

Job Role	Description	Committee	Season 2010-11	Volunteers for Season 2011-12 Subject to AGM vote
	ELECTED AT AGM – Club Officers			
President	Honorary role for the club – Presents trophies and speech at Seniors Presentation.	NA	Ian Chapman	Ian Chapman
Chairman	Head of Club responsible for ensuring club is run in accordance with Berks and Bucks FA rules and club is financially sound. Chairs executive committee meetings.	Executive	Steve Bennett	Steve Bennett
Treasurer	Responsible for handling club finances and sub tasks such as arranging insurance for teams. Required to keep a record of all club expenditure and income and provide updates to the committee at all committee meetings. Updates of income and expenditure since last meeting to be provided electronically for all committee members to be able to review.	Executive	Tim Kelsey – Ray Reading	Claire Black
Club Secretary	Ensures day-to-day running of the club. Attends relevant League meetings, records minutes at Club meetings. Submits results and paperwork to North Bucks League and Veterans League for senior teams.	Executive	Stephanie Chapman	Stephanie Chapman
	ELECTED AT AGM – Committee Members			
Senior Managers Rep	Represents Senior Teams on Executive Committee	Executive	Chris Archer Terry Cronin	Chris Archer Terry Cronin
Junior Co-ordinator	Represents Junior Teams on Executive Committee. Chairs Junior managers meeting. Responsible for organising the Annual Juniors Presentation.	Executive & Junior Managers	Dave Taylor	Dave Taylor
Junior Managers Rep	Represents Junior Managers on Executive Committee	Executive & Junior Managers	Vyv Rudd	Vyv Rudd
Maintenance Coordinator	Ensures senior pitch is marked out and all football club ground and pavilion is kept in good condition. Will endeavour to mark out junior pitches but all junior managers responsible for their own pitches. Ensures tractor has enough diesel.	Executive	Eddie Collins	Eddie Collins
Volunteer Number 1,2 and 3 (Committee of 6)	Sits on Executive Committee and helps run the club by providing time and effort in assisting groundsman, organising events, representing club. Minimum of three people.	Executive	Ray Reading, Jim Rush Sam Archer	Ray Reading Sam Archer Jim Rush ?
Junior Secretary	Ensures all junior players receive club signing on form and league registration form. Ensures all club membership fees are paid and hands over money to treasurer. Passes contact details of all junior club members to club Secretary.	Appointed by Junior Committee	Kath Bennett Steve Bennett	Steve Bennett
Club Welfare Officer	Responsible for Child Protection – must have attended the Club Welfare Officer Course. Responsible for ensuring relevant junior managers etc submit forms to obtain CRB clearance.	Junior Managers	Stuart Charlton	Stuart Charlton

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	ELECTED AT AGM - MANAGERS AND COACHES			
Junior Managers	Ensures team is selected, opposition notified of fixture, reports results and fairplay to Border Counties or MKDDL league. Ensures Teas and Coffees are organised for home games, pitches are marked and goals/nets are ready for matches and taken down at end of game. Ensures pavilion left in good condition after home game.	Junior Managers	Various – see below	Various – see below
Junior Coaches	Assist the junior managers	Junior Managers	Various – see below	Various – see below
First Team Manager	Ensures team is selected, collects match fees and annual signing on fees and ensures these are handed over to Fixture Secretary each week. Ensures pavilion left in good condition after home game. Member of selection committee.	Selection	Chris Archer	Terry Cronin
Reserve Team Manager	Ensures team is selected, collects match fees and annual signing on fees and ensures these are handed over to Fixture Secretary each week. Ensures pavilion left in good condition after home game. Member of selection committee.	Selection	Eddie Collins Nick Cockayne	Nick Cockayne
Firsts Captain	Member of selection committee.	Selection	Terry Cronin	Sam Archer
Reserve Captain	Member of selection committee.	Selection	Simon Ridgway	Simon Ridgway
Veterans organiser	Responsible for organising veterans fixtures and referees – reporting results	NA	NA	Steve Bennett
Juniors Selection Rep	Member of selection committee. Ensures Juniors from the Club are given a fair chance to progress into senior football.	Selection	Steve Bennett Nick Cockayne	Nick Cockayne

Team Role for Season 2011-2012	Volunteer for Season 2011-2012
Under 15s Manager Under 15's coach Under 15's Admin	Steve Bennett Dave Taylor, Andy Cook Steve Bennett
Under 14's Manager Under 14's Coach Under 14's Admin	Vyv Rudd Vyv Rudd Steve Smart
Under 12's Manager Under 12's Coach Under 12's Admin	Jeremy Springall Rob Craig, Lee Carter Jeremy Springall
Under 11's Manager Under 11's Coach Under 11's Admin	Nigel Kemp Andy Antal Nigel Kemp
Under 10's Manager Under 10's Coach Under 10's Admin	Martin Waggott Tony Sheehan Martin Waggott
Under 10's Girls Manager Under 10's Girls Coach Under 10's Girls Admin	Darren Sirett Phil Kilkenny Darren Sirett
Under 9's Manager Under 9's Coach Under 9's Admin	Neil Walton Steve Nelson Neil Walton
Under 8's Manager Under 8's Coach Under 8's Admin	Mark Street Steve Metheringham Mark Street
Under 7's Manager Under 7's Coach Under 7's Admin	Simon Goss Sean Howarth, Trevor Slade Simon Goss

