



1.1b ROLES & RESPONSIBILITIES

1 Committee Roles

- 1.1 **Club Chair.** Senior club officer with responsibility for the overall management of the Club's operational activities, making decisions whenever the need arises in consultation with others. Responsible for the ultimate achievement of the strategic ambitions of the Club overseeing the Club's organisation and future development. Ensures due diligence regarding the equitable running of the club iaw the Club Constitution, in particular financial management and safeguarding. Chairs club and committee meetings in a neutral and uncommitted capacity.
- 1.2 **Club Secretary.** Manages processes and maintains a record of all incoming and outgoing correspondence and club documents. Recruits and supports volunteers within the Club. Supports the Club Chair in the development and implementation of the Club's strategic ambitions. In addition, records the deliberations and decisions of the Club's Management Committee.
- 1.3 **Club Treasurer.** Financial manager of the Club; maintains the integrity and accurate recording of the Club's financial position and bank accounts; works with the Club Chair to forecast future income/expenditure and the Club's financial development.
- 1.4 **Club Membership Secretary.** Manages, processes and maintains a record of all members of the Club.
- 1.5 **Men's and Ladies Club Captains.** Manage their respective senior sections, overseeing team selection and communication with respective leagues. Represent the views of the senior players within the Club, and contributes to the development of the Club through providing advice and guidance from a senior player's perspective.
- 1.6 **Men's and Ladies Fixtures Secretaries.** Plan, arrange and publish league and friendly fixtures, liaising with other clubs and league organisations as necessary; book pitches and post-match refreshments for home matches.
- 1.7 **Club Umpiring Officer.** Appoints club umpires to matches and publishes the umpiring schedule, liaising with other clubs and umpiring organisations as necessary. Initial point-of-contact on umpiring matters within the Club and organises umpiring training as required.
- 1.8 **Club Equipment Officer.** Responsible for maintenance of the Club's equipment and kit such as training aids, goalkeepers equipment and alternate change shirts. Keeps an accurate inventory and advises on replacement and new kit requirements.
- 1.9 **Club Communications Officer.** Raises the external profile of the Club in the wider community through the provision of information, publicity and promotion via the club's website and social media platforms, as well as match reports and press releases. Externally focussed.

- 1.10 **Club Social Media Officer.** Responsible for informing club members, parents and supporters about activities and initiatives within the club through the provision of information, publicity and promotion. Manage the club's social media platforms to generate a sense of belonging and ownership for the membership. Internally focused.
- 1.11 **Club Social Officer.** Devises and implements a cost-effective social programme for the Club, its players, members and supporters in order to enhance relationships.
- 1.12 **Club Safeguarding Officer.** Implements the club, England hockey and national policies regarding child protection and safeguarding.
- 1.13 **Club Welfare Officer.** Has an independent role within the Club with direct access to the Club President, Club Chair or Club Secretary as required.

2 Non-Committee Roles

- 2.1 **Team Captains.** Responsible for the weekly running and administration of their team including managing player availability and team selection; organising pre-match and post-match arrangements; leading the team during matches.
- 2.2 **Lead Coaches.** Plan, prepare and deliver training sessions and activities (under the direction of the respective Director of Hockey/Head Coach *if appointed*), with the guidance of Club Captains and Team Captains. Qualified to EH Level 2 or equivalent (Lead Coaches), or EH Level 1 or equivalent (Assistant Coaches).
 - 2.2.1 Lead Coaches would take responsibility for a particular section of the Club, for example the Senior Ladies, the Men's 1st Team, the U10s or the Girls U14s.
- 2.3 **Assistant/Volunteer Coaches.** Assistant and volunteer coaches who help Lead Coaches to deliver training sessions and activities.
- 2.4 **Junior Administrator.** Works with the Lead Coaches to co-ordinate the activities of coaches, players, parents and volunteers in the planning and organisation of junior coaching sessions and fixtures. Communicates arrangements to parents and liaises with other clubs and league organisations as necessary.
- 2.5 **Junior Team Managers (U10/U12/U14).** Manages a junior team on match days or at tournaments under the direction of the Lead Coach and the guidance of the Junior Administrator.

