

AYRSHIRE TIGERS POWERCHAIR FOOTBALL CLUB SCIO

c/o 4 Kennedy Park, Dreghorn, IRVINE, KA11 4DW

Email: ayrshiretigers@gmail.com

www.facebook.com/TigersPFC

www.ayrshiretigers.weebly.com



Roles and Responsibilities

Committee Members Season 2020/2021

Chairperson (Club Officer and Trustee)	Stuart Niven
Vice-Chairperson and Child and Vulnerable Adult Protection Officer (Club Officer and Trustee)	Adam McGovern
Club Secretary (Club Officer and Trustee)	Annemarie Robertson
Club Treasurer (Club Officer and Trustee)	Gordon Rainey
Player Representative (Committee Member and Trustee)	James Doull
Parent and Carer Representative (Committee Member and Trustee)	Dee Andrew
Trustee	Doreen Paterson

The Chairperson

Role

The Chairperson is the chief officer of the club and is ultimately responsible for the club's activities and for relations within other organisations. It is primarily one of leadership – he/she should set the pace for the group and lend it some purpose, direction, and guidance. The Chair needs to be sensitive to the needs of individual members and to the group as a whole. The Chair is responsible for running and co-ordinating Committee meetings and ensuring that The Club Constitution and Rules are adhered to within those meetings. The Chair should liaise with governing bodies, other organisations and clubs in order to enhance the running and development of the club. He or she should advise and deal with club matters as and when required taking on specific tasks within the club structure.

Responsibilities

- Co-ordinator: Ensures the group communicates with members clearly and effectively acts as a source of information for the club. Oversee the members of the club.
- Ensures the smooth running of the club.
- Chairs committee meeting and the Annual General Meeting.
- Acts as a spokesperson for the club.
- Represents and promotes the club.
- Facilitator: It's important to establish a good interpersonal network that helps members work together. This involves determining and defining the procedures and structures of the group, assisting members, defining issues and summarising progress.
- Investigator: The Chair should: Explore new ways of approaching problems in conjunction with the members, and help the group learn from their experiences. Evaluate the effectiveness of the group on an ongoing basis so that it moves forward.
- Educate other members to set goals and evaluate events the group has staged to see how far the goals are being met.
- Jointly responsible with the Treasurer, for the society's finances.



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- Draws up agendas for meeting in conjunction with the Club Secretary.
- Organises activities for the club

Vice Chairperson

Role

The Vice-Chairperson supports and deputises for the Chairperson whenever the latter is unable to fulfill his/her duties. In the event of the Chairperson resignation, the Vice-Chairperson will act as a temporary Chairperson until the latter position is replaced at a general meeting of the membership. In the Chairperson absence, the Vice-Chairperson will carry out the duties outlined of a Chairperson.

Responsibilities

- Provide leadership and direction for the club
- Help ensure there is a Club development strategy and plan and that it is being properly executed.
- Support the decision making process for the benefit of the whole club including disciplinary matters.
- Oversee the work of the Club Committee.
- Chair meetings of the club when required.
- Advocate of the football club for the local community.

The Secretary

Role

The Secretary is the principle administrative officer. Outside organisations interested in the club should contact the Secretary for information or details about membership, training, meetings, events and activities.

Responsibilities

- Liaises with the club members, committee, outside agencies, local community, and the media.
- Organises the agenda for relevant meetings and circulates it to the appropriate members and ensures that all business is completed and that all decisions are properly understood and recorded (minutes).
- Publicises and organises the club's training times, matches, meetings and social events.
- Compiles the club's annual report
- Represents the club at local, regional and national level
- Liaises with the SPFA about training times, matches, events, equipment, team travel, team accommodation, etc.
- Informs members on decisions and checks to make sure that tasks have been carried out.



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- Receives, records and responds to all club correspondence
- Maintains and files all club records

The Treasurer

Role

The Treasurer has responsibility for all the Club's finances and the maintenance of accounts. The Treasurer provides reports to the Committee on the financial standing of the club and a detailed report of the club's financial status at the Annual General Meeting. The Treasurer is also responsible for communicating with the Sports and Societies Office on financial matters including the provision of estimates for expenditure.

Responsibilities

- Liaise with the Chairperson on matters of finance
- Draw up a Club budget
- Seek sponsorship, if required
- Keep simple but detailed records of income and expenditure
- Apply for grants from other bodies if required
- Organise fundraising events
- Compile an end of year financial report to be submitted along with the Secretaries annual report to the Chairperson
- Collect any monies that is owed to the club
- Responsible for Club bank account along with Vice Chairperson
- Report on any transactions at Committee meetings

The Child and Vulnerable Adult Protection Officer

Role

To be clear about the club's responsibilities when running activities for children, young people and vulnerable adults. To help club personnel understand what their 'duty of care' towards children young people and vulnerable adults actually means and entails on a day to day basis.

Responsibilities

As detailed in the Scottish Football Association Child and Vulnerable Adult Protection Policy and Procedures Guide.

- Ensure all club officials and coaches adopt and abide by this Child & Vulnerable Adult Protection Policy and supporting Procedures.
- Take all reasonable steps, where possible, to protect all players and officials from harm or the risk of harm
- Ensure that all officials are kept informed of the standards of good practice expected of them and changes in legislation and guidance
- Ensure all incidents of alleged poor practice and abuse are taken seriously and responded to swiftly and appropriately.
- Initiate action ensuring that all appropriate persons have been contacted to ensure the welfare of the Club's players



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- To report any alleged incidents of abuse to the Club Committee, in his absence, the SYFA National Protection Officer at Hampden

Parent and Carer Representative

Role

The Parent/Carer Representative's role is to objectively provide player's parents, family members and carers views regarding club issues.

Responsibilities

- Promote events and fundraising
- Perform any other duties as directed by the Committee
- Be a voice on behalf of player's parents, family members and carers at Committee meetings

Player Representative

Role

The Player Representative's role is to objectively provide feedback to the Committee of player's views regarding club issues.

Responsibilities

- Promote events and fundraising
- Perform any other duties as directed by the Committee
- Be a voice on behalf of Playing Members at Committee meetings

S Niven

Stuart Niven
Chairperson

23.07.2020



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