

Preparing the Committee for 2026-27 Season and Beyond.

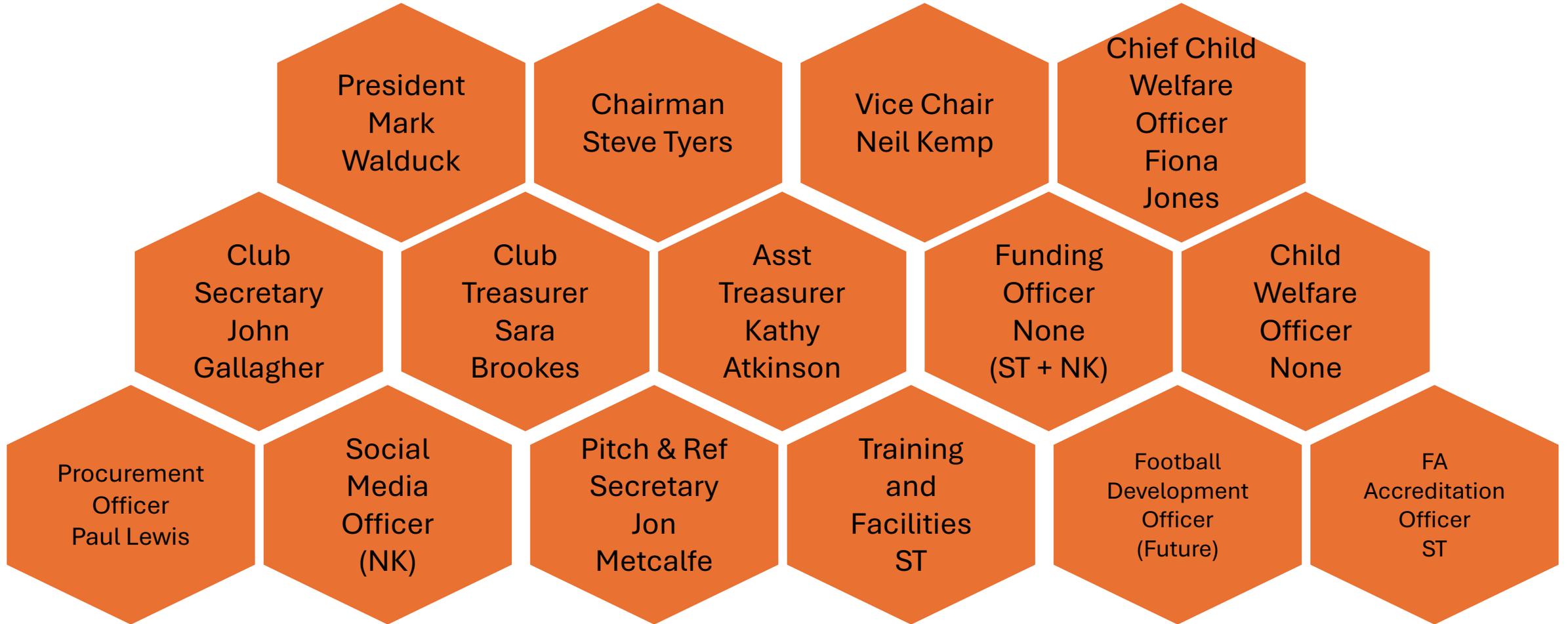
“The Club is in great health with
11 Teams, 150 players and 30
Coaching roles and >15
Sponsors.

We now need to invest in the
background committee to make
sure that the infrastructure is
there to ensure that the Club is
supported into the Future”





