



## **PRESIDENT**

### **Who will I be responsible to?**

The Club Committee

### **Who will I be responsible for?**

All club members

### **What is my role?**

1. To represent the club with outside bodies such as Hampshire Hockey or England Hockey
2. Officiate the AGM and support the Chairperson
3. Special project involvement
4. Assist the committee in making decisions for the benefit of the whole club including disciplinary matters.
5. Attendance at committee meetings and appropriate external meetings as determined by the Club Committee
6. Advise committee on club policy where required

### **What else can you tell me about the role?**

1. As President of the Club you should have the needs and development of your club at the centre of your work
2. You should be an influential leader who can be objective.

### **Training needed**

You should complete EH's online safeguarding training as you have a responsibility and Duty of Care for your club's members.

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

Approximately 5 hours per month for meetings.

## **CHAIRPERSON**

### **Who will I be responsible to?**

The Club Committee

### **Who will I be responsible for?**

All committee members

## Role & Responsibilities of the

---

### **What is my role?**

1. Chair the Committee meetings and AGM
2. Lead the committee in making decisions for the benefit of the whole club including disciplinary matters.
3. Represent an unbiased viewpoint allowing free discussion to take place.
4. Invite the club members to submit agenda points a week before planned committee meeting.
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
8. Acts as signatory on club bank account
9. Prepare annual report for AGM
10. Chairs all committee meetings ensuring that all actions are met and decisions are made in the best interest of GBHC according to the club constitution
11. Work to recruit, recognise, reward and retain those who volunteer for and on behalf of the club

### **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:

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

## **SECRETARY**

### **Who will I be responsible to?**

The Club Committee

## Role & Responsibilities of the

---

### **Who will I be responsible for?**

Fixtures Secretary and Umpire Liaison Officer

### **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. In consultation with the Club Chairperson produce the agendas for monthly committee meetings
3. Keep the Minutes of all Club Committee meetings and distribute copies
4. To carry out or delegate all of the administrative duties thereby enabling the club and its members to function effectively
5. To work alongside the treasurer to see that all affiliation/registration documents are accurate and are paid on time
6. Liaise with Webmaster to ensure all club documentation is up to date on website
7. Assist Chairperson/Treasurer in preparation of annual club reports.
8. Act as signatory on club's bank account.

### **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 Co-ordinator 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. It is helpful if the Secretary is available to take phone calls during the working day and be computer literate.

### **Training needed**

You should complete EH's online safeguarding training as you are 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:

1. Attending county and league meetings (as appropriate)
2. Dealing with correspondence

## Role & Responsibilities of the

---

3. Organising and attending the club AGM and other club meetings
4. Representing the club at outside meetings at the direction of the main committee
5. Scribe at committee meetings producing accurate minutes within 1 week of meeting

### **TREASURER**

#### **Who will I be responsible to?**

The Club Committee

#### **Who will I be responsible for?**

Any member involved in handling fees or other finance to/from the club and the Club Fund-Raising Secretary

#### **What is my role?**

1. To look after the finances of the club
2. Keep detailed written records of all accounts, to propose an annual budget and ensure that the club operates within that 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 sheet and income & expenditure accounts for the 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

## Role & Responsibilities of the

---

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, maintain insurance status
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 year end statement of accounts to be Audited
9. Helping to prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and NI returns, grant aid reports)
10. Even if these duties are delegated to a professional officer, the Treasurer is still ultimately responsible. It is up to the Treasurer to make sure that any delegated work is done properly.

### **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 must be noted that safeguarding is a responsibility of all adult members, especially those having roles on the committee and as coaches, captains etc.**

#### **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 recognised as 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 EH's Child Welfare Officer
5. Implement the EH's reporting and recording procedures
6. Maintain contact details for local social services, police and the Area Child Protection Committee
7. Promote EH's best practice guidance/code of ethics & behaviour within the club and anti-discriminatory practice

## Role & Responsibilities of the

---

8. Ensure confidentiality is maintained

### **What else can you tell me about the role?**

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

Knowledge of the EH's Safeguarding and Protecting Young People in Hockey Policy, Procedure and Guidance

B. Knowledge of core legislation, government guidance and national framework for child protection

C. Basic knowledge of roles and responsibilities of local statutory agencies (social services, police and Area Child Protection Committees).

