



Horwich Hockey Club Committee Positions and Job Roles.

The following roles are key in the running of our Hockey Club. If you are interested in taking on any role, please talk to a member of our current committee.

CHAIRPERSON:

- Timetable committee meetings for year (liaise with committee regarding most suitable dates).
- Chair committee meetings.
- Ensure minutes are kept of each meeting and agendas are followed.
- Arrange AGM date (liaise with committee regarding most suitable dates).
- Ensure notice of AGM is circulated in line with constitution.
- Prepare Chairperson's report for AGM.
- Ensure relevant hockey association/county etc. meetings are attended, and reports received by main committee.
- Ensure all club sections are performing – liaise regularly with Men's and Ladies' Captains.
- Ensure all others on the committee carry out their respective responsibilities.
- Liaise with Umpiring Officer, Section Captains, Welfare Officer and Fixtures Secretary on any disciplinary matters relating to individual players or incidents, in line with constitution.
- Represent the Club as necessary on any committees or at any meeting.
- Ensure smooth running of Club, pro-actively addressing any issues that might arise.
- Work to recruit, recognise, reward, and retain those who volunteer and play for and on behalf of the club.
- Provide access to coach, official, volunteer opportunities for club members.
- Ensure volunteer recruitment and training is included in the club development plan.
- Be ultimately responsible for all aspects of discipline within the club.

TREASURER

- Be responsible for all club finances.
- Advise and report to committee on all matters financial.
- Prepare a set of audited accounts for presentation to AGM year, with associated commentary.
- Prepare annual budget and make recommendations for annual subscription rates and weekly match fees for season ahead.
- Maintain all financial paperwork including cash books etc.
- Monitor receipt of all funds including match fees etc.
- Receive, validate and arrange payment of all bills.

- Pay affiliation fees as appropriate.
- Provide financial status report with graphs/diagrams as appropriate to each committee meeting.
- Facilitate search for club sponsorship.
- Ensure collection of annual subscriptions, maintaining records of those paid (including addresses etc), and providing regular updates to committee, and captains.
- Advise Committee of unpaid members so appropriate action can be taken in line with constitution.

CLUB SECRETARY

- Assist Chair in drawing up agenda for meetings and circulating to committee prior to meetings.
- Take minutes of each meeting, type up and circulate to members within 7 days of meeting being held.
- Ensure all correspondence is dealt with efficiently and adequately.
- Liaise with leagues etc. as required.
- Ensure that club has public liability insurance.
- Advise captains of all members contact details including emergency contact details.
- Undertake England Hockey annual affiliation process.
- Collate, maintain and manage club membership details, including recording all contact details and any disciplinary points in line with GDPR.
- Manage and maintain all club documentation and make required documents available to the membership via appropriate means.
- Ensure the club acts in accordance with the Club Constitution and raise procedural requirements and/or requests to the committee.
- Act as Vice Chair as and when required.

PLAYER'S REPRESENTATIVES

- Equally represent all members of the club and be known to them.
- Be their voice on issues that may affect them.
- Remain impartial on discussions affecting members.
- Avoid/minimise loss of players from the club.
- Be an impartial voice or "go to person" should an issue need to be raised with or about member of the Committee.
- Inform members of upcoming Committee meetings, gather points members wish to raise at the meeting and inform the Secretary so points may be added to the agenda.

FIXTURES SECRETARY

- Gather details of all home fixtures.
- Follow detailed guidance on team priorities and pitches block booked.
- Gather requirements for training sessions during season and block book.
- Establish dates upon which pitches are surplus to requirements or needed – and advise Treasurer of bookings made.

- Publish list of allocations advise captains and get captains agreement.
- Publish on Pitchero website.
- During season manage requests for additional pitches and cancellations.
- Monitor pitch cancelations due to poor weather, advise supplier and treasurer – and book any replacement pitches required.

SOCIAL SECRETARY/SOCIAL COMMITTEE (NON-COMMITTEE POSITION)

- Draw up annual social plan, for agreement by committee.
- Liaise with Treasurer regarding financing (aim is to achieve “break-even or gain” over the year).
- Organise the End of Season Presentation Evening.
- Organise Christmas social.
- Organise regular club events.
- Organise other social events, as appropriate.
- Report to the main committee regarding all matters social.

