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This document forms a summary of the key roles and the responsibilities of each committee member in the management of Swinton FC; these can be built upon by each committee member in their time of election.

### **Honorary Club President**

The Honorary President is a non executive position but should be seen as a "Figure Head" within the club, to provide advice and guidance for Executive Committee Members and is responsible for assisting the Executive Committee in their duties of improving the Club and its facilities.

### **Trustees**

The trustees are responsible for the lease the administration of the club. They will deal with any issues that the Executive Committee may pass to them to deal with.

All trustees will offer support and guidance to the Executive Committee and all Sub Committees.

### **Non-Executive Chairman**

The Non-Executive Chairman is a non-executive position but should be seen as a "Figure Head" within the club, to provide advice and guidance for Executive Committee Members and is responsible for assisting the Executive Committee in their duties of improving the Club and its facilities.

### **Club Chairman**

SFC Chairman is responsible for running and co-coordinating Executive Committee meetings and ensuring that The Club Constitution and Rules are adhered to within those meetings.


The Chairman should also assist and guide the Executive Committee, liaise with governing bodies, associates and other in order to enhance the running and development of the club and advice and deal with club matters as and when required taking on specific tasks within the club structure.

### **Vice Chairman**

To assist the Chairman with his role in co-ordinating the Executive Committee, to advise and deal with club matters as and when required and also take on specific roles within the club structure.

### **Treasurer**

The Treasurer is responsible for all Club funds and that they are administered legally. Responsibilities also include ensuring that the Executive Committee is aware of the current financial status of the Club and to advise the release/use of funds where necessary.

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### **Secretary**

The Secretary administers all general correspondence for the Club. This includes liaison with the relevant leagues, registration of teams, paying of bills/fines, etc. and with all other Executive Committee and club members regarding all aspects of administering the club.

### **Senior Safe Guarding Officer**

Responsible for coordinating and delivering the Child Protection agenda for the Club. The role holder will be appropriately qualified and checked in line with FA Charter Standard Guidelines and will ensure a rigorous process of checks and screening of all club managers, trainers and volunteers.

Role holder will ensure that all teams operate within guidelines laid down by charter status and that the welfare and safety of children are of primary and without compromise.

To oversee the introduction of existing and new club players and volunteers. Ensuring that all DBS's, First Aid and Safeguarding are up to date. Informing the general Executive Committee of all safeguarding issues, following all F.A directives under safeguarding. To attend safeguarding meetings and deliver safeguarding instructions to managers, assistant's and parent workshops. Communicate with parents and all local authorities of any concerns within the club or the wider audience and mentor all child welfare officers within the club.

S.S.G.O will be responsible for the up keep of the club health check on the F.A Whole Game system. The S.S.G.O will chair a sub Committee for Child Welfare and Development; this shall be a Committee of all welfare officers and development officers.

### **Discipline Secretary**


To deal with all matters arising from the mis-conduct of players, parents and any one bringing the club into disrepute for whatever reason.

He or she will work closely with the club Secretary and S.S.G.O to ensure S.F.C maintains a low and acceptable level of parent, player or coach incidents. If incidents arise he or she will then place into operation the clubs discipline procedures taking the necessary actions against the offender within the time limits of the policy or as advised by Manchester or any other F.A.

### **Respect Officer**

Will ensure the promotion of high standards of behaviour in the game and to ensure that SFC is following all guidelines set down by Manchester F.A. The behaviour of the players, coaches, match officials and parents must have no impact, directly or indirectly, on the conduct of everyone involved in the game both on the pitch and on the side-lines.

The respect officer will report any direct or indirect incidents to the S.S.G.O and Club Secretary.

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### **Coaching Development Officer**

To deliver the Swinton FC coaching programme in line with the S.F.C Philosophy, Vision and Best practice.

- Review coaches twice yearly and develop internal CPD courses to meet their own individual training needs of coaches at SFC.
- To work with coaches on their specific needs on a one to one basis and develop an ongoing proactive development plan
- To observe coaches and disseminate best practices to other managers

The development officer or officers will liaise with the S.S.O and the Club Development Officer keeping the general Executive Committee briefed at all times

### **Club Development Officer**

To oversee and promote the club, creating links in the local community, sponsorship, liaising with fundraising Executive Committee and tournament Executive Committee ensuring that all opportunities for funding are explored to the full.

The development officer shall forge strong links with Manchester F.A and develop links that are fed back to the club and Executive committee.

The development officer shall work closely with the Press and Media officer to promote all opportunities in and outside of the club.

### **Parent Liaison Officer**


To be a communication point for all managers, parents and players within age groups. The Liaison officer shall represent all teams, parents and players of all age group at club Executive Committee meetings where they shall inform the Executive Committee of any issues or concerns.

The liaison officer shall visit games to observe the behaviour of managers, parents and players and inform the S.S.O and Club Secretary of any appropriate behaviour that is not in line with clubs vision and philosophy

### **Media and Press Officer**

To ensure the club is within the legal boundaries of social media and the F.A rules and procedures guidelines.

Ensuring that the club website is constantly up dated and to Post all club news, social media and events.

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### Minuet Secretary

To record accurate minuets of all club meetings, present these at all meetings to be signed off and agreed as true by two other club members and to keep all meeting minuets in a folder for ease of reference.

### **Team Manager**

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 The Football Association.

Team Managers are responsible only to the Club Committee.

Main duties would include:

1. To work with the Junior Club Coach(es).
2. To follow and teach the clubs Vision and Ethos
3. To ensure that fixtures and referees are arranged on time.
4. To organise winter training (where applicable)
5. To take responsibility for kit and equipment.
6. To ensure that registration fees are collected and submitted to the club treasurer.
7. To co-ordinate details for away venue games.
8. To attend both Club and League Meetings.
9. To welcome new members and induct them into the Club.
10. To control the conduct of both the players and parents and coaches associated with their team at all times.
11. Sourcing kit sponsorship