



Club Handbook

Version 2.1

14 Jul 2026

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2 The Club

2.1 Overview

Inter Penarth AFC was founded in 1999 in response to limited capacity for grassroots football in Penarth. Since then, the club has grown to provide footballing opportunities for over 200 children across age groups from Under 7 to Under 16. While the size of the club has fluctuated over time, Inter Penarth is now in a strong position, with over 200 registered players and a renewed focus on long-term sustainability.

Inter Penarth currently offers mixed grassroots football from Under 7 to Under 16 age groups. The club is predominantly composed of boys, although a small number of girls currently compete within mixed teams. To address this imbalance, the club intends to establish its first girls' squad for the 2026/27 season, alongside expansion into the Under 6 age group. The club also aspires to offer Youth football from the 2027/28 season, building on the current Under 15 squads

The club is registered as a Community Amateur Sports Club (CASC), is Football Association of Wales (FAW) bronze accredited, affiliated to the South Wales FA and plays within the Vale of Glamorgan League.

2.2 Mission

Inter Penarth AFC is a parent-run junior football club, which aims to provide the children and young people of Penarth with an opportunity to develop their footballing and athletic skills.

2.3 Principles and Values:

Inclusivity, Enjoyment, Team Spirit, Fairness, Healthy competition —
Harnessing competitive instincts in a healthy, constructive way.

2.4 Committee

The club is controlled by a committee, comprising the following members — who are appointed at the AGM and serve a two-year term. Full role descriptions are in Section 9.

- Chair. Chair@interpenarth.com.
- Vice Chair. (position gapped)
- Secretary. Secretary@interpenarth.com
- Treasurer. Treasurer@interpenarth.com
- Membership Officer. membership@interpenarth.com
- Safeguarding Officer. Safeguarding@interpenarth.com
- Sponsorship Officer. sponsorship@interpenarth.com
- Head Coach. (position gapped)

The club committee exists to support coaches and players, so please reach out if you have any questions.

2.5 Development Plan

The club published its' first development plan in January 2026, which provides a **clear and strategic framework** to support the sustainable growth of Inter Penarth AFC. The plan is aligned with the FAW vision for a thriving, inclusive and accessible game for all. At its core, the plan places children and

young people at the centre of decision-making, ensuring they can participate in football within a **safe, welcoming and positive environment**. It seeks to address longstanding barriers to participation and progression — particularly the lack of a permanent home — which have limited the club's ability to grow, retain players and develop clear playing and volunteering pathways.

The plan also supports the FAW's priorities around **growing participation, improving access to quality facilities, and increasing opportunities for girls' and women's football**. By establishing a stable community base at Stanwell School, Inter Penarth aims to strengthen player development, enhance volunteer support, and create clearer pathways from mini football through to youth football and beyond.

This plan sets out how Inter Penarth will move from being a well-regarded grassroots club to becoming a **sustainable, community-anchored football hub**, delivering long-term benefits for players, families and the wider Penarth community.

Development plan vision: To establish a vibrant community football hub at Stanwell School, creating a permanent home for Inter Penarth AFC. Through this, Inter Penarth will be able to increase participation across all genders and abilities, and to foster local talent.

Strategic pillars. The vision will be delivered against 3 strategic pillars which are summarised in the image below.

1. Volunteer Development			
• Improve coach development and cohesion • Improve Fundraising and sponsorship capability • Recruit new parent-coaches to support U6, U7 and girls' squads			
2. Increase Participation			
• Establish an Under 6 squad for the 26/27 season • Establish an U7 / U8 girls squad for the 26/27 season • Form a Youth team for the 27/28 season • Grow female participation through expansion of the offering for girls from the 27/28 season • Develop links with senior clubs			
3. Facility Development			
Phase 1: Pitch Revitalisation		Phase 2: Develop Infrastructure	
• Purchase Maintenance equipment • Contractor GPS pitch re-mapping • Contractor initial pitch treatment • Purchase Match Equipment • Purchase consumables (1st year)		• Home and Away changing rooms • Toilets • Referee changing rooms • Office / meeting room • Social space & kitchen • Additional Storage	
Target Date	Sep 2026	Target Date	Sep 2029
Estimated Cost	£39,657	Estimated Cost	£400,000
Grant Funding (?)	£27,496	Grant Funding (?)	£200,000
Fundraising Target	£12,161	Fundraising Target	£200,000

2.6 Sponsorship & Fundraising

Implementation of the development plan requires that the club raises additional funds to complement grant applications. There are two key grant providers; the Cymry Football Foundation (CFF) and Sport Wales, as well as other smaller grants which the club *may* be able to access. Fundraising will principally be done through seeking sponsorship, and through events such as

the end of season presentation day (see below). Sponsorship opportunities are grouped as follows:

- Kit Sponsor - £1000 per age group, to cover a 2-year period
- Grounds Sponsor – a range of options from £500 to £2000 covering a multi-year period
- End of Season medal sponsor - £200 per age group.

In return, the club can offer (limited) social media coverage via Facebook, Instagram and Linked In, as well as sponsor logos on a banner inside and outside Stanwell School along Lavernock Road, and a sign board near the pitch. Support from parents to identify opportunities for Inter Penarth to be sponsored is requested, either direct to the Sponsorship Officer (sponsorship@interpenarth.com) or via the Fundraising WhatsApp group.

The sponsorship officer will also coordinate other fundraising opportunities, such as 'spot the ball' competitions over the course of the year. We'd love to have your support and any ideas you may have!

2.7 End of Season

The club will organise an end-of-year celebration day, and fund the provision of awards as follows:

- **U11 and below.** Medal for all players, 3 trophies per age group (coaches' player, players' player, most improved)
- **U12 and above.** Medal for all players, 3 trophies per team (coaches' player, players' player, most improved)

This is the principal event in the calendar which brings together the whole club and provides an opportunity for fundraising. Each age group will be given a 30-minute slot to conduct their presentations, alongside a bar, BBQ, raffle and other activities

Support is needed from all age groups to help plan and deliver the event, which from 2026 will be held at Stanwell School.

2.8 Annual General Meeting (AGM)

The club AGM is held after the end of the season, normally just before the end of the school term. Age groups are asked to ensure that at least one coach *and* 1 parent (minimum of two per age group) attend the meeting.

3 Club Policies

3.1 Constitution

The club's constitution is held on the website linked here:

<https://www.interpenarth.com/policies>

3.2 Safeguarding

The club's [safeguarding](#) policy is compliant with FAW Safeguarding guidance and can be found on the club website.

All coaches and team helpers need to be DBS checked, coordinated by the Safeguarding Officer.

At least one coach per age group must complete the [FAW Safeguarding Awareness Award](#), to support the club Safeguarding Officer. All coaches are encouraged to do so, as it is a pre-requisite to some coaching qualifications. The club will reimburse the cost.

3.3 Parent and Coach code of conduct.

The parent and coach [code of conduct](#) is published on the website, repeated here for ease of reference:

Inter Penarth fully supports the Football Association of Wales Safeguarding policy, practices and procedures and acknowledges that football parents, guardians and spectators have a fantastic opportunity to be a positive role model for the young people involved. We all have a responsibility to ensure that everyone involved in football finds it to be a fun, safe and positive experience.

Parents, guardians and spectators are expected to:

- Show exemplary behaviour by respecting and appreciating match officials, opposition players, coaches, managers and spectators. -
- Deliver and collect your child punctually before and after training, matches and club events.
- Support and motivate all players, including the opposition, and encourage your child to do the same.
- Encourage your child to obey the laws of the game and teach them that they can only do their best.
- Never publicly criticise, ridicule or embarrass any children.
- Ensure your child has kit and clothing appropriate to the environment and weather conditions. Ensure that proper sportswear and protective kit are provided and worn.
- Disclose any medical concerns or changes in medical conditions to the Club Safeguarding Officer and the Team Manager.
- Not place unnecessary pressure on your child or push them into activities they do not want to do. Applaud effort and good play.
- Not to interfere with coach instructions and not to confuse the players by telling them what to do.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Accept that striving to win is more important than winning itself. - Respect the decisions of the match officials.
- Ensure that your child has read and understood their Code of Conduct.
- Not to post anything inappropriate, or negative on social media which may bring the game into disrepute.
- Display high standards, behave responsibly and never engage in or tolerate the use of foul, abusive, insulting or inappropriate words, behaviour or gestures.
- Get Behind the Line and not enter the field of play without prior permission from the referee.
- Make football fun

3.4 Player code of conduct

All players must abide by the following [code of conduct](#):

- Show respect and fair play to your opponents.
- Play within the rules of the game.
- Encourage, support and co-operate with your team-mates.
- Respect the officials and accept all decisions without question.