3 Safeguarding.

- 3.1 Depending upon the particular role club officers, members, coaches and volunteers are expected to have:
 - 3.1.1 A current DBS check.
 - 3.1.2 Current safeguarding qualification(s).
 - 3.1.3 Relevant and valid safeguarding training.
 - 3.1.4 Relevant and valid diversity and inclusion training.
 - 3.1.5 A valid first aid qualification.
- 3.2 The safeguarding requirements for each role are laid-down in a separate club document: **YSHC 4.3 Safeguarding Training and Certification.**

4 Club Chair Responsibilities

- 4.1 Responsible to the Club's Management Committee.
- 4.2 Sit on the Club's Management Committee.
- 4.3 Chair Club meetings and the AGM.
- 4.4 Assist the Club Secretary to produce all documents relating to the club.
- 4.5 Lead the committee in making decisions for the benefit of the whole club including disciplinary matters.
- 4.6 Generally oversee the smooth and professional running of the club equitably iaw the Club Constitution.
- 4.7 Ensure due diligence regarding financial management, safeguarding, health and safety and GDPR.
- 4.8 Represent the Club at outside meetings as and when necessary.
- 4.9 Be a signatory on the Club's bank accounts and on line banking site.
- 4.10 Oversee the Club's development:
 - 4.10.1 Work with the Club Treasurer to forecast future income/expenditure and the Club's financial development.
 - 4.10.2 Work alongside all committee members, County Partnerships and England Hockey to maximise the development opportunities for all members and volunteers of the club.
 - 4.10.3 To promote within England Hockey the Club's home pitch and facilities as a resource to be used by England Hockey for Level 1 and 2 coaching courses and umpiring courses.
 - 4.10.4 To promote and identify the volunteer structure within the Club 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.
 - 4.10.5 To liaise and assist the Clubs Communications Officer in all forms of promotion material for the Club.
- 4.11 Be responsible for the management of the club website - Hold the information for the website domain and to ensure the domain fees are paid as and when appropriate.
- 4.12 Assist in the management of the TEAMO app for the effective administration of club membership, events and payments

5 Club Secretary Responsibilities

- 5.1 Responsible to the Club's Management Committee.
- 5.2 Sit on the Club's Management Committee.
- 5.3 Act as secretary to committee meetings and AGM.
- 5.4 Provide all administration for the club i.e. contact lists, flyers, key dates, action task lists, key policy documents, captain's and coaches information packs.
- 5.5 Be first point of contact for members, parents, clubs, community partners, sponsors.
- 5.6 Provide players, parents, coaches, captains with necessary or appropriate news/courses via e-mail and the website.
- 5.7 Be responsible for confirming training dates, times and pitch allocations with members and make the required bookings with SDC
- 5.8 Fill out the affiliation data to submit to England Hockey each season.
- 5.9 Hold all forms on file including accident report forms.
- 5.10 Represent the club at outside meetings as and when necessary.
- 5.11 Be responsible to keeping the ClubsFirst file up to date on an ongoing basis
- 5.12 Aim to answer all queries within 2 days or if more time needed acknowledge the query.
- 5.13 Be a signatory on the Club's bank account and on line banking site.
- 5.14 Recruit, recognise and retain those who are employed or volunteer for and on behalf of the club.
 - 5.14.1 Recruit coaches and volunteers in order to deliver the Club's objectives and provide an effective coaching programme throughout the club
 - 5.14.2 Ensure coaches and volunteers have access to courses to develop their skills and knowledge.
 - 5.14.3 Liaise with other organisations to support development of coaches and volunteers and access possible funding (like SASP, Running Sports etc).
 - 5.14.4 Recognise the clubs volunteering efforts by nominating people for local / county / national awards and various PR reports via local press and websites.

