

Thatcham Town Harriers Football Club



CHARTER
STANDARD
CLUBS



Awarded the FA's Charter Standard Development Club Award

Affiliated to Berks & Bucks FA

Club Website: <http://www.theharriersfc.net>

Chairman: Glenn Peters
140 Bath Road
Thatcham, RG18 3HH
Tel :01635 869409

Secretary: Andrew Jackson
35 Bowling Green Road
Thatcham RG18 3BY
Tel :01635 869724

Treasurer: Steve Madden
Ashyan, Ashmore Green Road
Ashmore Green, RG18 9EY
Tel: 01635 869191

Club E-mail: info@theharriersfc.net

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Terms of Reference - Chairperson

Main purpose of role

There are two distinct functions of the chairperson, the executive role and the ambassador role. They are applicable in different instances.

- To chair the meetings and act as principal officer throughout the year, by making decisions whenever the need arises, in consultation with other officers and coordinators when appropriate
- To attend meetings in a neutral and uncommitted capacity, to enable the group to have a discussion with a neutral person in the chair.

Actual duties involved

- To provide direction for the club by effective leadership and management
- Monitor and evaluate the progress of agreed actions - both short term and strategic
- Ensure that succession and forward planning are integral and ongoing in the club
- Manage other club officers and coordinators to ensure the delivery of their responsibilities
- Ensure that the two common elements mentioned above are in place and followed by members
- Ensure that the club structure and responsibilities are transparent and available to the membership
- Represent (or arrange a representative for) the club on the constituent body committee
- Chair and manage the executive committee and monthly club meetings

Liaison with

- Committee members
- Club members

The post holder will be responsible to

- The main committee

Meetings to attend

- Main committee meetings
- Sub committees by request
- Club annual general meeting if appropriate
- County annual general meeting

Estimated time commitment

- Average 1 –2 hours per week throughout the year

Term of role

- The chairperson will be appointed for one year at a time, with the hope that the post holder will retain the role.

Benefits

- Increase in profile within the local football club fraternity & other sporting clubs

Other information

- To ensure that equal opportunities exist through the committee and its actions
- On appointment, the title held will be Chairman or Madam Chairman as appropriate

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Terms of Reference - Vice-Chairperson

Main purpose of role

There are two distinct functions of the Vice Chairman, support the Chairman and perform all relevant duties in the absence of the Chairman. These are applicable in different instances. In the absence of the Chairman the Vice Chairman shall:

- Chair the main committee meetings and act as principal officer throughout the year, by making decisions whenever the need arises, in consultation with other officers and coordinators when appropriate
- Attend meetings in a neutral and uncommitted capacity, to enable the group to have a discussion with a neutral person in the chair

Supporting the Chairman:

- Chair sub-committee meetings and act as principal officer throughout the year, by making decisions whenever the need arises, in consultation with other officers and coordinators when appropriate.

Actual duties involved

- To provide direction for the club by effective leadership and management
- Monitor and evaluate the progress of agreed actions - both short term and strategic
- Ensure that succession and forward planning are integral and ongoing in the club
- Manage other club officers and coordinators to ensure the delivery of their responsibilities
- Ensure that the two common elements mentioned above are in place and followed by members
- Ensure that the club structure and responsibilities are transparent and available to the membership
- Represent (or arrange a representative for) the club on the constituent body committee
- Chair and manage the executive committee and monthly club meetings

Liaison with

- The main committee and all club sub committees
- New and existing members

The post holder will be responsible to

- The main Committee

Meetings to attend

- Main committee meetings
- Sub committees by request, forums and meetings if appropriate
- Club and County annual general meeting if appropriate

Estimated time commitment

- 2 -4 hours a month

Term of role

- To be appointed for one year at a time & to retain the role for a max. of 3 years.

