

Available Volunteer positions as at 18th
Oct 2021- Interested Please Contact
Malcolm Hillen secretary@rwbl.org cc
chairperson@rwbl.org for a Zoom call to
discuss

League General Secretary

The League General Secretary is the main point of contact with the County FA and Club Secretaries of member Clubs. The role is about managing the administrative duties of the League, including obtaining Sanction each season from the County FA, obtaining approval of League Rules, working closely with League Division Managers to set up the league structure/divisions, and organising and recording monthly Committee Meetings. A successful League General Secretary will be a good communicator and administrator, and have experience of working in a team, preferably in a football setting, and have knowledge of, or be willing to learn how to use, FA Whole-Game and FA FullTime systems.

Additional Skills required: understanding of football culture / rules, computer and internet proficient.
Monthly time: Normally an average of 6 hours, however at the start of the season July / August – 10 hours.

Events Secretary

The Events Secretary will be responsible for delivering the League's Winter Break Futsal provision for age groups up to and including Under 12's in January/February at several locations across the region, and the League's U6/7/8 Trophy Events held traditionally in May and September each year at a central venue. The role includes venue(s) booking, organising entrants, scheduling fixtures and coordinating volunteers. Creating a Health and Safety risk assessment for all venues
A successful Event Secretary will need to be a good communicator, have project management skills, be able to work within an agreed budget and have knowledge and experience of managing football events for example Tournaments.

Additional skills required: understanding of football culture / rules, computer and internet proficient.
Monthly time: Normally an average of 6 hours, however at the start of the events April and August - 10 hours.

Division Manager

The Division Manager is responsible for ensuring the smooth running of one or more of the League's Division's throughout the season. The role involves attending monthly Committee Meetings (currently held via Zoom), liaising with all the Team Managers in their Divisions to ensure all their players are registered on the FA WholeGame System (WGS), setting up league and cup fixtures on FA FullTime (FT), rearranging fixture changes and postponements to ensure the season's fixtures are fulfilled. In addition, resolving any Team Manager's issues that might arise before, during and post season. A successful Division Manager will be a good communicator and administrator, have experience of working in a team - preferably in a football setting, and have knowledge of, or be willing to learn how to use, WGS and FT.

Additional Skills required: understanding of football culture / rules, computer and internet proficient.
Monthly time: Normally an average of 6 hours, however at the start of the season July / August - 10 hours.

Referee Appointment Secretary

The Referee Appointment Secretary is responsible for appointing Referees to the League's competitive football matches i.e. Under 12s, 13's and 14's. Maintaining a contact list of Referees and their availability and allocating Referees to games on FA Full-Time. The Pool of Referees is constantly changing with referees leaving the Pool through progression to Open Age football, constraints on their time and other commitments; whilst new trainee Referees join the Pool after passing their Training Course Theory and need to officiate 5 'qualifying' games to be affiliated.

It will be necessary to liaise with the Referee Development Officer at the County FA on matters of Referee Affiliation and DBS/Safeguarding requirements, and to ensure the RWBL is promoted at Referee Training Courses to encourage trainee Referees to choose the RWBL's games to officiate. The successful Referee Appointment Secretary will be a good communicator and administrator, have experience of working in a team, preferably in a football setting, and have knowledge of, or be willing to learn how to use, the FA Full-Time system. Position would suit a practising or retired Referee

Additional Skills required: understanding of football culture / rules, computer and internet proficient.
Monthly time: Normally an average of 10 hours, however at the start of the season July / August - 17 hours.

Treasurer

The Treasurer is responsible for overseeing the League's budget and investments/purchases. Will manage and work to minimize financial risk for the League. Treasurer shall supervise cash management and support proper expenditure to promote the growth of the League. As the position deals with managing and accounting for sums of money, an understanding of finance (bookkeeping), accounting or related field is required. Experience of QuickBooks PC accounting system an advantage

Additional Skills required: computer and internet proficient.
Monthly time: Normally an average of 6 hours, however at the start of the season July / August - 10 hours.

Chairperson

Purpose

As chairperson, you will have a strategic role that is involved with representing the vision of an organisation.

You will be responsible for strategic matters, maintaining high governance standards. The chairman plays a pivotal role in increasing the effectiveness of the Management Committee. You will be responsible for ensuring that there is effective communication with the Management team

Responsibilities

There are several responsibilities that are associated with the role of chair. These responsibilities include:

- Leading, chairing and overseeing the performance of the management team
- Facilitating change within the League. This includes ensuring that all changes are communicated accurately and transparently
- Ensuring each of the leadership team are accountable
- Ensuring the efficient functioning of the leadership team
- Co-ordinating the management team to ensure that appropriate policies and procedures are in place for the effective management of the organisation
- Providing support and supervision of the management team
- Addressing conflict to help create the best possible operating environment
- Reviewing governance in the organisation to ensure that all decisions are in line with legal and regulation such as GDPR

Additional Skills required: understanding of football culture / rules, computer and internet proficient.

Monthly time: Normally an average of 6 hours, however at the start of the season July / August - 10 hours.

Disciplinary Secretary

The responsibility of the Disciplinary Secretary includes:

- Having responsibility for the oversight of standards pertaining to the discipline, and (with the Chairperson) the preservation of disciplinary integrity.
- Briefing the Management Committee on any matters relating to the welfare of the discipline of the League.
- Being a member of Management Committee of the League.
- Contributing to policy formation and strategic planning.
- Chairing meetings of the discipline.
- Encouraging positive culture change working with member Club Secretaries to reward sharing best practise

Additional Skills required: understanding of football culture / rules, computer and internet proficient. *Monthly time:* Normally an average of 6 hours.