



YATE HOCKEY CLUB

Constitution - Appendix B - Roles and Responsibilities of Volunteers

[Introduction](#)

[Ethos](#)

[Context](#)

[Annual Calendar](#)

[EXECUTIVE COMMITTEE ROLES](#)

[President](#)

[Chair](#)

[Vice Chair](#)

[Club Captains](#)

[Secretaries \(Ladies' and Mens'\)](#)

[Treasurer/s](#)

[Welfare Officer / Deputy Welfare Officer](#)

[Junior Manager](#)

[ALL COMMITTEE ROLES](#)

[Kit Secretary](#)

[Development Coordinator](#)

[Fixture and Umpire Secretary\(ies\)](#)

[Social Secretary\(ies\)](#)

[Communications Coordinator - Website](#)

[Communications Coordinator - Social media](#)

[Fundraising Coordinator](#)

[Community Connections Coordinator](#)

[Junior Representative\(s\)](#)

[PITCHSIDE ROLES](#)

[Team captains](#)

[Coach](#)

[Umpire](#)

[First Aid Coordinator](#)

[DECLARATION](#)



Introduction

Yate Hockey Club relies on volunteers, who work throughout the year - whether before, during or after the season - to deliver the club's objectives:

- (a) To offer coaching and competitive opportunities in hockey
- (a) To promote the club within the local community and hockey
- (b) To promote, improve and develop hockey appreciation through the offer of training, playing and support roles to all our members
- (c) To support the management and running of Yate Outdoor Sports Complex
- (d) To ensure a duty of care to all members of the club
- (e) To provide all its services in a way that is fair and equitable to everyone
- (f) To raise funds to defray expenses incurred in promoting these objectives.

This document sets out the roles and responsibilities of the volunteers on the committees (Executive and All) and 'pitchside'.

Executive Committee:

President
Chair
Vice Chair
Club Captains (Ladies and Mens')
Secretaries (Ladies and Mens')
Treasurer (s)
Wellbeing Officer (s)
Junior Head Coach

All Committee (The above listed positions along with the following):

Development Coordinator
Fixture and Umpire Secretary(ies)
Social Secretary(ies)
Communications Coordinator
Fundraising Coordinator
Community Connections Coordinator
Junior Representative(s)
Junior roles

Pitchside:

Team captains
Vice captains
Coach
Umpires
First Aid Coordinator

Ethos

All volunteers are requested to:

- Support the delivery of club objectives especially, *"To ensure a duty of care to all members of the club"¹ and "provide all its services in a way that is fair and equitable to everyone"².*
- Work towards the delivery of the club's objectives and development plan
- Be positive representatives of the club and role models for all members

¹ Constitution 2e

² Constitution 2f



- Encourage others to volunteer their time to support club activities, especially through working groups, so that more involvement of others eases time commitment and level of effort on a single individual
- Abide by policies of Yate Hockey Club, including strict adherence to the Safeguarding policy (DBS checks required) and value of non-discrimination
- Maintain confidentiality, per GDPR policy of personal information they need to access to deliver their role, and maintain subtlety when working with members whose feedback, opinion, financial status, action, etc., should only be discussed objectively and on a 'need to know' basis
- Conduct their responsibilities as per the role description, working with others and the committee to regularly communicate, update and seek support/input of others
- Know that they are not alone and members of the executive committee are ready to support when needed

Context

Each role and responsibilities are broken down in the following way.

- Role title - Who?
- Purpose - Why am I doing this role?
- Responsible - Who am I accountable to and responsible for?
- Before, during and after the season - How do I do this role?
- Liaising with - When do I liaise with others to deliver in this role effectively so that there is no duplication, clash of effort nor gaps?

This will make up the handover process for those joining the role and guide those already in the role. Further, members are encouraged to understand the role and their responsibilities so they know who to contact in differing circumstances when needed.