6 Club Treasurer Responsibilities

- 6.1 Responsible to the Club's Management Committee.
- 6.2 Sit on the Club's Management Committee.
- 6.3 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 Collect via captains and coaches match fees – record and bank them.
- 6.5 Pay all bills.
- 6.6 Keep up to date records of all financial transactions
- 6.7 Pay all affiliation fees to Somerset Hockey Association, England Hockey, men's and ladies leagues.
- 6.8 Ensure all cash and cheques are promptly deposited in the bank.
- 6.9 Ensure funds are managed effectively and spent wisely.
- 6.10 Report to the committee at the monthly meetings.
- 6.11 Prepare a year-end statement of accounts to be presented to the auditors.
- 6.12 Prepare an end of year financial report and annual budget for the AGM.
- 6.13 Work with the Club Chair to forecast future income/expenditure and the Club's financial development.
- 6.14 Apply for any grants/funds when deemed appropriate by the committee.
- 6.15 Be a signatory on the Club's bank accounts and on line banking site.

7 Club Membership Secretary Responsibilities

- 7.1 Responsible to the Club's Management Committee.
- 7.2 Sit on the Club's Management Committee.
- 7.3 Ensure the membership portal (TEAMO) is up to date each season with season details and membership fees.
- 7.4 Contact TEAMO should any problems arise on the membership portal.
- 7.5 Assign new members on TEAMO to teams and training groups as they register.
- 7.6 Assist the Treasurer if needed in ensuring those members have paid the correct membership fee.
- 7.7 Assign all role holders to TEAMO (captains/coaches) so that they have access to membership records.
- 7.8 Provide membership data lists from TEAMO when requested
- 7.9 Manage the allocation of club shirt numbers to players; maintain a record of player shirt numbers; inform leagues and shirt providers accordingly.

8 Club Captains' Responsibilities

- 8.1 Responsible to the Club's Management Committee.
- 8.2 Sit on the Club's Management Committee.
- 8.3 Report to the committee on a monthly basis and produce a report for the AGM.
- 8.4 Co-ordinate all playing matters within their respective senior sections.
- 8.5 Chair their respective Senior Section Sub-Committee and oversee all selection and playing issues
- 8.6 Recruit, recognise and retain players.
- 8.7 Liaise with Team Captains and Lead Coaches to maximise the development of senior players and ensure a progressive selection policy is adopted whenever possible.
- 8.8 Promote quality coaching throughout the club and provide guidance and support to all Lead Coaches as appropriate.
- 8.9 Identify potential assistant volunteer coaches and encourage them to attend appropriate EH courses
- 8.10 Promote an enjoyable and inclusive atmosphere at all times.
- 8.11 Deal with any player disciplinary and safeguarding issues in consultation with the Club Chair and Safeguarding Officer
- 8.12 Act as the Club's liaison officer with respective league organisations.
- 8.13 Attend or nominate someone to attend respective league meeting annually.

9 Fixtures Secretaries Responsibilities

- 9.1 Responsible to Club Captains.
- 9.2 Be the first point of contact for all fixtures queries.
- 9.3 Enter senior teams in to local and National competitions as deemed appropriate and following consultation with the Club Captains and Team Captains.
- 9.4 Input league fixtures on TEAMO when they are released on GMS at the start of the main season, and update as necessary.
- 9.5 Update GMS with all home match start times and ensure this is kept up-to-date with any changes during the season.
 - 9.5.1 Ensure that as opposition teams enter away game start times on GMS this information is entered onto TEAMO and ensure this is kept up-to-date with any changes during the season.
- 9.6 Ensure contact is made with opposition clubs/teams in accordance with league rules.
- 9.7 Arrange any other matches, such as County Cup and England Hockey Competitions.
- 9.8 Arrange all friendly matches following consultation with the Club Captains and Team Captains.
 - 9.8.1 Enter relevant match information on TEAMO.
- 9.9 Book and allocate pitches for senior matches and tournaments and make the required pitch bookings, through the Cub Secretary or direct as necessary.
- 9.10 Book post-match refreshments in-line with current Club policy, through the Cub Secretary or direct as necessary, and ensure that the venue is kept up-to-date with any changes during the season.
- 9.11 Monitor the appointment of neutral umpires on GMS and liaise as appropriate for league and cup matches
- 9.12 Ensure that the Club Umpiring Officer is aware of the requirements for club appointed umpires.

