



South Molton FC
Roles and Responsibilities

Committee Member

The committee are responsible for all the decisions that affect the Club. They will be discrete and professional when members are discussed with regards to sensitive issues.

The committee are responsible for:

- Decisions on spending Club money
- Taking decisions on the Club future
- Attending monthly Committee meetings

Tasks will include:

- Conduct short and long term planning of activities so that aims and objectives of the Club are met
- Develop policies and procedures relevant to the Club
- Manage External relations
- Regularly communicate with and provide information to members about the running of the Club
- Review the performance of employees, volunteers, sub committees and the committee itself.

Powers of the committee

The members of the management committee act as the representatives of the Club.

It is important that when management committee members act on behalf of the committee, they have the approval to do so.

If they do not have approval they may act in a way that is not in line with the committee guidelines.

The committee may be legally responsible for any contract that the individual makes when acting on behalf on the committee

Guidelines for Committee members

There are several simple guidelines that will keep the committee members informed and help to avoid any possible areas of conflict or concern. They are:

- Do not place self-interest above the needs of the Club.
- Be aware of any areas of potential conflict of interest.
- Show reasonable care and due diligence when acting as a member of the management committee.
- Regularly attend committee meetings to stay involved and informed
- Make sure they do not look to profit financially or otherwise from any act or by using information obtained from being a member of the management committee.
- To seek advice about advice the committee does not understand or that may have legal implications

Individual Members

Those members of the committee that do not have a specific role(Chairperson, Secretary etc) contribute in equally important ways by carrying out tasks and participating in a committed, responsible manner. The opinions and ideas of each committee member are equally valuable. Each person on the committee needs to be dedicated to the cause. They are to:

- Act in a way that is honest and serves the interests or objectives of the Club
- Pay attention to and to be involved in the business of the Club. It is important to be well prepared, attend and be part of the meetings that are arranged.
- Show reasonable care in all committee work
- Avoid conflicts of interest

Team Manager

The main purpose of this job is to ensure the club provides a team in the North Devon Youth League and Cup competitions. The Manager is responsible for all aspects of activity regarding their age group. The Manager is permitted to engage assistants, as required, so long as they meet the membership requirements of the club and let the Welfare Officer and Junior Secretary know so that the necessary checks can be complete and registration can occur.

Tasks will include:

- Organising Training sessions
- Weekly team selections
- Organising matches with opposing team matches
- Setting up pitches, as required
- Reporting results to the League after matches
- Attend the AGM

Club Chairman

To provide leadership and direction of the Club

Prepare the Agenda and to head the committee in making decisions for the whole Club.

Tasks will include:

- Chair committee meetings/AGM
- Prepare a monthly Agenda
- Take the lead in applying for grants and sponsorship
- Take the lead on Club strategies and their implementation

Vice Chairman

In the absence of the Chairman, prepare the Agenda and to head the committee in making decisions for the whole Club.

Junior Secretary

The main purpose of this role is to be the principle administrator for junior section of the Football Club. The Junior Secretary carries out all the administrative duties for the junior section of the Club that enables the Club and its members to function effectively. The Junior Secretary is a pivotal role within the club, with a close involvement in general running of the junior section of the club. The Junior Secretary is the main point of contact for people inside and outside of the club on just about every aspect of the club's activities.

Tasks will include:

- Affiliating the Junior Section of the Club to the Devon FA
- Affiliating the Junior Section of the Club to the North Devon Youth Leagues
- Registering the Junior Players to the North Devon Youth Leagues
- Dealing with Correspondence to and from the Club
- Taking minutes of each Club committee meeting and distribute accordingly
- Maintain accurate records of the meetings held by the Club
- Support for Managers of the Junior Teams

Adult Secretary

The main purpose of this role is to be the principle administrator for Adult section of the Football Club. The Adult Secretary carries out all the administrative duties for the Adult section of the Club that enables the Club and its members to function effectively. The Adult Secretary is a pivotal role within the club, with a close involvement in general running of the Adult section of the club. The Adult Secretary is the main point of contact for people inside and outside of the club on just about every aspect of the club's activities.

Tasks will include:

- Attending League meetings
- Affiliating the Adult Section of the Club to the Devon FA
- Affiliating the Adult Section of the Club to the North Devon Leagues
- Registering the Adult Players to the North Devon Youth Leagues
- Contact for Adult player ID's
- Dealing with Correspondence
- Support for Managers of the Adult Teams

Welfare Officer

The role of the Welfare Officer is through the Club to safeguard Children who are involved in football activities organised by South Molton FC.

Tasks will include:

Be available as a point of contact for any player, parent, guardian, helper or Manager or Coach to discuss any concerns they may have regarding the welfare of children involved with the Club.

Arrange CRC checks for the Club.

Raise the profile of safeguarding within the Club, particularly in relation to helpers and specific concerns they may have.

Update the committee on any new guidelines advised by the FA.

