

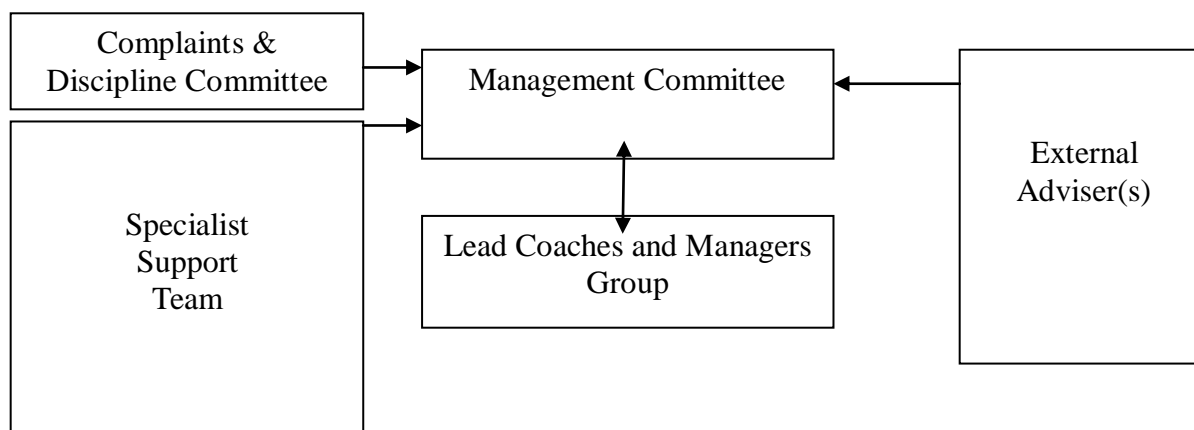
# CASTLE JUNIORS FOOTBALL CLUB



## ROLES AND RESPONSIBILITIES - VERSION 5

It is important that we are clear on who has responsibility for our various activities. This document therefore provides clarity on specific roles, whilst recognising that we will continue to work closely together.

The overall management structure of the club is kept under review. The current management structure is illustrated in the diagram below:



**Signed:**

*Trevor Reid*

*Iain Greenway*

**TREVOR REID  
CLUB CHAIRPERSON**

**IAIN GREENWAY  
CLUB TREASURER**

**Date: 16 March 2019**

Version	Date	Changes
1	February 2016	
2	April 2017	Minor changes to maintain consistency with other policies
3	January 2018	Minor changes to maintain consistency with other policies
4	May 2018	Addition of Data Protection Officer
5	March 2019	Alteration of Management Committee roles and amendment of Club Committee
	February 2021	Moved to new header - no change in content, so no new version number applied

### **Management Committee**

The Committee consists of the Club Chairperson, Senior Club Secretary, Junior Club Secretary, Club Treasurer, Marketing & Communications Officer, Director of Football, Grassroots & Community Officer and Complaints & Discipline Committee Chair.

The Committee is responsible for the day-to-day management of the club. The Committee is in particular responsible for:

- Reviewing and approving Club Development Plans and policies, including vision, mission and aims.
- Appointing Heads of Football and members of the Specialist Support Team.
- Appointing any external advisers.
- Banking and insurance arrangements.
- Approving budgets.
- Setting subscription and donation levels.
- Confirming league entries.
- Confirming coach allocation to teams.
- Approving club tournaments, festivals, events, trips and publications.
- Agreeing the terms applying to any individuals paid by the club.
- Waiving monies due.
- Agreeing kit design.

Members of the Management Committee are elected by the Club's Annual General Meeting, in accordance with the Club's Constitution.

The particular roles and responsibilities of Management Committee members are summarised below. Management Committee members may also be given specific responsibility to maintain close links with a particular year group/ squad. All members of Management Committee will work closely together to further the development of the club.

