



18th February 2010.

Dear Colleague

In early 2009 the Surrey County FA established a new County disability football league. This league is the first of its kind in the County and currently operates on the last Sunday in each month from September to May taking place at the new Excel Leisure Centre in Walton on Thames. The league is partnered with the Surrey Primary League and since its formation has seen the number of team competing grow from an initial 4 teams to over 25 teams across Adult, U16's, U12's male and female football.

For the 2009/2010 season the Surrey County Disability league was very fortunate to receive funding of £3000 per year for the next 3 years from the Football Association which is to be used as part of a league development plan aimed at creating the long term sustainability of the league.

Whilst funding is an important aspect of ensuring the league has the best possible chance of success the long term future of the league will depend heavily upon having a team of highly skilled volunteers in key positions that can take the league forward and provide full integration into the Surrey Primary League infrastructure. Currently all administration for the league is carried out by the Surrey County FA football development team.

With this in mind we are currently looking for people to take up the following volunteer positions within the league.

1. **Chairman**
2. **Secretary**
3. **Treasurer**
4. **Referees Secretary**
5. **Volunteer co-ordinator**
6. **Fund Raising Officer**

Please note these positions are part time voluntary positions so can be built around your full time work, however out of pocket expenses will be paid.

If you have a passion for developing grass roots football and would like to become involved in a key FA initiative providing disabled people within Surrey the opportunity to experience the game of football. We would love to here from you.

Please complete the attached application form and return to the below address. The deadline for applications is 31st March 2010.

Thank you for your support

Oliver Selfe
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1. Chairman

Responsible to the Main Committee

The role of the Club Chairperson is to chair the Committee meetings and AGM. Assist the secretary to produce the agendas, lead the committee in making decisions for the benefit of the whole league including disciplinary matters. As the Chair of the league, it is essential you are a strong leader who can be objective and support the Secretary.

2. Secretary

Responsible to the Main Committee, through the Chairperson

The main purpose of this key role is that of principal administrator for the league. The league Secretary carries out or delegates all the administrative duties that enable the club and its members to function effectively. The league Secretary is a pivotal role within the league, with a close involvement in the general running of the league. The secretary provides the main point of contact for people within and outside the league on just about every aspect of the leagues activities.

As the first point of contact with the league it is helpful for the secretary to be available to take phone calls during the working day. This is a demanding, high profile job that has a major impact on the efficient and effective management of the league. Representation of the league at outside meetings provides the opportunity to find out what's going on at County level and National Level.

Tasks will include:

- Attending league meetings and Surrey County FA disability sub group meetings
- Affiliating the league to the County Football Association
- Dealing with correspondence
- Organising and booking match facilities for the season
- Organising the league AGM and other league meetings
- Representing the league at outside meetings at the direction of the main committee

3. Treasurer

Responsible to the Main Committee

The main purpose of this job is to look after the finances of the league.

The treasurer must be well organised, able to keep records, careful when handling money and cheques, scrupulously honest, able to answer questions in meetings, confident handling figures, prepared to take instant decisions when necessary.

Tasks will include:

- Collecting subscriptions and all money due to the league.
- Paying the bills and recording information
- Keeping up date records of all financial transactions.
- Ensuring that all cash and cheques are promptly deposited in the bank or building society.
- Ensuring that funds are spent properly
- Issuing receipts for all money received and recording this information.
- Reporting to the committee on the financial position and presenting financial report at the AGM.
- Financial planning including producing an annual budget & monitoring it throughout the year.

4. Referees Secretary

The Referee Secretary will have experience of refereeing within leagues and will be responsible for appointing the referees for the league matches. The Referee's Secretary will work closely with the Surrey County FA Referees Development Officer with the aim of retaining current referees within the league and encouraging new referees to join the league.

5. Volunteer Co-ordinator

The Volunteer Co-ordinator will be responsible for promoting the league volunteer programme and encouraging new volunteers to join the league. The League Volunteer Co-ordinator will work closely with key partner organisations to offer opportunities and training for volunteers to step into the league and the clubs associated with the league.

6. Fund Raising Officer

The fund raising officer will work to bring in additional sponsorship for the league and will also identify and utilise potential funding streams. It is important to remember that sponsorship is a business deal between two parties in which both parties can benefit from the arrangement, so you will need to consider what the league can offer the sponsor. The Fund Raising Officer should look to prepare a sponsorship proposal emphasising the benefits of sponsorship to the company, including details of your achievements and potential with any publicity/ promotional material you have.



