



Ringwood Town Football Club

Roles & Responsibilities

March 2019

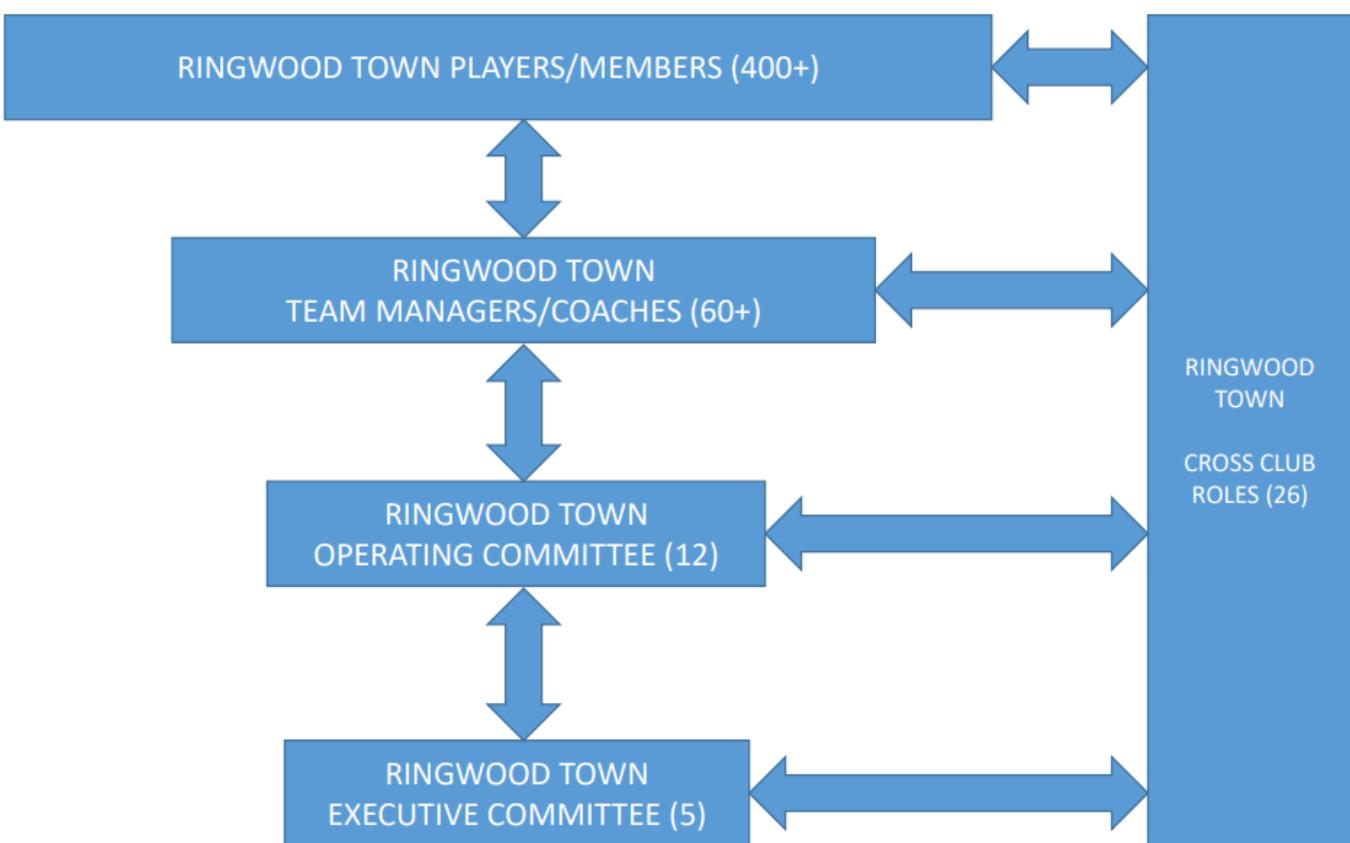
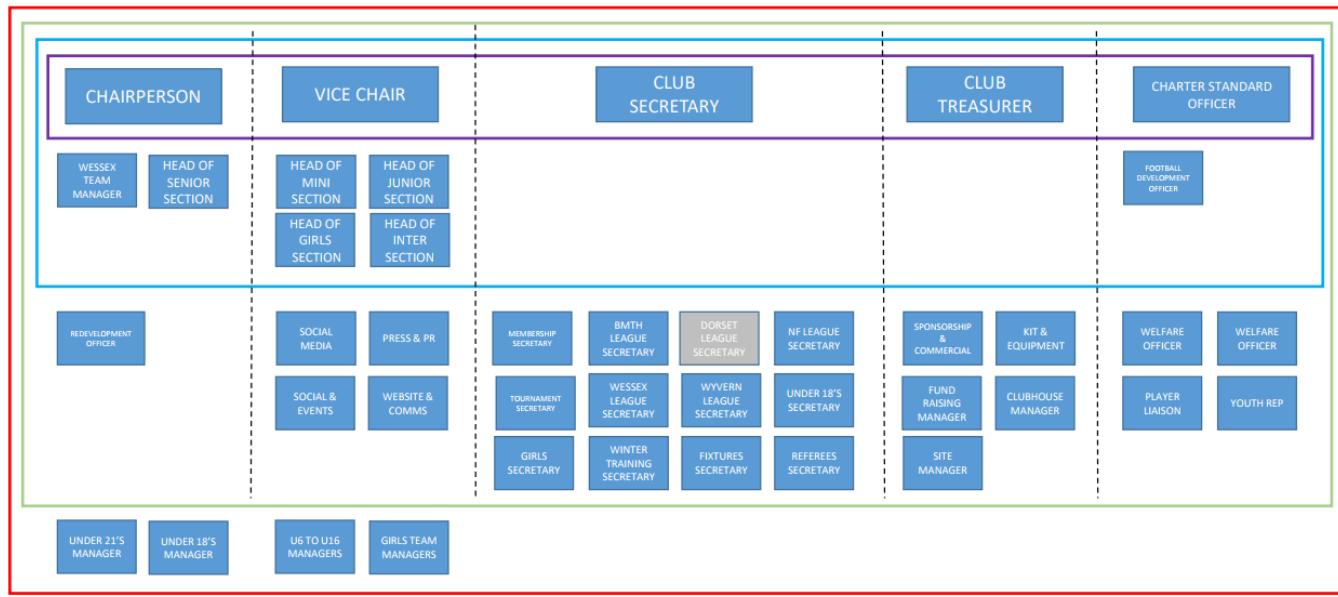


Ringwood Town FC

Roles & Responsibilities



Overview of Structure





Ringwood Town FC

Roles & Responsibilities



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Executive Committee

Executive Committee

Role: Chairperson

Role Description:

Head of the Club. Leads the Club in the direction set by the Executive Committee in a manner which enhances the Club in the football and wider community.

