



CONSTITUTION

Introduction

This document forms part of a complete range of documents to assist in the smooth and efficient running of Swindon Hockey Club. A copy of this constitution shall be available to all members.

1. Name

- 1.1 The Club shall be called Swindon Hockey Club (hereinafter referred to as the club) and may also be known as SHC. Swindon Hockey Club will be affiliated with the National Governing Body, England Hockey, FIH and any regional or local associations established by them.

2. Aims and Objectives

- 2.1 The aims and objectives of the Club shall be:
 - 2.1.1 to play, promote and foster the game of hockey at all levels, providing opportunities for recreation and competition.
 - 2.1.2 to manage all resources effectively
 - 2.1.3 to ensure a duty of care to all members of the club
 - 2.1.4 to provide its services in a way that is fair to everyone

3. Membership

- 3.1 Membership of the club shall be open to individuals interested in hockey, regardless of age, gender, sexual orientation, disability, ethnicity, nationality, religion or other beliefs. However limitation to membership according to available facilities is allowable on a non-discriminatory basis.
- 3.2 All members will be subject to the regulations of the constitution and by joining SHC will be deemed to accept these regulations, policies and code of conduct that SHC has adopted.
- 3.3 All members agree to only represent and/or train with Swindon Hockey Club unless expressly agreed with the Committee.
- 3.4 All applications for membership shall be accompanied by the appropriate membership fee. No person shall be a member of the Club unless he or she shall have paid, by such date as the Committee may determine, any subscription and monies owed that may be due the Club.
- 3.5 Membership to all individuals aged under 18 is subject to the completion of parental/guardian consent and payment of the appropriate fees.
- 3.6 The committee is able to take punitive measures against those who have not paid subscription.
- 3.7 Each fully paid up member (or parent/guardian in the case of members aged under 18) shall be entitled to attend, and vote at General Meetings.

- 3.8 Only fully paid up members may be elected and serve on Committees and Subcommittees.
- 3.9 Members shall be enrolled on one of the following categories:
- a. Senior member
 - b. Senior keeper (own kit)
 - c. Student/unemployment (yr 12 – University)
 - d. Student keeper (own kit)
 - e. Training (max 5 games in any one season)
 - f. Summer/social member (May-August membership)
 - g. Junior (up to yr 11) playing senior club hockey
 - h. Junior (up to yr 10) playing junior club hockey
 - i. Junior keeper (own kit)
 - j. Non playing member (incl. umpires and coaches)
- 3.10 Section 3.4 above shall not preclude the selection for any team of a bona fide "occasional" or "guest" player, who is deemed to be a player that plays no more than three competitive (league or cup) matches in any one season for any fielded team in the club. Such players will be charged a playing fee (match fee) only at a level agreed by the treasurer and/or the Committee.
- 3.11 Each member must ensure their personal details and contact information is current and correct throughout their membership period.
- 3.12 Match fees shall be paid by all members playing in matches as set out by the committee. Payment must be made in a timely manner.
- 3.13 Members must abide by the league rules in respect of player registration.
- 3.14 A member wishing to withdraw from the club must give notice in writing to the membership secretary.
- 3.15 The Committee may suspend the membership of any members whose conduct has been, in the opinion of the Committee, contrary to the interests of the club.
- 3.16 The Committee shall have the power to expel any member who shall offend against the rules of the club or whose behaviour shall in the opinion of the Committee render him or her unfit for membership of the club. The member must be given 7 days written notice to attend a meeting of the Committee and shall be informed of the complaint made against them. No members shall be expelled unless they have had the opportunity of appearing before the Committee and answering complaints made against them, and had at least two thirds of the Committee then present vote in favour of their expulsion. Any member expelled in accordance with rules or otherwise ceasing to be a member of the club shall forfeit all rights and privileges of the club.