Benefits

- Expenses will be paid for by the club as directed by the Chairman/Treasurer/Committee
- Increase in profile within the local football fraternity and local sports clubs
- On appointment, the title held will be Vice-Chairman or Madam Vice-Chairman as appropriate

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Terms of Reference - Treasurer

Main purpose of role

- To be responsible for the management of the football club committees finances in accordance with the decisions of the Committee

Actual duties involved

- To look after the finances of the football Club
- Recommend action on financial matters to the committee
- To collect subscriptions and all money due to the committee
- To pay bills and record the information
- To keep up-to-date records of all financial transactions
- To ensure that all cash and cheques are promptly deposited in the bank or building society
- Ensure funds are spent properly
- To issue receipts for all money received and to record this information
- Report regularly to the committee on the financial position of the football club
- Prepare and present accounts for the end-of-year financial report and audit
- Financial planning including producing an annual budget and monitoring it throughout the year
- To help prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and NI returns, tax returns, grant aid reports)
- Ensure the club has paid affiliation fee as appropriate

Liaison with

- Committee Members
- Club Members
- Auditors

The post holder will be responsible to

- The Main Committee

Meetings to attend

- Main Committee Meetings
- Sub committees or working parties by request in an advisory capacity
- Club Annual General Meeting if appropriate

Estimate time commitment

- Average 2 hours per week. Increasing around year end

Term of role

- The Treasurer will be appointed for one year at a time & for a max. of 3 years

Benefits

- Expenses will be paid for by the club as directed by the Chairman/Committee
- Increase in profile within the local football club fraternity and other local sports clubs

Other Information

- This post holder must have book-keeping and accounting knowledge

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Terms of Reference - Secretary

Main purpose of role

- Responsible for the day-to-day business of the club

Actual duties involved

- Manage and ensure action on club correspondence
- Maintain records of all members and former members of the club.
- Provide such club details as required by the football club
- Ensure all relevant forms and publications are with the responsible officers and coordinators and make the system available members
- Organise AGM, executive committee and club meetings.
- Represent the club on the other committee meetings.
- Record disciplinary matters.
- Attend such meetings as required by the committee.

Liaison with

- All committee members, general public, Club members, Local authority, other clubs, Child Protection Officer etc.

The post holder will be responsible to

- The main committee

Meetings to attend

- Main committee meetings
- Annual general meeting if appropriate
- County annual general meeting
- Football forums and meetings if appropriate

Estimated time commitment

- Average 1– 2 hours per week throughout the year

Term of role

- The secretary will be appointed for one year at a time, with the hope that the post holder will retain the role for a maximum of 3 years

Benefits

- Expenses will be paid for by the club as directed by the chairman/treasurer/committee
- Increase in profile within the local football club fraternity and other local sports clubs

Other information

- The post holder should possess good information technology skills

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Terms of Reference - Club Welfare Officer

Main purpose of role

- The role and duties are specifically identified by the FA. The full details can be found on the FA Official Website [Appointing a Club Welfare Office \(CWO\)](#).

Liaison with

- The main committee
- All managers and coaches
- All volunteers
- Designated Child Protection Person
- The CFA CPO

The post holder will be responsible to

- The main committee

Meetings to attend

- Main Committee Meetings
- Annual General Meeting
- Child Protection Meetings as required by The FA

Estimated time commitment

- 2 -4 hours a month

Term of role

- To be appointed for one year at a time, with the hope that the postholder will retain the role

Benefits

- Expenses will be paid for by the club as directed by the Chairman/Treasurer/Committee
- Increase in profile within the local football fraternity and local sports clubs

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Terms of Reference - Designated Child Protection Person

Introduction to Role

The child protection policy and procedures were developed by The FA in conjunction with the NSPCC. The FA policy on child protection aims to:

- provide a safe and enjoyable environment in which football is played
- develop a comprehensive and quality-assured child protection training programme to meet the needs of all adults involved with young people in the game
- demonstrate best practice
- Promote ethics and high standards throughout the game.

This pack refers to these policies and procedures and guidance on how you can put these into practice. Copies of both documents have been sent to all clubs and you can access further copies, free of charge, from The FA website (www.TheFA.com/Goal). The FA is determined to raise standards, through the child protection policy and procedures, putting these into practice and dealing with all procedural and educational issues. Specifically the team's goals are to:

- make sure football is safe for all children
- raise the awareness of child protection in the game at all levels through workshops, resources and promotional materials
- put in place a vetting and screening programme
- train and support a team of tutors, trainers and mentors to develop, deliver and monitor a range of educational programmes aimed at all adults
- manage allegations and concerns about poor practice and possible abuse.

The Child Protection Team is supported nationally by the NSPCC and locally by a network of designated persons.

The term Designated Person refers to the individual nominated or appointed by each club and all County Football Association's (CFA).

