

Club Structure and Roles

Introduction

Saffron Walden Community Football Club is a registered charity and is run solely by volunteers for the benefit of the local community surrounding Saffron Walden, to provide access to football for youngsters of all abilities from U6 to U18 via Saffron Walden Community FC (and for girls to U16 via Saffron Walden PSG FC), also now with transition into adult football via our relationship with Saffron Walden Town FC and links to other local Adult football clubs.

The club is a registered charity #801764, see [Charity Commission website](#) for further details.

Purpose

The purpose of this document is to describe the structure of the club and the roles of the officers and volunteers that are involved with the day to day management and running of the club. This can be used as a reference for how the club is run and also to help with succession planning.

Club Objective

As defined in the club constitution, namely:

“The objectives of the Club shall be to provide for the inhabitants of Saffron Walden and its surrounding area (the “area of benefit”) in the interests of social welfare facilities for recreation and leisure time occupation, for the purpose of relaxation and improvement of the living conditions of the inhabitants. The facilities to be provided and the recreations pursued shall be primarily for the benefit of the youth of Saffron Walden and its surrounding area and shall be supervised primarily by the parents or guardians of the youth members and to promote youth sports and enable interested boys and girls to learn skills and enjoy the game in a sportsmanlike manner.”

Club Hierarchy

- Saffron Walden Community Youth Sports Club (SWCYSC)
 - Charity Trustees – Chairperson, Secretary, Treasurer
 - Committee – Trustees, Vice-Chairpersons, Child Welfare Officer
- Saffron Walden Community Football Club (SWCFC)
 - Executive Team / Board of Directors – Chair, Secretary, Treasurer, Vice Chair, Child Welfare Officer
 - Management Committee – Exec team, Age Group Leads, Other CWO
 - Colts League Committee – 3 from exec team
 - Mini League Committee – 3 from exec team
 - Disciplinary Committee – 3 from exec team

2018-19 Club Structure and list of officials

The current club structure and list of officials/roles is documented on the club website contacts page - <https://www.swcfc.org.uk/contacts.html>

Summary of Club Roles

Officers

- [Chairperson](#)
- [Secretary](#)
- [Treasurer](#)
- [Child Welfare Officer \(CWO\)](#)
- [Vice-Chairperson\(s\)](#)

Other roles

- Other CWO(s)
- [Age Group Leads](#)
- [Respect Officer\(s\)](#)
- [Kit Manager](#)
- [Charter Standard Coordinator](#)
- [Team Managers and Coaches](#)
- [Assistant Coaches](#)
- Team Secretaries and Administrators
- [Registration Secretary](#)
- [Fixtures Secretary](#)
- [Training Coordinator](#)
- [League Secretaries](#)
- [Volunteer Coordinator](#)
- [Press Officer](#)
- [Schools Liaison Officer](#)
- [Facilities Manager](#)
- [Webmaster](#)
- [Fundraising/Sponsorship Lead\(s\)](#)

Accreditation criteria are listed below for all roles. This is the minimum requirement as agreed by the Trustees and Board. In some cases volunteers may have multiple roles and in that case the accumulated accreditation from all roles for that volunteer would be required.

Skills and commitment are also outlined for each role and these are guidelines to help for succession planning and alike.

All FA qualified coaches must ensure their qualifications are up to date and are expected to join the FA licenced coaches club and all assistant coaches must have in date CRB, SG and FA. These requirements are document on the club website :-

<https://www.swcfc.org.uk/handbook.html>.

Role: Chairperson

The role of a chairperson is to oversee the running of the club and ensure that it is run efficiently and managed appropriately. They will also lead club/league meetings and provide leadership in all areas. They will chair the Board meetings and AGM, assist the Secretary to produce the agendas and head the Board in making decisions for the benefit of the whole club including disciplinary matters. The chairperson provides leadership and direction for the club by overseeing the work of the club and being an advocate of the club in the local community.

They ensure that there is a club development strategy and plan that is executed against and oversee the work of the club Board.