4. Committee

- 4.1 The club will be managed a Club Committee (the Committee). The Committee shall consist of the following officers elected at the Annual General Meeting:

Chairperson

Vice Chairperson

Secretary
Treasurer
Men's Club Captain
Ladies Club Captain
Welfare Officer
Team Captains
Fixtures Secretary / Facilities Coordinator
Junior Coordinator
Membership Secretary
Fundraising Secretary
PR & Media Administrator
Kit Coordinator

The Club may also elect the following officials at the Annual General Meeting:

Umpiring Coordinator
Webmaster
Social Secretary
DBS Liaison
Club Volunteer Coordinator
Club Development Coordinator

- 4.2 No person may hold more than one of the following offices at the same time, namely Chair, Treasurer and Secretary.
- 4.3 The Committee may:
 - 4.3.1 In the event of any casual vacancy arising among its members, fill such vacancy until the next Annual General Meeting.
 - 4.3.2 Co-opt any person to the Committee
 - 4.3.3 Designate official posts other than those listed in 4.1 above to be filled at the Annual General Meeting, and determine whether the holders of such posts shall be ex-officio members of the Committee.
 - 4.3.4 Designate honorary posts to be filled at the Annual General Meeting; such posts may be subject to annual election or may be for life
- 4.4 The Committee meetings will be convened by the Secretary of the club and be held no less than 6 times per year.
- 4.5 The quorum for the meeting shall be six Committee members.
- 4.6 The Chair shall preside at Committee meetings. In their absence the Committee shall choose one of its number to preside; and the person so chosen shall exercise all the powers and duties of the Chair.
- 4.7 The Committee will be responsible for adopting new policies, code of conduct and rules that affect the organisation of the club, and for overseeing the efficient running of the club.

- 4.8 Any question arising at a meeting shall be determined by a simple majority of votes. In the case of equality of votes, the Chair shall exercise a second or casting vote.
- 4.9 Any member of the Club may attend any meeting of the Committee and, with the permission of the Chair, may speak but not vote. Only Committee members shall be allowed to vote.
- 4.10 The Committee may establish any sub-committee as it sees fit, and shall appoint the members of such sub-committee (who may be members of the Club who are not members of the Committee). Non-Club members partaking in sub-committee meetings shall do so only on a consultative basis and only with the prior knowledge and consent of the Committee.
- 4.11 Minutes shall be drawn up and kept of every Committee meeting and of every meeting of any Sub-Committee.
- 4.12 Except as provided above the Committee may regulate its proceedings as it thinks fit.
- 4.13 The role and responsibilities of the Committee Members is at the discretion of the Committee, but are given in Appendix 1 as a guideline.

5. Honorary Positions

- 5.1 The Club shall elect a President to arbitrate on constitutional matters, and officiate during the election of the Club Chair.
- 5.2 The Club shall elect as many Vice-Presidents as it shall see fit, as a means of recognising contributions to the Club.
- 5.3 Other honorary positions may be created at the behest of the Committee (see 4.3.4).

6. General Meetings

- 6.1 The Club shall hold an Annual General Meeting (AGM) at the end of each season, such time and venue, as the Committee shall appoint.
- 6.2 At least fourteen days notice in writing of an AGM shall be given to each member. The notice shall include an agenda setting out the business to be transacted at the meeting. The financial statement and annual report will be presented at the AGM.
- 6.3 The business of the AGM shall be as follows:
 - a. To approve the minutes of the previous AGM
 - b. Chair's introduction
 - c. To receive a report from the Treasurer and adopt the financial statement
 - d. To receive reports from the team captains
 - e. To elect the officers on the committee
 - f. To approve the membership and match fees for the forthcoming year
 - g. To approve training times and venue proposals
 - h. To consider any proposed changes to the Constitution
 - i. Any business of which notice in writing has been given to the Secretary not less than seven days before the meeting

