

LARKHALL ATHLETIC YOUTH FC MANAGEMENT STRUCTURE

CLUB STRATEGIC MANAGEMENT GROUP

Key roles:

- ▶ Define, promulgate, monitor and review relevant LAYFC-wide policies & strategies
- ▶ Ensure that LAYFC meets the needs of its member and complies with all relevant legislation and FA guidance
- ▶ Prepare a LAYFC Development Plan for 2007-2012 and manage its implementation
- ▶ Facilitate the sharing and implementation of good practice throughout LAYFC
- ▶ Safeguard and promote agreed LAYFC values and beliefs
- ▶ Ensure that LAYFC's funds are properly managed and accounted for

Regular members:

- ▶ Chairperson (Chair); All Year Group Leaders; Coaching Development Manager; Finance Manager; Larkhall Athletic senior club representative; Club Secretary (Secretary)

Attend as necessary:

- ▶ Child Welfare Officer; Fundraising & Sponsorship Manager; Volunteer Co-ordinator, Schools Liaison Manager; Newsletter Editor; and Webmaster

Meetings: Quarterly

YEAR GROUP COMMITTEES

Key roles (for relevant Year Groups):

- ▶ Ensure LAYFC policies & strategies are proactively and effectively implemented
- ▶ Safeguard, demonstrate and promote LAYFC values and beliefs
- ▶ Seek to ensure that all children and their parents/carers enjoy their time with LAYFC
- ▶ Seek to identify and share ways of improving things
- ▶ Identify and resolve issues, alerting the Club Committee to relevant issues
- ▶ Ensure compliance with all relevant legislation and FA guidance
- ▶ Ensure proper management and accounting of Year Group funds

Regular members:

- ▶ Year Group Leader (Chair); Year Group Secretary (Secretary); Membership Secretary; Treasurer; Fixture Secretary; Coaches; Social Secretary

Attend as necessary:

- ▶ Club Strategic Management Group members

Meetings:

- ▶ Quarterly (after Club Strategic Management Group meetings)

COACHES' GROUP

Key roles:

- ▶ Ensure LAYFC makes best use of coaching resources
- ▶ Seek to develop the quality of coaching across LAYFC
- ▶ Promote the sharing of good practice

Regular members:

- ▶ Coaching Development Manager (Chair)
- ▶ All LAYFC coaches (to provide Secretary)

Attend as necessary:

- ▶ Other LAYFC officials as required

Meetings:

- ▶ As required

WELFARE AND DISCIPLINE COMMITTEE

Key roles:

- ▶ Consider any child welfare or discipline issues, decide appropriate action (or, if appropriate, make recommendations to the Club Strategic Management Group)

Regular members:

- ▶ Chairperson (Chair); Child Welfare Officer; relevant Year Group Leader (s) and relevant Coach(es)

Meetings:

- ▶ As required

SOCIAL AND EVENTS COMMITTEE

Key roles:

- ▶ Propose ideas for fundraising and social activities to the Club Strategic Management Group
- ▶ Organise social and fund raising events (e.g. tournaments, tours) as agreed by the Club Strategic Management Group

Regular members:

- ▶ Fundraising & Sponsorship Manager (Chair); All Year Group Social Secretaries; Finance Manager

Attend as necessary:

- ▶ Other LAYFC officials as required

Meetings:

- ▶ As required

ROLES THAT COVER LAYFC AS A WHOLE (i.e. ALL YEAR GROUPS)

LAYFC [CO] CHAIRPERSON:

- ▶ Identify strategic issues facing the Club and facilitate their effective resolution
- ▶ Prepare a Development Plan for LAYFC to cover 2006 to 2011
- ▶ Liaise with the Larkhall Athletic parent club to ensure effective co-operation and a mutually beneficial relationship
- ▶ Represent LAYFC's interests at relevant meetings held by the parent club
- ▶ Ensure effective implementation of relevant FA and parent club policies
- ▶ Represent the club's best interests to external organisations (e.g. the local FA)
- ▶ Review and develop LAYFC's organisation, policies & procedures so they reflect good practice & meet the needs of club members
- ▶ Chair Club Strategic Management Group meetings

LAYFC CLUB SECRETARY:

- ▶ Focal point for correspondence received by the club (e.g. from the Mid Wilts league secretary)
- ▶ Ensure that all correspondence received is promptly referred to the appropriate person
- ▶ Arrange Club Strategic Management Group meetings (including venues, and the issue of calling notices and agenda)
- ▶ Minute decisions taken at Club Strategic Management Group meetings and arrange distribution of minutes
- ▶ Ensure that LAYFC remains adequately covered by the parent club's insurance
- ▶ Ensure that relevant leagues are promptly informed of the number of teams LAYFC wishes to enter at each age group
- ▶ Liaise with year group secretaries to ensure proper player registration procedures are followed and records kept
- ▶ Responsible for Data Protection policy

