



## **Role descriptions**

***Please note: many of these positions could be carried out as a 'job share'.***

### **Chair**

- Chair all Committee meetings and work with the Secretary to prepare the Agenda
- Lead the committee in making decisions for the benefit of the whole club including disciplinary matters
- Ensure the constitution is adhered to, along with any legal/voluntary codes of conduct
- Represent the Club at external events, meetings, etc
- Ensure the Club has a secure future in terms of finances, players, governance, etc.
- Has the casting vote

### **Treasurer**

- Keep the accounts up-to-date
- Ensure rapid payment of invoices
- Provide monthly updates at Committee meetings, and an overview of the current and projected income at the AGM
- Alert the Committee of any financial issues
- Recommend any changes to subscription rates

### **Minutes Secretary**

- Organise committee meetings and the AGM, take minutes and circulate promptly
- Keep copies of the minutes, agreed policies, etc on file
- Organise the Club's annual insurance
- Act as League Liaison Officer
- Act as counter-signatory for cheques

### **Membership Secretary**

- Manage the annual membership renewal process
- Maintain an up-to-date database of members
- Help disseminate information to members inc via the website and other suitable means
- Act as an information point for inquiries
- Co-ordinate awards for the End of Season awards ceremony



### **Fixtures Secretaries**

- Book pitch times, teas, etc for home games
- Arrange adhoc friendly hockey games
- Act as point of communication for other Fixture Secretaries
- Act as first point of contact for cancellations
- Provide captains with necessary details of home and away games

### **Umpire Secretary**

- Ensure that umpires are provided when and where required
- Act as a point of communication for other Umpire Secretaries and the relevant Umpiring Associations

### **Mens / Ladies Club Captain**

- Attend Committee Meetings as the representative of the Mens / Ladies section
- Distribute information from Committee meetings to relevant team Captains and follow up any issues
- Ensure Team Captains carry out their roles
- Take responsibility for raising issues within the Mens / Ladies section to the Committee and ensure that all teams are equally and fairly represented
- Deal with any issues that arise between or within teams that cannot be sorted out by / between the team captains
- Encourage individuals and help them to enjoy their playing experiences, and acting as a focal point if their team captain is not available or accessible
- Ensure training is delivered to an acceptable standard for all teams
- Help to promote the club and find new ways to encourage new players to join
- Generally oversee the running of the Mens / Ladies section of the club

### **Social Secretary**

- Organize the End of Season party
- Organize adhoc social events as and when appropriate
- Ensure events break even (financially) unless otherwise agreed with the Committee

### **Team Captains**

- Organize the team on a weekly basis in discussion with the other captains
- Make sure each player knows their position on the day
- Ensure the team adheres to the rules of the League
- Implement a fair and equitable approach to substitution on pitch
- Welcome the visiting team
- Ensure that match fees are collected as quickly as possible and sent to the Treasurer
- Ensure that a weekly match report is prepared for the SSHC website and for publication in the Biggleswade Chronicle
- Encourage attendance at training



### **Junior Hockey Co-ordinator**

- Take responsibility for the effective running of the junior section and be a key contact for coaches, parents, Club members and other Clubs. This person does not need to be a coach.
- Be the key contact for the Club's Junior Section for communication purposes.
- Represent the Junior Section on the Club's Committee and also on Bedfordshire Hockey Association's Hockey Development Group
- Ensure that the Junior Section operates effectively
- Work with all the volunteers across the Junior Section to ensure that Club programmes are delivered to young people in an appropriate way
- Hold regular meetings regarding the running of the activities with they key personnel in the Junior section
- Ensure that equipment is maintained and that appropriate new kit is purchased
- Ensure that the Junior section operates in a solvent fashion
- Oversee the production of a Junior section handbook and fixtures list (to be posted on the website)
- Ensure that the Club's policies and procedures for child protection, equity and dealing with accidents and emergencies are all adhered to.

### **Club Welfare Officer (CWO)**

- Be the Club's point of contact for England Hockey and other organisations to liaise with on child protection matters
- Be the point of contact for all Club members / volunteers / parents / children regarding any concerns or allegations
- Assist the club in implementing its child protection policies / codes of conduct
- Ensure these policies are well communicated and regularly reviewed
- Ensure that the Club's register of coaches and volunteers is kept up-to-date (level of qualification, copies of certificates, etc)
- Ensure that an up-to-date register of emergency / alternative contacts for all junior Club members is kept, along with information about any medical conditions and ensure this is only available on a 'need to know' basis
- Attend Child Protection Awareness training
- Ensure all coaches / volunteers who work with junior members have been CRB-checked (or have completed a self-disclosure form as an interim measure) and that all records are stored securely and maintained in line with the requirements of the Data Protection Act
- Maintain contact details for local social care services, police and England Hockey

**Please note: the CWO is not responsible for investigating concerns / allegations or for deciding whether abuse has taken place. However, the CWO is responsible for ensuring that concerns / allegations are reported to the relevant authorities.**



## **Coaches**

- Provide a safe, enjoyable, fair, structured, challenging, rewarding and positive experience for all individuals
- Identify players' / teams' strengths and weaknesses and work on these to develop and improve the game.
- Prepare a coaching plan before each session
- Be aware of child protection issues and take appropriate steps if and when necessary
- Ensure that planned activities are appropriate for the age, maturity, experience and ability of all individuals in a group
- Ensure there is sufficient and suitable equipment to carry out the planned session
- Ensure there is a first aid kit available at all times (training, matches, competitions).

## **Volunteer Coordinator**

- To do all possible to recruit, recognise, reward and retain those who volunteer for the club
- Provide access to coach, official, volunteer opportunities for club members
- Raising the awareness of opportunities for volunteers and volunteering within the club