



Durham City Hockey Club

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club committee : roles and responsibilities

Mark Scott – 1 May 2015

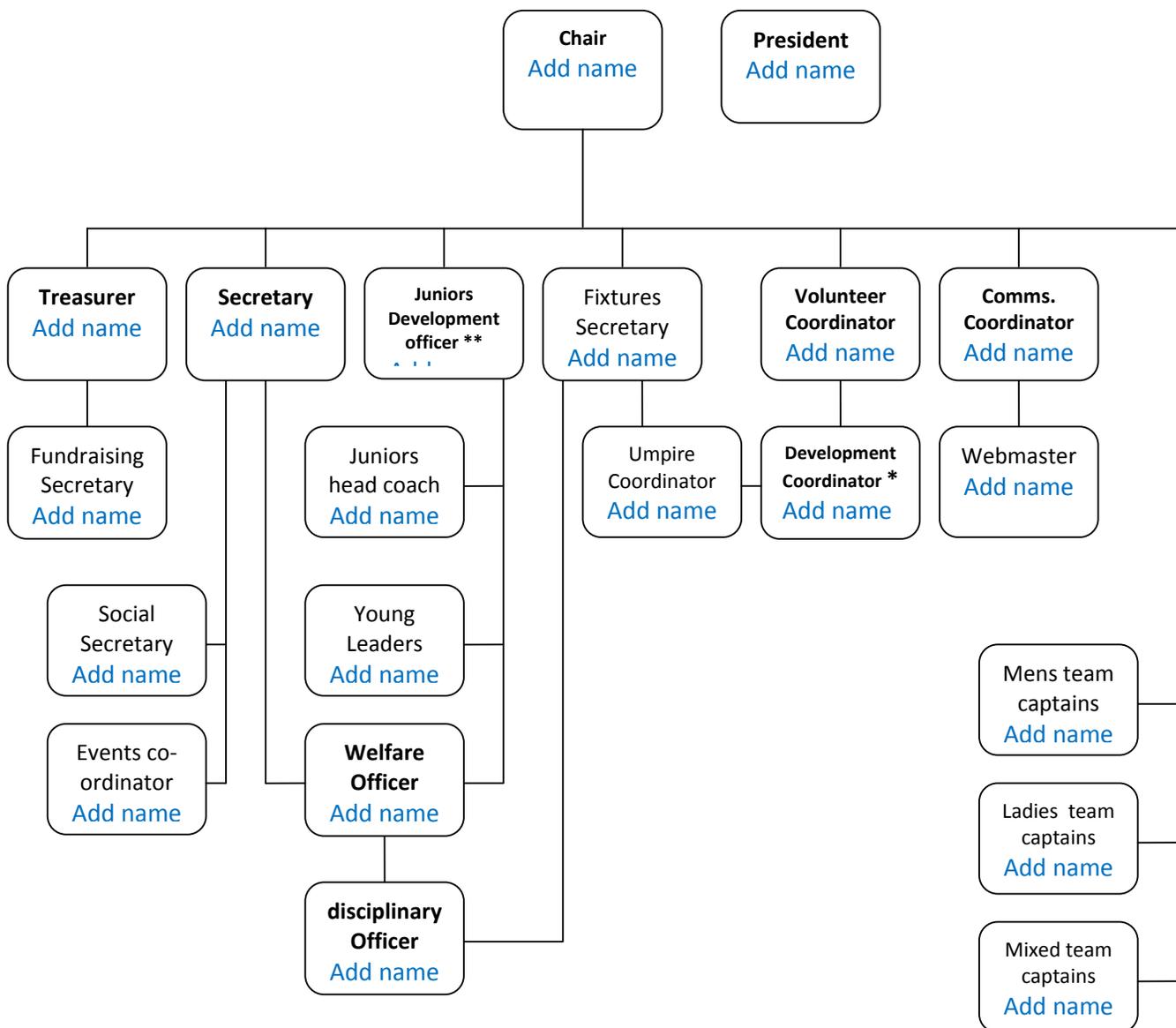


This booklet outlines the roles and responsibilities of the officers of **Durham City Hockey Club**. All are voluntary elected positions and represent one year of office.

