

Timperley Hockey Club – Roles and Responsibilities (Summary)

The Core Hockey Committee was formed following the merger in 2015 of the former TSC Men's and Women's Hockey Section and the THC Hockey Academy. #OneClub was the umbrella strapline agreed to bring a overarching approach to how we run hockey at Timperley Sports Club. The main committee are responsible for the overall strategy, development and running of the hockey at TSC. The core committee roles are elected by the AGM

The core committee roles are supported by a wide range of roles and of course of senior captains. The wider roles are ratified by the Committee. The approach is flexible, and we encourage role holders to work together, support each other and commit to the #oneclub approach.

A. Summary of core Hockey Committee Roles – elected by the Hockey AGM

1. Chair#

- Chair the committee meetings
- Working with the committee, coaches and wider team maintain and develop the overall THC Strategy.
- Lead the committee in making decisions for the benefit of the whole hockey club including disciplinary matters.
- Represent an unbiased viewpoint allowing free discussion to take place
- Give the casting vote on unresolved section matters.
- Ensure club representation at County, Regional and National levels including strategic relationship management with England Hockey
- Delegate selected tasks or project leadership to the Vice Chair.
- Represent or delegate representation of the hockey section on the Timperley Sports Club Ltd Board and or Sub Committees

2. Vice Chair#

- Support the Chair in the overall management of THC, act on their behalf as required and chair committee meetings in their absence
- Lead the specific activity, projects or working groups as agreed by the Chair and or Committee, eg: Clubmark reaccreditation; developing a hockey handbook and supporting policies and procedures
- Provide support to committee members or role holders as required

- the aim since the merger of Men's and Ladies hockey at THC has been that for the Chair and Vice Chair to ensure balance that if one role is held by a female the other is held by a male.

3. Secretary

- To be the principal administrator for the hockey section, dealing with all contact and correspondence, EH & regional contact for onward distribution of information within the section.
- Prepare meeting agendas, record, distribute and retain meeting minutes.

- Co-ordinate the development of hockey policies and procedures manual and handbook(s) working with Communications Co-ordinator to ensure Club and team captains, and players have the relevant information and awareness
- Define allocation of administrative duties across members of the section
- Work Define allocation of administrative duties across members of the section
- Work alongside the Treasurer to ensure that all affiliation/ registration documents are accurate and paid on time.
- Oversee the work of the Fixture Secretary and ensure that different hockey requirements are effectively managed including pitch allocations, match day catering and bad weather/cancellations.

4. Treasurer

- Control and manage the finances of THC and report to the hockey committee on the sections financial position
- Co-ordinate the development and approval of an annual budget for the section is set, including fees and related policies
- Keep detailed (paper and electronic) records of all bank accounts and control the expenditure within the agreed budget constraints and retain copies of all key financial documents, invoices, bank statement, budgets, accounts etc
- Provide the records and information as required to the Timperley Sports Club Ltd Finance Sub Committee and TSC Ltd Director with responsibility for Finance
- Hold & manage the hockey section bank account and act as principal signatory on the club bank account and register other signatories as agreed with the Chair & Secretary
- Prepare annual balance sheet and P&L reports for the AGM, and prepare regular reports and financial forecasts for the Hockey Committee throughout the year
- Oversee the work of the Subscriptions and Membership Secretary to ensure that effective processes are in place to collect and reconcile the collection of subs and fees and that member data bases are maintained and managed in an effective and secure way. Taking cognisance of data protection rules.
- Provide financial advice and guidance to those roles with responsibility for fundraising and kit/merchandise.
- Ensure that any payments made to players/coaches/volunteers etc are done so in line with HMRC guidelines.
- Banking operations using online banking facilities of the section account to ensure all the payments / bills are paid and receive payments where possible to reduce the amount of cash circulating. Manage the administration and security of online banking
- Manage, receive, and monitor all match fees collected by the captains and sundry receipts from fundraising, merchandise and membership payments. Ensure banking completed in a timely manner to the THC bank account.

5. Hockey Development Co-ordinator

- To oversee the hockey development plan, working with the hockey committee, Volunteer Co-ordinator, Club Captain(s), Head Coach(es) and the EH Hockey Development Officer, identify and maximise development opportunities for all members of the club including players, coaches, umpires, parental involvement and support.
- To co-ordinate training / coaching requirements including pitch time and work with Club Captains, Coaches and the Club to agree the annual plan/allocations in liaison with the Hockey Chair.

