



## **CLUB OFFICERS STRUCTURE**

This committee structure was approved by the membership at the 2017 Annual General Meeting.

### **Chair**

- Coordinate of all existing functions.
- Support other members of the Committee where required.
- Identify and lead on new developments.
- Communicate with members.
- Promote the club.
- Recruitment of new members.
- Represent the club at internal and external events.

### **Club Secretary**

- Record and publish of minutes at Committee and AGM meetings.
- Liaise with external organisations (including League Liaison).
- Club correspondence.
- Update news and photos on website, social media and local newspapers.
- Responsible for attend League AGMs (or delegating this to another by agreement).
- Deputise for Chair as necessary.

### **Treasurer**

- Keep up to date accounts.
- Ensure club remains financially solvent.
- Regularly report back to Committee on financial position.
- Pay affiliation fees and suppliers.
- Bank cheques or cash.

### **Fixtures Officer**

- Schedule and book all fixtures (other than ladies' summer league).
- Book match teas with selected venue (currently Keynsham CC).
- Enter fixture times onto Fixtures Live (FL), League and Club websites.
- Liaise with captains regarding arranging friendly fixtures and League postponements as required.
- Update the Club and FL websites with results weekly.

## **Membership Officer**

Looking after all membership matters:

- Maintain FL membership section.
- Ensure members signed up and are invoiced.
- Register all players with the appropriate League.
- Assign new members to a team.
- Monitor casual memberships.
- Chase members for payments.

## **Academy Coordinator(s)**

- Academy recruitment.
- Work closely with Chair and team captains on selection.
- Arrange and book fixtures for Academy (including team selection).
- Attend academy fixtures or delegate this to appropriate other adults(s), eg. relevant academy team manager.
- An awareness of safeguarding issues.
- Report match result and squad membership to League and [results@keynshamhockey.club](mailto:results@keynshamhockey.club).
- Attend some academy training sessions (coaches will generally run these).

## **Senior Coach**

- Lead coach within the club.
- Co-ordinate with assistant coaches.
- Attend fixtures whenever possible / requested to watch teams and provide feedback.
- Currently a paid position.

## **Summer League Coordinator(s)**

- Day-to-day operational responsibility to co-ordinate the Ladies' Summer League.
- Liaison with all clubs taking part.
- Arrange fixtures and book pitches.
- Co-ordinate with menu's summer league captain regarding their fixtures.
- Co-ordinate result collection from all clubs.

## **Events Coordinator(s)**

- Arrange club events including club dinner, annual memorial tournament and other social events.

## **Men's and Ladies' Club Captains**

- Represent all the teams in their section at Committee level.
- Captain the men's or ladies' 1st XI.
- Liaise with Academy Coordinator regarding emerging players.
- Chair men's or ladies' selection meeting fortnightly to agree team selections, e.g. identity players suitable to play in a different team.

## **Team Captains (plus vices)**

- All positions are non-committee positions other the 1<sup>st</sup> XI captains.
- Run their team with assistance from vice.
- Work with other captains on selection (including attendance at Committee meetings)
- Arrange friendly fixtures in liaison with Fixtures Secretary.
- Attend training regularly.
- Reporting match result and squad membership to League and [results@keynshamhockey.club](mailto:results@keynshamhockey.club).
- Booking umpires with consideration for the needs of other teams

## **Kit Coordinator**

- Maintain general kit stock and liaise with stockist(s).
- Goalie kit.
- Maintain appropriate level of match / practice balls.

## **Safeguarding Officer**

- Responsible for all safeguarding matters with particular focus on junior members.
- Advise the Committee on safeguarding issues.
- Attend safeguarding training.
- Maintain the Club's Safeguarding Policy.