues and cup competitions**
- **Collection and payment of fines**
- **Administration of all club correspondence**

### Club Welfare Officer (CWO)

Ensure the club operates a safe, child friendly environment and promotes good practice in line with the FA and the organisation's Safeguarding and Welfare Policies.

- **Administering criminal records checks - called DBS checks (Disclosure & Barring Service)**
- **Ensuring coaches and relevant personnel have current and valid DBS checks and have registered with the club on the FA Wholegame System**
- **Ensuring coaches and relevant personnel have the necessary qualifications to undertake their roles**
- **Ensuring the club meets at least the Standard level of the FA Accreditation Programme**
- **Acting as the point of contact for minor safeguarding/welfare issues at club level**
- **Reporting issues that cannot be dealt with at club level to League Safeguarding Officer or the FA safeguarding team**
- **Implementing safeguarding best practice at club level**

- **Complying with the CWO Code of Conduct**

#### **Registration Officer**

A club player registration officer will sign on all the players for their teams to ensure that players are able to play. The league player registration officer will then sanction the registrations.

- **Check and progress player registrations**
- **Promote the use of Whole Game System Player Registration**
- **Provide guidance to parents/guardians/coaches registering players throughout the season**
- **Support transfers of players**

#### **Team Manager/Coach**

All teams will require a manager to organise fixtures, lead the team on matchdays and organise training. We encourage teams to split or share roles in order to lighten the workload for one person.

- **Attending Club Managers Meetings and League meetings**
- **Take and keep up to date required courses and qualifications**
- **Organising training sessions**
- **Leading teams on matchdays**
- **Supporting the development of players**
- **Help to maintain a high standard of playing facilities and grounds.**
- **Regularly communicating with Parents/Guardians/Players**
- **Safely storing all equipment for training and matches.**
- **Sourcing kit and sponsorship.**

#### **Groundskeeper**

To complete the annual maintenance schedule and prepare the pitch(es) for match days.

- **Preparing and maintain the facility(ies) in accordance with the annual maintenance programme**
- **Ensuring the pitch(es) are matchday ready**
- **Preparing and maintain any equipment**
- **Communicating with coaches, committee members and others about facility usage**
- **Following necessary health and safety regulations**

#### **Committee Members**

General committee members who play an important role supporting the club. Roles and specific tasks are done on a season-by-season basis.

- **Attend bi-monthly Committee Meetings**
- **Help provide expertise or advice in support of the club.**
- **Help with decision making and voting**
- **Conduct specific tasks to help the club run more efficiently and effectively**

#### **Club helper**

Someone who helps out occasionally, with everything from matchday catering or refreshment through to supporting club events. Creating a team of helpers may appeal to club supporters who are happy to be involved on an ad hoc basis.

#### **Team support/helper**

Team coaches or team managers may have additional support who help with support at training or on a matchday.