

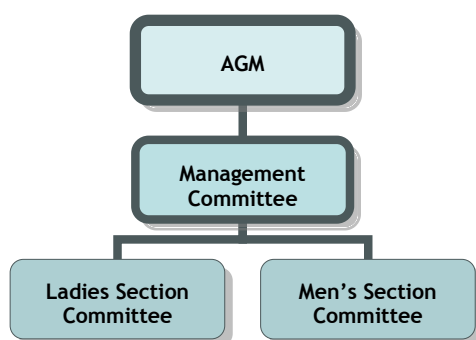


Roles and Responsibilities

Overview of Structure

This booklet outlines the roles and responsibilities of the officers of Witney Hockey Club. All are voluntary elected positions and represent one year of office. Each April, the **AGM** appoints committee members, approves accounts and agrees budgets, match fees and subscription levels for the coming year.

This is an evolving structure that will change appropriately as the newly merged Club grows and develops.



The affairs of the club are managed by a **General Committee** supported by two main Sub-committees (Playing Committees) representing the Ladies and Men's sections of the club. Week-to-week operational aspects of the club including selection, training fixtures, and umpires are managed by these two Playing Sub-committees; Ladies Section Committee and Men's Section Committee. Mixed hockey and Youth hockey events and matches are the shared responsibility of both playing sub-committees. The following sections give details about the requirements for each committee role.

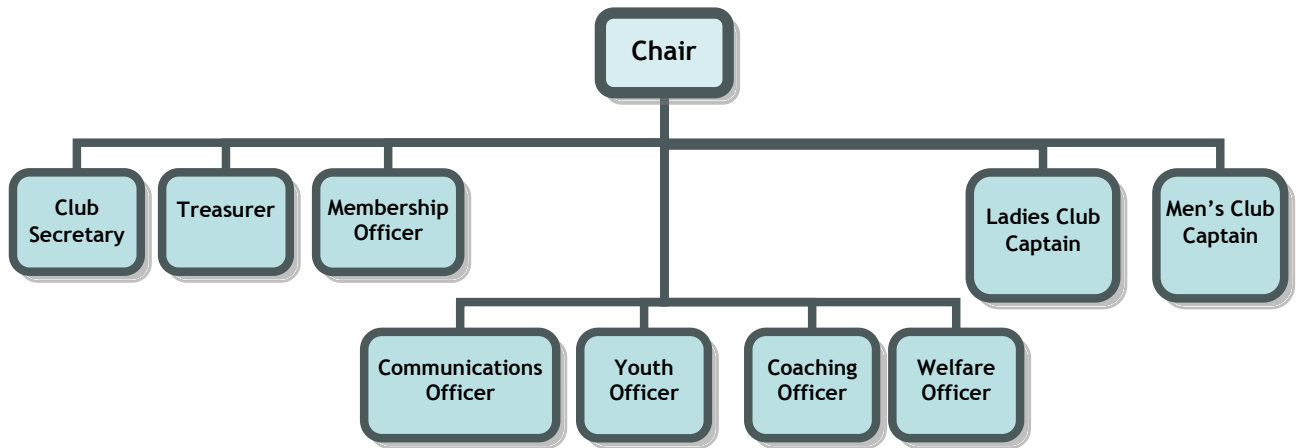
General Committee Roles

The diagram below indicates the structure of the General Committee

The Committee shall consist of between 8 and 10 permanent members. This committee have the power to co-opt further members for specific meeting items as and when required. Individuals should hold only one position on the General Committee. However, individuals holding roles on the General Committee may also have positions on either of the Playing Committees.

The General Committee is responsible for the overall coordination of the club, for instance, monitoring budgets and receiving reports. The views of the two Sub-committees are represented by the section Club Captains.

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CHAIR

Role: Working with the Club Secretary to offer leadership for the club and help the committee in making decisions for the benefit of the whole club, including disciplinary matters.

