



**Norrithorpe Junior Football Club**  
**Club Roles and Responsibilities**  
**Version 1: July 2017**

[www.norrithorpejuniors.co.uk](http://www.norrithorpejuniors.co.uk)





## Chairperson (Club Officer)

### Role Description

The Chair of Norrithorpe Junior Football Club ('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 5 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

None identified

### Accreditation Criteria

CRC	Safeguarding Children	Safeguarding Children for Committee Members	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed 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. Keep list of all registered players & games the players have played in.
6. Ensure all team managers are conversant with League rules.
7. Organising the Club AGM and other Club meetings.
8. To produce and maintain up to date records of all volunteers and their accreditation status.
9. Identify club registered members Training 'shortfalls' and arrange for the relevant courses to take place
10. To advise volunteers when any accreditation is due for renewal
11. To co-ordinate the completion of all required accreditation
12. To escalate to the Committee any breaches of accreditation
13. Representing the Club at outside meetings at the direction of the main Club Committee.
14. Dealing with correspondence.
15. Deals with player transfers.
16. Attend league meetings (unless designated party attending on behalf).
17. Report County Cup Results.
18. Pass on FA & County FA information to Club members.

### Constraints

1. None identified

### Accreditation Criteria

CRC	Safeguarding Children	Safeguarding Children for Committee Members	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other
✓	✓	✓							



## Pitch Secretary (Committee)

### Role Description

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

### Commitment

Pre-season, to co-ordinate pitch requirements and bookings with all Venues used by Norrithorpe Junior Football Club

During season, approximately 1 hour 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

CRC	Safeguarding Children	Safeguarding Children for Committee Members	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 5 hours per week, and attending meetings at weekends and evening. Attendance at Committee Meetings.

### Responsibilities

1. Collecting subscriptions and all money due to the Club.
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 Club bank account.
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.
10. Presenting an end of year financial report to the AGM.
11. Financial planning including producing an annual budget and monitoring it throughout the year.
12. Helping to prepare and submit any required statutory documents (e.g. grant aid reports).

### Constraints

1. None identified.

### Accreditation Criteria

CRC	Safeguarding Children	Safeguarding Children for Committee Members	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other
✓	✓	✓	✓						



## Club Welfare Officer (Club Officer)

### 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 occurs.

Attendance at Committee meetings (plus 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
- Working with the West Riding County FA Welfare Officer
- Promoting the FA's Respect Programme and helping to develop best practice processes

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
- a responsible recruitment process including the taking up of references and submitting FA CRC checks
- The Respect Programme codes of conduct

b) Understand:

- What the Respect Programme aims to do
- The benefits of implementing the Respect code
- 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 CRC check and how the FA CRC 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 Code
- 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 West Riding 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 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:

- 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 Club Secretary)
- Repeated incidents of poor behaviour and liaise with your Committee (and where necessary Youth League Welfare Officer or West Riding County FA Welfare Officer)



- Compliance with FA CRC checks through The FA CRC Unit for those who require one using The FA Safeguarding Online System

### Accreditation Criteria

CRC	Safeguarding Children	Safeguarding Children for Committee Members	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed 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 there are the human and financial resources to deliver on the development plan
7. 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.
8. 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.
9. To devise, manage and review a football strategy that continues to move the Club forward.
10. Represent the 'football' side of the Club on the Committee
11. Gain feedback from the managers and coaches on committee proposals, decisions and policies.
12. To maintain the Club ethos and vision on Player development and how the game is played.
13. Ensure the number of teams playing for the Club is in line with the development plan and provides football for all abilities.
14. To improve communication on footballing matters.
15. To improve the level of coaching within the Club and provide support to those that need coaching development.
16. Identify and share best practices.

### **Constraints**

1. None identified





### Accreditation Criteria

CRC	Safeguarding Children	Safeguarding Children for Committee Members	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other
✓	✓		✓		✓	✓		✓	



## Section Representatives (Boys, Girls, Mini Soccer) (Committee)

### Role Description

To co-ordinate any requirements on behalf of Club sections.

### Commitment

3 hours per week.

- Liaison with all coaches within section to ensure consistency of approach.
- Attend Club Committee and other Meetings.

### Responsibilities

1. Ensure Child Welfare is always priority within the Club.
2. Ensure an inclusive, safe and fun environment for the players within the Club.
3. Ensure the Section activities are managed in accordance to Club and FA policies, strategy and best practices.
4. Ensure timely communication with parents/carers with team arrangements, logistics, etc.
5. Development of players and coaches in accordance to Club and FA policies and best practices.
6. Maintain safe equipment and kit and manage requirements in conjunction with the Committee.
7. Ensure training sessions are well planned in advanced and covers all abilities.
8. Ensure safe and appropriate equipment is used in training sessions.
9. Attend Managers and Coaches meetings

### Constraints

1. None identified

### Accreditation Criteria

CRC	Safeguarding Children	Safeguarding Children for Committee Members	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other
✓	✓		✓		✓			✓	



## Team Coach

### Role Description

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

### Commitment

8 hours per week.

- Team activities on match day will, depending on venue, take up approximately 3 ½ hours.
- Coaching and training session approx. 2 ½ hours (½ hour plan, 1 ½ hours training, ½ hour reflect)
- Other duties are spread across the week and will take around 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. Ensure the team is 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. Ensure timely collection of subscriptions and payment across to the Club Treasurer.
7. Ensure timely communication with parents/carers with team arrangements, logistics, etc.
8. Management of players and parents/carers expectation.
9. Development of players and coaches in accordance to Club and FA policies and best practices.
10. Ensure all assistant coaches and parent helpers are registered with the Club, hold the correct level of accreditation and have been approved by the Club Welfare Officer.
11. Ensure risk assessments, including pitch inspections, are performed for each and every event held on behalf of the Club (training, matches, social, etc.)
12. Monitor team helper involvement and if commitment of helper becomes more than 'odd jobs' consult with Club Welfare Officer whether further accreditation for the helper is required.
13. Maintain safe equipment and kit and manage requirements in conjunction with the Committee.
14. Liaise with Club Secretary on league administration matters.
15. Ensure training sessions are well planned in advanced and covers all abilities.
16. Ensure safe and appropriate equipment is used in training sessions.
17. Deliver training session with a constructive, supportive and fun manner.
18. Reflect on outcome of training session and re-plan accordingly.
19. Organise the team for matches and fairly manage team selection, substitutes, tactics, etc. at matches.
20. Liaise with opposition and officials before and on match days
21. Report results as required by the League.



22. Ensure appropriate medical kit and players current medical records and emergency contact numbers are present at all Club events (including every training session and match).

23. Attend Managers and Coaches meetings

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

### Constraints

1. None identified

### Accreditation Criteria

CRC	Safeguarding Children	Safeguarding Children for Committee Members	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other
✓	✓		✓		✓			✓	



## Parent Helper

### Role Description

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

### Commitment

5 hours per week.

- Team activities on match day will, depending on venue, take up approximately 3 ½ hours.
- Coaching and training session during the week take up approximately 1 ½ 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

CRC	Safeguarding Children	Safeguarding Children for Committee Members	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other
✓	✓		✓						



## **Parent**

### **Role Description**

To assist the Manager/Coach/Parent Helper 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**

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**

None required.