



JOB DESCRIPTIONS (Updated March 2011)

This paper provides a brief outline of the job descriptions of the various roles that need to be filled within the Club. All roles are for a one year term and members can be re-elected to the same role for as long as they are willing to continue and are supported by the Club membership.

Ideally, no member should undertake more than one role within the Club.

EXECUTIVE OFFICERS

CHAIRPERSON

- Play leading role in club affairs
- Chair the Committee meetings and AGM
- Assist the Club Secretary to produce the agendas for committee meetings and AGM
- Lead the committee in making decisions for the benefit of the whole club including disciplinary matters.
- Present an unbiased viewpoint allowing free discussion to take place at meetings
- Advise committee on club policy where required
- Casting vote
- Act as a co-signatory on club bank account
- Ensure club representation at County, Regional and National meetings as appropriate
- Access to telephone and email essential

SECRETARY

- The 'principal administrator' for the club.
- Organise the club AGM and other club meetings in partnership with the Club Chairman
- Take minutes of the Committee meetings (and AGM) and distribute them as necessary. Keep signed copies of all meeting minutes on file
- Deal with all club correspondence, distributing to relevant officers for response where required
- Carry out the administrative duties thereby enabling the club and its members to function effectively
- Act as a co-signatory on the club bank account
- Regular access to email required.
- Act as Club Contact for Disciplinary Issues (both on and off the pitch)

TREASURER

- Look after the finances of the club
- Hold bank account in the name of the club
- Act as a primary signatory on the club account
- Keep up to date records of all financial transactions
- Ensure that all cash and cheques are promptly deposited in the bank
- Ensure that funds are spent properly
- Affiliate the club to the County & Regional Hockey Association and England Hockey Board
- Affiliate the club to the league(s)
- Report regularly to the committee on the financial position
- Prepare a year end statement of accounts to present to the Auditors
- Arrange for the statement of accounts to be audited
- Present an end of year financial report to the AGM
- Financial planning including producing an annual budget
- Access to email required
- Attend Committee meetings and AGM

GENERAL COMMITTEE

CLUB DEVELOPMENT OFFICER

- Oversee Club Development Plan
- Produce Club Handbook annually
- Book pitch facilities (training and matches)
- Liaise with facility management company
- Work with Junior Co-ordinator to ensure Club adheres to criteria in achieving ClubsFirst accreditation.
- Maximise development opportunities for all members of the club - players, coaches, umpires, volunteers
- Work closely with Umpiring Co-ordinator
- Work closely with Coaching Co-ordinator
- Regular access to telephone and email essential
- Attend Committee meetings and AGM

FIXTURES SECRETARY

(The fixtures programme is produced by the Leagues and advised to Clubs in June/July each year).

- Confirm match arrangements with captains, opposition and umpiring co-ordinator.
- Liaise with Club Development Officer regarding pitch booking requirements
- Access to telephone and email required
- Attend Committee meetings and AGM.

COMMUNICATIONS OFFICER

- Raise the profile of the club locally (in the community)
- Optimise the profile and information available to all on the club website
- Produce a regular Club Newsletter.
- Work closely with Press Officer
- Attend Committee meetings and AGM
- Regular access to telephone and computer essential

MEMBERSHIP SECRETARY

- Collect membership forms and subscriptions
- Register players for league hockey.
- Maintain the club membership database.
- Liaise with captains to ensure that all playing members have paid annual subscription
- Attend Committee meetings and AGM.
- Regular access to email and telephone required

JUNIOR CO-ORDINATOR

- Work with Club Development Officer to ensure that Club meets ClubsFirst accreditation criteria
- Maintain membership database of junior members
- Co-ordinate the recruitment of coaches / managers / umpires for junior sessions and teams
- Assist with/deliver junior sessions
- Organise fixtures for junior teams
- Maintain Club School Links with Exeter and East Devon School Sports Partnerships
- Attend Committee Meetings and AGM
- Regular access to telephone and email required

CLUB WELFARE OFFICER

- Assist the club to fulfil its responsibilities to safeguard children and young people
- Assist the club to implement its child welfare implementation plan
- Be first point of contact for members, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified
- Be the first point of contact with the England Hockey Child Welfare Officer
- Implement the club's reporting and recording procedures
- Maintain contact details for local social services, police and the Area Child Protection Committee
- Promote the club's best practice guidance/code of conduct within the club
- Ensure confidentiality is maintained
- Promote anti-discriminatory practice
- Ensure all members working with junior teams are CRB checked.
- Ensure all members working with children have attended a 'Good Practice & Child Protection' workshop or completed the England Hockey Board Online Safeguarding Course.