10 Club Umpire Officer Responsibilities

- 10.1 Responsible to the Club's Management Committee.
- 10.2 Sit on the Club's Management Committee.
- 10.3 Co-ordinate all Club umpires for league, cup and non-league matches.
- 10.4 Act as point of contact for EHB and the local Umpire Associations.
- 10.5 Ensure that club umpires are aware of any rule changes etc.
- 10.6 Help the Club Chair/Development Officer in identifying members to go on umpiring courses and encourage current umpires to develop their skills.
 - 10.6.1 Organise at least one level 1 umpiring course at the in each season.
 - 10.6.2 Organise at least one Club umpires' forum at the start of each season.
 - 10.6.3 Organise ad-hoc Club umpires' forum when necessary (ie to brief major rule changes).
- 10.7 Ensure that the West Hockey Umpires Website is kept up to date for the club's officials each season.

11 Club Equipment Officer Responsibilities

- 11.1 Responsible to the Club's Management Committee.
- 11.2 Sit on the Club's Management Committee.
- 11.3 Attend club meetings.
- 11.4 Hold a property register of all equipment owned by the Club.
- 11.5 Be responsible for organising the renewal/replacement of such equipment, and its proper maintenance, putting all expenditure through the Club's Management Committee for approval.
- 11.6 Arranging for the loan of club equipment to coaches, captains, team managers and players if necessary, and the recording the loan of equipment.
- 11.7 Ensure that a fully stocked first aid kit is available in the pitch-side shed for training sessions
- 11.8 Liaise, as applicable, with:
 - 11.8.1 Club Captains, Team Captains and Junior Administrator to ensure that team kit (including first aid equipment, practice and match balls, substitute bibs, alternative away change shirts and team shirts) are adequately provisioned, and properly maintained.
 - 11.8.2 Club Captains, Team Captains and Junior Administrator to ensure that goalkeeper equipment is adequately provisioned, and properly maintained.
 - 11.8.3 Coaches to ensure training aids are adequately provisioned and properly maintained.
- 11.9 Be responsible for the management and tidiness of club equipment held in the store and pitch-side shed at YRC, and liaison with SDC on all matters appertaining to the store, as well as SDC owned equipment (goals etc) on the pitch.

12 Club Communications Officer Responsibilities

- 12.1 Responsible to the Club's Management Committee.
- 12.2 Sit on the Club's Management Committee.
- 12.3 Establish and maintain a relationship with the media.
- 12.4 Optimise the profile and information available to all on the club website.
- 12.5 Co-ordinate weekly match reports for all teams and age groups for inclusion on the website and newspapers.
- 12.6 Keep the clubs profile in the local press as much as possible.
- 12.7 Publicise opportunities for the local community to get involved with the Club through advertising what the Club can offer for Senior and Junior players and newcomers.

13 Social Media Officer Responsibilities

- 13.1 Responsible to the Club's Management Committee.
- 13.2 Sit on the Club's Management Committee.
- 13.3 Establish and maintain the clubs social media presence posting information regularly about club events and results as well as the progress of individual players at the club and at regional, national and international hockey events.

14 Club Social Officer Responsibilities

- 14.1 Responsible to the Club's Management Committee.
- 14.2 Sit on the Club's Management Committee.
- 14.3 Organise the annual end-of-season Awards Dinner Dance.
- 14.4 Devise an appropriate programme of additional social events for the senior section of the Club during the year.
 - 14.4.1 Present income and expenditure plans for major events.
 - 14.4.2 Events should normally be self-funding, but if expenditure is necessary seek funding from the management committee.
- 14.5 Ensure events are properly organised with due regard where necessary to the age of participants, health and safety and local licensing requirements.
- 14.6 Promote these events on the club website, Facebook etc.

In absence of this role being filled by an individual the responsibility for the organising of social events rests with individual teams by rotation.