Key elements of the role include:

- helping to set strategic direction for the club eg in terms of overall aims or priorities, and driving that through dialogue with the other Board members and others;
- Chairing Board meetings of the club (currently held once a month);
- sending periodic update messages to the club coaches and managers network (eg with key bits of feedback or important club messages);
- helping resolve disputes or unblocking problems;
- being in regular contact with Board colleagues, coaches and others through email, WhatsApp etc;
- building senior relationships with eg local authorities, schools or businesses, as required
- undertaking periodic representation duties as needed (eg wreath laying at Remembrance events).

Commitment:

- Approximately 5 hours per week (*), and attendance at meetings at weekends/evening
- Attendance at Committee Meetings

Skills:

- Decision making
- Leadership
- Negotiation
- Arbitration

Accreditation Criteria:

CRB	Safeguarding Children	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other
✓	✓		✓					

() - more involvement at certain times of the season and depending on specific projects*

Role: Secretary

The Secretary is one of the most important roles in a club. They are the main point of contact for the county, team managers and clubs/leagues. The Secretary will look after the administrative duties 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 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.

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 is going on at league and county level, and this could be a platform for future volunteering opportunities.

Tasks will include:

- Attending league meetings;
- Affiliating the club to the County FA;
- Affiliating the club to the league(s);
- Registering (and deregistering) 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 Club Board.

Commitment:

- Approximately 10 hours per week, and attendance at meetings at weekends/evening
- Attendance at Committee Meetings

Skills:

- Organisation
- Communication
- Liaising with different groups
- Administrative

Accreditation Criteria:

CRB	Safeguarding Children	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other
✓	✓		✓					

Role: Treasurer

The main purpose of this job is to look after the finances of the club. The Treasurer’s role will be to ensure that the club stays financially sustainable, pays all expenses, and collects any monies owed to the club. The Treasurer collects all subscriptions and money due to the organisation and ensures all records are kept up-to-date. The Treasurer prepares the year end statement of accounts to present to auditors and is responsible for the financial planning and annual budget for the club and presenting this information at the AGM.

Tasks will include:

- Collecting subscriptions and all money due to the organisation;
- Paying the 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 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 a year-end financial report to the AGM;
- Financial planning, including producing an annual budget and monitoring it throughout the year;
- Collating of Gift Aid information and submission for Gift Aid funds;
- Helping to prepare and submit any statutory documents that are required (eg, VA T returns, PA YE 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.

Commitment:

- Approximately 3 hours per week, and attendance at meetings at weekends/evening
- Attendance at Committee Meetings

Skills:

- Well organised
- Record keeping
- Handling money
- Confident in handling figures
- Decision making

Accreditation Criteria:

CRB	Safeguarding Children	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other
✓	✓		✓					

Role: Child Welfare Officer

The CWO must 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 your 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:

Put in place

- safeguarding children policy, anti-bullying policy and equality policy;
- responsible recruitment processes including the taking up of references and submitting FA CRB checks (getting the right people into the game);
- The FA RESPECT Codes of Conduct.

Understand

- the aims of the RESPECT programme;
- the benefits of implementing the RESPECT Codes of Conduct;
- the quick wins to be gained by using The FA's Safeguarding Children Best Practice guidance (eg, travel, Trips and Tournaments, Photography Guidelines, Anti-bullying Policy and Safeguarding Children Policy Template);
- why certain roles require an Enhanced CRB check and how The FA CRB process works;
- how to refer a concern about the welfare of a child.

Communicate with

- 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 County FA Welfare Officer if you need help or advice;
- coaches and managers about the importance of being consistent role models for their players;
- parents and new players by getting involved with running start of season welcome sessions;
- club officials about the RESPECT programme and its aims;
- parents / spectators and get them to sign up to the RESPECT codes;
- The FA by taking part in surveys, questionnaires, focus groups as and when asked.

Encourage

- coaches, team managers, first aiders/medics 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;
- parents to complete the RESPECT education programme.