D. Awareness of the boundaries of the club welfare officer role E. Awareness of equalities issues, safeguarding and child protection.

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

### **Training needed**

Attendance on EH Safeguarding and Time to Listen Workshop

**How much time will I need to give to the role?** Approximately 1 hour per week.

## **CLUB DEVELOPMENT COORDINATOR**

### **Who will I be responsible to?**

The Club Committee

### **Who will I be responsible for?**

Development of all aspects of the club especially coaching, playing and membership

### **What is my role?**

To oversee the development of the club, working with the Club Committee, and the EH Relationship Officer to maximise the development opportunities for all members of the club - players, coaches, umpires, supporters etc.

Work to recruit, recognise, reward and retain those who volunteer for and on behalf of the club

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

Approximately 4 – 6 hours per week.

## Role & Responsibilities of the

---

### **Training needed/recommended**

It is advisable for you to have experience and, if possible, accreditation as a coach, also to take advantage of appropriate courses or other means of instruction of the role.

### **What tasks are involved?**

Tasks will include:

1. In conjunction with club chairperson and club captain, write a club development and action plan liaising the EH Relationship Officer
2. Attend the Committee meetings and AGM.
3. Maintain up to date records of members qualifications required for particular positions (DBS; Coaching Cert; First Aid etc)
4. Identify and arrange for courses for members to enable their required qualifications to be in date for their role.
5. Monitor individual progress of members and provide access to higher level umpire and coaching courses with committee consent
6. Co-ordinate the recruitment of junior players and recruitment and development of coaches / managers within the club
7. Liaise with local Partnership Development Manager and Competition Managers to write and deliver Club School link delivery Plan to recruit junior players
8. Liaise with County Hockey Association or Hockey Development Group, recommend players to Junior Development Centres in conjunction with the junior liaison officer and the coaches/managers of junior teams.
9. Recruit volunteers from within the membership and beyond to assist with the running of the club

## **COACH (any squad)**

### **Who will I be responsible to?**

The Club Committee through the Head Coach

### **Who will I be responsible for?**

Relevant squad / session

### **What is my role?**

1. To be a positive role model and ambassador for the Club.

## Role & Responsibilities of the

---

2. Arrange and carry out coaching sessions in line with the agreed Club Coaching objectives.
3. Be part of a revolving team of coaches to carry out coaching sessions during the year.
4. To welcome and develop new players to the Club

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

Approximately 4 – 6 hours per week; in line with pitch availability.

### **Training needed/recommended**

Completion of EH online safeguarding course, it is advisable for you to have an England Hockey Club Coach accreditation, First Aid qualified and a current DBS certificate.

### **What tasks are involved?**

1. Plan and deliver coaching sessions for Club members.
2. Ensure the safety and development of Club members are a priority in all sessions you deliver.
3. Advise Team Captains / Club Captain of issues surrounding squad selection to ensure player development is positive and nurturing.
4. To manage and bring to each session the relevant Club equipment for players to use – balls, cones, bibs, first aid kit etc.

Note:

To be considered for the Club Incentive Scheme each coach should deliver at least 2 coaching sessions per month over a 3-month period.

The Club recognises that persons may assist in coaching under the guidance of a Sessional coach – with a view to taking the appropriate courses to assist the Club as a whole. Those members assisting will attract the benefits of the incentive scheme in line with substantive coaches as identified above.



