



PHOENIX READING HOCKEY CLUB EXECUTIVE COMMITTEE

ROLES AND RESPONSIBILITIES

As per the Club Constitution, the management of the Club is vested in the executive committee. The Executive committee is comprised of the officers of the Club who are:

Chair

Vice Chair

Secretary

Treasurer

Club Development / Volunteer Officer

Fixture Secretary

Junior Coordinator

External Liaison Officer

Marketing and Communication Coordinator

Selection Male

Selection Female

Club Welfare Officer

The Executive committee is required to meet at least 4 times per year to transact the business of running the club. Usually committee meetings are arranged once a month to ensure that business is dealt with promptly. The majority of these are held via video-conference but there may be occasional face-to-face meetings.

Each Executive Committee member has a role to play in the running of the Club and their roles & responsibilities are provided here.

In addition to the Executive Committee, the Club also elects a President each year who holds a non-executive position and acts as a figurehead for the Club.

PRESIDENT

Responsible to: The Executive Committee

Responsible for: All club members

Role

1. Support the Chairperson with strategic decision making and provide guidance where requested.
2. Assist the Executive Committee in coming to good decisions, bringing your experience of the Club and the wider hockey family into play.
3. Attendance at appropriate external meetings as determined by the Club Committee.
4. Attendance at matches and functions to support members and promote the club.



CHAIRPERSON (AND VICE CHAIR TO SUPPORT CHAIRPERSON)

Responsible to: The Executive Committee

Responsible for: All committee and club members

Role

1. Chair the Executive Committee meetings and AGM
2. Lead the Executive committee in making decisions for the benefit of the whole club
3. Lead the Disciplinary sub-committee in disciplinary matters as required
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 delegating as appropriate
8. Listen to grievances/issues from club members and take appropriate action.

The Chair of the Club should be a strong leader who can be objective. You will receive support from the Secretary to complete activities.

SECRETARY

Responsible to: The Club Committee

Role

1. To be the 'principal administrator' for the club, dealing with all club correspondence, distributing to relevant officers for response where required
2. Organise Executive Committee meetings and Club AGM
3. Affiliating the club to the County and National Hockey Association(s) and to the league(s).
4. Prepare competition entries as required e.g England Hockey Cup competitions
5. Work with the Club & Team Captains to register players with leagues
6. To prepare and distribute the Committee meeting Agendas and collate business to be discussed
7. Keep the minutes of all Committee meetings and distribute copies after each meeting
8. Keep signed copies of all meeting minutes on file
9. Provide secretariat support for any Club planning or disciplinary meetings
10. Work with Club Volunteer and Development officer to ensure that the Club maintains its ClubMark accreditation.
11. To carry out or delegate all of the administrative duties thereby enabling the club and its members to function effectively
12. To work alongside the treasurer to see that all affiliation/registration documents are accurate and are paid on time
13. To ensure that all members have access to the club handbook, insurance details and officers contacts
14. Attendance at County, League and National hockey meetings (as appropriate) including AGMs
15. Delegated authority at those meetings to vote on behalf of the Club as the need arises

The Club Secretary is a pivotal role within the club and should be the main point of contact for people within and outside the club regarding the club's activities. The role holder should ideally have some experience of administration and good word processing and spreadsheet skills.

As the first point of contact for the club, it is helpful if the Secretary is available to deal with queries during the working day, either via email or by phone.



CLUB TREASURER

Responsible to: The Club Committee

Responsible for: Kit Equipment Officer

ROLE

The Treasurer should monitor the cash flow of the Club and ensure sufficient funds to stay solvent. Record and bank monies received from club members, captains and others, record and pay invoices and deal with banking queries for all monetary matters.

Liaise with captains and committee over people who are playing and not paying either annual subscription or match fees.

Provide a financial report for committee meetings. Provide a financial report for AGM including recommendation for level of subscriptions and match fees for coming season and liaise with accountants for review of accounts. Provide analysis on areas of club income and expenditure.

