



New Buckenham Junior Football Club

Club Management Structure 2008/9

Chair
Paul Meredith



← To call and chair committee and Annual general meetings


Committee

Pro Co-ord Treasurer Managers Vice Chairman Stuart Pates Secretary

← To conduct the management of the Club, including policy, future development and discipline

Responsible for Club's finances including regular reports & preparation for audit

Treasurer
David Seville



General Secretary
Jon Halfacree



← Responsible for the Club's running to outside bodies - FA, County, leagues and general administration

Responsible for fund-raising events, publicity, sponsorship & the future development of the Club

Project coordinator
Sally Bailey



Minutes Secretary
Jon Halfacree

← To take notes of meetings, make records and circulate minutes

An independent person responsible for overseeing the Club's compliance with Child Protection Regulations

Welfare Officer
Karen Hobley



Membership Secretary
David Seville

← Responsible for compiling Membership List - overseeing league registration of players, agreeing squads with managers

Nigel Seaward
Young Bucks



Trevor Clarke
Under 8's Manager




Mark Stevens
Under 8's Manager



Stuart Pates
Under 9's



Jamie Howard
Under 10's Manager



Emma King
Under 11's Manager



Gary White
Under 12's Manager



Steve King
Under 13's Manager



Nigel Frame
Under 14's Manager



Simon Moore
Under 15's Manager



Assistant

Assistant

Assistant

Assistant

Assistant

Assistant

Assistant

Assistant

Assistant Pat Winner

Assistant

Team Managers are responsible for preparing squad lists, registering players with league, ensuring availability of pitches, safety, equipment, & first aid cover. Liaising with other Club secretaries re venues, colours, kick-off times, Notifying players of matches & checking travel arrangements. They must provide referees & assistants if required at Home fixtures. They must telephone results and completing match cards.

Squad

Squad

Squad

Squad

Squad

Squad

Squad

Squad

Squad

Squad

All players to be registered as members before they can play or take part in Club organised practice and to have paid their subscriptions. All adult members, managers, coaches, parents or responsible adults to be required to sign up to the revised Code of Conduct and to be familiar with the Club's Child Protection Policy and its Constitution