The Executive Committee (known as the Club Committee)

The Committee consists of permanent members as outlined below plus the President. They (the Club Committee) have the power to co-opt further members for specific meeting items as and when required. Individuals should hold only one position on the Club Committee.

Club Structure and Reporting Pathway



* incorporating the role of umpire development officer (UDO)
 ** incorporating the role of CRB Liaison

Role & Responsibilities of the

PRESIDENT

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

All club members

What is my role?

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

What else can you tell me about the role?

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

Training needed

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

Role & Responsibilities of the

CHAIR

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

All committee members

What is my role?

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

What else can you tell me about the role?

As the Chair of the Club, it is essential you are a strong leader who can be objective. You will need to support the Secretary in their work.

Training recommended

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

Role & Responsibilities of the

SECRETARY

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Social Secretary and Events co-ordinator

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. Maintain database of club members

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.

The Club Secretary is the first point of contact for the club.

Training needed

You should complete EHB's online Safeguarding training as you are tasked with the storing of player details including under 18's. Possibly a computer database course.

What tasks are involved?

Tasks will include:

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

Role & Responsibilities of the

TREASURER

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

The Club Fund-Raising Secretary.

The team captains as match fees/subs collectors

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'.

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

Role & Responsibilities of the

WELFARE OFFICER

Who will I be responsible to?

The Club Committee through the Juniors Development Officer and the Secretary

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 for EHB's Child Welfare Officer
5. Implement the EHB's reporting and recording procedures
6. Maintain contact details for local social services, police and the Area Child Protection Committee
7. Promote EHB's best practice guidance/code of ethics & behaviour within the club and anti-discriminatory practice
8. Ensure confidentiality is maintained
9. Promote anti-discriminatory practice

What else can you tell me about the role?

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

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

The post holder must have a child focused approach and good communication skills.

Training needed

Attendance on ScUK's Safeguarding and Protecting Children workshop and EHB Time to Listen Workshop

Role & Responsibilities of the

DISCIPLINARY OFFICER

Who will I be responsible to?

The Club Committee through the Juniors Development Officer and the Secretary

Who will I be responsible for?

All club members

What is my role?

Manage the mandated requirements of England Hockey and the North East Hockey League in relation to misconduct and disciplinary offences.

What else can you tell me about the role?

The Club Disciplinary Officer is expected to:

1. have a thorough understanding of the England Hockey 'Code of Ethics & Behaviour' and ensure it is properly administered within the club;
2. follow the England Hockey process of administration following a yellow card or red card offence by any team member;
3. Ensure the appropriate penalties are applied and enforced;
4. Act as the link between the club and the County Hockey Association Disciplinary Officer, administering any appeals.

Role & Responsibilities of the **CLUB VOLUNTEER CO-ORDINATOR**

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

All volunteers in the club, Umpire coordinators.

What is my role?

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

What else can you tell me about the role?

As the Club Volunteer Coordinator you will be expected to work closely with the Communications co-ordinator and the Development Coordinators to identify gaps in the club where volunteers are needed and to ensure all opportunities are communicated to volunteers.

It is essential that you are enthusiastic, knowledgeable of EHB's volunteering structures and keen to encourage and promote all of the volunteering roles within the club.

You will benefit from having a sound knowledge of local volunteering agencies from where we could recruit specialist volunteers to assist us at events or particular tasks e.g. auditor or event management. You should attend club committee meetings and the AGM.

Tasks will include:

Training needed/recommended

Attendance on a Running Sport Club for All, Valuing your Sports Volunteers, Making the most of your people and/or the role of the Volunteer Coordinator workshops

What tasks are involved?

1. Assist Umpire Coordinator to appointing umpires
2. Raise the awareness of opportunities for volunteers and volunteering within the club.
3. Recruit volunteers from within the membership and beyond to assist with the running of the club

Role & Responsibilities of the **CLUB DEVELOPMENT COORDINATOR**

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Coaching team

What is my role?

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

To be the clubs Umpire Development Officer (UDO) – it may be necessary to co-opt assistance to fulfil this task.