Annual Calendar

Month	Timing	Activity
September	During the Season	Friendlies and league matches President's Day Training sessions
October		Friendlies (half term) and league matches. Ladies O35s cup R1 Mixed cup R1 Training sessions
November		League/cup matches Social event Training sessions
December		League/cup matches Training sessions
January		Friendlies and league matches Training sessions
February		Friendlies (half term) and league/cup matches Social event Training sessions
March		League/cup matches England Hockey AGM Training sessions
April		League matches Finals of cup matches End of Financial Year Last match social Training sessions
May		After the Season
June	Summer league	
July	Before the Season	Summer league
August		Friendlies/Pre-season training or fitness sessions



EXECUTIVE COMMITTEE ROLES

Role title	President		Liaising with
Purpose	To promote the value and ethos of Yate Hockey Club		
Responsible	<ul style="list-style-type: none"> ↑ All club members ↓ Executive Committee 	All members as required	
Timing	Before the season	<ul style="list-style-type: none"> • Organise President’s Day alongside committee members/volunteers • Ask for nominations for charities to raise money for on President’s Day, and ensure a fair voting/selection process. 	
	After the season	<ul style="list-style-type: none"> • Officiate the AGM and support the Chairperson. 	
	Throughout the year	<ul style="list-style-type: none"> • Special project involvement • Assist the committee in making decisions for the benefit of the whole club including disciplinary matters • Attendance at committee meetings and appropriate external meetings as determined by the Club Committee. • Advise committee on Club policy where required. 	
Other	<p>As President of the Club you should have the needs and development of your club at the centre of your work. You should be an influential leader who can be objective. You should complete EHB’s online Safeguarding training as you have a responsibility and Duty of Care for your club's members.</p> <p>Approximately 3 hours per month for meetings. Does this need changing as committee meetings are now bi-monthly?</p>		



Role title	Chair		Liaising with
Purpose	To direct the overall affairs of Yate Hockey Club to achieve its vision		
Responsible	<ul style="list-style-type: none"> ↑ Accountable to the members of the club ↓ All committee members 	President, Vice Chair, Club Captains	
Timing	Throughout the year	<ul style="list-style-type: none"> ● Work towards the achievement of the development plan for the club ● Chair the Committee meetings. ● Work with the Vice Chair to produce committee meeting agendas, one week before the meeting. ● Lead the committee in making decisions for the benefit of the whole club, demonstrating an unbiased viewpoint allowing free discussion to take place. ● To have the casting vote on any unresolved club issues. ● Support the club captains to manage disciplinary matters and any other issues as needed. ● Ensure Club representation at County, Regional and National levels. ● Representative for the club at partner meetings, such as County Association or Hockey Development Groups. 	
	After the season	<ul style="list-style-type: none"> ● Chair the AGM ● Ensure new officers appointed receive a handover and understand their responsibilities for the year ahead 	
Other	As the Chair of the Club, it is essential you are a strong leader who can be objective and facilitate the engagement of all committee members in their roles, empowering them to deliver. When needed, step in to support others in their roles. You may wish to attend a specific training course on how to chair/run meetings.		
Time commitment	Approximately 8 hours per month		



Role title	Vice Chair		Liaising with
Purpose	To oversee the development of the club's processes and volunteers to deliver its plans		
Responsible	<ul style="list-style-type: none"> ↑ Chair ↓ All Committee Members 	Chair, Club Captains, policy 'holders'	
Timing	Throughout the year	<ul style="list-style-type: none"> • Support the chair to work towards the achievement of the development plan for the club • Work with the Chair to produce the committee meeting agendas, one week before the meeting. • Support in minute-taking/admin around committee meetings • Ensure policies of the club are updated and active • Support the club captains to manage disciplinary matters and any other issues as needed. • Work to ensure training and development opportunities are utilised for members of Mens' and ladies' section (committee members, umpires, coaching) • Organising and booking in-house courses for the season • Sustain Clubmark accreditation as per the individual documentation and sections of the Clubmark award found on the EH portal. • 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 	
	Before the season	<ul style="list-style-type: none"> • Write a club development and action plan, liaising closely with the Chair and committee • Seek approval of the club development plan from the committee for the year ahead 	
	After the season	<ul style="list-style-type: none"> • Participate in Chair the AGM, with a focus on receiving feedback from members to reset the Club's development plan for the season ahead • Support the Chair to ensure new officers appointment receive a handover and understanding their responsibilities for the season ahead • Update evidence base for Club Mark and/or apply for Club Mark renewal 	
Other	As the vice Chair of the Club, it is essential you are able to coordinate multiple volunteers and oversee multiple processes/policies, building		



	<p>active engagement of all volunteers in their roles, empowering them to deliver. When needed, step in to support others in their roles. You may wish to attend a specific training course on specific policies and/or project management</p>
<p>Time commitment</p>	<p>Approximately 8 hours per month for meetings and updating documents.</p>