Enforces the Club's philosophy and development strategy and sets the highest possible standards of behavior for the Exec Committee, Operating Committee, managers, players, parents and supporters to adhere to.

Key Responsibilities:

1. Chair Executive Committee meetings and Operating Committee meetings
2. Fiscal responsibility for the Club including budgeting and control of spend
3. Local community partners liaison eg Town Council
4. Liaison with governing bodies (eg County FA)
5. Ensures there is a Club strategy and plan and that it is being executed
6. Oversees the two-way flow of information and issue management through Operating Committee Meetings, ensuring roles are aligned in the Club's Governance Structure.
7. Attends as many senior (1st team, u21, u18) and youth games as possible during the season
8. Attends as many club organised events as possible during the year
9. Helps in the organisation and running of Club events (eg Youth Tournament, Social Events)
10. Attends FA and 1st Team League meetings as required

Commitment:

Approx 4 hours per week and attending meetings in evenings

Accreditation:

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

Fiscal Authority:

Club signatory – bank account

Expenses approval

Spend approval £100 or less with no prior Committee approval

Spend approval of more than £100 with prior Committee approval



Executive Committee

Role: Vice-Chairperson

Role Description:

To provide support and appropriate coverage to the Chairperson in driving the Club in the direction set by the Executive Committee in a manner which enhances the Club in the football and wider community.

Key Responsibilities:

1. Chair of the Executive Committee meeting and Operating Committee meeting when the Chairperson is unavailable
2. Actively ensures all Club Officials are content and working together
3. Plans and active management of Committee workloads to continue Club growth and sustainability
4. Ensures the two-way flow of information and issue management through Operating Committee Meetings
5. Attends other Operating Committee meetings as required
6. Ensures all channels are open for communication throughout the club and through to all members
7. Attends as many senior (1st team, u21, u18) and youth games as possible during the season
8. Attends as many club organised events as possible during the year
9. Helps in the organisation and running of Club events (eg Youth Tournament, Social Events)

Commitment:

Approx 4 hours per week and attending meetings in evenings

Accreditation:

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

Fiscal Authority:

Club signatory – bank account

Expenses approval

Spend approval £100 or less with no prior Committee approval

Spend approval of more than £100 with prior Committee approval



Executive Committee

Role: Club Secretary

Role Description:

To be the administrator for the Club ensuring adherence to FA and League rules and polices.

The Secretary has full signatory authority for the Club in all FA and League matters.

Key Responsibilities:

1. Ensures all FA and League paperwork requirements are completed and registered when and where necessary
2. Ensures all appropriate County and League meetings are represented by the Club
3. Administers the Club business on the FA's "Full time" website including payment of fines
4. Helps ensure the two-way flow of information and issue management, through Operating Committee Meetings
5. Maintains up to date record keeping with files regularly reviewed for detail on the Club running
6. Ensures efficient communication to all Club managers and coaches
7. Attends and minutes Club committee meetings
8. Organizes with help from the Club's other league secretaries the end of season presentations
9. Helps in the organisation and running of Club events (eg Youth Tournament, Social Events)

Commitment:

Approx 4 hours per week and attending meetings in evenings

Accreditation:

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

Fiscal Authority:

Club signatory – bank account

Expenses approval

Spend approval £100 or less with no prior Committee approval

Spend approval of more than £100 with prior Committee approval



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Executive Committee

Role: Club Treasurer

Role Description:

To manage the Club's accounts and maintain appropriate records in line with good not-for-profit organisation fiscal practices.

Key Responsibilities:

1. Keeps accurate, up-to-date records of all income and expenditure of the Club
2. Ensures invoices and other Club expenditure is settled in accordance with supplier's terms and conditions
3. Processes approved Expenses forms
4. Presents monthly reports on the Club's financial status to the Executive Committee
5. Ensures Exec Committee is informed of financial trends and any areas of concern
6. Prepares and presents the Club's annual financial statement at the Club's AGM
7. Submits the Club's annual financial statement to the FA
8. Ensures security of the Club's account is protected
9. Helps ensure the two-way flow of information and issue management, through Operating Committee Meetings
10. Liaises with Membership Secretary to ensure records are up to date on players annual registrations
11. Ensures Club expenses are within agreed budgets
12. Processes any Club fines and ensure monies are re-claimed as appropriate
13. Collates monthly returns from Managers for each team and ensure monies banked
14. Negotiates when appropriate annual agreements or regular purchases
15. Helps in the organisation and running of Club events (eg Youth Tournament, Social Events)

Commitment:

Approx 4 hours per week and attending meetings in evenings

Accreditation:

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

Fiscal Authority:

Club signatory – bank account

Expenses approval

Spend approval £100 or less with no prior Committee approval

Spend approval of more than £100 with prior Committee approval



Executive Committee

Role: Charter Standard Officer

Role Description:

Manage the Club's adherence to the FA Charter Standard requirements, and those standards of the participating Leagues.

Ensure the Club maintains the level of standards as set by and as directed by the Exec Committee

Key Responsibilities:

1. Compiles and maintains the Club's development plan for FA Charter Standard status
2. Subject matter expert of Charter Standard requirements for the Club
3. Compiles the Club's standards set by the Exec Committee – these are those standards required in addition to those for FA Charter Standard status and participating leagues
4. Promote the Club's standards utilising documentation as available eg TheFA.com
5. Ensures the Club's managers and coaches qualifications and accreditations are up to date
6. Ensures all those associated with the Club are aware of the FA's RESPECT programme and takes proactive steps in its implementation and sustainability throughout the Club
7. Keeps up-to-date all the Club's Code of Conduct documentation (officials, players, managers/coaches and supporters)
8. Oversees adherence to the Club's Code of Conduct and report on its performance to the Exec Committee on a routine basis as required
9. Helps in the organisation and running of Club events (eg Youth Tournament, Social Events)

Commitment:

Approx 4 hours per week and attending meetings in evenings

Accreditation:

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

Fiscal Authority:

Club signatory – bank account

Expenses approval

Spend approval £100 or less with no prior Committee approval

Spend approval of more than £100 with prior Committee approval



Operating Committee

Operating Committee

Role: 1st Team Manager

Role Description:

Managers the 1st Team in all aspects on behalf of the Exec Committee, ensuring all squad team players and management staff adhere to Club standards.