Monitor

- repeated incidents of poor behaviour and liaise with your committee, Youth League Welfare Officer or County Welfare Officer);
- compliance with Enhanced CRB checks through The FA CRB Unit for those who require one using The FA Safeguarding Online System.

Where there are multiple teams we recommend you have additional Welfare Officers to work with you as the lead Club Welfare Officer; this might be one for girls' teams one for boys', or allocated by age group.

Tasks will include:

- Ensuring everyone who needs an FA CRB check does one;
- Encouraging officials to complete The FA Safeguarding Children workshop;
- Assisting with the planning of festivals and tournaments.

Commitment:

- Approximately 3 hours per week, but may be more if there is an incident
- Attendance at Committee/Disciplinary/Managers Meetings as required

Skills:

- Excellent communication skills
- Leadership
- Adaptability
- Can stay calm in stressful situations
- Caring and patient
- Listening
- Respect

Accreditation Criteria:

CRB	Safeguarding Children	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other
✓	✓		✓					

Role: Vice-Chairperson

The Vice Chairperson(s) supports the Chairperson and deputises for them when they are absent. They provide leadership and direction for the club and help ensure the club development strategy plan is being executed. They support the decision making process for the benefit of the club. Where appropriate they chair meetings for the club and are an advocate for the club in the local community.

Vice-Chairs are also expected to take on specific areas of responsibility on behalf of the Board. This might encompass, for example, arranging winter training venues for all the teams, leading on fund raising, or organising a bespoke event.

Commitment:

- Approximately 2 hours per week, and attending meetings at weekends/evenings
- Attendance at Committee Meetings

Skills:

- Decision making
- Leadership
- Organisation

Accreditation Criteria:

CRB	Safeguarding Children	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other
✓	✓		✓					

Role: Age Group Lead (AGL)

The role of Age Group Lead (AGL) was established by the club to improve the coordination at age group level and across the club, and also reduce the burdens placed on club officers, by bringing in added support from the AGLs.

Responsibilities:

- Act as the link person with the club officers and co-ordinate across the teams and coaches at a given age group level;
- Work with the CWO and Club officers to ensure that all coaches and assistants are appropriately qualified and do not begin contact with their team without first having a live DBS, showing on the FA system, linked to SWCFC.
- Work with the club registration secretary to assist with player registration and transfers as required. Also assist with team affiliation to Essex FA and various leagues – as required.
- Work with the club fixtures secretary to help coordinate home kick off times and in some cases (e.g. Mini League) act as liaison with the relevant league competitions secretary with regards to postponements requests and fixture rearrangements. Assist with chasing teams to complete their fulltime stats and any other match result related paperwork/correspondence.
- Work with the coaches across their age group to co-ordinate ‘matching’ activities ahead of the start of each new season and at regular intervals during the season (as required).
- Work with the coaches across their age group to co-ordinate kit and equipment requirements (in line with the club’s kit and equipment policy), and submit orders on the coaches’ behalf from the club kit and equipment leads.
- Attend SWCFC Club meetings as and when required. Currently this is once every two months.
- Advise the SWCFC Club officers on any issues, risks or requirements across the age group.

Commitment:

- Approximately 4 hours per week, and attending meetings at weekends/evenings
- Attendance at Committee Meetings/Managers Meetings

Skills:

- Coordination across age group
- Organisation
- Motivational
- Management

Accreditation Criteria:

CRB	Safeguarding Children	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other
✓	✓	✓		✓			✓	

Role: Respect Officer

The Respect Officer is responsible for liaising with the Football Association and the youth football leagues regarding efforts to implement the FA's RESPECT programme and ensures that the club does everything it can to make youth football an enjoyable experience for all.

When any issues arise the Respect Officer will help to resolve them and find amicable solution.

Commitment:

- Approximately 2 hours per month
- Attendance at meetings as required

Skills:

- Coordination
- Organisation

Accreditation Criteria:

CRB	Safeguarding Children	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other
✓	✓							

Role: Kit Manager

The Kit Manager is responsible for the procurement and maintenance of the kit and equipment for the Club. They undertake an annual inventory of the kit, keep track of the allocation of kit and source and recommend to the club Board manufactures that offer good value for money for new kit purchases. The kit manager will liaise with AGLs to make kit orders and also update them regularly on the progress of kit orders.