3.5 Communication

The club will normally communicate through the coaches, via the Coaches WhatsApp group, or via email.

The club has established a WhatsApp community, which enables announcements to be shared directly with all parents, whilst protecting the privacy of individual squad groups.

Coaches / helpers are expected to disseminate communication from the committee to their respective groups.

Fixtures are confirmed on Comet, which will also send out emails (which you can turn off if you want) but its' best to check Comet each week.

From June 2026 the club will adopt a new software platform for club management – TeamFeePay (TFP). This will enable improved communication opportunities, as well as enabling availability management and team selection (in the same way that Spond does). In addition, it provides a secure area for coaches to maintain relevant medical information for players and enables the Committee to keep Comet up to date.

Most age groups in the league also operate a WhatsApp group for communicating between club coaches. This helps with coordinating payment for pitches (where there is an additional fee), confirming who is responsible for goals and other administration.

3.6 Social media

In 2026 the club established a presence on Facebook, Instagram and LinkedIn. This is primarily to aid with recruiting new players, and in supporting sponsors of the club. Only committee members are permitted to post on the club's social media, following the following guidance:

- Parental consent must be obtained for every child in every picture used for social media.
- Only photos of Inter Penarth registered players may be used, unless the coach of the opposing team confirms consent from all of their pictured players.
- It is the responsibility of the individual providing the image to the committee for social media use to ensure that consent has been obtained – only send images where you have confirmed this.

4 Coaching

4.1 Coaching Requirements

To become a coach, you need to complete the [FAW Introduction to coaching Football course](#), which is delivered online. It costs £100 but the club will reimburse the cost once you email through the certificate.

Teams may also have helpers, who can assist coaches during training sessions, organisation and with matches (see below). There is no training needed, just a DBS check. Some teams find it helpful to have someone who is not a coach coordinating attendance at training sessions and for match days.

Each team needs a qualified coach per team for matches, with a team helper assisting with subs etc.

Each age group must also have at least one First Aider, qualified through the [FAW Football Emergency Aid](#) course. This does not need to be a coach, but this course is also a pre-requisite to further coaching qualifications. Each age group must have a minimum of one first aider at each match-day location, so ideally one per team is needed.

Age group	Qualified coach: Players ratio	DBS certified adult: Players ratio	Qualified first aiders: Players ratio
U6 – U8	1:16	1:6	Minimum 1 per training or playing venue
U9 – U12	1:16	1:8	Minimum 1 per training or playing venue
U13 – U16	1:18	1:10	Minimum 1 per training or playing venue

Every age group requires at least one safeguarding representative, who must be DBS checked and qualified through the [FAW Safeguarding Awareness](#)

[Award](#) This doesn't need to be a coach, but this is a pre-requisite to higher coaching qualifications (costs will be reimbursed by the club).

Coaches are responsible for maintaining their own lists of medical conditions and requirements (e.g. allergies) – this is **not** held centrally by the club.

The Vale of Glamorgan league holds a pre-season meeting, which must be represented by a coach from each age group. This normally takes place in mid July; details will be circulated by the secretary.

Whilst this may seem like a lot to take in, coaching is a hugely enjoyable and rewarding activity and doesn't need any prior knowledge. We have a great network of coaches with experience across all age-groups, all willing to provide guidance and support.

4.2 Coach Development

All coaches should sign up for a free account through the <https://coachcymru.coachesvoice.com> site. This provides a wealth of information, videos and session plans for all age groups. Coaches must complete 3 modules (6 points) over three years to retain their qualification.

