



CUFC Role Description – Welfare Officer

December 2014

Welfare Officer - Reports to Head of Risk Management

DUTIES:

- Must adhere to Chestermere United FC core values, vision, and mission statement.
- Must agree to and follow the Chestermere United FC Code of Conduct.
- Provide a Welfare Officer Report, if requested. Reports to be submitted a minimum of seven days prior to scheduled meeting, through agreed upon format.
- Be familiar with the CUFC Strategic Plan and comply with its mandate.
- All CUFC information is to be considered confidential and must be treated in accordance with the CUFC Confidentiality Policy.
- Be clear about CUFC's responsibilities with regards to welfare, and ensure that these responsibilities are well understood by all CUFC members.
- Be fluent in all CUFC policies and procedures regarding welfare issues.
- Help CUFC personnel understand what their "duty of care" towards children and young people actually means and entails on a day-to-day basis.
- Follow the CUFC Safeguarding Children Policy, Anti-Bullying Policy, and Equality Policy.
- Encourage parents and coaches to complete the Respect in Soccer course.
- Encourage coaches and team officials to listen to their players' thoughts, ideas and views.
- Be familiar with the CUFC's Incident reporting procedure.
- Maintain up-to-date resources for coaches and CUFC officials to access when issues arise.
- Be available for coaches and CUFC officials when they need to address welfare issues. Advise them of their obligations, when necessary, and provide resources appropriate for resolving the issues, if possible.
- Refer parties to appropriate welfare agencies as required.
- Ensure that all CUFC policies and procedures are adhered to when dealing with an issue.
- Ensure that all issues are followed up to resolution and that all steps taken are documented.
- Co-ordinate with the Cultural Liaison group when required.

Signed: _____

Dated: _____