



Role Descriptions for Club Volunteers Wokingham Hockey Club 2015 - 2018



Clubs Structure and Reporting Pathway

This structure follows recommendations from England Hockey Board (EHB). The roles in red are those which EHB require a contact for on the affiliation forms.



Figure 1 Club Organisational Structure

Wokingham HC Club volunteer role descriptions

This booklet outlines the roles and responsibilities of the officers of Wokingham HC. All are voluntary elected positions and represent one year of office.

In order to reflect the EHB the roles elected at the Club AGM held on the 25/6/2015 have been retrofitted as outlined below. In addition to this the club constitution states that the committee should appoint any members deemed necessary for the smooth running of the club this resulted in 27 members being elected. In order to be an effective committee it is proposed that a structure is introduced as per Figure 1 from 6/7/2015 onwards. All roles are outlined in the tables below.

Current Club Elected positions	EHB Defined Role
Chair	Chair
Treasurer	Treasurer
Secretary	Secretary
External Relations Officer	Name change to Comms. Co-ordinator
Fixtures Secretary	Fixtures Secretary
Membership Secretary	Membership Secretary
Social Secretary	Social Secretary
Youth Development Officer	
Umpires Co-ordinator	
IT Officer	Webmaster
Director of Coaching	Merged to form Development Co-ordinator as per role description
Clubman	
Men's Captain	
Ladies Captain	
Mixed Captain	
Bar Steward	
Bar Treasurer	
Team Captains (7)	
Club Steward	Identified in constitution but not identified in AGM minutes
Captains of the Club	
Health and Safety Officer	
Sponsorship Secretary	Fundraising Secretary

Additional Roles proposed/ required	
Welfare Officer & CRB Liaison	As required by EHB
Volunteer Co-ordinator	As required by EHB
Junior Captain	To support transition of juniors to adult hockey and increase integration of junior section

The Club Committee

The Committee shall consist of designated permanent members and have the power to co-opt further members for specific meeting items as and when required. Individuals may hold only designated one position on the Club Committee but may hold a co-opted position in addition with no voting rights. The following descriptions provide detail of how each role functions to ensure smooth running of the club.

Role & Responsibilities of the **CHAIRPERSON**

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 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

Role & Responsibilities of the

SECRETARY

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Fixtures Secretary and Umpire Secretary

What is my role?

1. To be the 'principal administrator' for the club, dealing with all club correspondence, distributing to relevant officers for response where required
2. To prepare and distribute the Committee meeting Agendas
3. Keep the Minutes of all Club Committee meetings and distribute copies
4. Keep signed copies of all meeting minutes on file
5. To carry out or delegate all of the administrative duties thereby enabling the club and its members to function effectively
6. To work alongside the treasurer to see that all affiliation/registration documents are accurate and are paid on time
7. To ensure that all members have a copy of the club handbook, insurance details and officers contacts etc

What else can you tell me about the role?

The Club Secretary is a pivotal role within the club and with the assistance of the Club Development Officer should provide the main points of contact for people within and outside the club on just about every aspect of the club's activities. It is a demanding, high profile role that has a major impact on the efficient and effective management of the club.

As the first point of contact for the club, it is helpful if the Secretary is available to take phone calls during the working day. The club is keen to support the Secretary in the use of modern office technology so as to assist them in their job.

Training needed

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.

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
3. Organising and in-house courses for the season
4. Organising and attending the club AGM and other club meetings
5. Representing the club at outside meetings at the direction of the main committee

Role & Responsibilities of the

TREASURER

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Membership Secretary and the Club Fundraising Secretary, plus additional delegated roles if required such as Bar Treasurer / Steward

What is my role?

1. To look after the finances of the club for Adult (including Bar) and Junior Sections
2. Keep detailed written records of all accounts and make sure that the whole club operates within the annual budget.
3. Attend the Committee meetings and AGM
4. Hold bank account in the name of the club
5. Act as a primary signatory on the club account (and appoint 3 others as agreed by the Club Committee)
6. Prepare annual balance and profit & loss sheets for AGM

What else can you tell me about the role?

The Treasurer must be well organised, able to keep records, careful when handling money and cheques, scrupulously honest, able to answer questions in meetings, confident handling figures, prepared to take instant decisions when necessary.

Training recommended

Training courses are available through the Sport England 'Running Sport' Programme - 'Funding for your Club'.

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

Approximately 2 – 3 hours per week.

What tasks are involved?