The club will assist in developing coach competence through the FAW coaching pathway. A number of courses are available.

Level 0. [FAW Introduction to coaching Football course](#)

Level 1. [UEFA Grassroots Leaders Award](#). This comprises an online webinar, and a single day of practical training. You must have completed the Level 0 course, Emergency aid and safeguarding awareness courses.

Level 2. [UEFA C Licence](#). This is a much more in-depth course, for holders of the level 1 qualification. It comprises two webinars, 4 practical training days and an assessment.

5 Players

5.1 Age Groups

Players from Under 6 (year 1) to Under 13 (year 8) play small-sided football, to give players more time with the ball. Small sided football regulations can be found [here](#)

Age Banding	School Academic year	Age as of 31st August 31 st of the relevant playing season	Playing Format	Max players per team on match day	Structure
Under 6	1	5	4v4	8	Festival / Round Robin Format
Under 7	2	6	4v4	8	
Under 8	3	7	5v5	10	
Under 9	4	8	5v5	10	
Under 10	5	9	7v7	14	
Under 11	6	10	7v7	14	
Under 12	7	11	9v9	18	Max 20 weeks competitive offer
Under 13	8	12	9v9	18	Fully competitive offer in single age band leagues. Max 20 weeks competitive offer for leagues running two-year age band. <i>For example, a league operating an under 13 division with no Under 12 offer would be restricted to 20 weeks competition. This is to ensure players have a phased introduction to competition.</i>

From Under 14 onwards the format is 11 v 11 and fully competitive. Junior football regulations can be found [here](#).

Age Group	Playing Format	Ball Size	Match Duration
Under 14	11 v 11	5	70 mins (35 min halves)
Under 15	11 v 11	5	80 mins (40 min halves)
Under 16	11 v 11	5	80 mins (40 min halves)
Under 17	11 v 11	5	80 mins (40 min halves)

5.2 Registration

Coordinated by the Membership Officer, all players and coaches must be registered on Comet *before* they are allowed to organise training or matches. The process is straight forward ([guide on the website](#)) but can be time consuming.

Parents and coaches must sign the club code of conduct annually and ensure that their children understand and comply with the player code of conduct. Both are available on the club website, with electronic forms distributed for completion before the start of each season.

Players **must** be registered with the FAW on Comet before they can play or train, as this provides 3rd party liability insurance.

5.3 Collection of Fees

Fees are set at £125 for the 26/27 season. This must be paid *directly* into the club's bank account by 1 September and before the first match is played.

Coaches are **not** to collect fees from parents and pay centrally into the club account.

Those unable to pay the entire fee upfront, should individually approach the treasurer to work out a payment arrangement.

6 Organising training

6.1 Training Allocation

Training for all age-groups is based at Stanwell School. For the 2026/27 season training slots are allocated as follows:

	1715-1815			1815 - 1915			1915 - 2015		
Monday				U8/9	U7	U11	U12	U13	
Wednesday	U15W			U15G					
Thursday	U6/7	U6		U8	U9		U17	U16G	U16W

Key	- Stanwell training is from September to April, excluding school holidays - If you are planning not to use Stanwell for a session, please inform the Secretary ASAP, ideally a week in advance so we can avoid being billed for the session - Additional bids for training are to be placed through the Stanwell booking tool or the Secretary (secretary@interpenarth.com) - This is a 2G pitch (built for Hockey) so only astro-boots or trainers are to be worn
	New Squad - Boys
	New Squad - Girls
	Existing Squad
	Unavailable: other users

The cost of training venues is where most of the annual fee is consumed.

Training is booked by the club for all term-time weeks during the season (September to April). For out of season sessions, it is expected that age groups will train on grass at the discretion of coaches. The club does not fund training outside of the season.

6.2 Planning training

The coaching courses provide useful guidance on how to structure a training session: emphasis is with time with the ball, building teamwork and communication, following this basic format over 60 mins:

- Arrival (pre-warmup)
- Warm-up

- Skill based Activity 1
- Skill based Activity 2
- Small sided fun (mini matches)

Further guidance for coaches can be found on the [coaching resources](#) page of the website. If you have any suggestions for how to improve this, or add further content, please contact the secretary.

