



# Whittlesford Warriors Volunteer Roles

## Introduction

Whittlesford Warriors Football Club is run exclusively by volunteers for the benefit of the community. Our volunteers ensure that we can continue to offer high quality access to sport for our players and support them accordingly. The following roles are defined within the club and reviewed on a regular basis. Any person fulfilling a defined club role is automatically included on the Club Committee.

## Contents

Whittlesford Warriors Volunteer Roles .....	1
Introduction .....	1
Core Committee Roles .....	2
Chairperson.....	2
Vice Chairperson .....	2
Club Secretary .....	2
Child Welfare Officer(s).....	2
Treasurer .....	2
Team Managers / Coaches.....	2
Other Club Roles .....	3
Kit / Equipment Manager.....	3
Events / Social Co-ordinator .....	3
Venue Liaison .....	3
League Secretary (Minis/Colts) .....	3
Website Administrator.....	3
Communication officer .....	3
Fundraising and Sponsorship Co-ordinator .....	3
Volunteer Co-ordinator .....	3
Refereeing Co-ordinator .....	3

## Core Committee Roles

These roles are mandatory for grassroots clubs, without individuals filling these roles, the club is unable to function.

### Chairperson

The role of a chairperson is to oversee the running of the club and ensure that it is run efficiently and managed appropriately. They will lead club meetings and provide leadership in all areas such as club tournaments, etc. Their role involves supporting the club members and other volunteers to allow them to deliver the objectives and principles of the club outlined in the constitution.

Qualifications – DBS check, [Safeguarding for Committee Members](#) (online, 1 hour, free)

### Vice Chairperson

The Vice-Chairperson supports that Chairperson and Secretary and deputises for the Chairperson if needed.

Qualifications – DBS check, [Safeguarding for Committee Members](#) (online, 1 hour, free)

### Club Secretary

The Secretary is one of the most important roles in a club. The main point of contact for team managers and leagues, the Secretary will look after the administrative duties for the club including meeting minutes and affiliation. They will receive information from the League / FA and distribute it to all club members by email or at meetings. They will facilitate match changes (postponements, rearranging) and transfers of players.

Qualifications – DBS check, [Safeguarding for Committee Members](#) (online, 1 hour, free)

### Child Welfare Officer(s)

The club welfare officer ensures that the club operates a safe, child friendly environment and promotes good practice in line with the club's Child Protection Policy. They support the managers / coaches and ensure that the relevant DBS and qualifications are maintained. They are a point of contact for parents, players and coaches for child welfare, working with the FA Child Welfare team as needed.

Qualifications – DBS check, [Safeguarding Children](#) course (online, 2 hours, £30), [Welfare Officers](#) course (Online, 2 hours, free)

### Treasurer

The Treasurers role will be to ensure that the club stays financially sustainable, pay all expenses, and collect any monies owed to the club. They are responsible for keeping accurate financial records on behalf of the club and budgeting.

Qualifications – DBS check, [Safeguarding for Committee Members](#) (online, 1 hour, free)

### Team Managers / Coaches

All teams will require a manager to organise the team for fixtures, lead the team on matchdays, and organise training. In many cases, the manager will also be responsible for coaching the team, helping them develop their ability.

Qualifications – DBS Check, [Introduction to Coaching Football](#) (online, 4 weeks, £100), [Safeguarding Children](#) (online, 2 hours, £30), and [Introduction to First Aid in Football](#) (online, 90-120 mins, £30)



## Other Club Roles

### Kit / Equipment Manager

The Kit Manager provides a central point of co-ordination for the club to manage kit and equipment needs and orders to support the teams including reuse wherever possible / practical. Responsible for ordering line marking chalk / paint for each ground and end of season trophies / caps.

### Events / Social Co-ordinator

This role involves organising club events for players, parents and volunteers. Fundraising events such as quizzes.

### Venue Liaison

For each of the home venues used by the club (Whittlesford, Hauxton, Ickleton), maintain WWFC interests by assessing maintenance, dealing with issues and providing a point of contact for the maintainers of the facilities (Whittlesford Lawn Trust, Hauxton Sport Committee, Ickleton Parish Council)

### League Secretary (Minis/Colts)

The League Secretary covers either Mini Soccer (U7-U11) or Colts (U12-U18) and supports the club secretary / managers with communication and administration in relation to the respective league. This can include fixture changes, league communications, and fines / suspensions. This role can be combined with the Club Secretary role.

### Website Administrator

Responsibility for the club website, email, Facebook and Twitter. Helps support any IT/ Technical needs of the club.

### Communication officer

The communication officer is involved in creating, reviewing and sending communications on behalf of the club. This may include internal communications to club members, parents and players or external communications in support of the club.

### Fundraising and Sponsorship Co-ordinator

This role has responsibility for identifying fundraising, grants and sponsorship opportunities. This includes proposing projects, creating applications and accessing local funding sources.

### Volunteer Co-ordinator

As the club expands, volunteers may come into the club who do not have a previous affiliation. The role of the Volunteer Co-ordinator is to provide support to these volunteers from initial contact, interview, on-boarding and then during their time with the club.

### Refereeing Co-ordinator

Without referees, matches simply do not happen and there is a need throughout the club to recruit and train more officials to support youth football. The Refereeing co-ordinator provides a focal point for this activity, providing support, guidance and maintaining contact details to support managers.