



# Sport RCT Example [CLUB NAME]

## Committee Structure 2025/26

| Role                     | Description   | Name           |
|--------------------------|---|----------------|
| Chairperson              | Club and meeting Lead.<br>Oversees governance and running of club.<br>Manages rules, regulations and constitution.<br>Represents club at meetings when required.  | [Insert name]  |
| Vice Chairperson         | Supports Chairperson with duties.<br>Steps in when Chair unavailable.<br>Supports with leadership tasks.  | [Insert name]  |
| Secretary                | Manages communication and records.<br>Carry out or delegate admin tasks.<br>Liaison for club and league, national governing body, local authority, other clubs, officials and contacts.                               | [Insert name]  |
| Treasurer                | Manage club budget and finances.<br>Keep financial records.<br>Manage incomings and outgoings.<br>Paying fees, bills and other club spend.  | [Insert name]  |
| Welfare Officer          | Ensures club provide safe environment.<br>Handles any safeguarding concerns childing, young people and vulnerable adults.<br>Maintains required policies and checks.  | [Insert name]  |
| General Committee        | Support club meetings.<br>Support planning and decision making.<br>Support club events and fundraising.<br>Communication with members & community.  | [Insert names] |
| Additional Club Roles    |   |                |
| Volunteer Coordinator    | Recruitment and support for volunteers.<br>Ensures all volunteers and coaches have required DBS checks and qualifications.<br>Manages and records all volunteers' details and documents (see our volunteer database). | [Insert name]  |
| Marketing/ Communication | Manages the club social media accounts.<br>Leads club promotion.<br>Produces club documents, promotional materials and other useful resources.  | [Insert name]  |
| Fundraising Coordinator  | Leads fundraising projects for the club.<br>Grants and funding applications.<br>Recruiting and working with sponsors.<br>Leads/supports club events.  | [Insert name]  |

More information about roles: [www.sport.wales/grants-and-funding/club-support/people-in-your-club/attracting-volunteers/club-roles/](http://www.sport.wales/grants-and-funding/club-support/people-in-your-club/attracting-volunteers/club-roles/)