Ensures there is an opportunity for any player to succeed at Senior level (1st Team, U21, U18s).

Develops and delivers a training and management style which attracts, retains and develops players.

Key Responsibilities:

1. Assembles and manages a squad of players to ensure senior football at the Club is at the best possible level
2. Delivers regular training and coaching sessions to the 1st Team squad of players in-season
3. Provides pre-season training and coaching sessions to all potential 1st Team squad of players
4. Suggests and adopt high standards of practice by all players
5. Is a regular presence whenever possible for all to see at youth and senior level
6. Ensures the 1st team squad of players are motivated and engaged in all matters both on and off the pitch at the Club
7. Ensures all 1st Team players adhere to the Club's Code of Conduct for players
8. Maintains accreditation for the role and seek advancement as appropriate
9. Provides regularly liaison and discussion with the Football Development Officer, U21s and U18s Team Managers
10. Ensures all Senior teams' management staff (1st Team, U21s, U18s) adhere to the Club's Code of Conduct for management staff
11. Is actively involved and encouraging of others to raise funds for the Club
12. Helps in the organisation and running of Club events (eg Youth Tournament, Social Events)

Commitment:

Approx 5 hours per week plus match-days

Accreditation:

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

Fiscal Authority:

None



Operating Committee

Role: Head of Senior Section

Role Description:

Drives the highest level of football participation and standards within Senior Section in line with the Club's aspirations and constraints

Key Responsibilities:

1. Ensures all Club, FA and League paperwork requirements are completed and registered when and where necessary to assist Membership Secretary and relevant League Secretaries
2. Has regular meetings with 1st Team Manager, U21s Manager and u18 Managers
3. Actively involved with all senior players (1st Team, U21s, U18s) to ensure players aware of the role
4. Encourages active, regular dialogue with all senior players
5. Active in the Club and a regular presence for all to see at youth and senior levels on match days whenever possible
6. Suggests and promotes high standards for all players who represent the club at senior level
7. Ensures all Senior teams' management staff (1st Team, U21s, U18s) adhere to the Club's Code of Conduct for management staff
8. Actively involved and encouraging of others to raise funds for the Club
9. Works with the Senior Section management teams to ensure all players are motivated and engaged in all Club matters both on and off the pitch
10. Actively supports maintenance works and ground-grading requirements for the Club
11. Helps in the organisation and running of Club events (eg Youth Tournament, Social Events)
12. Oversee manager retention and recruitment within the section
13. Assisting welfare in ensuring all players training and playing matches are correctly registered and new players have completed appropriate trial forms to ensure covered by insurance whilst on trial
14. Help manage the trial process across age groups to ensure prospective new players have the opportunity to ensure they join the right team for them and the club
15. Assist managers within the section to plan cross-team/age group training sessions

Commitment:

Approx 2 hours per week plus match-days

Accreditation:

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

Fiscal Authority:

None



Operating Committee

Role: Head of Inter Section

Role Description:

To be the figure-head of the Inter section at the Club representing age groups u14, u15 & u16s and ensure flow of communication from Managers, Players & Parents in those teams to the Committee
To work closely with Vice-Chairman of the Club to ensure smooth running of the club at this age group and issues are prevented with a pro-active approach

Key Responsibilities:

1. Ensures all Club, FA and League paperwork requirements are completed and registered when and where necessary to assist Membership Secretary and relevant League Secretaries
2. Attends FA, league and official meetings outside of the club to gain required information and feedback to the Committee and Club Secretary affecting footballing matters
3. Attends as many games and training sessions as possible to become the known contact for the age group for parents to approach at all times and link to Club Welfare with matters raised
4. Ensure the two-way flow of information from Committee to Management, Players & Parents as required in the inter section
5. Actively involved in the dealing with and management of new player enquiries received by the club via website or other sources
6. Attends Club committee meetings
7. Active involvement in the short and long term planning of the Club Development Plan and implementation of actions arising
8. To understand and promote the Club Philosophy through the age group
9. To provide appropriate articles for the Club web-site, Social Media Manager and Press and PR Officer to increase and maximize awareness of our work
10. Helps in the organisation and running of Club events (eg Youth Tournament, Social Events)
11. Oversee manager retention and recruitment within the section
12. Monitor membership and identify opportunities for new teams or where there may be a need to rebalance across age groups
13. Assist managers in the transition from 5v5 to 7v7, 7v7 to 9v9, 9v9 to 11v11 (dependent on age group)
14. -Assisting welfare in ensuring all players training and playing matches are correctly registered and new players have completed appropriate trial forms to ensure covered by insurance whilst on trial
15. Help manage the trial process across age groups to ensure prospective new players have the opportunity to ensure they join the right team for them and the club
16. Assist managers within the section to plan cross-team/age group training sessions
17. Where appropriately qualified assist managers/coaches to maintain training sessions by acting as second adult present

Commitment:

Approx 2 hours per week and attending meetings in evenings



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Accreditation:

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

Fiscal Authority:

None



Operating Committee

Role: Head of Junior Section

Role Description:

To be the figure-head of the Junior section at the Club representing age groups u10, u11, u12 & u13s and ensure flow of communication from Managers, Players & Parents in those teams to the Committee
To work closely with Vice-Chairman of the Club to ensure smooth running of the club at this age group and issues are prevented with a pro-active approach

Key Responsibilities:

1. Ensures all Club, FA and League paperwork requirements are completed and registered when and where necessary to assist Membership Secretary and relevant League Secretaries
2. Attends FA, league and official meetings outside of the club to gain required information and feedback to the Committee and Club Secretary affecting footballing matters
3. Attends as many games and training sessions as possible to become the known contact for the age group for parents to approach at all times and link to Club Welfare with matters raised
4. Ensure the two-way flow of information from Committee to Management, Players & Parents as required in junior section
5. Actively involved in the dealing with and management of new player enquiries received by the club via website or other sources
6. Attends Club committee meetings
7. Active involvement in the short and long term planning of the Club Development Plan and implementation of actions arising
8. To understand and promote the Club Philosophy through the age group
9. To provide appropriate articles for the Club web-site, Social Media Manager and Press and PR Officer to increase and maximize awareness of our work
10. Helps in the organisation and running of Club events (eg Youth Tournament, Social Events)
11. Oversee manager retention and recruitment within the section
12. Monitor membership and identify opportunities for new teams or where there may be a need to rebalance across age groups
13. Assist managers in the transition from 5v5 to 7v7, 7v7 to 9v9, 9v9 to 11v11 (dependent on age group)
14. -Assisting welfare in ensuring all players training and playing matches are correctly registered and new players have completed appropriate trial forms to ensure covered by insurance whilst on trial
15. Help manage the trial process across age groups to ensure prospective new players have the opportunity to ensure they join the right team for them and the club
16. Assist managers within the section to plan cross-team/age group training sessions
17. Where appropriately qualified assist managers/coaches to maintain training sessions by acting as second adult present

Commitment:

Approx 2 hours per week and attending meetings in evenings



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Roles & Responsibilities



Accreditation:

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

Fiscal Authority:

None



Operating Committee

Role: Head of Mini Section

Role Description:

To be the figure-head of the mini section at the Club representing age groups u6, u7, u8 & u9s and ensure flow of communication from Managers, Players & Parents in those teams to the Committee

To work closely with Vice-Chairman of the Club to ensure smooth running of the club at this age group and issues are prevented with a pro-active approach

Key Responsibilities:

1. Ensures all Club, FA and League paperwork requirements are completed and registered when and where necessary to assist Membership Secretary and relevant League Secretaries
2. Attends FA, league and official meetings outside of the club to gain required information and feedback to the Committee and Club Secretary affecting footballing matters
3. Attends as many games and training sessions as possible to become the known contact for the age group for parents to approach at all times and link to Club Welfare with matters raised
4. Ensure the two-way flow of information from Committee to Management, Players & Parents as required in mini section
5. Actively involved in the dealing with and management of new player enquiries received by the club via website or other sources
6. Attends Club committee meetings
7. Active involvement in the short and long term planning of the Club Development Plan and implementation of actions arising
8. To understand and promote the Club Philosophy through the age group
9. To provide appropriate articles for the Club web-site, Social Media Manager and Press and PR Officer to increase and maximize awareness of our work
10. Helps in the organisation and running of Club events (eg Youth Tournament, Social Events)
11. Oversee manager retention and recruitment within the section
12. Monitor membership and identify opportunities for new teams or where there may be a need to rebalance across age groups
13. Assist managers in the transition from 5v5 to 7v7, 7v7 to 9v9, 9v9 to 11v11 (dependent on age group)
14. -Assisting welfare in ensuring all players training and playing matches are correctly registered and new players have completed appropriate trial forms to ensure covered by insurance whilst on trial
15. Help manage the trial process across age groups to ensure prospective new players have the opportunity to ensure they join the right team for them and the club
16. Assist managers within the section to plan cross-team/age group training sessions
17. Where appropriately qualified assist managers/coaches to maintain training sessions by acting as second adult present
18. Ensuring continuity of Under 6 mini kickers through planning of new coach for that age group or Under 7 if Under 6 coach moves with their team



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Commitment:

Approx 2 hours per week and attending meetings in evenings

Accreditation:

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

Fiscal Authority:

None



Operating Committee

Role: Head of Girls Section

Role Description:

To be the figure-head of the Girls section at the Club representing all age groups and ensure flow of communication from Managers, Players & Parents in those teams to the Committee

To work closely with Vice-Chairman of the Club to ensure smooth running of the club for the girls teams and issues are prevented with a pro-active approach

Key Responsibilities:

1. Ensures all Club, FA and League paperwork requirements are completed and registered when and where necessary to assist Membership Secretary and relevant League Secretaries
2. Attends FA, league and official meetings outside of the club to gain required information and feedback to the Committee and Club Secretary affecting footballing matters
3. Attends as many games and training sessions as possible to become the known contact for the age group for parents to approach at all times and link to Club Welfare with matters raised
4. Ensure the two-way flow of information from Committee to Management, Players & Parents as required in the girls section
5. Actively involved in the dealing with and management of new player enquiries received by the club via website or other sources
6. Attends Club committee meetings
7. Active involvement in the short and long term planning of the Club Development Plan and implementation of actions arising
8. To understand and promote the Club Philosophy through the age group
9. To provide appropriate articles for the Club web-site, Social Media Manager and Press and PR Officer to increase and maximize awareness of our work
10. Helps in the organisation and running of Club events (eg Youth Tournament, Social Events) Oversee manager retention and recruitment within the section
11. Monitor membership and identify opportunities for new teams or where there may be a need to rebalance across age groups
12. Assist managers in the transition from 5v5 to 7v7, 7v7 to 9v9, 9v9 to 11v11 (dependent on age group)
13. -Assisting welfare in ensuring all players training and playing matches are correctly registered and new players have completed appropriate trial forms to ensure covered by insurance whilst on trial
14. Help manage the trial process across age groups to ensure prospective new players have the opportunity to ensure they join the right team for them and the club
15. Assist managers within the section to plan cross-team/age group training sessions
16. Where appropriately qualified assist managers/coaches to maintain training sessions by acting as second adult present
17. Responsible for development and build out of the Girls section, identifying opportunities for new teams and actively helping to set them up



Ringwood Town FC

Roles & Responsibilities

**Commitment:**

Approx 2 hours per week and attending meetings in evenings

Accreditation:

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

Fiscal Authority:

None



Operating Committee

Role: Football Development Officer

Role Description:

Act as a coaching mentor to ensure the continued development of training standards to ensure a high standard is achieved throughout the club.

Key Responsibilities:

1. To review working practices to ensure professionalism of the club at all times
2. To work with Chairman/Vice Chairman/Charter Standard Officer to ensure club philosophy is maintained and understood with messages delivered and followed through
3. Being actively involved in meetings to advise and encourage 'the way forward' for the club
4. Assist in creation of a handbook for use by all coaches and managers with guidance
5. Regular in-house sessions for coaches to watch and learn techniques and approaches
6. Regular monitoring and guiding through active sessions with coaches
7. Actively mentoring Ringwood Town coaches for them to be the best that they can be, by delivering engaging sessions
8. Expected to help in the organisation and running of club events (such as Tournament) as far as practicable.

Commitment:

Approx 3-4 hours per week

Accreditation:

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

Fiscal Authority:

None



Club Officials

Club Official

Role: Development Officer

Role Description:

To Be Completed

Key Responsibilities:

1.

