



1.1b ROLES & RESPONSIBILITIES

1 General

- 1.1 It is essential that committee members and volunteers must have access to a computer with e-mail as most business is conducted through e-mail.
- 1.2 All Committee Members and Volunteers will agree to be DBS checked for the Club alongside any other criteria as set out in England Hockey's Guidelines.

2 Committee Roles

- 2.1 Chairperson.
- 2.2 Secretary.
- 2.3 Treasurer.
- 2.4 Membership Secretary.
- 2.5 Director of Hockey.
- 2.6 Club Captains.
- 2.7 Social and Fundraising Officer.
- 2.8 Umpire Co-Ordinator.
- 2.9 Volunteers Co-Ordinator.
- 2.10 Welfare Officer.
- 2.11 Development Officer.
- 2.12 Communications/ICT Officer.

3 Non-Committee Roles

- 3.1 Fixtures Secretaries.
- 3.2 Captains.
- 3.3 Assistant Coaches.
- 3.4 Junior Team Managers (U10/U12/U14).

4 Chairperson

- 4.1 Responsible to the club committee.
- 4.2 Responsible for all committee members.
- 4.3 To sit on the club's committee.
- 4.4 To chair committee meetings and the AGM.
- 4.5 To assist the Club Secretary to produce all documents relating to the club.
- 4.6 To lead the committee in making decisions for the benefit of the whole club including disciplinary matters.
- 4.7 To generally oversee the smooth and professional running of the club.
- 4.8 To represent the club at outside meetings as and when necessary.
- 4.9 To have "all areas" access to the club membership portal.
- 4.10 To be a signatory on the club's bank accounts.

- 5 Secretary (A full list of duties can be obtained from the Secretary)**
- 5.1 Responsible to the club committee.
 - 5.2 To sit on the club's committee.
 - 5.3 To provide all administration for the club i.e. contact lists, flyers, documents, rotas, captain's packs, keep the website up to date.
 - 5.4 To be first point of contact for members, parents, leagues, clubs, sponsors.
 - 5.5 To be the contact for SHA single system process and ensure members are nominated accordingly each season.
 - 5.6 To provide players, parents, coaches, captains with necessary or appropriate news/courses via e-mail and the website.
 - 5.7 To fill out the affiliation data to England Hockey each season.
 - 5.8 To attend committee meetings and AGM.
 - 5.9 To hold all forms on file including accident report forms.
 - 5.10 To represent the club at outside meetings as and when necessary.
 - 5.11 To be responsible to keeping the ClubsFirst file up to date on an ongoing basis
 - 5.12 To aim to answer all queries within 2 days or if more time needed acknowledge the query.
 - 5.13 To be a signatory on the club's bank account.

6 Treasurer

- 6.1 Responsible to the club committee.
- 6.2 To sit on the club's committee.
- 6.3 To ensure those registered on the player portal have paid the correct membership fee and to ensure those paying via the instalment plan pay all 3 instalments
- 6.4 To collect via captains and coaches match fees – record and bank them.
- 6.5 To pay all bills.
- 6.6 To keep up to date records of all financial transactions
- 6.7 To pay all affiliation fees to Somerset Hockey Association, England Hockey, men's and ladies leagues.
- 6.8 To ensure all cash and cheques are promptly deposited in the bank.
- 6.9 To ensure funds are spent wisely.
- 6.10 To report to the committee at the monthly meetings.
- 6.11 To prepare a year end statement of accounts to be presented to the auditors.
- 6.12 To prepare an end of year financial report and annual budget for the AGM.
- 6.13 To apply for any grants/funds when deemed appropriate by the committee.
- 6.14 To be a signatory on the club's bank accounts and on line banking site.

7 Communications/ICT Officer

- 7.1 Responsible to the club committee.
- 7.2 To sit on the club's committee.
- 7.3 To establish and maintain a relationship with the media.
- 7.4 To optimise the profile and information available to all on the club website.
- 7.5 To co-ordinate weekly match reports for all teams and age groups for inclusion on the website and newspapers.
- 7.6 To attend the committee meetings and AGM.
- 7.7 To keep the clubs profile in the local press as much as possible.
- 7.8 To hold the information for the website domain and to ensure the domain fees are paid as and when appropriate.