## Role & Responsibilities of the **PUBLICITY OFFICER / COMMUNICATIONS COORDINATOR**

---

### **Who will I be responsible to?**

The Club Committee

### **Who will I be responsible for?**

Webmaster

### **What is my role?**

1. To raise the profile of the club locally (in the community) and in the county
2. To be available to talk to / build a relationship with the local media
3. To work with the webmaster to optimise the profile of the club
4. Developing the information available to all on the club website in conjunction with the web master
5. To maximise the use of social networking sites and other virtual media in all aspects of club promotion
6. To co-ordinate weekly match reports for all teams and age groups to be forwarded to the local press

### **What else can you tell me about the role?**

1. It is essential to have good communication skills to be organised and able to produce informative and interesting match reports, press releases, etc
2. Knowledge of local media, marketing and communications.
3. Organisational, IT and management skills.

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

Approximately three hours per week.

### **Training needed/recommended**

It is advisable for you to attend Running Sports “Effective Communication”, “Promoting and Marketing your Club” and “Managing Events”

### **What tasks are involved?**

Tasks will include:

1. Collate weekly match reports for inclusion in the local paper/website, distributing by pre-agreed deadline with the relevant bodies
2. Regularly update the club website in conjunction with the webmaster (and others)
3. Aid in the production of leaflets/programmes for club organised events.

### **Gosport Borough Hockey Club Role Terms of Reference 2018**

4. Establish links with the local and national press to gain publicity for teams, players and events.
5. Ensure that the club is featured in locally produced sports magazines
6. Presenting an end of year report to the AGM
7. Collate a journal of all club media coverage.
8. Attend committee meetings.

## **Role & Responsibilities of the**

### **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

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

Approximately one hour per week (heavily weighted towards the start of the season).

#### **Training needed/recommended**

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

#### **What tasks are involved?**

Tasks will include:

1. Coordinate and communicate fixture for the club
2. Produce a fixtures card (in conjunction with fundraising secretary)
3. Planning and arranging of friendly fixtures
4. Confirm fixtures with the relevant leagues
5. Communicate cancellations and answer any queries throughout the season
6. Inform webmaster of all fixtures
7. Liaise with St Vincent regarding bookings prior to season
8. Attend annual fixtures meeting with Chairperson/Secretary/Club Captain
9. Point of contact for any home pitch queries

## Role & Responsibilities of the **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 within 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

## **Gosport Borough Hockey Club Role Terms of Reference 2018**

2. To facilitate the organisation and delivery of one social event per team/section
3. Organising an end of season presentation event / Dinner Dance – in consultation with the Committee
4. Booking venues and entertainment
5. Ensure Webmaster has dates of social events programmed onto the web site and advertised through all social media
6. Ensure that Fixture Secretary has dates of social events programmed in for the fixture card.
7. Liaise with Fundraising Secretary to maximise income generation at all events.
8. Attend Committee Meetings

### **Role & Responsibilities of the FUNDRAISING SECRETARY**

#### **Who will I be responsible to?**

The Club Committee through the Treasurer

#### **What is my role?**

The main purpose of this role is to lead a team whose main task is to generate funds for the club. You will organise projects to enable you to do this, to look for sponsorship opportunities and work with the social secretary to ascertain what opportunities are available at functions and events (e.g. draw tickets, calendar etc.)

#### **What else can you tell me about the role?**

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

It would be useful if you have experience 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 Running Sports 'Funding for 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 co-ordinate fund-raising events, possibly three major events per year

3. To ensure events / activities are properly organised and where necessary licensed with local authorities etc
4. To promote fund-raising activities in the press via the publicity officer and social secretary and ensure that social media/website/email etc are updated
5. To ensure that funds are properly accounted for and information is passed on to the Treasurer
6. Be a good team leader that is able to elicit help from all areas of the club to ensure maximum participation in organisation and execution of events.
7. Attend committee meetings
8. Aim to raise target income as set by committee for the season.