LAYFC CHILD WELFARE OFFICER:

- ▶ Continuously review LAYFC's policies, procedures and practices to ensure they always comply with The FA's Child Protection Policy and The FA's Child Protection and Best Practice Guidelines
- ▶ Arrange for all volunteers to be promptly checked and cleared by The FA's Criminal Records Bureau Unit
- ▶ Arrange appropriate presentations and other publicity material to ensure that all year groups understand the requirements and benefits of child protection
- ▶ LAYFC focal point for all child protection issues
- ▶ Responsible for referring any child protection or poor practice concerns to the Somerset County FA's Child Protection Officer
- ▶ Responsible for seeking advice in appropriate circumstances from any or all of: the FA/NSPCC Helpline; Social Services or the Police

LAYFC SCHOOLS LIAISON MANAGER:

- ▶ Proactively establish and maintain mutually beneficial, co-operative links with local schools
- ▶ Act as a contact for local schools ensuring they receive relevant information
- ▶ Establish ways in which LAYFC can support & develop football in local schools; for example by offering to organise school football events, such as football "Fun Days"
- ▶ Responsible for planning events it is agreed with schools LAYFC will arrange
- ▶ Explain and promote to school parents, carers and children the benefits of children playing and enjoying football in well-organised environments, such as LAYFC
- ▶ Encourage and advise parents who are interested in becoming involved in children's football (whether at LAYFC or another club)

LAYFC COACHING DEVELOPMENT MANAGER:

- ▶ Chair meetings of the LAYFC Coaches Group
- ▶ Ensure that all LAYFC teams have sufficient coaching resources available to them
- ▶ Seek to develop the quality of coaching throughout LAYFC
- ▶ Ensure that all coaches receive necessary training and support so they can effectively meet the coaches' code of conduct
- ▶ Research and arrange suitable training venues (in liaison with team coaches)
- ▶ Promote the sharing of good practice within LAYFC and with other organisations
- ▶ Attend meetings of the LAYFC Club Strategic Management Group and report on appropriate playing and coaching matters

LAYFC FINANCE MANAGER:

- ▶ With the Chairman, Fundraising & Sponsorship Manager & Year Groups prepare annual financial plan for projected income and expenditure
- ▶ Provide the necessary financial plan to support the LAYFC Development Plan
- ▶ In liaison with Year Group Treasurers ensure that all Year Group accounts are properly maintained in accordance with relevant legislation and FA guidance
- ▶ In liaison with Year Groups provide each Club Strategic Management Group meeting with a report against the financial plan
- ▶ Produce end of year accounts
- ▶ Arrange formal audit of accounts
- ▶ Co-ordinate Year Group kit & equipment purchases where scale economies possible

LARKHALL ATHLETIC SENIOR CLUB REPRESENTATIVE:

- ▶ Keep LAYFC advised on Senior Club issues and decisions likely to impact LAYFC
- ▶ Identify LAYFC issues and decisions likely to impact the Senior Club and formulate plans to address the likely impacts
- ▶ Proactively liaise with LAYFC to identify opportunities for co-operation and mutual benefit (e.g. fund-raising opportunities)
- ▶ Input to LAYFC's development plans and coaching programmes so as to maximise the potential of LAYFC's older players being able to meet the requirements of the senior club *[THIS ROLE DESC. TO BE AGREED]*

LAYFC FUNDRAISING & SPONSORSHIP MANAGER:

- ▶ Proactively establish & maintain mutually beneficial relationships between LAYFC and sponsors
- ▶ Prepare, negotiate and review written sponsorship agreements with sponsors
- ▶ Seek to ensure that adequate sponsorship is in place each year to fund the new kit and equipment needed for the season ahead
- ▶ Apply for grants/sponsorship or other forms of financial assistance from organisations such as Sport England/Football Foundation and Local Authorities
- ▶ Co-ordinate and promote club fund raising events agreed by the club committee
- ▶ Ensure events and activities are properly licensed with local authorities/HMRC
- ▶ Ensure funds are properly accounted for and information passed to the Finance and Purchasing manager

LAYFC WEBSITE WEBMASTER:

- ▶ Design, edit and maintain the LAYFC website so it meets the information needs of LAYFC officials, players and parents/carers
- ▶ Format for website publication material provided by the Newsletter Editor, Year Group Secretaries and other LAYFC officials
- ▶ Ensure that the LAYFC domain name is properly registered
- ▶ Ensure that hosting of the website is reliable and good value for money
- ▶ Ensure that any bills associated with the website are promptly passed to the Finance & Purchasing manager for payment
- ▶ Monitor the usage and reliability of the website and suggest website improvements to the Club Strategic Management Group