1. Collecting subscriptions and all money due to the organisation
2. Affiliating the club to the County Hockey Association and England Hockey Board and to the league(s) and working with the Secretary to register players
3. Keeping up date records of all financial transactions
4. Ensuring that all cash and cheques are promptly deposited in the bank
5. Paying bills and recording information, ensuring that funds are spent properly
6. Issuing receipts for all money received and recording this information
7. Reporting regularly to the committee and at AGM on the financial position
8. Preparing and arranging for yearend statement of accounts to be Audited
9. Helping to prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and NI returns, grant aid reports)
10. Even if these duties are delegated to a professional officer, the Treasurer is still 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

Who will I be responsible for?

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

What is my role?

1. Assist the club to fulfil its responsibilities to safeguard children and young people
2. Assist the club to implement the child welfare section (including training) of the development plan
3. To be the first point of contact for staff, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified
4. Be the first point of contact with the 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

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 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 and support provision. They 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

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

Approximately 2 – 3 hours per week.

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 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:

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

Approximately 3 – 5 hours per week.

Training 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, and beyond (e.g. at events and with and for other organisations)
3. Recruit volunteers from within the membership and beyond to assist with the running of the club
4. Ensuring all volunteers are appropriately vetted and trained and recorded.

Role & Responsibilities of the

CLUB DEVELOPMENT COORDINATOR

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Facilities Co-ordinator (inc Health and Safety Manager if delegated), Youth Development Manager, Coaching team (& Health and Safety Manager)

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.

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

Approximately 4 – 6 hours per week.

Training needed/recommended

Attendance on ScUK's Safeguarding and Protecting Children workshop, it is advisable for you to have an England Hockey Player Coach accreditation and attend Running Sports Action planning for your club and/or developing partnerships with clubs and schools

What tasks are involved?

Tasks will include:

1. Write a club development and action plan liaising with the Club Volunteer Coordinator and the EHB Development Officer (EHBDO)
2. Attend the Committee meetings and AGM.
3. Work with the Club Volunteer Coordinator to monitor individual the progress of members and provide access to higher level and courses
4. Provide new and enhanced competitive opportunities for club teams including organise fixtures for junior teams in liaison with the youth manager
5. Co-ordinate the recruitment of junior players and recruitment of coaches / managers for junior sessions and teams
6. Assisting/delivering youth sessions if qualified
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.
9. Ensure Health and Safety is complied with (may be delegated)

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 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 and information available to all on the club website
4. To co-ordinate weekly match reports for all teams and age groups to be forwarded to the local press
5. To be the editor of the match day programme (in larger clubs).

What else can you tell me about the role?

1. It is essential to have good communication skills and an ability to produce informative and interesting match reports, press releases, etc
2. Regular access to a fax, telephone and computer are necessary
3. Knowledge of local media, marketing and communications.
4. 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 (may be delegated):

1. Co-ordinate weekly match reports for inclusion in the local paper / Website
2. Produce a regular Club Newsletter / Comms
3. Establish links with the local and national press to gain publicity for teams, players and events.
4. Ensure that the club is featured in local papers on a regular basis
5. Presenting an end of year report to the AGM
6. Collate a journal of all club media coverage.
7. 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
6. Confirm fixtures with opponents and umpires, 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

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

Approximately two hours per week.

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

SOCIAL SECRETARY

Who will I be responsible to?

The Club Committee through the Secretary

What is my role?

The main purpose of this role is to organise social events to bring the players, officials and parents together in a social setting to enhance relationships with the club.

You may also wish to consider inviting local dignitaries to develop and improve the club's relationships within the community or representatives from any sponsors of the club. In both instances you should liaise with the Club Secretary.

What else can you tell me about the role?

As Social Secretary, you must be enthusiastic, motivated, have good communication skills and be well organised and committed.

Yours is a very important role in developing the 'fabric' of the club. You encourage people to join us, to stay and to enjoy their role as club members.

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

Approximately 5 hours per month.

Training needed/recommended

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

What tasks are involved?

Tasks will include:

1. Organising a pre-season event and at least two other social events per year
2. Organising an end of year event and awards ceremony
3. Booking venues and entertainment

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.

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 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

CRB LIAISON

Who will I be responsible to?

The Club Committee through the Welfare Officer (This role could be included in the Welfare Officer role)

What is my role?

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 new 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?

1. You will need an understanding of EHB's 'Proud to Protect' Safeguarding and Protecting Children policies
2. Knowledge of CRB processes
3. Be CRB checked through EHB

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

Approximately 6 - 8 hours per month.

Training needed/recommended

Completion of EHB online Safeguarding and Protecting Young People in Hockey Course, it is advisable for you to attend a Sports Coach UK Safeguarding and Protecting Children workshop.

What tasks are involved?

Tasks will include:

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

Role & Responsibilities of the

UMPIRE CO-ORDINATOR

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

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 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 umpire courses and Continuous Professional Development (CPD) opportunities to club
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

FACILITIES COORDINATOR

Who will I be responsible to?

The Club Committee through the Development Coordinator

What is my role?

1. Ensure all teams have enough pitch time and space for training
2. Ensure all teams have pitch time for home fixtures
3. Liaise with pitch provider to book pitch (if club rents pitch)
4. Input into the facilities section of the club development plan regarding ground maintenance and development (if club own pitch)
5. Oversee the clubs sinking fund for the replacement of the current pitch (if club own pitch)
6. Investigate funding opportunities for facility development

What else can you tell me about the role?

1. Familiar with EHB Facilities guidance
2. Knowledge of health and safety

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

Approximately 4 - 6 hours per month, although this may increase if the club begins to develop their facilities

Training needed/recommended

There is no specific training available but a background in facility development would be helpful

What tasks are involved?

1. Ensure everything on the grounds and training facilities is safe for players, spectators, staff and visitors
2. Liaise with facility provider to ensure all teams have enough pitch time and space for training and home fixtures
3. Input into the facilities section of the club development plan regarding ground maintenance and development (if club own pitch)
4. Oversee the clubs sinking fund for the replacement of the current pitch (if club own pitch)
5. Investigate funding opportunities for facility development

Role & Responsibilities of the

Club Captain

Who will I be responsible to?

The Club Committee

What is my role?

1. To provide a representative view of the club membership

What else can you tell me about the role?

1. Be an effective communicator
2. Be able to provide advice and guidance from an athlete perspective
3. Be able to provide advice and guidance from an athlete perspective from a team management and development perspective

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

Approximately two hours a week

Training needed/recommended

Awareness of the EHB singe system and player pathway with Wokingham Hockey Club

Previous experience at either Ladies/Mens Team or Club Captain

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

What tasks are involved?

1. Arrange sub group meetings with Ladies Captain, Mens Captain and the Junior Club Captain at least 4 times a year
2. Encourage team members to attend training sessions
3. Provide support to Social Secretary in co-ordinating the Social Events in particular co-ordinating the Bi Annual Club Sixes Tournaments and Club Awards Ceremony
4. Attend Club Committee and AGM Meetings
5. Provide support to Captains where required to with dispute resolution and decisions around team selection and player management including recording game sanctions and their appropriate administration.

Role & Responsibilities of the

LADIES / MENS CLUB CAPTAIN

Who will I be responsible to?

The Club Committee via the Club Captain

What is my role?

1. To provide a representative view of the club membership

What else can you tell me about the role?

1. You will need to be an effective communicator
2. You will need to be organised and able to plan ahead and within short time frames
3. You will need to provide advice and guidance from an athlete perspective
4. You will need to be able to provide advice and guidance from an athlete perspective from a team management and development perspective

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

Approximately two hours a week

Training needed/recommended

Awareness of the EHB singe system and player pathway with Wokingham Hockey Club

Previous experience at either Ladies/Mens Team or Club Captain

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

What tasks are involved?

1. Attend sub group meetings with Ladies Captain, Mens Captain and the Junior Club Captain at least 4 times a year
2. Encourage team members to attend training sessions
3. Provide support to Captains where required to with dispute resolution and decisions around team selection and liaise with Coaching Team

YOUTH DEVELOPMENT COORDINATOR

Who will I be responsible to?

Club Development Co-ordinator and Committee

Who will I be responsible for?

Junior Captain, Junior Team Managers and Coaches

What is my role?

To oversee the junior development of the club, working with the Club Committee, the Club Volunteer Coordinator to maximise the development opportunities for all junior members of the club - players, coaches, umpires, supporters etc.

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

Approximately 4 – 6 hours per week.

Training needed/recommended

Attendance on ScUK's Safeguarding and Protecting Children workshop, it is advisable for you to have an England Hockey Player Coach accreditation and attend Running Sports Action planning for your club and/or developing partnerships with clubs and schools

What tasks are involved?

Tasks will include:

1. Write a club junior development and action plan liaising with the Club Volunteer Coordinator and the EHB Development Officer (EHBDO)
2. Attend the Committee meetings and AGM.
3. Work with the Club Volunteer Coordinator to monitor individual the progress of members and provide access to higher level and courses
4. Provide new and enhanced competitive opportunities for club teams including organise fixtures for junior teams in liaison
5. Co-ordinate the recruitment of junior players and recruitment of coaches / managers for junior sessions and teams
6. Assisting/delivering youth sessions if qualified
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.

