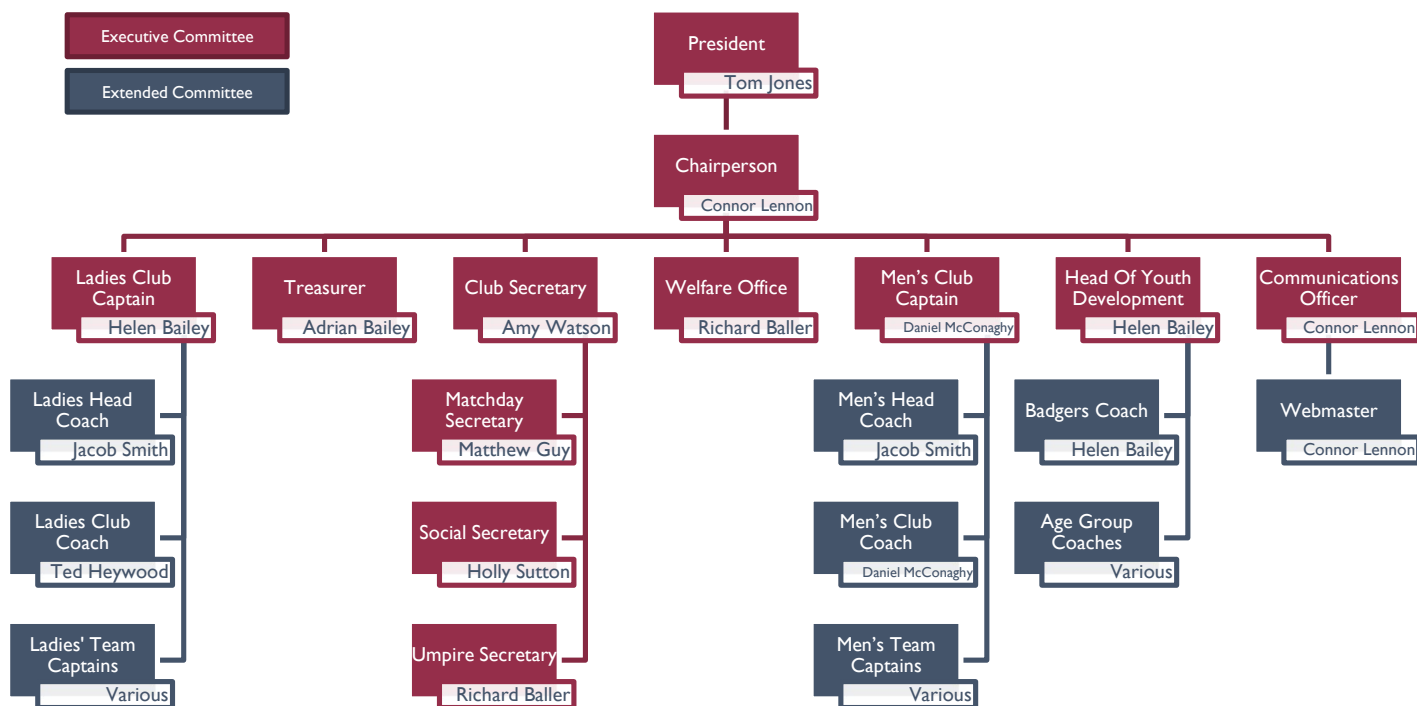




BOURNVILLE HOCKEY CLUB

Club Committee



BHC COMMITTEE STRUCTURE

The Executive Committee consists of 12 positions plus the President. These positions are held by between 6 and 13 permanent members, who meet once per month either by Zoom or face to face. Individuals may hold only one position on the Executive Committee, unless the effective running of the club would be limited by not allowing members to hold more than one position.

The Extended Committee consists of a minimum of 12 positions, whilst not required to attend monthly meetings they may be invited to attend by the executive committee as and when required.

All positions on the Executive Committee are voluntary and represent one year of office (May – May)

ROLES & 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?

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

What else can you tell me about the role?

- As President of the Club, you should have the needs and development of your club at the centre of your work
- You should be an influential leader who can be objective.
- As the supporting officer to Chairman, it is essential that you have access to a telephone and a computer.

Training needed

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

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

- Approximately 5 hours per month for meetings.

ROLES & 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?

- Chair the Committee meetings and AGM
- Assist the Club Secretary to produce the agendas
- Lead the committee in making decisions for the benefit of the whole club including disciplinary matters.
- Represent an unbiased viewpoint allowing free discussion to take place
- To have the casting vote on any unresolved club issues
- Direct general affairs of the club
- 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 needed

- 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

ROLES & RESPONSIBILITIES OF THE

CLUB SECRETARY

Who will I be responsible to?

- The Club Committee

Who will I be responsible for?

- Match Day Secretary
- Umpire Secretary
- Social Secretary

What is my role?

- To be the 'principal administrator' for the club, dealing with all club correspondence, distributing to relevant officers for response where required
- To prepare and distribute the Committee meeting Agendas
- Keep the Minutes of all Club Committee meetings and distribute copies
- To carry out or delegate all the administrative duties thereby enabling the club and its members to function effectively
- To work alongside the treasurer to see that all affiliation/registration documents are accurate and are paid on time
- To ensure that all relevant members have a copy of the club handbook, insurance details and officers contacts etc
- Support the Match Day, Umpire & Social Secretaries as and when required.

What else can you tell me about the role?

- The Club Secretary is a pivotal role within the club and 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.

Training needed

- You should complete EHB's online Safeguarding training

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

- Approximately 2-3 hours each week.

What tasks are involved?

Tasks will include:

1. Attending county and league meetings (as appropriate)
2. Dealing with correspondence
3. Organising and booking match facilities 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

ROLES & RESPONSIBILITIES OF THE

TREASURER

Who will I be responsible to?

- The Club Committee

Who will I be responsible for?

- Match / training fees collector/s

What is my role?

- To look after the finances of the club
- Keep detailed written records of all accounts and make sure that the club operates within the annual budget.
- Attend the Committee meetings and AGM
- Hold bank account in the name of the club
- Act as a primary signatory on the club account (and appoint 3 others as agreed by the Club Committee)
- 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 needed

- 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 each week.

What tasks are involved?

Tasks will include:

- Collecting subscriptions and all money due to the organisation
- Affiliating the club to the County Hockey Association and England Hockey Board and to the league(s) and working with the Club Captains to register players
- Keeping up date records of all financial transactions
- Ensuring that all cash and cheques are promptly deposited in the bank
- Paying bills and recording information, ensuring that funds are spent properly
- Issuing receipts for all money received and recording this information
- Reporting regularly to the committee and at AGM on the financial position
- Preparing and arranging for yearend statement of accounts to be Audited
- Helping to prepare and submit any statutory documents that are required (e.g., VAT returns, PAYE and NI returns, grant aid reports)
- 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.

ROLES & RESPONSIBILITIES OF THE

WELFARE OFFICE

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?

- Assist the club to fulfil its responsibilities to safeguard children and young people
- Assist the club to implement the child welfare section (including training) of the development plan
- 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
- Be the first point of contact with the EHB's Child Welfare Officer
- Implement the EHB's reporting and recording procedures
- Maintain contact details for local social services, police and the Area Child Protection Committee
- Promote EHB's best practice guidance/code of ethics & behaviour within the club and anti-discriminatory practice
- Ensure confidentiality is maintained
- To be the main contact with EHB regarding to CRB checks.
- To ensure the club is registered with EHB's CRB checking service
- To support the Welfare Office to ensure all relevant volunteers new volunteers are CRB checked and existing volunteers every 3 years
- To sign off volunteer evidence for CRB checks

What else can you tell me about the role?

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

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

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

- Approximately 2-3 hours each week.

What tasks are involved?

Tasks will include:

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

ROLES & RESPONSIBILITIES OF THE

COMMUNICATIONS OFFICER

Who will I be responsible to?

- The Club Committee

Who will I be responsible for?

- Webmaster

What is my role?

- To raise the profile of the club locally (in the community) and in the county
- To be available to talk to / build a relationship with the local media
- To work with the webmaster to optimise the profile and information available to all on the club website
- To co-ordinate weekly match reports for all teams and age groups
- To grow the club's social media presence (Facebook, Instagram & Twitter)

What else can you tell me about the role?

- It is essential to have good communication skills and an ability to produce informative and interesting match reports, press releases, etc
- Regular access to a telephone and computer are necessary
- Knowledge of local media, marketing and communications.
- Organisational, IT and management skills.

Training needed

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

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

- Approximately 2-3 hours each week.

What tasks are involved?

Tasks will include:

- Produce weekly graphics and reports for the club website and social media
- Produce a monthly Club Newsletter
- Establish links with the local and national press to gain publicity for teams, players and events.
- Ensure that the club is featured in locally produced sports magazines
- Presenting an end of year report to the AGM
- Collate a journal of all club media coverage.
- Support the Social Secretary by promoting club events on the club website and social media channels.
- Attend committee meetings.

ROLES & RESPONSIBILITIES OF THE

MATCHDAY SECRETARY

Who will I be responsible to?

- The Club Committee

What is my role?