## **Chairperson**

Purpose - to provide leadership and direction for the club

Expected time commitment - the role will require weekly and often daily activity, a good deal of it to connect to training and other commitments so often in the evenings and weekends

### Tasks

- Chair meetings of the Management Committee.
- Oversee the work of Management Committee members.
- Take an oversight role in the club's key relationships, including with our kit supplier.
- Be an advocate for the club in the local community.
- Manage the club's relationship with Ards & North Down Borough Council.
- Seek out potential sponsors and manage the club's relationship with sponsors.
- On behalf of Management Committee, oversee the work of the Marketing & Communications Officer and the Safeguarding Officer.
- Promote football for all.

### Desirable skills

- Leadership and teambuilding skills.
- Knowledge of the game and of the club.
- Good communication skills.
- Good organisational skills, including personal organisation.

### Checks

- Access NI basic disclosure certificate.

## **Senior Club Secretary**

*Note: the Club will have two Secretaries, who will work closely together. The Senior Club Secretary will take a lead on club business associated with the South Belfast Youth Football League and the NIBFA National League; the Junior Club Secretary will take a lead on club business associated with the IFA Small Sided Games programme.*

Purpose - to ensure effective club administration

Expected time commitment - the role will require weekly and often daily activity, a good deal of it to connect to training and other commitments so often in the evenings and weekends

### Tasks

- Primary contact with the National and South Belfast Youth Football Leagues, including attending league meetings.
- Ensure that league registration requirements are complied with.
- Maintain club's league memberships.
- Sign player release forms for any NL or SBYFL players leaving the club after agreement from the Director or Head of Football.
- Key initial point of contact for other clubs.
- With the Junior Club Secretary, ensure effective correspondence from, to and within the club.
- With the Junior Club Secretary, prepare agendas and provide minutes for Management Committee meetings.
- Act as Data Protection Officer.
- With the Junior Club Secretary, manage and maintain all club administrative records.

### Desirable skills

- Team working skills.
- Knowledge of the game.
- Good communication skills.
- Good administrative skills, including personal organisation and record keeping.

### Checks

- Access NI basic disclosure certificate.

## **Junior Club Secretary**

*Note: the Club will have two Secretaries, who will work closely together. The Senior Club Secretary will take a lead on club business associated with the South Belfast Youth Football League and the NIBFA National League; the Junior Club Secretary will take a lead on club business associated with the IFA Small Sided Games programme.*

Purpose - to ensure effective club administration

Expected time commitment - the role will require weekly and often daily activity, a good deal of it to connect to training and other commitments so often in the evenings and weekends

### Tasks

- Official contact with the IFA and the Small Sided Games programme, including attending relevant meetings.
- Ensure that league registration requirements are complied with.
- Official link with the Ards and North Down Sports Forum.
- Sign player release forms for any SSG players leaving the club after agreement from the Director or Head of Football.
- Key initial point of contact for other clubs.
- Complete administration for the club's work in schools and community outreach work.
- Complete administration for any club tournaments and festivals.
- With the Senior Club Secretary, ensure effective correspondence from, to and within the club.
- With the Senior Club Secretary, Prepare agendas and provide minutes for Management Committee meetings.
- With the Senior Club Secretary, manage and maintain all club administrative records.

### Desirable skills

- Team working skills.
- Knowledge of the game.
- Good communication skills.
- Good administrative skills, including personal organisation and record keeping.

### Checks

- Access NI basic disclosure certificate.

## **Club Treasurer**

Purpose - management of club finances and policies

Expected time commitment - the role will require weekly and often daily activity, a good deal of it to connect to training and other commitments so often in the evenings and weekends

### Tasks

- Maintain club budgets and accounts.
- Ensure payments are paid on time and properly recorded.
- Maintain the Club Constitution, Policies and Procedures, and IFA Clubmark accreditation.
- Maintain club registration details of all players/members.
- Manage Gift Aid registration and claims.
- Procure all significant purchases, and manage relationships with suppliers.
- Manage the club's use of venues and relationship with venue providers.
- Maintain relationships with potential grant funders and intermediaries, so as to monitor potential grant opportunities.
- On behalf of Management Committee, oversee the work of the Health and Safety Coordinator.

