


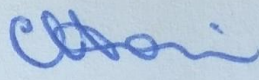


**Newcastle Hockey Club
Role Descriptions 2017-2018**



Document Control

Authority

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Document approvals

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1.0	1/4/2013	Initial version
1.1	20/6/2014	Update for 2014-2015 season
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1.4	23/3/2017	Update for 2017-2018 season

Newcastle Hockey Club

Club Volunteer Role Descriptions

2017-2018



This booklet outlines the roles and responsibilities of the officers of Newcastle Hockey Club. All are voluntary elected positions and represent one year of office.

The Executive Committee (known as the Club Committee)

The Committee shall consist of between 8 and 10 permanent members. The Committee have the power to co-opt further members for specific meeting items as and when required.

The committee shall meet no less than four times across the season.



Club Chairperson (Club Captain)

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

The Club Captain will also oversee the development of the club, working with the Club Committee, the Club Volunteer Coordinator and the England Hockey Relationship Manager to maximise the development opportunities for all members of the club - players, coaches, umpires, supporters etc.

Tasks in relation to this aspect of the role will include:

1. Write a club development and action plan liaising with the Club Volunteer Coordinator and the England Hockey Relationship Manager (EHRM)
2. Attend the Committee meetings and AGM.
3. Co-ordinate the recruitment of junior players and recruitment of coaches / managers for junior sessions and teams
4. Provide a comfortable and warm welcome to all new attendees at training, matches and the club house

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 Secretary in their work so it is essential that you have access to a telephone and a computer.

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.

What tasks are involved?

Tasks will include but are not limited to:

1. Chair Committee meetings / AGM

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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
4. Act as a point of escalation for any dispute or issues raised within the Club



Club Secretary

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Fixtures Secretary and Umpire Secretary

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 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
8. To be the principle contact for all new starters and membership enquiries
9. To provide correct information to all enquiries
10. Provide a comfortable and warm welcome to all new attendees at training, matches and the club house
11. Ensure the correct information is passed on to the relevant members of the club
12. Follow up initial enquiries and new members to ensure a enjoyable experience
13. Facilitate the transition from enquiry to club member

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 Club 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.

Training needed

This role should complete England Hockey's online Safeguarding training as this role is tasked with the storing of player details including under 18's, possibly a computer database course.

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.

What tasks are involved?

Tasks will include but not limited to:

1. Attending county and league meetings (as appropriate)
2. Dealing with correspondence
3. Organising and booking meeting facilities and 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
6. Dealing with correspondence and enquiries
7. Supporting new enquiries and members along the supporter journey
8. Support new attendees at training
9. Pass on contact details to the relevant managers/coaches/captains
10. Maintaining up to date policies and procedures in accordance with England Hockey and Club's First expectations.



Club Treasurer

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Match / training fees collector/s and the Club Funding Co-ordinator

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.

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.

What tasks are involved?

1. Collecting subscriptions and all money 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

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ultimately responsible. It is up to the Treasurer to make sure that any delegated work is done properly.



Welfare Officer

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

All club members under 18 (including players, umpires, volunteers and coaches). It is the responsibility of all Clubs providing hockey for children and young people under 18 years of age to have a nominated Club Welfare Officer.

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 England Hockey's Child Welfare Officer
5. Implement the England Hockey's reporting and recording procedures
6. Maintain contact details for local social services, police and the Area Child Protection Committee
7. Promote England Hockey's best practice guidance/code of ethics and behaviour within the club and anti-discriminatory practice
8. To be the main contact with England Hockey regarding to DBS checks.
9. To ensure the club is registered with England Hockey's DBS checking service
10. To support the Welfare Office to ensure all relevant volunteers new volunteers are DBS checked and existing volunteers every 3 years
11. To sign off volunteer evidence for DBS checks
12. 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 England Hockey'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. England Hockey'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.
6. You will need an understanding of England Hockey's 'Proud to Protect' Safeguarding and Protecting Children policies
7. Knowledge of DBS processes



8. Be DBS checked through England Hockey

Training needed/recommended

What tasks are involved?

