



Notice of the 114th Annual General Meeting of Maidenhead Hockey Club Ltd

Friday 28 September 2018 - 19:30 at the Clubhouse, Bray

Notice is hereby given that the date of the 114th Annual General Meeting (AGM) of Maidenhead Hockey Club will be held at the Clubhouse in Bray on Friday 28 September 2018 starting at 19:30 prompt.

All members of the club are invited to attend and any additions to the agenda or items they wish to be raised should be notified to the Chairman by email to chariman@maidenheadhc.org.uk by 21 September 2018.

PROPOSED AGENDA

1. Welcome and Introductions
2. Minutes of the Previous Meeting and Matters Arising
3. Treasurers Report
4. Chairman's Report
5. Election of Officers
6. AOB

Followed by the AGM's for each of the Ladies and Men's sections

Notes regarding the Election of Officers

In accordance with our Rules & Constitution the following roles are available for election as officers on the Management Committee of the Club at the AGM. The Committee generally consists of between 6 and 8 permanent members plus the President. Any member can join the management committee to help the running and organisation of our club and we welcome anyone who can spare as much or a little time as they can.

- Chair
- Secretary (vacant)
- Treasurer
- Men's Club Captain
- Ladies Club Captain
- Colts Manager/Coordinator (vacant)
- Marketing Officer
- Development Officer

We encourage members to become part of the management committee. Anyone interested in helping with the running of the Club should contact the Management Committee prior to the AGM of their wish to stand as one these officers via email to chairman@maidenheadhc.org.uk. Each committee role will be proposed, seconded and elected by ballot of members attending the AGM.

In addition, to keep the Club running in a proper and efficient manner, there are many tasks to be dealt with other than the regular work undertaken by the Officers of the Club. Further information on the committee roles and other volunteer roles needed to maintain the club is attached.



Maidenhead Hockey Club - Summary of Club Volunteer Roles

The information below outlines the roles and responsibilities of the key officers and volunteers of Maidenhead Hockey Club. We encourage members to become part of the management committee or volunteer to support the Club by either taking on a key role or assist with one off jobs to ensure everything is dealt with in a timely fashion, especially if it is within their area of expertise. These roles could be shared between one or more person as appropriate.

President

As President you should have the needs and development of your club at the centre of your work, officiate the AGM and support the Chairperson. In addition, you will assist the committee in making decisions for the benefit of the whole club including disciplinary matters. Attend committee meetings and appropriate external meetings as determined by the Club Committee. Advise committee on club policy where required and support special projects as needed.

Chairperson

The key role of the Chairperson is to chair Committee meetings and AGM, assist the Club Secretary to produce the agendas and 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 and to have the casting vote on any unresolved club issues. Direct general affairs of the club and ensure club representation at County, Regional and National levels

Club Secretary

A key administration role for the club, dealing with all club correspondence, distributing to relevant officers for response where required. Help prepare and distribute the Committee meeting Agendas and keep the Minutes of all Club Committee meetings. To carry out or delegate all of the administrative duties thereby enabling the club and its members to function effectively. Work alongside the treasurer to see that all affiliation/registration documents are accurate and are paid on time. Ensure that all members have a copy of the club handbook, insurance details and officers, contacts etc

Treasurer

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

Welfare Officer

The Welfare Officer assists the club to fulfil its responsibilities to safeguard children and young people and help the club to implement the child welfare section (including training) of the development plan. They are the first point of contact for staff, volunteers, parents and children/young people where concerns about children's welfare or poor practice are identified. They are also the first point of contact



with the EH Child Welfare Officer and help implement the EH's reporting and recording procedures and promote EH best practice guidance/code of ethics & behavior within the club and anti-discriminatory practice. They need to ensure confidentiality is maintained.

Colts Manager / Coordinator

The Colts Chair/Coordinator role is to coordinate all aspects of playing and coaching for boys and girls within the colts' section of the club including but not limited to: Weekly team selection; Organisation of coaching/training at club once per week and of transport for team matches; Team kit & equipment; Reporting results to Press Officer after matches (via website); Annual end of season report to Club Committee; The Manager is permitted to engage assistants as required, so long as they meet the volunteer requirements of the club.

Marketing & Communications Coordinators

A key role to raise the profile of the club locally (in the community) and in the county and be available to talk to / build a relationship with the local media. Work with the webmaster to optimise the profile and information available to all on the club website. Co-ordinate weekly match reports for all teams and age groups to be forwarded to the local press. Be the editor of the match day programme where published.

Club Development Officer

To oversee the development of the club, working with the Club Committee, the Club Volunteer Coordinator and the EH Hockey Development Officer to maximise the development opportunities for all members of the club - players, coaches, umpires, supporters etc. Support the Club maintain their EH affiliation and Club Mark accreditation.

Club Captain (Ladies & Men's Sections)

MHC has a Club Captain for each of the Men's and Ladies sections and are responsible for coordinating all aspects of playing and coaching for their respective section of the Club. They should work with team captains to manage squad numbers and ensure player availability for matches. They support movement of players between teams to support player development and ensure fixtures are fulfilled. The Club Captain should work with coaches to ensure delivery of weekly training sessions.

Team Captains / Vice Captains

Team Captains and Vice Captains are responsible for organising a suitable team to fulfil weekly league or other scheduled fixtures as appropriate. On a weekly basis a captain must ensure the following is completed either through delegation or by performing themselves:

1. Confirm Umpires are assigned to each match.
2. Confirm with opposition the time and venue of the fixtures as well as match teas.
3. Submit the match results to the league immediately the fixture has been completed.



Team Captains should encourage players to attend weekly training and coaching sessions to support player and club development.

Fixtures Secretary

Help to 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 with opponents and umpires, two weeks before the game. Provide visiting teams with start times, directions to the ground etc. Report results to relevant leagues and the clubs Webmaster.

Social Secretary / Coordinators

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

Fundraising Secretary / Coordinators

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.)

DBS Liaison

Be the main contact with EH regarding to DBS checks. To ensure the club is registered with EH's DBS checking service. To support the Welfare Office to ensure all relevant volunteers and new volunteers are DBS checked and existing volunteers every 3 years. Sign off volunteer evidence for DBS checks.

Umpire Coordinator

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

Facilities Coordinator

Manage pitch bookings and ensure all teams have enough pitch time and space for training. Ensure all teams have pitch time for home fixtures. Input into the facilities section of the club development plan regarding ground maintenance and development. Oversee the clubs sinking fund for the replacement of the current pitch. Investigate funding opportunities for facility development.



Webmaster

To update and improve the club's website by liaising with the necessary personnel from within the club. Assist with updating fixtures, results and match reports. Help identify all appropriate club news and add to website. Be creative in identifying potential areas of improvements to website. Link to EH website as appropriate.

Club Volunteer Coordinator

Work with the committee to recruit, recognise, reward and retain those who volunteer for and on behalf of the club. Provide access to coach, official, volunteer opportunities for club members. Ensure Volunteer recruitment and training is included in the club development plan