Tasks

- Direct general affairs of the club & playing a leading role in club affairs
- Chair all General Club Committee meetings and work with Club Secretary to prepare the Agenda
- Ensure actions from meetings are followed up
- Represent an unbiased viewpoint allowing free discussion to take place
- Ensure club policies are kept up to date and advise Committee where required
- When required, give the casting vote
- Ensure club representation at County, Regional and National levels, and ensure representatives attend relevant AGMs
- Work to recruit, recognise, reward and retain the members who volunteer for the club
- Coordinate a club development and action plan
- Act as a signatory on the club account
- Responsibility for co-ordinating the Club Development Plan and ensuring this is monitored on a regular basis.
- Identify and co-ordinate any training (non-hockey skills!) needs for Committee and Club members, in order fulfil Committee and/or coaching & umpiring roles

CLUB SECRETARY

Role: The Club Secretary is a pivotal role within the club and should provide the main points of contact for people within and outside the club on just about every aspect of the club's activities.

Tasks

- To be the principal administrator for the club
- Prepare the General Committee meeting Agendas
- Prepare AGM agenda, collate and distribute AGM papers prior to meeting
- Attend the General Committee meetings and AGM and take and distribute minutes.
- Complete all League and Hockey association affiliation/registration documents and work with Treasurer to ensure these fees are paid on time
- Keep signed copies of all meeting minutes on file
- Deal with all club correspondence, distributing to relevant officers for response where required
- Act as a signatory on the club account

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- Apply for funding and grants

TREASURER

Role: The main role of the Treasurer is to look after the finances of the club, keep the books and make sure that the club operates within the annual budget. The Treasurer is assisted by two Assistant Treasurers, one each in the Ladies and Men's Sections

Tasks

- Hold bank account in the name of the club
- Act as a primary signatory on the club account (and appoint 2 others as agreed by the General Committee)
- Coordinating the collection all money due to the Club
- Work with the Assistant Treasurers from each section to ensure that detailed written records of all accounts are kept.
- Ensure that all Hockey Association and England Hockey affiliation fees are paid on time
- Paying all other bills and recording information
- Keeping up date records of all financial transactions
- Work with the Assistant Treasurers from each section to ensure that all cash and cheques are promptly deposited in the bank
- Ensuring that funds are spent according to the agreement of the General Committee
- Issuing receipts for all money received and recording this information
- Reporting regularly to the committee on the financial position
- Preparing a year end statement of accounts to present to the Auditors
- Arranging for the statement of accounts to be audited
- Presenting an end of year financial report to the AGM
- Financial planning including producing an annual budget
- Helping to prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and NI returns, grant aid reports)

LADIES & MEN'S CLUB CAPTAIN

Role: The role of the Ladies/Men's Club Captain is to represent the views of playing members on the General Committee and provide leadership for the Ladies/Men's playing section.

Tasks:

- Chairing Ladies/Men's Section Committee Meetings
- Ensuring action points arising from the meeting are written up and distributed
- Attending General Committee meetings and representing the views of the relevant playing section.
- Provide a leadership role for the relevant club section and be the point of escalation for all issues arising regarding selection and coaching that have not been resolved by captains or coaching co-ordinators.
- Ensure captains, players and coaches are aware of the club's policy (see Appendix 2) with regard to disciplinary matters and the applicable League code of conduct, and their own responsibilities to this.
- Respond to any disciplinary matters arising from captains, reporting these to the committee and nominating a disciplinary committee if required.

YOUTH OFFICER

Role: The Youth Officer is responsible for the development of the U18 section of the club, who are not already playing senior hockey. He/She works with team captains, the section Youth Co-ordinators and coaches to coordinate the development of young players.

As the Club Youth Officer it is advisable to have an England Hockey Player Coach accreditation, to

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have attended a Child Protection and Best Practice Workshop (or be available to attend one ASAP) and to have good communication skills.