- To work with the lead coaches to develop a clear player framework linked to playing and coaching opportunities at the club across all ages / gender (Academy through to Veterans) and abilities (from performance to social hockey).
- Identify training and development opportunities and courses and qualifications to support club members and volunteers to do their roles and prepare an annual plan and projected budget for consideration

6. Club Captains (Men's and Women's)

- Provide leadership, and be the principal point of interface between the playing teams and the hockey club committee including proposals for the ongoing development of senior hockey for all abilities as part of the overall hockey strategy and development plan
- Ensure all the required team, league and registration administration is completed for all teams within the relevant rules and regulations
- Organise processes for availability, selection and operational management of gender based teams including effective communication to / from players and supporting match day processes
- Liaise with team captains and coaches to obtain information for reports at the committee meetings.
- Ensure that team captains, and as relevant coaches, regularly review the performance & development of players to ensure they given the right opportunities to move between teams including Academy to Senior hockey transition.
- Delegate responsibility for collection and handing in of match fees and supporting collection of subscriptions, fees and member data
- Co-ordinate inputs, requirements and proposals for Men's / Women's hockey to the relevant Role to support the planning, operation and strategy development for hockey at Timperley including: season objectives for teams; player pathways; inputs to budgeting; coaching plans and pitch, facility and equipment requirements
- Maintain discipline and behavioural standards of the players, coaches and team managers both on and off the pitch, and as required attend disciplinary hearings
- Actively encourage and promote participation in the club from the membership and uphold the reputation of the club through personal example and club behaviour, including social media.

7. Academy Co-ordinator

- Be the principal point of interface between the Academy and the hockey club committee, including proposals for the ongoing development of junior hockey as part of the overall hockey strategy and development plan
- Liaise with Academy coaches and team managers to obtain information for reports at the committee meetings for all teams and with Club Captains to support the management and transitional of Academy players into the senior teams
- Working with the Hockey Development Co-ordinator, ensure that the Head Coach and Academy coaches have an agreed programme to support the development of players to ensure they given the right opportunities to move between teams/coaching groups and through to seniors transition.
- Co-ordinate the required administrative support (and volunteers) for Academy registration (annual Registration Day, weekly coaching sessions and as required at mini tournaments) to ensure smooth running of all activities, record keeping and documentation in line with relevant policies and best practice and provide a safe, friendly and welcoming environment

- Prepare and submit proposals to develop the Academy including budget and other requirements as part of the annual planning process
- Support the Volunteer Co-ordinator, by actively encourage parents to get involved in the Academy and wider club activities, and set up small working groups as required to support the academy's range of activities
- Ensure that the Academy coaching rota is in place for all coaching sessions to ensure adequate ratio's of qualified / non-qualified coaches are in place and work and as required work with the Head Coach and Coaching co-ordinator to ensure the coaching programme, plans and player pathways reflect the strategy and development of players of all abilities
- Agree with the Head Coach and coaching team the teams to be organised annually and co-ordinate the appointment of parent managers and coaches for each team and ensure all involved are aware and adhere to the relevant club policies and processes including collection of match fees

8. Sponsorship and Fund-raising Co-ordinator

- Oversee developing the overall strategy and approach for sponsorship and fund-raising at THC
- Identify, develop options, source and secure a range of sponsorship opportunities to raise funds to support THC including communication and marketing material, presentations/proposals, advertising banners and promotion of sponsors
- Maintain and develop on going relationship with prospective and current sponsors to support attraction and retention
- Working with the treasurer maintain records to monitor current status of all sponsors, generation of invoices and collection of payments and renewals
- Create and lead a team whose main task is to generate funds for the hockey club. The targets will be agreed in the pre-season budget.
- Work with the Social Secretary to maximise opportunities for events and evaluate set up and running costs against revenue received
- Represent hockey on the TSC Ltd fundraising working group.

B. Other THC Roles not elected by the AGM

Whilst there roles do not form part of the core committee that play an essential role in the effective running of Hockey at TSC. Role holders work with, and are supported by, committee members to make sure we keep the myriad of activities needed to run a club of our size in an effective and co-ordinated way happening! These roles are a great way to take on a role to help make hockey happen at TSC.

If you are interested in getting involved in any of the following roles, or supporting existing role holders, or have ideas on new roles we would benefit from having please let us know – and lets get more people involved in sharing the load in the 2020-21 season and bringing new ideas on board.

Role holders will be ratified/appointed by the Hockey Committee and are invited to attend committee meetings, or sub groups as required.

