

CLUB VOLUNTEER ROLES

There are many different roles required to run a grassroots football club.

This section provides a summary of some of the roles that you can get involved in, a brief explanation of their responsibilities and the key skills needed to be successful at the role. Some of the roles – mandatory roles - are required as part of the affiliation and club accreditation with FAW Trust and others are roles or functions that should be considered based on your own club's circumstances.

A template job description has been provided for each of the mandatory roles. You can use these to help you with resource planning, new volunteer recruitment and induction.



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MANDATORY ROLES



CHAIRPERSON

Oversee the running of the club, ensuring that it is run efficiently and managed appropriately.

TYPICAL TASKS:

Leading club meetings

Providing overall leadership of the club

Supporting or developing the club culture/philosophy

Ambassadorial tasks for the club

Liaison with local partners such as local business, colleges and universities, other sports clubs

USEFUL SKILLS FOR THIS ROLE:

Enthusiastic and motivating

A good leader who can be objective as well as empathetic

Confident and a good communicator; able to represent the club at external meetings

Able to ensure meetings run smoothly and efficiently

Easy to approach with good listening skills

Well organised and happy to delegate



TREASURER

Ensure that the club stays financially sustainable, pay all expenses, and collect any monies owed to the club.

TYPICAL TASKS:

Keeping accurate records of all incoming and outgoing money on behalf of the club

Recording and collecting subscriptions from club members

Providing regular financial reports to the committee

Ensuring accounts are audited (if required) and presenting at AGM

Long term financial planning to ensure the club's sustainability

USEFUL SKILLS FOR THIS ROLE:

Enthusiasm

Well organised – able to keep up to date financial records

Meticulous when handling money and cheques

Honesty and integrity

Good understanding of numbers

Simple communication of finance to non-finance people

Able to answer questions of a financial nature in meetings



SECRETARY

A critical role within a club; the secretary is the primary contact for FAW officials, leagues, team managers, and the club.

TYPICAL TASKS:

Looking after the main administrative duties

Overseeing affiliation to leagues and cup competitions

Collection and payment of fines

Administration of all club correspondence

USEFUL SKILLS FOR THIS ROLE:

Enthusiasm

Well organised

Experienced in computer and administration skills

Able to maintain confidentiality

A good communicator, both verbal and written skills

Good listening skills



CLUB SAFEGUARDING OFFICER (CSO)

Ensure the club operates a safe, child friendly environment and promotes good practice in line with the FAW and the organisation's Safeguarding and Welfare Policies.

TYPICAL TASKS:

Administering criminal records checks - called DBS checks (Disclosure & Barring Service)

Ensuring coaches and relevant personnel have current and valid DBS checks and have registered with the club on the COMET system

Ensuring coaches and relevant personnel have the necessary qualifications to undertake their roles

Ensuring the club meets at least the Standard level of the Club Accreditation Programme (in partnership with club colleagues)

Acting as the point of contact for minor safeguarding/welfare issues at club level

Reporting issues that cannot be dealt with at club level to League Safeguarding Officer or the FAW safeguarding team

Implementing safeguarding best practice at club level

Complying with the CSO Code of Conduct

USEFUL SKILLS FOR THIS ROLE:

Enthusiasm

Ability to maintain records

Ability to provide basic advice, based on club and FAW safeguarding policies

A child focussed approach

Integrity and trustworthiness

Good communication skills



TEAM MANAGER/COACH

All teams will require a manager to organise fixtures, lead the team on matchdays and organise training. We encourage clubs to split these roles in order to lighten the workload for one person, but recognise that in some cases this person may also be the team's coach. Further information about breaking down roles can be [found here](#).

TYPICAL TASKS:

Organising training sessions

Leading teams on matchdays

Communicating logistics to players

Supporting the development of players

USEFUL SKILLS FOR THIS ROLE:

Enthusiasm

Attention to detail

Forward planning

Motivator

Relevant coaching qualification and DBS check



FIRST AIDER

Each age group team requires at least **ONE** first aid qualified person to ensure the safety of all players.

TYPICAL TASKS:

Manage any first aid incident

Ensure everyone is safe

Liaise with medical professional, parents, carers

Keep accurate records of incidents

Keep first aid kit and equipment up to date and well stocked

USEFUL SKILLS FOR THIS ROLE:

Enthusiasm

Ability to maintain records

Ability to administer first aid, based on the FAW first aid course

Integrity and trustworthiness

Good communication skills

Ability to remain calm under pressure

Works well in a team



COMET CHAMPION

To be the primary contact and main user of COMET (COMET is our online club administration system).

TYPICAL TASKS:

Supporting other club members in using the system

Setting up and amending users within the club system

Helping to resolve club issues experienced on COMET

Keeping records up to date

Be a key contact for the FAW

USEFUL SKILLS FOR THIS ROLE:

Enthusiasm

Well organised

Experienced in computer and administration skills

Passion to learn and develop especially in relation to COMET

Interest/experience with technology is helpful, but not required

Attention to detail



RECOMMENDED ROLES OR FUNCTIONS



EQUALITY CHAMPION

Being an advocate within the club to develop and promote equality, diversity and inclusion (EDI).