Responsibilities:

- Ensure that the club is financially sound (through budgeting and fees setting) and has resources to cover all liabilities
- Receive membership subscriptions and work with Club Secretary to ensure membership data is up to date
- Record accurately and confidentially all membership details
- Keep captains informed of who has joined the club by provision of membership list which includes contact details and medical conditions relevant for members safety whilst playing hockey or any associated activities
- Challenge incorrect income (e.g. match fees paid at wrong amount) or invoices (e.g. no credit for cancelled pitches)
- Support the club committee and section representatives / captains to chase unpaid subscriptions and match fees
- Ensure all invoices / fees are paid on time (e.g. insurance, pitch hire, teas, league entry, coaching, umpires etc)
- Establish appropriate policies and procedures for collection of fees and expenditure authorisation
- Hold bank account in the name of the club, regularly reviewing options available to ensure best fit
- Keep detailed records of all accounts (including appropriate backups) at a level to allow income / expenditure analysis
- Produce a report on all matters finance to present at committee meetings and escalate issues
- Produce an annual budget, annual balance and surplus / deficit sheets to present at club AGM
- Liaise with the nominated club accountants to ensure appropriate review and signoff of club accounts, tax returns and CASC status
- Liaise with the Junior Treasurer / Secretary in relation to junior monies received (membership and match fees)
- Maintain login for Square. Set people so they can use a card reader and add new categories / items
- Maintain login for club Easyfundraising and update where necessary.
- Ensure club finances are kept in mind during discussions and where necessary challenge club committee on decisions. Think of yourself as guardian of club finances.
- To file Treasurer related documents (essential for backup and audit) on the club Google drive.



EXTERNAL LIAISON OFFICER

Responsible to: The Executive Committee

Responsibilities:

- Maintain a good working relationship with pitch provider personnel in relation to pitch hire and teas
- Negotiate with pitch provider about pitch hire costs for training and matches.
- Maintain supplier service level agreement documentation
- Negotiate with catering provider about options for teas and costs
- Liaise with Club Fixture Secretaries and Junior Fixture Secretary for pitch requirements
- In good time, liaise with pitch provider to book pitches to enable the club to fulfil fixtures and where necessary, cancel pitches (e.g. rearranged fixtures, bad weather)
- In the event that usual pitch is unavailable when needed, look at alternative options and after liaison with Club Fixture Secretary, book accordingly
- Liaise with Club Treasurer about pitches booked, cancelled etc. to ensure the club is invoiced correctly
- Liaise with team captains about anything relating to pitches (e.g. contacting the pitch provider in the event of a match being cancelled on the day) and teas (e.g. when the club are using alternative catering venues)
- Sign booking forms, collect and distribute tea vouchers to captains each month
- Act as a conduit between pitch provider and other club representatives (e.g. room booking for club functions)
- Produce a report on all external liaison matters to present at committee meetings and escalate issues
- Produce a report for the AGM

For recent seasons, the main pitch provider has been Reading University Sportspark. Catering provider has been Reading University Catering.



FIXTURES SECRETARY

Responsible to: The Executive Committee

Responsible for: Umpire co-ordinator

Responsibilities:

1. Coordinate and communicate fixtures for different adult teams (this role can be divided between male and female sections)
2. Maintain a central fixtures schedule for all adult teams to be shared with captains and umpire co-ordinator on a regular basis
3. Work with External Liaison officer to ensure pitches and teas are available for fixtures and that rearrangements are communicated
4. Support captains to schedule a pre-season fixture list for all teams
5. Arrange and confirm fixtures with league(s)
6. Deal with match cancellations and rearrangements
7. Handle any fixture queries throughout the season
8. Ensure fixtures are available on league and club websites for confirmation to opponents and umpires.
9. Ensure umpire co-ordinator has access to fixture list and is supported with availability of umpires throughout the club
10. Ensure start times, directions to the ground etc are available on website and team captains understand their responsibilities for confirming weekly fixtures
11. Liaise with club and team captains to ensure they are aware of processes for leagues.
12. Attend Executive Committee meetings or provide a report for that meeting if not able to attend in person.

JUNIOR COORDINATOR

Responsible to: The Executive Committee

Responsible for: Junior Committee and youth team coaches

ROLE

The Junior Coordinator is the head of the Junior section of the Club and reports to the Executive Committee regarding all aspects of the Junior section.