Commitment:

Accreditation:

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

Fiscal Authority:

None



Club Official

Role: Press and PR Manager

Role Description:

To be the one contact for all media to be extended to the public forum via newspapers in the form of editorials and press releases

To be responsible for the wider increase of local awareness of all we do as a Club alongside Website and Communications Manager and Social Media Manager

Key Responsibilities:

2. Attends Club committee meetings
3. Work closely with all Heads of Section to encourage constant content for articles
4. To edit all articles with mindfulness to Welfare and FA rulings and CEOPP guidelines
5. Create and maintain contacts with local papers i.e Bournemouth Echo, New Milton Paper etc.
6. Maximise newspapers for the club to attract sponsorship and prize donations when appropriate
7. To be pro-active in increasing the positive public perceptions of the club and to pick up any issues if required that could cause issue
8. Ensure that Ringwood Town Football Club are present and attending the community at as many local events as possible – Carnival, Family Fun Day, Local School Summer Days
9. Ensure that publicity campaigns are created in advance of events and match days where appropriate
10. Helps in the organisation and running of Club events (eg Youth Tournament, Social Events)

Commitment:

Approx 2 hours per week and attending meetings in evenings

Accreditation:

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

Fiscal Authority:

None



Ringwood Town FC

Roles & Responsibilities



Club Official

Role: Events Manager

Role Description:

To maximize use and hire of the facilities at Long Lane (including the Clubhouse) for events and functions and manage such events

To encourage regular use of the clubhouse and facilities by all members for fundraising activity working closely with Commercial Manager and Fund Raising Manager

Key Responsibilities:

1. Attends Club committee meetings
2. To promote regularly to the Town hire of the facilities including the Clubhouse and event planning
3. Do everything possible to create a vibrant atmosphere within the Clubhouse
4. Investigate pro-actively ideas to increase members use of the Clubhouse and increase of spend and therefore profit alongside Club House Manager
5. Suggest promotional ideas for increased spend from members to Club House Manager
6. Control and manage the end of season presentations
7. Helps in the organisation and running of Club events (eg Youth Tournament, Social Events)

Commitment:

Approx 2 hours per week and attending meetings in evenings

Accreditation:

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

Fiscal Authority:

None



Club Official

Role: Social Media Manager

Role Description:

To be the one contact for all media to be extended to the public forum via Facebook, Twitter and any other platforms deemed relevant

To be responsible for all content and ensure messages are posted efficiently and appropriately

To be responsible for the wider increase of local awareness of all we do as a Club alongside Website and Communications Manager and Press & PR Manager

Key Responsibilities:

1. Attends Club committee meetings
2. Work closely with all Heads of Section to encourage constant content for posting
3. To approve all postings with mindfulness to Welfare and FA rulings and CEOPP guidelines
4. Encourage more followers so we reach maximum communication levels within the club
5. Responding to queries received through Social Media and directing them to the website, relevant Club officials or communications manager
6. Maximise social media for the club to attract sponsorship and prize donations when appropriate
7. Helps in the organisation and running of Club events (eg Youth Tournament, Social Events)

Commitment:

Approx 2 hours per week and attending meetings in evenings

Accreditation:

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

Fiscal Authority:

None



Ringwood Town FC

Roles & Responsibilities



Club Official

Role: Website & Communications Manager

Role Description:

To be the one person responsible for the collating of information for the main Ringwood Town Football Club website

To be responsible for the cascading of information through the club

To be responsible for the wider increase of local awareness of all we do as a Club alongside Social Media Manager and Press & PR Manager

Key Responsibilities:

1. Attends Club committee meetings
2. Work closely with all Heads of Section to encourage constant content for newsletters and website
3. To edit all information with mindfulness to Welfare and FA rulings and CEOPP guidelines
4. To forward on all communications via the website to the appropriate person(s)
5. To forward all new player enquiries to appropriate team(s)
6. To ensure that all noticeboards at the club and in the Town are kept up to date and relevant at all times
7. Uploading of all club documents for ease of use for all onto the website and ensure all content is up to date
8. Helps in the organisation and running of Club events (eg Youth Tournament, Social Events)

Commitment:

Approx 2 hours per week and attending meetings in evenings

Accreditation:

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

Fiscal Authority:

None



Club Official

Role: Bournemouth Youth Football League Secretary

Role Description:

Representing the Bournemouth League for all age groups, ensure flow of communication with managers.
To work closely with Club Secretary to ensure smooth running of the club.

Key Responsibilities:

1. Ensuring that all games in the league are well Managed by the Managers
2. Attends FA, league and official meetings outside of the club to gain required information and feedback to the Committee and Club Secretary affecting footballing matters
3. Assisting with league and player registrations at the start of every season and cup entries
4. Submitting and dealing with 7 day approach letters in or out
5. Actively involved in the dealing with and management of new player enquiries received by the club via website or other sources
6. Attends Club committee meetings
7. Confirmation to opposition of match day timings and locations and ensuring all is set for home games
8. Confirmation to referee if appointed of timings and locations and ensuring all set for home games
9. Preparing and dealing with the monthly returns to Club Treasurer for all monies collected that month
10. Provide regular feedback to Club Secretary and Welfare Officer of issues with players and/or Management/coaches
11. Keeping Managers up to date with any issues relating to match days
12. Helps in the organization and running of Club events (eg Youth Tournament, Social Events)

Commitment:

Approx. 2 hours per week and attending meetings in evenings

Accreditation:

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

Fiscal Authority:

None



Club Official

Role: Dorset League Secretary

Role Description:

Representing the Bournemouth League for all age groups, ensure flow of communication with managers.
To work closely with Club Secretary to ensure smooth running of the club.

Key Responsibilities:

1. Ensuring that all games in the league are well Managed by the Managers
2. Attends FA, league and official meetings outside of the club to gain required information and feedback to the Committee and Club Secretary affecting footballing matters
3. Assisting with league and player registrations at the start of every season and cup entries
4. Submitting and dealing with 7 day approach letters in or out
5. Actively involved in the dealing with and management of new player enquiries received by the club via website or other sources
6. Attends Club committee meetings
7. Confirmation to opposition of match day timings and locations and ensuring all is set for home games
8. Confirmation to referee if appointed of timings and locations and ensuring all set for home games
9. Preparing and dealing with the monthly returns to Club Treasurer for all monies collected that month
10. Provide regular feedback to Club Secretary and Welfare Officer of issues with players and/or Management/coaches
11. Keeping Managers up to date with any issues relating to match days
12. Helps in the organization and running of Club events (eg Youth Tournament, Social Events)

Commitment:

Approx 2 hours per week and attending meetings in evenings

Accreditation:

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

Fiscal Authority:

None



Ringwood Town FC

Roles & Responsibilities



Club Official

Role: Girls League Secretary

Role Description:

Representing the Girls Hampshire League for all age groups, ensure flow of communication with managers. To work closely with Club Secretary to ensure smooth running of the club.