*Initially this role may be split between the Men's and Ladies sections whilst the club becomes more integrated. A new Youth Section with its own sub-committee structure may become necessary. (See Appendix 1)

Tasks:

- Co-ordinate the recruitment of new junior players
- Work with the Coaching co-ordinator to recruit of coaches for junior sessions.
- Co-ordinate the recruitment of managers for junior teams
- Report to the General Committee on progress and issues with Youth development
- Organise fixtures for junior teams in liaison with the section Youth Co-ordinators from each Club section
- Liaise with schools to recruit junior players
- Liaise with Local Authority Sports Development Unit / County Hockey Development Officer to recruit junior players, recommend players to development centres and or centres of excellence, county squads, etc.
- Have an awareness of Child protection policy and procedures
- Liaise with coaching staff regarding the progression of junior players to senior hockey
- Arranging summer camps, tournaments and other dedicated junior events

COMMUNICATIONS OFFICER

Role: The Communications Officer promotes the club within the local community, and also plays a key role in co-ordinate intra-Club communications and events

Tasks:

- Take a lead in planning/organise social events for the club (not exclusively the role of this officer - and can be distributed)
- Generate publicity for the club in local press and schools
- To optimise the profile and information available to all on the club website ¹
- To co-ordinate weekly match reports for all teams and age groups to be forwarded to the local press ²
- Develop club branding and promote sales of club kit & other branded products
- Obtain club sponsorship
- Organising an "end of year" event
- Booking social event venues and entertainment
- Co-ordinate fixtures cards prior to the beginning of the season (working with Fixtures Co-ordinators and Club Secretary)
- Creates internal club newsletters (how often?) and liaises with Membership secretary to distribute these to all members.
- Co-ordinate photo/video publicity - including team photos

COACHING OFFICER

Role: Your role is to monitor player development activities across the club. The Coaching Officer works with any Coaching co-ordinators and coaches from each section provide a consistent set of training opportunities and player development across Ladies, Men and

¹ NB officer can nominate the actual web updating to individuals or web-developer - just providing key direction

² Again this can be delegated to team captains or club members but the Comm's officer has responsibility for making sure reports are completed.

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Youth sections. This is not a paid coaching role. Each playing section of the club has its own coaches (see Appendix 3).

Tasks

- Chair meetings of coaches (including selection meetings if required)
- Monitor individual player progress and provide access to higher level and courses
- Arrange season-start club trials events (in conjunction with coaches and team captains)
- Plan coaching strategy prior to beginning of season
- Feedback to General Committee on progress of coaching & reports from coaches
- Allocate coaches to teams
- Manage coaches contracts
- With the General Committee, finalise coaching sessions and training times

WELFARE OFFICER

Role: The Club's Welfare Officer is responsible for ensuring the club meets its statutory and ethical responsibilities for young people and senior members.

Tasks

- To ensure that Safeguarding and Child Protection is a standing item on the committee agenda
- To ensure that the clubs child protection policy (see Appendix 2) is promoted and implemented in line with National Governing Body framework
- To be aware of the National Governing Bodies policies and procedures and integrate changes / developments into club policy
- To attend training relevant to the post
- To ensure that appropriate screening of all volunteers takes place inline with the clubs Child Protection Policy (CRB checks, references, qualification check)
- Ensure that all possible Child Protection concerns are referred to the appropriate agency immediately
- To raise awareness of good child protection practice with all club volunteers
- To act as a contact point, advising any parents, players or volunteers who have any enquires or concerns about welfare issues

To do this role the Club Welfare Officer is expected to acquire knowledge of the following:

- Knowledge of the England Hockey Child Welfare Policy & Procedures
- Knowledge of core legislation, government guidance and national framework for child protection
- Basic knowledge of roles and responsibilities of local statutory agencies (social services, police and Area Child Protection Committees). The CWO should have full contact details for their local agencies
- Own club's role and responsibilities to safeguard the welfare of children and young people - boundaries of the club welfare officer role
- Own club's policy and procedures related to safeguarding children and young people
- Awareness of equalities issues and child protection.

MEMBERSHIP OFFICER

Role: The Membership Officer is responsible for collating and distributing information relating directly to club membership as detailed below. This role is essential at the beginning of each season for ensuring continuity of membership and for gathering player statistics & information during the season.