- j. Any other business (which shall be solely at the discretion of the person presiding, and on which no vote shall be taken)
- 6.4 The quorum shall be 20 members or 1/5th of the members whichever is the greater, and no business shall be transacted unless a quorum is present. If within half-an-hour from the time appointed for the meeting, or if at any time during the meeting, a quorum be not present, the meeting shall stand adjourned to a date to be appointed by the Committee; unless the meeting has been convened on the requisition of the members, in which case it shall be dissolved.
- 6.5 In the absence of the Chair, or on any matters relating to the Chair directly, the club President shall preside and shall exercise all the powers and duties of the Chair. In the absence of both, the Committee shall choose one of its number to preside; and the person so chosen shall exercise all the powers and duties of the Chair.
- 6.6 The Chair may with the consent of the meeting (and shall if so directed by the meeting) adjourn the meeting, but no business shall be transacted by any adjourned meeting except business on the agenda at the meeting at which the adjournment took place.
- 6.7 All members (including parent/guardian of junior members) of the club present at the meeting shall be entitled to vote. Proxy voting shall not be allowed.
- 6.8 A resolution put to the meeting shall be decided by a simple majority of votes cast. Voting shall be by show of hands, unless the Chair or at least five persons present in person demand a ballot.
- 6.9 All nominations for any official post must be proposed and seconded by a member of the club. Nominations may either be submitted to the Secretary at any time before the meeting, or may be made at the meeting. If only one nomination is received, the nominated person shall be deemed to be elected unless 5 members present choose to re-open nominations for that post, in which case a vote or ballot should take place. If more than one nomination is received, a ballot shall take place. If on the first round of voting no person has an absolute majority of votes cast, the name of the candidate with the least number of votes shall be withdrawn and a further ballot shall be held among the remaining candidates. This procedure shall continue until one candidate has secured an absolute majority of votes cast and is thereby elected.
- 6.10 With the exception of Rule 6.9, in the case of an equality of votes, whether on a show of hands or on a ballot, the Chair shall exercise a second or casting vote.
- 6.11 Minutes shall be taken and kept of every General Meeting.
- 6.12 The decision of the Chair on any matter of procedure shall be final.
- 6.13 The constitution will be ratified with or without changes at each general meeting.
- 6.14 The Committee may at any time call an Extraordinary General Meeting by giving at least fourteen days notice thereof in writing to all members, setting out the business to be transacted thereat; and shall call an Extraordinary General Meeting in like manner upon the requisition in writing of the lesser of 20 or 1/5th of the members stating the purposes for which they require the meeting to be called. No business shall be transacted at an Extraordinary General Meeting other than that stated on the notice.

7. Finance

- 7.1 All club monies will be held in one or more accounts in the name of the club.
- 7.2 The Committee agrees the authorised signatories for the bank account(s). Two signatories (who must not be related) are required for any changes to banking arrangements and cheque payments. The club operates telephone/online banking and has an agreed Primary User authorised by the Committee.
- 7.3 The Treasurer will be responsible for the general finances of the club.
- 7.4 No payments can be made to members of the club, other than for reimbursement of agreed expenses or membership credits.
- 7.5 Payments to third parties for club purposes shall be made against agreed written terms and/or invoice.
- 7.6 The financial year for the club will end on 30th April. The Treasurer will ensure the club's accounts are independently examined and presented at the AGM with periodic updates at each Committee meeting.
- 7.7 The club will hold sufficient reserves to protect the club's financial situation. All surplus or profits are re-invested in the club. No surpluses or assets will be distributed to members or third parties.

8. Discipline and Appeals

- 8.1 The club has adopted the England Hockey Code of Ethics and Behaviour (entitled 'RESPECT') which outlines the minimum and expected levels of conduct. It is the responsibility of the members of the club to conduct themselves in a manner that shall not bring either the game of hockey or the club into disrepute, and to abide by the rules of the club and of the game of hockey.
- 8.2 All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's Safeguarding and Welfare policy and procedures. The Club Welfare Officer (CWO) is the lead contact for all members in the event of any safeguarding concerns.
- 8.3 The Secretary shall receive any written notification from the league disciplinary officer regarding "red card" offences involving club members. All such offences and instances of a player being suspended from further participation in a game (whether or not a yellow card has been shown) shall be reported to the committee at the next available meeting, who may refer to the disciplinary committee.
 - 8.3.1 A disciplinary committee shall be convened within 14 days of the offence being referred to the committee, appointed by the Chair and consisting of either the Men's or Ladies 1st team Captain, a team captain and one other club officer to determine in each case what penalty shall be imposed. The committee may also take advice from an expert before determining any penalty.
- 8.4 All complaints regarding the behaviour of members should be submitted in writing to the club Secretary within 7 days of the incident occurring. Any complaints against a member of

the Club of misconduct at any other time otherwise than provided for above, shall be investigated and adjudicated upon by a Disciplinary Committee consisting of the Club Chair (or President or Vice Chair as a deputy), a team captain, and either the club Secretary or the club Treasurer.

