



Ruts Youth FC  
Club Roles and Responsibilities  
V1 Oct 2017

# Club Roles and Responsibilities



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## **Chairperson**

### **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.



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## Secretary

### 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 activities

### Commitment

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

### 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.
12. To ensure all players are correctly registered with Ruts Youth FC
13. All players are correctly registered on the Club's database and it is regularly maintained
14. To ensure all players are correctly registered with the relevant league.
15. To ensure all fees are paid in full and agree exceptions with the Treasurer.
16. To ensure all fees are paid into the nominated bank account as directed by the Treasurer.



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## **Treasurer**

### **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 instant 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 within the clubs 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.



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## **Fundraising and Development officer**

### **Role Description**

To raise funds for the club additional to those generated through membership 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.



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## Club Welfare Officer

### Role Description

Please see below

<http://www.thefa.com/~media/DA328699FEF04C6CA2EB3B73E161A68E.ashx>



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## **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 adAhoc team events.

### **Responsibilities**

1. Be the named Emergency First Aider at team training sessions, matches and adAhoc 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.



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## **Kit and equipment officer**

### **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. Undertakes annual inventory stock check with managers.
8. Keeps track of location of kit.