Role title	Club Captains		Liaising with
Purpose	Act as overriding Captain of the relevant Teams within the Club and Represent the Team Captain & Players viewpoints at Club and Committee Meetings		
Responsible	<ul style="list-style-type: none"> ↑ Executive Committee ↓ Captains and playing members in the respective section 	Chair, Vice Chair, Captains, Coaches, Development Coordinator	
Timing	Before the season	<ul style="list-style-type: none"> • Ensure new captains receive a handover and understand their responsibilities for the season ahead • Convene a captains' meeting (per section) to prepare for the season ahead including trials, selection, communication with members, training dates, etc • Set goals with captains for their individual teams and as a collective for the season ahead, considering plans to achieve goals (time scale?) • Support first aid coordinator and umpire coordinator as needed 	
	During the season	<ul style="list-style-type: none"> • Convene at least 4 captains meetings (i.e. 2 before and after the Christmas break) to review progress to goals, manage selection and address any issues • Representing Team Captain and Players viewpoints at Club and Committee Meetings or sub-committee meetings as relevant. • Feeding back to Team Captains and Players of decisions made by the Club Committee • Act as a mediator during Player disciplinary procedures and other team conflicts/issues. • Work with the Head Coach and Club Committee to monitor individual progress of members and provide access to higher level playing. 	
	After the season	<ul style="list-style-type: none"> • Coordinate awards for end of season • Review with the captains the performance of the season and present feedback to be included in the next season's development plan 	
	All year	<ul style="list-style-type: none"> • Assist the committee in making decisions for the benefit of the whole club, including disciplinary matters. • To act as proxy for fellow Team Captains if required during any vote on Club issues • Communicate with members of the respective section regularly • Create opportunities for feedback, receive it and communicate it to the relevant person/committee 	



<p>Other</p>	<p>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. You need to actively communicate with players and volunteers across the club to keep check the 'pulse' of what is happening at the club</p>
<p>Time commitment</p>	<p>Approximately 8 hours per month</p>



Role title	Secretaries (Ladies' and Mens')		Liaising with
Purpose	<p>To be the 'principal administrator' for the club, dealing with all club correspondence, distributing to relevant officers for response where required.</p> <p>To carry out, or delegate, all of the administrative duties thereby enabling the club and its members to function effectively.</p>		
Responsible	<p>↑ The Executive Committee</p> <p>↓ Fixtures/umpires secretary</p>		Treasurer, captains
Timing	Before the season	<ul style="list-style-type: none"> • To work alongside the treasurer and/or fixtures secretary to see that all affiliation/registration documents are accurate and are paid on time. • To ensure that all members have a copy of the club handbook, insurance details and officers contacts etc. • Register players on GMS and welcoming new players, highlighting new players who are juniors transitioning from other clubs or 'back to hockey' members to development officer. Allocate a league (shirt) number to new members. • Manage members records • Ensure the "Players Co-ordination" spreadsheet is set up and ready to go for the new season - this involves having an updated league number sheet, and tabs for each month of the season to tick who played. The formula to add it all together so that Treasurers can see how much is owed. Training attendance is also a part of this, but check with Coach whether this is required. 	
	During the season	<ul style="list-style-type: none"> • Monitor GMS for player transfers. Approve transfers for those choosing to leave the club, ensuring any outstanding fees are paid or issues resolved. • Ensure captains have updated versions of players' league numbers sheet, should there be any changes. • Support the fixtures Secretary to manage app/database for training/events • Collate match-day players information (from captains) for the treasurer to collect match fees. • Book the meetings room at YOSC for committee meetings/AGM. 	
	After the season	<ul style="list-style-type: none"> • Attending county and league meetings (as appropriate) 	



		<ul style="list-style-type: none"> • Take minutes at the AGM, share previous years' minutes and any other supporting information needed
	Throughout the year	<ul style="list-style-type: none"> • Sharing correspondence with appropriate members of the committee • Keep the Minutes of all Club Committee meetings and distribute copies. • Keep signed copies of all meeting minutes on file. • Ensure club information is well organised in files that are accessible to those who need them • Supporting the organisation and attending the Club AGM and other Club meetings. • Representing the Club at outside meetings at the direction of the main committee. • Respond to all club emails to @yatehockey.com; directing to the appropriate recipient(s) when needed.
Other	<p>The Club Secretary is a pivotal role within the club and 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.</p> <p>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.</p>	
Timing	Approximately 6-8 hours each week	



