

Tattenhoe Youth FC



Roles and Responsibilities/Job Descriptions

Chairperson/Vice Chairperson

- Provide leadership and direction for the club
- Oversee the work of the Club Committee
- Chair meetings of the club
- Advocate of the football club for the local community

Secretary

- Official contact between the club and County FA, league and other clubs
- Ensure club affiliation and league membership
- Ensure effective correspondence and communication
- Provide minutes of meetings for official club records
- Match day duties to support teams and officials

Treasurer

- Manage and administer finances of the club
- Create annual income and expenditure sheets and balance sheet
- Create and maintain a cash book for at least two years
- Ensure all payments and fines are paid on time and recorded
- Support all fundraising and sponsorship opportunities

Volunteer Co-ordinator

- Recruiting new volunteers
- Ensuring volunteers are inducted to the club
- Provide volunteers with a brief of their role
- Ensure there is a training programme for volunteers
- Ensure volunteers are recognized and rewarded

Schools' Liaison Officer

- To establish links with local schools
- Meeting the school at least twice a year
- Ensuring schools receive information of club activities
- Develop opportunities for young leaders and players

Coach Co-ordinator

- Recruiting new coaches
- Provide coaches with a training/support programme
- Co-ordinate the coaching programme throughout the club
- Establish and/or support a coach mentoring programme
- Ensure the coaches are recognized and rewarded

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Club Child Welfare Officer

- Look out for the welfare of all children
- Look out for the welfare of all coaches and club officials
- Educate club officials in relation to signs of abuse etc whenever appropriate
- Be available for parents and players to approach with any concerns
- Support all child welfare officers from each individual age group

