

# MANDATORY ROLES

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

This section provides a summary of the mandatory roles that you can get involved in, a brief explanation of their responsibilities and the key skills needed to be successful at the role. These mandatory roles are required as part of the club accreditation with FAW Trust.

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.



## CHAIRPERSON

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

### TYPICAL TASKS:

Leading club meetings

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Providing overall leadership of the club

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Supporting or developing the club culture/philosophy

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Ambassadorial tasks for the club

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

### USEFUL SKILLS FOR THIS ROLE:

Enthusiastic and motivating

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A good leader who can be objective as well as empathetic

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

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Able to ensure meetings run smoothly and efficiently

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Easy to approach with good listening skills

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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

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Recording and collecting subscriptions from club members

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Providing regular financial reports to the committee

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

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Long term financial planning to ensure the club's sustainability

### USEFUL SKILLS FOR THIS ROLE:

Enthusiasm

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Well organised – able to keep up to date financial records

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Meticulous when handling money and cheques

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Honesty and integrity

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Good understanding of numbers

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Simple communication of finance to non-finance people

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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

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Overseeing affiliation to leagues and cup competitions

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Collection and payment of fines

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Administration of all club correspondence

### USEFUL SKILLS FOR THIS ROLE:

Enthusiasm

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Well organised

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Experienced in computer and administration skills

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Able to maintain confidentiality

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A good communicator, both verbal and written skills

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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

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Leading teams on matchdays

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Communicating logistics to players

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Supporting the development of players

### USEFUL SKILLS FOR THIS ROLE:

Enthusiasm

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Attention to detail

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Forward planning

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Motivator

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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

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Ensure everyone is safe

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Liaise with medical professional, parents, carers

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Keep accurate records of incidents

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

### USEFUL SKILLS FOR THIS ROLE:

Enthusiasm

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Ability to maintain records

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

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Integrity and trustworthiness

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Good communication skills

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Ability to remain calm under pressure

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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

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Setting up and amending users within the club system

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Helping to resolve club issues experienced on COMET

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Keeping records up to date

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Be a key contact for the FAW

### USEFUL SKILLS FOR THIS ROLE:

Enthusiasm

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Well organised

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Experienced in computer and administration skills

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Passion to learn and develop especially in relation to COMET

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Interest/experience with technology is helpful, but not required

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Attention to detail