15 Club Safeguarding Officer Responsibilities

Note: This role may be combined with that of Club Welfare Officer

- 15.1 Responsible to the Club's Management Committee.
- 15.2 Sit on the Club's Management Committee.
- 15.3 Act as the Club's focal point for safeguarding the welfare of club members, particularly children and young people.
- 15.4 Promote the Club's safeguarding, health and safety, and GDPR best practice guidance/code of conduct within the club.
- 15.5 Promote diversity and inclusivity within the Club.
- 15.6 Advise and assist club officers, members and volunteers to fulfil the Club's responsibilities to safeguard children and young people, and implement the Club's safeguarding action plan.
 - 15.6.1 Ensure that all role holders within the Club have the appropriate training for their role iaw club policy and that DBS checks are carried-out for all those who are required to have one. Ensure that up-to-date records of all training and DBS checks are kept.
 - 15.6.2 Regularly review and update the Club's policy, plans and procedures related to safeguarding children and young people.
 - 15.6.3 Implement the Club's safeguarding reporting and recording procedures.
 - 15.6.4 Be the first point of contact for the England Hockey Welfare Officer on safeguarding policy, plans and procedures.
 - 15.6.5 Maintain contact details for local social services, police and the Area Child Protection Committee.
 - 15.6.6 The Club Safeguarding Officer is expected to have knowledge and awareness of the following:
 - 15.6.6.1 England Hockey's Safeguarding and Protecting Young People in Hockey Policy & Procedures.
 - 15.6.6.2 Core legislation, government guidance and national framework for child protection.
 - 15.6.6.3 Roles and responsibilities of local statutory agencies (social services, police, Local Safeguarding Boards, Area Child Protection Committees).
 - 15.6.6.4 Equality issues and child protection.

16 Club Welfare Officer Responsibilities

Note: This role may be combined with that of Club Safeguarding Officer

- 16.1 Responsible to the Club's Management Committee, but retains an independent role within the Club.
- 16.2 Be the first point of contact for members, coaches, volunteers, parents and children/young people where concerns about children's welfare, poor practice or abuse are identified: Ensure impartiality and confidentiality is maintained.
- 16.3 Be the first point of contact for the England Hockey Welfare Officer where concerns about children's welfare, poor practice or abuse are identified: Ensure impartiality and confidentiality is maintained.
- 16.4 Implement the Club's safeguarding reporting and recording procedures when necessary.
- 16.5 Advise and assist club officers, members and volunteers to fulfil the Club's responsibilities to safeguard children and young people, and implement the Club's safeguarding action plan.
- 16.6 The Club Welfare Officer is expected to have knowledge and awareness of the following:
 - 16.6.1 England Hockey's Safeguarding and Protecting Young People in Hockey Policy & Procedures.
 - 16.6.2 Core legislation, government guidance and national framework for child protection.
 - 16.6.3 Roles and responsibilities of local statutory agencies (social services, police, Local Safeguarding Boards, Area Child Protection Committees).
 - 16.6.4 Equality issues and child protection.

17 Team Captains Responsibilities

- 17.1 Responsible to Club Captains.
- 17.2 Co-ordinate all playing matters relating to your team, including updating availability and selection on TEAMO.
- 17.3 Report to the Club Captain any issues that need to be raised at committee or the AGM.
- 17.4 Make sure that the allocated team kit bag, including the first aid kit, is looked after and is available on the pitch side during all matches, and be responsible for liaising with the Club Equipment Officer to replenish the team kit bag and first aid kit as necessary.
- 17.5 Ensure team members are up-to-date with subscriptions on TEAMO; and match fees due are recorded on TEAMO, or delegate a team member to do so.
- 17.6 On match days ensure team list are entered onto GMS in good time; and record results on GMS on time, or delegate a team members to do so.
- 17.7 Ensure you have up-to-date emergency contact/medical details available for all coaching sessions as provided through the Club Membership Secretary and `TEAMO`.
- 17.8 For all home matches ensure that the opposition have directions to the post-match refreshment venue, and inform the post-match refreshment organiser of any changes or cancellations that will affect the meal requirements at the earliest opportunity.
- 17.9 For all away matches ensure that the Club Treasurer is informed of those people who provided transport and are entitled to fuel mileage payments.
- 17.10 Be responsible for your team when representing the club.
- 17.11 Ensure registers are taken at all coaching sessions and recorded on TEAMO.
- 17.12 Hold current, relevant and valid safeguarding qualifications, including DBS check, in accordance with the Club's safeguarding policy.