To be clear about the Club's 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 the Devon FA Welfare Officer
- Promoting the FA's Respect programme and helping to develop best practice processes.

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 their responsibilities they need to follow these five steps:

Put in place:

- A Safeguarding Children policy, Anti-bullying policy and Equality policy.
- Responsible recruitment process including taking up of references and submitting FA CRC checks.
- The FA Respect programme codes of conduct

Understand:

- What the Respect Program 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 CRC check and how the FA CRC process works.
- How to refer a concern about Welfare of a child.

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 to the season' welcome sessions for members coaches and managers about the importance of being consistent role models for their players.
- The Devon FA Welfare Officer – introduce yourself, and find out how they can support you and let them know what you are doing to safeguard children at South Molton FC.

Encourage

- Coaches, Team managers to complete the FA Safeguarding Children workshop

Monitor

- Repeated incidents of poor behaviour and liaise with the committee (and where necessary the Devon FA Welfare Officer).
- Compliance with FA CRC checks through the FA CRC unit for those who require one using the FA Safeguarding online system.

Junior Treasurer

To look after the finances of the Junior Account

Tasks will include:

- Collecting subscriptions and all the money due to the organisation intended for the Junior Account.
- Paying bills and recording information
- Keeping up to date records of all financial transactions
- Ensuring that all cash and cheques are promptly deposited in the bank.
- Ensuring that funds are spent properly
- Issuing receipts for all money received and recording this information
- Reporting regularly to the Committee on the financial position.
- Preparing a year end statement of accounts to be presented to the Auditors.
- Arranging for the statement of Accounts to be audited.
- Presenting an End of Year Financial report to the AGM.
- Financial planning, including producing an annual budget and monitoring it throughout the year.
- Helping to prepare and submit any statutory documents that are required (e.g. 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.

Adult Account Treasurer

To look after the finances of the Adult Account

Tasks will include:

- Collecting subscriptions and all the money due to the organisation intended the Adult Account.
- Paying bills and recording information
- Keeping up to date records of all financial transactions
- Ensuring that all cash and cheques are promptly deposited in the bank.
- Ensuring that funds are spent properly
- Issuing receipts for all money received and recording this information
- Reporting regularly to the Committee on the financial position.
- Preparing a year end statement of accounts to be presented to the Auditors.
- Arranging for the statement of Accounts to be audited.
- Presenting an End of Year Financial report to the AGM.
- Financial planning, including producing an annual budget and monitoring it throughout the year.
- Helping to prepare and submit any statutory documents that are required (e.g. 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.

Joint Account Treasurer

To look after the finances of the Joint Account

Tasks will include:

- Collecting subscriptions and all the money due to the organisation intended for the Joint Account.
- Paying bills and recording information
- Keeping up to date records of all financial transactions
- Ensuring that all cash and cheques are promptly deposited in the bank.
- Ensuring that funds are spent properly
- Issuing receipts for all money received and recording this information
- Reporting regularly to the Committee on the financial position.
- Preparing a year end statement of accounts to be presented to the Auditors.
- Arranging for the statement of Accounts to be audited.
- Presenting an End of Year Financial report to the AGM.
- Financial planning, including producing an annual budget and monitoring it throughout the year.
- Helping to prepare and submit any statutory documents that are required (e.g. 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.

Head Coach

The main purpose is to oversee the development of the Coaches and Teams.

Tasks will include:

- Coordinate the recruitment of Coaches
- Make sure that new Coaches are properly inducted into South Molton FC and understand our core values.
- Work with the School Liaison Officer to promote new and existing teams through the local schools and community.
- Ensure that Coaching standards are met through quality of training plans.
- Hand out the South Molton Coach 'Code of Conduct' to each Coach and ensure they understand the core values and signs the declaration including the 'FA Respect' values.
- Promote coaching through the Club and ensure it's in line with the England DNA.
- Encourage all coaches to increase and maintain their knowledge by attending Devon FA coaching events.
- Ensure each coach signs up and maintains their registration to the FA licensed Club
- Ensure each coach attends sufficient CPD courses through the year to maintain their Level of coaching
- Assist the secretary with communication to coaches.
- Assist the Welfare officer to make sure all coaches are regularly CRC checked.
- Assist in delivering of Training from time to time.

Pitch and Fixtures Coordinator

To coordinate the booking of South Molton FC pitch as well as the booking of South Molton Secondary School Astro pitch

Tasks will include:

- To liaise with South Molton Secondary school regarding the booking of their Astro pitch
- To coordinate with the Clubs Team Managers with regards to the Club's pitch booking.
- To update the Team Managers with fixtures on the Club pitch.

Membership Secretary

The role of the Membership Secretary is deliver the Membership packs to each Coach for distribution amongst members as well as the coordination and the administration of membership payment.

