



BLACKHEATH & ELTHAMIANS HOCKEY CLUB

ROLE PROFILES

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SECTION 1.0: ELECTED MANAGEMENT COMMITTEE ROLES

Role & Responsibilities of the CO-CHAIRS

Who will I be responsible to?

The Club Committee & Trustees

Who will I be responsible for?

All committee members

What is my role?

The Co-Chairs are responsible for the effective functioning of the Committee and will be responsible for:

1. Chairing the Club Committee meetings and AGM
2. Assisting the Club Secretary to produce the agendas
3. Leading the Committee in making decisions for the benefit of the whole club including disciplinary matters.
4. Having the casting vote on any unresolved club issues
5. Directing general and strategic affairs of the club
6. Planning the goals, objectives and activities of the Club for the season.
7. Ensuring club representation at County, Regional and National levels

Note: In respect of Co-Chairs they will in consultation with one another decide on how best to share and divide the responsibilities above.

What else can you tell me about the role?

As the Co-Chair of the Club, it is essential you are a strong leader who can be objective. You must represent an unbiased viewpoint and enable free discussion to take place. The Co-Chairs 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?

1. Chair Committee meetings / AGM
2. Agree monthly agenda for committee meetings and the AGM
3. Representatives for the club at partner meetings, such as County Association or Hockey Development Groups
4. Prepare a Co-Chair report for AGM
5. Ensure all club sections are performing – liaise regularly with section Club Captains and Junior Chair.

6. Ensure all others on the committee carry out their respective responsibilities
7. Liaise with Umpire Co-ordinator, Club Captains, and Fixture Secretary on any disciplinary matters relating to individual players or incidents, in line with constitution
8. Ensure smooth running of Club, pro-actively addressing any issues that might arise.
9. Work to recruit, recognise, reward and retain those who volunteer for and on behalf of the club
10. Provide access to coach, official, volunteer opportunities for club members
11. Ensure that the Club's "Club First" qualification is maintained and renewed
12. Ensure Volunteer recruitment and training is included in the club development plan
13. Develop, maintain and take responsibility for driving forward the Club Development Plan, including timetabling, allocating roles & responsibilities and monitoring progress.
14. Strategically support new pitch/clubhouse developments and external funding opportunities.

Role & Responsibilities of the **CLUB SECRETARY**

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

All the Committee Members

What is my role?

The Club Secretary should, with the assistance of the Club Captains, provide the main points of contact for people within and outside the club on just about every aspect of the club's activities.

1. To be the 'principal administrator' for the club & carry out or delegate all of the administrative duties thereby enabling the club and its members to function effectively
2. To work alongside the Treasurer to see that all EH & League affiliation/registration documents are accurate and are paid on time
3. To work alongside the Co-Chairs to ensure the Club Committee meets regularly and produce agendas and minutes for these meetings inc. AGM
4. To be the primary administrative contact with Eltham College management excluding pitch bookings.
5. To be one of the Trustees in its status as a Charitable Trust

What else can you tell me about the role?

This is a demanding, high profile role that has a major impact on the efficient and effective management of the club. The Secretary has contact with a wide range of people within and outside the club. Representation of the club at outside meetings provides the opportunity to find out what's going on at league and county level and this could be a platform for future volunteering opportunities.

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

Approx 8 hours per month, with a little extra time required at the start of the season and around AGM.

What tasks are involved?

1. Providing the necessary/required administrative support to the members of the Club Committee to ensure the smooth running of the club.
2. Being the link between all sub sections
3. Organising Committee meeting
4. Setting the agenda for committee meetings (with the assistance of the Co-Chair)
5. Taking, recording and distributing minutes of Club Committee meetings
6. Maintaining an accurate list of club members details
7. Book as & when required venues at EC for Committee Meetings

Role & Responsibilities of the **TREASURER**

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Match / training fees collector/s and the Vice Treasurer

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 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 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 & submit any statutory documents that are required
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 **VICE TREASURER**

Who will I be responsible to?

Treasurer & the Club Committee

What is my role?

1. To assist The Treasurer in looking after the finances of the club
2. Help 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. Act as a primary signatory on the club account
5. Help prepare annual balance and profit & loss sheets for AGM
6. Deputise for Treasurer when appropriate

What else can you tell me about the role?

The Vice 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. Keeping up date records of all financial transactions
3. Ensuring that all cash and cheques are promptly deposited in the bank
4. Paying bills and recording information, ensuring that funds are spent properly
5. Issuing receipts for all money received and recording this information
6. Reporting regularly to the committee and at AGM on the financial position
7. Preparing and arranging for yearend statement of accounts to be Audited
8. Helping to prepare & submit any statutory documents that are required

Role & Responsibilities of the **CLUB CAPTAIN – LADIES AND MEN'S**

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Team Captains & Coaches

What is my role?