18 Senior Lead Coaches Responsibilities

- 18.1 Responsible to the Club's Management Committee through the Club Captain
- 18.2 Realise the objectives as agreed with the Club's Management Committee through the Club Captain
- 18.3 Plan, monitor and deliver safe, effective and relevant coaching sessions to enable the advancement of skill and performance of individual players and senior teams at the club.
- 18.4 Take responsibility as Lead Coach for a particular section or team within the Club such as a Senior Ladies Team, or Men's 1st Team.
- 18.5 Liaise with Club Captains and Team Captains to maximise the development of senior players and ensure a progressive selection policy is adopted whenever possible.
- 18.6 Promote an enjoyable and inclusive atmosphere and display good coaching conduct
- 18.7 Ensure you have up-to-date emergency contact/medical details available for all coaching sessions as provided through the Club Membership Secretary and TEAMO.
- 18.8 Before any regular venue is used (eg before training starts) check that no hazards or risks have been introduced since the annual risk assessment was carried-out: Report any changes as directed by club policy. If necessary carry out a risk assessment before any other new venues are first used, as directed by club policy.
- 18.9 Abide by and promote England Hockey's Code of Ethics and Behaviour, Equality Policy and Safeguarding and Protecting Young Peoples Policies.
- 18.10 Hold current, relevant and valid safeguarding qualifications, including DBS check, in accordance with the Club's safeguarding policy.
- 18.11 Hold a minimum of EH 'Level 1' / 'Introduction to Hockey' qualification (ESSENTIAL) or preferably 'Level 2' / 'Sessional Coach' qualification or higher (DESIRABLE).
- 18.12 Develop knowledge, understanding and skill through attending additional England Hockey courses as part of the England Hockey 'My Coaching Pathway' programme.

19 Junior Lead Coaches Responsibilities

- 19.1 Responsible to the Club's Management Committee through Club Secretary/Junior Administrator
- 19.2 Take responsibility as Lead Coach for a particular age group within the Junior Section, such as the Under-14 Girls or the Under-10s.
- 19.3 Realise the objectives as agreed with the Club's Management Committee through Club Secretary/Junior Administrator
- 19.4 Plan, monitor and deliver safe, effective and relevant coaching sessions to enable the advancement of skill and performance of individual junior members and teams at the club.
- 19.5 Maximise the development of junior players ensuring all players have the opportunity to take part in the Inter-Club Competitions and the best players are selected to represent the Club at County and National Competitions.
- 19.6 Decide upon entering junior teams in to local and national competitions, in consultation with the Junior Administrator.
- 19.7 Organise junior teams and select players for junior tournaments and matches.
- 19.8 Attend tournaments/matches as the coach-in-charge with their age group.
- 19.9 Liaise with Junior Administrator regarding arrangements for tournaments and matches.
- 19.10 Liaise with the Junior Administrator to identify children to recommend for the Somerset Development Centre or Talent Academy.
- 19.11 Ensure registers are taken at all coaching sessions and that first aid kit is available for the same.
- 19.12 Ensure you have up-to-date emergency contact/medical details available for all coaching sessions as provided through the Club Membership Secretary and TEAMO.
- 19.13 Before any regular venue is used (eg before training starts) check that no hazards or risks have been introduced since the annual risk assessment was carried-out: Report any changes as directed by club policy. If necessary carry out a risk assessment before any other new venues are first used, as directed by club policy.
- 19.14 At the end of each season, organise a junior end-of-season event with the Junior Administrator
- 19.15 Abide by and promote England Hockey's Code of Ethics and Behaviour, Equality Policy and Safeguarding and Protecting Young Peoples Policies.
- 19.16 Hold current, relevant and valid safeguarding qualifications, including DBS check, in accordance with the Club's safeguarding policy.
- 19.17 Hold a minimum of EH 'Level 1' / 'Introduction to Hockey' qualification (ESSENTIAL) or preferably 'Level 2' / 'Sessional Coach' qualification or higher (DESIRABLE).
- 19.18 Develop knowledge, understanding and skill through attending additional England Hockey courses as part of the England Hockey 'My Coaching Pathway' programme.

