# Football Development & FA Charter Standard Co-ordinator (Committee)

## Role Description

To help develop all adult Volunteers, and to implement oversee, monitor and evaluate the delivery of the Charter Standard programme and to deliver an effective football strategy for all age groups within the club.

## Commitment

Approximately 4 hours per week

## Responsibilities

1. Ensure there is a training programme for volunteers
2. Ensure volunteers are recognised and rewarded.
3. To produce and maintain up to date records of all volunteers and their accreditation status.
4. Identify club registered members Training 'shortfalls' and in conjunction with the club secretary arrange for the relevant courses to take place
5. To advise volunteers when any accreditation is due for renewal
6. To co-­ordinate the competition of all required accreditation
7. To escalate to the committee any breaches of accreditation
8. To implement, oversee, monitor and evaluate the delivery of the Charter Standard programme and deliver an effective football strategy for all age groups within the Club
9. Compiling League Development plan and other requirements of Charter Standard Leagues
10. Subject matter expert of Charter Standard Requirements at League and Club level
11. Utilise and promote the significant documentation on line via TheFA.com.
12. Liaise with the Charter Standard officers at the County FA Coordinating, collating and developing the evidence required for the Club to achieve Charter Standard status.
13. Coordinating the production and delivery of a Club development plan -­‐ if required (Development & Community Clubs).
14. Ensuring that coaches qualifications & club policies are kept up to date by using the FA's Member Services system (this could also be done by the Child Welfare Officer)
15. Ensuring that there are the human and financial resources to deliver on the development plan
16. Advocating the Charter Standard Programme at manager meetings, to ensure the long term direction of the club by regularly reflecting and delivering initiatives in the development plan.
17. In co-­‐ordination with the Welfare Officer ensure all managers, parents, players, coaches club officials are aware of the RESPECT programme and ensure the clubs takes pro-­‐active steps in its implementation throughout all the teams.
18. To devise, manage and review a football strategy that continues to move the Club forward.
19. Represent the ‘Football’ side of the club on the Committee.
20. Gain feedback from the managers and coaches on committee proposals, decisions and policies.
21. To maintain the Club ethos and vision on Player development and how the game is played.
22. Ensure the number of teams playing for the Club is in line with the development plan and provides football for all abilities.
23. To improve communication on footballing matters.
24. To improve the level of coaching within the Club and provide support to those that need coaching development.
25. Identify and share best practices.
26. To organize 4 in house training courses per year, 1 of which should be based around the charter standard requirements.
27. Work closely with the volunteer co-ordinator.
28. Attend Committee and Managers meetings.

## Constraints

1. None identified

## Accreditation Criteria

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| DBS | Safeguarding  Children | First Aid | Club  Welfare | FA Level  1 | FA Level  2 | FA Youth  Module | Licenced  Coach | Other |
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