7 Match Days

7.1 General

The club is part of the South Wales FA and the Vale of Glamorgan League, who coordinate all the fixtures.

The football season runs from September to April, with breaks for Christmas and Easter. Matches *may* take place during half-term.

For Girls football, the club is affiliated to the South Wales Women and Girls Football League (SWWFL) which for U6 to U10 age groups operates a season from April to November.

7.2 Mini Football

Rules and regulations can be found linked here: [Small sided Football Rules and Regulations](#)

Age groups at U11 and below follow a 'festival' format, where multiple teams gather at a single location to play a round-robin of fixtures within the window of an hour.

Fixtures are confirmed via Comet, and normally confirmed by Thursday (or sometimes Friday) – but weather conditions sometimes mean that fixtures sometimes change at short notice.

Fixtures could be in Barry, Cowbridge, Llantwit Major or Penarth (normally St Cyres)

- U6 fixtures are at 9.am on Sundays at Jenner Park, Barry
- U7 fixtures are at 10.30am on Saturdays at Jenner Park, Barry
- U8-U10 fixtures are at 9am or 1030am on Saturdays
- U11 fixtures are at 11am on Saturdays
- Girls fixtures are normally played on Sunday mornings

The league secretary needs to know how many teams are being entered for the following weekend by Sunday evening (coordinated by the club Secretary)

At U11 and below (mini), it is a non-competitive league, scores are not collated post-match and there is no leaderboard. The emphasis is on fun, building skill, and team spirit.

Teams should *not* be streamed by ability, rather balanced to give everyone the opportunity to develop.

Rolling subs are encouraged, and everyone should get an equal amount of game time. This takes a fair bit of management, and it is helpful to have a second coach or team helper to assist with managing the subs (and keeping those not on the pitch engaged).

There are no referees, matches are controlled by coaches of both teams, from the sidelines.

If you are designated as a home side, it is your responsibility to bring and set up the goals, and to mark the pitch

All coaches must confirm their team on the Comet app (easiest by phone) before the game, and the home side must start and stop the match. No score is to be recorded for mini games – this is to ensure that coaches are familiar with the processes for when matches get competitive. The Secretary can provide further guidance on request.

Most Inter Penarth mini teams have a Player-of-the-Match (POTM) for each team, with a trophy which is taken home for the week and brought back the next. The club will cover the cost.

Age Group	Playing format	Max No of players per team	GK or no GK	Pitch Size (length x width)	Goal Area (length x width)	Ball Size	Goal Size (height x width)	Max Playing Duration	Maximum Game Duration
U6	4 v 4	8	No GK	28 x 20 yards	No Goal Area	3	Height: Min 3ft Max 4 ft / Width: Min 4ft Max 6ft	40 mins	10 mins
U7	4 v 4	8	No GK	28 x 20 yards	No Goal Area	3	Height: Min 3ft Max 4 ft / Width: Min 4ft Max 6ft	40 mins	10 mins
U8	5 v 5	10	GK	35 v 25 yards	7x12 yards	3	4 x 8 ft	50 mins	15 mins
U9	5 v 5	10	GK	35 x 25 yards	7x12 yards	3	4 x 8 ft	50 mins	15 mins
U10	7 v 7	14	GK	44 x 40 yards	10x15 yards	4	6 x 12 ft	60 mins	20 mins
U11	7 v 7	14	GK	44 v 40 yards	10x15 yards	4	6 x 12 ft	60 mins	20 mins

7.3 Junior Football

Junior football is competitive, with specific fixtures played each week. in both league and cup competitions (which normally start in January). On transitioning to U12, the league will organise sides into two or three leagues. This will be discussed with coaches ahead of the season starts. For U12s, a mini league may be established to confirm the appropriate league placings.

Matches are all played on grass – the club intends to establish its home ground at Stanwell School, but it is likely that some home fixtures will also be played at King George V fields in Llandough. Over the last two seasons, persistently wet conditions have led to a significant number of postponements and cancellations. Teams must be prepared for mid-week fixtures at the end of the season to catch up, once the weather improves. Club investment in the pitch in Stanwell aims to improve playing conditions, drainage and durability of the pitch.