The Club Captain is the link between the administration & management of the Club and the athletes. It is the role of the Club Captain to represent the views of the athletes within the Club, and contribute to the development of the Club through providing advice and guidance from an athlete perspective.

1. The Club Captain shall be responsible for the daily running of the Club in conjunction with the Secretary
2. Is the person that all athletes can contact & talk to about any issues they may have.
3. To make all Captains and Coaches aware of their roles and expected duties at the beginning of the season and ensure they fulfil these roles thereafter
4. Attends Club committee meetings and represent the views of the athletes
5. Be a positive role model for all members of the Club and serve as an Ambassador for the club at events and functions
6. Communicate with fellow team members & provide support & advice where needed
7. Encourages Club members to be involved in social and voluntary activities
8. Welcomes new members to the Club & maintains regular contact with Club members
9. Organises & Chairs selection meetings with Selection sub committee
10. Oversees the provision of coaching staff & to ensure all coaches abide by the BEHC Club code of conduct

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

- Daily running of the Club
- Monthly Club committee meetings
- Club social events
- Annual General Meeting and any Emergency General Meeting
- The time commitment for being a positive role model is on-going

Skills and qualities required:

- To be an excellent communicator
- To have a knowledge of the Club and athletes
- Able to seek and represent the views of others
- Excellent organisational skills and time management
- Good level of administration

Role & Responsibilities of the **FIXTURES SECRETARY**

Who will I be responsible to?

The Club Committee

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. Confirm fixtures with opponents two weeks before the game
7. Provide visiting teams with start times, directions to the ground etc...
8. Report results to relevant leagues and the clubs Webmaster
9. Liaison for club teas & catering requirements

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

Approximately 2-3 hours per week.

What tasks are involved?

1. Coordinate and communicate fixtures for the club
2. Planning & arranging of friendly fixtures in conjunction with Teams Capts & Coaches
3. Confirm fixtures with the relevant leagues
4. Communicate cancellations and answer any queries throughout the season
5. Confirm fixtures with opponents providing start times & directions etc
6. Inform webmaster of all results
7. Follow detailed guidance on team/section priorities and pitches block booked
8. Gather requirements for training sessions during season and block book
9. Establish dates upon which pitches are surplus to requirements or needed – and make necessary adjustments.
10. Advise Treasurer of bookings made/cancellations & confirm pitch invoices are accurate.
11. Update fixture details on website inc locations and start times
12. Publish on fixtures live and club website
13. During season manage requests for additional pitches and cancellations inc Teas
14. Monitor pitch cancellations due to poor weather, advise supplier and treasurer – and book any replacement pitches required

Role & Responsibilities of the **UMPIRE CO-ORDINATOR**

Who will I be responsible to?

The Club Committee

What is my role?

1. Co-ordinate allocation of umpires to league (where appropriate) cup & 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

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

Around 2-3 hours a week

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 EH and the local Umpire Associations where appropriate.
2. Publicise and promote EH Umpire courses and Continuous Professional Development (CPD) opportunities to club umpires
3. Share important information with club Umpires, Captains and members about rule changes, clarifications, updates on game management techniques and discipline
4. Promote the values of the game
5. Hold occasional umpires meetings' to disseminate information.
6. Arrange umpiring courses
7. Educate the number of players (as specified in Club Development plan) to umpiring level 1 and encourage others to improve their grading each year
8. Report to committee on all matters associated with umpiring
9. Liaise with respective fixtures secretaries, Team Captains and the Co-Chairs on any disciplinary matters relating to individual players / incidents, in line with constitution

Role & Responsibilities of the **CLUB DEVELOPMENT OFFICER FUNDRAISING & SPONSORSHIP**

Who will I be responsible to?

The Club Committee

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 150 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, Auctions 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.

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?

1. Applying 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 **CLUB DEVELOPMENT OFFICER COMMUNITY & PARTICIPATION**

Who will I be responsible to?

The Club Committee

What is my role?

The main purpose of the role is to oversee the development of community, school and volunteer links for the club and provide opportunities for people of all ages to experience hockey and develop to their full potential.

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

Approximately 6 - 8 hours per month.

Training needed/recommended

- Safeguarding training.
- Enhanced DBS clearance. This needs to be done through England Hockey by the club upon appointment.

What tasks are involved?

1. Understanding the wider sporting landscape regarding grassroots participation.
2. Proposing opportunities to the Club Committee for securing external funding and implementing new development programmes.
3. Be responsible for the co-ordination, development and delivery of Club, school and community based events.
4. To ensure that the club provides a robust and positive experience for those interested in the sport.
5. To develop talent, and provide opportunities for community use that will increase participation in the sport and development of the club.
6. Act as the Club's link with the local community and promote and support activities involving them and the Club's members.
7. Work with the Club Committee to support development and training opportunities for all members of the club (players, coaches, umpires and volunteers).
8. Report to the Co-Chairs regularly and attend Committee meetings.
9. Maintain good communication with all club members, partners and associates.

Role & Responsibilities of the **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).

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 of the club development plan
3. To be the first point of contact for staff, volunteers, parents & 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 Child Welfare Officer
5. Implement EH reporting & recording procedures ensuring confidentiality maintained
6. Maintain contact details for local social services, police & Area Child Protection Team
7. Promote EH best practice guidance/code of ethics & behaviour within the club and anti-discriminatory practice
8. To ensure that hockey provision is SAFE and FUN for young players – both PREVENTING unsafe practice and PROMOTING good practice.
9. Manage and maintain a system that monitors club compliance with Safeguarding training and DBS checks as per EH Club Mark requirements.

What else can you tell me about the role?

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

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

Training needed:

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

How much time will I need to give to the role? Approximately 2 – 3 hours per week.

Role & Responsibilities of the **EQUALITY, DIVERSITY AND INCLUSION OFFICER (NEW)**

BEHC is committed to being a diverse and inclusive club and is working to review and improve how we operate in this area.

Hockey is a unique sport; whoever you are from 5+ to 70+ you are welcome. At BEHC we don't just want to say we are inclusive, we want you to see that we are.

"Hockey should be for everybody ... it's not a nice-to-have, we have to make it happen" Olympic gold medal winning captain Kate Richardson-Walsh.

We like to think that BEHC is welcoming to all, open, inclusive and diverse. However, we don't just want to think it, we want to make sure this is the case. Therefore, we have created an Equality, Diversity and Inclusion (EDI) Officer role on the Club committee and EDI will be a standing agenda item for all committee meetings.

Who will I be responsible to?

The Club Committee and report to Co-Chairs

What is my role?

BEHC are seeking to recruit an inspiring and motivated individual in this newly created role as Equality, Diversity and Inclusion Officer (EDI). The EDI Officer will be responsible for working collaboratively across the Club (seniors and juniors) to support and deliver the England Hockey Equality Policy and the new BEHC EDI strategy. They will work alongside the Welfare Officer, Club Committee and Junior Management Team.

The EDI Officer must have some experience, knowledge and interest in delivering successful equality, diversity, and inclusion programmes and initiatives; developing partnerships with a wide range of stakeholders; and possess a 'can do', member centric approach towards work.

What else can you tell me about the role?

1. The main purpose of this role is to ensure hockey is inclusive for all across BEHC, and support the delivery of EH Equality Policy and BEHC EDI Strategy
2. Ensure that BEHC is reflective and representative of the surrounding community and local demographics.
3. Strategically support or lead new initiatives across the Club and local area that supports community needs and promotes community cohesion.
4. Engage, support and influence the involvement, growth and retention of underrepresented groups including disability, LGBTQ+, ethnically and culturally diverse communities, and those affected by social inequalities. Also recognise the additional vulnerability of children and young people from these groups.
5. Represent BEHC amongst internal and external stakeholders, campaigners and networking groups, positively engaging and informing on EDI targets and activities.
6. Work with Club Officers, Coaches and Management across the Club to support in the delivery of EDI targets and in creating a more inclusive culture across BEHC.

7. Consult with EH on EDI plans and engage advocates for Club EDI activities.
8. Identify external network groups and develop sustainable partnerships to support the delivery of our EDI strategy and targets.
9. Develop activities, outreach and campaigns which will support the achievement of our EDI targets.
10. Provide expertise and guidance on all EDI matters.

What tasks are involved?

- Lead on the creation and delivery of the BEHC EDI Strategy
- Identify sources of funding that will be of benefit to BEHC, key stakeholders and provide advice and guidance to applicants.
- Support the Club Committee & JMT to recruit, retain and develop diverse coaches, umpires, players, administrators and volunteers through course and local CPD opportunities, with a focus on diverse, disabled and Ethnically Diverse communities.
- Support the Club Committee to sustain & increase participation through various initiatives & projects to ensure that we are offering opportunities for all
- Work with EH to establish disability hockey (Flyerz) at BEHC
- Contribute to ensuring that safeguarding and equality are embedded throughout the BEHC Hockey Family
- Keep up to date with the latest equality, diversity and inclusion guidance including anti-discrimination legislation
- Respond to issues and provide information on options for complainants.

Training needed:

Inclusion and diversity awareness training e.g. through England Hockey

How much time will I need to give to the role? Approximately 6 - 8 hours per month.

