

## ROLES WITHIN A CLUB

Title	Description	Name
Chairman	Constitution Rules and regulations Committee chair	
Vice Chairman	Support to Chairman and Chairman in waiting	
Treasurer	<ul style="list-style-type: none"> <li>• Club finance</li> <li>• annual accounts</li> <li>• paying coaches</li> <li>• paying referees</li> </ul>	
Secretary	<ul style="list-style-type: none"> <li>• Ensuring smooth running of the club</li> <li>• Organising managers', committee meetings and AGM.</li> <li>• Liaison with leagues</li> <li>• Liaison with County FA</li> </ul>	
Discipline Secretary	To deal League and AFA fines and payment of fines, implementation of club rules	
Match Secretary	Collecting fixtures from League Transposing fixtures onto schedule for referee and pitch co-ordinator	
Club Welfare Officer	Ensuring all who need CRB checks have them and those who need to complete the Safeguarding Children Workshop have done so	
Groundsman / Facilities Officer	Weekly co-ordinating and booking pitches for each home team fixture. Ensuring the pitches are maintained.	
Referee Secretary	Weekly co-ordinating and appointing referees for each home team fixture	
Goalkeeping coach	Weekly goalkeeper coaching sessions	
Emergency aid co-ordinator	Ensuring each team has a parent / coach or assistant with an emergency aid certificate	
Football Development Officer	Person with responsibility for football development within the club	
AFA Co-ordinator	Contact with AFA for <ul style="list-style-type: none"> <li>• AFA Cup fixtures</li> <li>• Affiliation registration</li> <li>• FA co-ordination</li> </ul>	
Volunteer Co-ordinator	Responsible for the retaining and the recruitment of new volunteers	
Emergency Aid Kit co-ordinator	Ensuring each team has an emergency aid kit	
Charter Standard Administrator	Getting club charter standard status and annual updating. Point of contact for the AFA for all matters relating to CS	
New Player Co-ordinator	Circulating managers with enquires direct to the club from potential new members.	