

EXE HC - ROLE DESCRIPTIONS

This paper provides a brief outline of the job descriptions of the various roles that need to be filled within the Club. All roles are for a one-year term and committee members can be re-elected to the same role for as long as they are willing to continue and are supported by the Club membership. Ideally, no member should undertake more than one role within the Club.

EXECUTIVE OFFICERS

CHAIRPERSON

- Play leading role in club affairs
- Chair the Committee meetings and AGM
- Assist the Club Secretary to produce the agendas for committee meetings and AGM
- Oversee club development plan and year planner
- Lead the committee in making decisions for the benefit of the whole club including disciplinary matters.
- Present an unbiased viewpoint allowing free discussion to take place
- Advise committee on club policy as required
- Casting vote
- Co-signatory on club bank account
- Ensure club representation at County, Regional and National meetings as appropriate
- Co-ordinate the recruitment, recognition and retention of those who volunteer on behalf of the club

SECRETARY

- The 'principal administrator' for the club
- Deal with all club correspondence, distributing to relevant officers for response where required
- Organise the club AGM and committee meetings in partnership with the Chairperson
- Take minutes of the committee meetings (and AGM) and distribute them as necessary.
- Keep signed copies of all meeting minutes on file
- Carry out the administrative duties thereby enabling the club and its members to function effectively
- Co-signatory on club bank account
- Club contact for disciplinary issues both on and off the pitch
- Update Club Handbook annually

TREASURER

- Look after the finances of the club

- Hold bank account in the name of the club
- Primary signatory on the club bank account (with either of Chairperson or Secretary)
- Maintain up-to-date records of all financial transactions
- Ensure that all cash and cheques are promptly banked
- Produce financial report to every committee meeting
- Prepare a year end statement of accounts to present to the Club Auditor
- Present an end of year financial report to the AGM
- Prepare an annual budget

GENERAL COMMITTEE

MEMBERSHIP SECRETARY

- Collect membership forms and subscriptions
- Register players for league hockey
- Maintain the club membership database
- Liaise with captains to ensure that all playing members have paid an annual subscription
- Be principal contact for all new members and membership enquiries
- Provide up-to-date contact details, including emergency contacts and medical information, to team captains.

WELFARE AND WELLBEING OFFICER

- Be the first point of contact with the England Hockey Safeguarding Lead
- Be the first point of contact with the England Hockey DBS Officer
- Assist the club to fulfil its responsibilities to safeguard children and young people
- Maintain up-to-date records of safeguarding training, First Aid training and DBS checks
- Be the first point of contact for members, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified
- Implement the England Hockey reporting and recording procedures
- Maintain contact details for local social services, police and the Area Child Protection Committee
- Promote England Hockey's best practice guidance/code of ethics & behaviour within the club
- Promote anti-discriminatory practice
- Ensure confidentiality is maintained
- Promote wellbeing within the club and be a point of contact for people.

JUNIOR COORDINATOR

- Maintain database of junior members
- Co-ordinate the recruitment of coaches / managers / umpires for junior sessions and teams
- Assist with/deliver junior sessions
- Organise fixtures for junior teams
- Maintain Club/School links with local schools
- Recommend/nominate players to Development Centres within Devon

COMMUNICATIONS OFFICER

- Raise the profile of the club locally (in the community)
- Optimise the profile and information available to all on the club website
- Update and improve club website with input from club officers
- Produce a regular Club Newsletter
- Co-ordinate weekly match reports for all teams and age groups to be forwarded to the local press

FIXTURES SECRETARY

- Book pitch facilities for training and matches, liaising with the Treasurer to ensure that expenditure remains within budget
- Confirm match arrangements with captains, opposition and Umpire Co-ordinator
- Update league website with fixture details
- Liaise with committee to organise friendly fixtures for all teams
- Deal with any fixture queries throughout the season
- Liaise with Facility Management Company
- Undertake monthly Risk Assessment check and report defects to FMC
- Be aware of penalty clauses for pitch cancellations

KIT & EQUIPMENT MANAGER

- Source club kit and equipment by seeking best deals with suppliers
- Purchase club kit and equipment from suppliers
- Store club kit and equipment
- Collect orders from members and distribute kit promptly
- Ensure that financial records are maintained and reported regularly to the Treasurer

COACHING CO-ORDINATOR (Junior and Senior)

- This role is to coordinate coaching across the Club (junior and senior sections)
- producing a rota to ensure (i) coaches are available for every session (ii) and every team
- Liaise with Head Coach re the coaching programme
- Communicate information regarding coach development/pathway to members

UMPIRE CO-ORDINATOR

- Allocate umpires for all matches (where necessary)
- Advise team captains of umpiring allocations/appointments
- Ensure that all club umpires are affiliated to the County Umpiring Association
- Act as liaison with County and Regional Umpiring Associations
- Communicate information to members regarding rule changes
- Advertise umpiring courses within the club