Streaming. Whilst not a formal FAW policy, experience suggests that age-groups with enough players to form two teams are should consider streaming

into an A and B side on transition to Junior football. This enables games to be more competitive with teams playing others at a similar level.

Squads. Unlike in mini football, players cannot move between sides during the season more than 3 times (less goalkeepers). This means that an age group needs to be broken into two separate squads (normally named Green and White) – for 9v9 football a squad of no less than 14 and no more than 18 is advised. Whilst inter-squad transfers are possible, they cannot be done on a weekly basis and need to be processed by the FAW well in advance of the game. Don't try and do an unofficial move, as this will result in the game being forfeit and the club being levied with a fine!

Referees. It is the home team's responsibility to request a referee – both sides need to contribute to pay for them. Referees are requested via email to the club secretary no earlier than a week before the game. There are frequently insufficient referees to fulfil all requests, so be prepared for one of your coaches to step in. It is advisable for one coach in each age group to complete the referee's course. For the 2026/27 season, fees are as follows:

U12-13. £24 (£12 per side)

U14-15. £28 (£14 per side)

U16. £30 (£15 per side)

Comet. Unlike in mini-football, coaches are responsible for recording the following information on the COMET app.

- Team selection, including substitutes
- Goals scored (including the scorer and assists)
- Sanctions
- Game start and finish time

It is the responsibility of the home side to do the input on Comet – if errors do occur then the league secretary can rectify this post-match.

Teams need to be selected and confirmed ahead of the game. Once the team has been confirmed, it becomes locked by COMET. It is advised that this is done on the morning of the match – players and substitutes must be set to “played” *before* the game starts in order to be attributed to goals etc.

If a team has been confirmed and a match gets postponed, the coach must inform the league secretary (via the club secretary) to get the team unlocked, to allow changes to be made when the match is re-scheduled. Do this well before the game is re-scheduled as it can be difficult to do at the last moment, and errors can result in a fine.

7.4 Sanctions & Incidents

Any fines levied by the League need to be paid by those to whom the fine relates. Fines should be paid to the club’s account, informing the Registration Officer and Treasurer, who will ensure that the fine is then settled through COMET.

Coaches are responsible for ensuring an age-group representative attends all disciplinary proceedings, with witnesses (parents, coaches etc) also attending as appropriate. The committee will also send representation in support.

8 Kit & Equipment

8.1 Equipment

The club will provide each age group with:

- First Aid Kits
- Balls & goals
- Bibs, cones etc.

Coaches will be expected to pass equipment down to the next age group when moving up a size, with requests for additional equipment for the new season submitted to the Secretary by the end of June to enable it to be ordered over the summer.

The committee will order equipment for new squads to get them started.

8.2 Kit

The club fee does not cover the provision of kit for players and coaches. Age groups are encouraged to help the committee to seek sponsorship to provide a kit – which for a squad of 20 costs in the vicinity of £1,000.

Club funds will provide a contribution of £10 per player towards kit for age groups, under the assumption that a kit will cover 2 years.

The committee will provide a jacket for coaches, a central order will be placed soon after the start of the season for those that don't have one.

The club's kit provider is [GB Sportswear](#) who have a range of playing and training kit available to purchase. Please contact the secretary before ordering a playing strip for your age group.

9 Committee Role Descriptions

9.1 Chair

Purpose. To provide strategic leadership and effective governance for the club, ensuring it is well-run, sustainable, and aligned with its values and development goals.

Key Responsibilities

- Lead the club committee and chair meetings effectively.
- Set the strategic direction of the club and oversee delivery of development plans.
- Act as the main representative and ambassador for the club.
- Support, guide, and hold committee members accountable for their roles.
- Ensure good governance, compliance, and adherence to FAW and league requirements.
- Resolve issues and disputes in a fair and constructive manner. Support fundraising, sponsorship, and key club initiatives.

Time commitment. 1-2 hours per week.

9.2 Secretary

Purpose. To manage the club's administration and communications, ensuring effective coordination, compliance, and smooth day-to-day operations.

