

AFC Newbury

Boys and Girls Football Club

www.newburyfootball.co.uk

Football for all in
the local
community



Club Roles and Responsibilities

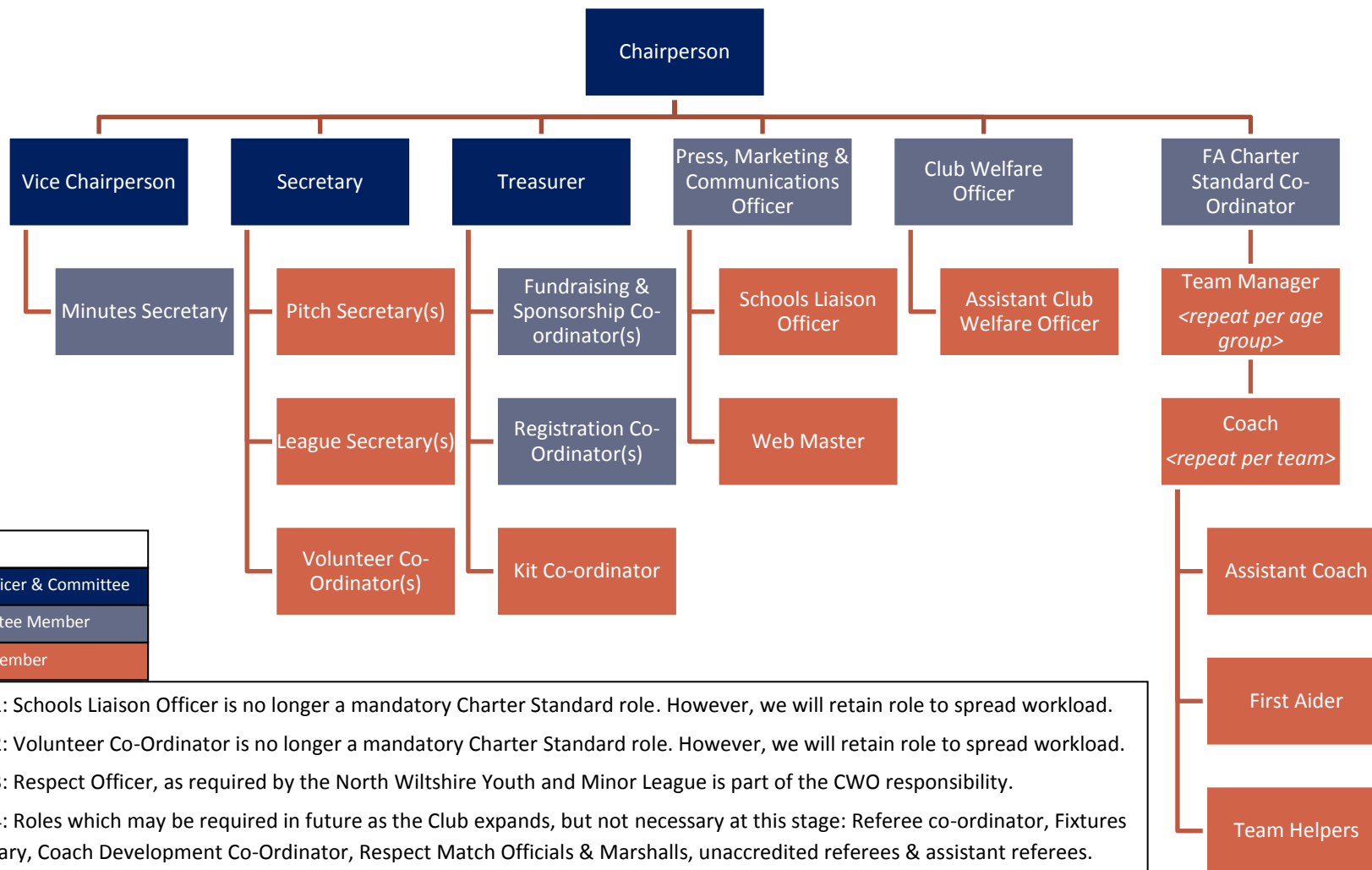
Version 0.9 18th March 2013



| | |
|---|-----------|
| ROLE STRUCTURE | 3 |
| CHAIRPERSON (CLUB OFFICER) | 4 |
| VICE-CHAIRPERSON (CLUB OFFICER) | 5 |
| MINUTES SECRETARY (COMMITTEE)..... | 6 |
| SECRETARY (CLUB OFFICER) | 7 |
| PITCH SECRETARY(S) | 8 |
| LEAGUE SECRETARY(S)..... | 9 |
| VOLUNTEER CO-ORDINATOR | 10 |
| TREASURER (CLUB OFFICER) | 11 |
| FUNDRAISING AND SPONSORSHIP CO-ORDINATORS (COMMITTEE)..... | 12 |
| REGISTRATION CO-ORDINATOR (COMMITTEE)..... | 13 |
| KIT CO-ORDINATOR | 14 |
| PRESS, MARKETING & COMMUNICATIONS OFFICER (COMMITTEE)..... | 15 |
| SCHOOLS LIAISON OFFICER..... | 16 |
| WEBMASTER | 17 |
| CLUB WELFARE OFFICER (COMMITTEE) | 18 |
| ASSISTANT CLUB WELFARE OFFICER | 19 |
| FA CHARTER STANDARD CO-ORDINATOR (COMMITTEE) | 20 |
| TEAM MANAGER | 21 |
| COACH..... | 22 |
| ASSISTANT COACH..... | 23 |
| FIRST AIDER | 24 |
| TEAM HELPER | 25 |



Role Structure





Chairperson (Club Officer)

Role Description

The Chair of the Club provides leadership and direction for the club by overseeing the work of the Club committee and being an advocate of the football club in the local community.

Commitment

Approximately 2 hours per week, and attending meetings at weekends and evening

Attendance at "Committee Meetings"

Responsibilities

1. Provide leadership and direction for the club
2. Ensure there is a Club development strategy and plan and that it is being executed against.
3. Make decisions for the benefit of the whole club including disciplinary matters.
4. Oversee the work of the Club Committee.
5. Chair meetings of the club.
6. Advocate of the football club for the local community.

Constraints

1. None identified

Accreditation Criteria

| CRB | Safeguarding Children | First Aid | Club Welfare | FA Level 1 | FA Level 2 | FA Youth Module | Licensed Coach | Other |
|-----|-----------------------|-----------|--------------|------------|------------|-----------------|----------------|-------|
| ✓ | ✓ | | | | | | | |



Vice-Chairperson (Club Officer)

Role Description