- 8.5 The Disciplinary Committee shall observe any club disciplinary code in place.
- 8.6 The Disciplinary Committee shall regulate its own proceedings subject always to the member concerned being afforded the opportunity to be heard by the Disciplinary Committee.
- 8.7 There will be the right of appeal to the full Committee following disciplinary action being announced. If the member wishes to appeal against the decision, a written notice of appeal must be submitted by the member to the committee via the club Secretary within 10 days. The Committee should consider the appeal within 10 days of the Secretary receiving the appeal. Members of the Disciplinary Committee shall be excluded from the appeal with the exception of the Secretary.
- 8.8 Grievance. In the event that a member has a grievance against the club the member shall first endeavour to make remedy through an appropriate team captain. If no resolution of the grievance can be reached then the club's complaints procedure may be invoked.
- 8.9 A panel shall be assembled to hear and adjudicate on the grievance; this shall consist of the Chair and two other committee members, chosen so not to have any conflict of interest. The President or Vice Chair may deputise for the Chair should the Chair have a conflict of interest.

9. Selection

- 9.1 Team selection shall be the discretion of the Team Captain, in consultation with the Club Captain, Club Coaches, Team Vice-Captain and other team Captains.
- 9.2 Selection to play for any teams: Factors that shall be taken into consideration will include membership (refer to 3.9), ability, fitness, reliability, disciplinary record and attendance at training, with no consideration being given to race, creed, colour, religion or sexual orientation.
- 9.3. Complimentary selection policies may be adopted from time to time subject to ratification by the committee.

10. Dissolution of the Club

- 10.1 The club may be dissolved following a vote with a 2/3rds majority of the members present at a meeting convened under the rules regarding Extraordinary General Meetings (see 6.14).
- 10.2 Following the dissolution of the club, the club's assets, if any, following the repayment of any outstanding liabilities shall pass to the sport's governing body for use in supporting and fostering hockey.

11. Monitoring and Evaluation

- 11.1 The Club shall regularly monitor and evaluate this constitution on an ongoing basis, and inform Officers, Members and Volunteers of changes and their impact. These will be voted on at the AGM.
- 11.2 The Committee shall have overall responsibility for this constitution.

12. Declaration

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

Signed: Sam Dharmasiri

Date: 18 May 2023

Position: Chairman

Signed: Rob Miles

Date: 18 May 2023

Position: Secretary

Appendix 1 - Role Descriptions for Club Volunteers Swindon HC

This document outlines the roles and responsibilities of the officers and officials of Swindon HC.

All are voluntary elected positions and represent one year of office.

1. PRESIDENT
2. CHAIRPERSON
3. VICE-CHAIRPERSON
4. SECRETARY
5. TREASURER
6. CLUB CAPTAIN
7. WELFARE OFFICER
8. TEAM CAPTAIN
9. FIXTURES SECRETARY / FACILITIES COORDINATOR
10. JUNIOR COORDINATOR
11. MEMBERSHIP SECRETARY
12. FUNDRAISING SECRETARY
13. PR & MEDIA ADMINISTRATOR
14. KIT COORDINATOR
15. UMPIRE COORDINATOR
16. WEBMASTER
17. SOCIAL SECRETARY
18. DBS LIAISON
19. CLUB VOLUNTEER CO-ORDINATOR
20. CLUB DEVELOPMENT COORDINATOR

1. PRESIDENT

To support the chair in overseeing the running of the club.

Key responsibilities

- Assist in officiating the AGM and support the Chairperson
- 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

2. CHAIRPERSON

To oversee the general running of the club.

Key responsibilities

- Chair the committee meetings and AGM
- Assist the Club Secretary to produce the agendas
- Lead the committee in making decisions for the benefit of the whole club
- Sit on the disciplinary committee when required
- Represent an unbiased viewpoint allowing free discussion to take place
- To have the casting vote on any unresolved club issues
- Direct general affairs of the club
- Ensure club representation at county, regional and national levels

3. VICE-CHAIRPERSON

To assist the Chairperson in overseeing the general running of the club.

Key responsibilities

- Support the Chair at Committee meetings and AGM
- Assist the Club Secretary to produce the agendas
- Help to lead the committee in making decisions for the benefit of the whole club
- Sit on the disciplinary committee when required
- Represent an unbiased viewpoint allowing free discussion to take place
- Advise the Chair when they have to make the casting vote on any unresolved club issues.
- Help the Chair to direct general affairs of the club
- Ensure club representation at County, Regional and National levels

4. SECRETARY

To ensure the administrative function of the club is carried out efficiently and effectively.

Key responsibilities

- Be the 'principal administrator' for the club, dealing with all club correspondence, distributing to relevant officers for response where required
- Prepare and distribute the committee meeting agendas
- Attend committee meetings and record/circulate minutes
- Carry out or delegate all of the administrative duties thereby enabling the club and its members to function effectively
- Work alongside the treasurer to see that all affiliation/registration documents are accurate and are paid on time
- Ensure that all members have a copy of insurance details and officer contacts etc
- Sit on the disciplinary committee when required

5. TREASURER

To ensure the management of the club finances and advise the committee of the club's up to date financial position.