The designated person within the CFA is known as the Child Protection Officer (CPO). Their role is as follows:

- receive information from nominated Child Protection Contacts (see below) in clubs, or club members, volunteers, children or parents and carers who have child protection concerns and record it
- assess the information promptly and carefully, or obtaining more information about the matter as appropriate
- consult initially with The FA/NSPCC Helpline or The FA Child Protection Department
- take any action as advised by Social Services department or the Police. It is NOT the role of the CFA CPO to decide whether a child has been abused or not
- report the concerns to The FA Child Protection Department
- give advice and guidance using **The FA Child Protection Policy and Procedures** and **The FA Child protection and best practice guidelines** to those in football.

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The designated person within the club is known as the **Designated Child Protection Person**

Actual duties involved

- Know who the CFA CPO is and how to contact them
- Act as a point of contact for any referrals in the club
- Refer any concerns to the CPO and or The FA/NSPCC Helpline on 0808 800 5000
- Ensure the club are aware of **The FAs Child protection and best practice Guidelines** and encourage them to take these on board
- Ensure the club are aware of **The FAs Child protection Policy and Procedures** and encourage them to adopt them
- Promote the benefits of **The FA Child protection education programme**
- Co-ordinate the collection and confirmation of identity for club members who require a CRB check

Liaison with

- The main committee
- All managers and coaches
- All volunteers
- The CFA CPO

The post holder will be responsible to

- The Main Committee

Meetings to attend

- Main Committee Meetings
- Annual General Meeting
- Child Protection Meetings as required by The FA

Estimated time commitment

- 2 -4 hours a month

Term of role

- To be appointed for one year at a time, with the hope that the postholder will retain the role

Benefits

- Expenses will be paid for by the club as directed by the Chairman/Treasurer/Committee
- Increase in profile within the local football fraternity and local sports clubs

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Terms of Reference - Director of Football

Main purpose of role

- To provide a main co-ordination and focal point for all coaching activities, assessments and continuous development within the club

Actual duties involved

- Co-ordinate the process for identify means of recruiting potential club coaches and to ensure that a policy of open recruitment when advertising for and appointing club coaches is implemented
- To support the formulation of up-to-date Terms of Reference for coaches and coaching co-ordinators.
- To promote continuous development of all club coaches. To ensure that new coaches are welcomed appropriately and are provided with all relevant information and support (e.g. create a mentoring / buddy system within the club for new volunteers)
- To attend events, tournaments and social evenings to promote and encourage new coaches
- To co-ordinate the arrangements for managers and coaches meetings specifically to discuss needs and requirements.
- To provide relevant policies and procedures in support of the coaching role within the football club.
- To ensure individual coaches are given appropriate support and guidance to maintain their enthusiasm
- To identify means of recognising and rewarding coaches.
- To co-ordinate and support coaches assessments for all coaches giving appropriate feedback and keeping records.
- To ensure adequate communication between all coaching staff, managers and representatives of the main committee.

Liaison with

- The main committee, all club sub committees, coaching co-ordinators, new and existing coaches, managers as appropriate.

The post holder will be responsible to

- The main committee

Meetings to attend

- Main Committee Meetings to advise on the recruitment, retention, recognition and rewarding of coaches and to advise on the number of coaches required and at what levels.
- Sub committees by request to give advice and induct new coaches
- Annual General Meeting if appropriate
- To induct newly appointed coaches and provide existing coaches with support and guidance

Estimated time commitment

- 2 -4 hours a month

Term of Role

- To be appointed for one year at a time & to retain the role for a max. of 3 years.

Benefits

- Expenses will be paid for by the club as directed by the Chairman/Treasurer/Committee
- Increase in profile within the local football fraternity and local sports clubs

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Terms of Reference - Team Manager

Main purpose of role

- To be the first point of contact for a Thatcham Town Harriers football team, managing day to day operations, maintaining the club philosophy and most importantly ensuring the players enjoy themselves in organised football

Actual duties involved

- Liaise and communicate with other club managers to ensure player/team availability issues are addressed in best interests of football club, in a timely manner
- Attend training sessions to assess player fitness/standards
- Instil good discipline standards within the team, ensuring an honest and fair approach from all involved
- Behave and respond in a professional manner that upholds the good name of Thatcham Town FC
- Always operate within the laws of the game, league rules and regulations, including the club handbook
- Ensure all players are registered with appropriate league(s)
- Ensure at least one members of the management team for there respective age group attends monthly management meetings, by exception send a representative
- Collect player subscriptions and submit monthly team accounts to the treasurer
- Provide end of season report of team finances and return residual monies to club treasurer for inclusion into club accounts
- Actively participate in fund raising and social events, encourage players to attend and contribute
- Seek out and develop sponsorship opportunities to assist in financing operation of football club
- Keep up to date inventory of equipment/consumables
- Attend coaching, first aid courses etc. as agreed and required.
- Provide match reports, news, team updates, etc. into club website as required
- Ensure all coaches/volunteer are CRB checked and have been registered through the Thatcham Town Harriers Child Protection Officer.