## Role & Responsibilities of the **DBS LIAISON**

---

### **Who will I be responsible to?**

The Club Committee through the Welfare Officer

### **What is my role?**

1. To be the main contact with EH regarding to DBS checks.
2. To ensure the club is registered with EH's DBS checking service
3. To support the Welfare Office to ensure all relevant volunteers are DBS checked and existing volunteers every 3 years
4. To sign off volunteer evidence for DBS checks

### **What else can you tell me about the role?**

1. You will need an understanding of EH's Safeguarding and Protecting Children policies
2. Knowledge of DBS processes
3. Be DBS checked through EH

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

Approximately 6 - 8 hours per month.

### **Training needed/recommended**

Completion of EH online safeguarding course, it is advisable for you to attend a Safeguarding and Protecting Children workshop.

### **What tasks are involved?**

Tasks will include:

1. Registration with EH's DBS checking service
2. Be the lead contact with EH for DBS checking and updates

**Gosport Borough Hockey Club Role Terms of Reference 2018**

3. Update the Welfare Officer/Club with updates from EH
4. Update DBS records
5. Complete and maintain a record of members who have DBS clearance with registration numbers and update the Committee when members are required to renew theirs.
6. Ensure checks are carried out on new and existing volunteers every 3 years
7. Sign off volunteer evidence for DBS checks
8. Report to committee of any newly checked members

## Role & Responsibilities of the **UMPIRE LIAISON OFFICER**

---

### **Who will I be responsible to?**

The Club Committee, Fixture Secretary

### **What is my role?**

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

### **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

### **Training needed/recommended**

It is recommended that you attend an EH Level 1 Umpiring Course

### **What tasks are involved?**

1. Act as a point of contact for the EH and Hampshire Hockey Umpire Association
2. Publicise and promote umpire courses in conjunction with club development co-ordinator
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
5. Liaise with HHUA and club umpires to facilitate match day arrangements
6. Assist team captains/managers in arranging umpires for fixtures
7. Manage an up to date umpire contact list
8. Attend committee meetings

## Role & Responsibilities of the **WEBMASTER**

---

### **Who will I be responsible to?**

The Club Committee through the Publicity Officer/Communications Coordinator

### **What is my role?**

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

### **What else can you tell me about the role?**

1. You will need suitable IT skills
2. Be an effective communicator
3. Be creative

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

Approximately two hours a week

### **Training needed/recommended**

Training in website design and IT would be helpful

### **What tasks are involved?**

1. Update fixtures, results and match reports
2. Identify all appropriate club news and add to website
3. Be creative in identifying potential areas of improvements to website
4. Link to EH website as appropriate
5. Provide regular updates to the Committee



## Role & Responsibilities of the **CLUB CAPTAIN**

---

### **Who will I be responsible to?**

The Club Committee

### **Who will I be responsible for?**

The team captains and the playing side of the club

### **What is my role?**

Head up the playing function of the club, liaise with the team captains on selection and club coaches on coaching programmes and sit on or chair selection and coaching committees. Be highly visible and approachable to all players. Support the overall playing development of the club. Resolve any inter team disputes and be available to support all team captains with hockey related issues. Manage and resolve club discipline issues.

### **What else can you tell me about the role?**

This role demands a good knowledge of the club's policies and procedures. The club captain should be a role model to all players in the club. They should have the club's interests at heart and should strive for success at every level of club, offering support and assisting any team captain or manager at any point. Knowing every member of the club would be a desirable

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

4 – 6 hours per week

### **Training needed/recommended**

All captains and managers are encouraged to completion of an EH online safeguarding course and have a valid DBS certificate.

### **What tasks are involved?**

1. Attendance at Committee meetings
2. Reconciles issues between teams / players / and members

3. Promote the club's code of conduct
4. Responsible for ensuring developing players are encouraged to play at the highest level
5. Liaise with Membership Secretary and Treasurer to ensure all Club members have paid the correct membership.