Key responsibilities

- Manage the finances of the club
- Keep detailed written records of all financial transactions and make sure that the club operates within the annual budget.
- Act as a primary signatory/authorised user on the club account (and appoint up to 3 others as agreed by the Club Committee)
- Receive, validate and arrange payment of all bills/player reimbursements
- Ensure the club has public liability insurance
- Pay affiliation fees as appropriate
- Present a summary of the club finances at each committee meeting
- Ensure all cash and cheques are deposited in the club bank account in a timely manner
- Sit on the disciplinary committee when required
- Prepare annual balance and profit & loss sheets and present these at the AGM

6. CLUB CAPTAIN

To be responsible for defining and managing coaches, team goals, squad selection, team selection and player recruitment. Work alongside team captains and coaches to enable the club to provide a coherent approach to players, selection, recruitment and playing philosophy.

- Manage coaches to meet objectives for the club and long term coaching objectives (ie session objectives/goals)
- Ensure each team has a stated set of goals and objectives for the season
- Determine which players are assigned to each squad and review on a regular basis (ie monthly, based on performance, attendance at training etc)
- Assist the captains in team selection and provide support to captains where required with dispute resolution and decisions around team selection and player management

- Look to attract new elite players to the club
- Attend committee meetings

7. WELFARE OFFICER

To ensure the welfare of all members.

Key responsibilities

- Assist the club to fulfil its responsibilities to safeguard children and young people
- 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
- Ensure all those who need to undergo DBS checks and safeguarding training do so (in conjunction with holder of the DBS Liaison role)
- Be the first point of contact with the England Hockey Ethics and Welfare team
- Implement the England Hockey reporting and recording procedures
- Keep record of relevant certificates
- Maintain contact details for local social services, police and the area child protection committee
- Promote England Hockey's best practice guidance/code of ethics & behaviour within the club
- Attend committee meetings

8. TEAM CAPTAIN

To ensure the smooth running of their team.

Key responsibilities

- Participate in selection discussions/meetings
- Organise and support your team for league matches and friendlies
- Provide first point of contact for players seeking advice, and communicate any messages to your team
- Ensure all team members are registered on GMS
- Report player and match details of each league fixture on GMS within specified deadlines
- Link with membership secretary and treasurer to ensure all team members have paid their annual subscription and match fees
- Liaise with the opposition to aware of match location/time and there are no colour clashes
- Ensure a complete first aid kit is at all matches and order refills as necessary
- Ensure access to the captain's pack with up to date emergency contact information
- Complete an incident report if and when required
- Promote club events
- Attend committee meetings

9. FIXTURES SECRETARY / FACILITIES COORDINATOR

To ensure the pitch is available for club bookings and report any issues to the school facilities manager. Book and arrange fixtures for upcoming season, liaise with club captains, opposition, and league secretaries to adjust fixtures as arises during season.

Key responsibilities

- Ensure all teams have pitch time and space for training
- Ensure all teams have pitch time for home fixtures
- 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)
- Deal with requests for additional pitch time and match cancellations
- Handle any fixture queries throughout the season
- Attend committee meetings

10. JUNIOR COORDINATOR

To work with committee to oversee the development of the junior section ensuring that the club is offering hockey to all ages and abilities.

Key responsibilities

- Oversee the development of youth team coaches and teams
- Co-ordinate the recruitment of junior players
- Co-ordinate the recruitment of coaches / managers for junior sessions and teams
- Organise coaching/training throughout the season
- Assisting/delivering youth sessions
- Organise fixtures and tournaments for junior teams, liaising with treasurer for entry fee payments
- Support and increase links to local schools to develop opportunities for hockey in the area
- Manage team kit & equipment (including laundry, parents usually take turns)
- Reporting results to PR & Media Administrator after matches
- Hold regular meetings with junior coaching team
- Attend committee meetings

11. MEMBERSHIP SECRETARY

To manage the membership records for the club and be first point of contact for new member enquiries.