Commitment:

- Approximately 1 hour per week (*)
- More time required at the start of the season
- Attendance at meetings as required

Skills:

- Coordination
- Organisation
- Record keeping

Accreditation Criteria:

CRB	Safeguarding Children	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other
✓	✓							

() - more involvement at certain times of the season – eg over the summer preparing for new season*

Role: Charter Standard Coordinator

This role is 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. It involves compiling a League Development plan and other requirements of the Charter Standard Leagues. To also use and promote the documentation provided by the FA and compiling the relevant information required for the club to achieve Charter Standard status. Maintaining of club FA WGS records for all coaches and officials.

Commitment:

- Approximately 2 hours per week
- Attendance at Committee Meetings and Managers Meetings

Skills:

- Coordination
- Management
- Organisation
- Leadership Comm
- Communication

Accreditation Criteria:

CRB	Safeguarding Children	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other
✓	✓			✓			✓	

Role: Team Manager/Coach

All teams require a manager to organise the team for fixtures, lead the team on match days, and organise training. In many cases, the manager will also be responsible for coaching the team and helping them develop their ability. Team managers are responsible for the day to day running of their individual team in accordance with The Club Constitution and Rules and in accordance with all appropriate legislation administered by The Football Association.

The main purpose of this role is to ensure that the club provides a team to compete in the local 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. The Club requires a minimum FA qualification of the Level 1 Certificate in Coaching Football (including first aid award and Safeguarding Children training) for all coaches.

Responsibilities:

- Ensure Child Welfare is a priority within the team
- Ensure an inclusive, safe and fun environment for the players
- Ensure the team is managed in accordance to Club and FA policies
- Management of players/parents expectations
- Ensure good timely communication with parents about match day logistics
- Ensure training sessions are well planned
- Liaising with the opposition and officials before match days
- Organising the team for matches and fairly manage team selection, substitutes
- Attend Manager/Coach meetings as required
- Ensure safe and appropriate equipment is used at training sessions
- Ensure a First Aider is present at all club events and every training session and match
- Report results, record referee and FA Respect marks as defined by the league
- Develop and motivate the players

Further details on required qualifications are provided here:

<https://www.swcfc.org.uk/Docs/180805%20SWCFC%20DBS%20and%20Qualifications%20Guidance%20note%20FINAL.pdf>

Commitment:

- Approximately 6 hours per week
- Attendance at Managers Meetings

Skills:

- Coordination
- Leadership
- Motivation
- Direction

Saffron Walden Community Football Club

Accreditation Criteria:

CRB	Safeguarding Children	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other
✓	✓	✓		✓	(*)		✓	

(*) FA Level 2 is optional, however we expect all age groups to have at least 1 Level 2 coach and 1 Level 2 coach for each EJA team.

Role: Assistant Coach

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

Responsibilities:

- Ensure Child Welfare is always a priority within the team
- Ensure an inclusive, safe and fun environment for the players
- Work with the Coach in the development of players
- Assist the Coach in the delivery of training sessions
- Assist the Coach in the team management at matches
- Deputise for the Coach as required

Commitment:

- Approximately 6 hours per week – depending on venue of match day
- Coaching and training during the week – approx. 1.5 hours

Skills:

- Coordination
- Leadership
- Motivation
- Direction

Accreditation Criteria:

CRB	Safeguarding Children	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other
✓	✓	✓						

Role: Registration Secretary

The Registration Secretary administers the player registrations on the FA WGS system. Player details are captured on LoveAdmin (club portal) into age groups and player categories (see Appendix). Each AGL will advise the Registration Secretary which team the players are to be registered in.

The Registrations Secretary administers all correspondence in relation to the registering of players with the club. This ensures that only registered players are playing matches for SWCFC and that all players are registered with the relevant league and all fees are paid. This may include liaison with the relevant leagues and with all other Executive Committee and club members regarding all aspects of club registration.