## Role & Responsibilities of the **TEAM MANAGER AND TEAM CAPTAIN**

---

**Note: The Team Manager is responsible for the overall management of his/her team in accordance with Club Rules. The manager may choose to delegate roles to specific players and this may include appointing an on-field Captain who is responsible for decisions and discipline on the pitch.**

### **Who will I be responsible to?**

The Club Committee through the Club Captain

### **Who will I be responsible for?**

Relevant team while supporting other teams and the overall playing function throughout the club

### **What is my role?**

1. To be a positive role model and ambassador for the club.
2. Point of contact for relevant squad players.
3. To welcome opposition to the game venue and ensure that the team entertain the opposition post-match.

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

Approximately 4 – 6 hours per week.

### **Training needed/recommended**

All captains and managers are encouraged to completion of an EH online safeguarding course and have a valid DBS certificate.

### **What tasks are involved?**

#### Ongoing

1. Identify player availability and communicate to squad, club and other team captains
2. Notify opposition 5 days prior to fixture of start time, playing kit, facilities available and provide directions to pitch and club house.
3. Liaise with the ULO, appointed umpire (HHUA or Club) each match
4. Facilitate the correct equipment (kit, first aid, gk, balls etc.)

**Gosport Borough Hockey Club Role Terms of Reference 2018**

5. On field captain and role model, responsible for team discipline (any infringements reported to club discipline officer)
6. Adhere to all league recommendations re players match sheets etc.
7. Dissemination of all club notices to squad members
8. If first aid is required ensure an accident report form is completed and forwarded to first aid officer within 1 week of incident.

Post-game Post-game

1. Venue of after match entertainment: organise, notify of any special dietary requirements, cancellations and ensure payment
2. After match entertainment ensure an adequate number from the team is present
3. Report scores to the league
4. Collection of match fees which must be passed to Treasurer, with the team sheet, as per club rules
5. Monitor payment of membership subscription in conjunction with Membership secretary and treasurer.
6. Collate '321' winners information for annual presentation event
7. Ensure the compilation of a match report posted on Pitchero

Remember a good captain/manager delegates tasks to others within the team but they are responsible for managing that person or persons.

X 

---

Jamie Jackson  
Mens 1 captain

## Role & Responsibilities of the **MEMBERSHIP SECRETARY**

---

### **Who will I be responsible to?**

The Club Committee

### **Who will I be responsible for?**

All club members

### **What is my role?**

To keep and maintain records of all club members. To report to the committee regularly on numbers of those that have paid plus any outstanding fees from members. This information will be disseminated to team captains/managers to bring to the attention of the relevant players.

### **What else can you tell me about the role?**

The Membership Secretary is an important role within the club as it helps to identify those areas that are in need of recruitment within the club. As the club survives on the membership fees it is crucial that up to date information is readily available to the committee and there is important liaison with the treasurer and club development coordinator needed.

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

Approximately 2-3 hours each week this work will be heavily weighted at the start of the season

### **What tasks are involved?**

Tasks will include:

1. Collect and receive all annual memberships
2. Ensure all monies received are passed on to the Treasurer
3. Maintenance of membership list of all club members
4. Dissemination of information of players who are not members to team captains/managers
5. Attend committee meetings
6. Liaison with Treasurer and Club Development coordinator
7. Update mailing lists (in conjunction with Secretary)
8. Knowledge of the Club's responsibilities under the Data Protection Act and ensuring that member confidentiality is maintained.
9. Compile Members information pack– disseminate to Team Captains/Managers and Junior Liaison Officer
10. Medical forms to be passed to first aid officer for storage and available in emergencies.

## Role & Responsibilities of the

## **JUNIOR LIAISON OFFICER**

---

### **Who will I be responsible to?**

The Club Committee

### **Who will I work with?**

Junior coaches, Club Secretary, Club Development Officer, Social Secretary, Treasurer and other relevant volunteers.

