

HOWDEN JUNIORS AFC

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Club Secretary

Responsible to: Main Committee
Responsible for: Assistant Secretary

What is the role: The main purpose of this job is that of principle administrator for the club. He/she carries out or delegates all of the administrative duties which enable the club and its members to function effectively. The Secretary is a pivotal role within the club, with a close involvement in the general running of the club. The Secretary and their assistant provide the main point of contact for people within and outside the club on just about every aspect of the club's activities.

What sort of tasks are involved:

Tasks will include:

- Attending league meetings
- Affiliating the club to the County FA
- Affiliating / registering the club to the league(s)
- Registering players to the league(s)
- Dealing with correspondence
- Organising and booking match / training facilities for the season
- Organising the club AGM and other meetings
- Presenting an annual report to the AGM
- Represent the club at outside meetings at the direction of the main committee
- Providing support for other club officers

How much time is involved: Approximately eight hours each week, often at weekends or evenings. Attendance is expected at monthly / quarterly meetings.

Other information: Availability is a key element of this role, and it is especially helpful if the Secretary can take phone calls during the working day.

Chairperson

Responsible to: Main Committee

Responsible for: N/A

What is the role: To chair the Committee meeting and AGM. Head the committee in making decisions for the benefit of the whole club. This should also include disciplinary matters. Assist the Secretary in producing agendas. Provide a strong leadership whilst remaining objective. The chairperson may also be required to provide a high profile within the community.

What sort of tasks are involved:

Tasks will include:

- Chairing committee meetings / AGM
- Providing the casting vote, where applicable
- Agreeing agendas for committee meetings and the AGM

How much time is involved: Three or four hours per month for committee meetings.

Other information: The Chairperson is seen as the figurehead of the club, and should have a good understanding of its history and structure. They should also be aware of future plans, and also of local developments that may impact upon the club.

Treasurer

Responsible to: Main Committee

Responsible for: Vice-Treasurer

What is the role: To look after the finances of the club and to prepare accounts for presentation to members etc.

What sort of tasks are involved:

Tasks will include:

- Collating subscriptions and money due to the club on a team by team basis
- Ensuring all bills are paid and recorded
- Keeping up to date financial records
- Ensuring all cash and cheques are deposited into the club accounts in a timely manner
- Reporting regularly on the financial position of the club
- Preparing end of year accounts
- Presenting financial reports to the AGM
- Highlighting any irregularities with regards finances

How much time is involved: Three or four hours per week. This will probably increase as the AGM approaches. Attendance is expected at monthly / quarterly meetings.

Other information: The Treasurer must be well organised, and able to keep records. They must be careful when handling cash and cheques and must be scrupulously honest. They should be confident with figures and be able to answer questions relating to the finances of the club.

Team Manager

Responsible to: Main Committee
Responsible for: Relevant age group

What is the role: Ensuring that the club has a team within the relevant age group to participate in league and cup fixtures. They should also be responsible for any other assistants with their age group

What sort of tasks are involved: (tasks marked with * may be undertaken by Team Secretary)

Tasks will include:

- Team selection (probably with Team Coach)
- Organising training
- Maintaining correct levels of kit and equipment
- Ensuring there are sufficient payers to fulfil fixtures *
- Arranging transport to away fixtures, including directions *
- Confirmation of fixtures with opposition manager *
- Recruitment of players
- Reporting results to league and club secretary's *
- Team accounts *
- Reporting to the management committee (Quarterly meeting)
- End of Season reports
- At least one Team Manager from each section (Juniors and 11 a side) should attend the monthly meeting as the representative of their section

How much time is involved: Match day activities can be anything up to 4 hours, depending upon venue. The coaching sessions will usually take about 2.5 hours per week. Other duties would be spread across the week involving telephone calls and would normally take about 4 hours.

Other information: Whilst not essential it is recommended that the manager has completed the FA First Level Coaching Course*. The club will assist in obtaining this qualification. The club will also reimburse any reasonable claims in respect of telephone calls etc. The manager is also responsible for maintaining the first aid kit.