Role title	Treasurer/s		Liaising with
Purpose	To look after the finances of the club.		
Responsible	↑ The Executive Committee ↓ All club members		Secretary, captains
Timing	Before the season	<ul style="list-style-type: none"> Act as a primary signatory on the club account (and appoint 3 others as agreed by the Club Committee). 	
	During the season	<ul style="list-style-type: none"> Collecting subscriptions and all monies due to the organisation. 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. 	
	After the season	<ul style="list-style-type: none"> Preparing and arranging for year end statement of accounts to be Audited. Prepare annual balance and profit & loss sheets for AGM. 	
	Throughout the year	<ul style="list-style-type: none"> Keep detailed written records of all accounts and make sure that the club operates within the annual budget. Keeping up to date records of all financial transactions. Paying bills and recording information, ensuring that funds are spent properly. Issuing receipts for all money received and recording this information. Ensuring that all cash and cheques are promptly deposited in the bank. Helping to prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and NI returns, grant aid reports). 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. Attend the Committee meetings and AGM - Reporting regularly to the committee and at AGM on the financial position Hold a bank account in the name of the club. 	
Other	The Treasurer must be well organised, able to keep records, careful when handling money and online bank transfers, scrupulously honest, able to answer questions in meetings, confident handling figures, prepared to take instant decisions when necessary.		



	<p>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.</p>
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Role title	Welfare Officer / Deputy Welfare Officer		Liaising with
Purpose	To create a positive, safe, engaging and inclusive environment for all, adopting England Hockey's policies and procedures on safeguarding and protecting young people and adults		
Responsible	<ul style="list-style-type: none"> ↑ Executive Committee ↓ All club members 		Secretaries, vice chair, captains
Timing	Before the season	<ul style="list-style-type: none"> • Ensure all those who need them have an active DBS check • Ensure all those who work with U18s have appropriate training • Remind members of safeguarding policy and actions they need to take to keep themselves and others safe, or report concerns 	
	Throughout the year	<ul style="list-style-type: none"> • Understand and disseminate information to members, when appropriate • Be the first point of contact for staff, volunteers, parents and children/young people where safeguarding, harassment and discrimination concerns arise. • Be the first point of contact with the EHB's Child Welfare Officer. • Report safeguarding concerns proactively to EHB Child Welfare Officer; Implement the EHB's reporting and recording procedures. • Keep a record of DBS checks and those who have active safeguarding certificates • Assist the club to implement the child welfare section (including training) of the development plan. • Maintain contact details for local social services, police and the Area Child Protection Committee. • Promote EHB's best practice guidance/code of ethics & behaviour within the club and anti-discriminatory practice. 	
Other	<p>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.</p> <p>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.</p> <p>The postholder should develop and hold knowledge on:</p> <ul style="list-style-type: none"> • Time to Listen Safeguarding training 		



	<ul style="list-style-type: none"> ● EHB’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). ● 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. ● Awareness of equalities issues and child protection.
Commitment	Approximately 2 – 3 hours per week.



Role title	Junior Manager (with tasks below to be delegated to volunteers)		Liaising with
Purpose	To oversee the development of Junior Members, Teams and Coaches and to increase opportunities for young people up to the age of 18 to access hockey.		
Responsible	<ul style="list-style-type: none"> ↑ The Executive Committee ↓ Junior volunteers, junior members 	Coaches / Development Coordinator	
Timing	Before the season	<ul style="list-style-type: none"> ● Register new junior members ● Ensure parents and juniors understanding safeguarding policy ● Plan long, mid and short term for the development of juniors ● Liaise with schools to recruit junior players. ● 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. ● To provide and distribute information on junior and schools information as required. ● To ensure agendas and reports are circulated prior to meetings of the youth and/or schools associations. 	
	During the season	<ul style="list-style-type: none"> ● Work with volunteers to ensure children attending training are properly registered (keeping accurate, weekly attendance register) and contact with parents is regular/up-to-date ● Support the treasurer to ensure correct fees are paid/collected ● Plan sessions and communicate plans to assistant coaches. ● Assisting/delivering junior sessions. ● Work with the junior coaches and volunteers to identify player eligibility ● Organise events and playing opportunities for juniors ● Work with the Development Coordinator to provide a link between the Club junior members, parents, schools, and other relevant organisations. ● Issue match fixture lists to the Junior Players, Parents and Coaches. ● Arrange any additional matches in line with the England Hockey LTAD system and club requirements. 	



