

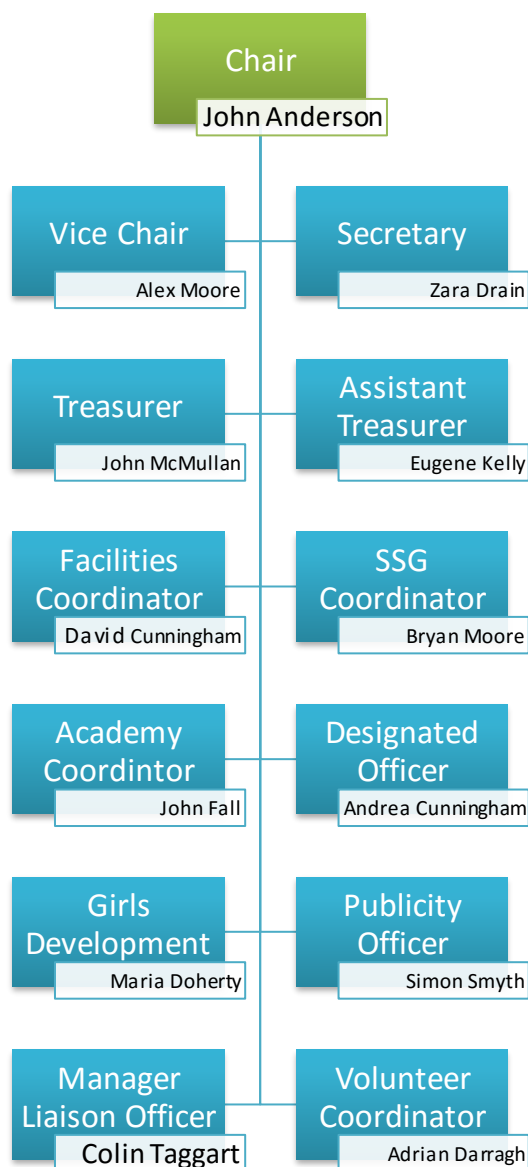


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Ballymoney United Youth Academy Management Committee 2016/17





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Chairperson

The Chairperson has a strategic role to play in representing the vision and purpose of the Club and is responsible for running the daily business of the club within the framework of policies set by the board/committee. The Chairperson ensures that the committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

The Chairperson's task include

Duties/Responsibilities

- To plan and run meetings in accordance with the Club Constitution.
- To bring impartiality and objectivity to meetings and decision-making.
- To ensure that everyone has the chance to speak at meetings
- To facilitate change and address conflict within the committee
- To communicate effectively the vision and ethos of the Club
- To be a leader and public face of the Club
- To be aware of current issues that might affect the Club
- To advocate for and represent the club at external meetings and events
- Ensure the Club is managed effectively
- To be fair and open in all dealings

Skills and Qualities Required

- Leadership skills
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Ability to ensure decisions are taken and followed up
- Good time-keeping
- Understanding the roles/responsibilities of a management committee
- Tact and diplomacy
- Experience of committee work and procedures

Time Commitment

The role of the Chairperson will require a commitment of approximately 3 hours per month.





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Vice Chairperson

The role of the vice chair is to support and deputise for the chair.

The Chairperson's task include

Duties/Responsibilities

- To support chair in planning and running meetings in accordance with the Club Constitution.
- To bring impartiality and objectivity to meetings and decision-making.
- To ensure that everyone has the chance to speak at meetings
- To facilitate change and address conflict within the committee
- To communicate effectively the vision and ethos of the Club
- To be a leader and public face of the Club
- To be aware of current issues that might affect the Club
- To advocate for and represent the club at external meetings and events
- Ensure the Club is managed effectively
- To be fair and open in all dealings
- To hold monthly meeting with managers and report back to management committee

Skills and Qualities Required

- Leadership skills
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Ability to ensure decisions are taken and followed up
- Good time-keeping
- Understanding the roles/responsibilities of a management committee
- Tact and diplomacy
- Experience of committee work and procedures

Time Commitment

The role of the Vice Chairperson will require a commitment of approximately 5 hours per month.