To support the Chairman and to deputise for him/her when absent

Commitment

Approximately 2 hours per week, and attending meetings at weekends and evening

Attendance at "Committee Meetings"

Responsibilities

1. Provide leadership and direction for the club
2. Help ensure there is a Club development strategy and plan and that it is being executed against.
3. Support the decision making process for the benefit of the whole club including disciplinary matters.
4. Oversee the work of the Club Committee.
5. Chair meetings of the club in Chairman's absence
6. Advocate of the football club for the local community.

Constraints

1. None identified

Accreditation Criteria

| CRB | Safeguarding Children | First Aid | Club Welfare | FA Level 1 | FA Level 2 | FA Youth Module | Licensed Coach | Other |
|-----|-----------------------|-----------|--------------|------------|------------|-----------------|----------------|-------|
| ✓ | ✓ | | | | | | | |



Minutes Secretary (Committee)

Role Description

To record and issue the official Committee Meeting Minutes

Commitment

One committee meeting a month

Responsibilities

1. To record the pertinent points of the Committee Meetings
2. To issue the Minutes for approval
3. To record all actions and chase resolution through the action owner
4. To maintain copies of all minutes

Constraints

1. None

Accreditation Criteria

| CRB | Safeguarding Children | First Aid | Club Welfare | FA Level 1 | FA Level 2 | FA Youth Module | Licenced Coach | Other |
|-----|-----------------------|-----------|--------------|------------|------------|-----------------|----------------|-------|
| | ✓ | | | | | | | |



Secretary (Club Officer)

Role Description

The main purpose of this job is that of principal administrator for the club. The Club Secretary carries out or delegates all the administrative duties that enable the club and its members to function effectively. The Club Secretary is a pivotal role within the club, with a close involvement in the general running of the club. The secretary and their assistants provide the main point of contact for people within and outside the club on just about every aspect of the club's activities.