8 Club Captains

- 8.1 Responsible to the club committee.
- 8.2 To sit on the club's committee.
- 8.3 To recruit, recognise and retain players.
- 8.4 To co-ordinate all playing matters.
- 8.5 To oversee selection and playing issues.
- 8.6 To report to the committee on a monthly basis and produce a report for the AGM.
- 8.7 To deal with any player disciplinary issues.
- 8.8 To chair selection meetings.
- 8.9 To be the liaison officer with their respective league organisations.
- 8.10 To attend or identify someone to attend their respective league meeting annually.
- 8.11 The Ladies Club Captain to oversee the process of ladies league numbers at the beginning of each season and throughout the season be responsible for assigning new numbers to ladies and informing the league, player and Tony Pryce of this number in accordance with the league rules.
- 8.12 The Mens Club Captain of providing the mens players list at the beginning of the season the date is advised by the league and to keep the league informed of any new players from then on.
- 8.13 To amend their respective league website Club Details and Contacts page annually.
- 8.14 To be role holders on the membership portal.

9 Development Officer

- 9.1 Responsible to the club committee.
- 9.2 To sit on the club's committee.
- 9.3 The main tasks of this role is to work alongside all committee members, County Partnerships and England Hockey to maximise the development opportunities for all members and volunteers of the club.
- 9.4 To, in conjunction with the Umpire Co-ordinator, organise and hold at least one level 1 umpiring course at the club before the end of November in each season and possibly a second course after the Christmas break if demand dictates.
- 9.5 To, in conjunction with Lead Coaches identify at least 3 people per season to take their level 1 coaching course and ensure these members obtain a place on a local course.
- 9.6 To promote within England Hockey Y&SHC home pitch and facilities as a resource to be used by England Hockey for level 1 and level 2 coaching courses and umpiring courses.
- 9.7 To, in conjunction with the junior coaches organise and hold at least one junior foundation umpiring course before the end of the November in each season and possible a second course after the Christmas break if demand dictates.
- 9.8 To promote and identify the volunteer structure within Y&SHC to all members and parents to assist in all areas of the organisation (committee posts/coaches/umpire/vice captains). Ideally identifying mentee's to takeover volunteer/committee roles as and when needed.
- 9.9 To liaise and assist the Clubs Communications Officer in all forms of promotion material for Y&SHC.
- 9.10 To attend committee meetings and the AGM and produce reports for these meetings where necessary.

10 Director of Hockey

- 10.1 Responsible to the club committee
- 10.2 To plan, monitor and deliver safe, effective and relevant coaching sessions to enable the advancement of skill and performance of individual members and teams, both senior and junior, across the club.
- 10.3 To recruit coaches and promote coaching throughout the club and provide guidance and CPD as necessary to assistant coaches and volunteers.
- 10.4 To promote an enjoyable and inclusive atmosphere and display good coaching conduct at all times.
- 10.5 To liaise with Club Captains and Captains to maximise the development of senior players and ensure a progressive selection policy is adopted whenever possible.
- 10.6 To liaise with and coordinate Junior Team Managers / Volunteers for tournaments and matches.
- 10.7 To enter Teams (Senior and Junior) in to local and National competitions as deemed appropriate and following consultation with the Club Captains and Captains.
- 10.8 To liaise as necessary with the Local Governing Body (Somerset Hockey Association) and be the SPOC for England Hockey Single System nominations from the club.
- 10.9 To ensure you have up to date emergency contact / medical details available for all coaching sessions as provided through The Club / Membership Secretary and `Full on Sport`.
- 10.10 To be a `Role Holder` on the club membership portal.
- 10.11 To ensure registers are taken at all `club` coaching sessions and that 1st aid kit is available for the same.
- 10.12 To complete all pitch risk assessment forms for the season and on a weekly basis for training and any competitions that are held by the club.
- 10.13 To hold a register of all club playing / training equipment and be responsible for the renewal / replacement of such items through the approval of The Committee.
- 10.14 To be responsible for pitch allocations and training dates and times for senior and junior coaching sessions and to make the required bookings.
- 10.15 To be responsible for pitch allocations for senior and junior matches and tournaments and make the required bookings.
- 10.16 To abide by and promote England Hockey's Code of Ethics and Behaviour, Equality Policy and Safeguarding and Protecting Young Peoples Policies.
- 10.17 To hold a current, valid Safeguarding qualification.