		<ul style="list-style-type: none"> • Send junior match and progress reports to the Webmaster officer.
	After the season	<ul style="list-style-type: none"> • Organise End of Season awards/prizes for juniors to celebrate their achievements
Other	<p>You will also endorse and promote the working practice of the club in relation to Safeguarding, Equality and all other processes and procedures. It is essential to have good organisational skills, be innovative, resourceful, enthusiastic and prepared to make a regular time commitment. All junior volunteers need to be approachable and good with people & children.</p> <p>All junior volunteers need an up-to-date Enhanced DBS check; 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.</p>	
Commitment	4 hours per week, some weekend days for tournaments/matches	



ALL COMMITTEE ROLES

Role title	Kit Secretary		Liaising with
Purpose	To ensure members have the playing kit they need, delivering a strong Yate brand		
Responsible	↑ Committee ↓ Members		Chair, Treasurer, Comms Coordinator/s
Timing	Throughout the season	<ul style="list-style-type: none"> • Work with committee members to decide on new kit items (playing, training and other accessories) • Work with VX3 to ensure kit items are created to requirements, delivered within • Follow up on any kit issues with suppliers • Take on board new ideas for kit items • Work with communications coordinator to advertise kit windows, pricing, etc. 	
Other	The role requires someone who is organised and able to negotiate/follow-up with kit suppliers. It is helpful if they have some knowledge in web design to support the ordering system through the website, but this can be taught if not known when starting the role.		
Commitment	Two hours per month - busier when kit window is open		



Role title	Development Coordinator		Liaising with
Purpose	To maximise the development opportunities for players joining hockey (for the first time), transitioning to senior hockey or returning to hockey; so they have a positive experience.		
Responsible	<ul style="list-style-type: none"> ↑ Club captains ↓ Junior members transitioning to senior sections; 'back to hockey' candidates, new junior players 	Coaches, captains, community connections coordinator, junior section	
Timing	Before the season	<ul style="list-style-type: none"> • Work with the secretary to welcome 'back to hockey players' to the club • Continue to work with transitioning players to ensure they are ready for the year ahead, discussing goals with them (and respective coaches, captains) and how they might achieve them 	
	During the season	<ul style="list-style-type: none"> • Support junior and senior coaches to deliver a positive experience for players identified for transition to senior sections • Support junior training sessions to build relationships with members • Support 'back to hockey' players as they rejoin the sport, working with senior coach and captains to identify any goals for the season ahead and how to deliver them 	
	After the season	<ul style="list-style-type: none"> • Review progress against plans, seek feedback to progress forward 	
	Throughout the season	<ul style="list-style-type: none"> • Work with others to deliver Schools programme • Seek opportunities to promote joining Yate Hockey Club 	
Other	<p>This committee role is new for the 2025 season. The roleholder is expected to test new initiatives and make a better judgement on how such a role could/should be delivered</p> <p>The role requires someone who is friendly and welcoming, able to closely support and communicate with 'back to hockey' adults (i.e. wanting to play after several years out, not joining from another club) and junior players (who are new to hockey or transitioning to senior hockey). They should have good relationships with coaches and captains to identify players in these categories (i.e. ready to transition) and support them to development, until they are confidently moving through the senior squad and progressing alongside other players. They should work closely with the community connections coordinator to build opportunities to promote</p>		

Yate Hockey Club



	the general public to start playing hockey and join the club.
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Role title	Fixture and Umpire Secretary(ies)		Liaising with
Purpose	Coordinate and communicate fixtures for the club		
Responsible	↑ The Secretaries ↓ Umpires, opponents		Secretaries, captains, club captains
Timing	Before the season	<ul style="list-style-type: none"> • Coordinate and communicate fixtures for different teams. • Schedule a friendly fixture list for all teams which reflects the ambitions of the club. • Arrange and confirm fixtures with league(s). • Ensure all teams have pitch time for home fixtures. • Liaise with the pitch provider to book pitch/changing facilities. • Coordinate allocation of umpires to league (where appropriate) and friendly fixtures. • Planning and arranging of friendly fixtures. • Confirm fixtures with opponents and umpires, providing start times and directions etc. • Liaise with the facility provider to ensure all teams have enough pitch time and space for training and home fixtures. 	
	During the season	<ul style="list-style-type: none"> • Keep the umpire coordination spreadsheet up to date, soliciting umpires for any gaps in the fixtures • Communicate cancelations and answer any fixture queries throughout the season. • Deal with match cancellations and booking the new date the match is to be played. • Handle any fixture queries throughout the season. • Update GMS as needed • Act as a point of contact for the EHB and the local Umpire Associations 	
Other	The person needs to be well-organised, approachable and good with people.		
Commitment	Approximately 2 hours per week; more time commitment is required before the season and as it gets going.		