SOCIAL SECRETARY

- 'Lead' a social committee representing a cross section of the club
- Organise a programme of social events to bring players, officials, supporters and parents together in a social setting

FUND-RAISING SECRETARY

- Apply for grants / sponsorship or other forms of financial assistance from organisations such as Sport England, Local Authorities or commercial companies
- Co-ordinate fund-raising events within other activities e.g. raffles at social events and Tournaments
- Work closely with social committee
- Ensure that funds are properly accounted for and information is passed on to the Treasurer

SELECTION OFFICER

- Ensure adherence to the selection criteria and that selection happens fairly and is communicated well across the club.
- An impartial point of contact for any concerns or issues about selection, and to help players understand decisions.
- Ensure all players in the club feel supported to and listened to and understand the selection process
- Help players who want it to receive specific feedback from coaches about what they need to do to compete for higher teams.

TEAM CAPTAINS (elected as soon as possible after squads selected)

- Liaise with coach re training requirements
- Check player availability
- Select teams each week with selection committee
- Advise players of selections and match arrangements
- Delegate off-pitch tasks within the squad
- Be aware of, and follow, League regulations
- Complete match sheets each week and follow League Regulations regarding communication of results

NON-COMMITTEE ROLES

FIRST TEAM COACH

- Responsible for planning coaching programme for the season and communicating to senior team coaches
- The Club requires a minimum England Hockey Level Two Coach Award

SENIOR TEAM COACHES

- Responsible for delivery of coaching on senior training nights
- The Club requires a minimum England Hockey Level Two/Sessional Coach Award accreditation

JUNIOR TEAM COACHES

- Responsible for delivery of coaching to age group teams
- The Club requires a minimum England Hockey Level One Coaching Assistant accreditation

JUNIOR TEAM MANAGERS

- Maintain first aid kit on behalf of the age group teams
- Look after playing kit and match and training equipment
- Organise/co-ordinate transport to matches
- Contact players for matches
- Collect match fees
- Report results to Communications Officer

OTHER COMMITTEES

SELECTION COMMITTEE

Consists of all team captains, vice-captains and any non-playing squad coach (if applicable). Current incumbents assume responsibility until new captains/vice captains are elected at the start of each season. The Chairperson and Secretary may attend in an ex-Officio capacity.

- Plan pre-season activity, training programme and entry into Cup competitions for coming season.
- Agree and communicate club selection policy
- Ensure consideration is given to all paid-up members for selection prior to unpaid and associate (occasional) members
- Meet on a regular basis throughout the season (at least monthly)
- Ensure adherence to the players charter where possible

SOCIAL COMMITTEE

(A cross section of members required – minimum 3 members)

- Sub-committee led by Social Secretary
- Organise a programme of social events to bring players, officials, supporters and parents together in a social setting
- Support the Fund-raising Secretary in any fund-raising initiatives

OTHER ROLES (FOR EACH SQUAD)

MATCH FEE COLLECTOR

- Collect match fees after every match
- Pay match umpire, car drivers and teas from money collected
- Maintain accurate record of receipts and payments
- Provide Treasurer with accurate record of income and expenditure
- Bank money as necessary

SOCIAL REPRESENTATIVE

- Publicise social events within squad
- Collect money/menu choices and liaise with social secretary

UMPIRE LIAISON

- Greet umpire on arrival at venue and direct to changing rooms
- Advise post match arrangements
- Thank after game

TEAS CO-ORDINATOR

- Contact opposition a week prior to fixture to check they staying
- Organise tea rota

- Look after tea crate
- Replenish tea bags, coffee, sugar, squash, plates as necessary

TRAVEL CO-ORDINATOR

- Obtain directions to pitch
- Plan meeting/departure times
- Organise driver rota

MATCH REPORT CO-ORDINATOR

- Write brief match report following each game and forward to Communications Officer by 10.00am the following day
- Upload results and match report onto Club website

EXE HOCKEY CLUB VOLUNTEER AGREEMENT FORM

All volunteers, coaches, managers and officials are required to work to high standards in line with England Hockey's and Exe Hockey Club's policies and recognised best practice.

There are a number of documents that you are required to have read thoroughly. Should you have any questions on any of the areas covered, please bring these to the attention of any club officer so that your query can be addressed.

Please complete the sections below and return to Jane Bailey (Chairperson) as soon as possible.

Name:

I confirm that I have read and understood the following policies of England Hockey and Exe Hockey Club and will ensure that I adhere to these codes and policies at all times.

The policies I confirm having received and read are:

- ENGLAND HOCKEY 'Respect' Code of Ethics and Behaviour
- ENGLAND HOCKEY 'SafeD' Safeguarding & Protecting Young People in Hockey Policy
- ENGLAND HOCKEY Equality Policy
- EXE Hockey Club Emergency Procedures

I also confirm that I am willing to undertake a DBS check and the appropriate Safeguarding training

(if applicable) and know of no reason why I should not be fit and proper to fulfil my role within Exe
Hockey Club

Print Name: _____

Sign Name: _____ Date: _____