* Qualification from this course is mandatory for at least one person involved in running teams in the Hull Boys' Sunday League

Team Secretary

Responsible to: Team Manager

Responsible for: Relevant age group

What is the role: Administrative tasks associated with ensuring that the team fulfils its commitments to the club and any affiliated league / cup competition.

What sort of tasks are involved: (tasks marked with * may be undertaken by Team Manager)

Tasks will include:

- Maintaining a register of members
- Collection of match / training fees
- Communicating with members regarding training and/or forthcoming fixtures
- Arranging transport to away fixtures, including directions *
- Confirmation of fixtures with opposition manager *
- Team accounts
- Distribution of club or team documentation
- Reporting results to league and club secretary's *

How much time is involved: Training and Match day activities usually take place prior to the start of the session and would normally take a maximum of 30 mins. Other duties would be spread across the week involving telephone calls and would normally take about 4 hours.

Other information: Hull Boys' Sunday League runs an Administrators Course. This lasts for 3 hours on one evening, and usually takes place in Hull. Attendance on this course for at least one person associated with any given age group is mandatory for HBSFL member clubs. The club will cover all course fees.

Team Coach

Responsible to: Team Manager

Responsible for: Relevant age group

What is the role: To provide coaching for squad members to further their enjoyment and participation in organised football

What sort of tasks are involved: (tasks marked with * may be undertaken by Team Manager)

Tasks will include:

- Organising training sessions
- Team selection (probably with Team Manager)
- Confirmation of fixtures with opposition manager *
- Recruitment of players
- Reviewing any individual coaching requirements
- Maintaining the general well-being of squad members
- Providing quarterly reviews *
- Providing End of Season review *

How much time is involved: Match day activities can be anything up to 4 hours, depending upon venue. The coaching sessions will usually take about 2.5 hours per week. Other duties would be spread across the week may involve telephone calls and could take up to 4 hours.

Other information: Whilst not essential it is recommended that the coach has completed the FA First Level Coaching Course*. The club will assist in obtaining this qualification. The club will also reimburse any reasonable claims in respect of telephone calls etc.

* Qualification from this course is mandatory for at least one person involved in running teams in the Hull Boys' Sunday League

Social Secretary

Responsible to: Main committee

Responsible for: Age group assistants

What is the role: To organise social events with a view to fund-raising and also arranging social events to bring club members together to develop relationships within the club.

What sort of tasks are involved:

Tasks will include:

- Organising various social events during the season, including pre-season and end of season
- Developing fund-raising opportunities
- Distribution of notices to promote events
- Arrange meetings with assistants
- Reporting to Main Committee
- Presenting an overview of activities and end of season

How much time is involved: Typically 3 – 4 hours per month, but this may increase at the time of events. Attendance is expected at monthly / quarterly meetings.

Other information: Assistance is needed at all stages and for all events. All age groups should seek to identify someone who will act as a local co-ordinator for any social / fund-raising event.

Merchandise - Marketing

Responsible to: Main Committee

Responsible for: N/A

What is the role: To act as a central point of contact both within the club and to external suppliers for equipment etc. Identify areas where the club can market itself to raise the profile.

What sort of tasks are involved:

Tasks will include:

- Maintaining a record of key suppliers
- Co-ordinating equipment requests from Team Managers
- Recording any equipment supplied for inventory and budgetary purposes
- Liaising with potential team kit sponsors to provide the best deals
- Ongoing review of suppliers to ensure the club gets the best value
- Negotiating discounts with preferred suppliers
- Reporting to Main Committee at monthly / quarterly meetings and providing an end of year report

How much time is involved: The main time for equipment ordering will be pre-season, with only ad-hoc requests throughout the year. Suggest 1 – 2 hours per week reviewing suppliers. Attendance is expected at monthly / quarterly meetings.

Other information: Whilst not essential it is recommended that the coach has completed the FA First Level Coaching Course*. The club will assist in obtaining this qualification. The club will also reimburse any reasonable claims in respect of telephone calls etc.

* Qualification from this course is mandatory for at least one person involved in running teams in the Hull Boys' Sunday League