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Secretary

The role of the Secretary is to support the Chair in ensuring the effective running of the committee. The Secretary also supports the other bodies of the club, the players and all of the other personnel and administrative matters.

The Secretary's tasks include (you may want to omit from or add to this list)

Duties/Responsibilities

- To prepare meeting agendas in consultation with the Chair
- Registration of all players & cancellation of any player registrations (this includes checking new players eligibility)
- Checking affiliation has been done for league/divisional association
- Handling any player disciplinary matters
- Being the first point of contact for all enquiries.
- Representing the club at meetings (eg league meetings, local development group meetings).
- Keeping up to date with sports initiatives by compiling and checking a list of useful websites regularly.
- Dealing with correspondence.
- Maintaining accurate records.
- Supporting the club with funding applications.
- Collecting and analysing information from the members (eg from an end of season feedback form or questionnaire).
- Organising the club's annual general meeting (AGM) - ensuring agendas and other documentation are circulated in good time for all meetings
- To minute meetings and circulate draft minutes to committee
- To check agreed actions from previous meeting have been carried out

Skills and Qualities Required

- Organisational skills
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Ability to work well with the chair
- Experience of committee work and procedures
- Should be equipped with a telephone and a personal computer with email access
- Must be contactable and have access to various methods of communication

Time Commitment

The role of the secretary will require a commitment of approximately 5 hours per month





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Assistant Secretary

The role of the Secretary is to support the Chair in ensuring the effective running of the committee. The Secretary also supports the other bodies of the club, the players and all of the other personnel and administrative matters.

The Secretary's tasks include (you may want to omit from or add to this list)

Duties/Responsibilities

- To prepare meeting agendas in consultation with the Chair
- Registration of all players & cancellation of any player registrations (this includes checking new players eligibility)
- Checking affiliation has been done for league/divisional association
- Handling any player disciplinary matters
- Being the first point of contact for all enquiries.
- Representing the club at meetings (eg league meetings, local development group meetings).
- Keeping up to date with sports initiatives by compiling and checking a list of useful websites regularly.
- Dealing with correspondence.
- Maintaining accurate records.
- Supporting the club with funding applications.
- Collecting and analysing information from the members (eg from an end of season feedback form or questionnaire).
- Organising the club's annual general meeting (AGM) - ensuring agendas and other documentation are circulated in good time for all meetings
- To minute meetings and circulate draft minutes to committee
- To check agreed actions from previous meeting have been carried out

Skills and Qualities Required

- Organisational skills
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Ability to work well with the chair
- Experience of committee work and procedures
- Should be equipped with a telephone and a personal computer with email access
- Must be contactable and have access to various methods of communication

Time Commitment

The role of the secretary will require a commitment of approximately 5 hours per month





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Designated Officer

Duties/Responsibilities

- Receiving and acting upon any reported concerns.
- Ensuring all staff are familiar with, and adhere to the Child and Vulnerable Adult Protection Policy. This includes inducting new staff.
- Ensuring the Policy is implemented and promoted.
- Promoting best safeguarding practice across the wider partnership network.
- Acting as a first point of contact for BUYA on issues of Child Protection, both internally, and for members of the public and other external contacts.
- Representing the key link to statutory agencies (Social Care or Police) during an following formal investigations.
- Maintaining and updating the Policy.
- Keeping an up-to-date knowledge and understanding of the area of child protection, including attending appropriate training.
- Ensuring all relevant information around Child Protection is communicated to the managers/ coaches of all teams.
- Providing guidance on relevant matters to the coaches, and to other members of staff, as appropriate.
- Securely storing records of any concerns.
- Advocating the importance of Child Protection to partners and customers.