20 Assistant/Volunteer Coaches Responsibilities

- 20.1 Responsible to respective Lead Coach.
- 20.2 Assist Lead Coaches in coaching a particular section or team within the Club such as a Senior Ladies Team, or Men's 1st Team, or a junior age group.
- 20.3 Realise the objectives as agreed with the relevant Lead Coach.
- 20.4 In conjunction with the relevant Lead Coach deliver safe, effective and relevant coaching sessions to enable the advancement of skill and performance of members and teams, both senior and junior, across the club.
- 20.5 Abide by and promote England Hockey's Code of Ethics and Behaviour, Equality Policy and Safeguarding and Protecting Young Peoples Policies.
- 20.6 Hold current, relevant and valid safeguarding qualifications, including DBS check, in accordance with the Club's safeguarding policy.
- 20.7 Hold a minimum 'Level 1' / 'Introduction to Hockey' qualification or higher (DESIRABLE).
 - 20.7.1 Alternatively, attend appropriate England Hockey coaching courses to develop knowledge, understanding and skill (as part of the England Hockey 'My Coaching Pathway' programme) with a view to progress as a coach within the Club – in particular 'Introduction to Hockey Coaching Course' (equivalent to level 1 qualification) paid for by the club if the coach supports the coaching sessions for at least a season at the club.

21 Junior Administrator Responsibilities

- 21.1 Responsible for the administration of the junior section – inputting training and tournament dates on TEAMO; ensuring children are placed in correct groups
- 21.2 Act as a point of contact for juniors, parents, and volunteers for matters relating to the junior section.
- 21.3 Ensure registers are taken at all coaching sessions and that first aid kit is available for the same.
- 21.4 In consultation with the Lead Coaches enter junior teams in to local and national competitions and liaise with relevant Lead Coaches and other volunteers regarding arrangements for these tournaments and matches
- 21.5 Inform parents/players about match day arrangements, issue team lists and collate match reports and photos for publication by Communications Officer
- 21.6 Liaise with the county and other clubs regarding arrangements for inter-club tournaments and opportunities for junior players at the club
- 21.7 In liaison with the Lead Coaches, Club Secretary and Senior Fixture Secretaries, make the required pitch bookings for home junior matches and tournaments.
- 21.8 Be responsible for contacting local schools and community groups to advertise the opportunities available for them at the club
- 21.9 Assist the Management team in recruiting qualified coaches and volunteers in order to deliver the club's objectives
- 21.10 At the end of each season contact the parents of any U10 children who will move up to U12, and any U14 children who will move up to senior training to inform them of the change of sessions for the following season.
- 21.11 At the end of each season, organise a junior end-of-season event with the Coaches.
- 21.12 Be the contact for SHA Development Centre and liaise with the Lead Coaches to ensure junior members are nominated to attend each season as appropriate
- 21.13 Abide by and promote England Hockey's Code of Ethics and Behaviour, Equality Policy and Safeguarding and Protecting Young Peoples Policies.

22 Junior Team Managers (U10/U12/U14) Responsibilities

Note: See document **YSHC 1.1c Junior Team Manager *Aide-Memoire*** for a more detailed break-down of specific duties.

- 22.1 Responsible to the relevant Lead Coach for the management of Junior teams at matches or tournaments, home and away, assisting coaches where necessary.
- 22.2 Liaise with Lead Coaches, Junior Administrator and other volunteers regarding arrangements for tournaments and matches.
- 22.3 Ensure the safety, and good behaviour, of any junior team when representing the Club.
- 22.4 Keep a register of players on the day.
- 22.5 Complete a Match Report for the day recording any general comments on successes and areas for development and taking a team photo with permission from parents
- 22.6 Assist the relevant Lead Coach and the Junior Administrator with the planning and preparation of home tournaments.
- 22.7 Assist the Junior Administrator in organising a junior end-of-season event.