Training needed/recommended

Attendance on ScUK's Safeguarding and Protecting Children workshop, it is advisable for you to have EH Coach accreditation and/or EH umpiring accreditation.

Attend Running Sports Action planning for your club and/or developing partnerships with clubs and schools

What tasks are involved?

Tasks will include:

1. Write a club development and action plan liaising with the Club Volunteer Coordinator and the EHB Development Officer (EHBDO)
2. Maintaining Clubs First Award
3. Attend the Committee meetings and AGM.
4. Work with the Club Volunteer Coordinator to monitor the progress of members and provide access to higher level courses
5. Provide new and enhanced competitive opportunities for club teams
6. Work with the Juniors manager to co-ordinate the recruitment of junior players and recruitment of coaches / managers for junior sessions and teams
7. Working with the Juniors Development Officer to deliver Club School link delivery Plan to recruit junior players

Role & Responsibilities of the **COMMUNICATIONS COORDINATOR**

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Webmaster

What is my role?

1. To co-ordinate the dissemination of all club information utilising all possible forms of communication, either traditional print media or electronic media.
2. To work with the webmaster to optimise the profile and information available to all on the club website
3. To raise the profile of the club locally (in the community) and in the county
4. To be available to talk to / build a relationship with the local media
5. To co-ordinate weekly match reports for all teams and age

What else can you tell me about the role?

1. A knowledge of how to work productively with electronic media – eg facebook, twitter etc.
2. good communication skills and an ability to produce informative and interesting match reports, press releases, etc
3. Knowledge of local media, marketing and communications.
4. Organisational, IT and management skills.

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. Produce weekly match reports for inclusion in the local paper
2. Produce Club Newsletter
3. Establish links with the local press to gain publicity for teams, players and events.
4. Presenting an end of year report to the AGM
5. Collate a journal of all club media coverage.
6. 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 friendly fixture list for all teams which reflects the ambitions of the club
3. Arrange and confirm fixtures with league(s)
4. Deal with match cancellations
5. Handle any fixture queries throughout the season
6. Confirm fixtures with opponents and umpires within the league specified timescale
7. Provide visiting teams with start times, directions to the ground etc
8. Report results to relevant leagues and the clubs Webmaster

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. Planning and arranging of friendly fixtures
3. Confirm fixtures the relevant with leagues
4. Communicate cancelations and answer any queries throughout the season
5. Confirm fixtures with opponents and umpires, providing start times and directions etc
6. Inform webmaster of all results

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 with the club.

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.

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 other social events per year
2. Booking venues and entertainment
3. Build relationships within the club across genders and across all Club members from all levels of competition.
4. Work with the communications co-ordinator to distribute information about social events

Role & Responsibilities of the

EVENTS CO-ORDINATOR

Who will I be responsible to?

The Club Committee through the Secretary

What is my role?

The purpose of this role is to organise the major club events throughout the year. This will cover the larger social events, ie, – Club/end of season Dinner, Christmas Dinner, and also the Easter Festival.

You may 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 Events co-ordinator, 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.

Training needed/recommended

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

What tasks are involved?

Tasks will include:

1. Organising an end of year event
2. Organising a Christmas function
3. Organising the Club Easter Festival
4. Booking venues and entertainment
5. Work with the Social Secretary on all events in order to benefit from the relationships within the club that they will have established
6. Work with the communications co-ordinator to distribute information about these large events

Role & Responsibilities of the **JUNIORS DEVELOPMENT OFFICER**

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Junior team coaches, trainers, managers and Junior Committee members

Junior players

What is my role?

The main purpose of the Club Juniors Development Officer is to oversee the management and development of the Clubs junior section, junior players, junior teams and juniors coaches.

As CRB liaison :

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

What else can you tell me about the role?

As the Club Juniors Development Officer it is advisable for you to have an England Hockey Player Coach accreditation, to have attended a Child Protection and Best Practice Workshop (or be available to attend one ASAP) and to have good communication skills. Training courses in club development is advisable. Training courses are available through the Sport England 'Developing a Junior Club' and 'Sports Link'. Attendance at relevant County, Regional and local meetings / forums. Knowledge of other local clubs and the ability to build networks with opposite numbers. Develop relationship with England Regional Development Officer

What tasks are involved?

