



SCOTTISH PARA-FOOTBALL

ROLEDESCRIPTION FOR TEAM HELPER

This policy is written to underpin both Scottish Para-Football as well Para-Football Game Leader Organisations who are members of Scottish Para-Football. Therefore this policy will be adopted by each individual Para-Football Game Leader Organisation. If your concern relate to Scottish Para-Football please contact the National Office. However if your concern relate to a Para-Football Game Leader Organisation please contact their Committee directly.

Job Title: Club Helper

Responsible for: (1st Team/ 2nd Team/ Junior Section)

Responsible to: Head Coach

Recommended Qualification (NGB certification 1/2 , First Aid/ Leaders qualification/ Sports coachUK, SFA certification 1,2,3)

Skills and Attributes Required:

- Ability to motivate performers
- Ability to communicate effectively
- Sound organisational skills
- Good time management skills

Main Duties:

1. Under the direction of the coach, work with a small group of participants to help them achieve the aims of the session, whether it be practising skills or playing a game.
2. Take on an organising / supervisory role at the beginning and end of the session and during breaks.
3. Keep a register of those attending, along with details of any particular needs they have and emergency contact numbers.
4. Ensure that coaches are well briefed about any special needs of the participants involved (medical conditions/ disabilities etc)
5. In liaison with the Head Coach, ensure that the playing area is safe to use. If there are any hazards which cannot be overcome, point these out to the participants before the start of the session.
6. Identify, if required and in line with club procedures, additional volunteers to assist in the running of the club activities i.e. parents
7. Abide by the Code of Conduct and adhere to all club policies – child protection, fair play and equal opportunities to all members.
8. Take responsibility for ensuring that the equipment is correct and is kept in good working order.

9. Be aware of and follow the procedures for recording accidents.
10. Be aware of the club's Health and Safety policy and Emergency Procedures.
11. Ensure that there is a well stocked, accessible first aid kit at the venue and a telephone nearby.

Time Commitment: _____

Document Control

Document Details

Author	David McArdle
Company Name	Scottish Para-Football
Owning Department	Scottish Para-Football
Document Name	Role Description for Team Helper
Version Date	Feb 2019
Effective Date	May 2019
Issue	1
Review Date	Jan 2021

Change Record

Modified Date	Author	Version	Description of Changes

Scottish Para-Football
Charity Number: SC048491
Hampden Park Glasgow, G42 9AY
Email: