

Three Counties Ability Counts League



Dear All Club Secretaries, Managers, Coaches & Parents,

“Our League needs you!”

On behalf of **The Three Counties Ability Counts League** we would like to invite you and at least 1 parent, carer or new volunteer to the following event which is being delivered as a FREE training opportunity on behalf of our league to support the sustainability of our current teams, the league and also support the growth of new teams, including u16s.

When: Sunday 2nd July 2017

Where: Ludlow Town FC, Bromfield Rd, Ludlow, SY8 2BN

Free parking is available at the club.

Time: 9.45am- 2.15pm

Extra Info: Participants will need to wear clothing suitable for light physical activity and a free ‘buffet style’ lunch will be available

Sainsbury’s Inclusive Community Training

The training consists of a three hour light practical workshop, complemented by interactive, online resources, both of which support participants to:

- Develop an increased understanding of inclusion in physical activity and sport
- Learn about practical tools to support inclusive delivery
- Explore creative ideas to support disabled people to take part in physical activity
- Learn about local groups, activities and further training opportunities for themselves and the people they support.

- Please also use this link for more information <http://www.efds.co.uk/inclusivecommunitytraining>

Following the training we shall be holding a 1 hour League Information Meeting, with a free lunch for all in attendance to discuss further developments of the league and its structure.

It is vital we consider the sustainability of our league and engage further with new volunteers to run our teams and support committee work. Therefore we ask you to share this information with all your parents, carers, organisations and players to encourage at least 1 person who is not yet currently ‘designated’ to a role as such within your teams to attend on the day. If more than 1 person would like to attend as new potential volunteer this would be welcomed, however there are limited spaces.

To register participants please fill out attached form and send back to Jodie.williams@worcestershirefa.com or post (Worcestershire FA, De Salis Drive, Droitwich, Worcestershire, WR9 0QE) by **Monday 19th June 2017**.

Three Counties Ability Counts League



Volunteer Vacancies

Are you passionate about SPORT and could assist in delivering Disability Sport? Do you want experience of delivering FA Programmes? Can you help us develop grassroots football across the West Midlands?

The Three Counties Ability Counts Football League is recruiting a number of volunteers to support the expanding league across the Herefordshire, Worcestershire and Shropshire counties.

Roles:

Chairperson

Key Tasks	<ul style="list-style-type: none"> • Chairing League Committees & ensuring smooth progression of meetings • Officer Support and Recruitment • Representing League at CFA/Council/League Liaison Committees
Key Skills	<ul style="list-style-type: none"> • Connecting with volunteers and appreciating their roles. • Ensuring teamwork amongst key officers with varying interests and skill-sets. • Communication with league officers and CFA • Understanding and knowledge of FA Rules (or willing to learn) • Recruiting potential new volunteers

Treasurer

Key Tasks	<ul style="list-style-type: none"> • League Accounts • League Fines – issuing and collection • Production of Audited Accounts • Budgeting • Collection of Subscriptions/Club League Fees • Collection of Player Registration Fees • Day-to-day bills and payments • Collation and payment of Officer expenses • League Insurance • Trophy Insurance
Key Skills	<ul style="list-style-type: none"> • Ability to produce basic accounts. • Day-to-day management of budgets and finances. • Computer literate including Microsoft Excel

Fixture Secretary

Key Tasks	<ul style="list-style-type: none"> • Arrangement of Fixtures • Rearrangement of Fixtures • Publication of Fixtures • Booking of centrally managed pitches • Organisation of Constitution for new seasons • Communicating with league officers
Key Skills	<ul style="list-style-type: none"> • Ability to manage fixtures, and communicate to clubs • Ability to work on fixture re-arrangements at short-notice

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	<ul style="list-style-type: none"> • Ability to deal with clubs' conflicting requests and expectations • Ability to manage Cup fixtures, and communicate to clubs • Ability to work on fixture re-arrangements • Ability to deal with clubs' conflicting requests and expectations
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League Welfare Officer

Key Tasks	<ul style="list-style-type: none"> • Ensuring good practice amongst clubs and club welfare officers • Ensuring club welfare officers are suitably qualified • Leading on the Implementation of Respect
Key Skills	<ul style="list-style-type: none"> • Knowledge of Welfare Issues and Best Practice • Understanding of the Respect Programme and how it can be effectively applied through the league

Press, Marketing & Communications Officer

Key Tasks	<ul style="list-style-type: none"> • Weekly/monthly reports for local media • News items for league website • News items for County FA website and magazines • Sourcing advertising for league publications/website
Key Skills	<ul style="list-style-type: none"> • Written and oral skills • Reporting media such as Word, Publisher etc • Web authoring skills

Charter Standard Coordinator

Key Tasks	<ul style="list-style-type: none"> • Supporting clubs' applications for Charter Standard • Liaison with clubs with Charter Standard Issues • Compiling League Development plan and other requirements of Charter Standard Leagues • Organising Coaching, Refereeing and Administrator Continued Professional Development sessions
Key Skills	<ul style="list-style-type: none"> • Organisation and planning • Delivery of tasks against deadlines • Understanding of Charter Standard Requirements at League and Club level • Skills of persuasion

For further details, please contact Stefan Watts, League Secretary, email secretary3counties@gmail.com

To apply, please send an email expressing your interest in a role, detailing your previous experience and why you are applying for the role.

The closing date for applications is Monday 19 June 2017.

If you have not been contacted within 4 weeks of the closing date, please assume that your application has been unsuccessful.

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The Three Counties Ability Counts Football League is committed to equality of opportunity and welcomes applications from all sections of the community.

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Inclusion Training & Information Event Sunday 2nd July 2017 Registration Form

PARTICIPANT DETAILS

FULL NAME OF PARTICIPANT: Joe Bloggs

DATE OF BIRTH: 28/09/95

EMAIL: joe.bloggs@hotmail.com

ADDRESS & POSTCODE: 15 Apple Avenue, Worcester, Worcestershire, WR4 6AB

CONTACT NUMBER: 07785442317

FOOTBALL CLUB ASSOCIATED WITH (IF ANY): Worcester Disability FC

ANY SPECIAL LEARNING NEEDS / DISABILITY: Dyslexic

MEDICAL CONDITIONS: NA

DIETARY REQUIREMENTS: Vegetarian

NAME OF EMERGENCY CONTACT (FOR THE DAY): Sue Bloggs

EMERGENCY CONTACT NUMBER: 078165290086

PHOTO CONSENT: YES / NO YES

(Photos may be used for marketing and promotion during the day or future events)

PRINT NAME: Joe Bloggs

(Must be signed off by a Parent/Guardian under 18)

SIGNED: J Bloggs

DATE: 13/05/17

PLEASE RETURN BY POST: Jodie Williams, Worcestershire FA, Craftsman House, De Salis Drive, Droitwich, Worcestershire, WR9 0QE.
OR SCAN BY EMAIL TO:
Jodie.Williams@worcestershirefa.com
BY MONDAY 19 June 2017