Commitment

Approximately 10 hours per week, and attending meetings at weekends and evening

Attendance at "Committee Meetings"

Responsibilities

1. Official contact between Club, County FA, leagues (also see League Secretary) and other clubs.
2. Ensure club affiliation and league membership.
3. Ensure effective correspondence and communication.
4. Provide minutes of meetings for official club records.
5. Match day duties to support teams and officials.
6. Organising the club AGM and other club meetings.
7. Representing the club at outside meetings at the direction of the main committee.
8. Dealing with correspondence.
9. Attend league meetings.
10. Report County Cup Results.
11. Pass on FA & County FA information to club members.

Constraints

1. None identified

Accreditation Criteria

| CRB | Safeguarding Children | First Aid | Club Welfare | FA Level 1 | FA Level 2 | FA Youth Module | Licenced Coach | Other |
|-----|-----------------------|-----------|--------------|------------|------------|-----------------|----------------|-------|
| ✓ | ✓ | | | | | | | |



Pitch Secretary(s)

Role Description

To manage, co-ordinate and book all home game pitches and all team training facilities

Commitment

Approximately 1.5 hours per week.

Responsibilities

1. To arrange and book all pitches for all home league and cup games.
2. To arrange and book all locations for club training sessions.
3. To ensure the club has access enough pitches and training locations to support the needs of the club

Constraints

1. None

Accreditation Criteria

| CRB | Safeguarding Children | First Aid | Club Welfare | FA Level 1 | FA Level 2 | FA Youth Module | Licensed Coach | Other |
|-----|-----------------------|-----------|--------------|------------|------------|-----------------|----------------|-------|
| | ✓ | | | | | | | |



League Secretary(s)

Role Description

The point of contact for a league and responsible for representing the club in league matters and ensuring all affiliation and club administration required by the league is carried out as required.

Commitment

Responsibilities

1. Applies to join the League
2. Attend league meetings and the Annual General Meeting, responsible for voting.
3. Keep list of all registered players & games the players have played in.
4. Confirm with the opponents and the appointed referee the venue, kick-off time and colours for home matches (see also team mgr)
5. Ensure all team managers are conversant with League rules.
6. Contact Leagues Referee's Secretary about match appointments.
7. Notify league of future postponements.
8. Deals with transfers.

Constraints

Accreditation Criteria

| CRB | Safeguarding Children | First Aid | Club Welfare | FA Level 1 | FA Level 2 | FA Youth Module | Licenced Coach | Other |
|-----|-----------------------|-----------|--------------|------------|------------|-----------------|----------------|-------|
| ✓ | ✓ | | | | | | | |



Volunteer Co-ordinator

Role Description

To co-ordinate the recruitment and completion of all accreditation for all Adult Member Volunteers

Commitment

Approximately 2 hours a month

Responsibilities

1. Ensure there is an adequate recruitment policy and process for the club
2. Recruiting new volunteers
3. Ensuring volunteers are inducted to the club
4. Provide volunteers with a brief of their role
5. Ensure there is a training programme for volunteers
6. Ensure volunteers are recognised and rewarded.
7. To produce and maintain up to date records of all volunteers and their accreditation status.
8. Identify club registered members Training 'shortfalls' and in conjunction with the club secretary arrange for the relevant courses to take place
9. To advise volunteers when any accreditation is due for renewal
10. To co-ordinate the competition of all required accreditation
11. To escalate to the committee any breaches of accreditation

Constraints

1. None

Accreditation Criteria

| CRB | Safeguarding Children | First Aid | Club Welfare | FA Level 1 | FA Level 2 | FA Youth Module | Licensed Coach | Other |
|-----|-----------------------|-----------|--------------|------------|------------|-----------------|----------------|-------|
| ✓ | ✓ | | | | | | | |



Treasurer (Club Officer)

Role Description

Look after the finances of the club.

The treasurer must be well organised, able to keep records, careful when handling money and cheques, scrupulously honest, able to answer questions in meetings, confident handling figures, prepared to take instance decisions when necessary.

Commitment

Approximately 3 hours per week, and attending meetings at weekends and evening.

Attendance at "Committee Meetings".

Responsibilities

1. Collecting subscriptions and all money due to the organisation.
2. Paying the bills and recording information.
3. Keeping up date records of all financial transactions.
4. Ensuring that all cash and cheques are promptly deposited in the bank or building society.
5. Ensuring that funds are spent appropriately and in line with the Club's objectives.
6. Accurately record all money received.
7. Reporting regularly to the committee on the financial position.
8. Preparing bank reconciliations on a regular basis.
9. Preparing a year end statement of accounts to present to the Auditors
10. Arranging for the statement of accounts to be audited
11. Presenting an end of year financial report to the AGM.
12. Financial planning including producing an annual budget and monitoring it throughout the year.
13. Helping to prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and NI returns, grant 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.