LAYFC NEWSLETTER EDITOR:

- ▶ Research and write news articles of LAYFC-wide interest
- ▶ Seek and edit relevant news articles from Year Group Secretaries
- ▶ Liaise with the website webmaster to arrange publication of relevant articles on the LAYFC website
- ▶ Arrange publication and distribution of editions of The Larkhall Flyer (both in printed and electronic form to suit the stated preferences of parents/carers)
- ▶ Design, distribute, collate and analyse annual LAYFC satisfaction questionnaires

ROLES FOR EACH YEAR GROUP

YEAR GROUP LEADER:

- ▶ Ensure LAYFC policies & strategies are proactively and effectively implemented
- ▶ Safeguard, demonstrate and promote LAYFC values and beliefs
- ▶ Seek to ensure that all children and their parents/carers enjoy their time with LAYFC
- ▶ Seek to identify and share ways of improving things
- ▶ Ensure that parents/carers and players in their year group(s) are made aware of all relevant/key SMG decisions/discussions
- ▶ Identify and resolve issues, alerting the Club Strategic Management Group to relevant issues
- ▶ Ensure compliance with all relevant legislation and FA guidance
- ▶ Chair Year Group Committee meetings

YEAR GROUP SECRETARY:

- ▶ Year Group focal point for correspondence received by the club (e.g. from the Mid Wilts league secretary)
- ▶ Ensure that all correspondence received is promptly referred to the appropriate person
- ▶ Arrange Year Group Committee meetings (including venues, and the issue of calling notices and agenda)
- ▶ Minute decisions taken at Year Group Committee meetings and arrange distribution of minutes
- ▶ Write and/or collate Year Group news articles and refer them to the Newsletter Editor and Webmaster for publication

MEMBERSHIP SECRETARY:

- ▶ Seek, receive and process completed membership forms at the start of the season and as necessary during the season
- ▶ Resolve any omissions or problems with submitted forms
- ▶ Pass completed and verified forms to the LAYFC Club Secretary for submission to the relevant League secretary
- ▶ Maintain and protect a register of members for the year group(s) concerned, ensuring that notified changes are reflected in the register
- ▶ Liaise with the Club Secretary regarding any transfer of players between teams within the club

TREASURER:

- ▶ Ensure all sums due (including membership subscriptions) are received when due and hastened as necessary
- ▶ Ensure proper management & accounting of Year Group funds, in accordance with LAYFC procedures, FA rules & legislation
- ▶ Verify bills presented and ensure they are paid promptly and properly recorded
- ▶ Provide relevant quarterly reports to the Finance & Purchasing manager to enable production of LAYFC financial reports for Club Strategic Management Group meetings
- ▶ Provide information and/or reports to the Finance and Purchasing manager to assist production of the end of year accounts and the financial inputs to the LAYFC Development Plan

FIXTURE SECRETARY:

- ▶ Distribute to all those concerned written details of agreed fixtures and tournaments relating to relevant year group(s)
- ▶ Ensure that pitches are booked in plenty of time for all known or anticipated fixtures
- ▶ Pass any bills received for pitch rental to the Treasurer for payment
- ▶ In liaison with the LAYFC club secretary as necessary, agree with the League and other clubs involved any proposed changes to fixtures
- ▶ Provide maximum notice of fixture changes to parents/carers, players and coaches
- ▶ Ensure that completed postponement forms are submitted promptly to the relevant League official

TEAM COACH:

- ▶ Plan, conduct and evaluate training sessions
- ▶ Select, prepare and coach squads and teams for matches and tournaments
- ▶ Notify match results to the relevant league representatives
- ▶ Provide emergency aid to players in the event of accident or injury
- ▶ Provide advice to players and their parents/carers on skills, tactics and fitness
- ▶ Advise the club on kit and equipment purchases
- ▶ Attend meetings of the LAYFC Coaches Group, contribute ideas to the group and apply relevant ideas and techniques
- ▶ Maintain registers of training attendance and matches played
- ▶ Provide constructive feedback to players

SOCIAL SECRETARY:

- ▶ Assist organisation of LAYFC social and fund raising events as agreed by the Club Strategic Management Group
- ▶ Organise Year Group social and fund raising events (in liaison with the LAYFC Fundraising & Sponsorship Manager)
- ▶ Seek players' and parents/carers' ideas regarding social and fundraising events they would like to see
- ▶ Attend meetings of the LAYFC Social and Events Committee