Key Responsibilities

- Act as the main point of contact between the club, leagues, FAW, and external bodies.
- Manage official correspondence and maintain accurate club records and documentation.
- Organise and record committee meetings, including agendas and minutes.

- Support team registrations, league entries, and competition administration in coordination with the Membership Officer.
- Ensure key deadlines, returns, and compliance requirements are met.
- Support club communications and the delivery of events and initiatives.
- Assist the committee with wider club activities as required.

Time commitment. 2-3 hours per week.

9.3 Treasurer

Purpose. To manage the club's finances responsibly, ensuring financial stability, transparency, and compliance in support of the club's objectives.

Key Responsibilities

- Manage the club's bank accounts and day-to-day financial transactions.
- Maintain accurate financial records and bookkeeping.
- Prepare budgets, forecasts, and regular financial reports for the committee.
- Oversee income and expenditure, including subscriptions, sponsorship, and fundraising.
- Ensure timely payment of fees, invoices, and league or FAW charges.
- Support grant applications and funding claims where required.
- Ensure good financial governance and compliance with club policies.
- Assist the committee with club events and wider club initiatives as required

Time commitment. 4-5 hours per month (including a committee meeting), slightly more during registration of new players.

9.4 Safeguarding Officer

Purpose. To ensure a safe, inclusive, and supportive environment for all children and young people at the club, promoting best practice in safeguarding and welfare.

Key Responsibilities

- Act as the club's designated Safeguarding Officer and main point of contact for welfare concerns.
- Ensure safeguarding policies and procedures are in place, up to date, and followed.
- Support coaches, volunteers, players, and parents with safeguarding guidance and advice.
- Manage concerns, disclosures, and referrals in line with FAW and club procedures.
- Oversee DBS checks, safeguarding training, and compliance requirements.
- Liaise with the FAW, local safeguarding partners, and the club committee as required.
- Promote a positive safeguarding culture across the club.
- Assist the committee with club events and wider club initiatives as required

Time commitment. 2-3 hours per month (including a committee meeting)

9.5 Membership Officer

Purpose. To manage club registrations and compliance through the FAW COMET system, ensuring all players and volunteers are correctly registered and eligible to participate.

Key Responsibilities

- Ensure all players, coaches, first aiders, and helpers are registered and maintained on the FAW COMET system.
- Lead the recruitment and registration of new age groups.
- Work with the Safeguarding Officer to ensure all relevant adults hold up-to-date DBS checks.
- Monitor coaching qualifications and ensure appropriate COMET access is in place.

- Support the Secretary with team entries into leagues and competitions via COMET.
- Ensure disciplinary fines (yellow, red, and blue cards) are tracked and paid on time.
- Assist the committee with club events and wider club initiatives as required.

Time commitment. 3-4 hours per month (including a committee meeting), slightly more during the registration of new players.

9.6 Sponsorship Officer

Purpose. To lead sponsorship and fundraising activities that support the club's development plans, securing income through partnerships and events.

Key Responsibilities

- Identify, secure, and manage sponsorships for kits, equipment, and club development.
- Maintain relationships with existing sponsors and oversee renewals.
- Develop sponsorship packages and coordinate branding requirements.
- Plan and support club fundraising events and income-generation initiatives.
- Keep accurate records of sponsorship agreements
- Assist with committee events and wider club initiatives.

Time commitment. Likely 3-4 hours per month (including a committee meeting)

9.7 Head Coach

Purpose. To oversee coach recruitment, development, and compliance across the club, ensuring high coaching standards and smooth operations.

Key Responsibilities

- Lead the onboarding of new coaches and helpers.
- Support recruitment for new and existing age groups.
- Drive coach development initiatives and promote best practice.
- Coordinate training and qualification requirements for all coaches.
- Manage FAW coaching and accreditation compliance.
- Assist with committee events and wider club initiatives.

Time commitment. 2-3 hours per month (including a committee meeting). Slightly more during recruiting of new age groups.

Training. Must be a registered coach with the club. No further training required, but with an option to work towards a UEFA C licence (expectation to remain in post for 3 years).