

Yate Hockey Club Officials Role & Responsibilities

Table of Contents

PRESIDENT	2
CHAIRPERSON and VICE CHAIRPERSON	3
SECRETARY.....	4
TREASURER	5
DEVELOPMENT COORDINATOR	6
HEAD COACH	7
ASSISTANT COACH (PAID OR VOLUNTEER).....	8
FIXTURES SECRETARY	9
CLUB CAPTAINS.....	10
TEAM CAPTAINS.....	11
SOCIAL SECRETARY.....	12
JUNIOR MEMBERSHIP SECRETARY.....	13
JUNIOR COORDINATOR/MANAGER – JUNIOR HEAD COACH	14
WELFARE OFFICER.....	15
UMPIRE COORODINATOR.....	16
WEBMASTER.....	17
Declaration	18

PRESIDENT

Who will I be responsible to?

The Club Committee.

Who will I be responsible for?

All club members.

What is my role?

1. Officiate the AGM and support the Chairperson.
2. Special project involvement.
3. Assist the committee in making decisions for the benefit of the whole club including disciplinary matters.
4. Attendance at committee meetings and appropriate external meetings as determined by the Club Committee.
5. Advise committee on Club policy where required.

What else can you tell me about the role?

1. As President of the Club you should have the needs and development of your club at the centre of your work.
2. You should be an influential leader who can be objective.
3. As the supporting officer to Chairman, it is essential that you have access to a telephone and a computer.

Training needed

You should complete EHB's online Safeguarding training as you have a responsibility and Duty of Care for your clubs members.

How much time will I need to give to the role?

Approximately 3 hours per month for meetings.

CHAIRPERSON and VICE CHAIRPERSON

Who will I be responsible to?

The Club Committee.

Who will I be responsible for?

All committee members.

What is my role?

1. Chair the Committee meetings and AGM.
2. Assist the Club Secretary to produce the agendas.
3. Lead the committee in making decisions for the benefit of the whole club including disciplinary matters.
4. Represent an unbiased viewpoint allowing free discussion to take place.
5. To have the casting vote on any unresolved club issues.
6. Direct general affairs of the Club.
7. Ensure Club representation at County, Regional and National levels.

What else can you tell me about the role?

As the Chair of the Club, it is essential you are a strong leader who can be objective. You will need to support the Secretaries in their work so it is essential that you have access to a telephone and a computer.

What tasks are involved?

Tasks will include:

1. Chair Committee meetings / AGM.
2. Agree monthly agenda for committee meetings and the AGM.
3. Representative for the club at partner meetings, such as County Association or Hockey Development Groups.

Training recommended

You may wish to attend a specific training course on how to chair/run meetings.

How much time will I need to give to the role?

Approximately 5 hours per month for meetings.

SECRETARY

Who will I be responsible to?

The Club Committee.

Who will I be responsible for?

Social Secretary & Webmaster.

What is my role?

1. To be the 'principal administrator' for the club, dealing with all club correspondence, distributing to relevant officers for response where required.
2. To prepare and distribute the Committee meeting Agendas.
3. Keep the Minutes of all Club Committee meetings and distribute copies.
4. Keep signed copies of all meeting minutes on file.
5. To carry out or delegate all of the administrative duties thereby enabling the club and its members to function effectively.
6. To work alongside the treasurer and/or fixtures secretary to see that all affiliation/registration documents are accurate and are paid on time.
7. To ensure that all members have a copy of the club handbook, insurance details and officers contacts etc.

What else can you tell me about the role?

The Club Secretary is a pivotal role within the club and with the assistance of the Development Officer should provide the main points of contact for people within and outside the club on just about every aspect of the club's activities. It is a demanding, high profile role that has a major impact on the efficient and effective management of the club.

As the first point of contact for the club, it is helpful if the Secretary is available to take phone calls during the working day. The club is keen to support the Secretary in the use of modern office technology so as to assist them in their job.

What tasks are involved?

Tasks will include:

1. Attending county and league meetings (as appropriate).
2. Dealing with correspondence.
3. Organising and booking in-house courses for the season.
4. Organising and attending the Club AGM and other Club meetings.
5. Representing the Club at outside meetings at the direction of the main committee.

Training needed

You should complete EHB's online Safeguarding training as you are tasked with the storing of player details including under 18's. Familiar with the use of word processing, Spreadsheet and Email software.

How much time will I need to give to the role?

Approximately 6-8 hours each week and some of these will be at weekends and in the evenings.

TREASURER

Who will I be responsible to?

The Club Committee.

Who will I be responsible for?

Membership Secretary.

What is my role?