Key Responsibilities:

1. Ensuring that all games in the league are well Managed by the Managers
2. Attends FA, league and official meetings outside of the club to gain required information and feedback to the Committee and Club Secretary affecting footballing matters
3. Assisting with league and player registrations at the start of every season and cup entries
4. Submitting and dealing with 7 day approach letters in or out
5. Actively involved in the dealing with and management of new player enquiries received by the club via website or other sources
6. Attends Club committee meetings
7. Confirmation to opposition of match day timings and locations and ensuring all is set for home games
8. Confirmation to referee if appointed of timings and locations and ensuring all set for home games
9. Preparing and dealing with the monthly returns to Club Treasurer for all monies collected that month
10. Provide regular feedback to Club Secretary and Welfare Officer of issues with players and/or Management/coaches
11. Keeping Managers up to date with any issues relating to match days
12. Helps in the organization and running of Club events (eg Youth Tournament, Social Events)

Commitment:

Approx 2 hours per week and attending meetings in evenings

Accreditation:

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

Fiscal Authority:

None



Ringwood Town FC

Roles & Responsibilities



Club Official

Role: Fixtures Secretary

Role Description:

Making sure every fixture at home have a pitch. To work closely with Club Secretary to ensure smooth running of the club.

Key Responsibilities:

1. Ensuring that all home games in every league have a pitch that is suitable for their age group
2. If too many home games to ask opposition to reverse fixture
3. Attends Club committee meetings
4. Helps in the organization and running of Club events (eg Youth Tournament, Social Events)

Commitment:

Approx. 2 hours per week and attending meetings in evenings

Accreditation:

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

Fiscal Authority:

None



Ringwood Town FC

Roles & Responsibilities



Club Official

Role: Membership Secretary

Role Description:

To ensure every player is on the register and fully paid up. To work closely with Club Secretary to ensure smooth running of the club.

Key Responsibilities:

1. Attending of the signing on day every year
2. Collating and Managing all player registrations
3. Ensuring that the Treasurer is up to date with any payment issues relating to players
4. Working closely with all league secretaries with regard to player registrations
5. Provide detail on a regular basis on how many signed up and how many outstanding to be paid and chased
6. Attends Club committee meetings
7. Helps in the organization and running of Club events (eg Youth Tournament, Social Events)

Commitment:

Approx 2 hours per week and attending meetings in evenings

Accreditation:

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

Fiscal Authority:

None



Ringwood Town FC

Roles & Responsibilities



Club Official

Role: Referee Secretary

Role Description:

Making sure every fixture at home have a referee
To work closely with Club Secretary to ensure smooth running of the club.

Key Responsibilities:

1. To ensure that enough referees are available for Saturday and Sunday matches
2. To appoint for homes games and ensure that appointment is appropriate for the ref involved and the age group and confirm with referee and team in advance
3. To deal with the recruitment of more referees from u21-u15 teams and deal with booking of courses and monitoring ongoing of performance
4. Attends Club committee meetings
5. To deal with the recruitment of more referees from u21-u15 teams and deal with booking of courses and monitoring ongoing of performance
6. Confirmation to referee if appointed of timings and locations and ensuring all set for home games
7. Helps in the organization and running of Club events (eg Youth Tournament, Social Events)

Commitment:

Approx. 2 hours per week and attending meetings in evenings

Accreditation:

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

Fiscal Authority:

None



Ringwood Town FC

Roles & Responsibilities



Club Official

Role: Tournament Secretary

Role Description:

To be the one person in control of every step of the way in organizing the annual tournament

Key Responsibilities:

1. To collate and forward on all invites to local tournaments to Managers and assist in completion with Affiliation number etc.
2. To take complete control of the annual tournament timescales for build-up and post tournament feedback
3. To create a dedicated team of people to undertake the annual tournament
4. To take detailed minutes of all meetings relating to the annual tournament plus ensure all action points made are followed through and prepare agendas in advance of meetings
5. Attends Club committee meetings
6. Create a master list of all offers of help for the tournament and task manage the weekend as a whole

Commitment:

Approx. 2 hours per week (Dec to May) and attending meetings in evenings

Accreditation:

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

Fiscal Authority:

None



Club Official

Role: U18's Secretary

Role Description:

Representing the Bournemouth and Hampshire League for U18's, ensure flow of communication with managers. To work closely with Club Secretary to ensure smooth running of the club.

Key Responsibilities:

1. Ensuring that all games in the league are well Managed by the Managers
2. Attends FA, league and official meetings outside of the club to gain required information and feedback to the Committee and Club Secretary affecting footballing matters
3. Assisting with league and player registrations at the start of every season and cup entries
4. Submitting and dealing with 7 day approach letters in or out
5. Actively involved in the dealing with and management of new player enquiries received by the club via website or other sources
6. Attends Club committee meetings
7. Confirmation to opposition of match day timings and locations and ensuring all is set for home games
8. Confirmation to referee if appointed of timings and locations and ensuring all set for home games
9. Preparing and dealing with the monthly returns to Club Treasurer for all monies collected that month
10. Provide regular feedback to Club Secretary and Welfare Officer of issues with players and/or Management/coaches
11. Keeping Managers up to date with any issues relating to match days
12. Helps in the organization and running of Club events (eg Youth Tournament, Social Events)

Commitment:

Approx 2 hours per week and attending meetings in evenings

Accreditation:

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

Fiscal Authority:

None



Ringwood Town FC

Roles & Responsibilities



Club Official

Role: Wessex League Secretary

Role Description:

Representing the Wessex League for 1st team, ensure flow of communication with managers. To work closely with Club Secretary to ensure smooth running of the club.