Tasks will include:

1. Registration with England Hockey's DBS checking service
2. Be the lead contact with England Hockey for DBS checking and updates
3. Update the Welfare Officer/Club with updates from EHC
4. Update DBS records
5. Ensure checks are carried out on new volunteers and existing volunteers every 3 years
6. Sign off volunteer evidence for DBS checks

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

Attendance on Sports Coach UK's Safeguarding and Protecting Children workshop and England Hockey Time to Listen Workshop.

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

Approximately 2 – 3 hours per week.



Fixtures Secretary

Who will I be responsible to?

The Club Committee through the Secretary

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. Provide visiting teams with start times, directions to the ground etc
7. Report results to relevant leagues
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 (if club rents pitch)

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

Approximately 2 - 3 hours per week.

Training needed/recommended

It is advisable for you to attend Running Sports "Effective Communication", knowledge of health and safety

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. Communicate cancellations and answer any queries throughout the season
5. Confirm fixtures with opponents and umpires, providing start times and directions etc



Team Captain

Who will I be responsible to?

The Club Committee through the Club Captain

What is my role?

1. Be familiar with Newcastle Hockey Club procedures and policies especially related to child welfare, First Aid, health issues and incident reporting.
2. Working with team coaches, have a clear plan for positions, tactics and substitutions for each game
3. Ensure have emergency and up to date contact details and any medical conditions (compulsory for juniors).
4. Pre and post-match Administration:
 - Ensure correct Kit: First Aid, training and match balls
 - Contact all players (and parents for u18) with details of fixtures by Wednesday before match.
 - Ensure all players are eligible to play (registered, of correct age, paid subscriptions)
 - Collect appropriate match fees at each game and paid in to treasurer
 - Communicate results, details of POTM to website co-ordinators
 - Text results to Fixtures Live, ensure league forms correctly completed and sent in on time
 - Timely reporting of incidents and accidents

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

Approximately four to five hours per week (plus match days)

Training needed/recommended

It is advisable for you to attend Running Sports "Effective Communication", knowledge of health and safety

What tasks are involved?

Tasks will include:

1. Liaise with coach and team captains to ensure players are being developed appropriately
2. Communicate squad selection, venue and relevant game details
3. Keep a record of games played and player match statistics
4. Communicate cancellations to fixtures secretary
5. Confirm match day arrangements with opponents and umpires, providing start times and directions etc
6. Record results for home fixtures on FixturesLive



Senior Team Coach

Who will I be responsible to?

The Club Committee through the squad captain

What is my role?

1. To take full responsibility for the relevant team or sections coaching sessions
2. To prepare a squad coaching programme for the season.
3. To prepare all coaching sessions beforehand.
4. To attend captain/coach meetings and report on progress.
5. To assist Team Managers in the selection of teams.
6. To travel to matches and competitions with the team(s) where appropriate
7. Ensure the welfare and safety of all players at training and matches by ensuring sessions and activities are safe and reasonable precautions are made to avoid injury. Advise players to safeguard them from injury away from supervised sessions e.g poor training regimes, over playing, poor nutrition etc.

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

Approximately three - four hours per week plus additional for match day support.

Training needed/recommended

It is advisable for you to attend Running Sports "Effective Communication", knowledge of health and safety

What tasks are involved?

Tasks will include:

1. Liaise with other coaches and team captains to ensure players are being developed appropriately
2. Prepare a coaching programme; liaising with other coaches and team captains
3. Provide personal feedback on individual performance as required
4. Run classroom based sessions to support practical coaching sessions



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 Club 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.

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

Approximately 5 hours per month.

Training needed/recommended

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

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



Funding Co-ordinator

Who will I be responsible to?

The Club Committee through the Treasurer

What is my role?

The main purpose of this role is to look for opportunities to attract funding into the Club to support Club development e.g. funding which is available through bursaries and grants.

What else can you tell me about the role?

It would be useful if you have experiencing of applying for and securing grants from local or national agencies.

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

Approximately 6 - 8 hours per month.

Training needed/recommended

It is advisable for you to attend Club Leaders forums on 'Running Your Club'

What tasks are involved?

Tasks will include:

1. Apply for grants / sponsorship or other forms of financial assistance from organisations such as Sport England, Local Authorities or commercial companies
2. To ensure that funds are properly accounted for and information is passed on to the Treasurer



Umpire Development Officer

Who will I be responsible to?

