



## Officers' Roles and Responsibilities

### Committee Positions

#### Chair

- Responsible for Club Strategy
- Oversees general running of the Club
- Overall responsibility for Club discipline including Committee, Players and Parents/Guardians and Supporters
- Ultimate responsibility for Club status within the Local and Footballing Community

Current Incumbent – Dan Smith

Contact Details: Mobile – 07787536555

Email – [callingtoncoltsfc@gmail.com](mailto:callingtoncoltsfc@gmail.com)

#### Vice-Chair

- Deputy to the Chairman in all areas

Current Incumbent – Mark Whittaker

Contact Details: Mobile – 07766132365

Email – [mwhittaker@markholt.co.uk](mailto:mwhittaker@markholt.co.uk)

#### Club Secretary

- Primary Contact for Cornwall and Devon FA
- Primary contact for DJM League
- Attending DJM League meetings
- Liaising with each Team Admin to ensure that each player has all the correct paperwork
- Keeping the Registered Player list up to date on The Whole Game website
- Liaison with Callington Community College regarding Winter Training schedules

Current Incumbent – Leanne Whittaker

Contact Details: Mobile – 07769312548

Email – [secretary@callingtoncoltsfc.co.uk](mailto:secretary@callingtoncoltsfc.co.uk)

## Treasurer

- Responsible for Collection and Recording Club Funds
- Club Insurance
- Organises annual Club audit
- Responsible for timely payment of fines and other club bills

Current Incumbent – Andrew Farr

Contact Details: Mobile - 07791561301

Email – [andrewfarr@btinternet.com](mailto:andrewfarr@btinternet.com)

## Child Welfare Officer

- Responsible for all issues relating to Child Welfare
- Keeping Records of CRC checks

Current Incumbent – Richard Smith

Contact Details: Mobile - 07968313997

Email – [richard@aardvarksafaris.com](mailto:richard@aardvarksafaris.com)

## Cornwall Girl's Football League Secretary

- Primary contact for CGF League
- Attending CGF League meetings
- Liaising with Club Secretary to ensure that each player has all the correct paperwork
- Ensuring CGFL Results are submitted
- Keeping the Registered Player list up to date on The Whole Game website

Current Incumbent – Kate Knott

Contact Details: Mobile – 07917674473

Email – [kek2202@gmail.com](mailto:kek2202@gmail.com)

## Club Development Officer

- Responsible for Club Development Strategy
- Maintenance of Club Documentation
- Looking at ways of increasing membership, both players and volunteers
- Booking FA courses for volunteers
- Liaison with Callington Primary regarding use of St Germans Playing Fields
- Ensuring WGS accurately reflects the Committee and Management Qualifications
- Submitting Charter Standard Health Check to Cornwall FA
- Promoting the Club to increase community awareness

Current Incumbent – Dan Smith

Contact Details: Mobile – 07787536555

Email – [callingtoncoltsfc@gmail.com](mailto:callingtoncoltsfc@gmail.com)

## Head Coach

- Ensuring all Managers and Assistants follow the best practice coaching guidelines as laid down by the FA
- Ensuring all Managers and Assistants follow the Club Rules set out in the Management Team Roles and Responsibilities
- Holding regular coach meetings
- Reporting any issues back to the Management Committee

Current Incumbent – Paul Sanders

Contact Details: Mobile – 07976260608

Email – [paulsred@aol.com](mailto:paulsred@aol.com)

## Kit Officer

- Ordering of all necessary Kit and Equipment
- Holding Stock and distributing as necessary
- Keeping Records of Kit and Equipment both in Stock and held by Managers

Current Incumbent – Mark Whittaker

Contact Details: Mobile – 07766132365

Email – [mwhittaker@markholt.co.uk](mailto:mwhittaker@markholt.co.uk)

## Non-Committee Positions

### Media Officer

- Updating Club Website with Club News
- Liaison with Local Papers and Radio Stations to promote and report on Club matches and developments
- Maintaining Club Facebook and Twitter accounts

Current Incumbent – Paul Sanders

Contact Details: Mobile – 07976260608

Email – [paulsred@aol.com](mailto:paulsred@aol.com)

### Fund-Raising Officer

- Heading up a Fund-Raising Sub-Committee and reporting any updates back to the management committee

Current Incumbent – Leanne Whittaker

Contact Details: Mobile – 07769312548

Email – [secretary@callingtoncoltsfc.co.uk](mailto:secretary@callingtoncoltsfc.co.uk)

## Minutes Secretary

- Arranging Club meetings
- Taking Meeting minutes
- Sending out minutes and agendas

Current Incumbent –

Contact Details: Mobile –

Email -

## Other Roles Performed by the Officers

### Interviewing of Candidates for Manager/Coach roles

- Undertaken by a minimum of five committee members as available

### Discipline Panel

- Responsible for discipline hearings for any officers, members or supporters
- Undertaken by five committee members to include the Chair, Welfare Officer and three others to be selected as necessary

### Guipavas Spring Tournament Tour

- Organisation of Tour Participants and General Travel Details

### Trophy Presentation

- Organisation of Presentation Event
  - Organisation of Trophies and Medals
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