1. To look after the finances of the club.
2. Keep detailed written records of all accounts and make sure that the club operates within the annual budget.
3. Attend the Committee meetings and AGM.
4. Hold bank account in the name of the club.
5. Act as a primary signatory on the club account (and appoint 3 others as agreed by the Club Committee).
6. Prepare annual balance and profit & loss sheets for AGM.

What else can you tell me about the role?

The Treasurer must be well organised, able to keep records, careful when handling money and cheques, scrupulously honest, able to answer questions in meetings, confident handling figures, prepared to take instant decisions when necessary.

What tasks are involved?

1. Collecting subscriptions and all monies due to the organisation.
2. Affiliating the club to the County Hockey Association and England Hockey Board and to the league(s) and working with the Secretary to register players.
3. Keeping up date records of all financial transactions.
4. Ensuring that all cash and cheques are promptly deposited in the bank.
5. Paying bills and recording information, ensuring that funds are spent properly.
6. Issuing receipts for all money received and recording this information.
7. Reporting regularly to the committee and at AGM on the financial position.
8. Preparing and arranging for yearend statement of accounts to be Audited.
9. Helping to prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and NI returns, grant aid reports).
10. Even if these duties are delegated to a professional officer, the Treasurer is still ultimately responsible. It is up to the Treasurer to make sure that any delegated work is done properly.

Training recommended.

Training courses are available through the Sport England 'Running Sport' Programme - 'Funding for your Club'.

How much time will I need to give to the role?

Approximately 2 – 3 hours per week.

DEVELOPMENT COORDINATOR

Who will I be responsible to?

The Club Committee, working closely with the Head Coach.

Who will I be responsible for?

Coaching team, Junior Coordinator, Club Volunteers, Welfare Officer and Webmaster.

What is my role?

To oversee the development of the club, working closely with the Head Coach, Club Committee and the EHB Hockey Development Officer (EHBDO) to maximise the development opportunities for all members of the club - players, coaches, umpires, supporters etc.

What tasks are involved?

Tasks will include:

1. Write a club development and action plan, liaising closely with the Head Coach, Committee and the EHB Development Officer (EHBDO).
2. Take the lead on gaining Clubmark accreditation and maintain this accreditation once achieved as per the individual documentation and sections of the Clubmark award found on the EH portal.
3. Prepare and maintain a needs analysis for coaching, officials and volunteers, ensuring all required safeguarding, equity and safe recruitment actions are up to date. Refer individuals to required/recommended training opportunities as they arise.
4. Attend the Committee meetings and AGM, preparing reports and disseminating information as required.
5. Work with the Head Coach and Club Committee to monitor individual the progress of members and provide access to higher level playing and courses.
6. Provide new and enhanced competitive opportunities for club teams including organise fixtures for junior teams in liaison with the Junior Managers.
7. Co-ordinate, with the Head Coach, the recruitment of junior & senior players and recruitment of coaches / managers for junior sessions and teams.
8. Assisting/delivering youth sessions if qualified.
9. Liaise with Junior Managers and EH to develop community and schools links
10. Work with the Head Coach and liaise with County Hockey Association or Hockey Development Groups to recommend players to Junior Development Centres.

Training needed/recommended.

Attendance on ScUK's Safeguarding and Protecting Children workshop, it is advisable for you to have an England Hockey Player Coach accreditation and attend Running Sports Action planning for your club and/or developing partnerships with clubs and schools.

How much time will I need to give to the role?

Approximately 4 – 6 hours per week.

HEAD COACH

Who will I be responsible to?

The Club Committee, working closely with the Development Officer.

Who will I be responsible for?

Coaching team, Junior Coordinator & Club Volunteers.

What is my role?

1. Leadership across the Club for a consistent approach to developing successful club sides at senior and youth levels.
2. Development and implementation of the vision and strategy for performance and development hockey in the club.
3. Planning, programming, co-ordination, monitoring and evaluation of all club teams and player programmes.
4. Liaison with County and Regional Associations/Leagues, England Hockey, England Hockey League and other organisations as required.
5. To provide mentoring opportunities to other coaches within the club in order to develop coach skills and performance.

What else can you tell me about the role?

1. You may be required to coach a team within the Club as well as support the other coaches in the club.
2. Provide regular written and verbal feedback to coaches.
3. Ensure that all established policies and procedures within the Club are adhered to by all coaches.
4. Representation of Club to County and Regional Associations/Leagues, England Hockey, other organisations as required.

Training needed.