Skills and Qualities Required

- Specific training from IFA
- Honesty and integrity
- Good communication and interpersonal skills
- ICT Skills

Time Commitment

The role of the Designated Officer will require a commitment of approximately 5 hours per month





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Treasurer

The overall role of the Treasurer is to maintain an overview of the clubs financial affairs and ensuring that proper financial records and procedures are kept. The role may be supported by a finance sub-committee.

Role Description

Duties/Responsibilities

- To oversee and present budgets, accounts and financial statements
- To ensure appropriate accounting procedures and controls are in place
- To ensure compliance with relevant legislation
- To ensure accounts and financial management meet the contractual agreements with external agencies such as funders and statutory bodies
- To present financial reports to the committee and AGM
- To advise on the financial implications of the clubs strategic and operational plans
- To advise on a club fundraising strategy
- To chair the finance sub-committee (if applicable)
- To assist the Chair in ensuring all payments are made (affiliation fees; disciplinary fines; cup fees, etc)

Skills and Qualities Required

- Experience of financial control and budgeting
- Knowledge/experience of fundraising
- Good communication and interpersonal skills

Time Commitment

The role of the Treasurer will require a commitment of approximately 5 hours per month





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Assistant Treasurer

The overall role of the Treasurer is to maintain an overview of the clubs financial affairs and ensuring that proper financial records and procedures are kept. The role may be supported by a finance sub-committee.

Role Description

Duties/Responsibilities

- To oversee and present budgets, accounts and financial statements
- To ensure appropriate accounting procedures and controls are in place
- To ensure compliance with relevant legislation
- To ensure accounts and financial management meet the contractual agreements with external agencies such as funders and statutory bodies
- To present financial reports to the committee and AGM
- To advise on the financial implications of the clubs strategic and operational plans
- To advise on a club fundraising strategy
- To chair the finance sub-committee (if applicable)
- To assist the Chair in ensuring all payments are made (affiliation fees; disciplinary fines; cup fees, etc)

Skills and Qualities Required

- Experience of financial control and budgeting
- Knowledge/experience of fundraising
- Good communication and interpersonal skills

Time Commitment

The role of the Treasurer will require a commitment of approximately 5 hours per month





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Facilities Coordinator

The role of the facilities coordinator is to liaise with team managers and other stakeholders to coordinate training, matches and the booking of transport

Role Description

Duties/Responsibilities

- To keep a log of training schedule of all teams
- To liaise with facility managers to book facilities
- To pass on details of training to treasurer
- To book pitches for match days
- To organise transport for teams

Skills and Qualities Required

- Planning and organisational skills
- ICT skills
- Good communication and interpersonal skills

Time Commitment

The role of the Facilities Coordinator will require a commitment of approximately 5 hours per month





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Publicity Officer

The role of the publicity officer is to highlight the positive aspect of the Youth Academy by using a range of mediums such as social media, local press and internet.

Role Description

Duties/Responsibilities

To keep up-to-date the club Facebook and twitter pages

To develop website

To produce newsletter

To liaise with local press/ photographers to gather photographs for use on social media, website and club presentation

To produce flyers and adverts where appropriate

To produce video footage of teams

To produce multi media presentation for end of season awards

Skills and Qualities Required

Graphic design

Knowledge of social media

Good communication and interpersonal skills

Time Commitment

The role of the PR Officer will require a commitment of approximately 5 hours per month





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Academy Coordinator

Job Title: Academy Coordinator

Responsible for: U12 to U17

Role Summary

To be responsible for supervision of management, development and coaching of the U12 to U17

Teams, in line with the Coaching philosophy, vision and values of the Academy and the Club as a whole.

To work closely with the SSG Coordinator/Girls Development Officer and Management Committee to ensure that the needs of all players are fully catered for in the same manner.

Key Responsibilities

- Attend monthly managers meetings
- Attend coaching sessions
- Watch teams in NWCDYL and NIBFA National League and Cups.
- Develop age specific player development curriculum
- To introduce player profiling
- Mentor and support managers/ coaches
- Keep database of all coaches/ managers and ensure all qualifications are up to date
- Identify coach development opportunities
- Lead coach development seminars (include external organisations where appropriate)
- To find and show video clips of position specific best practice to players.
- Develop a method of assessing players and monitoring development.
- Keep club up to date with latest developments in Youth Football

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.