Liaison with

- The main committee, parents, League representatives and other club managers

The post holder will be responsible to

- The Director of Football

Meetings to attend

- Coaches and Managers Meetings
- Main Committee Meetings if requested (a team representative should always attend)
- Annual General Meeting
- League Meetings

Estimated time commitment

- 5 to 10 hours per week (including training & match days)

Term of Role

- To be appointed for one year at a time

Benefits

- Expenses will be paid for by the club as directed by the Chairman/Treasurer/Con
- Increase in profile within the local football fraternity and local sports clubs

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[Club Website: http://www.theharriersfc.net](http://www.theharriersfc.net)

Terms of Reference - Coach

Main purpose of role

- To provide a focal point for all coaching activities within your assigned age group for Thattham Town Harriers Football club

Actual duties involved

- To attain a minimum Level 1 Coaching Certificate as defined by the FA Guidelines
- To constantly review and refresh skills and qualifications to maintain Level 1 Coaching Certificate
- To enhance Coaching qualifications by attending supplementary courses particularly for managing the transition from small-sided to 11-a-side
- To ensure the provision of relevant "best practice" training activities for all players and provide the necessary encouragement to sustain development of each player which may include a training plan
- To take responsibility for training and match days in the event of the Team Managers absence
- To ensure you lead by example and ensure you are working within the club code of conduct
- To ensure that new players are welcomed into the club appropriately and are provided with all relevant information and support (e.g. create a mentoring / buddy system within the club for new players)
- To attend events, tournaments and social evenings to promote and encourage coaching activities
- To support all other coaches and give appropriate support and guidance to maintain their enthusiasm
- To support the coaching assessments performed by the Training Coordinator and initiate appropriate feedback in support of personal development
- To ensure adequate communication between all coaching staff and representatives of the main committee.

Liaison with

- Team Manager
- Parents and players
- Main committee
- New and existing coaches and managers as appropriate

The post holder will be responsible to

- The Director of Coaching and Training Coordinators

Meetings to attend

- Club Annual General Meeting
- Mangers and Coaches Meetings
- Other meetings on request

Estimate time commitment

- Average 2 hours per week (including training and preparation)

Term of role

- To be appointed for one year at a time & to retain the role for a period agreed by the club

Benefits

- Expenses will be paid for by the club as directed by the Chairman/Treasurer/Committee
- Increase in profile within the local football fraternity and local sports clubs

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Terms of Reference - Disability Coordinator

Main purpose of role

- To be responsible for management and co-ordination of all Disability Football activities within the club

Actual duties involved

- To liaise with committee members, sub-committees, managers coaches and club members
- To attend a disability awareness course
- To arrange disability awareness training for club volunteers, coaches and other personnel as appropriate
- To identify any additional training needs within the Club in relation to providing opportunities for disabled people
- To ensure that any disabled football members are aware of the competitive opportunities available to them, both within and external to the FA
- To compile a list and contact details of local disability sports organisations
- To develop links with local disability football clubs and disability sports organisations
- To promote positively opportunities for disabled people through club publicity materials

Liaison with

- All committee members and sub-committees
- Managers & Coaches
- County Disability Sport Liaison Office

The post holder will be responsible to

- The Main Committee

Meetings to attend

- Main Committee Meetings
- Annual General Meeting
- Sub Committees by request
- County Disability Sport Meetings

Estimated time commitment

- Time commitment will be fairly consistent throughout the year. On average 1-2 hours per month

Term of role

- The Disability Coordinator will be appointed for one year at a time, with the hope that the post holder will retain the role for a maximum of 3 years.

Benefits

- Expenses will be paid for by the club as directed by the Chairman/Treasurer/Committee
- Increase in profile within the local football fraternity and local sports clubs

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Terms of Reference - Kit & Equipment Coordinator

Main purpose of role

- To be responsible for management and co-ordination of all Football equipment issues related to the football club

Actual duties involved

- To liaise with committee members, sub-committees, managers coaches and club members
- Build a list of contacts
- Produce and maintain records for all football equipment held by managers and/or coaches and/or volunteers
- Ensure committee are kept upto date with football equipment issues
- Where necessary co-ordinate with managers/coaches to help committee understand equipment issues.
- To ensure equipment issues are brought to the committee members attention.

