



The following roles are key in the running of our Hockey Club. If you would be interested in taking on any role, please talk to our Chair or Vice Chair.

## **CHAIR**

- Timetable committee meetings for year (liaise with committee regarding most suitable dates)
- Chair committee meetings
- Ensure minutes are kept of each meeting and agendas are followed.
- Arrange AGM date
- Ensure notice of AGM is circulated in line with constitution.
- Prepare Chairman's report for AGM.
- Ensure relevant hockey association/county etc. meetings are attended, and reports received by main committee.
- Ensure all club sections are performing – liaise regularly with section chairs.
- Ensure all others on the committee carry out their respective responsibilities.
- Liaise with Umpiring Officer, Section Chairs, and respective Fixture Secretary (Youth Development Officer in the case of Youth teams) on any disciplinary matters relating to individual players or incidents, in line with constitution.
- Represent the Club as necessary on any committees or at any meeting.
- Ensure smooth running of Club, pro-actively addressing any issues that might arise.
- Work to recruit, recognise, reward, and retain those who volunteer for and on behalf of the club.
- Provide access to coach, official, volunteer opportunities for club members.
- Arrange AGM date
- Ensure Volunteer recruitment and training is included in the club development plan.
- Develop, maintain, and take responsibility for driving forward club development plan, including timetabling, allocating roles & responsibilities and monitoring progress.

***Suggested Training: Attendance on a Running Sport Club for All, Valuing your Sports Volunteers, Making the most of your people and/or the role of the Volunteer Coordinator workshops***

## **VICE CHAIR**

- Deputise for Chair as and when appropriate.
- Assist develop club plan, both short term and long term with associated actions
- Ensure recruitment and training is included in the club development plan
- Assist Chair in driving forward club development plan, including timetabling, allocating roles & responsibilities and monitoring progress. Items for consideration could include: Different ways to play, new pitch opportunities, introduction of new roles into the club, partnership arrangements, member feedback on club direction

***Suggested Training: Attendance on a Running Sport Club for All, Valuing your Sports Volunteers, Making the most of your people and/or the role of the Volunteer Coordinator workshops***

## **TREASURER**

- Be responsible for all club finances.
- Advise and report to committee on all matters financial.
- Prepare a set of audited accounts for presentation to AGM year, with associated commentary.
- Prepare annual budget and make recommendations for annual subscription rates and weekly match fees for season ahead.
- Maintain all financial paperwork including cash books etc.
- Monitor receipt of all funds including match fees etc.
- Receive, validate and arrange payment of all bills.
- Ensure that club has public liability insurance.
- Pay affiliation fees as appropriate.
- Provide financial status report to each committee meeting.
- Facilitate sourcing of match and training balls for season.
- Facilitate search for club sponsorship (in conjunction with junior section)

## **SECRETARY**

- Assist Chair in drawing up agenda for meetings and circulating to committee prior to meetings.
- Take minutes of each meeting and circulate.
- Ensure all correspondence is dealt with.
- Liaise with leagues etc as required.

## **MEMBERSHIP SECRETARY**

- Ensure collection of annual subscriptions, maintaining records of those paid (including addresses etc), and providing regular updates to committee, and captains.
- Advise captains of all paid members contact details including emergency contact details.
- Advise Committee of unpaid members so appropriate action can be taken in line with constitution.
- Undertake England Hockey annual affiliation process.

## **CLUB CAPTAINS (REPRESENTING MEN'S & LADIES')**

- To equally represent all members of the club and be known to them.
- To be their voice on issues that may affect them.
- To remain impartial on discussions affecting members.
- To be first point of contact for new/possible new members.

- To avoid/minimise loss of players from the club.
- Chair captains' meetings.
- Oversee selection process so that policy is fairly and consistently applied.
- Oversee training and coaches so that all members get relevant training/time on pitch.
- Liaise with youth section to provide coaches and also aid in integration of youth to senior sides.
- Decide whether or not to enter any cup competitions.
- Determine training requirements for the section, provide coaches and send pitch requirements to pitch manager.

### **FIXTURES SECRETARY**

- Gather details of all home fixtures.
- Follow detailed guidance on team priorities and pitches block booked (See separate document)
- Gather requirements for training sessions during season and block book.
- Establish dates upon which pitches are surplus to requirements or needed – and advise Treasurer of bookings made.
- Publish list of allocations advise captains and get captains agreement.
- Place on website
- Publish on fixtures live.
- During season manage requests for additional pitches and cancellations
- Monitor pitch cancellations due to poor weather, advise supplier and treasurer – and book any replacement pitches required.