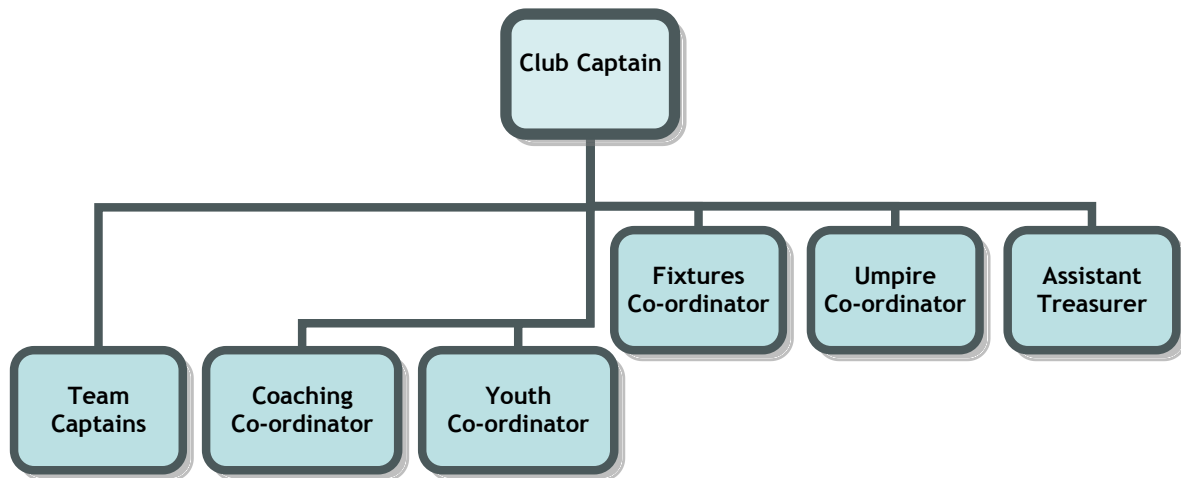
Tasks

- Co-ordinating the club subscriptions - distribution of forms and collection

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- Maintaining the membership database for each section and supporting info - such as player contact details, essential medical information and parental consent.
- Ensuring all required players are registered with appropriate leagues (liaising with Team Captains)
- Maintain records of shirt number allocations
- Maintain list of Honorary and/or Associate Club members - and provide a point of contact for these.
- Ensure team captains have access to player contact details, medical info, and parental consent details as required.
- Monitor and record team selection, as required by each club section - with view to establishing league-tied information. Communicate status of such players to captains and coaches as soon as possible.

Ladies and Men's Playing Sub-Committees



The Ladies and Men's section of the club has its own Playing Sub-committee which meet on a monthly basis during the season. These Sub-committees coordinate 'internal' matters, relating to for example matches, training, coaching, umpiring and youth development, and deal with 'every-day' organisational and operational issues, for example fixtures arrangements, team selection, match fee collection and umpire appointments.

(Whole club issues which involve either additional resources or external organisations are decided at General Committee level. Examples include requests for additional funds, arranging events or adding or removing teams from the league.)

As per the General Committee all members of the Playing Sub-Committees is elected at the AGM, with the exception of the Team Captains who are appointed by the Committees. It is the role of each Playing Sub-Committee to recruit and appoint Team Captains at the start of the season.

CLUB CAPTAINS (LADIES AND MEN) - *as detailed previously*

TEAM CAPTAINS (LADIES AND MEN)

Role: Team Captains play a pivotal role in the club and are responsible for offering leadership to their squad. The list below details all the required tasks - which may be split between a Captain and any appointed Vice-Captain or delegated to individual squad members, if appropriate.

Tasks

- All relevant players know they are in your squad for the next month
- Any players dropped from your squad have been contacted personally
- Outstanding monies and forms are handed to Assistant Treasurer at least on a fortnightly basis
- You have up-to-date contact details for all players in your squad (from the Membership Officer)
- You have a photo-copy of parental consent form for all players aged 14 or under, and copy of all relevant medical details
- *Home Matches:*