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	APPOINTED AT AGM – or by Executive Committee - OTHER JOBS			
Fixture Secretary	Contacts seniors opponents and referees each week – collects team sheets and money from senior teams. Each senior team has designated person responsible for collecting money. Records who has paid match fees and signing on and provides an update to the treasurer each week when handing over the weekly match fees. Records which players have played and scored e.g. to identify players classed as first team players under League rules.	NA	Darren Sirett	Darren Sirett
Press Officer	Ensures results of senior and junior games are sent to local paper and Focus. Ensures Focus receives an update of Football events.	No	Frazer Nash	Terry Archer
Village Hall rep	Represents the club on Village Hall Committee.	No	Andy Cook	Andy Cook
Junior Team Kit & Equipment person	Ensures each junior team has a kit to play in and replaced every two years. Ensures the kit complies with club colours and displays appropriate sponsorship if available. Ensures the junior teams have the kit necessary to run the team i.e. Balls Bibs and Cones	Appointed by Junior Committee	Steve Bennett	Steve Bennett
Senior Team Kit & Equipment person	Ensures each senior team has a kit to play in. Ensures the kit complies with club colours and displays appropriate sponsorship if available. Ensures the senior teams have the kit necessary to run the team i.e. Balls Bibs and Cones	Appointed by Executive Committee	Darren Sirett Chris Archer	Senior Managers
Club Merchandise	Investigates options for merchandise, arranges sponsorship if possible, collates orders and arranges delivery.	Appointed by Junior Committee	Paula Davies	Paula Davies
Grass Cutting coordinator	Ensures grass cutting rota is created each year and reminds volunteers.	Appointed by Executive Committee	??	NA
Senior Team Match Preparation Coordinator	Ensures senior pitch is made ready with nets put up and pitch marked out prior to every home game.	Appointed by Executive Committee	Eddie Collins Ray Reading	Eddie Collins Ray Reading
Kit Washer(s)	Ensuring all senior team kit is washed and ready for next game.	Appointed by Executive Committee	Julia Sirett Claire	Julia Sirett Nick Hore

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Funding Organiser(s)	Responsible for investigating funding options and following through applications i.e. Football Foundation, lottery funding etc	Appointed by Executive Committee	John Phillips	John Phillips
Fund Raising Organiser(s)	Responsible for investigating fund raising opportunities – i.e. raffle prizes – and other money making opportunities – contact local sports teams and businesses to obtain prizes etc	Appointed by Executive Committee	?	?
Junior Team Training Coordinator	Ensures junior teams have access to appropriate training facilities and professional coaching (MK Dons) if applicable. Ensures appropriate training courses are organised for Junior Managers and assistants.	NA	Steve Bennett	??
Pitch plan organiser	Responsible for ensuring all junior fixtures and training is co-ordinated to avoid fixture congestion. Works closely with grounds man to ensure facilities are maintained.	Appointed by Executive Committee	Kath Bennett	Nigel Kemp
Fun Day Co-ordinator	Responsible for ensuring every side show and stall is set up on time, PA system available, Food is ready to serve on time, medals are ready, Floats for stalls and raffle tickets ready. Directs volunteers on the day.	Appointed by Executive Committee	??	Committee
Trophies and Medals	Ensures medals for Fun Day and all Junior and Senior Trophies are purchased, returned, cleaned engraved and available for the Presentation Evening or Fun Day. Seeks sponsorship for Junior trophies.	NA	Club Secretary & Junior Secretary	Club Secretary & Junior Secretary
Seniors Presentation Evening Co-ordinator	Responsible for ensuring all food is ready and available for Presentation Evening. Checks sufficient hot food has been arranged and cold side dishes provided by volunteers. Arranges volunteer servers to ensure quick service. Ensures all votes are cast for clubman, players player under 25, and under 18 player.	NA	Darren Sirett Terry Cronin Stephanie Chapman	Darren Sirett Terry Cronin Stephanie Chapman
Juniors Presentation Co-ordinator	Responsible for ensuring all food is ready and available for Presentation Evening. Checks sufficient hot food has been arranged and cold side dishes provided by volunteers. Arranges volunteer servers to ensure quick service.	NA	Junior Co-ordinator & Junior Managers Rep	Junior Co-ordinator & Junior Managers Rep
Senior Teas	Ensures teas are available for all senior home games.	Appointed by Executive Committee	Liz Archer ?	?
Web Editor	Ensures the club website at;- http://www.greathorwoodfc.co.uk is updated and available to all club members as a source of information and news about what is happening at the club.	Appointed by Executive Committee	Steve Bennett	Steve Bennett

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Senior Team Training	Responsible for ensuring appropriate training facilities and equipment are available.	NA	Senior Managers	Senior Managers
Entertainment Officer	Responsible for publicising social events such as quiz night, race night to all club members	Appointed by Executive Committee	Sam Archer	Sam Archer