SECTION 2.0: NON-ELECTED ROLES

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, members and officials together in a social setting to enhance relationships within the club. As Social Secretary you will lead the Social Sub-committee and team of Social Representatives.

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 Secretary and Co-Chairs.

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 time as club members.

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

Approximately 5-10 hours per month.

What tasks are involved?

1. Draw up annual social plan, for agreement by committee.
2. Liaise with the Treasurer and Committee regarding financing of events. Some events should help fundraising for the club and ensure socials are self funding
3. Liaise with Media team to produce appropriate promotional materials for events and publicise accordingly
4. Organise a pre-season HOCKEYFEST event
5. Organise at least four other social events per year
6. Organise an end of year event
7. Organise a Christmas Social
8. Book venues and entertainment where appropriate
9. Help organise presentations and awards
10. Organise regular club events & other social events, as appropriate.
11. Report to the main committee regarding all matters social

Role & Responsibilities of the **SOCIAL REPRESENTATIVES**

Who will I be responsible to?

The Social Secretary and ultimately the Club Committee via the Secretary

What is my role?

To work as part of the team on the Social Sub-committee and organise social events to bring the players, members and officials together in a social setting to enhance relationships within the club.

What else can you tell me about the role?

You must be enthusiastic, motivated, have good communication skills and be well organised and committed. Social Representatives hold a very important role in developing the 'fabric' of the club.

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

Approximately 5 - 10 hours per month.

What tasks are involved?

1. Support the Social Secretary in drawing up an annual social plan, for agreement by committee.
2. Liaise with Media team to produce appropriate promotional materials for events and publicise accordingly
3. Organise regular club events & other social events, as appropriate.

Role & Responsibilities of the **WEBMASTER**

Who will I be responsible to?

The Club Committee

What is my role?

This role focuses on looking after the club website, ensuring it's available, accurate, and current. The Club use Pitchero, a sports website company, to host our website which forms the central plank of our team management and communications system.

The majority of the work will be ensuring that committee members and other points of contact have the correct permission levels to perform their roles, which is done via Pitchero's membership tool. Pitchero will manage news and team management automatically.

What else can you tell me about the role?

A background in technology would be beneficial, but not essential. Our package includes support that will be able to help solve any problems.

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

Approximately 2 hours per month.

What tasks are involved?

1. Ensure the website is available and high quality
2. Ensure security on the website
3. Recommend any changes to the website
4. Work with the club committee and Media Team to provide content
5. Ensure that website content provided is uploaded in a timely manner
6. Respond to ad-hoc technical queries and support requests

Role & Responsibilities of the **PRESS OFFICER**

Who will I be responsible to?

The Club Committee

What is my role?

The main focus of this role is to drive awareness of the club within the local community and wider hockey community. You will also help develop and oversee a club communications plan.

You will form part of the Club's Media Team working closely with the Social Media Officer and Webmaster. It is important to work closely with the Club Captains and the Junior Committee to help support initiatives aimed at attracting new members; develop e-bulletins to club members; and develop Club news features. In addition you will help support the Social Secretary in publicising social events.

What else can you tell me about the role?

You should have excellent written and verbal communication skills, along with good interpersonal skills.

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

Approximately 5 hours per month.

What tasks are involved?

1. Developing a communications plan
2. Developing e-bulletins to club members
3. Producing Club news features
4. Writing press releases to raise the profile of the club externally
5. Work in partnership with the Social Media Officer to produce regular postings to help raise the profile of the club
6. Explore opportunities for media coverage and act as the main point of contact for all media enquiries.

Role & Responsibilities of the **SOCIAL MEDIA OFFICER**

Who will I be responsible to?

The Club Committee

What is my role?

The main focus of this role is to be responsible for the development of the club's social media platforms including Facebook, Instagram and Twitter. You will take the lead in producing content to manage and grow the club's presence on our social media channels. You will also work closely with Club Captains and the Junior Committee to ensure the Club's social media reflects key moments, initiatives and events.

What else can you tell me about the role?

As Social Media Officer you will form part of the Media Team and work closely with the Press Officer. You will also support the Social Secretary in publicising social events.

It is important to have strong writing skills and communication skills. You should be competent in using social media platform and ideally keep up to date with current and emerging social media techniques, trends and platforms.

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

Approximately 5 hours per month.

What tasks are involved?

1. Produce weekly content on the Club's social media platforms (Facebook, Instagram and Twitter)
2. Work in partnership with the Press Officer to support the Club Communications Plan and produce regular postings to help raise the profile of the club
3. Work in partnership with the Club Captains and Junior Committee to promote key moments, initiatives and events
4. Explore opportunities for social media coverage within the local community and wider hockey community