The Club Committee through the Fixtures Secretary

What is my role?

1. Help club umpires and any potential umpires develop their skills and confidence.
2. Attendance at the County UDO meetings on behalf of NHC.
3. Communication of rule changes as appropriate

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

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

Around 1 hour a week (plus umpiring)

Training needed/recommended

It is recommended that you attend an England Hockey Level 1 Umpiring Course

What tasks are involved?

1. Act as a point of contact for the England Hockey and the local Umpire Associations
2. Publicise and promote England Hockey umpiring courses and Continuous Professional Development (CPD) opportunities to club umpires
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



Junior Administrator

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Youth team coaches, volunteers

What is my role?

1. Working with the Club Secretary to co-ordinate the administration/registration of junior players
2. Co-ordinate the recruitment of volunteers for junior sessions and teams
3. Assisting/delivering youth sessions
4. Working with the Junior Coach to organise fixtures for junior teams in liaison with the youth

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

Approximately 2 – 4 hours per week

Training needed/recommended

Attendance on Sports Coach UK'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

What tasks are involved?

Tasks will include:

1. Attend the Committee meetings and AGM if required
2. Work with volunteers, captains and coaches to monitor individual the progress of members and provide access to higher level and courses
3. Work with the junior coach to provide new and enhanced competitive opportunities for juniors including organise fixtures for junior teams.
4. Co-ordinate the recruitment of junior volunteers
5. Assisting/delivering youth sessions if qualified
6. Liaise with local Partnership Development Manager and Competition Managers to write and deliver Club School link delivery Plan to recruit junior players



Junior Coaching Volunteer

Who will I be responsible to?

The Club Committee through the Junior Manager

Who will I be responsible for?

Volunteers and assistants

What is my role?

- To take full responsibility for the club's junior coaching sessions
- To maintain high ethical standards in coaching, prepare all coaching sessions in advance.
- To undertake training appropriate to the role e.g. Safeguarding Children and Young People in Sport.
- To work with and include volunteers in the preparation and running of each session.
- To assist in the selection of teams.
- To travel to competitions with the junior team(s) where possible.

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

Approximately 1 – 2 hours per week (dependant on training and competitions)



Newcastle Hockey Club Volunteer Agreement Form

All volunteers, coaches, team managers, technical delegates and officials are required to work to high standards in line with England Hockey's and Newcastle Hockey Club's policies and recognised best practice.

Within your pack you will find a number of documents that you are required to have read thoroughly. Should you have any questions on any of the areas covered, please bring these to the attention of any club officer so that your query can be addressed.

Please complete the sections below and return to Sue Thompson (susanthompson2@nhs.net) as soon as possible.

Name:

Volunteer Role(s):

I confirm that I have read and understood the following policies of England Hockey and Newcastle Hockey Club and will ensure that I adhere to these codes and policies at all times.

The policies I confirm having received and read are:

- EHC 'Respect' Code of Ethics and Behaviour ([Link to EHC Website](#)) or ([Link to Policy](#))
- EHC 'Proud to Protect' Safeguarding & Protecting Young People in Hockey Policy ([Link to EHC Website](#)) or ([Link to Policy](#))
- EHC Equality Policy ([Link to EHC Website](#)) or ([Link to Policy](#))
- Newcastle Hockey Club Emergency Procedures ([link to document](#))

I also confirm that I am willing to undertake a DBS check (if applicable) and know of no reason why I should not be fit and proper to fulfil my role within Newcastle Hockey Club

Print Name: _____

Sign Name: _____ Date: _____



EHC Documents

EHC Equality Policy 2013



EHC
Equality_Policy_May_

EHC 'Proud to Protect' Safeguarding & Protecting Young People in Hockey Policy



EHC
Policy_on_Safeguardi

EHC 'Respect' Code of Ethics and Behaviour



EHC_Respect_Book_
- _Low_Res_Spreads.

NHC Documents

Emergency Procedures 2017-2018



NHC Emergency
Procedures 2017-201

Equality Policy 2017-2018



NHC
Equality_Policy_2017