Most league player registration is done online and in some cases ID cards are used. Note the U18 ECL Youth League still require paper forms to be completed by all players and then held centrally by the club.

The Registration Secretary will also administer and inter club player transfers.

Commitment:

- Approximately 3 hours a week during the season
- Approximately 6 hours a week (for 4 weeks) pre-season, etc

Skills:

- Coordination
- Organisation

Accreditation Criteria:

CRB	Safeguarding Children	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other
✓	✓							

Role: Fixtures Secretary

The Fixtures Secretary oversees the fixtures programme for the Club and allocates venues, pitches, kick off times and referees. In most cases the fixtures can be downloaded via FA fulltime and collated via Excel.

Commitment:

- Approximately 2 hours a week during the season
- Approximately 3-4 hours a week (for 4 weeks) pre-season, planning pitch allocations etc

Skills:

- Coordination
- Organisation
- Excel skills to manipulate fixtures and create weekly fixtures list

Accreditation Criteria:

CRB	Safeguarding Children	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other
✓	✓							

Role: Training Coordinator

The Training Coordinator Secretary oversees the training requirements for all teams and allocates training slots with the various training venues. Also acts as liaison / contact point for the training venues.

Commitment:

- Approximately 2 hours per month during the season
- Approximately 2 hours per week over the summer to coordinate training venues

Skills:

- Coordination
- Organisation

Accreditation Criteria:

CRB	Safeguarding Children	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other
✓	✓							

Role: League Secretaries

Given the size of the club and the number of teams we have, a dedicated contact person is required for each league that we play in :-

- Cambs Mini Soccer League
- Cambs Colts League
- Royston Crow League
- EJA League (+)
- Eastern Counties Youth League (aka Thurlow Nunn) - *midweek league*

All leagues use FA fulltime to submit match results.

(+) - paper based match reports are also sent in (via email or post)

Each league secretary works closely with the club secretary. Their duties involve:

- Liaison with league for fixtures, results, match reports / FA fulltime stats, postponements
- Compilation of the annual league application
- Attendance of league meetings

Given the number of teams in the Mini Soccer League then AGLs also help with league secretary with regards to liaison with the relevant competitions secretary.

Commitment:

- Approximately 1 hour a week (*)

Skills:

- Coordination
- Organisation
- Communication

Accreditation Criteria:

CRB	Safeguarding Children	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other
✓	✓							

(*) – more time pre-season to prepare league applications etc

Role: Volunteer Coordinator

The main duties of a club volunteer co-ordinator are:

- Audit and document existing volunteer roles within the club.
- Working with the management committee and sub-committee, identify any new roles that need to be created.
- Consider whether some club members have taken on more than one role and whether this work could be divided to share the responsibility and workload.
- Align the skills of people associated with the club to specific roles they are suited to.
- Be the main point of contact for volunteers within the club.
- Recruit and induct new volunteers into the club and their role.
- Support the volunteers in their roles.
- Organise any training needs or workshops.
- Promote the role of volunteers within the club, thank and reward them for their work.

Commitment:

- Approximately 2 hours a month

Skills:

- Coordination
- Organisation
- Communication
- Delegation

Accreditation Criteria:

CRB	Safeguarding Children	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other
✓	✓							

Role: Press Officer

The role of the Press Officer is to raise the profile of the club and drive awareness in the local community. They should be available to talk to local media; to coordinate weekly match reports for all teams and age groups to be forwarded to the local press as required. They may also be required to produce general interest stories about the club for the local press and ensure the club is featured in any local sports magazines or features. They will also be responsible for producing any marketing and advertising material for the Club and provide information to potential sponsors about the marketing materials and promotion that takes place at the Club.

Commitment:

- Approximately 2 hours a week
- Attendance at Committee Meetings

Skills:

- Communication
- Organisation
- Copywriting
- Marketing

Accreditation Criteria:

CRB	Safeguarding Children	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other

Role: Schools Liaison Officer

The main purpose of this role is to develop links and foster effective relationships with local schools. The Schools Liaison Officer will promote the club to local schools to attract new players and be the first point of contact with local schools. This may involve promoting the club in school assemblies, distributing marketing materials and building links with PE staff at local schools.