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- Match venue, shirt colours, umpires, start time, venue & after match arrangements (ie how many need food) are confirmed at least ten days before the fixture with the opposition, by email. Refer them to our website
- Umpires are confirmed and know the venue and start time of the next match
- The League is notified of the result by 6 00pm, and league forms posted
- Arrange preparation/provision of teas for the opposition
- *Cancellations due to bad weather/pitch conditions*: An early decision is taken. Healthy and safety is paramount. The club's team, fixture secretary, chairman, web-keeper, umpires & opposition are told
- **Away Matches:**
 - Match venue, shirt/sock colours, umpires and start time confirmed with the opposition by email
 - All players know the meeting point & leaving time, venue & start time of the next match
 - All drivers have travel directions and your mobile number
 - Given a colour clash, you have a set of numbered away shirts and have informed players of sock colour if necessary
 - A well stocked, Club-owned first aid kit is with the team. The location of the nearest A&E hospital is known
- You have a mobile phone and an up-to-date list of emergency contacts
- You are arriving at least 30 minutes before each game and have a warm up routine
- Practice balls & bibs are in a car. All practice kit is collected in before the match starts.
- Match fees are collected and the match form complete, and handed to Assistant Treasurer
- League Match fee form completed and posted
- A match report is emailed to the press officer & web-keeper by noon on Sunday
- Players have confirmed their availability and know arrangements for the next match
- Any disciplinary issues are reported to the Club Captain and Playing Sub-committee

COACHING CO-ORDINATOR (LADIES AND MEN)

Role: Each Section of the club allocates a Coaching Co-ordinator who works with the club's Coaching Officer to coordinate the work of individual coaches and help players and teams develop their potential.

The coaches work as a team as shown in the organisation chart and meet, along with the Coaching Officer and section Coaching Co-ordinators, over the summer to develop a coaching plan for the coming season. The aim is to have a coordinated and integrated approach to the coaching of seniors and juniors which makes best use of the club resources.

Training sessions are led by coaches and their work is coordinated within a playing section by the Coaching Co-ordinator and across the whole club by the Coaching Officer.

*Also, initially as we establish our new structure, this person may report in to the General Committee as the Coaching Officer.

Tasks:

- Communicate to Playing Sub-committee about progress of coaching and feedback from coaching staff
- To ensure selection details are passed to the Membership Officer
- To assist individual coaches and team captains with selection issues that arise during the season and to provide an additional point of contact for players and coaches alike.
- Assist with coaching if required
- To work with the Coaching Officer to ensure all coaches have an understanding of the season's agreed coaching strategy and club goals.
- Track coaching session delivery and ensure that coaching invoices can be reconciled against sessions delivered.

YOUTH REPRESENTATIVE (LADIES AND MEN)

Role: The main purpose of the role is to ensure that the club provides the young players with

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opportunity to develop their hockey and to play in youth leagues and competitions.

*Initially this is a single role is responsible for all aspects of activity³ regarding this age group within the relevant section. Other Club Officials and Team Managers are always available for any assistance or advice. However, the manageability of this will need to be evaluated in the longer term. (See Appendix 1)

*Also, initially as we establish our new structure, this person may report in to the General Committee as the Youth Officer.

Qualifications & skills: The Club requires a minimum England Hockey Player Coach Level 1 accreditation, attendance at a Child Protection and Best Practice Workshop (or be available to attend one ASAP) plus a First Aid Course (the Club will assist you in obtaining this award during the season if you do not already have the qualification).

Tasks

- Team selection for all Junior matches - liaising with Junior Coaching staff
- Assisting/delivering youth sessions
- Organisation of transport for team matches
- Co-ordinate any required team kit & equipment (provided by club) for junior matches (including laundry, parents usually take turns)
- Reporting results to Committee and Communications Officer after matches
- Ensuring all monies collected and owed are returned to the Treasurer
- Annual end of season report to Club Committee

FIXTURES CO-ORDINATOR (LADIES AND MEN)

Role: The role of the Fixtures Co-ordinator for each section of the club is to coordinate the preparation and publication of club fixtures, and to arrange pick bookings

Tasks:

- To be the point of contact for queries relating to club fixtures from other clubs / National Governing Body.
- Organise home and away fixtures for main league season and friendlies where required.
- Assist with organising tournaments and mixed fixtures when required.
- Book and cancel pitches where necessary, for both matches and training sessions, for Juniors and Seniors.
- Be the main point of contact for pitch hire and bookings from the various venues around Witney.
- Ensure that all invoices for pitch hire are handed to the Treasurer for prompt payment
- Inform players, coaches and officials if any changes in schedules occur, including updating the person responsible for keeping this website area up to date.
- Keep up to date contact details of other clubs.
- Ensure team captains have contact details for opposition, particularly for away matches
- Ensure that fixture information going to Communications Officer for season fixture cards is up to date.
- Work with the Treasurer to ensure that all billing for pitch hire is correct.