Liaison with

- All committee members and sub-committees
- Managers & Coaches
- Sponsorship Coordinator

The post holder will be responsible to

- The Main Committee

Meetings to attend

- Main Committee Meetings
- Annual General Meeting if appropriate
- Sub Committees by request

Estimated time commitment

- Time commitment will be fairly consistent throughout the year. On average 1-2 hours a week

Term of role

- The Kit and Equipment Coordinator will be appointed for one year at a time, with the hope that the post holder will retain the role for a maximum of 3 years.

Benefits

- Expenses will be paid for by the club as directed by the Chairman/Treasurer/Committee
- Increase in profile within the local football fraternity and local sports clubs

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Terms of Reference - Pitch Coordinator

Main purpose of role

- Responsible for the delivery of training and match day pitches for all football teams.

Actual duties involved

- Ensure all football teams have access to football pitches to fulfill training and match day requirements
- Maintain records of the football pitches used for billing and tracking purposes
- Single point of contact with local authority for booking match day requirements on a weekly basis
- Single point of contact with local authority for booking training requirements on a 3 monthly basis
- Notification of pitch bookings to all managers and coaches
- Notification of cancellations and re-arrangements to managers, coaches and local authorities
- Ensure links to the community are maintained to support future pitch requirements

Liaison with

- All committee members, managers, coaches and local authorities as required

The post holder will be responsible to

- The main committee

Meetings to attend

- Main committee meetings
- Sub committees by request
- Club annual general meeting if appropriate

Estimated time commitment

- 30 minutes per week throughout the year (after initial setup)

Term of role

- To be appointed for one year at a time & to retain the role for a maximum of 3 years

Benefits

- Expenses will be paid for by the club as directed by the Chairman/Treasurer/Committee
- Increase in profile within the local football fraternity and local sports clubs

Other information

- The post holder should possess good information technology skills

Thatcham Town Harriers Football Club



CHARTER
STANDARD
CLUBS



Awarded the FA's
Charter Standard Development Club Award
Affiliated to Berks & Bucks FA

Club Website: <http://www.theharriersfc.net>

Chairman: Glenn Peters
140 Bath Road
Thatcham, RG18 3HH
Tel :01635 869409

Secretary: Andrew Jackson
35 Bowling Green Road
Thatcham RG18 3BY
Tel :01635 869724

Treasurer: Steve Madden
Ashyan, Ashmore Green Road
Ashmore Green, RG18 9EY
Tel: 01635 869191

Club E-mail: info@theharriersfc.net

Terms of Reference - Publicity Coordinator

Main purpose of role

- Responsible for all media coverage of Thatcham Town Harriers

Actual duties involved

- Ensure match-day reports are collated and sent to local sports sections (NWN, Chronicle) by deadlines required
- Ensure all football teams have access to the club website for posting news items, training and match day details, match reports and other related squad material
- Provide assistance to team managers to maximize media exposure in the local community
- Liaise with local newspapers and community magazines to advertise Thatcham Town Harriers Club to attract new players, coaches and managers alike

Liaison with

- All committee members, managers, coaches, website administrators and local media groups

The post holder will be responsible to

- The main committee

Meetings to attend

- Main committee meetings
- Sub committees by request
- Club annual general meeting if appropriate

Estimated time commitment

- 1 to 2 hours per week

Term of role

- To be appointed for one year at a time & to retain the role for a maximum of 3 years

Benefits

- Expenses will be paid for by the club as directed by the Chairman/Treasurer/Committee
- Increase in profile within the local football fraternity and local sports clubs

Other information

- The post holder should possess good information technology skills

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Terms of Reference - Safety & First Aid Coordinator

Main purpose of role

- To be responsible for management and co-ordination of all safety and first aid issues related to the football club

Actual duties involved

- To liaise with committee members, sub-committees, managers, coaches and club members
- Build a list of contacts
- Produce and maintain records for all first aid equipment held by managers and/or coaches and/or volunteers
- Ensure committee are kept upto date with safety and first aid issues
- Where necessary co-ordinate with managers/coaches to help committee understand safety issues.
- To ensure safety issues are brought to the committee members attention.
- Ensure all safety documentation, policies and procedures are available and are being maintained.
- Ensure all safety documentation such as Safety Risk Assessment etc. are appropriate for the club and that these are communicated to all club members
- Ensure all members have been given the relevant safety and first aid training.
- Co-ordinate with Child Protection Officer as appropriate.

Liaison with

- All committee members and sub-committees
- Managers & Coaches
- Child Protection Officer
- Kit & Equipment Coordinator

The post holder will be responsible to

- The Main Committee

Meetings to attend

- Main Committee Meetings
- Annual General Meeting if appropriate
- Sub Committees by request

Estimated time commitment

- Time commitment will be fairly consistent throughout the year. On average 1-2 hours a week

Term of role

- The Safety and First aid Co-ordinator will be appointed for one year at a time, with the hope that the post holder will retain the role for a maximum of 3 years.

Benefits

- Expenses will be paid for by the club as directed by the Chairman/Treasurer/Committee
- Increase in profile within the local football fraternity and local sports clubs

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Terms of Reference - Schools Liaison Coordinator

Main purpose of role

- To provide a focal point for the football club with all local schools

Actual duties involved

- To identify means of communication and to ensure that the football club have an outreach programme into the community.
- To promote continuous development of all local schools in relation to all football activities. To ensure that schools have the appropriate information to enable them to reach Charter Standard status.
- Act as focal point to all local schools and provide them with all relevant information and support to enhance their awareness of football activities.
- To attend events, tournaments and social evenings to promote and encourage school liaison.
- To attend managers and coaches meetings specifically to discuss school liaison.
- To perform and support relevant assessments for all schools in regards to facilities and utilities giving appropriate feedback and keeping records.
- To ensure adequate communication between all coaching staff and representatives of the main committee.
- Co-ordinate and supplement support to enable schools to attain Chartered status.

Liaison with

- The main committee, all club sub committees, coaching co-ordinators, new and existing coaches, managers and all local schools as appropriate.

The post holder will be responsible to

- The main committee

Meetings to attend

- Main Committee Meetings to advise on the school liaison and outreach programme into the community
- Sub committees by request to give advice and induct new coaches
- Annual General Meeting if appropriate
- To induct local schools in regards to benefits of football activities with relevant support and guidance

Estimated time commitment

- 2 -4 hours a month

Term of Role

- To be appointed for one year at a time & to retain the role for a max. of 3 years

Benefits

- Expenses will be paid for by the club as directed by the Chairman/Treasurer/Committee
- Increase in profile within the local football fraternity and local sports clubs

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Terms of Reference - Social Event Coordinator

Main purpose of role

The main functions of the Social Committee Chairperson is to act as the focal point for all social events and to chair the meetings and act as principal coordinator throughout the year, by making decisions whenever the need arises, in consultation with other coordinators when appropriate.

Actual duties involved

- To provide direction for the club by effective leadership and management for all social events
- Monitor and evaluate the progress of agreed actions at the sub-committee
- Ensure that succession and forward planning are integral and ongoing in relation to social events
- Manage other club coordinators to ensure the delivery of their responsibilities in support of all social events
- Ensure that the structure and responsibilities of the Social Committee are fully understood transparent and communicated to the main committee
- Represent (or arrange a representative for) the Social Committee at the main committee
- Chair and manage the Social Committee meetings

Liaison with

- Committee members
- Club members

The post holder will be responsible to

- The main Committee

Meetings to attend

- Main committee meetings
- Sub committees by request
- Club annual general meeting if appropriate

Estimated time commitment

- 1-2 hours per week throughout the year

Term of role

- To be appointed for one year at a time & to retain the role for a max. of 3 years.

Benefits

- Expenses will be paid for by the club as directed by the Chairman/Treasurer/Committee
- Increase in profile within the local football fraternity and local sports clubs

Other information

- To ensure that equal opportunities exist through the committee and its actions

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Terms of Reference - Sponsorship Coordinator

Main purpose of role

- To be directly responsible for sponsorship and fund raising opportunities for the club, its activities and events