Constraints

1. None identified.

Accreditation Criteria

| CRB | Safeguarding Children | First Aid | Club Welfare | FA Level 1 | FA Level 2 | FA Youth Module | Licenced Coach | Other |
|-----|-----------------------|-----------|--------------|------------|------------|-----------------|----------------|-------|
| ✓ | | | | | | | | |



Fundraising and Sponsorship Co-ordinators (Committee)

Role Description

To raise funds for the club additional to those generated through member ship fees.

Commitment

Approximately 4 hours a month but considerably more in the run up to a planned fundraising or social event.

Responsibilities

1. To define and agree a long term and annual fund raising plan and strategy.
2. To arrange and organise the events within the fund raising plan.
3. In conjunction with the Treasurer, to identify potential Sponsorship opportunities.
4. To approach and recruit sponsorship partners.

Constraints

1. None.

Accreditation Criteria

| CRB | Safeguarding Children | First Aid | Club Welfare | FA Level 1 | FA Level 2 | FA Youth Module | Licenced Coach | Other |
|-----|-----------------------|-----------|--------------|------------|------------|-----------------|----------------|-------|
| ✓ | ✓ | | | | | | | |



Registration Co-ordinator (Committee)

Role Description

To co-ordinate the registration of all players, ensuring the correct paperwork is processed and all fees are paid

Commitment

Approximately 3 hours a week for 4 weeks (pre-season) and approximately. 2hours a month during the season

Responsibilities

1. To ensure all players are correctly registered with AFC Newbury.
2. All players are registered on the Club's database and the database is regularly maintained for accuracy.
3. To ensure all players are correctly registered with the relevant league.
4. To ensure all fees are paid in full and agree exceptions with the Treasurer.
5. To ensure all fees are paid into the nominated bank account as directed by the Treasurer.

Constraints

2. None

Accreditation Criteria

| CRB | Safeguarding Children | First Aid | Club Welfare | FA Level 1 | FA Level 2 | FA Youth Module | Licenced Coach | Other |
|-----|-----------------------|-----------|--------------|------------|------------|-----------------|----------------|-------|
| ✓ | ✓ | | | | | | | |



Kit Co-Ordinator

Role Description

To procure and maintain the kit and equipment for the club, driving value for money and re-use where possible

Commitment

Approximately 3 hours per week, 3 weeks a year (end of season)

1 hour a month through the season

Responsibilities

1. To co-ordinate the central purchase of all club kit and equipment ensuring the best price for quality equipment is achieved.
2. To approve payments to Treasurer.
3. To recycle and re-use as much kit and equipment as possible.
4. To select and recommend suppliers.
5. To issue and update the secondary kit catalogue ensuring secondary kit represents good value for money.
6. Distributes/collects kit to and from teams.
7. Understake annual inventory stock check with managers.
8. Keeps track of location of kit.

Constraints

1. None

Accreditation Criteria

| CRB | Safeguarding Children | First Aid | Club Welfare | FA Level 1 | FA Level 2 | FA Youth Module | Licensed Coach | Other |
|-----|-----------------------|-----------|--------------|------------|------------|-----------------|----------------|-------|
| ✓ | ✓ | | | | | | | |



Press, Marketing & Communications Officer (Committee)

To drive awareness of the club within the local community to help achieve the growth development plan and to support the Sponsorship Officers

Commitment

Approximately 2 hours per week, and attending meetings at weekends and evening

Attendance at "Committee Meetings"

Responsibilities

1. To attract, recruit and retain players to the club, in alignment with the development plan targets
2. To create and promote a brand for AFCN and ensure alignment across all communication mediums
3. To produce / approve all external and communications
4. To produce / approve all marketing and advertising collateral
5. To produce tangible promotional benefits to relevant sponsors
6. Advocate of the football club for the local community.