### Desirable skills

- Team working skills.
- Knowledge of the game.
- Good communication skills.
- Good administrative skills, including personal organisation and record keeping.
- Knowledge of and experience in financial management and book keeping.

### Checks

- Access NI basic disclosure certificate.

## **Marketing and Communications Officer**

Purpose - maintaining a strong and positive profile for the club

Expected time commitment - the role will require weekly and often daily activity, a good deal of it to connect to training and other commitments so often in the evenings and weekends

### Tasks

- Deliver a marketing and internal communications plan for the club.
- Develop and maintain an appropriate 'brand image' for the club in local and wider footballing circles.
- Develop and maintain a strong local profile for the club, including with Councillors and Council officers.
- Ensure strong club-wide communications with parents and supporters.
- Seek out PR opportunities for the club.
- Ensure appropriate coverage of the club's activities in local media.
- Oversee the management of the club's website and social media outlets.
- Oversee the work of the webmaster(s).
- Work with equivalent roles in other clubs to share good practice.

### Desirable skills

- Team working skills.
- Good communication skills.
- Good personal organisation skills.
- Approachability and good interpersonal skills.
- Knowledge of and experience in marketing and relationship building.

### Checks

- Access NI basic disclosure certificate.

## **Director of Football**

Purpose - to ensure effective programmes of player and coach development

Expected time commitment - the role will require weekly and often daily activity, a good deal of it to connect to training and other commitments so often in the evenings and weekends

### Tasks

- Oversee and guide the footballing development of the club and each team within it.
- Oversee the work of the Heads of Football (HOF).
- Appoint and release, in conjunction with the HOFs, all Lead Coaches / Managers.
- Sign off, in coordination with the Volunteer Coordinator (VC) and HOFs, the appointment of all new coaches.
- Provide coaches with a training / support programme, including mentoring as appropriate.
- Propose external coaches as necessary to support player and coach development.
- In conjunction with the HOFs, determine which tiers of which league each team should play in.
- Manage the agreed coach education and development budget.
- Sign off all coaching badge approvals, in coordination with the HOFs.
- On behalf of Management Committee, oversee the work of the Volunteer Coordinator.

### Desirable skills

- Team building skills.
- Minimum UEFA B Licence (A licence desirable).
- Good knowledge of the game.
- Good communication skills.
- Good organisational skills, including personal organisation.
- Approachability and good interpersonal skills, including with children.

### Checks

- Access NI enhanced disclosure certificate.



## **Grassroots & Community Officer (GCO)**

Purpose - to promote the club within the community

Expected time commitment - the role will require weekly and often daily activity, a good deal of it to connect to training and other commitments so often in the evenings and weekends

### Tasks

- Maintain links with local schools to raise awareness of the club and arrange work in schools as appropriate.
- Develop programmes to open the club to all.
- Maintain close links with local IFA representatives.
- Be aware of and follow the IFA 'Let them Play' strategy.
- Oversee the management of club tournaments and festivals.
- Maintain contact with campaigns such as Football Against Racism in Europe (FARE) and the national Respect Campaign.
- Manage allocation of schools funds in conjunction with the Club Treasurer.

### Desirable skills

- Team building skills.
- Good knowledge of the game.
- Good communication skills.
- Good organisational skills, including personal organisation.
- Approachability and good interpersonal skills, including with children.

### Checks

- Access NI enhanced disclosure certificate.