Responsibilities

1. Oversee the development of youth team coaches and teams
2. Co-ordinate the recruitment and retention of youth players
3. Co-ordinate the recruitment of coaches / managers for youth sessions and teams
4. Nomination of players for County development centres (JAC or JDC) as appropriate
5. Assist / deliver youth sessions if qualified to do so
6. Oversee training sessions, collection of subscriptions, communication with parents
7. Ensure safeguarding responsibilities are paramount in the Junior section
8. Ensure risk assessments are completed prior to each Junior training session
9. Ensure organisation of fixtures for youth teams in liaison with the Junior Fixtures Secretary
10. Advise Club Welfare Officer of persons working with children who need DBS checks
11. Advise captains of young players old enough and able to play in senior teams



HEAD OF SELECTION MEN / LADIES (CLUB CAPTAINS)

Responsible to: The Executive Committee

Responsible for: Team captains and players

Responsibilities

1. Oversee and coordinate the playing members of the men / ladies section
2. Liaise with captains re: team selection and ensure compliance with principles of the Club Selection policy
3. Be aware of players in all teams and ensure that those who are able to progress to higher teams
4. Deal with grievances from players
5. Report issues to the committee if unresolved
6. Communicate with players as necessary
7. Oversee training requirements and feedback; and encourage players to attend
8. Work with team captains regarding coaching requirements for the section
9. Liaise with captains re: kit or equipment needs and request new equipment from committee
10. Work with Team Captains to register players for the relevant leagues.
11. Attend Executive Committee meetings and provide feedback to captains and players of any discussions that are pertinent to them
12. Provide a report and attend the AGM for the section



CLUB DEVELOPMENT / VOLUNTEER OFFICER

Responsible to: The Executive Committee

Responsible for: Club development / Volunteer officer

Summary:

The role of club development and volunteers officers is part of the Executive Committee, but the responsibilities can be split between two role holders as required.

The role is to oversee the development of the club and its volunteers, working with the Executive Committee and England Hockey to maximise the development opportunities for all affiliates of the club.

VOLUNTEER ROLE:

1. Maintain a database of club volunteers with their relevant qualifications and accreditations as required.
2. Assist volunteers in keeping their certificates and qualifications up to date
3. Ensure that copies of codes of conduct and other policies are available and that all team members, parents and volunteers (including volunteer coaches) are given them
4. Ensure the Club Welfare Officer is first point of contact for staff, volunteers, parents/carers and young people where concerns about welfare, poor practice or child abuse are identified
5. Maintain a club volunteer development action plan and seek approval from the Executive Committee for any training courses that are required
6. Promote the Club's best practice guidance/code of ethics and behaviour within the Club
7. Provide access to coach, official, volunteer opportunities for club affiliates
8. Work to recruit, recognise, reward and retain the members who volunteer for the club

DEVELOPMENT ROLE:

1. Ensure that the Club continues to abide by England Hockey's current standards
2. Establish links with local schools
3. Liaise with club coaches to ensure all working to same standard and policy, and maintain the coaches training needs analysis.
4. Maintain a club development and action plan
5. Prepare the annual audit documentation for the Club Mark portal, loading new evidence as needed
6. Work with England Hockey regional reps to locate learning and development opportunities.



MARKETING AND COMMUNICATION COORDINATOR

Responsible to: The Executive Committee

Responsible for: Social Secretary, Website officer and Tour organiser

Summary:

This role involves the leadership and coordination of a number of different activities within the Club.

The role holder will be responsible for:

Fundraising /Sponsorship activity: seeking to increase revenue for the club through events and development of sponsor relationships

Marketing: promoting the club and assisting with recruiting and sponsorship. May also be responsible for publications or newsletters via website or social media channels

Social Secretary: Organisations of social functions for the club.

Communications: Management of website(s), social media channels and the dissemination of information to the club members.

Responsibilities:

1. Research new income avenues and fundraising activities and bring ideas to the Executive Committee
2. Ensure that the membership is made aware of major sponsorship or fundraising activity
3. Liaise with the treasurer on financial planning for the club to ensure adequate funds are generated through social and fund raising activities
4. Produce marketing material and news items for distribution on social media channels, traditional media, local directories and into sports clubs or schools
5. Investigate opportunities for the Club to take part in tours or tournaments to broaden social appeal and provide social playing opportunities
6. Coordinate submission of match reports, news items and general press releases
7. Ensure security and maintenance of the website, uploading content in a timely manner
8. Manage email contacts and enquiries
9. Work with the club committee and other volunteer members to review website content
10. Work with club committee in producing posters and flyers to attract new members
11. Provide support to Social Secretary in the organisation on Annual Awards Night.
12. Work with Social Secretary to ensure that social events are organised throughout the year for all club members
13. Organise and promote social events for all Club members.
14. Submit regular reports to the Committee on progress