### **SOCIAL SECRETARY**

- Draw up annual social plan, for agreement by committee.
- Liaise with Treasurer regarding financing (aim is to achieve “break-even” over the year)
- Organise the Annual Awards night
- Organise Christmas social
- Organise regular club events.
- Organise other social events, as appropriate.
- Report to the main committee regarding all matters social.

### **KIT MANAGER**

- Manage all elements of club clothing kit, including new designs and proactive liaison with sellers and suppliers.

### **COMMUNICATIONS SECRETARY**

- Issue press releases associated with the club and liaise with the media.
- Facilitate delivery of weekly match reports to the press.

- Produce a newsletter as and when required – at least twice a year.
- Produce all publicity for recruitment etc. on behalf of the club and distribute.
- Report to the main committee regarding all matters social and media
- Ensure that there is effective communication between all parts of the club

### **UMPIRE LIAISON OFFICER**

- Arrange Umpires for all fixtures as required.
- Be responsible for all aspects of discipline within the club.
- Investigate, where appropriate all incidents providing reports to committee for further discussion
- Hold occasional umpires meetings' to disseminate information.
- Circulate umpiring information to players, coaches and umpires.
- Educate the number of players (as specified in Club Development plan) to umpiring level 1 and encourage others to improve their grading each year.
- Liaise with ERHUA and CHUA
- Report to committee on all matters associated with umpiring.

### **YOUTH CO-ORDINATOR**

- Ensure effective communication between both sections.
- Ensure effective development of youth section members into senior section players as defined in both youth and senior development plans.

### **WELFARE OFFICER/DBS VERIFIER**

- Assist the club to fulfil its responsibilities to safeguard children and young people.
- Assist the club to implement the child welfare section (including training) of the development plan.
- To be the first point of contact for staff, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified.
- Ensure all those who need to undergo DBS checks have them, complete new ones as necessary.
- Organise first aid courses for those deemed appropriate.
- Be the first point of contact with the England Hockey's Child Welfare Officer.
- Implement England Hockey's 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 and anti-discriminatory practice.
- Ensure confidentiality is maintained.

***Suggested Training: The Club Welfare Officer is expected to have knowledge of the following:***

- *Knowledge of the ENGLAND HOCKEY's 'Proud to Protect' Child Welfare Policy & Procedures*

- *Knowledge of core legislation, government guidance and national framework for child protection*
- *Basic knowledge of roles and responsibilities of local statutory agencies (social services, police and Area Child Protection Committees).*
- *ENGLAND HOCKEY's and the club's role and responsibilities to safeguard the welfare of children and young people and the boundaries of the club welfare officer role*
- *Awareness of equalities issues and child protection.*

## **WEBMASTER/MEDIA SECRETARY**

- To update and improve the club's website by liaising with the necessary personnel from within the club.
- Identify/Collate all appropriate club news and add to website/send to press/Facebook etc
- Be creative in identifying potential areas of improvements to website.

## **TEAM CAPTAIN/MANAGER**

- Select a team of at least 11 players each week plus an umpire (except where there are appointed umpires).
- Confirm details to any appointed umpires prior to each match.
- Provide a match ball for all home games.
- Liaise with fixtures secretary to advise opposition of location and timings of home games in accordance with league rules and agree umpiring arrangements also ensure no colour clashes.
- Ensure First Aid kit is present at each game.
- Adopt club selection policy and meet with other captains to discuss selection each week.
- Communicate any relevant information to players as directed by the committee or other.
- Report to the main committee via captain's representative on all matters concerning the team.
- In the case of the first team captains, submit a match report to the press each week (liaise with Communications Officer).
- Maintain records of who played where and when.
- Inform the League Secretary of the score following each home match where necessary.
- Inform players, umpires and tea supplier in the event of cancellation.
- Inform opposing Captain in the event of home cancellation.
- Liaise with Umpiring Officer, respective Fixture Secretary and Chairman in respect to any disciplinary matter relating to individual players or incidents, in line with constitution.
- Follow England Hockey child protection guidelines.
- Complete incident report if and when required.

***Note: all captains, bar vets need to be DBS checked via England Hockey***