## **Complaints & Discipline Committee Chair**

*A Complaints & Discipline Committee, elected by the AGM and consisting of a chair, and four Adult or Associate Members of the Club who are not members of the Management Committee, is responsible for managing complaints and disciplinary proceedings into any members who are alleged to have infringed the club rules/ regulations/ constitution. The Committee will be responsible for determining any action of suspension or discipline following such proceedings.*

Purpose - to manage all necessary complaints and disciplinary activity in the club

Expected time commitment - the role will require weekly and often daily activity, a good deal of it to connect to training and other commitments so often in the evenings and weekends

### Tasks

- Chair meetings of the Complaints & Discipline Committee.
- Arrange appropriate training and development for Complaints & Discipline Committee members.
- Ensure robust review, investigation and decision-making on any breaches of the club's policies and procedures.
- Primary point of contact with the IFA and leagues on complaints and disciplinary matters.

### Desirable skills

- Leadership and teambuilding skills.
- Knowledge of the game and of the club.
- Good communication skills.
- Good organisational skills, including personal organisation.

### Checks

- Access NI enhanced disclosure certificate.

**A Lead Coaches and Managers Group** will be convened as appropriate to support the Management Committee in the running of the club, providing ideas, suggestions and advice. The Management Committee will test significant decisions on club development with the Group and give strong weight to Group's views when making decisions. The Group will consist of Management Committee members, Heads of Football, Lead Coaches and Team Managers, and a player nominated by the Club's 11-a-side teams. The Specialist Support Team and any external advisers may also attend meetings of the Group.

### **Lead Coach / Team Manager**

*Notes:*

- *There will be a Manager for each 11-a-side team and a Lead Coach for each SSG team*
- *The Managers and Lead Coaches will work closely together to support the development of all players and fellow coaches*
- *The positions will be filled on an annual basis by the Director and Heads of Football.*
- *These individuals may delegate responsibility for certain tasks.*

*Each Lead Coach/ Team Manager will be supported a number of Support Coaches and Assistants. These Support Coaches and Assistants will be selected through a process coordinated by the Volunteer Coordinator alongside the HOFs and DOF.*

**Purpose** - management of players to ensure development within the club's overall ethos and vision

**Expected time commitment** - around 5 hours per week on average (over and above any coaching commitments)

### **Tasks**

- Manage Support Coaches and Assistants, promoting collaborative working.
- Organise training sessions which develop players' skill, confidence and fitness and follow club safety procedures.
- Keep closely in touch with players to seek to retain and develop them, identify recruitment needs and work to recruit suitable players in compliance with club and IFA policies.
- Support others, particularly those in years immediately below, with advice and guidance.
- Build team spirit and encourage participation.
- Select teams and set tactics.
- Maintain good relations with players and parents, ensuring that feedback encourages the development of all players.
- Provide input to club developments.
- Advise the relevant HOF on relevant matters, including league entries, coaching/ equipment/ volunteers needs, and opportunities.
- Ensure that good care is taken of equipment.
- Ensure that an attendance register of players at training and matches is maintained.
- Ensure that player registration records and fees are processed in a timely manner.
- Ensure that incident forms are completed as necessary.
- Manage referee fees, player league registrations and league match cards.
- Ensure that any social media groups comply with club policies.
- Manage any team funds.
- Take overall responsibility for the management of any trips.

- Report any relevant issues to the HOF or relevant club officer, including any disciplinary issues that need action.
- Attend relevant training provided by the club.
- Provide any relevant documents required by the club.

#### Desirable skills

- Team working and leadership skills.
- Knowledge of the game.
- Good communication skills.
- Approachability and good interpersonal skills, including with children.

#### Checks

- Access NI enhanced disclosure certificate.

