

## CHAIR

- Chair all Club Committee meetings and work with the Secretary to prepare the agenda and papers
- Play a leading role in club affairs
- Represent an unbiased viewpoint allowing free discussion to take place
- Advise committee on club policy where required
- Casting vote
- Direct general affairs of the club
- Ensure club representation at County, Regional and National levels (as appropriate)
- Act as a Trustee to Stevenage Hockey Club (with Secretary and Treasurer)

More information on all policies and governance [Stevenage Hockey Club information \(stevenagehc.co.uk\)](http://stevenagehc.co.uk)

### *Role & Responsibilities of the **CLUB CHAIR***

*Who will I be responsible to?*

The Club Committee

*Who will I be responsible for?*

All committee members

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

Approximately 3 hours per month for committee meeting preparation and attendance plus 1-3 hours a week depending on time of year and demands.

*What is my role?*

1. Chair the Committee meetings and AGM
2. Assist the Club Secretary to produce the agendas and papers
3. Lead the committee in making decisions for the benefit of the whole club including disciplinary matters
4. Understand the detail (especially in relation to policies) but also appreciate the big picture and think through possible unintended consequences when needed in order that the committee make informed and evidence-based decisions
5. Uphold and maintain policies and standards, ensure compliance with insurance, constitution and rules and regulations from governing bodies incl England Hockey, as well as Trustee responsibilities<sup>1</sup>.

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<sup>1</sup> [The essential trustee: what you need to know, what you need to do \(CC3\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-what-you-need-to-do)

## CLUB CAPTAINS

- Responsible for agreeing and implementing strategy for the season with captains and Committee
- Responsible for finding team captains
- Responsible for all aspects of selection policy including player development
- Ensure all teams and team captains meet their match day obligations
- Responsible for ensuring players are members of the club and that SHC<sup>2</sup> and EH policies and procedures, rules set by the relevant league (East) and the standards outlined within the constitution<sup>3</sup> are adhered to at all times.

### *Role & Responsibilities of the Club Captains*

*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 and that meets the agreed strategy. You are responsible for implementing and adopting new policies, and adhering to the codes of conduct and rules that affect the organisation of the club.

*What else can you tell me about the role?*

- Should be well organised, a leader and an excellent communicator as the majority of the role involves liaising with team captains to ensure a strategy is agreed at the beginning of the season, and consistent selection policy and appropriate selection of the teams align with the agreed strategy
- Will be required to ensure that captains use the club app/ website for its intended purposes, as set out by committee e.g. for availability, communicating with players, assigning and monitoring match fees
- Required to ensure that captains fulfil match day league obligations in the required format (currently Team sheets and result reporting through GMS)
- Expected to communicate any instructions, updates and information from committee, or individual committee members, to captains and players as required to do so.
- Act as the primary contact for any new members to the club and ensuring they settle in successfully.
- Expected to ensure that all players are members of the club and that teams are selected in accordance with league rules
- Attend club committee meetings and the AGM.

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<sup>2</sup> [SHC Policies, Procedures and Club Mark - Stevenage Hockey Club Documents \(stevenagehc.co.uk\)](http://stevenagehc.co.uk)

<sup>3</sup> [Microsoft Word - SHC Club Constitution 14 Sept 2019.docx](#)

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

Approximately 1-2 hours per week plus attendance at committee meetings (~2 hours)

*What tasks are involved?*

1. Responsibility for all playing matters
2. Leads search for team captains
3. Leads selection meetings with team captains to ensure player progression including working with Junior Coordinator to encourage junior and youth development, and build the strongest teams possible that aligns with the strategy agreed with the captains and committee at the beginning of the season
4. Manages selection problems considering the individual teams and the club as a whole, refers or escalates questions or issues as appropriate
5. Steps in to organise teams/players when required
6. Ensures all players are members of the club and that they are assigned to team(s) via club app
7. Decides on the format and organises trials
8. Agree league and friendly fixtures with fixture secretary.

## **COACH CO-ORDINATOR**

- Work to recruit, recognise, reward and retain coaches and helpers who volunteer for the club
- Deal with contracts and payment (as appropriate)
- Coordinate Coaching Plans with Club Captains and Captains

### *Role & Responsibilities of the* **COACH CO-ORDINATOR**

*Who will I be responsible to?*

The Club Committee

*Who will I be responsible for?*

All coaches who work and/or volunteer in and for the club

*What is my role?*

1. To do all possible to recruit, recognise, reward and retain coaches who work and those who volunteer for the club
2. Provide access to coaching for club members
3. Agree a Club Coaching Plan with coaches and ensure session plans are fit for purpose and align with the strategic for the season.

*What else can you tell me about the role?*

As the Coach Coordinator you will be expected to work closely with the Club Captains and the Captains. It is essential that you are enthusiastic, knowledgeable and keen to encourage coaching within the club. You should attend club committee meetings and the AGM.

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

Approximately 1-2 hours per month. Attendance at training is desirable.

*What tasks are involved?*

1. Recruiting and appointing coaches
2. Raising the awareness of opportunities for coaching within the club
3. Recruiting volunteers from within the membership
4. Coordinate production of coaching plans
5. Ensure compliance with England Hockey guidance on coaching good practice

22 May 2022