You must be at least a Level 2 hockey coach or EH Club Coach Assessed. A good knowledge of the EH Player Pathway and Core skills for hockey. You must also have an up to date first aid qualification and attended a Safeguarding and Protecting Children workshop. Furthermore you must be able to present a valid DBS or agree to the club carrying out such check.

How much time will I need to give to the role?

Around 6 hours per week. Note, some weeks will be 13-15 hours dependent on fixture location and times.

ASSISTANT COACH (PAID OR VOLUNTEER)

Who will I be responsible to?

The Junior Managers, working closely with the Development Coordinator, Volunteer Coordinator and Head Coach.

Who will I be responsible for?

The players who are allocated to you.

What is my role?

1. Provide support to the head coach in terms of setting up drills/stations and putting equipment away at the end of a session.
2. Support the delivery of the head coaches plans
3. Working with the children/players allocated to you to promote fair play, learning, development and an enjoyment of hockey
4. Liaise with the Head Coach at any time if unsure of plans to seek clarification
5. To uphold the safe and equitable working practice of the club and EH guidance

What else can you tell me about the role?

1. You may be required to support the coaching of a team and/or groups of players at a given station
2. You may be asked for feedback about particular sessions and/or player performance.
3. You have responsibility of ensuring that all established policies and procedures within the Club are adhered to by all coaches, volunteers, officials, parents and players, including yourself.

Training needed.

You must be enthusiastic and willing to deliver part of sessions on your own (under line of sight supervision of the head coach). There is no specific training needed however we would advise volunteers to undertake the EH Sessional Coach Aware as part of their development.

How much time will I need to give to the role?

1-2 hours per week (or more if you wish and can!)

FIXTURES SECRETARY

Who will I be responsible to?

The Club Committee.

Who will I be responsible for?

Umpire Coordinator.

What is my role?

1. Coordinate and communicate fixtures for different teams.
2. Schedule a friendly fixture list for all teams which reflects the ambitions of the club.
3. Arrange and confirm fixtures with league(s).
4. Deal with match cancellations.
5. Handle any fixture queries throughout the season.
6. Confirm fixtures with opponents and umpires, two weeks before the game.
7. Provide visiting teams with start times, directions to the ground & after match teas etc.
8. Ensure all teams have enough pitch time and space for training.
9. Ensure all teams have pitch time for home fixtures.
10. Liaise with pitch provider to book pitch/changing facilities.

What tasks are involved?

Tasks will include:

1. Coordinate and communicate fixtures for the club.
2. Planning and arranging of friendly fixtures.
3. Confirm fixtures the relevant with leagues.
4. Confirm fixtures with opponents and umpires, providing start times and directions etc.
5. Communicate cancelations and answer any fixture queries throughout the season.
6. Liaise with facility provider to ensure all teams have enough pitch time and space for training and home fixtures.

Training needed/recommended.

It is advisable for you to attend Running Sports "Effective Communication".

How much time will I need to give to the role?

Approximately 2 hours per week.

CLUB CAPTAINS

Who will I be responsible to?

The Club Committee.

Who will I be responsible for?

All Men's & Ladies Team Captains & representing players interests.

What is my role?

1. Act as overriding Captain of the relevant Teams within the Club.
2. Represent the Team Captain & Players viewpoints at Club and Committee Meetings.
3. Assist the committee in making decisions for the benefit of the whole club including disciplinary matters.
5. To act as proxy for fellow Team Captains if required during any vote on Club issues.

What else can you tell me about the role?

As a Club Captain, it is essential you are a strong leader who can be objective. You will need to support the other Team Captains and be an impartial representative for players' opinions and feelings so it is essential that you are a social and approachable individual with access to a telephone and a computer.

What tasks are involved?

Tasks will include:

1. Representing Team Captain and Players viewpoints at Club and Committee Meetings or sub-committee meetings as relevant.
2. Feeding back to Team Captains and Players of decisions made by the Club Committee.
3. Mediation facilitator during Player disciplinary procedures and Team conflicts.

Training recommended.

None

How much time will I need to give to the role?

Approximately 5 hours per month.

TEAM CAPTAINS

Who will I be responsible to?

The Club Committee and Club Captain.

Who will I be responsible for?

The players associated with the squad you are captain for.

What is my role?

1. Act as the link between coaches and players for your team, working with the Development Coordinator where necessary to ensure coaches are meeting club and team need.
2. Represent the Teams viewpoints at Club and Committee Meetings, providing reports on progress as requested.
3. Prepare an annual report to be presented at the club Annual General Meeting that reports on team outcomes for the season.
3. Assist the committee in making decisions for the benefit of the whole club including disciplinary matters.
4. To promote the safe and equitable working practice of the club and take the lead on promoting good practice in all that the team does.
5. To work with coaches and fellow captains to ensure players are selected appropriately for each game.