Constraints

1. None identified

Accreditation Criteria

| CRB | Safeguarding Children | First Aid | Club Welfare | FA Level 1 | FA Level 2 | FA Youth Module | Licenced Coach | Other |
|-----|-----------------------|-----------|--------------|------------|------------|-----------------|----------------|-------|
| ✓ | ✓ | | | | | | | |



Schools Liaison Officer

Role Description

To build relationships with local schools, to promote the club and attract new players

Commitment

Approximately 1 hour a week for 4 weeks (pre-season) and the approx. 1 hour a month during the season

Responsibilities

1. To build links and relationships with target schools
2. To attend / co-ordinate visits to schools
3. To help attract new players from target schools
4. To distribute marketing materials to the school

Constraints

1. None

Accreditation Criteria

| CRB | Safeguarding Children | First Aid | Club Welfare | FA Level 1 | FA Level 2 | FA Youth Module | Licenced Coach | Other |
|-----|-----------------------|-----------|--------------|------------|------------|-----------------|----------------|-------|
| ✓ | ✓ | | | | | | | |



Webmaster

Role Description

To manage the club web site ensuring it is accurate and current and is used as a central plank of the club's communications

Commitment

Approximately 2 hours a month after initial site construction.

Responsibilities

1. To produce a vision for the clubs current and future online presence
2. To review the club web presence and make recommendations for change
3. Manage the implementation of agreed major changes
4. Manage the updating of ad hoc details and documents

Constraints

1. None

Accreditation Criteria

| CRB | Safeguarding Children | First Aid | Club Welfare | FA Level 1 | FA Level 2 | FA Youth Module | Licenced Coach | Other |
|-----|-----------------------|-----------|--------------|------------|------------|-----------------|----------------|-------|
| ✓ | ✓ | | | | | | | |



Club Welfare Officer (Committee)

Role Description

To be clear about the clubs responsibilities when running activities for children and young people.

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.

Commitment

Average 3 hours per week, but maybe more if incident. Plus attending meetings at weekends and evening Attendance at "Committee/Disciplinary/Manager Meetings as required

Responsibilities

As detailed in FA document "Club Welfare Officer Roles and Responsibilities"

To be clear about the clubs responsibilities when running activities for children and young people. This involves:

- ensuring these 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
2. 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. In order to carry out your responsibilities you need to follow these five simple steps:
- 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

Accreditation Criteria

| CRB | Safeguarding Children | First Aid | Club Welfare | FA Level 1 | FA Level 2 | FA Youth Module | Licenced Coach | Other |
|-----|-----------------------|-----------|--------------|------------|------------|-----------------|----------------|-------|
| ✓ | ✓ | | ✓ | | | | | |



Assistant Club Welfare Officer

Role Description

To support the Club Welfare Officer in their role

To be clear about the clubs responsibilities when running activities for children and young people.

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.

Commitment

Approximately 2 hours per week, and attending meetings and meeting teams and managers at weekends and evenings

Attendance at "Committee Meetings"

Responsibilities

1. Assisting the Club Welfare Officer in the execution of their duties
2. Covering the Club Welfare Officer in times of absence
3. Training as Club Welfare Officer to be in a position to succeed the existing CWO.

Constraints

1. None identified

Accreditation Criteria

| CRB | Safeguarding Children | First Aid | Club Welfare | FA Level 1 | FA Level 2 | FA Youth Module | Licenced Coach | Other |
|-----|-----------------------|-----------|--------------|------------|------------|-----------------|----------------|-------|
| ✓ | ✓ | | ✓ | | | | | |



FA Charter Standard Co-Ordinator (Committee)

Role Description

To implement, oversee, monitor and evaluate the delivery of the Charter Standard programme and deliver an effective football strategy for all age groups within the Club

Commitment

Approximately 4 hours per week, and attending meetings at weekends and evening

Attendance at “Committee Meetings” and “Managers Meetings”

Responsibilities

1. Compiling League Development plan and other requirements of Charter Standard Leagues
2. Subject matter expert of Charter Standard Requirements at League and Club level
3. Utilise and promote the significant documentation on line via TheFA.com.
4. Liaise with the Charter Standard officers at the County FA Coordinating, collating and developing the evidence required for the Club to achieve Charter Standard status.
5. Coordinating the production and delivery of a Club development plan - if required (Development & Community Clubs).
6. Ensuring that coaches qualifications & club policies are kept up to date by using the FA's Member Services system (this could also be done by the Child Welfare Officer)
7. Ensuring that there are the human and financial resources to deliver on the development plan
8. Advocating the Charter Standard Programme at manager meetings, to ensure the long term direction of the club by regularly reflecting and delivering initiatives in the development plan.
9. In co-ordination with the Welfare Officer ensure all managers, parents, players, coaches club officials are aware of the RESPECT programme and ensure the clubs takes pro-active steps in its implementation throughout all the teams.
10. To devise, manage and review a football strategy that continues to move the Club forward.
11. Represent the ‘Football’ side of the club on the Committee.
12. Gain feedback from the managers and coaches on committee proposals, decisions and policies.
13. Chair the Managers meeting.
14. To maintain the Club ethos and vision on Player development and how the game is played.
15. Ensure the number of teams playing for the Club is in line with the development plan and provides football for all abilities.
16. To improve communication on footballing matters.
17. To improve the level of coaching within the Club and provide support to those that need coaching development.
18. Identify and share best practices.