ASSISTANT TREASURER (LADIES & MEN)

Role: The main role of the Assistant Treasurer is to help the Treasurer maintain cashflow and recording of financial details.

Tasks

³ NB The Club provides playing kit (including first aid kit) and match and training equipment for all youth teams.

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- Collect & verify match fees from team captains (or assigned representative)
- Bank cash and cheques from match fees
- Summarising income and submitting regular banking reports to Treasurer
- Monitoring travel and other expenses
- Act as signatory on club accounts
- Keep records of players owing fees & ensure captains follow up any debts
- Working with other committee members, maintain an inventory of all club owned kit

NB All Sub committee members can be asked to report to General Committee if required

UMPIRE CO-ORDINATOR

Role: The main role of the Umpire Co-ordinator is to be the point of contact for queries relating to club fixtures from other clubs / National Governing Body.

Tasks

- Working with the Club Secretary to maintain a list of known club umpires
- Co-ordinate allocation of qualified umpires for all team matches, as required for the Club Section⁴
- Identify, recruit and arrange training opportunities for potential umpires
- Ensure all captains and team managers have umpire contact details for the match day
- Feedback on issues relating to match umpiring through section Club Captain

Appendix 1 Youth Section Development

Initially we will establish just a main Men's and Ladies section however the number of junior members and available time of current Youth Officers may require us to form a separate Youth Sub-Committee.

Currently we run teams in U14 & U16 leagues & tournaments, and also U10, U12 and U18 tournaments. This is in addition to an U8 training group.

Possible structures may include the following roles to be allocated for both Mini's (defined as U12s) and Juniors (defined as U16s)

- Coaching and training co-ordinator support
- Assistant Treasurer - to help with match fee and subscription collection
- Administration/Communication Reps

Appendix 2 Club Policy List

Witney Hockey Club will require the following policies and procedures to be finalised.

1. Club Code of Conduct & Fair Play
2. Confidentiality
3. Equal opportunities
4. Health and Safety

⁴ For the Men's Section where the requirements are not as stringent this role may be taken by the Fixtures Co-ordinator or other nominated officer.

5. Child Protection and Welfare
6. Disciplinary Procedure

Appendix 3 - Coaching Role definition

COACHES

The following section details what Witney Hockey Club expects from its coaching staff and will form the basis of any coaching contract or agreement with the Club.

Tasks that should form part of the lead Coach job description:

- To promote fair play
- To prepare all coaching sessions in advance.
- To work with and assigned assistant coaches and include them in the preparation and running of each session.
- To work with the team captains and section Coaching Co-ordinator to select an appropriate team for forthcoming fixtures by offering an overview and advice on up-and-coming and in-form players
- To work with the team captains to develop agreed team formation and club tactics.
- To work with the team captain and manage designated teams during matches including substitutions, pre-match warm ups and half time talks
- To inform the Coaching Co-ordinator in advance of any sessions that cannot be attended.
- Ensure that you are aware of any medical conditions or special needs of the participants
- Ensure that you have a copy of participant emergency contact details at every session / events
- To ensure that the “on-the-day” training facilities and equipment are safe
- To offer the club feedback on the organisation and degree of success of coaching and competitions.
- To offer players feedback - particularly following selection or de-selection from a squad
- To follow the clubs policies on equity, conduct and confidentiality
- Report accidents / incidents according to club procedures
- Promote the club’s codes of conduct
- Follow and promote the clubs child protection and health and safety policy (see Appendix 2)
- To support assistant coaches in the development of their coaching skills