

# Berks & Bucks FA

## Football Development



### Roles & Responsibilities in a club?

#### Chairperson:

The Chairperson oversees the work carried out within the club and presides over committee meetings.

#### Secretary:

This is an important role within the club set-up. This is the main point of contact between the club and the Football Association / County FA/League.

#### Welfare Officer:

Integral role within the club and should sit on Disciplinary Committee. Has responsibility for CRB checks and dealing with young persons' concerns. They will also be the main contact point for the County Welfare Officer for any misconduct by players, officials or spectators.

#### Treasurer:

The club treasurer's key role is to manage and administer finances for the club. Keeping records of income and expenditure for each season and to prepare a balance sheet for the club's Annual General Meeting.

#### Coaches:

The coach has "day-to-day" contact with the players within the club. They are a role model and responsible for making sure the players learn in a friendly and safe environment and have a positive experience playing football. We strongly recommend that your coaches should be encouraged to take FA Coaching qualifications and to undertake an FA CRB check to ensure their suitability.

#### Volunteers:

In most clubs, all of the above positions are voluntary, it is important not to overload these individuals and extra support should be organised where possible. Ask the player's parents/guardian's if they wish to volunteer their time to take some of the smaller tasks away. Ask the players if they are interested in getting involved in some of the off the field tasks – such as writing match reports, updating the website.

**Play to people's strengths!!! What skills do volunteers have that would be of use to the club.**



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*Berks & Bucks FA Factsheet*  
*Roles within a club*

**Get into Football**

