



**Annual General Meeting
Date: Friday May 21st 2021
Via Zoom**

**Time: 7.00 PROMPT START
A link for the meeting will be sent during the week
beginning May 17th**

Voting for the election of club officers will take place on the night, only fully paid members are eligible to vote. If you are unable to attend please contact Jackie by email jacks.barker@hotmail.co.uk or on 07725 562607 - she will note down your apologies. Any correspondence from a member unable to attend should be received by the secretary at least 7 days before the AGM. This will be acted upon by the Chair at the appropriate time during the AGM. If you'd like to vote for one of the proposals please let the Secretary know and she will cast your vote.

Minutes of the last AGM are attached/enclosed.

Details of the various club positions that are available this year, together with full Job Descriptions for these positions are enclosed/attached.

In the current circumstances, anyone wishing to stand for any club positions should contact the Secretary directly: Jackie Barker either by post, text, email or phone. Address: Afflington Lookout Barn, Kingston, Corfe Castle, Dorset, BH20 5LR. Telephone and email as above.

Please let her know by Monday May 17th 2021, then your name can be added to the list of positions to be voted in.

SWANAGE & WAREHAM HC
ANNUAL GENERAL MEETING
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AGENDA

1. Apologies for Absence
2. Election of President & Vice Presidents
3. Minutes of Last AGM and Matters arising
4. Chairman's Report
5. Treasurer's Report
6. Constitutional Changes
In accordance with Section III, item 7.1 of the Constitution please find below the proposed change to the Rules of the Club. It concerns Section III Officers and Committee, item 7.1 Club Committee:

"To add the position of Fundraising and Sponsorship Representative to the current committee". Proposed by Jackie Barker and seconded by the committee.
- 7 Subscriptions
8. Matters Received for Agenda according to Constitution
No items received
- 9 Election of Officers
- 10 Any Other Business

SWANAGE HOCKEY CLUB POSITIONS 2021/2022

The following positions are open for election. Those who have already put their names forward are alongside various positions. If you are willing to stand or know someone who is, please give your name (their names, if definitely willing!) to Jackie Barker either by post, text, email or phone. Address: Afflington Lookout Barn, Kingston, Corfe Castle, Dorset, BH20 5LR. Telephone and email jacks.barker@hotmail.co.uk or on 07725 562607

Please note: **The closing date for standing for any position is Monday May 17th 2021.**

Committee positions are those in bold type (meetings monthly) - normally the second Monday of every month. These meetings are usually held either in Swanage or Wareham. However, in the current exceptional circumstances, they are held via Zoom. If you cannot attend the occasional meeting you can nominate a representative to take your place but you will be expected to attend the majority.

1. Chairman			
2. General Secretary			Jackie Barker
3. Fixtures and Umpiring Secretary			Martyn Solomon
4. Treasurer			Kate Black
5. Captain	i	Ladies 1st	Jess Hale
	ii	Ladies 2nd	Katie Young
	iii	Men's 1st	Ed Ellwood
	iv	Men's 2nd	Martyn Solomon
7 Vice-Captain	i	Ladies 1st	
	ii	Ladies 2nd	Nikki Grenville-Cleave
	iii	Men's 1st	Peter Philips
	iv	Men's 2nd	
8 Junior Co-ordinator			Nikki Grenville-Cleave
9 Junior Coach Representative			
10 Membership Secretary			Ange Crook
11 Men's & Ladies Head Coach			Paul Selby
12 Welfare Officer			Nikki Grenville-Cleave
13 Publicity and Media Co-ordinator			Jackie Barker

JOB DESCRIPTIONS FOR SWANAGE & WAREHAM HOCKEY CLUB POSITIONS

It is the general responsibility of every officer to attend the monthly meetings, or give apologies of absence to the General Secretary, be aware of the current issues within the Club and be actively encouraging members to attend Club Events. All officers should liaise with each other during the year to allow the Club to achieve its goals.

Roles and Responsibilities

1. Chair

Responsible for chairing committee, extraordinary and annual meetings. Sorting out any problems that may arise within the club. The chair does not have a vote but does have a casting vote if the need arises. Sits on committee

2. General Secretary

Responsible for all the general correspondence in and out of the club. Sits on the committee. Takes the minutes of meetings. Arranges venues for the meetings and produces agendas for meetings. The Secretary is responsible for distributing regular newsletters to members and the AGM material every year. Responsible for producing the club yearbook and distributing to the membership secretary, captains and Youth Co-ordinator. Sits on committee

3. Treasurer

Responsible for all financial matters of the club. Sits on committee. Collects monies, pays all club invoices, books pitches, does the banking and produces a financial report at every committee. The committee has to pass every cheque and cash over £20 paid out by the treasurer. Sits on committee

4. Fixtures and Umpire Co-Ordinator

This position will receive all fixtures for all teams at the beginning of the season. He/she will organise times for all home matches and appoint all umpires accordingly, working with Captains from the home and away teams. He/she is responsible for contacting all clubs, captains and umpires concerned re cancellations, postponements and re-arranged matches and answering any questions away teams have regarding our home fixtures and vice versa. He/she must register all ladies pre-season and make sure any new arrivals are registered throughout the season. If any captain has any problems with the league, registering results etc, the fixtures secretary should assist. The fixtures secretary is responsible for organising teas for each team and providing a detailed list for the venues. Sits on committee

5. Membership Secretary

Responsible for keeping up to date records of all members including contact details, emergency contact details and any personal medical information. Responsible for updating and maintaining the club membership database as and when necessary. This position has responsibility to keep membership information up to date with the help from the membership and other members of committee who all hold joint responsibility. Responsible for maintaining confidentiality at all times re this information. Sits on committee.

6 Captains

Responsible for selecting the team with the vice captain. Meeting with other captains regularly to sort out who is playing for each team. Liaise regularly with other captains to ensure all available members have the opportunity to play regularly. Responsible for discipline on and off the field. Arranging transport for away matches. To ensure that their team is kitted out correctly in line with league rules. Collecting monies in the absence of the treasurer and making sure that the money is logged properly with the name of the person paying and amount to enable the Treasurer to keep accurate records. Entering league result online after every match. To encourage participation in post match socialising/training and other Club events. Sits on committee.

7. Vice Captains

To assist the captain at all times and to deputise in their absence, at matches and on the committee. To liaise with Captain on a regular basis.

8. Junior Co-ordinator

Responsible for the fixtures, tournaments and liaising with schools to promote the club and increase numbers.

9 Junior Coach Representative

Provide link to the Coaches training needs and feedback from U10s, U12s and U14s coaches and performance.

10. Head Coach, Men's and Ladies

Responsible for all matters relating to training. Organise coaches to take training sessions. Collect monies when required. Sits on committee. To liaise with Captains to identify the training issues to aid development of Club members and teams.

11. Welfare Officer

Responsible for putting systems in place for the welfare of the club, adults and juniors. Responsible for making sure the club is in line with EH policy and adheres to general government policy on welfare. Sits on committee.

12. Publicity and Media Co-ordinator

To update and improve the club's website by liaising with the necessary personnel from within the club for information and social media communication channels.

To send through match reports to local news outlets (Bournemouth Echo and local Advertiser) and to market the club in the local area to improve visibility of the club in the community. Sits on committee.