



TERMS OF REFERENCE.

ACORNS SECTION VICE CHAIRPERSON.

To act as 1st point of contact for players, coaches, parents and spectators in all issues relating to their specific sections.

To represent their section at the Acorns committee and report on all issues at the meetings.

To ensure the smooth running of the Acorns and a high standard of managerial and coaching performance.

DUTIES INVOLVED.

- To ensure all adults within the group have current CRB and current minimum training required by Acorns.
- To arrange any required training as soon as practical.
- Help the welfare officer with CRB checking if required.
- To report any child welfare issues arising within their section to the welfare officer without delay.
- To be the sections representative at the Acorns committee passing on all questions, complaints, criticisms, and suggestions.
- To ensure all managers and coaches are kept up to date with new and existing information and oversee that this information is disseminated to all relevant people in the section.
- To keep an up to date list of all children's names, date of birth, next of kin, and emergency contact details.
- To keep a contact list of all managers, coaches, 1st aiders and volunteers.
- To act as 1st point of contact for all accident, incidents, complaints and discipline issues, and report to the appropriate person without delay.
- To ensure all relevant paperwork for each age group within your section is kept up to date.
- To liaise with kitchen and bar management.
- To ensure all up to date fixtures, tour and festival information is distributed.
- To act as duty officer on a rota on a Sunday.

To liaise with,

Child protection officer.

Referee co-ordinator.

Acorns committee.

Disciplinary committee.