- 10.18 To hold a current, valid 1st Aid qualification.
- 10.19 To ensure you have current, valid personal coaching insurance.
- 10.20 To hold a minimum `Level 2` or parallel `Hockey Coach` award qualification.

11 Membership Secretary

- 11.1 To ensure the membership portal is up to date each season with season details and membership fees.
- 11.2 To contact Full on Sport should any problems arise on the membership portal.
- 11.3 To assign new members on the portal to teams and training groups as they register.
- 11.4 To assist the treasurer if needed in ensuring those members have paid the correct membership fee.
- 11.5 To assign all role holders to the membership portal (captains/coaches) so that they have access to membership records.
- 11.6 If requested to produce data lists from the membership portal.
- 11.7 When new members register who are part of the mens or ladies section inform the relevant Club Captain so that they can register that player with the respective leagues.

12 Social and Fundraising Officer

12.1 Responsible to the club committee.

12.2 To sit on the club's committee.

12.3 To organise social events throughout the year as decided by the committee. One of these to be the annual Dinner Dance. You must ensure these events are properly organised and where necessary licensed with local authorities.

12.4 To promote these events on the club website.

13 Umpire Co-Ordinator

- 13.1 Responsible to the club committee.
- 13.2 To sit on the club's committee.
- 13.3 To co-ordinate all umpires for league and non league matches.
- 13.4 To act as point of contact for EHB and the local Umpire Associations.
- 13.5 To ensure that club umpires are aware of any rule changes etc.
- 13.6 To help the Club Development Officer in identifying members to go on umpiring courses and encourage current umpires to develop their skills.
- 13.7 Ensure the West Hockey Umpires Website is kept up to date for the club's officials each season.

15 Volunteers Co-Ordinator

- 15.1 Responsible to the club committee.
- 15.2 To sit on the club's committee.
- 15.3 To recruit, recognise and retain those who volunteer for and on behalf of the club.
- 15.4 Ensure volunteers have access to courses to develop their skill in conjunction with the Club Development Officer.
- 15.5 Liaise with other organisations to support development of volunteers, processes and access possible funding (like SASP, Running Sports etc).
- 15.6 Recognise the clubs volunteering efforts by nominating people for local / county / national awards and various PR reports via local press and websites.

17 Welfare Officer

- 17.1 Responsible to the club committee.
- 17.2 The Club Welfare Officer is expected to have knowledge of the following:
- 17.3 Knowledge of the England Hockey Child Welfare Policy & Procedures.
- 17.4 Knowledge of core legislation, government guidance and national framework for child protection.
- 17.5 Basic knowledge of roles and responsibilities of local statutory agencies (social services, police and Area Child Protection Committees). The CWO should have full contact details for their local agencies.
- 17.6 Own club's role and responsibilities to safeguard the welfare of children and young people – boundaries of the club welfare officer role.
- 17.7 Own club's policy and procedures related to safeguarding children and young people.
- 17.8 Awareness of equalities issues and child protection. Own club's policy and procedures related to safeguarding and protecting young people.
- 17.9 Own club's role and responsibilities to safeguard the welfare of young people – boundaries of the club welfare officer role.
- 17.10 Knowledge of the England Hockey's Safeguarding and Protecting Young People in Hockey Policy & Procedures.
- 17.11 Basic knowledge of roles and responsibilities of local statutory agencies (social services, police and Local Safeguarding Children Board). *This can be gained through training.* The Welfare Officer should have full contact details for their local agencies.
- 17.12 Awareness of equalities issues and child protection.
- 17.13 Basic knowledge of core legislation, government guidance and national framework for child protection - *This can be gained through training.*
- 17.14 Assist the club to fulfil its responsibilities to safeguard children and young people.
- 17.15 Assist the club to implement its child welfare implementation plan.
- 17.16 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.
- 17.17 To perform DBS checks on all volunteers who are required to have one.
- 17.18 To ensure all role holders within the club have the appropriate courses and certificates for their role and keep an up to date spreadsheet with renewal dates.
- 17.19 Be the first point of contact with the England Hockey Child Welfare Officer.