TYPICAL TASKS:

Leading on matters relating to equality, diversity and inclusion

Promote active conversations about equality, diversity and inclusion throughout the Club

Ensuring the club has up to date policies, procedures and is adhering to Equality legislation and FAW guidelines

Providing advice and guidance to Club Officials and Members, signposting to appropriate services where required

USEFUL SKILLS FOR THIS ROLE:

Enthusiasm

Good listening skills

Honesty and integrity

A person-centred approach with the ability to inspire others



GROUNDSKEEPER

To complete the annual maintenance schedule and prepare the pitch(es) for match days.

TYPICAL TASKS:

Preparing and maintain the facility(ies) in accordance with the annual maintenance programme

Ensuring the pitch(es) are matchday ready

Preparing and maintain any equipment

Communicating with coaches, committee members and others about facility usage

Following necessary health and safety regulations

USEFUL SKILLS FOR THIS ROLE:

Enjoys working in the outdoors

Good attention to detail

Happy to work alone

Great self-motivator

Excellent planning, organisation and time management skills



VOLUNTEER CO-ORDINATOR

To help develop a volunteering culture within the club, from planning and recruitment of volunteers through to ensuring that volunteers feel supported and valued, and have the confidence and knowledge to undertake their roles.

TYPICAL TASKS:

Acting as the initial point of contact for current and potential volunteers

Encouraging more people to help out

Putting people in roles that suit their skills, interests and availability

Providing new volunteers with the support and information to help them carry out their role

Ensuring the club values and recognises the contribution of its volunteers

Retaining the existing group of volunteers while growing the base

USEFUL SKILLS FOR THIS ROLE:

Enthusiasm

Good organisational skills

Friendly and approachable personality

Great communication skills

Empathy – being a fellow volunteer helps

Understanding of time management



COACHING CO-ORDINATOR

To develop a vibrant coaching structure, which aims to ensure players have enjoyable and developmental experiences, arranging mentoring sessions and opportunities to support coaches to develop and progress as well as support the recruitment of new coaches alongside the club Volunteer Co-ordinator.

TYPICAL TASKS:

Creating an appropriate coaching structure for the club, based on its' size and focus

Implementing a mentoring and support system for new and existing team managers/coaches

Promoting and signpost coach development opportunities to team managers/coaches

Signpost team managers/coaches to relevant coach education courses and development opportunities

USEFUL SKILLS FOR THIS ROLE:

Enthusiasm

Great communication skills

Knowledge on the coaching pathway and development opportunities

Good listening skills



FIXTURES SECRETARY/CO-ORDINATOR

Responsible for organising pitches for home games and ensuring that the club's teams can play all of their games.

TYPICAL TASKS:

Booking facilities

Communicating with visiting team or the league

Liaise with groundskeepers

Communicate with home managers and coaches

USEFUL SKILLS FOR THIS ROLE:

Enthusiasm

Well organised

Experienced in computer and administration skills

A good communicator, both verbal and written skills



ACCREDITATION OFFICER

To complete the annual club accreditation process.

TYPICAL TASKS:

Determining the level of accreditation the club would like to achieve

Reviewing the criteria and aligning what the club has and what is needed

Completing the application process

Acting as a point of contact for the FAW Trust

Communicating the club's achievement to members and the wider community

USEFUL SKILLS FOR THIS ROLE:

Enthusiasm

A good communicator, both verbal and written skills

Experienced in computer and administration skills

Passion to learn and develop especially in relation to COMET

Ability to maintain records and keep a track of upcoming outstanding qualifications

Understanding of time management



SOCIAL MEDIA, MARKETING OR COMMUNICATIONS CO-ORDINATOR

The role promotes the activities of the club with the aim of increasing profile and thereby club membership, raising income or improving the club's reputation.

TYPICAL TASKS:

Raising the profile of the club in the community

Building relationships with local media

Ensuring the club website and social media feeds provide up to date and relevant information

Reporting on club events and compiling match reports

Running mini social media campaigns

USEFUL SKILLS FOR THIS ROLE:

Confident and approachable

Enthusiastic and naturally curious

A strong communicator, with good writing and verbal skills

Well organised

Experienced in computer skills – curious about digital platforms

Interested in marketing/promotions/social media or dealing with the local media





OTHER ROLES



OTHER ROLES

Many successful clubs have also introduced more informal roles which may be part of the committee or may just 'help out' other roles. These informal roles can add real value at points through a season and can act as a great starting point for potential committee members – so make it a great experience!

COMMITTEE/BOARD MEMBER

Some clubs may have one or more 'general' committee members who may play an important role supporting the club. Consider creating a role description for this role, providing specific tasks which could be done on a season-by-season basis and consider recruiting this more general support from your helpers as detailed below. Depending on the size and legal structure of the club, these roles may play a role as an 'Independent Committee or Board member' and will help provide expertise or advice objectively in support of the club.

CLUB HELPER

Someone who helps out occasionally, with everything from matchday catering or refreshment through to supporting club events. Creating a team of helpers may appeal to club supporters who are happy to be involved on an ad hoc basis.

TEAM SUPPORT/HELPER

Often team coaches or team managers will have additional support who help with administration tasks or provide general 'off-pitch' support at training or on a matchday.

Role descriptions or tasks can be used to help potential helpers understand what will be involved, but be careful not to make it too formal as this may put some people off.