Role & Responsibilities of the

JUNIOR CLUB CAPTAIN

Who will I be responsible to?

The Club Committee via the Club Captain and Youth Development Officer

What is my role?

1. To provide a representative view of the junior club membership
2. To instil the love of hockey with the junior membership
3. To provide a role model

What else can you tell me about the role?

1. Be an effective communicator
2. Be able to provide advice and guidance from an athlete perspective
3. Be able to provide advice and guidance from a team management and development perspective
4. You will need to have confidence to work with adults to support development of the junior section of the club

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

Approximately two hours a week and regular attendance at Sunday morning Junior Sessions to liaise with players

Training needed/recommended

Awareness of the EHB single system and player pathway with Wokingham Hockey Club
Previous experience of developing through the club themselves and have transitioned now to play senior hockey.

Relevant age appropriate training available from EHB to be advised depending on age at appointment.

What tasks are involved?

1. Attend sub group meetings with Ladies Captain, Mens Captain and the Junior Club Captain at least 4 times a year
2. Provide support to Team Managers to ensure the juniors section are engaged with the non-playing aspects of the club
3. To liaise with the Comms. Co-ordinator to provide Communication to Junior Members
4. To help co-ordinate club awards and social events with the Youth Development Officer

This role may fit with aspects of the Duke of Edinburgh Award Scheme.

Role & Responsibilities of the

TEAM CAPTAINS

What is my role?

1. To provide a representative view of the club membership

What else can you tell me about the role?

1. You will need to be an effective Manager and Administrator
2. You will need to be able to manage and develop a team management liaising with the club coaches

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

Approximately four hours a week

Training needed/recommended

Awareness of the EHB single system and player pathway with Wokingham Hockey Club
Previous experience at either Ladies/Mens Team or Club Captain

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

What tasks are involved?

1. Liaise with Men's/Ladies Captain on a weekly basis regarding team selection
2. Communicate with your team and your opposition regarding fixture details
3. Provide on pitch guidance and structure to your team with the advice and guidance of your team coach.
4. Liaise with Youth Development Officer regarding Junior players performance and development
5. Encourage team support at Junior session to increase retention of players transitioning into adult hockey
6. Provide support to Social Secretary in co-ordinating a nominated social event lead by your team each season
7. Seek advice and support from Club Captains where required with dispute resolution and decisions around team selection and player management including recording game sanctions and their appropriate administration.

Wokingham Hockey Club Volunteer Agreement Form

All volunteers, coaches, team managers, technical delegates and officials are required to work to high standards in line with EHB's and Wokingham H.C.'s policies and recognised best practice.

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

Please complete the sections below and return to the Volunteer Coordinator as soon as possible.

Name:

I confirm that I have read and understood the following policies of EHB and Wokingham H.C. and will ensure that I adhere to these codes and policies at all times.

The policies I confirm having received and read are:

- EHB 'Respect' Code of Ethics and Behaviour
- EHB 'Proud to Protect' Safeguarding & Protecting Young People in Hockey Policy
- EHB Equality Policy
- Wokingham HC Emergency Procedures

I also confirm that I am willing to undertake a Criminal Records Bureau (CRB) check and know of no reason why I should not be fit and proper to fulfil my role within Wokingham H.C.

Print Name: _____

Sign Name: _____ Date: _____

Club Training Guide

This document shows the training for volunteers with in Wokingham Hockey Club for 2015/16

E = essential, D = desirable

Name	Role	Qualification	EHB Online	SPC/SPC2	TTL	First Aid	Insurance	CRB
	Welfare Officer		D	E	E	D		E
	Head Coach	L2	D	E	D	E	E	E
	Youth Development Officer	L2	D	E	D	E	E	E
	Junior Coach	L2	D	E	D	E	E	E
	Assistant Coaches	L1	E	D			E	E
	Development Coordinator		E	D	D			E
	Chair		E	D				
	Parent volunteer		D					E
	Umpire		E					D
	Team Captains		E					D
	CRB Liaison		E	D				E

Please complete roles in blue as necessary for your club, include expiry date for all Certification, with the exception of Qualification where date gained should be given. All safeguarding training is renewable on a 3 yearly basis. Records will be controlled by the Volunteer Co-ordinator & Welfare Officer.

Abbreviations

EHB Online – EHB online Safeguarding and Protecting Young People in Hockey Course

SPC/SPC2 – Safeguarding and Protecting Children Course (EHB will accept course from Sports Coach UK and other governing bodies of sport)

TTL – EHB Time to Listen Course