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Small Sided Games Coordinator

Job Title: SSG Coordinator

Responsible for: U6 to U11

Role Summary

To be responsible for supervision of management, development and coaching of the U6 to U11 Teams, in line with the Coaching philosophy, vision and values of the Academy and the Club as a whole.

To work closely with the Academy Coordinator/ Girls Development Officer and Management Committee to ensure that the needs of all players are fully catered for in the same manner.

Key Responsibilities

- Attend monthly managers meetings
 - Attend coaching sessions
 - Watch teams in NWCDYL and NIBFA National League and Cups.
 - Develop age specific player development curriculum
 - To introduce player profiling
 - Mentor and support managers/ coaches
 - Keep database of all coaches/ managers and ensure all qualifications are up to date
 - Identify coach development opportunities
 - Lead coach development seminars (include external organisations where appropriate)
 - To find and show video clips of position specific best practice to players.
 - Develop a method of assessing players and monitoring development.
 - Keep club up to date with latest developments in Youth Football

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Girls Development Officer

Job Title: Girls Development Officer

Responsible for: All girls teams

Role Summary

To be responsible for supervision of management, development and coaching of the U12 to U17 Teams, in line with the Coaching philosophy, vision and values of the Academy and the Club as a whole.

To work closely with the Academy Coordinator/ SSG Coordinator and Management Committee to ensure that the needs of all players are fully catered for in the same manner.

Key Responsibilities

- Attend monthly managers meetings
- Attend coaching sessions
- Watch teams in NWCDYL and NIBFA National League and Cups.
- Develop age specific player development curriculum
- To introduce player profiling
- Mentor and support managers/ coaches
- Keep database of all coaches/ managers and ensure all qualifications are up to date
- Identify coach development opportunities
- Lead coach development seminars (include external organisations where appropriate)
- To find and show video clips of position specific best practice to players.
- Develop a method of assessing players and monitoring development.
- Keep club up to date with latest developments in Youth Football

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.





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Volunteer Co-ordinator/ Supporter Liaison Officer (SLO)

Role Description

The person appointed to this role should act as a two way communication link between clubs, parents and executive committee. The person in this role should ideally be elected by the parents to represent them but also be able to have a working relationship with the board/committee. To recruit and co-ordinate volunteers to support club activities

Responsibilities

Below is a list duties that the post holder is responsible for,-

- Circulate the volunteer form
- Identify and recruit potential volunteers.
- Offer appropriate support and training to club volunteers.
- Co-ordinate a reward system to value volunteers.
- Ensure the correct recruitment guidelines are followed.
- Communicating information to the parents from the club board/committee
- Communicating important information from the parents to the clubs board/committee
- Having an opportunity to contribute at board/committee level
- Assisting in open communication between club and parents maybe using social media
- Arrange for forum meeting for parents to discuss key challenges
- Exchange information with other club SLO's
- Arrange parents nights/ fun days with support of sub committee

These roles and duties will vary depending on the size of the club and its supporter group but it is worth keeping them in mind as you aim to build up good practice within your club with regards communication and fan relationships.





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Manager Liaison Officer (MLO)

The role of the MLO is to liaise with team managers and other stakeholders to ensure the smooth running of teams at each of age groups.

Role Description

Duties/Responsibilities

- To hold monthly managers meetings
- To keep agenda and minutes of meeting
- To ensure managers are following club policies and procedures
- To ensure club is represented at NWCDYL and NIBFA meetings
- To work in conjunction with coordinators (SSG/ Academy/ Girls)
- To ensure all managers/ coaches are registered with the club
- Report any issues to the management committee
-

Skills and Qualities Required

- Planning and organisational skills
- ICT skills
- Good communication and interpersonal skills

Time Commitment

The role of the Manager Liaison Officer will require a commitment of approximately 5 hours per month