Constraints

1. None identified

Accreditation Criteria

| CRB | Safeguarding Children | First Aid | Club Welfare | FA Level 1 | FA Level 2 | FA Youth Module | Licenced Coach | Other |
|-----|-----------------------|-----------|--------------|------------|------------|-----------------|----------------|-------|
| ✓ | ✓ | | | ✓ | ✓ | | ✓ | |



Team Manager

Role Description

To be responsible for, and to provide leadership and direction in accordance to Club and FA guidelines to ensure, the successful running for all aspects of activity across an age group.

Commitment

Approximately 4 hours per week.

Attendance at “Manager and Coaches” meeting.

Responsibilities

1. Ensure Child Welfare is always priority within the age group.
2. Ensure an inclusive, safe and fun environment for the players within the age group.
3. Teams within age group are managed in accordance to Club and FA policies, strategy and best practices.
4. Teams within age group are managed in accordance to league operating rules (player registration, match sheets, result reporting etc).
5. Recruiting players, coaches and helpers.
6. Attend matches and training sessions of teams responsible for.
7. Management of players and parents/guardians expectation.
8. Development of players and coaches in accordance to Club and FA policies, strategy and best practices.
9. Ensure all coaches, assistant coaches and helpers are registered with the Club, hold the correct level of accreditation and have been approved by the Club Welfare Officer.
10. Ensure team accounts are managed as agreed with the Club Treasurer.
11. Ensure risk assessments, including pitch inspections, are performed for each and event held on behalf of the club (training, matches, social)
12. Work closely with the Football Strategy Manager(s) to ensure the strategy remains relevant and to aid in the development of the strategy.
13. Work closely with the Football Strategy Manager (s) to aid in the development of the coaches.
14. Represent Age Group at Club Events
15. Attend “Manager and Coaches” meeting.
16. Monitor team helper involvement and if commitment of helper becomes more than ‘odd jobs’ consult with volunteer co-ordinator on whether further accreditation for the helper is required.
17. Maintain safe equipment and kit and co-ordinate stock checks with the kit co-ordinator.
18. Liaise with League Secretary on league administration matters.

Refer to the Manager’s and Coach’s handbook for more detail.

Constraints

1. None identified

Accreditation Criteria

| CRB | Safeguarding Children | First Aid | Club Welfare | FA Level 1 | FA Level 2 | FA Youth Module | Licenced Coach | Other |
|-----|-----------------------|-----------|--------------|------------|------------|-----------------|----------------|-------|
| ✓ | ✓ | ✓ | | ✓ | | | ✓ | |

Coach

Role Description

To manage a team and develop players within an age group.

Commitment

11 hours per week.

- Team activities on match day will, depending on venue, take up approximately 4 hours.
- Coaching and training session during the week take up approximately 3 hours (½ hour plan, 2 hours training, ½ hour plan reflection)
- Other duties are spread across the week and will take around 4 hours.

Responsibilities

1. Ensure Child Welfare is always priority within the team.
2. Ensure an inclusive, safe and fun environment for the players within the team.
3. Ensure the team is managed in accordance to Club and FA policies, strategy and best practices.
4. Ensure the team is managed in accordance to league operating rules
5. Work with the Team Manager in the recruitment of players, coaches and helpers.
6. Management of players and parents/guardians expectation.
7. Ensure good and timely communication with parents/guardians with team arrangements, logistics etc.
8. Work with the Team Manager in the development of players
9. Ensure the players are developed in accordance to Club and FA policies, strategy and best practices.
10. Ensure training sessions are well planned in advanced and covers all abilities.
11. Ensure safe and appropriate equipment is used in training sessions.
12. Deliver training session with a constructive, supportive and fun manner.
13. Reflect on outcome of training session and re-plan accordingly.
14. Organising the team for matches and fairly manage team selection, substitutes, tactics etc at matches.
15. Liaising with opposition and officials before and on match days
16. Report results, record referee & FA Respect marks as defined by the league.
17. Ensure risk assessments, including pitch inspections, are performed for each and every event
18. Ensure attendance register is maintained, with sign out process, for all training/match sessions.
19. Ensure a First Aider, appropriate medical kit and players' current medical records and emergency contact numbers are present at all Club events (including every training session and match)
20. Work closely with Team Manager on the running and management of the team.
21. Deputise for the Team Manager if required.
22. Attend "Manager and Coaches" meeting.

