

The FA Football Development Programme Football Workforce



**FOOTBALL
WORKFORCE**



Club Secretary

Roles and Responsibilities

Football Club Shinfield Rangers FC

Roles and Responsibilities for Club Secretary



Who will I be responsible to?

The Main Committee, through the Chairperson

Who will I be responsible for?

The Assistant Secretary

What is the role of the Club Secretary?

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 assistant provide the main point of contact for people within and outside the club on just about every aspect of the club's activities.

What else can you tell me about the job?

As the first point of contact with the club it is helpful for the secretary to be available to take phone calls during the working day. The club is keen to support the secretary in the use of modern office technology to assist them in their job. This is a demanding, high profile job that has a major impact on the efficient and effective management of the club. The secretary has contact with a wide range of people from within and outside the club. Representation of the club at outside meetings provides the opportunity to find out what's going on at league and county level and this could be a platform for future volunteering opportunities.

How much time will I need to give to the job?

Approximately eight hours each week and many of these will be at weekends and in the evenings.

What sort of tasks are involved?

Tasks will include:

- Attending league meetings
- Affiliating the club to the County Football Association
- Affiliating the club to the league(s)
- Registering players to the league(s)
- Dealing with correspondence
- Organising and booking match facilities for the season
- Organising the club AGM and other club meetings
- Representing the club at outside meetings at the direction of the main committee

Youth Team Manager Roles and Responsibilities

Football Club Shinfield Rangers FC Roles and Responsibilities for Youth Team Manager



Who will I be responsible to?

Club Committee

Who will I be responsible for?

Under-13 age group team

What is the role of the Youth Team Manager?

The main purpose of the job is to ensure that the club provides a team to compete in the District Youth League and Cup Competitions. The Manager is responsible for all aspects of activity regarding the age group. The Manager is permitted to engage assistants as required, so long as they meet the membership requirements of the club.

What else can you tell me about the job?

The Club requires the minimum FA qualification of the Level One Coaching Football Award (including first aid award) for all Team Managers. The Club will assist you in obtaining this award during the season if you do not already have the qualification. An allowance for telephone calls is paid. Other Club Officials and Team Managers are always available for any assistance or advice. A Club first aid kit will be issued to all team managers, which can be replenished on request. The Club provides all playing kit and match and training equipment.

How much time will I need to give to the job?

Team activities on match day will, depending on the venue for the game, take up approximately 4 hours. Coaching and training sessions at the club each week (usually on Tuesday evening) take up around 2 hours. Other duties associated with the tasks outlined above are spread across the week, with telephone calls etc., and will take around 4 hours.

What sort of tasks are involved?

Tasks will include:

Weekly:

- Team selection
- Organisation of coaching/training at club once per week
- Organisation of transport for team matches
- Team kit & equipment (including laundry, parents usually take turns)
- Reporting results to Club Secretary after matches

Monthly:

- Team accounts
- Monthly Club team managers meeting

Once each season:

- End of season report to Club Committee

Chairperson Roles and Responsibilities

Football Club Shinfield Rangers FC Roles and Responsibilities for Club Chairperson



Who will I be responsible to?

The Main Committee

Who will I be responsible for?

Not Applicable

What is the role of the Club Chairperson?

Chair the Committee meetings and AGM.

Assist the secretary to produce the agendas, head the committee in making decisions for the benefit of the whole club including disciplinary matters.

What else can you tell me about the job?

As the Chair of the Club, it is essential you are a strong leader who can be objective. As the supporting officer to the Secretary, it is useful for you to have access to a telephone. You may wish to attend a specific training course on how to chair/run meetings.

How much time will I need to give to the job?

Two to three hours per month for meetings.

What sort of tasks are involved?

Tasks will include:

- Chair committee meetings/AGM
- Agree monthly agenda for committee meetings and the AGM

Fund-raising Secretary Roles and Responsibilities

Football Club Shinfield Rangers FC Roles and Responsibilities for Fund Raising Secretary



Who will I be responsible to?

The Main Committee

Who will I be responsible for?

Fund Raising Committee

What is the role of the Fund Raising Secretary?

To raise funds

What else can you tell me about the job?

On average three to four hours each week, but this could rise to eight hours around the time of fundraising events.

How much time will I need to give to the job?

As the fund raising officer it is essential to have good organisational skills, innovative, enthusiastic and be prepared to make a regular time commitment. It would be useful if you have completed grant applications. Training courses are available through Effective Football Club Administration Programme, 'Marketing and Sponsorship' and Sport England 'Raising Money'.