Commitment:

- Approximately 1 hour a month

Skills:

- Relationship building
- Communication
- Organisation

Accreditation Criteria:

CRB	Safeguarding Children	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other
✓	✓							

Role: Facilities Manager

The club will appoint lead coaches/club representatives for each venue that we use in order to improve coordination across the club; improve management of communications in regard to venues; better manage risks; and ultimately improve the quality of the venues and what we provide for our young players.

The Facilities Manager is responsible for ensuring that the venue is well maintained and that any concerns or problems are identified and reported back to the Board. They are responsible for identifying any risks associated with the venue (e.g. health and safety; parking etc), and possible remedial actions. They ensure that the venue has a Medical Emergency Plan (MEP), with key emergency details on it. They arrange/ coordinate pitch marking at the venue and ensure that arrangements are in place to keep the venue secure and locked after use.

They advise the Board on equipment at the venue and maintain an inventory of the equipment and advise on any possible improvements or investments which could be made at the venue. Where appropriate they attend Parish Council and other committee meetings if required.

Commitment:

- Approximately 1 hour a week

Skills:

- Organisation
- Communication
- Risk Management
- Coordination

Accreditation Criteria:

CRB	Safeguarding Children	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other

Role: Webmaster

The webmaster is responsible for the Saffron Walden Community Youth Football Club website and social media channels. It is their responsibility to keep the website up to date with current and future news and information and implement any changes as requested. Also includes admin tasks such as domain renewals and website hosting renewals etc.

Commitment:

- Approximately 2-4 hours a month (*)

Skills:

- Web development skills
- Organisation
- Communication
- Coordination

Accreditation Criteria:

CRB	Safeguarding Children	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other

(*) – more time required over the summer as teams move up age groups, as the seasons roll forwards etc

Role: Fundraising Officer

The Fundraising officer is responsible for raising funds for the Club. Tasks will include applying for grants/sponsorship or other forms of financial assistance from organisations. Coordinating fund-raising events. Ensuring events and activities are properly licensed with local authorities. Promoting fund-raising activities.

Commitment:

- Approximately 1 hour a week
- More time during specific fundraising periods

Skills:

- Organisation
- Time management
- Communication
- Coordination

Accreditation Criteria:

CRB	Safeguarding Children	First Aid	Club Welfare	FA Level 1	FA Level 2	FA Youth Module	Licensed Coach	Other

Key Club Deliverables

Component	Deliverables
SWC YSC	<ul style="list-style-type: none">• Annual Charity Return• Audited/approved accounts• Club Constitution
SWC FC	<ul style="list-style-type: none">• AGM• Annual County Affiliation• Annual League Affiliation• Annual Charter Standard Health Check• Club Meetings Ageda/Minutes• Club Development Plan

Qualifications required

Defined here - [SWCYFC DBS and Qualifications Guidance](#)

Appendix A

References

- https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=11&ved=2ahUKEwi5oNS7_KPfAhWfSxUIHV51CZgQFjAKegQIBxAC&url=http%3A%2F%2Fwww.thefa.com%2F%2Fmedia%2Fca%2Fhuntsfa%2Ffiles%2Fvolunteer-roles%2Fdeveloping-the-football-workforce.ashx&usg=AOvVaw15rfJZWcdWxodaLpBDkmCW

Appendix B

List of systems used by the club – to be completed

FA Systems

- WGS
- FA Fulltime

CRC

- DBS

Club Systems

- LoveAdmin (formerly paysubsonline)
 - Player registration and membership/subs payments
 - Coach registration
 - Referee registration
 - Volunteer registration

Finance

- Sage
- PayPal
- GoCardLess

Technology / social media

- Fasthosts for web and email hosting – www.swcfc.org.uk
- FaceBook and Twitter and Instagram