Constraints

1. None identified

Accreditation Criteria

| CRB | Safeguarding Children | First Aid | Club Welfare | FA Level 1 | FA Level 2 | FA Youth Module | Licensed Coach | Other |
|-----|-----------------------|-----------|--------------|------------|------------|-----------------|----------------|-------|
| ✓ | ✓ | ✓ | | ✓ | | | ✓ | |



Assistant Coach

Role Description

To support the Coach in the management of a team and the development of players within an age group.

Commitment

6 hours per week.

- Team activities on match day will, depending on venue, take up approximately 4 hours.
- Coaching and training session during the week take up approximately 2 hours

Responsibilities

1. Ensure Child Welfare is always priority within the team.
2. Ensure an inclusive, safe and fun environment for the players within the team.
3. Work with the Coach in the development of players.
4. Assist the Coach in the delivery of training sessions.
5. Assist the Coach in the team management at matches.
6. Deputise for the Coach as required.

Refer to the Manager's and Coach's handbook for more detail.

Constraints

1. None identified

Accreditation Criteria

| CRB | Safeguarding Children | First Aid | Club Welfare | FA Level 1 | FA Level 2 | FA Youth Module | Licenced Coach | Other |
|-----|-----------------------|-----------|--------------|------------|------------|-----------------|----------------|-------|
| ✓ | ✓ | ✓ | | ✓ | | | ✓ | |



First Aider

Role Description

To provide emergency first aid at team events to preserve life, limit the effects of injury and promote recovery.

Commitment

An Emergency First Aider must be in attendance at all team training sessions, matches and ad-hoc team events.

Responsibilities

1. Be the named Emergency First Aider at team training sessions, matches and ad-hoc team events.
2. Ensure that an appropriate medical kit is present at the events and that it is correctly stocked.
3. Ensure that all participants' medical records and emergency contact numbers are present at the event and that they are treated confidentially.
4. If a situation arises where emergency first aid is required, manage the situation in accordance with the process, guidelines, skills and best practices as detailed by the FA Emergency First Aid.
5. Complete incident forms and submit them to Club Welfare Officer.

Constraints

1. None identified

Accreditation Criteria

| CRB | Safeguarding Children | First Aid | Club Welfare | FA Level 1 | FA Level 2 | FA Youth Module | Licensed Coach | Other |
|-----|-----------------------|-----------|--------------|------------|------------|-----------------|----------------|-------|
| ✓ | ✓ | ✓ | | | | | | |



Team Helper

Role Description

To assist the Manager/Coach with the 'odd jobs' that need to be done to ensure effective running of the teams.

- No Accreditation Criteria is required.

These are the types of little but important tasks which the parents help out with. We do not want to discourage this involvement by placing any accreditation criteria on them.

Commitment

Minimal

Responsibilities

1. Help with the following types of activity
 - Drafting of Match Reports
 - Linesman (Less than 50% of the time. Over 50% have to be registered as an Unaccredited Referee Assistant)
 - Refereeing (Less than 50% of home games. Over 50% have to be registered as an Unaccredited Referee)
 - Erection and dismantling of goals, FA Respect Barrier, Corner Flags
 - Assisting in making the pitch safe (filling in holes, removing rubbish, etc).

Note: It is the responsibility of the Coach to ensure the pitch and equipment is safe and hazard free, not the Team Helpers responsibilities.

Constraints

1. Cannot supervise players on behalf of the Club.
2. Cannot deputise for any other role.

Accreditation Criteria

| CRB | Safeguarding Children | First Aid | Club Welfare | FA Level 1 | FA Level 2 | FA Youth Module | Licensed Coach | Other |
|-----|-----------------------|-----------|--------------|------------|------------|-----------------|----------------|-------|
| | | | | | | | | |