KIT MANAGER (NON-COMMITTEE POSITION)

- Manage all elements of club clothing kit, including; assisting the committee with regards to new designs and proactively liaise with sellers and suppliers.

COMMUNICATIONS SECRETARY

- Ensure that there is effective communication between all parts of the club.
- Be sole author of messages within the Club information WhatsApp group.
- Check all correspondence both internally and externally within and from the club.

UMPIRE LIAISON OFFICER

- Arrange Umpires for all fixtures as required.
- Be responsible for all aspects of discipline within the club.
- Circulate umpiring information to players, coaches and umpires.
- Educate the number of players (as specified in Club Development plan) to umpiring level 1 and encourage others to become umpire.
- Report to committee on all matters associated with umpiring.
- Be responsible for liaising with umpire’s regarding disciplinary issues that may impact availability of umpires.

MEDIA SECRETARY

- Deliver regular content across social media platforms promoting the club.
- Facilitate delivery of weekly match statistics on social media.
- Produce a newsletter as and when required – at least twice a year.
- Produce all publicity for recruitment etc. on behalf of the club and distribute.

- Report to the main committee regarding all matters social and media.
- Update and improve the club's Pitchero website by liaising with the necessary personnel from within the club.
- Identify/collate all appropriate club news and add to Pitchero website.
- Be creative in identifying potential areas of improvements to Pitchero website and social media platforms.

TEAM CAPTAINS

- Equally represent all members of the club and be known to them.
- Remain impartial on discussions affecting members.
- Be first point of contact for new/possible new members.
- Avoid/minimise loss of players from the club.
- Decide whether to enter any cup competitions.
- Determine training requirements for the section and discuss with the coach.
- Select a team of at least 11 players each week.
- Confirm details to any appointed umpires prior to each match.
- Facilitate the coach in the sourcing of match and training balls for season.
- Provide a match ball for all home games.
- Liaise with fixtures secretary to advise opposition of location and timings of home games in accordance with league rules and agree umpiring arrangements also ensure no colour clashes.
- Ensure, a fully stocked, First Aid kit is present at each game.
- Adopt club selection policy and meet/communicate with other captains to discuss selection each week.
- Communicate any relevant information to players as directed by the committee or other.
- Liaise with catering provider, with regards to home fixture food requirements as per league and EH regulations.
- Report to the main committee on all matters concerning the team.
- Maintain records of who played where and when.
- Input on GMS the score following each home and away match where necessary.
- Assess and monitor weather and potential pitch conditions in the lead up to home fixtures.
- Inform players, umpires and tea supplier in the event of cancellation, within adequate time.
- Inform opposing Captain in the event of home cancellation, within adequate time.
- Liaise with Umpire liaison Officer, Welfare Officer, Secretary and relevant Players representative in respect to any disciplinary matter relating to individual players or incidents, in line with constitution.
- Follow England Hockey child protection guidelines.
- Complete incident report, when required.
- Men's 1st team captain to act as Club Captain, Ladies 1st team captain to act as Club Vice Captain, for the purpose of all mixed games.

Note: all captains need to be DBS checked via England Hockey

WELFARE OFFICERS

- To be the first point of contact for staff, volunteers, parents and young people where concerns about welfare, poor practice or child abuse are identified.
- Implement the club's reporting and recording procedures.
- Promote the club's best practice guidance/code of ethics within the club.
- Assist the club to fulfil its responsibilities to safeguard young people.
- Assist the club to implement its child welfare implementation plan.
- Assist volunteers in keeping their certificates and qualifications up to date.
- Ensure confidentiality is maintained.
- Promote anti-discriminatory practice.
- Be the first point of contact with the England Hockey Lead Child Welfare Officer.
- Maintain contact details for local social services, police and the Local Safeguarding Children Boards (LSCB) in case of an emergency.
- Ensure Team Captains and club coaches are DBS checked in line with England Hockey.

DISCIPLINARY/APPEALS PANEL

The disciplinary/appeals panel will consist of the following;

- Chairperson (when necessary).
- Secretary.
- Relevant Team Captain.
- Welfare Officer.
- Relevant Players Representative.
- Umpire Liaison Officer (if required).