What else can you tell me about the role?

As a Team Captain, it is essential you are a strong leader who can be objective. You will need to support the other Team Captains and be an impartial representative for players' opinions and feelings so it is essential that you are a social and approachable individual with access to a telephone and a computer.

What tasks are involved?

Tasks will include:

1. Representing Players viewpoints at Club and Committee Meetings or sub-committee meetings as relevant.
2. Feeding back to Players of decisions made by the Club Committee.
3. Mediation facilitator during Player disciplinary procedures and Team conflicts.
4. Reporting of match results as per league instructions
5. Ensuring players of your team are suitably registered as required by the league and ensure that only eligible players represent the club.
6. Coordinate/arrange umpires for games as required
7. Supporting committee decisions and activities e.g. ensuring players follow club policies, supporting social/fundraising events and encouraging the Team to do the same.
8. If working with players U18, to ensure you and the Team follow the club and EH Safeguarding guidance – liaising with the Welfare Officer when and if required and reporting any concerns immediately.

Please note all of the above can be delegated amongst the team (1-3 and 5 should only be delegated to a Vice-Captain or Club Captain) however it is the responsibility of the captain to ensure that any delegated tasks are completed in a timely manner and in line with the expectations of the club and any official bodies e.g. league secretaries.

Training recommended.

None

How much time will I need to give to the role?

Approximately 5-6 hours per week

SOCIAL SECRETARY

Who will I be responsible to?

The Club Committee through the Secretary.

What is my role?

The main purpose of this role is to organise social events to bring the players, officials and parents together in a social setting to enhance relationships with the club.

You may also wish to consider inviting local dignitaries to develop and improve the club's relationships within the community or representatives from any sponsors of the club. In both instances you should liaise with the Secretary.

What else can you tell me about the role?

As Social Secretary, you must be enthusiastic, motivated, have good communication skills and be well organised and committed.

Yours is a very important role in developing the 'fabric' of the club. You encourage people to join us, to stay and to enjoy their role as club members.

What tasks are involved?

Tasks will include:

1. Organising a pre-season event and at least two other social events per year.
2. Organising an end of year event.
3. Organising a Christmas function.
4. Booking venues and entertainment.
5. To co-ordinate fund-raising events with the Membership Secretary.
6. To promote fund-raising activities in press (where there is no PR officer).
7. To ensure events / activities are properly organised and where necessary licensed with local authorities /customs and excise etc.
8. Sale of lottery style draws or raffles on a regular basis.

Training needed/recommended.

It is advisable for you to attend Running Sports "Effective Communication".

How much time will I need to give to the role?

Approximately 5 hours per month.

JUNIOR MEMBERSHIP SECRETARY

Who will I be responsible to?

The Club Committee through the Treasurer and/or Junior Managers.

What is my role?

The main purpose of this role is to manage the collection and maintenance of club member details, specifically working within the junior section of the club. You will organise all members' registration with the Club and support and record the collection of fees. You will also keep an accurate register of attendance each week, specifically at training.

You will work with the Junior Managers and Treasurer to identify player eligibility.

You will also endorse and promote the working practice of the club in relation to Safeguarding, Equality and all other processes and procedures.

What else can you tell me about the role?

As the membership secretary it is essential to have good organisational skills, be innovative, enthusiastic and prepared to make a regular time commitment.

What tasks are involved?

Tasks will include:

1. Organising and collecting member's registration details and subscriptions.
2. To ensure that funds are properly accounted for and information is passed on to the Treasurer.
3. Registering attendees of junior training and matches (with the support of team managers where necessary) on a weekly basis.

Training needed/recommended.

N/A

How much time will I need to give to the role?

Approximately 6 - 8 hours per month (predominantly spent at training to complete registration of attendance)

JUNIOR COORDINATOR/MANAGER – JUNIOR HEAD COACH

Who will I be responsible to?

The Club Committee through the Development Officer & Head Coach.

What is my role?

1. To oversee the development of Junior Members, Teams and Coaches.
2. To provide a link between the Club junior members, parents, schools, and other relevant organisations.
3. To Increase opportunities for young people up to the age of 18 to access hockey.

What else can you tell me about the role?

1. Well-organised and resourceful.
2. Approachable and good with people & children.
3. An experienced hockey coach who is willing and ready to promote the ethos of Yate Hockey Club amongst all junior members with a view to converting juniors in to adult members.

What tasks are involved?

