



THE FOOTBALL
ASSOCIATION

SOUTHSIDE FOOTBALL CLUB

Est. 1994

Incorporating Southside FC, Southside (Youth) FC,
Southside Athletic (Youth) FC, Southside Wildcats (Youth) FC
and Southside Ladies



JOB DESCRIPTIONS FOR SOUTHSIDE OFFICIALS

Southside Youth Club – Official roles

President

Acts in an advisory role to the Club sharing their experience of team and club management, and wider knowledge of Cheltenham Youth League and Gloucestershire FA to help with decision-making.

Chairman (Mandatory role)

Accountable for setting and maintaining the standards of Southside FC as governed by the FA Charter Standard. Responsible for setting agendas for and chairing committee meetings, managers' meetings and AGM.

Vice Chairman

Support the Chairman and be prepared to step into the role if the Chairman is absent.

Secretary (Mandatory role)

This role is a pre-requisite condition of forming the Club

- Official point of contact between the Club and the CYFL, GYFA and FA on all football matters to include development and discipline and generic welfare issues
- Point of contact for FA Charter Standard
- Point of contact for football scouts and/or academy clubs
- Official representative and spokesperson for the Club – jointly with the other elected officials – to cover:
 - Media issues
 - Parent and players issues
 - CYFL/GYFA/FA issues
- Responsible for maintaining Club rules and policy – jointly with the other elected officials
- Second point of contact for CRB – after the Clubs Child Welfare Officer
 - Not involved in specific welfare issues

Specific duties

- Registering of individual teams (April) - GYFA
- Coordinating the registration of players (July) – CYFL
- Assisting with transfer window registrations (Jan)
- Providing fixture details to Cheltenham Recreation Centre and liaising throughout the season regarding fixture changes

- Forwarding on Referee details to managers
 - Point of contact with Referee Secretary
- Mediating between Club Managers/Officials and the GYFA on matters of discipline and attending hearings when necessary
 - Administering documentation
 - Relaying details/decisions to the parties involved
- Representing the Club at CYFL meetings throughout the season and speaking and voting on behalf of the Club
- Involved in discussing/resolving Club/team/player issues by obtaining guidance from CYFL/GYFA
- Forwarding on (other club's) Tournament invitations to managers
- Fielding telephone calls from other clubs on a variety of issues
- Fielding telephone calls from Club members on a variety of issues
- Responsible for maintaining the Membership Register
- Responsible for producing minutes of committee meetings and AGMs

Vice Secretary

Support Secretary and be prepared to step into the role if Secretary is absent.

Welfare Officer (Mandatory role)

- To know who the County Football Association (CFA) Child Protection Officer (CPO) is and how to contact them
- To refer any club child protection or poor practice concerns to the CFA CPO
- To seek advice from the FA/NSPCC Helpline if the CFA CPO is unavailable or in circumstances of child protection urgency
- To seek advice from local social services or the police in an emergency
- To encourage the club to discuss and implement the FA's child protection policy
- To encourage the club to utilise the FA's child protection and best practice guidelines on recruiting volunteers and always requesting and following up references
- To encourage the club to discuss and implement the FA's child protection and best practice guidelines on the use of images and organising travel, trips and tournaments
- To advocate the CRB disclosures are to be used as part of the club's safeguarding initiatives and encourage the club to make use of the FA CRB Unit
- To support the club in identifying who require a CRB Disclosure
- To promote, support and encourage the benefits of the child protection and best practice education and awareness programme.

Treasurer (Mandatory role)

Responsible for managing and maintaining accurate records of financial details of the club which must be produced when requested to do so by the GFA or League Officials and made available for audit. Summary of annual accounts to be produced at AGM.

3 year financial plan to be maintained to ensure that Development Plan can be achieved.

Vice Treasurer

Support Treasurer and be prepared to step into the role if Treasurer is absent.

Trustee(s)

Oversees the running of the club to ensure that it is being run for the benefit of its members.

Website Manager

Promote the image of Southside through its website ensuring that information is sought from Officials and Managers to keep the website up to date and informative. Maintain good relationship with the web-master to ensure that the technical skills for designing and maintaining a website are willingly provided. Look for ways of utilising the website to bring in funding for the club.

Merchandising Officer

Maintaining good relationships with the merchandising providers to ensure that Southside's image is maintained through provision of good quality clothing and equipment and review costs to ensure value for money. Maintain catalogue of Southside merchandise and work with Website Manager to promote it on the Southside website.

Tournament Director

Responsible for organising and delivering a self financing annual tournament as defined in the development plan.

Compliance Officer

To ensure we as a club comply with Charter Standard development status, and also ensure all club members are complying and up to date with all their required qualifications.

Development Officer

Liase with managers and coaches to identify training, coaching, development needs and find solutions to these issues. Formulate training plans to help develop players and coaches. Accountable for the Southside development plan.

Presentation Night Director

Responsible for delivering an annual presentation night to advertise the success of the club, raise awareness of our sponsors and provide players with a club memento as a reward for the season.

Southside Men – Official roles

Chairman Southside Men (Mandatory)

Accountable for setting and maintaining the code of conduct for Southside Men as governed by the FA Charter Standard. Responsible for setting agendas and chairing committee meetings and AGM (Southside Men).

Secretary Southside Men (Mandatory)

Accountable for compliance with all instructions from the Cheltenham League, including:

- Registering club, players and handling transfers
- Maintaining records of who has played in each game
- Signing and sending in result cards (via email) and team sheets
- Attending League meetings
- Checking league fixtures to avoid clash of team colours or mix ups over pitches
- Responding to all League correspondence via email
- Producing minutes of all meetings

Treasurer Southside Men (Mandatory)

Managing and maintaining club finances ensuring that the club is self-financing and viable. Produce accurate financial records, present them for audit and submission to Cheltenham League every year.

Committee Southside Men

Consists of 3 player representatives who are voted in each year by players and Adult Club officials. Represent the players' views at meetings with the Southside Men officials to help them reach decisions on how the club should be run. Relay messages back from the officials to players and help ensure that all players abide by the Southside Men code of conduct and respect the Southside Youth Club code of conduct.