- Coordinate and communicate fixtures for different teams
- Schedule a friendly fixture list for all teams which reflects the ambitions of the club
- Arrange and confirm fixtures with league(s)
- Deal with match cancellations
- Handle any fixture queries throughout the season
- Confirm fixtures via Pitch Hero and relevant league websites a minimum of two weeks before the game
- Provide visiting teams with start times, directions to the ground etc via Pitch Hero and relevant league websites a minimum of two weeks before the game
- Ensure all teams have enough pitch time and space for training
- Ensure all teams have pitch time for home fixtures
- Liaise with pitch provider to book pitch
- Confirm matchday tea requirements with opposition and book them with clubhouse

What else can you tell me about the role?

- Familiar with EHB Facilities guidance
- Knowledge of health and safety

Training needed

- It is advisable for you to attend Running Sports “Effective Communication”

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

- Approximately 2-3 hours each week.

What tasks are involved?

Tasks will include:

- Coordinate and communicate fixture for the club
- Planning and arranging of friendly fixtures
- Posting fixtures on the relevant league website
- Communicate cancellations and answer any queries throughout the season
- Confirm fixtures with opponents and umpires, providing start times and directions etc via relevant league websites
- Update fixtures and training on website
- Booking pitches for games and training and agreeing costs with pitch providers
- Ensure everything on the grounds and training facilities is safe for players, spectators, staff and visitors
- Liaise with facility provider to ensure all teams have enough pitch time and space for training and home fixtures
- Book matchday teas

ROLES & RESPONSIBILITIES OF THE

SOCIAL SECRETARY

Who will I be responsible to?

- The Club Committee

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.

Training needed

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

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

- Approximately 5 hours per month

What tasks are involved?

Tasks will include:

- Organising club day and at least two other social events per year
- Organising an end of year event
- Organising a Christmas function
- Booking venues and entertainment

ROLES & RESPONSIBILITIES OF THE

UMPIRE SECRETARY

Who will I be responsible to?

- The Club Committee

What is my role?

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

What else can you tell me about the role?

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

Training needed

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

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

- Approximately 1 hours per week

What tasks are involved?

Tasks will include:

- Act as a point of contact for the EHB and the local Umpire Associations
- Publicise and promote England Hockey Umpiring courses and Continuous Professional Development (CPD) opportunities to club umpires
- Share important information with club Umpires about rule changes, clarifications, updates on game management techniques and discipline
- Promote the values of the game

ROLES & RESPONSIBILITIES OF THE

CLUB CAPTAIN

Who will I be responsible to?

- The Club Committee

Who will I be responsible for?

- Team captains

What is my role?

- The primary purpose of this role is to coordinate with team captains to ensure that all teams field a team which is as strong as possible.

What else can you tell me about the role?

- The club captain should be well organised, a leader and an excellent communicator as the majority of the role involves liaising with team captains to ensure a consistent selection policy and appropriate selection of the teams as a result.
- The club captain should also act as the primary contact for any new members to the club and ensuring they settle in successfully.
- The club captain is also expected to ensure that all players are members of the club and that teams are selected in accordance with league rules

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

- Approximately 1 hours per week

What tasks are involved?

Tasks will include:

- Responsibility for all playing matters
- Leads selection meetings with team captains to ensure player progression and build the strongest teams possible
- Manages selection problems considering the individual teams and the club.
- Steps in to organise teams/players when required
- Leads search for team captains
- Lead search for team coaches
- Ensures all players are members of the club
- Agree league and friendly fixtures with fixture secretary

HEAD OF YOUTH DEVELOPMENT

Who will I be responsible to?

- The Club Committee

Who will I be responsible for?

- All U18 Members

What is my role?

- The primary purpose of this role is to co-ordinate the development of our junior players, through training and matches including entering teams into regional and national age group tournaments.

What else can you tell me about the role?

- The Head Of Youth Development should be a level 2 qualified coach or have completed the England Hockey Sessional Coaching Course.
- You will need to be enthusiastic, motivated, well organised and committed to developing our junior players into the adult sections of the club.
- You will be responsible for approaching local schools with the view of providing coaching sessions on site as either part of the school day or an after-school activity.
- You will be responsible for the selection and coaching of our Badgers team, or alternatively the appointment of a badgers coach.

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

- Approximately 4-6 hours per week

What tasks are involved?

Tasks will include:

- Co-ordinating junior matches and coaching sessions
- Co-ordinating the recruitment of both junior members and coaches
- Work with local schools to provide on site coaching sessions.
- Work with the treasurer to ensure that the junior section is self sufficient, and any profits are put into equipment, coaches or state school coaching.
- Enter our junior players into local and national age group tournaments.
- Ensures all junior players and parents are registered with the club
- Encourage any suitable players to enter the county hockey system.



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