- 17.20 Implement the club's reporting and recording procedures.
- 17.21 Maintain contact details for local social services, police and the Area Child Protection Committee.
- 17.22 Promote the club's best practice guidance/code of conduct within the club.
- 17.23 To sit on the club's committee.
- 17.24 Ensure adherence to the club's child welfare training.
- 17.25 Ensure confidentiality is maintained.
- 17.26 Promote anti-discriminatory practice.

19 Captains

- 19.1 Responsible to Club Captains.
- 19.2 To co-ordinate all playing matters relating to your team.
- 19.3 To report to the Club Captain any issues that need to be raised at committee or the AGM.
- 19.4 To hold a current 1st aid certificate and be responsible for the 1st aid kit being on the pitch side.
- 19.5 To hold a current DBS check and any other certificates advised by the Welfare Officer.
- 19.6 To be responsible for your team when representing the club.
- 19.7 To ensure all subscriptions and match fees are collected for your team or delegate a team member to do so.
- 19.8 To ensure match cards are sent off to the league on time and that results are phoned/entered in on time or delegate a team members to do so.
- 19.9 To be a role holder on the membership portal.

21 Fixtures Secretaries

- 21.1 To arrange all friendlies for the respective sides.
- 21.2 To ensure contact is made in conjunction with league rulings to opposition sides.
- 21.3 To update the fixtures on the club website when they are released by the leagues.
- 21.4 As opposition teams enter away game times on the league websites ensure this is entered onto the club website.
- 21.5 To update the respective league websites with all home games times and ensure this is kept up to date with any changes during the season.
- 21.6 Be the contact person for all fixtures queries.

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- 24 Junior Team Managers (U10/U12/U14) – can be split into 3 roles or 1 role
- 25 Responsible to the Director of Hockey.
- 26 In conjunction with The Director of Hockey invite those juniors to tournaments and liaise with the hosting club with regards to team numbers. If it is a home tournament to assist The Director of Hockey with the planning and preparation of the tournament.
- 27 To inform parents/players participating all match day arrangements via email. If home tournament inform opposition clubs as well.
- 28 To collect all match fees on the day and record any monies taken and any paid out and give a breakdown with the money to the Treasurer, assist coaches where necessary.
- 29 To hold a current DBS check and any other certificates advised by the Welfare Officer.
- 30 To ensure the safety of your team when representing the club.
- 31 To be a role holder on the membership portal.
- 32 In conjunction with The Director of Hockey at the end of each season contact the parents of any U10 children who will move up to U12, and any U14 children (as deemed able) who will move up to senior training to forewarn them of the change of days for the following season.
- 33 To organise a junior end of season event with a co-opted junior committee.

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36 Assistant Coaches

37 To realise the objectives as agreed with The Director of Hockey

38 In conjunction with The Director of Hockey to plan, monitor and deliver safe, effective and relevant

39 coaching sessions to enable the advancement of skill and performance of members and teams, both senior and junior, across the club.

40 To abide by and promote England Hockey's Code of Ethics and Behaviour, Equality Policy and Safeguarding and Protecting Young Peoples Policies.

41 To hold a current, valid 1st Aid qualification.

42 To hold a minimum `Level 1` or parallel `Sessional Coach` qualification.