## **Support Coach**

*Note - the Club uses the term 'coach' to identify any individual who holds IFA (or equivalent body) Level 1 or higher*

Purpose - training and developing players, working in line with the club's ethos and vision,

Expected time commitment - around 5-8 hours per week on average for Castle FC/ Castle Juniors teams; 10-12 hours per week for Bangor Football Academy teams

### Tasks

- Under the leadership of the Lead Coach/ Manager, contribute to planning training sessions.
- Contribute to the running of training sessions which develop players' skill, confidence and fitness and follow club safety procedures.
- Advise the Lead Coach/ Manager of any concerns, for instance with regards to child welfare, discipline, or health and safety.
- Keep closely in touch with players to seek to retain and develop them, and work to recruit suitable players in compliance with club and IFA policies.
- Assist in team selection and tactics.
- Ensure that incident forms are completed as necessary.
- Maintain good relations with players and parents, ensuring that feedback encourages the development of all players.
- Support others, particularly those in years immediately below, with advice and guidance.
- Build team spirit and encourage participation.
- Attend relevant training provided by the club.
- Provide any relevant documents required by the club.

### Desirable skills

- Team working skills.
- Knowledge of the game.
- Enthusiasm and willingness to work towards appropriate coaching qualifications.
- Good communication skills.
- Good personal organisation skills.
- Approachability and good interpersonal skills, including with children.

### Checks

- Access NI enhanced disclosure certificate.

## **Assistant**

*Note - the Club uses the term 'coach' to identify any individual who holds IFA (or equivalent body) Level 1 or higher; anyone who does not hold this qualification is an Assistant.*

**Purpose** - supporting the coaching team to train and develop players, working in line with the club's ethos and vision,

**Expected time commitment** - around 3 hours per week on average for Castle FC/ Castle Juniors teams; around 5 hours per week for Bangor Football Academy teams

## **Tasks**

- Support the running of training sessions which develop players' skill, confidence and fitness and follow club safety procedures.
- Support the coaching team on the touchline of matches as required.
- Advise the Lead Coach/ Manager of any concerns, for instance with regards to child welfare, discipline, or health and safety.
- Build team spirit and encourage participation.
- Attend relevant training provided by the club.
- Provide any relevant documents required by the club.

## **Desirable skills**

- Team working skills.
- Knowledge of the game.
- Enthusiasm and willingness to undertake IFA Grassroots training.
- Good communication skills.
- Good personal organisation skills.
- Approachability and good interpersonal skills, including with children.

## **Checks**

- Access NI enhanced disclosure certificate.

*Note - Assistants will generally be provided with a club rainjacket but not other coach clothing.*

The Management Committee will be supported by a **Specialist Support Team** of a number of individuals responsible for key aspects of club management, to ensure ongoing club development.

Specialist Support Team members will report to a nominated member of the Management Committee, who will ensure that relevant issues are discussed and decided upon by the Management Committee. This ensures that Management Committee is aware of and decides on key issues. In practice, however, members of the Specialist Support Team will have freedom to manage their duties to support the ongoing development of the club.

The roles in the Specialist Support Team are summarised below, and are kept under review by the Management Committee. Members of the Specialist Support Team are appointed by the Management Committee, following a process coordinated by the Volunteer Coordinator.

## **Heads of Football**

*Given the size of the club, it is not realistic for a single person to oversee the development of players and coaches across the club. The club therefore recognises three stages of player development through the club, and assigns a Head of Football to each one:*

- *Small sided games - which may include the Grassroots & Community Officer (GCO) role*
- *11-a-side Castle/ Castle Juniors teams*
- *Elite teams (Bangor FA)*

*The Director of Football (DOF) may choose to take on one of these three roles directly*

**Purpose** - to ensure development of players and coaches, via a pathway aligned to the club's ethos and vision.

**Expected time commitment** - the role will require weekly and often daily activity, a good deal of it to connect to training and other commitments so often in the evenings and weekends

### **Tasks**

- Develop and implement a clear development plan for the volunteers and players in each Team/ Squad, within overall club development plans.
- Provide coaches with training and support, including mentoring as appropriate.
- Coordinate with any external coaches to support player and coach development.
- Agree an appropriate complement of Support Coaches and Assistants for each Year Group.
- Sign off, in coordination with the Volunteer Coordinator and the DOF, the appointment of all new coaches and assistants.
- Liaise with the IFA and other clubs to learn from good practice.
- Establish new Year Groups in the Club, with sufficient volunteers to be sustainable.
- Maintain liaison with other clubs and youth organisations to promote the work of the club and the opportunities for those joining us.