Tasks will include:

1. Co-ordinate the recruitment of junior players
2. Co-ordinate the recruitment of coaches / managers for junior sessions and teams
3. Assisting/delivering junior sessions
4. Organise fixtures for junior teams
5. Liaise with schools to recruit junior players
6. 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.
7. Obtaining and developing Club - School Links
8. Co-ordination of England Single System
9. Production of Junior Development Plan in conjunction with Development Co-ordinator

Role & Responsibilities of the

JUNIORS HEAD COACH

Who will I be responsible to?

The Club Committee through the Juniors Development Officer

Who will I be responsible for?

Juniors team coaches, trainers, managers and Junior Committee members.

Junior players

What is my role?

The main purpose of the Juniors Head Coach is to oversee the development of the junior players, junior teams and juniors coaches.

What else can you tell me about the role?

As the Juniors Head Coach you will be responsible for :

1. Development and implementation of the vision and strategy for development hockey in the juniors section of the Club
2. Leadership across the Juniors section of the Club for a consistent approach to developing successful club sides at juniors levels.
3. Planning, programming, co-ordination, monitoring and evaluation of all Junior players through a structured juniors player programme.
4. To provide mentoring opportunities to other juniors coaches within the club in order to develop coach skills and performance

Training needed

You must be at least working towards a Level 2 hockey coach. A good knowledge of the Single System and Core skills for hockey. You should also have up to date first aid qualification and attended a Safeguarding and Protecting Children workshop.

What tasks are involved?

Tasks will include:

1. You will be required to coach juniors teams and players within the Club as well as support the other juniors coaches in the club.
2. Ensure that all established policies and procedures within the Club are adhered to by all juniors coaches.

Role & Responsibilities of the

YOUNG LEADERS

Who will I be responsible to?

The Club Committee through the Juniors Development Officer

What is my role ?

The role of Young Leader exists in order to give young people aged 14 to 21 the opportunity to gain experience as a volunteer at Durham City Hockey Club training sessions and matches.

To assist coaches and managers in the club.

This experience can go towards specific awards such as the Level 1 Sports Leadership Award, Duke of Edinburgh Award, GCSE or A Level PE or towards Umpiring and Coaching experience.

Requirements

As a Young Leader it is important for you to be:

1. enthusiastic, and have a positive attitude,
2. willing to learn,
3. able to talk to and encourage younger players,
4. able to keep records of your volunteering tasks and hours.

Tasks and responsibilities

Assist at coaching sessions for younger players

1. Set up cones and practices according to coach's direction
2. Take the register of players' attendance
3. Participate in practice drills to make them run more smoothly eg by passing the ball accurately to players, being a passive defender
4. Help the coach to demonstrate techniques
5. Help clear away equipment
6. Umpire practice matches
7. Umpire juniors matches

Other tasks

8. Establish and maintain a Junior Committee in liaison with the Club Juniors Development Officer and Juniors Head Coach.
9. Organise social events for Juniors players
10. Organise a fundraising activity for your team eg car washing, packing bags at a supermarket

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 (e.g. the 100 club), 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 and prepared to make a regular time commitment.

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

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 two major events per year
3. To ensure events / activities are properly organised and where necessary licensed with local authorities /customs and excise etc
4. To promote fund-raising activities in press (where there is no PR officer)
5. To ensure that funds are properly accounted for and information is passed on to the Treasurer
6. Sale of lottery style draws or raffles on a regular basis

Role & Responsibilities of the **UMPIRE COORODINATOR**

Who will I be responsible to?

The Club Committee through the Volunteer Coordinator

What is my role?

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

What else can you tell me about the role?

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

Training needed/recommended

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

What tasks are involved?

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

Role & Responsibilities of the

WEBMASTER

Who will I be responsible to?

The Club Committee through the Communications Coordinator

What is my role?

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

What else can you tell me about the role?

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

Training needed/recommended

Basic website design 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 EHB website as appropriate