Communications Co-ordinator – work with Chair / Vice Chair and Committee

- Ensure that the club has a high level communications plan to improve the range and frequency of communications including: website; social media; newsletter, handbooks, noticeboards (and presence within the TSC clubhouse) and be responsible for its delivery including a range of regular communication updates
- To raise the profile and awareness of the hockey club locally and in the region including developing relationships with the local media providing regular updates and news items.
- To work with the Website Co-ordinator to maximise the effectiveness of the hockey section website and review options for the format, use and content required on the website
- Ensure that notices, information, events and successes are communicated to all across the hockey section, TSC and where relevant externally
- Liaise with Club Captains and Academy Co-ordinator to ensure that the external image of the club is joined up and has a 'professional' appearance
- Liaise with Club Captains and Academy Co-ordinator to generate news items and identify 'team reporters' to pages up to date and feed in news it
- Keep an archive record of all media coverage, monitor and help promote good practice and work in spirit of the social media policy

Fixture Secretary – works with the Secretary and Club Captains / Academy Co-ordinator

- Act as the key fixtures contact for relevant senior hockey leagues and ensure all league fixture administration is completed including maintaining and updating Fixtures Live or designated platform(s).
- Work with the Academy Fixture Secretary to co-ordinate their requirements including allocating pitch times.
- Co-ordinate and communicate fixtures for different teams via Fixtures Live and the club website.
- Schedule a programme of friendly fixtures to provide more playing opportunities working with the respective club captains.
- Handles co-ordination of match cancellations and re-arranging of games.
- Handle fixture queries and bad weather management throughout the season.
- Confirm match arrangements with opposition and league/ competition allocated umpires in line with competition requirements or where agreed ensure each team has a contact name on Fixtures Live to complete.
- Coordinate requirements for after match teas.
- Provide fixture details to the Umpiring Co-ordinator to allow the Co-ordinator to allocate umpires for all matches where they are not allocated by the relevant league(s) or EH.

TSC Ltd Subs & Membership Secretary – work with Treasurer and Secretary

- Act as lead hockey liaison person with the TSC Ltd Membership Sub Committee and Membership Officer and ensure hockey meet all relevant TSC Ltd requirements for maintaining and updating membership records and subscription collection
- Maintain confidential and data protection compliant database of all levels of membership and within the Data Policy provide captains and manager player information and emergency contact details (for all Under 18's) and relevant medical information
- Work with Academy Database Administrator.

- Retain all data in line with the Data Policy.
- Set up annual initiatives to promote and collect subscriptions (not paid direct to TSC Ltd) including on-line payment options via the hockey website, record keeping and updating TSC Ltd master data base with details of all members and subs collection
- Provide monthly report on subs collection status to the Treasurer in time for committee meetings.
- Identify any poor payers for escalation to the hockey committee and inform Club and Team Captains to support application of 'no pay no play' policy

Volunteer Co-ordinator – works with Vice Chair

- Drive the recruitment of volunteer supporters and manage, grow and recognise their contribution
- Provide and ensure volunteers are aware of development opportunities, e.g. coaching, umpiring or committee roles.
- Maintain a volunteer register of past, connect current and potential volunteers and skills / interests and use to help match requirements (roles, projects or events) with volunteers to where is support needed. Work with the Young Leader Co-ordinator to involved young members (13-18)
- Liaise with DBS Co-ordinator to ensure where required all external DBS checks have been completed.

Social Secretary(s) – works with Sponsorship and Fundraising Co-ordinator

- Develop a draft annual social events plan, for approval by the committee, reflecting the wider hockey membership and act as lead co-ordinator to plan and organise social events.
- Bring together teams to plan, budget, promote and deliver each main social event – preparing proposals for approval by the committee for each main event
- Play a key role in bringing members from across all the teams together along with committee members, umpires, parents and other club members and volunteers in a social environment.
- Support fund-raising activities
- Represent hockey on any TSC Ltd Social working groups

Facilities & Ground Rep – works with Vice Chair and Chair

- Maintain a record of all hockey equipment (centrally stored and held by captains/coaches) and complete a quarterly inventory (July, October, January and April) to assess requirements, loss or damage and provide a reports and recommendations to the Secretary/Development Co-ordinator for consideration by the committee
- As required, source equipment that meets requirements and provides good value for money within agreed budgets
- Check equipment, facilities and store rooms at intervals not great than 3 weeks to identify and advise the Club Manager of any remedial works or needs and to ensure storage areas continued to be used appropriately.
- Liaise with the Club Manager regarding an annual plan for routine maintenance and for non-routine requirements. E.g. Damage noted, preparation for one off events.

- Ensure that coaches, team managers and captain have hockey first aid kits and that these are regularly maintained and available on match days.
- Ensure that Risk Assessments are undertaken, remain relevant and are available for inspection by the Club Executive / Manager.
- Represent hockey at TSC Ltd facilities sub committee meetings

Umpire Co-ordinator – works with Fixture Secretary and Vice Chair

- Act as principal point of contact for the EH and local Umpiring Associations.
- Clarify which matches will have league provided umpires and which must be supplied by the club and the standard required.
- Maintain an up to date register of club umpires along with their qualification, and those interested in becoming an umpire.
- Co-ordinate the allocation of umpires to matches including league, cup and friendlies as required
- Promote and assist the development of umpiring within the hockey club working with umpire associations and umpire developers.
- Share rule changes across the club and include the Communications Officer in cascading the information.

Child Welfare Officer (Lead) – works with Club Captains / Academy Co-ordinator and Vice Chair

- Assist the section to fulfil its responsibilities to safeguard children and young people in line with England Hockey policies and guidelines.
- Assist the section to implement the child welfare actions set out in the Hockey Development Plan including training.
- To be the senior point of contact for staff, volunteers, parents and children where concerns about children's welfare, poor practice or child abuse are identified and identify at least two other CWO's to provide wider points of contact.
- Be the first point of contact for the EH's Child Welfare Officer.
- Implement the EH's reporting and recording procedures.
- Maintain contact details for local social services, police and Area Child Protection Committee.
- Promote EH's best practice guidance/ code of ethics & behaviour within the club and anti- discriminatory practice through the hockey club.
- Ensure confidentiality is maintained.
- Work with the DBS Liaison Officer to ensure all relevant checks have been completed and records kept.

DBS Liaison - reports to the Child Welfare Officer

- Under the direction of the CWO, ensure that all required relevant accreditation and systems are in place to complete on line DBS checks for THC relevant volunteers and role holders
- Handle personal data and information in a secure and confidential manner when completing the necessary checks following the EH guidance and relevant policies
- Maintain records and a scheduled of accredited individuals and provide updates to the CWO / Committee.

Academy Fixture Secretary - works with Fixture Secretary and Academy Co-ordinator

- Working with the Fixture Secretary, co-ordinate the organisation of Academy fixtures including: friendly fixtures for Badger, Beavers, Vixens and any other team requiring fixtures including attending Cheshire Academy Fixture Consortium meeting; GMJHL entries; Academy EH competition entries and scheduling of any Timperley Mini Hockey tournaments
- Work with the Fixture Secretary to agree pitch allocations, arrangements for bad weather, team refreshments. If qualified umpires are required, work with the Umpire co-ordinator if required.
- Ensure all relevant administration is completed including ensuring all information on Fixtures Live, Club Website are up to date and that Team Managers and Coaches have all required information

Merchandise and Kit Co-ordinator

- Act as main point of contact with kit supplier to co-ordinate delivery and orders and resolution of queries
- Maintain and allocate shirt numbers across senior and academy
- Input to the processes with the Club Kit suppliers to ensure orders and deliveries are managed in an effective and timely manner. Work with the Communications Co-ordinator information about kit and merchandise is well communicated across all club channels and on the website
- Monitor and review the relationship with the Club Kit supplier and act as a key point of contact, providing reports and any recommendations as required
- Identify opportunities to improve or increase the range of kit / merchandise to meet club / member needs

Website Administrator(s) - works with Vice Chair / Chair/Club Captains and Communications Co-ordinator

- In line with the Communications Plan, and working with the Communications Co-ordinator maintain, develop and act as overall Web Master for the club website www.timperleyhockeyclub.com including controlling the granting of access and administration rights to other members and maintaining and developing the core content
- Identify opportunities to improve the effective use of the website functionality, or other web based tools, to support the running of the section and bring forward recommendations / proposals
- Review and update core hockey content to ensure it is relevant and useful. Work with team administrators to ensure team pages are regularly maintained
- Monitor website analytics and ensure the website content is kept up to date, promote website traffic through social media and other communications, and moderate the quality and relevance of all web content

Young Leader Co-ordinator - Reports to the Volunteer Co-ordinator

- Co-ordinate and organise activity to encourage Young Leaders (ages 13-18) to get involved in supporting the activity of THC including assisting with coaching, umpiring, helping organise mini tournaments and supporting coaches / team managers with Academy or wider roles across the club

- Identify and source relevant training or development activities to support Young Leaders
- Work with Young Leaders to help them make the most of volunteering to support their personal and hockey development

Academy Database Co-ordinator – works with Academy Co-ordinator and Membership and Subs Secretary

- Maintain and manage on an on-going basis the Academy database and player records and parental consent documentation in effective, timely and secure manner in line with EH guidelines and data protection requirements.
- Work with the Membership and Subs Secretary to co-ordinate data and membership information, and reconcile the collection of Academy subscriptions and coaching fees
- Provide access to relevant data extracts to enable coaches, club/senior team captains and parent/team managers perform their roles within EH and data protection guidelines and produce periodic reports to support planning and development to the Hockey Development Co-ordinator

Other Roles

In addition to the committee and supporting roles, there are a number of other key roles that support the running of the club include :

- Team Captains and Vice Captains
- Head Coach
- Qualified Coaches (senior teams and academy)
- Assistant / Support Coaches
- Umpire Developers and our Umpires
- Team Managers / Parent Team Managers
- Match Day Stewards (as required)

Updated June 2020