Tasks will include:

- To keep records and assist the Treasurers with membership payments.
- To ensure each coach is provided with members details, including emergency contact details taken from the membership form.
- To contact members in the case of non-payment
- To be the primary contact for the Junior player ID's

Respect Officer

The role of the Respect Officer is to deliver the Respect program to each Club member and parents/guardians. They will also be the first point of contact with Team Officials with any Respect type incident and ensure the administration and management of that situation is dealt with in accordance with the FA and Devon FA guidelines.

Tasks will include:

- Review the Respect codes of practices and ensure South Molton Football Club is in line with the FA policy.
- Ensure that all Respect documents in the Football Club documentation are up to date.
- Wherever possible, circulate literature and marketing material through the Club social media.
- Organise and deliver the respect message through videos and documentation and make sure that all Parents/Guardians, Players and Coaches are fully aware of the latest content from the FA.
- To be clear about the Clubs responsibilities when running activities for any children and young footballers. This involves:
 - Ensuring these responsibilities are well understood by all Coaches, Managers, Players, Parents, Club officials and all others involved (particularly spectators) within the Club.
 - Promoting 'The FA's Respect Programme' and helping to develop best practice processes.
 - Ensuring these responsibilities is well understood by others.
 - Working with the Devon FA when necessary.
 - Working with the Clubs Welfare Officer to ensure awareness, consistency and responsibilities related to all issues of Respect within the Club.
- To help South Molton FC Coaches, Managers, Players, Parents, Club Officials, and all others involved (particularly spectators) with the Club understand the importance of the FA's Respect Programme and the need to adopt this on a day-to-day basis. This involves:
 - Ensuring the Club has in place procedures that the Coaches, Managers, Players, and Parents sign up to the FA's Codes of Conduct and those records are kept.
 - Understanding the aims of the Respect Programme.
 - Make sure the Club understand the benefits of implementing the Respect Codes.
 - Understanding what is required to help ensure that training sessions and competitive matches are run and completed without any issues which could call into question our Clubs engagement with the FA's Respect Programme.
 - Communicate and work with South Molton FC Coaches, Managers, Players, Club Officials and all others involved (particularly spectators) with South Molton FC on the Respect Programme.
 - Communicate with the North Devon Youth League Respect Coordinator if advice and/or support is required and let them know what you are doing to both promote and ensure that our Club understand our responsibilities with following the FA's Respect Programme'.

- Encourage people within the Club to make sure there are Parent, Coaches and Managers meetings, for all our teams at the beginning of each season so that everyone understands the importance of the 'FA Respect programme' and the leagues expectations of what needs to be done with regards to this and it is fully understood.
- Encourage people within the Club to comply with the leagues expectations including the usage of clearly defined spectator areas and boarding's
- To take responsibility for responding to any issues regarding 'Respect' which are brought to their attention by the Devon FA or the North Devon Youth League Committee.

League Meeting Coordinator

The role of the League meeting coordinator is to attend or organise the attendance of South Molton Officials at the League meetings.

Tasks will include:

- To communicate effectively with the Devon FA
- Attend or organise the attendance of South Molton officials at the North Devon League meetings.
- Report the minutes of each meeting back to the committee

School Liaison Officer

The main purpose of this job is to develop links and foster effective relationships with local Schools.

The Schools Liaison Officer can help facilitate sharing of resources and knowledge, support recruitment of new players to the Club and create a clear pathway for young players from school based football to South Molton FC.

Tasks will include:

- Be the first point of contact with local Schools
- Promote the Club and new and existing teams through marketing to Schools

Kit Co-ordinator

The main purpose of this role is to be the first point of contact with Team managers for their players or parents/guardians wishing to order South Molton FC Clothing.

Tasks will include:

- To measure and record the players measurements when kit is requested
- To order the kit through approved suppliers except in the instances of large multiples. In this case pass the recorded measure to the Chairman for ordering.

Social & Fundraising Secretary

To take the lead in raising funds for the Club through events and organise Social events for the Club members

Tasks will include:

To coordinate fundraising events including:

- Carnival
- Christmas Party
- End of Season BBQ

To coordinate social events including:

- One England match, including Coach Travel for Club members and supporters
- Exeter City fun day or similar
- Awards night

Tea Hut Manager

To ensure the smooth running of the Club's Tea Hut

Tasks will include:

- Being the first point of contact with any questions or concerns with issues relating to the Tea Hut
- To ensure the Tea Hut is kept clean and tidy and is in line with Health and Safety and UK food hygiene laws.
- Collect monies generated from the tea hut.
- Update the committee with money raised from the Tea Hut
- Replenish stock in the Tea Hut

Media Secretary

To update the website and the main Junior Facebook page with Club related news. Ensure that any content added by other individuals is fit for purpose and in line with the standards expected by the Football Club.

Tasks will include:

- To update the Club website
- To update the main Junior Facebook page with Club related news.
- Update and circulate the quarterly newsletter with current news articles and football related reports from each team.