Role title	Social Secretary(ies)	Liaising with
Purpose	<p>To organise social events to bring the players, officials, supporters and parents together in a social setting to enhance relationships with the club.</p> <p>To organise age appropriate and multiple styles of events so there is "something for everyone" throughout the year</p>	
Responsible	<p>↑ The Club Committee</p> <p>↓ Working group</p>	Fundraising coordinator, community connections, development coordinator, treasurer when incurring costs
Timing	Before the season	<ul style="list-style-type: none"> Support the President to organise President's Day - normally the first Saturday in September Create a calendar with social dates (and purpose) for the season
	During the season	<ul style="list-style-type: none"> Organising at least two other social events per year Support sections to run their own socials as needed Organise a Christmas function Booking venues, catering and entertainment for all events Work with other committee members to invite local dignitaries to develop and improve the club's relationships within the community or representatives from any sponsors of the club.
	After the season	<ul style="list-style-type: none"> Organising the End of Season Awards Night
Other	<p>As a 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.</p>	
Commitment	2 hours per month, busier in the run-up to events	



Role title	Communications Coordinator - Website		Liaising with
Purpose	To ensure the website is engaging, relevant and up-to-date		
Responsible	↑ The Club Committee ↓ Working group		Communications coordinator - social media
Timing	Before the season	<ul style="list-style-type: none"> Update website with new committee members, fixture lists and other relevant information 	
	During the season	<ul style="list-style-type: none"> Update fixtures, results and match reports Update with event information and links Update with new kit information 	
	After the season	<ul style="list-style-type: none"> Update website with AGM minutes Update with award winners 	
	Throughout the year	<ul style="list-style-type: none"> Identify all appropriate club news and create website content Be creative in identifying potential areas of improvements to the website. Link to EHB & other websites as appropriate. Encourage others to write or provide ideas for the website. 	
Other	You will need IT skills and access to a computer, be an effective communicator and be creative. Training in website design would be helpful. Support from: England Hockey Marketing Portal		
Commitment	Approximately 2 hours a week		



Role title	Communications Coordinator - Social media		Liaising with
Purpose	To ensure club social media pages are engaging, relevant and up-to-date		
Responsible	<ul style="list-style-type: none"> ↑ The Club Committee ↓ Working group 		Communications coordinator - website
Timing	Before the season	<ul style="list-style-type: none"> • Create recruitment posters and dates for the diary posts • Make a brief plan of the types of content/messaging style to come across throughout the season 	
	During the season	<ul style="list-style-type: none"> • Update fixtures, results and match reports • Share results and match day reports on social media 	
	After the season	<ul style="list-style-type: none"> • Celebrate the successes of the season and individual achievements 	
	Throughout the year	<ul style="list-style-type: none"> • Generate social media content • Develop posters for use on social media, including whatsapp announcements 	
Other	You will need to be creative and an effective communicator. Support from: England Hockey Marketing Portal		
Commitment	Approximately 2 hours a week		



Role title	Fundraising Coordinator		Liaising with
Purpose	To raise funds for the club		
Responsible	<ul style="list-style-type: none"> ↑ Committee ↓ Working group 		<ul style="list-style-type: none"> - Social Secretary - Community Connections Secretary
Timing	Before the season	<ul style="list-style-type: none"> - Set out ideas/plan of what could be achieved - Agree with treasurer how much money is available to be invested in initiatives 	
	During the season	<p>Deliver fundraising activities, including but not limited to:</p> <ul style="list-style-type: none"> - Profit making social evenings - Securing sponsorship from companies - Raffles/lottery style activities - Sales of bespoke Yate items, cakes, etc at events - Grant bids <p>Build relationships with potential funding sources, including but not limited to:</p> <ul style="list-style-type: none"> - Alumni - Companies - Known trusts/foundations in the area 	
	After the season	Review efforts and reset fundraising target for the year ahead	
Other	This committee role is new for the 2025 season. The roleholder is expected to test new initiatives and make a better judgement on how such a role could/should be delivered, and what fundraising activities are the most effective/profitable.		