### **What is my role?**

To be the first port of call for new junior members, offering an enthusiastic welcome. To be knowledgeable about club membership, training times, and, club procedures. To supply, or enable access to, membership forms and club documents. As the junior section prime contact you will attend Hampshire Fixture and contacts meetings. All fixture correspondence concerning junior teams will be directed to you to pass onto team managers.

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

Approximately 1 – 2 hours per week.

### **Training needed/recommended**

Completion of EH's online safeguarding course and attendance on EH Safeguarding workshop is recommended. It is advisable to seek other relevant training and support for your role. Have a valid DBS certificate.

### **What tasks are involved?**

Tasks will include:

1. Liaison with other clubs, Gosport Borough Council, Leisure and Culture Services, Gosport Sports Partnership, England Hockey Relationship Manager, and team managers/coaches.
2. Co-ordinate the GBHC annual minifest
3. Co-ordinate (with volunteers) junior social events including Christmas party and presentation evening.
4. Receive correspondence from Hampshire Hockey and England Hockey and pass on to relevant managers or committee members
5. Liaise with Club Development officer re the status of coaches and umpires within the junior section.
6. Book pitches for all junior home fixtures at the beginning of season.
7. Monitor appropriate membership payments throughout season.
8. Work and support the Club maintaining current "Clubs First" status.

---

## Role & Responsibilities of the **CLUB DISCIPLINE OFFICER**

### **Who will I be responsible to?**

The Club Committee

### **Who will I work with?**

Club Captain, Committee, Team Captains/Managers, Umpire Liaison Officer, the leagues' discipline officers

### **What is my role?**

Represent the club in all discipline matters with team captains/managers/club captains and with the leagues. Maintain an objective view and represent the club and player in the best possible manner.

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

Less than 1 hour per week although red card situations may take up considerably more time

### **Training needed/recommended**

Umpire L1 recommended

### **What tasks are involved?**

Tasks will include:

1. Keep a record of cards and persistent offenders.
2. Advise selection committee if it felt appropriate regarding player availability based on disciplinary record.
3. Liaise with relevant hockey associations regarding red card offences and advise committee on circumstances and appropriateness of any punishment determined by the leagues or any appeal situation.
4. Support players in appeal situations where the club deem appropriate.

## Role & Responsibilities of the **FIRST AID COORDINATOR**

### **Who will I be responsible to?**

The Club Committee through the Welfare officer

### **Who will I work with?**

Team Captains/Managers, treasurer, membership secretary

### **What is my role?**

To be the point of contact for the club regarding all issues surrounding first aid.

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

Less than 1 hour per week

### **Training needed/recommended**

Current first aid certificate

### **What tasks are involved?**

Tasks will include:

1. Maintain all the clubs first aid kits
2. Store appropriately (in a locked unit) medical forms from all club members.
3. Advise Team Captains/Managers on First aiders in each squad (2 necessary per squad)
4. Liaise with Club Development coordinator on the need for first aid courses
5. Ensure all accident report forms are fully completed and stored appropriately.
6. To be available at club events to coordinate first aid provision.
7. Alert each team manager/captain to any first aid issues that might be present in their squad.

## Role & Responsibilities of the

### **KIT MANAGER**

#### **Who will I be responsible to?**

The Club Committee and Treasurer

#### **Who will I work with?**

Team Captains/Managers, Treasurer, Membership Secretary

#### **What is my role?**

To be the point of contact for the club regarding all issues surrounding playing and training kit.

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

Less than 1 hour per week

#### **Training needed/recommended**

No specific training – knowledge of merchandising outlets is useful.

#### **What tasks are involved?**

Tasks will include:

1. Maintain and update records regarding Player shirt numbers
2. To help co-ordinate and achieve “Club Identity” for all players within the Club.
3. Ensure appropriate GK kit is available for all squads
4. Alert Club Committee of purchasing requirements to ensure safety of Club Members.
5. Seek and maximise opportunities to obtain equipment for the Club from Organisations willing to donate at no / low cost.



---

X 

---

Jamie Jackson  
Mens 1 captain