- Attend Committee meetings and AGM
- Regular access to email and telephone required.

SOCIAL SECRETARY

- 'Lead' a social committee representing a cross-section of the club.
- Organise social events to bring players, officials, supporters and parents together in a social setting.
- Attend Committee meetings and AGM
- Regular access to email and telephone required.

FUND-RAISING SECRETARY

- Apply for grants / sponsorship or other forms of financial assistance from organisations i.e. Sport England, Local Authorities or commercial companies
- Co-ordinate fund-raising events within other activities e.g. raffles at Social events and Tournaments.
- Work closely with social committee.
- Ensure that funds are properly accounted for and information is passed on to the Club Treasurer.
- Attend Committee meetings and AGM.
- Regular access to email and telephone required.

TEAM CAPTAINS

- Liaise with coach re training requirements
- Check player availability
- Advise players of selections and match arrangements
- Select teams each week with selection committee
- Delegate off-pitch tasks within the squad
- Attend Committee meetings and AGM
- Regular access to telephone and email required.

NON GENERAL COMMITTEE ROLES

PRESS OFFICER

- Co-ordinate weekly match reports for all teams and age groups to be forwarded to the local press and the Communications Officer
- Produce pre-season press reports in partnership with Communications Officer
- Deputise for the Communications Officer at committee meetings if required.
- Regular access to a telephone and computer are necessary.

JUNIOR TEAM MANAGER(S)

- Responsible for all aspects of activity regarding each age group.
- Maintain first aid kit on behalf of the age group teams.
- Look after playing kit and match and training equipment.
- Organise/co-ordinate transport to matches
- Contact players for matches.
- Report results to Press Officer
- Deputise for the Junior Co-ordinator at Committee meetings if required.
- Regular access to telephone and email required.

JUNIOR TEAM COACHES

- Responsible for all aspects of playing activity regarding an age group.
- The Club requires a minimum England Hockey Level One Coach accreditation.
- Deputise for the Junior Co-ordinator at Committee meetings if required.
- Regular access to telephone and email required.

COACHING CO-ORDINATOR

- Write the annual coaching programme for the Club
- Ensure a rota of coaches are available for all four senior teams at training
- Ensure that all coaches are developed to their maximum potential
- Deputise for the Club Development Officer at Committee meetings if required.
- Regular access to telephone and email required.

UMPIRING COORDINATOR

- Allocate umpires for all matches (where necessary)
- Advise team captains of umpiring allocations/appointments
- Ensure that all club umpires are developed to their maximum potential
- Ensure that all club umpires are affiliated to the County Umpiring Association
- Act as liaison with County Umpiring Association
- Deputise for the Club Development Officer at Committee meetings if required.
- Regular access to telephone and email required.

KIT & EQUIPMENT MANAGER

- Source club kit and equipment by seeking best deals with suppliers
- Purchase club kit and equipment from suppliers
- Store club kit and equipment
- Collect orders from members and distribute kit promptly
- Ensure that financial records are maintained of all transactions and reported regularly to Treasurer
- This is not a committee position but you may be required to produce written updates to committee meetings.
- Regular access to telephone and email required.

OTHER COMMITTEES

SELECTION COMMITTEE

Consists of all team captains and vice captains plus non-playing coach (if applicable). Current incumbents assume responsibility until new captains/vice captains are elected. Chair, Secretary or Club Development Officer may attend in an ex-Officio capacity.

- Plan pre-season activity, training programme and entry into Cup competitions for coming season.
- Agree and communicate club selection policy.
- Ensure consideration is given to all paid-up members for selection prior to unpaid and Associate (occasional) members
- Meet on a regular basis throughout the season (at least monthly)

SOCIAL COMMITTEE

(A cross section of members required – minimum 3)

- Organise social events to bring the players, officials, supporters and parents together in a social setting.
- Support the Fund-raising Secretary in any fund-raising initiatives.
- Sub committee led by Social Secretary

OTHER ROLES

MATCH FEE COLLECTORS (for each team)

- Collect match fees for team
- Ensure players pay due fees each week
- Pay match umpire, car drivers and teas from money collected
- Maintain accurate record of receipts and payments
- Provide Treasurer with accurate record of income and expenditure
- Bank money as necessary