Current 2025-26 Committee Structure





Committee is simply not Future Ready for 2026-27 and Beyond

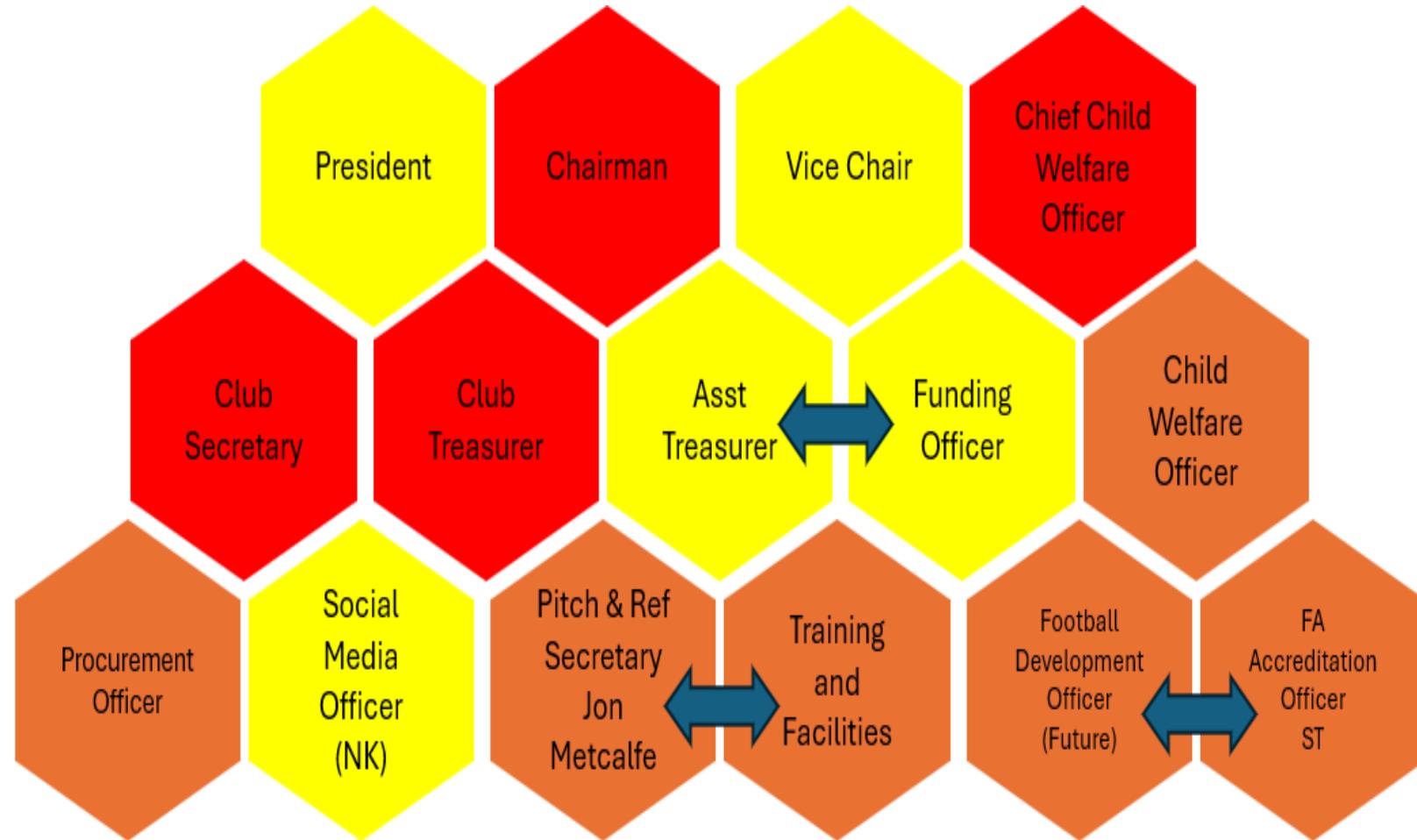
- Composition of current committee is too concentrated on individuals that are coming to the end of their time with the club, and players that will be leaving or have already left.
- Real need to make the committee more representative of all teams. U7-U10 Teams have different needs than U18's, and we need to hear those voices.

- President Mark W– No players @ Club and Ending after 20 yrs
- Chairman Steve T– U18 Daughter and Ending after 15 Yrs
- Vice Chair Neil K – No players @ Club and Ending after 18 yrs
- Chief Child Welfare Officer - Fiona J, No Children @ Club
- Child Welfare Officer –
 - With 11 teams and 140 players need additional CWO's
- Club Secretary John G – No players @ Club and Ending after 20 yrs
- Club Treasurer Sara B – Only New Committee Member in 2025/26
- Asst Treasurer Kathy A – Now handed over to Sara and will be leaving
- Funding Officer – Covered Steve+Neil
 - needs to be picked up (Councils, Sponsors, Partners etc)
- Procurement Officer - Paul L U18 Daughter
- Social Media Officer (NK) – Covered by Neil
- Pitch & Ref Secretary Jon M - U18 Daughter
- Training and Facilities – Covered by Steve
- FA Accreditation Officer – Covered by Steve



Strategy to Build '26 and Beyond Committee

- The importance of the roles moves from
- Compulsory (Red) needed by FA
- To “Operational” (Orange) needed for smooth week to week running of Club
- And then Desirable (Yellow) which enable the growth and improvement of the club.
- Recruitment should follow these priorities.



Chairman, Treasurer, Secretary and CWO are COMPULSORY. 4 People

Procurement, Pitches & Ref, Facilities and Accreditation are operational roles - + 3 people

Other Roles are needed for a club of this size, and impact workload for others and are desirable – 4 / 5 more people



Rough Role Outline Compulsory Roles

- **CHAIRPERSON – (10-15 - Hours Per Month). Incumbent - Steve**
 - The role of a chairperson is to oversee the overall running of the club and ensure that it runs efficiently and managed appropriately. They will organise club meetings and provide leadership in all areas. They are the key contact for Stanbridge and Tilsforth Community Hall as our Home ground, and with Brooklands Social Club for Annual Social events too. With the support of the committee, they are the ultimate decision maker on all areas including Funding, Fees, Sponsorship, Discipline, Development, Club Structure and more.
- **TREASURER–(3-5 Hrs/ Month, busiest Aug-Nov) Incumbent: Sara**
 - The treasurer's role will be to ensure that the club stays financially sustainable, paying all expenses, collecting any monies owed and keeping a record of the accounts. The treasurer will oversee additional funds, such as grants or sponsorship. Informs Chairman and committee on overall finances, and proposes key Financial actions such as Annual Fees, Sponsorship levels, procurement, investment etc
- **CHIEF WELFARE OFFICER–(3-5 Hours / Month) Incumbent: Fiona**
 - The Club Welfare Officer ensures the club operates in a safe, child friendly environment & promotes good practice in line with the relevant Child Protection Policy. This involves reporting in & out of the FA with information & safeguarding related concerns. May need to attend some meetings.
- **SECRETARY – (3 – 5 Hours Per Month) Incumbent – John G**
 - The main point of contact for the FA, team managers, clubs and leagues, the Secretary will look after the administrative duties for the club. At present the role includes the following
 - PLAYER REGISTRATION – (10 hrs at start of season, 1-2 hours during season). This links the players to the teams and the Club.
 - LEAGUE REGISTRATION: Sign on all the Teams to the relevant leagues, ensures players link to teams, to leagues, & Squad cards.
 - League Meetings: MKDDL / BYSL – (2-3 Hours Per Month) - Point of contact for the designated leagues, they will attend some league meetings and report changes and issues back into the club for circulation.



