



# GADESIDE RANGERS FOOTBALL CLUB

Est – 1973

Affiliated to:

The Football Association  
Hertfordshire Football Association,  
Watford Friendly League,  
Olympian League

[www.gadeside.co.uk](http://www.gadeside.co.uk)  
[www.gadesideseniors.co.uk](http://www.gadesideseniors.co.uk)

## Chairman

### Job Purpose

- Managing the Core Committee and the affairs of the club.
- Oversee and guide the Core Committee for the Good Future of the club
- Overall Responsibility for Discipline throughout the Club

### Roles and Responsibilities

- Be completely familiar with the constitution, club rules, committee procedures and the FA Constitution and Procedures and chair club disciplinary hearing
- Be responsible for chairing Core Committee and managers meetings
- Oversee and guide all decisions taken by the Core Committee
- Liaise with the secretary on the Agenda for each meeting and review the draft minutes before they are circulated
- In conjunction with the secretary and the treasurer, prepare and present the annual reports for AGM
- Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club.
- If unable to attend any committee meeting, a written report should be sent to the meeting and the Vice Chairman briefed on the Agenda
- Take all reasonable steps, where possible, to protect all players and officials from harm or the risk of harm during all activities.
- Ensure all officials (e.g. managers, coaches, first aiders or parents,) that have regular and/or unsupervised contact with children must have completed a CRB Disclosure Application Form and submit it to the Club Child Protection Officer. Officials who refuse to submit a fully completed CRB Disclosure Application Form will not be allowed membership of this club.
- Ensure all officials are fully conversant with any Child Protection Policies, Constitution and Rules and Codes of Conducts.
- Ensure all officials that they have a duty protect all players from all forms of abuse. Officials must report any allegations or concerns about other adults/officials.