Key Responsibilities:

1. Ensuring that all games in the league are well Managed by the Managers
2. Attends FA, league and official meetings outside of the club to gain required information and feedback to the Committee and Club Secretary affecting footballing matters
3. Assisting with league and player registrations at the start of every season and cup entries
4. Submitting and dealing with 7 day approach letters in or out
5. Actively involved in the dealing with and management of new player enquiries received by the club via website or other sources
6. Attends Club committee meetings
7. Confirmation to opposition of match day timings and locations and ensuring all is set for home games
8. Confirmation to referee appointed of timings and locations and ensuring all set for home games
9. Keeping Managers up to date with any issues relating to match days
10. Helps in the organization and running of Club events (eg Youth Tournament, Social Events)

Commitment:

Approx 2 hours per week and attending meetings in evenings

Accreditation:

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

Fiscal Authority:

None



Ringwood Town FC

Roles & Responsibilities



Club Official

Role: Winter Training Secretary

Role Description:

To ensure every team is still training in winter months
To work closely with Club Secretary to ensure smooth running of the club.

Key Responsibilities:

1. To plan well in advance of the season end as to what club requirements will be for winter training
2. To negotiate and agree fixed prices
3. To explore the best locations locally
4. Organize Managers and Coaches well in advance of September as to who is wanting to train and where
5. Attends Club committee meetings
6. Helps in the organization and running of Club events (eg Youth Tournament, Social Events)

Commitment:

Approx. 2 hours per week and attending meetings in evenings

Accreditation:

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

Fiscal Authority:

None



Club Official

Role: Wyvern League Secretary

Role Description:

Representing Wyvern League for development team, ensure flow of communication with managers. To work closely with Club Secretary to ensure smooth running of the club.

Key Responsibilities:

1. Ensuring that all games in the league are well Managed by the Managers
2. Attends FA, league and official meetings outside of the club to gain required information and feedback to the Committee and Club Secretary affecting footballing matters
3. Assisting with league and player registrations at the start of every season and cup entries
4. Submitting and dealing with 7 day approach letters in or out
5. Actively involved in the dealing with and management of new player enquiries received by the club via website or other sources
6. Attends Club committee meetings
7. Confirmation to opposition of match day timings and locations and ensuring all is set for home games
8. Confirmation to referee appointed of timings and locations and ensuring all set for home games
9. Preparing and dealing with the monthly returns to Club Treasurer for all monies collected that month
10. Provide regular feedback to Club Secretary and Welfare Officer of issues with players and/or Management/coaches
11. Keeping Managers up to date with any issues relating to match days
12. Helps in the organization and running of Club events (eg Youth Tournament, Social Events)

Commitment:

Approx 2 hours per week and attending meetings in evenings

Accreditation:

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

Fiscal Authority:

None



Ringwood Town FC

Roles & Responsibilities



Club Official

Role: New Forest League Secretary

Role Description:

Representing the New Forest League for all age groups, ensure flow of communication with managers. To work closely with Club Secretary to ensure smooth running of the club.

Key Responsibilities:

1. Ensuring that all games in the league are well Managed by the Managers
2. Attends FA, league and official meetings outside of the club to gain required information and feedback to the Committee and Club Secretary affecting footballing matters
3. Assisting with league and player registrations at the start of every season and cup entries
4. Submitting and dealing with 7 day approach letters in or out
5. Actively involved in the dealing with and management of new player enquiries received by the club via website or other sources
6. Attends Club committee meetings
7. Preparing and dealing with the monthly returns to Club Treasurer for all monies collected that month
8. Provide regular feedback to Club Secretary and Welfare Officer of issues with players and/or Management/coaches
9. Keeping Managers up to date with any issues relating to match days
10. Helps in the organization and running of Club events (eg Youth Tournament, Social Events)

Commitment:

Approx 2 hours per week and attending meetings in evenings

Accreditation:

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

Fiscal Authority:

None



Ringwood Town FC

Roles & Responsibilities



Club Official

Role: Clubhouse Manager

Role Description:

To manage the Clubhouse and functions.

Key Responsibilities:

1. Ensuring that the club has a vibrant feel to it and is a place people wish to spend time in
2. Instigating promotional ideas to encourage greater spend in the clubhouse from members
3. Ensuring we maintain the cleanliness and hygiene standards in place
4. Constantly checking stock to ensure minimal waste and maximum profit
5. Providing editorial for Press & PR or Social Media to increase awareness
6. Promote any ideas on improvements for greater use of the facility
7. Ensure that there is a cleaning rota and that all areas requested are being attended to regularly and paid
8. Managing finances to ensure regular bills are covered through income achieved
9. Expected to help in the organisation and running of club events (such as Tournament) as far as practicable

Commitment:

Approx. 2 hours per week and attending meetings

Accreditation:

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

Fiscal Authority:

None



Ringwood Town FC

Roles & Responsibilities



Club Official

Role: Kit & Equipment Manager

Role Description:

Ordering kit and equipment. Keeping containers tidy.

Key Responsibilities:

1. To ensure that all Managers are aware of the process of obtaining and sponsoring kit purchase.
2. To keep a regular stock of items we regularly run out of – ice packs/balls etc.
3. Agree the best deal possible for the club every year with local or on-line suppliers for equipment and kit
4. Maintain store of all stock for the season in a safe and organised manner
5. To create working parties on a rota basis to ensure that the nets container and equipment containers are kept safe and organised and any unsafe kit is reported to Welfare Officer and fixed or destroyed.
6. To ensure all teams have 10x training balls and 2 x match balls of appropriate size at the start of each season
7. To ensure that all coaches and Managers have a Ringwood jacket and anyone leaving returns these before going
8. Host kit amnesty once a year for return and recycling of old kits
9. To create and maintain a regularly checked inventory of equipment owned by the club
10. To propose any specialist equipment the club should purchase based on own knowledge and feedback from others actively coaching
11. To ensure that Managers/coaches sign a document when receiving and taking ownership of equipment to include the commitment to help the club in every way possible during the year
12. Expected to help in the organisation and running of club events (such as Tournament) as far as practicable

Commitment:

Approx. 2 hours per week and attending meetings

Accreditation:

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

Fiscal Authority:

None



Ringwood Town FC

Roles & Responsibilities



Club Official

Role: Club Sponsorship/Commercial Manager

Role Description:

To actively seek sponsorship for the club

Key Responsibilities:

1. To actively promote the selling of the main pitch boards to local companies
2. To organize the invoicing and creation and erection of all boards in a timely manner
3. To collate and re-invoice annually the existing boards on the main pitch
4. Ensuring that all sponsors at the club are looked after annually in an event/match by way of thanks
5. Ensuring that all youth teams have suitable sponsors and to explore further investment if possible in the club as a whole
6. Control and promote the possibility of a patron's draw for the club to increase revenue
7. To explore all opportunities that exist at the club to raise more funds i.e 100 club; match day ball sponsor; program sponsors etc.
8. To attend as many senior, u18, u21 and youth games as possible during the season
9. To attend as many club organized events as possible during the year
10. To maximize all revenue opportunities by making use of our social media and website platforms
11. Exploring the wealth of grant opportunities that are out there for youth football and applying and monitoring and presenting to the Committee for discussion
12. Work closely with **Chairman/Vice Chairman/Deputy Chairman** to brainstorm ideas and update on activity
13. Expected to help in the organisation and running of club events (such as Tournament) as far as practicable

Commitment:

Approx. 2 hours per week and attending meetings

Accreditation:

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

Fiscal Authority:

None



Ringwood Town FC

Roles & Responsibilities



Club Official

Role: Funding Raising Manager

Role Description:

To promote events throughout the season to raise funds

Key Responsibilities:

1. Creating, promoting various in house events throughout the season – whether this is to raise funds specifically or just to raise awareness or bond comradery i.e Quiz night
2. Masterminding the annual tournament – exploring ways to either enhance the profile or increase profitability
3. Helping any like-minded groups at Ringwood to raise funds for a specific reason i.e u18s sponsored cycle ride to pay for pitch; 1st team golf day
4. Influencing the spending of monies raised on suitable projects within the club
5. Ensuring that sufficient editorial is fed to **Press & PR** so the Town and wider public know what we are doing
6. Connect with local companies to ensure support and easy access to raffle prizes when required
7. Expected to help in the organisation and running of club events (such as Tournament) as far as practicable

Commitment:

Approx. 2 hours per week and attending meetings

Accreditation:

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

Fiscal Authority:

None



Ringwood Town FC

Roles & Responsibilities



Club Official

Role: Site Manager

Role Description:

To look after and maintain Long Lane site

Key Responsibilities:

1. To actively rota cutting of the main pitch – including active works to cut pitch
2. To actively rota the divot repair in winter months of the main pitch and organise 'slitting' with council
3. To ensure that all common training areas are regularly cut and appropriate for use for training and pre-match warm up areas
4. Ensure that all machinery is maintained and appropriate for use
5. Constant review of appearance and propose anything that needs updating or attending to – i.e signs, weeds, clubhouse structure, painting of walls and woodwork
6. Ensure that stock levels of white lining fluid or top dressing is right
7. Propose working parties and actively Manage these to get club works done by volunteers
8. Ensure that all ground grading requirements for the league are met and completed in good time
9. Expected to help in the organisation and running of club events (such as Tournament) as far as practicable

Commitment:

Approx. 2 hours per week and attending meetings

Accreditation:

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

Fiscal Authority:

None



Club Official

Role: Club Welfare Officer

Role Description:

Responsibility for implementing and managing the club's welfare policies and procedures relating to safeguarding and reporting concerns.

Key Responsibilities:

1. Ensure the club fulfils its responsibilities to safeguard the children within the club
2. Assist the club in implementing its safeguarding policy
3. Act as the first point of contact for all club members, volunteers, parents, children and young people where concerns about children's welfare, poor practice or issues are identified
4. Promote the club's code of conduct within the club
5. Manage the CRC process for all new and existing club volunteers to ensure they remain valid at all times
6. Booking of all coaching courses as necessary
7. Attend meetings for County and club as required
8. Keep up to date with FA policy and procedures
9. Ensuring a constant review of H&S at the club
10. Dealing with and submitting the Annual Health Check
11. Spot checks on Managers 1st aid kits & contact details.
12. Expected to help in the organisation and running of club events (such as Tournament) as far as practicable.

Commitment:

Approx 3 hours per week

Accreditation:

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

Fiscal Authority:

None



Club Official

Role: Player Liaison

Role Description:

To be the face of Ringwood Town Football Club's senior section and manage all matters relating to senior section player liaison.

Key Responsibilities:

1. Ensure that there is a constant flow and involvement of players through u18/u21 into senior team and reviewed regularly with attendance at matches.
2. To review working practices at senior level to ensure professionalism of the club at all times.
3. To work with Chairman/Vice Chairman/Charter Standard Officer and senior sides to ensure club philosophy is maintained and understood with messages delivered and followed through.
4. Being actively involved in meetings to advise and encourage 'the way forward' for the club.
5. Being actively involved in fund-raising activities for the club as a whole.
6. To ensure that players that approach the club to play are properly assessed and involved at the appropriate levels.
7. To keep an open eye on potential players playing elsewhere with a view to a transfer to senior sides.
8. Expected to help in the organisation and running of club events (such as Tournament) as far as practicable.

Commitment:

Approx 3 hours per week

Accreditation:

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

Fiscal Authority:

None



Ringwood Town FC

Roles & Responsibilities



Club Official

Role: Youth Rep

Role Description:

To be the voice of the mini & junior sections of the club, providing input into the clubs operations and its future development.

Key Responsibilities:

1. To create a cross-section of representatives in all age groups as players and meet regularly
2. Discuss the club as a whole and feedback in committee meetings ideas for improvement
3. Provide information on players at u21/u18/u16 that would be interested in coaching younger age groups
4. Be able to provide ideas on fund-raising activities i.e Sainsburys back pack, sponsored walks, sponsored cycle rides, car wash day etc.
5. To ensure that a team can be created to help with fundraising activities
6. Expected to help in the organisation and running of club events (such as Tournament) as far as practicable

Commitment:

Approx 1-2 hours per week

Accreditation:

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

Fiscal Authority:

None



Ringwood Town FC

Roles & Responsibilities



Club Official

Role: Team Manager

Role Description:

To Be Completed

Key Responsibilities:

1.

Commitment:

Accreditation:

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

Fiscal Authority:

None



Ringwood Town FC

Roles & Responsibilities



Club Official

Role: Team Coach

Role Description:

To Be Completed

Key Responsibilities:

1.

Commitment:

Accreditation:

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

Fiscal Authority:

None



Ringwood Town FC

Roles & Responsibilities



Club Official

Role: Team Administrator

Role Description:

To Be Completed

Key Responsibilities:

1.

Commitment:

Accreditation:

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

Fiscal Authority:

None