Rough Role Outline Key Operational Support Roles

- **FIXTURES & FACILITIES–(4-5 Hours / Month). Incumbent - Jon**
 - Fixtures Secretary will be responsible for organising pitches for home games, liaising with managers and Stanbridge & Tilsworth, Eggington, Groundsman etc and ensuring that the club's teams can play all their home games. In addition to allocating pitch times for home games, the fixtures secretary also allocates available referees when possible. Also responsible to oversee Training arrangements, and liaise with VanDyke upper school on scheduled usage.
- **PROCUREMENT (potentially combine with Funding)– (3-5 Hours Per Month, Busier in July-August) Paul**
 - Ensures that all needed equipment is sourced and purchased for the club under the guidance of the committee and approval of the treasurer. From Kits and Training kits, to balls, first Aid, training equipment, Goals and everything else. In addition research and identify potential funding opportunities in terms of Sponsorship, Funding, Grants etc
- **ACCREDITATION OFFICER –(4-5 Hours / Month). Incumbent - Steve**
 - The accreditation ensures that the club maintains our FA Chartered Standard accreditation. This includes administering all new adds to the clubs coaching and managing team, ensuring that minimum levels of Certification are met for each individual (DBS, Welfare, First Aid, Coaching as required), each Team and overall club. Monitors expiry dates for courses and prompts managers for action / certification / recertification etc. Liaises with treasurer to outlook costs, managers, CWO in co-ordinating all accreditation steps.
- **WELFARE OFFICER–(3-5 Hours / Month) Incumbent: None**
 - With 140+ Players, 11 teams and 30 Managers / Coaches and committee to oversee we must increase our Child Welfare Resource. The Child Welfare Officers would work with the Chief CWO and mean that we could attend more training sessions, match days and increase visibility and support within the club. One Chief Welfare officer for a club of this size is insufficient.



Rough Role Outline wider Support Roles

- **VICE-CHAIRPERSON – (10-15 Hours Per Month) Acting – Neil**
 - The role of a Vice- chairperson is to assist the Chairperson with the overall running of the club and ensure that it runs efficiently and managed appropriately. They will deputise for the Chairperson when they are unavailable and share the workload. They will assist organising club meetings and provide leadership in all areas.
- **ASSISTANT TREASURER – (2-3 Hours Per Month) – NEW!**
 - Will Report to the treasurer and will assist with all main treasurer roles, to help relieve the stress being all on one person, The Assistant treasurer's role will be to assist the club stays financially sustainable, Assisting paying all expenses, collecting any monies owed and keeping a record of the accounts. The Assistant treasurer will also be tasked with obtaining additional funds, such as grants or sponsorship.
- **MEDIA OFFICER – (3-5 Hours Per Month) – Incumbent – Neil**
 - The role of the Media Officer is to raise the profile of the club within in the local community; Manage and oversee social media, design adverts for new players, and arrange for engagement with schools to promote the club and teams. Consider ideas such as a monthly or quarter newsletter or magazine which could display leagues and follow team's progress. Liaise with local news to promote the club.
- **FOOTBALL DEVELOPMENT OFFICER – (2-3 Hours Per Month) – NEW!**
 - Concept for development role is to help develop the club and individuals within the club. Work with managers and coaches on development ideas, identify mentoring opportunities for new coaches and managers, potentially work with other Leighton based Clubs on wider initiatives (possible in person CPD events across clubs in Leighton etc,



Next Steps – Any questions or interest please speak to your team manager, any existing committee member or lcyfc@mail.com

- February 17th – Managers meeting and explain the criticality of the situation to all managers
- Share all material including current committee, key roles, and role outlines and time commitments etc.
- February 17th – 27th – Wider communication within the club, this will include a request for all interested parties to contact the club with Roles that they would be interested in
- Before 28th Feb During confirm location, Date and Time for AGM. This is when the 2026-27 committee can be voted for and approved. Initial suggestion of Weekend 28/29th March.
- 28th Feb – Review all interest for committee roles, and prepare for AGM
- 1st April – 30th June, existing 25/26 committee members to liaise with confirm 26/27 committee members to handover roles and responsibilities.
- 1st July 2026, New 26/27 Committee take on new roles.