

# **Bromsgrove Hockey Club**

## **Roles and Role Holders**

This information has been prepared by current Communications Officer in an effort to bring to light the current organizational structure of Bromsgrove Hockey Club.

**It's designed for members, who may wish to have more active involvement in the overall running of the club, to understand the opportunities available.**

We also hope that it will help to highlight the outstanding commitment of our current/future role holders, many of whom take on numerous roles, and in doing so ensure the vibrancy and success of this great club for its members.

For each role, a brief description has been prepared for informational purposes, citing key responsibilities/requirements, alongside the names of current 2022-23 named role holders.

Per the constitution:

The club is managed through the Management Committee, consisting of the Executive Officers. The Management Committee, which convenes throughout the year, must hold no less than nine meetings per year. Other Non-Executive Officers may be appointed as deemed necessary/appropriate by the Club. A member may hold more than one post on the Management Committee. Officers will be elected annually at the Annual General Meeting. All officers will retire each year but will be eligible for re-appointment. The Management Committee will have powers to appoint sub-committees, working parties and appoint advisers as necessary to fulfil its business. Nominations for Executive Officers of the Management Committee should be sent in writing to the Club Secretary prior to the AGM. Where none are received nominations can be taken from the floor of the AGM.

The forthcoming AGM will be held on 24th May 2023.

- Election for Executive Committee roles will be held at the AGM.
- Elections for Non-Executive Committee roles, where more than one candidate has nominated to run, will also be held at the AGM.
- Elections for Team Captains where more than one candidate has nominated to run will also usually be held at the AGM provided sufficient votes are available from the current team/section, elections will otherwise be managed between Club Captains and their sections following the AGM.

**If you wish to stand for any of the positions listed below, you must contact Club Secretary Julie Jones with an expression of your nomination, ahead of the upcoming AGM and no later than 20th May 2023.**

The roles highlighted yellow are/will be vacant, since the current officer has expressed that they do not necessarily wish to be re-appointed. We'd especially like to encourage any member to consider nominating yourself for one of these highlighted positions.

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Position	Description	Current Officer
<b>Executive Officers</b>		
Chairperson	<ul style="list-style-type: none"> <li>Ongoing management of the club, including ensuring overall cohesion across all sections/sub-committees/working groups</li> <li>Ensuring club adheres to Constitution, current Policy's and Affiliation requirements (England Hockey, ClubMark etc)</li> <li>Chairs Management Committee meetings, AGM and conducts End of Season Awards ceremony</li> <li>Is the principal authority, able to make decisions between meetings of the Management Committee, as required</li> <li>Is the Club's primary public representative</li> </ul>	Andrew Wensley
Vice Chairperson	<ul style="list-style-type: none"> <li>Supports the Chairperson with their duties, as above, and chairs Committee meetings in the absence of the Chairperson</li> <li>In situations that the Chairperson cannot be reached, the Vice Chairperson assumes next authority</li> </ul> <p>* This title is granted to a <u>current Executive Officer</u>, who would temporarily assume all responsibilities of the Chairperson, on the occasion that the Chairperson is not able to fulfil their role.</p>	NA (See *)
Development Officer	<ul style="list-style-type: none"> <li>Prepares and maintains the Club Development Plan, liaising with the Management Committee and Non-Executive Officers to ensure key objectives and milestones are achieved</li> <li>Main point of contact for members to provide feedback to aid future development</li> </ul>	Andrew Wensley
Welfare (Safeguarding) Officer*	<ul style="list-style-type: none"> <li>Ensures club follows best practice relating to safeguarding and welfare of its participants, per EH/Sport England guidelines</li> <li>Primary point of contact for members on issues relating to welfare or complaints</li> </ul> <p>* This is an active role on both the Management Committee and Junior Sub-Committee</p>	Rachel Whiting
Junior Club Captain* (a.k.a Junior Development Officer)	<ul style="list-style-type: none"> <li>Ongoing management of the Junior Section, including supervision of Junior Coordinators, Coaching staff, affiliates and all children &amp; young person members/volunteers</li> <li>Processing League entries and administration and overseeing individuals and team progression/development incl. Selection administration</li> <li>Handling all aspects relating to U18 members conduct and discipline, in collaboration with the Club Safeguarding Officer</li> </ul> <p>* This is an active role on both the Management Committee and Junior Sub-Committee</p>	Dee Martin
Mens Club Captain	<ul style="list-style-type: none"> <li>Ongoing management of the Mens Section, including supervision of Captains, Coaching staff, affiliates and all male playing members/volunteers</li> <li>Processing League entries and administration and overseeing individuals and team progression/development incl. Selection administration</li> <li>Handling all aspects relating to Male members conduct and discipline</li> </ul>	Steve Longbottom
Ladies Club Captain	<ul style="list-style-type: none"> <li>Ongoing management of the Ladies Section, including supervision of Captains, Coaching staff, affiliates and all female playing members/volunteers</li> <li>Processing League entries and administration and overseeing individuals and team progression/development incl. Selection administration</li> <li>Handling all aspects relating to female members conduct and discipline</li> </ul>	Lauren O'Grady

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Fixtures Secretary	<ul style="list-style-type: none"> <li>• Comprehensive organization and administration of all Adults fixtures, incl: <ul style="list-style-type: none"> <li>○ Pre-season friendlies</li> <li>○ Adhoc club days/tournaments</li> <li>○ Mens &amp; Ladies league matches</li> </ul> </li> <li>• Liaising with BHC Captains and oppositions regarding dates, venues, gathering important information and changes</li> <li>• Updating and maintaining BHC website and EH GMS with correct fixtures information</li> </ul>	Julie Fielden
Membership Secretary	<ul style="list-style-type: none"> <li>• Comprehensive organization and administration of all club memberships, incl: <ul style="list-style-type: none"> <li>○ Monitoring sign ups via pitchero and correctly assigning member roles and access rights</li> <li>○ Maintaining membership directory in line with GDPR</li> <li>○ Administration of club subscription fees/match fees/other with all members</li> <li>○ Reporting membership totals to BHC and BCHTC committees</li> </ul> </li> </ul>	Steve Longbottom
Club Secretary	<ul style="list-style-type: none"> <li>• Primary point of contact for all external parties</li> <li>• General administration duties to aid committee, incl: <ul style="list-style-type: none"> <li>○ Minuting committee meetings and distributing timely information to stakeholders.</li> <li>○ Managing records and files</li> <li>○ Give notice of the AGM and record all nominations for officers</li> </ul> </li> </ul>	Julie Jones
Treasurer	<ul style="list-style-type: none"> <li>• Responsible for the finances of the Club and reporting to Management Committee</li> <li>• Maintains financial records &amp; must present a statement of Annual Accounts at the AGM</li> <li>• Oversees all external payments and reimbursements</li> </ul>	David Bower
Communications Officer	<ul style="list-style-type: none"> <li>• Provides timely information on events/club-wide updates to all members via pitchero/social channels</li> <li>• Facilitates sharing of information/events/documents/news via club website</li> <li>• Maintains social presence on current channels (Facebook, Instagram and Twitter etc)</li> <li>• Develops communication to external parties (promoting news, events, programs, press releases, etc)</li> </ul>	Dawn Ankrett
Social Secretary (Min x2)	<ul style="list-style-type: none"> <li>• Planning and administration for all club socials throughout the season</li> <li>• Maintain financial reports on ticketed events and costs associated with socials</li> <li>• Ultimately enhancing the experience for all Adults members and building a positive community with all affiliates (Juniors, BCHTC, Bar and 3<sup>rd</sup> parties).</li> </ul>	Will Steadman Jed Parke
BCHTC Club Representative (Requirement x2)	<ul style="list-style-type: none"> <li>• Maintain active role on BCHTC Committee on behalf of BHC</li> <li>• Provides conduit for reporting activities and gauging feedback between BHC and BCHTC committees</li> <li>• *Election is made by BHC committee annually in advance of BCHTC AGM</li> </ul>	Will Steadman Jed Parke

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Position	Description	Current Officer
<b>Non-Executive Officers</b>		
Kit/Equipment Officer	<ul style="list-style-type: none"> <li>Reviews and maintains equipment for use by BHC coaches, teams and on-pitch facilities (e.g. balls, training materials, goals/nets) at regular intervals throughout the year</li> <li>Main point of contact for members on kit provision queries/requests, acting as intermediary for Kit Supplier (Gogna)</li> </ul>	NEW FOR 2023-24
First Aid Officer	<ul style="list-style-type: none"> <li>Maintain first aid provisions for all teams/facilities incl. ordering &amp; distributing supplies</li> <li>Maintain H&amp;S policies and records in line with Affiliation and Welfare/Safeguarding requirements</li> </ul>	Dawn Ankrett
Covid-19 Officer	<ul style="list-style-type: none"> <li>Primary point of contact for players who've tested positive for Covid-19</li> <li>Responsible for recording and administration for Covid-19 cases incl. contacting members/external parties as required</li> <li>(*NB. It is assumed this role will be retired for 2023-24, subject to EH guidelines for ongoing provisions related to Covid-19)</li> </ul>	Nick Fielden*
Facilities Officer	<ul style="list-style-type: none"> <li>Oversees maintenance for site, facilities and/or services controlled by BHC (Astroturf, Equipment, Storage, Teas)</li> </ul>	Mark Robinson
Umpire Coordinator	<ul style="list-style-type: none"> <li>Provides oversight and delegation of known volunteer umpires for all Adults fixtures</li> <li>Main point of contact for external umpires (appointed officials) and all match-day umpire management</li> </ul>	Ed Cattle
Umpire Development Lead	<ul style="list-style-type: none"> <li>Oversees the development of current/prospective umpires incl. Adults, Juniors and affiliate volunteers</li> <li>Planning and organization of umpiring development opportunities incl.: <ul style="list-style-type: none"> <li>Informal training and practical sessions</li> <li>Overseeing individual development, EH qualifications and assessment</li> <li>Sharing insights to help develop players knowledge and understanding of rules</li> </ul> </li> </ul>	NEW FOR 2023-24
Sponsorship Lead	<ul style="list-style-type: none"> <li>Developing relationships with external funding providers (sponsors, council, agents)</li> </ul>	James Hubscher
Equality, Diversity & Inclusion (EDI) Lead	<ul style="list-style-type: none"> <li>Have sound understanding of EDI opportunities/threats and seek to improve club practices to reduce barriers for participation by individuals</li> <li>Primary point of contact for any persons wishing to gain knowledge/support on EDI related matters</li> </ul>	NEW FOR 2023-24
Rush Hockey Lead	<ul style="list-style-type: none"> <li>Planning and implementation of Rush Hockey program, as and when required</li> </ul>	Steve Longbottom
Back to Hockey Lead	<ul style="list-style-type: none"> <li>Planning and implementation of Back to Hockey program, as and when required</li> </ul>	Steve Longbottom
Indoor 'In2' Hockey Lead	<ul style="list-style-type: none"> <li>Planning and implementation of Indoor 'In2' Hockey program, as and when required</li> </ul>	Steve Longbottom

Position	Description	Current Officer
<b>Team Captains</b>		
Mens 1 <sup>st</sup> Captain	<ul style="list-style-type: none"> <li>Maintaining team records, acting as the primary point of contact for the team and to/for its players, updating teams on news/events as relevant</li> <li>Co-ordination with Club Captains, Captains, Coaches and Players to aid team development (e.g. training requirements, Selection etc)</li> <li>Co-ordination with Fixtures Secretary, Umpire Coordinator and Facilities Officer for all team fixtures; where officials/umpires are externally appointed, e.g. Teams playing in Midlands Division 1 or above, the Captain is the main point of contact and responsible for co-ordinating all updates/requirements with these persons</li> <li>Completing all match-day requirements and Captaincy responsibilities (organizing teams, inputting team sheets to pitchero/EH GMS, entering score/penalty data after games, on-pitch responsibilities in line with league regulations/FIH rules)</li> <li>DBS &amp; Safeguarding – Captains may be expected to undergo DBS vetting and follow Safeguarding guidance in the event that any U18 plays/trains on their squad</li> <li>First Aid coordination – captains must ensure that at least one qualified first aider is present either on their team/support volunteer at each game, home or away</li> <li>Equipment – Captains are responsible for all team kit provisions incl. training balls, match balls, first aid kits and facemasks, and should ensure supplies are maintained and brought to all games at home and away</li> <li>Match reports - Captains should endeavour to submit a summary match report via pitchero after each game (the communications officer can then share these to members via social channels or adapt for press release to improve team publicity)</li> <li>Team Captains may agree with their team members to delegate some of these responsibilities outlined above (e.g. Vice Captain, Ball Carrier, etc.), however Captains take ultimate responsibility for ensuring all of the above</li> </ul>	Will Steadman/ David Whiting
Mens 2 <sup>nd</sup> Captain		Charlie Parke
Mens 3 <sup>rd</sup> Captain		Doug Owen
Mens 4 <sup>th</sup> Captain		Marcus Dawson
Mens 5 <sup>th</sup> Captain		Kit Williamson
Ladies 1 <sup>st</sup> Captain		Lily Alsop
Ladies 2 <sup>nd</sup> Captain		Annie Taylor
Ladies 3 <sup>rd</sup> Captain		Lauren O'Grady
Ladies 4 <sup>th</sup> Captain		Ange Gibson
Ladies 5 <sup>th</sup> Captain		Caroline Bellingham & Rachel Allen
Ladies 6 <sup>th</sup> Captain (Development Team)		NEW FOR 2023-24
Mixed XI Captain		Beccy Donnelly
Mens O40s Captain		Ian Spring
Ladies O35s Captain		Lorraine Aspland
Mixed Vets Captain		VACANT
Indoor XI Captain		VACANT