



PORTISHEAD TOWN FOOTBALL CLUB WALKING FOOTBALL GROUP MANAGEMENT COMMITTEE

The PTFCWF Constitution document sets out the initial composition of the Management Committee (MC) and reflects the evolution of the Group as at January 2026.

[1] Head of Walking Football (HoWF):

Appointment by PTFC.

Primary responsibilities -

1. Assures that the WF Group aligns with PTFC values and standards.
2. Co-ordinating the safe and effective operation of all WF events whether competitive or friendly matches or training/practice sessions.
3. Single point of contact between PTFC and the Group for booking PTFC facilities and their proper use and booking Gordano Sports Centre as and when required.
4. Responsible to PTFC for financial due diligence of the Group, including the collection of match and training fees whether by SPOND or cash payment. Also submitting requests for any financial support for equipment purchases, events and any other relevant expenditure.
5. Responsible to PTFC for compliance of the Group to The FA and The WFA standards.
6. Liaison with Team Managers to ensure strategies are in place and requirements are delivered.

[2] Group Chairman:

Appointment by MC in the first instance and thereafter by members at AGM.

Primary responsibilities -

1. Chairing committee meetings (normally every 4/6 weeks).
2. Ensuring WF Group adheres to it's internal policies and procedures, including maintenance of MC roles & responsibilities.
3. Co-ordinating the setting of and delivery of the WF strategy and annual objectives.
4. Engaging with and representing the club with external bodies and associations.
5. Coordinating activities associated with dispute and/or disciplinary resolution.
6. Ensuring that the committee operates effectively and has the right representation

[3] Group Secretary:

Appointment by MC in the first instance and thereafter by members at AGM.

Primary responsibilities -

1. Management of the Committee meeting process and AGM including issuance of Agenda, taking minutes for MC approval and tracking Action Points.
2. Application and alignment with constitution
3. Management of The FA and The WFA player registration process.
4. Providing information to governance stakeholders as required, e.g. the PTFC
5. Development and delivery of the newsletter.
6. Liaising with PTFC Finance on applications for and payment of fees for leagues/competitions.

[4] Group Communications:

Appointment by MC in the first instance and thereafter by members at AGM.

Primary responsibilities -

1. To devise a suite of communications channels suitable covering the needs of Group members and making the Group visible to the wider public. It is envisaged this will include –
 - PTFC website
 - PTFC Community WhatsApp
 - SPOND
 - Facebook
 - Newsletter
2. To oversee the effective use of all communications channels and ensure they are up to date, e.g. website content.
3. To ensure the PTFC-WF committee has appropriate communications channels and uses them effectively.

[5] Group Promotions (marketing):

Appointment by MC in the first instance and thereafter by members at AGM.

Primary responsibilities -

1. To devise and implement a strategy to promote the Group in the Portishead area with the principle aim of attracting new players (of any age group and ability) and the secondary aim of raising awareness.
2. Co-ordinate the preparation or promotional materials, e.g. posters for display in shop windows etc.
3. Co-ordinate the publication of information in local newspapers, magazines etc.
4. Recommend and co-ordinate involvement in any community activities, e.g. Spring/Summer Festival
5. Seek potential sponsorship, e.g. for teamwear, WF Festival etc.

[*] Team Manager:

Appointment by Head of Walking Football.

Primary responsibilities –

1. Report to and work with HoWF to devise and implement a strategy for the designated age group including squad development and both short and medium term aspirations.

2. Assess requirements and arrange training/coaching sessions and development games, liaising with HoWF on pitch bookings.
3. Recommend participation in FA and WFA leagues & other tournaments.
4. Welfare of players in age squad, including completion of any FA and WFA welfare courses.
5. Complete understanding of The FA and The WFA laws of the game.
6. Recommend kit & equipment requirements