



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, policies and code of conducts.
- Review and update the DHC 5 year strategy.
- Prepare club for EH
- Book match teas
- Account signatory.

Vice Chair – Vacant

- 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 Development Officer – Tom Stoner

- Committee focal point for coaches' issues.
- Ensure coaching strategies are in place and followed.
- Plan coaching qualification bids annually and propose to committee for funding.
- Mentor junior coaches.
- Act as conduit for kit and equipment requests to committee.
- Liaison of adult and junior volunteer coaches for training and festivals.

Welfare & Safeguarding (Male and Female) - Jules Prentice

- 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.

Social Secretary – Lizzie Mayo

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

Club Captain – Lorna Myerscough

- 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 – Alex Holloway

- Represent Juniors members to committee and communicate club matters to Parents and Carers.
- Keep a register of players in-line with safeguarding requirements.
- Book pitches for training and matches.

Junior Rep U18 – Bella Ward

- Represent the views of the Under 18 members.

Juniors Fixtures and Festivals Co-ordinator – Will Greswell

- Organising and communicating Junior Fixtures and Festivals, including umpires and pitch bookings.

Team Captains

Ladies 1s - Mary Edwards

Ladies 2s - Lizzie Mayo

Mens 1s - Tom Stoner

Mens 2s - Vacant

- 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.