Role title	Community Connections Coordinator		Liaising with
Purpose	To promote the club within the local community through open hockey events and members lending their support to external events		
Responsible	<ul style="list-style-type: none"> ↑ Committee ↓ Volunteers helping in the tasks created 	Development Officer Social Secretary	
Timing	Before the season	<ul style="list-style-type: none"> ● Set calendar dates for the season ahead ● Create a plan 	
	During the season	<ul style="list-style-type: none"> ● Create and deliver opportunities to let non-members experience hockey through activities such as: <ul style="list-style-type: none"> ○ School visits/invitations ○ Community days in Yate and the local area ○ Community days at YOSC ○ Bespoke inclusive hockey events ● Create and deliver opportunities for members to lend their support to local initiatives, such as: <ul style="list-style-type: none"> ○ Community days/events at YOSC ○ YOSC Fireworks night ○ Charity/foodbank drives, i.e. Christmas donations ● Promote the club through communications, including: <ul style="list-style-type: none"> ○ Signs promoting club membership (at YOSC and in the community) ○ Update the information board at YOSC ○ Send information for publishing to The Gazette and other local newspapers/magazines ● Connect Yate Hockey Club with other sports clubs and notable personalities in the area - i.e. the MP for Thornbury and Yate, local councillors, etc. 	
	After the season		
Other	<p>This role is new to the club (2025) and will require someone to take the initiative to develop and establish the role. Working with the development officer and social secretaries as needed, we hope the person in the role will strengthen the Yate Hockey Club brand in the local area and simply support increased opportunities to play hockey by those currently not playing (or able to).</p> <p>England Hockey Marketing Portal Ideas from other clubs and England Hockey: Play Flyerz BUCS Small Sided Hockey</p>		



Role title	Junior Representative(s)		Liaising with
Purpose	To ensure the voices of members under the age of 18 are influencing decisions made at the Club		
Responsible	<ul style="list-style-type: none"> ↑ Committee ↓ Members U18 (mainly those playing in the Mens' and Ladies' sections) 		Club Captains Development Officer
Timing	Before the season	<p>Speak to the other U18s in the representative's section (i.e. Mens' or Ladies')</p> <ul style="list-style-type: none"> - get to know them - ensure new players, or those transitioning from the Junior section, feel welcomed, reassured and answer any questions - take feedback on how the club can improve in the areas of coaching, selection/matches, safeguarding and social/community events - Brief Club Captains on the issues you'd like to work on/focus on with them through the season 	
	During the season	<ul style="list-style-type: none"> - Continue speaking with members to feedback to Club Captains, monthly, on new ideas, areas of concern, etc - Optional attendance at "all committee" meetings 	
	After the season	<ul style="list-style-type: none"> - Have a vote (as with other committee members) on award nominations - Feedback/debrief with Club Captains as ideas and plans for the season ahead are being 	
Other	<p>Given the large number of juniors who play in the Mens' and Ladies' sections for Yate Hockey Club, this is an important new role being established (2025) so that decisions made can have input by members under 18. The Junior Representative can test and shape the role in this pilot season as they see fit (based on the guidance above), and support the club to establish this position and way of working within its structures.</p> <p>As the Junior Representative will be a trusted and known voice across the U18 section, it might be that they receive safeguarding disclosures or concerns. They will be expected to complete a basic England Hockey safeguarding course and also be given support from the club to understand what to do in these situations, especially to be able to pass that information onto the Wellbeing Officer and understand how it will then be dealt with (so that they can give this assurance to the person making the disclosure). They should not, nor will not be expected to, directly deal with any issues (safeguarding or otherwise).</p>		



PITCHSIDE ROLES

Role title	Team captains		Liaising with
Purpose	To lead the team through-out the season, to work towards a successful season, achieving the goals identified at the start.		
Responsible	<ul style="list-style-type: none"> ↑ The Club Committee and Club Captain. ↓ The players associated with the squad you are captain for. 	Club Captain and Coach(es), Players	
Timing	Before the season	<ul style="list-style-type: none"> ● Consider team goals for the season ahead with club captain and coaches 	
	During the season	<ul style="list-style-type: none"> ● 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 needs. ● If requested, assist the committee in making decisions for the benefit of the whole club including disciplinary matters. ● To work with coaches and fellow captains to ensure players are selected appropriately for each game. ● GMS admin on matchdays (input team sheet/umpires) before and update result at the end) and email secretary and treasurer, in a timely manner, with the weekly team. ● Confirm teas with opposition and then YOSC by Wednesday before matchday (minimum order of 10 per team, allergens to be informed) ● Captain your team on match day ensuring pre-match talk, warm-up, tactics and debrief are all delivered well and with a positive attitude ● Coordinate player of the match votes. ● Provide match reports 	
	After the season	<ul style="list-style-type: none"> ● Prepare an annual report to be presented at the club Annual General Meeting that reports on team outcomes for the season. ● Confirm player awards 	
Other	<p>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.</p> <p>Please note all of the above can be delegated amongst the team however it is the responsibility of the captain to ensure that any delegated tasks</p>		



