

Marlborough Youth Football Club

Roles and Responsibilities for: -

Trophy Manager

 **Who will I be responsible to?**

MYFC Club General Committee

**What is the role of the...**

To order seasonal trophies for the club.

**What sort of tasks are involved?**

Through liaison with Team Managers / Coaches, establish the Trophy requirements of all teams sufficiently in advance to ensure teams are able to distribute at end of season.

Consolidate an overall Club order and submit to the designated retailer.

Monitor ad-hoc Trophy requirements throughout the season and order as required.

Liaise with the Club Treasurer prior to placing any orders in order to ensure sufficient funds are available.

Provide the Treasurer with invoices, receipts etc. required for payment.

The role may require liaising with sponsors.

Check orders on delivery and then distribute to Team Managers once it has arrived.

Updates the Club Committee regarding the Club’s Trophy Procurement situation may be required.

**How much time will I need to give to the job?**

Ad hoc as required plus normally one main orders towards the end of season.

Attendance at General Club Committee meetings is not required each time, but necessary after Christmas. Meetings are every 6-8 weeks or so.

**What else can you tell me about the job?**

Need to be enthusiastic, motivated, be well organised and committed.

Be fully familiar with wider Club Policy and Procedure: (All contained on MYFC website).

1 DBS Application Process for All Volunteers

2 MYFC Player Membership Form

3 MYFC Club Structure, Constitution, Voting Rules

4 Football Ethos/Statement/Working Principles

5 MYFC Created Policies and Guidance

6 FA Codes of Conduct (and Sanctions for Breach), Policies and Guidance

7 MYFC Role Descriptions

The role is voluntary and no experience is required.

This role may possibly evolve to assist MYFC in other ways unforeseen. All functions are essentially new and the exact scope of work is still settling. If tasks are added which are beyond the availability of the appointed Role Holder, please raise with the Chair. There will always be a solution…..

Assistants: Role Holders are encouraged to seek assistants. Partly to share the workload (and therefore increase likelihood of sustainability / job duration), and partly to assist in the event of succession. The Role Holder will be the first point of contact and will organize/co-ordinate the activities of assistants.