Actual duties involved

- To investigate sponsorship opportunities from the commercial business sector
- To investigate methods of accessing funding through partner agencies e.g. Sport England, Lottery Sports Funds, Local Authorities and Local Voluntary Organisations (Local Sports Advisory Councils)
- To liaise with the treasurer on financial planning for the club to ensure adequate funds are generated
- Formulate sponsorship proposals and ensure sponsorship requirements are met.
- To be responsible for entertaining sponsors and dignitaries at club tournaments and events
- To organise and co-ordinate a programme of fundraising schemes and activities e.g., social evenings (quiz nights, discos, races nights), raffles etc.
- To produce follow up literature to sponsors in the form of thank you letters, press coverage in order to encourage on going relationships
- Where necessary co-ordinate sub-committee, and volunteers to help seek sponsorship through personal contact

Liaison with

- All committee members and sub-committees in particular Tournament Coordinator, Treasurer and Publicity Coordinator
- Club members
- Local companies and businesses

The post holder will be responsible to

- The Main Committee

Meetings to attend

- Main Committee Meetings
- Annual General Meeting if appropriate
- Sub Committees by request

Estimated Time Commitment

- On average 2 hours a week throughout the year

Term of role

- The Sponsorship Coordinator will be appointed for one year at a time, with the hope that the post holder will retain the role for a maximum of 3 years.

Benefits

- Expenses will be paid for by the club as directed by the Chairman/Treasurer/Committee
- Increase in profile within the local football fraternity and other local sports clubs

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Terms of Reference - Training Coordinator

Main purpose of role

- To provide a focal point for all coaching activities, assessments and continuous within the club

Actual duties involved

- To identify means of recruiting potential club coaches and to ensure that a policy of open recruitment when advertising for and appointing club coaches is implemented
- To formulate up-to-date Terms of Reference for coaches
- To promote continuous development of all club coaches. To ensure that new volunteers are welcomed appropriately and are provided with all relevant information and support (e.g. create a mentoring / buddy system within the club for new volunteers)
- To attend events, tournaments and social evenings to promote and encourage new coaches
- To attend managers and coaches meetings specifically to discuss needs and requirements.
- To ensure individual coaches are given appropriate support and guidance to maintain their enthusiasm
- To identify means of recognising and rewarding coaches.
- To perform coaches assessments for all coaches giving appropriate feedback and keeping records.
- To ensure adequate communication between all coaching staff and representatives of the main committee.

Liaison with

- The main committee, all club sub committees, new and existing coaches, managers as appropriate.

The post holder will be responsible to

- Director of Coaching

Meetings to attend

- Main Committee Meetings to advise on the recruitment, retention, recognition and rewarding of coaches and to advise on the number of coaches required and at what levels.
- Sub committees by request to give advice and induct new coaches
- Annual General Meeting if appropriate
- To induct newly appointed coaches and provide existing coaches with support and guidance

Estimated time commitment

- 2 -4 hours a month

Term of Role

- To be appointed for one year at a time & to retain the role for a max. of 3 years.

Benefits

- Expenses will be paid for by the club as directed by the Chairman/Treasurer/Committee
- Increase in profile within the local football fraternity and local sports clubs

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Terms of Reference - Volunteer Coordinator

Main purpose of role

- To provide a focal point for volunteers and volunteering within the club

Actual duties involved

- To identify means of recruiting potential volunteers and to ensure that a policy of open recruitment when advertising for and appointing volunteers is implemented
- To formulate up-to-date Terms of Reference for volunteer position
- To appoint sufficient volunteers to formulate club committee and sub committees, to organise and support club activities and events
- To ensure that new volunteers are welcomed appropriately and are provided with all relevant information and support (e.g. create a mentoring / buddy system within the club for new volunteers)
- To attend events, tournaments and social evenings to promote and encourage new volunteers
- To ensure individual volunteers are given appropriate support and guidance to maintain their enthusiasm
- To identify means of recognising and rewarding volunteers

Liaison with

- The main committee
- all club sub committees
- new and existing members
- local schools
- colleges and universities

The post holder will be responsible to

- The Main Committee

Meetings to attend

- Main Committee Meetings to advise on the recruitment, retention, recognition and rewarding of volunteers and to advise on the number of volunteers required
- Sub committees by request to give advice and induct new volunteers
- Annual General Meeting if appropriate
- To induct newly appointed volunteers and provide existing volunteers with support and guidance

Estimated time commitment

- 2 -4 hours a month

Term of role

- To be appointed for one year at a time & to retain the role for a max. of 3 years.

Benefits

- Expenses will be paid for by the club as directed by the Chairman/Treasurer/Committee
- Increase in profile within the local football fraternity and local sports clubs