### **Desirable skills**

- Team working and leadership skills.
- Good knowledge of the game - minimum UEFA B licence (A licence desirable).
- Willingness to learn and to undertake appropriate development.
- Good communication skills.
- Good personal organisation skills.
- Approachability and good interpersonal skills, including with children.

### **Checks**

- Access NI enhanced disclosure certificate.



## **Volunteer Coordinator (VC)**

*Note - the Volunteer Coordinator may be assisted by one or more assistants.*

Purpose - effective management of volunteers in the club, to ensure mutual development and benefit alongside compliance with relevant requirements and good practice

Expected time commitment - the role will require weekly and often daily activity, a good deal of it to connect to training and other commitments so often in the evenings and weekends

### Tasks

- Maintain a list of people who have volunteered to assist the club.
- Maintain a list of roles requiring to be filled.
- Satisfy themselves as to the suitability of volunteers to take up various roles.
- Coordinate the process of filling roles, taking into account those who have volunteered and priorities set out in the Club Development Plan.
- Manage the induction process and settling in period for volunteers, including identifying any necessary training in conjunction with relevant club policies and decisions.
- Implement the club's policy of clothing for volunteers.
- Work with the Safeguarding Officer and Health and Safety Coordinator to ensure that necessary training is undertaken by all relevant volunteers.
- Maintain necessary records on volunteers.

### Desirable skills

- Team working skills.
- Good communication skills.
- Good personal organisation skills.
- Approachability and good interpersonal skills.

### Checks

- Access NI basic disclosure certificate.

## **Safeguarding Officer**

*Note - the Safeguarding Officer may be assisted by one or more deputies*

Purpose - effective management of safeguarding issues within the club

Expected time commitment - the role will require weekly and often daily activity, a good deal of it to connect to training and other commitments so often in the evenings and weekends

### Tasks

- Maintain, implement and promote the club's Safeguarding Policy.
- Act as the main contact within the club for the protection of children and adults in need of protection, providing information and advice, raising awareness and encouraging good practice.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other issues that impact on the protection of children and vulnerable adults.
- Maintain close contact with relevant agencies including the IFA Safeguarding Team.
- Maintain confidential records of reported incidents and action taken and liaise with the statutory agencies and ensure they have access to all necessary information.
- Organise mandatory safeguarding training for volunteers.
- Ensure that Access NI procedures are fully implemented in line with the Club's Safeguarding Policy.

### Desirable skills

- Team working skills.
- Good communication skills.
- Good listening skills.
- Good personal organisation skills.
- Approachability and good interpersonal skills.

### Checks

- Access NI enhanced disclosure certificate.

## **Health & Safety Coordinator**

Purpose - ensuring a safe and healthy environment for the club's activities

Expected time commitment - the role will require weekly and often daily activity, a good deal of it to connect to training and other commitments so often in the evenings and weekends

### Tasks

- Maintain, in conjunction with the Treasurer, the club's Health & Safety Policy and procedures.
- Undertake risk assessments for the club's various activities
- Ensure that the findings of the assessments are actioned.
- Maintain links with providers of the venues used by the club to ensure dovetailing of necessary risk assessments.
- Review incident report forms and advise on actions needing to be taken in light of the reports.
- Complete necessary audits of activities and advise of actions required in light of the audits.
- Ensure the provision of sufficient, suitable first aid kits, the contents of which are reviewed and replenished.

### Desirable skills

- Team working skills.
- Good communication skills.
- Good personal organisation skills.
- Approachability and good interpersonal skills.
- Knowledge of and experience of operating health and safety systems.
- Knowledge of health and safety legislation and good practice.

### Checks

- Access NI basic disclosure certificate.