Key responsibilities

- To be the principle contact for all new starters and membership enquiries
- Facilitate the transition from enquiry to club member
- Own the membership process, issuing and collating membership forms and subscriptions
- Keep records of all club member details and make relevant details available to captains/coaches as required (e.g. medical information, in case of emergency contact details)
- Attend committee meetings

- Provide accurate data on who has completed membership forms and any outstanding subscription fees

12. FUNDRAISING SECRETARY

To generate funds for the club by organising events to enable this, and looking for sponsorship opportunities.

Key responsibilities

- Apply for grants / sponsorship or other forms of financial assistance from organisations such as Sport England, Local Authorities or commercial companies
- To coordinate fund-raising events, possibly two major events per year
- To ensure events / activities are properly organised and where necessary licensed with the relevant authorities
- To promote fund-raising activities in press (where there is no PR officer)
- To ensure that funds are properly accounted for and information is passed on to the Treasurer
- Attend committee meetings

13. PR & MEDIA ADMINISTRATOR

To promote the club internally and externally.

Key responsibilities

- To raise the profile of the club locally (in the community) and in the county
- Publish social media and website content relating to training, matches and social events
- To work with the webmaster to optimise the profile and information available to all on the club website
- Produce club newsletter twice a year
- Attend committee meetings.

14. KIT COORDINATOR

To manage all elements of club kit, including new designs and liaison with suppliers.

Key responsibilities

- Manage the ordering and delivery of playing shirts and other kit to players
- Be responsible for the club kit available to order via the club shop tab on website
- Be the first point of contact for any questions around kit
- Attend committee meetings

15. UMPIRE COORDINATOR

To support the committee in providing umpires with the appropriate qualifications for club matches. Promote the development and qualification of new umpires.

Key responsibilities

- Maintain a register of all club umpires including level, training courses attended etc and ensure all umpires are appropriately registered with the various leagues as appropriate

- Coordinate allocation of umpires to games on a weekly basis
- Work with the committee to ensure umpire development
- Act as a point of contact for England Hockey and local umpire associations
- Publicise and promote England Hockey umpire courses and continuous professional development (CPD) opportunities to club umpires
- Share important information with club Umpires about rule changes, clarifications, updates on game management techniques

16. WEBMASTER

To update and improve the club's website.

Key responsibilities

- Update fixtures, results and match reports
- Identify all appropriate club news and add to website
- Be creative in identifying potential areas of improvements to website
- Link to England Hockey, league website and sponsors as appropriate

17. SOCIAL SECRETARY

Organise social events to bring the players, officials and parents together in a social setting to enhance relationships with the club.

Key responsibilities

- Organise and run social events throughout the year such as a pre-season event and at least two other social events per year
- Organising an end of year event, liaising with team captains for awards to be given
- Organising a Christmas and a Halloween function
- Booking venues and entertainment, liaising with treasurer re planned costs of events

18. DBS LIAISON

To ensure all those who need to undergo DBS checks do so.

Key responsibilities

- To be the main contact with England Hockey regarding to DBS checks
- To be a registered DBS verifier on the DBS checking service used by England Hockey
- To support the Welfare Office to ensure all relevant volunteers new volunteers are DBS checked and existing volunteers every 3 years
- To support the Welfare Officer in tracking Safeguarding training to ensure all those who need to complete this do so

19. CLUB VOLUNTEER CO-ORDINATOR

To support all existing and prospective volunteers within the club.

Key responsibilities

- Work to recruit, recognise, reward and retain those who volunteer for and on behalf of the club
- Provide access to coach, official, volunteer opportunities for club members
- Ensure volunteer recruitment and training is included in the club development plan

20. CLUB DEVELOPMENT COORDINATOR

To oversee the development of the club, working with the club committee, the Club Volunteer Coordinator and the England Hockey Club Development Manager to maximise the development opportunities for all members of the club - players, coaches, umpires, supporters etc.

Key responsibilities

- Input into a club development and action plan liaising with the Club Volunteer Coordinator and the England Hockey Club Development Manager
- Work with the Club Volunteer Coordinator to monitor individual the progress of members and provide access to higher level and courses
- Provide new and enhanced competitive opportunities for club teams including organise fixtures for junior teams in liaison with the youth manager
- Support the recruitment of junior players and recruitment of coaches / managers for junior sessions and teams
- Assist/deliver youth sessions if qualified
- Support Junior Coordinator to liaise with local schools to develop opportunities to play hockey and recruit junior players
- Support Junior Coordinator to liaise with County Hockey Association or Hockey Development Group, recommend players to Junior Development Centres.