

## **DEVIZES HOCKEY CLUB**

### **Devizes Hockey Club Committee Positions and Descriptions Agreed Functions and responsibilities for 2021/2022 Season**

#### **Chairperson – Lorna Freemantle**

- Overall responsibility for the club operations and development, discipline, policies and code of conducts.
- Review and update the DHC 5 year strategy.
- Book match teas
- Account signatory.

#### **Vice Chair – Alex Holloway**

- Dauntsey school liaison and pitch coordination
- Deputise for the Chair as required.
- Outreach to local schools and community.
- Assist with special projects and events.

#### **Secretary – Di Gomm**

- Responsible for Agenda and records of committee meetings and keeping up to date club calendar.
- England Hockey point of contact.
- Website Webmaster and membership secretary.
- Account signatory

#### **Treasurer - Rob Dolan**

- Payments and invoicing, including insurance.
- Forecasts and budgeting.
- Overall responsibility to ensuring club activities are affordable.
- Account signatory.

#### **Fixtures & Umpires Adults - Jon Anstee De Mas**

- Confirm and distribute League Fixtures, liaison with opposition clubs, allocation of umpires for league games.

#### **Coaches and Volunteer Officer – Tom Stoner**

- Liaison of adult and junior volunteer coaches for training and festivals.

#### **Welfare & Safeguarding (Male and Female) - Rhiannon Lewis**

- Responsible for DBS checks, first aid and safeguarding training, championing all safeguarding and welfare issues, ensuring the club is compliant and deals with any concerns correctly.
- Review of EH guidance on Covid19 and inform committee on EH recommendations and policies.

#### **Communications and Marketing - Emma Morton**

- Development of club communications, social media and marketing strategy.
- Management and maintenance of club social media accounts.

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#### **Social Secretary – Amy Sheppard**

- Lead on instigating fundraising or social events within the club.
- End of Season Dinner Lead.

#### **Club Captain – Rhiannon Lewis**

- Represent members to committee and communicate club matters to members.
- Registering players with the League and keeping up to date with league announcements or changes.

#### **Juniors Club Captain –**

- Coordination of junior matches and tournament and oversee club junior commitments

- Point of contact for junior coaches and kit requests
- Represent Juniors members to committee and communicate club matters to Parents and Carers.

### **Junior Rep U18 – Bella Ward**

- Represent the views of the Under 18 members.  
and communicating Junior Fixtures and Festivals, including umpires and pitch bookings.

### **Team Captains**

- Squad selection for league games, Captain league games, responsible for players conduct.
- Confirm fixtures, umpires and teas.
- Collect Match Fees.
- Upload match results and team sheets as per league rules and requirements.