

# Saffron Walden Community Football Club

## GUIDANCE NOTE



### Age Group Lead (AGL) role

The role of Age Group Lead (AGL) was established by the SWCFC Board to improve the co-ordination at age group level and across the club, and also reduce the burdens placed on Board members, by bringing in added support from the AGLs.

The key elements of the AGL role are as follows. To:

Act as the link person with the SWCFC Board and co-ordinate across the teams and coaches at a given age group level;

- Work with the CWO and Board to ensure that all coaches and assistants are appropriately qualified and do not begin contact with their team without first having a live DBS, showing on the FA system, linked to SWCFC.
- Work with the club registration secretary to assist with player registration and transfers as required. Also assist with team affiliation to Essex FA and various leagues – as required.
- Work with the club fixtures secretary to help coordinate home kick off times and in some cases (e.g. Mini League) act as liaison with the relevant league competitions secretary with regards to postponements requests and fixture rearrangements. Assist with chasing teams to complete their fulltime stats and any other match result related paperwork/correspondence.
- Work with the coaches across their age group to co-ordinate 'matching' activities ahead of the start of each new season and at regular intervals during the season (as required).
- Work with the coaches across their age group to co-ordinate kit and equipment requirements (in line with the club's kit and equipment policy), and submit orders on the coaches' behalf from the club kit and equipment leads.
- Attend SWCFC Board meetings as and when required. Currently this is once every two months.
- Advise the SWCFC Board on any issues, risks or requirements across the age group.

### SWCFC Board November 2018