	<p>are completed in a timely manner and in line with the expectations of the club and any official bodies e.g. league secretaries.</p> <p>Approximately 5-6 hours per week</p> <p>Vice captains support the captain in all the above, as needed - complementing each other's skills sets, supporting work/family commitments, etc. to divide the tasks appropriate.</p>
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Role title	Coach	Liaising with
Purpose	To offer coaching and competitive opportunities in hockey, aiming for a consistent approach to developing successful club sides at senior and youth levels.	
Responsible	<ul style="list-style-type: none"> ↑ The Club Captain ↓ Coaching team/helpers 	Captains Development Officer
Timing	Before the season	<ul style="list-style-type: none"> ● Plan for the season ahead
	During the season	<ul style="list-style-type: none"> ● Provide mentoring opportunities to other coaches within the club in order to develop coach skills and performance. ● Provide regular feedback/support to other coaches ● Ensure that all established policies and procedures within the Club are adhered to by all coaches. ● Delivery of coaching sessions ● Support individuals with new skills and identify development opportunities ● Advise club captain and captains on selection/tactics, and at captains meeting when reviewing progress ● Where possible support captains on matchdays ● Planning, programming, co-ordination, monitoring and evaluation of all club teams and player programmes.
	After the season	<ul style="list-style-type: none"> ● Confirm nominations for awards ● Review season with club captains
Other	<p>You may be required to coach a team within the Club as well as support the other coaches in the club.</p> <p>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 attend a Safeguarding and Protecting Children workshop. Furthermore you must be able to present a valid DBS or agree to the club carrying out such a check.</p>	
Commitment	Around 6 hours per week. Note, some weeks will be 13-15 hours dependent on fixture location and times. Yate Hockey Club aim to reimburse expenses of coaches, and agreement as to payment throughout the season will be made between the coach and executive committee.	



Role title	Umpire		Liaising with
Purpose	To ensure the safety of players, coaches and spectators through officiating matches To ensure fair play is delivered		
Responsible	<ul style="list-style-type: none"> ↑ England Hockey ↓ For the safety of all players, coaches and spectators 	Club Secretary Fixture/Umpires Coordinator Captains	
Timing	Before the season	<ul style="list-style-type: none"> - Officiating any friendlies - Signing up to various matches for the season ahead on the umpire coordination sheet 	
	During the season	<ul style="list-style-type: none"> - Officiating league matches and friendlies - Signing up to matches not covered / stepping in if another umpire can no longer officiate 	
	After the season	<ul style="list-style-type: none"> - Officiating any friendlies and summer league 	
Other	Umpires must have completed the EH online umpiring course in order to officiate friendlies, development games and selected league matches (with permission of the opposition/league as needed). It is preferred that Umpires hold a minimum Level 1 qualification, in order to officiate at a higher level. The Club will reimburse £10 for non-assessed umpires and £15 for Level 1 and above umpires per match.		



Role title	First Aid Coordinator		Liaising with
Purpose	To ensure a duty of care to all members of the club <ul style="list-style-type: none"> - by providing adequate first aid supplies - by updating the club and/or England Hockey on first aid issues that need to be resolved 		
Responsible	↑ Club Captains ↓ Captains and coach	Wellbeing Officer Captains	
Timing	Before the season	- Ensure all teams have an individual first aid kit based on England Hockey standards, and there is a spare kit in the container	
	During the season	- Check first aid kits at least twice during the season - Top up items as needed - Update injury log with captains	
	After the season	- Submit injury log via England Hockey	
Other	Receipts should be given to the treasurer for reimbursement, or a list sent to the Executive Committee with the required items for them to purchase. The person in this role must have an up-to-date First Aid Certificate. They should liaise with the Wellbeing Officer to highlight training requirements/issues/needs related to the club. The club aims to have one named/qualified first aider per team.		

DECLARATION

This appendix is accepted as a current operating guide to the roles and responsibilities of members.

	President	Mens' Section	Ladies' Section	Juniors' Section
Name				
Position	President			
Signature				
Date				