1. To act as the central point for communication for all aspects of junior and school activities.
2. Co-ordinate the recruitment of junior players.
3. Work with Junior Management team to plan long, mid and short term for the development of juniors
4. Plan sessions and communicate plans to assistant coaches.
5. Assisting/delivering junior sessions.
6. Liaise with schools to recruit junior players.
7. Liaise with Local Authority Sports Development Unit / County Hockey Development Officer to recruit junior players, recommend players to development centres and or centres of excellence, county squads, etc.
8. To provide and distribute information on junior and schools information as required.
9. To ensure agendas and reports are circulated prior to meetings of the youth and/or schools associations.
10. Issue match fixture lists to the Junior Players, Parents and Coaches.
11. Arrange any additional matches in line with the England Hockey LTAD system and club requirements.
12. Send junior match and progress reports to the Webmaster officer.

Training needed/recommended.

An Up to Date Enhanced CRB Disclosure is required along with attendance of the sports coach UK 'Safeguarding and Protecting Children' course. You must also hold a valid First Aid qualification and hold a complete Level 2 Hockey Coaching Certificate or the new EH Club Coach Award. An 'Equity in your Coaching' Courses is recommended.

How much time will I need to give to the role?

Around 4-6 hours a week. Note that some weeks may be as high as 13-15 hours dependent on fixtures for the teams you are leading.

WELFARE OFFICER

Who will I be responsible to?

The Club Committee through the Development Office.

Who will I be responsible for?

All club members under 18 (including players, umpires, volunteers and coaches).

What is my role?

1. Assist the club to fulfil its responsibilities to safeguard children and young people.
2. Assist the club to implement the child welfare section (including training) of the development plan.
3. 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.
4. Be the first point of contact with the EHB's Child Welfare Officer.
5. Implement the EHB's reporting and recording procedures.
6. Maintain contact details for local social services, police and the Area Child Protection Committee.
7. Promote EHB's best practice guidance/code of ethics & behaviour within the club and anti-discriminatory practice.
8. Ensure confidentiality is maintained.

What else can you tell me about the role?

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

1. Knowledge of the EHB's 'Proud to Protect' Child Welfare Policy & Procedures.
2. Knowledge of core legislation, government guidance and national framework for child protection.
3. Basic knowledge of roles and responsibilities of local statutory agencies (social services, police and Area Child Protection Committees).
4. EHB'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.
5. Awareness of equalities issues and child protection.

The post holder should also have basic administration skills, be able to maintain records, be able to provide basic advice and support provision. They must have a child focused approach and good communication skills.

Training needed.

Completion of EHB online Safeguarding and Protecting Young People in Hockey Course, it is advisable for you to attend a Sports Coach UK Safeguarding and Protecting Children workshop.

How much time will I need to give to the role?

Approximately 2 – 3 hours per week.

UMPIRE COORODINATOR

Who will I be responsible to?

The Club Committee through the Fixtures Secretary.

What is my role?

1. Coordinate allocation of umpires to league (where appropriate) and friendly fixtures.
2. Help club umpires and any potential umpires develop their skills and confidence.

What else can you tell me about the role?

1. Well-organised and resourceful.
2. Approachable and good with people.
3. Interested in umpiring, a qualification is desirable.

What tasks are involved?

1. Act as a point of contact for the EHB and the local Umpire Associations.
2. Publicise and promote EH referee courses and Continuous Professional Development (CPD) opportunities to club referees.
3. Share important information with club Umpires about rule changes, clarifications, updates on game management techniques and discipline.
4. Promote the values of the game.

Training needed/recommended

It is recommended that you attend an EHB Level 1 Umpiring Course.

How much time will I need to give to the role?

Around 1 hour a week.

WEBMASTER

Who will I be responsible to?

The Club Committee through the Development Officer.

What is my role?

1. To update and improve the Club's website by liaising with the necessary personnel from within the Club.

What else can you tell me about the role?

1. You will need IT skills and access to a computer.
2. Be an effective communicator.
3. Be creative.

What tasks are involved?

1. Update fixtures, results and match reports.
2. Identify all appropriate club news and add to website.
3. Be creative in identifying potential areas of improvements to website.
4. Link to EHB & other websites as appropriate.
5. Encourage others to write or provide ideas for the website.

Training needed/recommended.

Training in website design and IT would be helpful.

How much time will I need to give to the role?

Approximately 2 hours a week

Declaration

Yate Hockey Club hereby adopts and accepts this policy as a current operating guide regulating the actions of members.

Signed:

Name (Printed):

Position:

Date:

Signed:

Name (Printed):

Position:

Date:

Record of Amendments

Any amendments to this document should be recorded in the following table.

NAME	APPROVED BY	DATE	REVISION REMARKS