What sort of tasks are involved?

Tasks will include:

- Apply for grants/sponsorship or other forms of financial assistance from organisations such as Sport England/Football Foundation, Local Authorities or commercial companies
- To co-ordinate fund raising events, possibly two major events per year
- To ensure events and activities are properly licensed with local authorities/customs and excise
- To promote fund-raising activities in press (where there is no PR Officer)
- To ensure that funds are properly accounted for and information is passed on to the Treasurer
- Sale of lottery style draws or raffles on a regular basis, probably weekly

Media Secretary Roles and Responsibilities

Football Club Shinfield Rangers FC Roles and Responsibilities for Media Secretary



Who will I be responsible to?

The Main Committee

Who will I be responsible for?

PR/Media Committee (if club has one)

What is the role of the Media Secretary?

To raise the profile of the Club in the local community.

To be available to talk to local media.

Co-ordinate weekly match reports for all teams and age groups to be forwarded to the local press.

Possibly editor of the match day programme (in larger clubs)

What else can you tell me about the job?

As the media officer, it is essential to have good communication skills and ability to produce coherent match reports, press releases etc. Access to a fax, telephone and computer are necessary. Training courses are available through Effective Football Club Administration Programme, 'Marketing and Sponsorship'.

How much time will I need to give to the job?

Approximately two hours per week.

What sort of tasks are involved?

Tasks will include:

- Produce weekly match reports for inclusion in the local paper
- Produce a club News Sheet twice a season
- Co-ordinator production of programme for home games
- Produce general interest stories about the club for local press
- Ensure that the club is featured in locally produced sports magazines

Social Secretary Roles and Responsibilities

Football Club Shinfield Rangers FC Roles and Responsibilities for Social Secretary



Who will I be responsible to?

The Main Committee

Who will I be responsible for?

The Social Committee

What is the role of the Social Secretary?

The main purpose of this job is to organise social events to bring the players, officials and parents together in a social setting to enhance relationships within the club.

You may also wish to consider inviting local dignitaries to develop and improve your club's relationships within the community or representatives from any sponsors of the club. In both instances you should liaise with the Club Secretary.

What else can you tell me about the job?

As Social Secretary, you must be enthusiastic, motivated, have good communication skills and be well organised and committed.

How much time will I need to give to the job?

Approximately three hours per month.

What sort of tasks are involved?

Tasks will include:

- Organising a pre-season event and at least two other social events per year
- Organising an end of year event
- Organising a Christmas function
- Booking venues and entertainment

Treasurer Roles and Responsibilities

Football Club Shinfield Rangers FC Roles and Responsibilities for Treasurer



Who will I be responsible to?

The Main Committee

Who will I be responsible for?

Match/training fees collector

What is the role of the Treasurer?

The main purpose of this job is to look after the finances of the club.

What else can you tell me about the job?

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. Training courses are available through Effective Football Club Administration Programme, 'Club Finances' and Sport England 'Looking after the money'.

How much time will I need to give to the job?

Approximately two to three hours per week.

What sort of tasks are involved?

Tasks will include:

- Collecting subscriptions and all money due to the organisation.
- Paying the bills and recording information
- Keeping up date records of all financial transactions.
- Ensuring that all cash and cheques are promptly deposited in the bank or building society.
- 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 present 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. 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.

Youth Officer Roles and Responsibilities

Football Club Shinfield Rangers FC Roles and Responsibilities for Youth Officer



Who will I be responsible to?

The Main Committee

Who will I be responsible for?

Youth team coaches

What is the role of the Youth Officer?

The main purpose of the Youth Officer is to oversee the development of youth team coaches and teams.

What else can you tell me about the job?

As the Youth Teams Officer it is advisable for you to have an FA Coaching Certificate qualification, attended an FA Child Protection and Best Practice Workshop and have good communication skills. Training in club development is advisable. Training courses are available through effective Football Club Administration Programme, 'Developing Youth Football' and Sport England 'Developing a Junior Club' and 'Sports Link'.

How much time will I need to give to the job?

Five to ten hours per week.

What sort of tasks are involved?

Tasks will include:

- Co-ordinate the recruitment of junior players.
- Co-ordinate the recruitment of coaches/managers for junior sessions and teams.
- Assisting/delivering of youth sessions.
- Organise fixtures for junior teams in liaison with the youth manager
- Liaise with schools to recruit junior players.
- Liaise with Local Authority Sports Development Unit/County Development Officer to recruit junior players, recommend players to centres of excellence, county squads etc.