

LINDUM HOCKEY CLUB COMMITTEE

ROLES AND DESCRIPTIONS

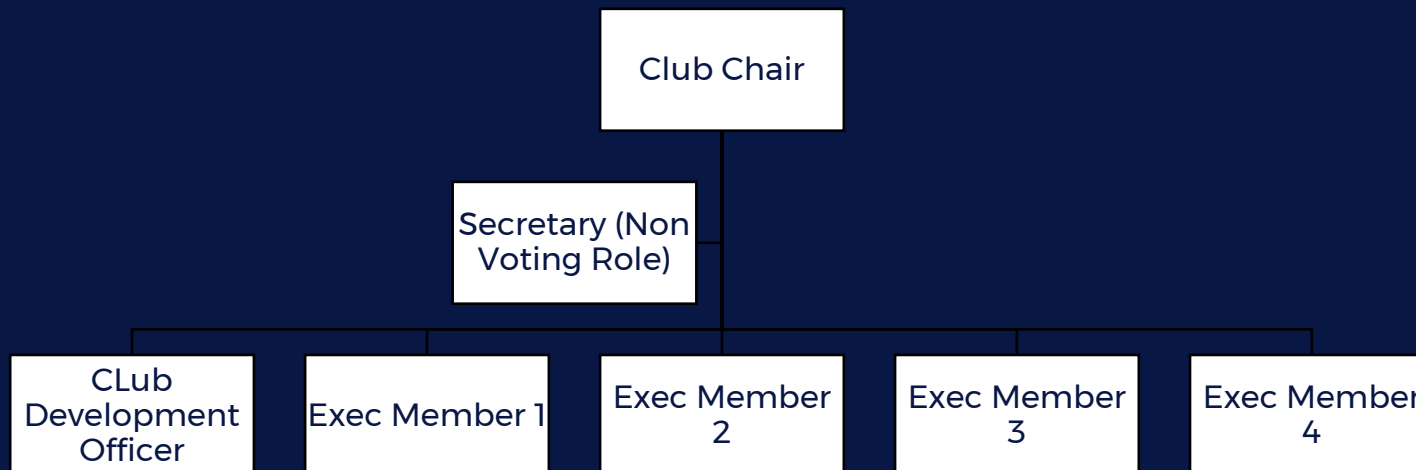
2017/18



Lindum HC Club Management Committee (CMC)

Role of Club Management Committee

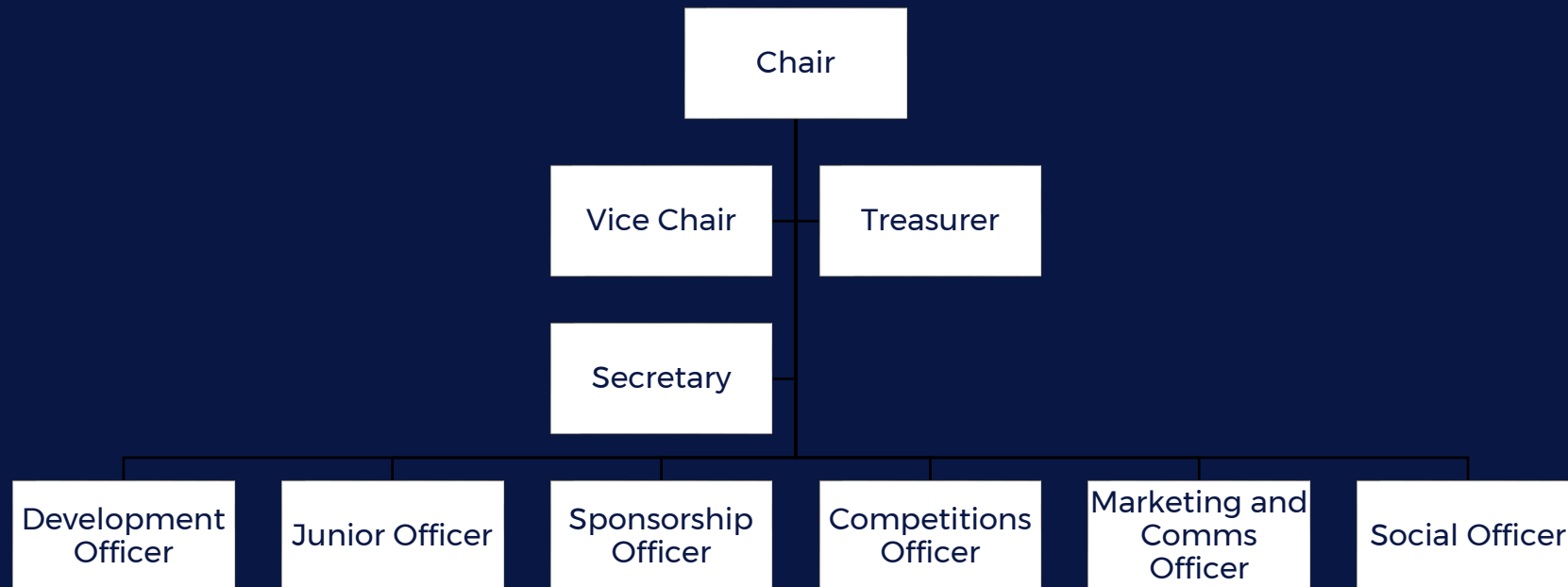
1. Responsible for the overall running and strategic development of the club
2. Set objectives, define policy and develop strategic direction
3. Ensure the executive officer provides satisfactory leadership, planning, organisation, control and succession
4. Monitor the performance of the club management committee
5. Emphasise and concentrate on long-term goals
6. Approve, monitor and review the financial performance of the organisation.



LHC Club Committee (CC) 2017/18

Role of the Club Committee

1. Responsible for the day to day running of the club and its members shall act as Sub Team Chairpersons of the various Sub Teams
2. Sub Team Chairs are responsible for forming the sub team. The sub team must consist of 4 members to ensure a Quorum is formed for voting on sub team decisions.
3. The Club Committee, Sub teams and Non Committee Officials are all Accountable to the CMC



Chair and Vice Chair

Summary:

The Club Chair and Vice Chair shall liaise with the Club Management Committee in running the Club in line with the Club Constitution. It is also the responsibility of the Club Chair to ensure that the Club is affiliated to England Hockey and any other governing bodies relevant to the Club.

Job Description:

- Advise committee on club policy where required
- Be a positive role model for all members of the Club
- Be an ambassador for the Club
- Chair and attend Club committee meetings
- Chair any disciplinary hearings
- Direct general affairs of the club and oversee the appointment and management of all club volunteers and officials. Ensure all are given a club volunteer pack and accept the terms and conditions
- Ensure club representation at County, Regional and National levels
- Ensure that the Club maintains the England Hockey Equality Policy
- Play leading role in club affairs within the club and externally
- Provide the club with strategic direction and lead and facilitate the implementation of the club development plan
- Represent an unbiased viewpoint allowing free discussion to take place
- Responsible for ensuring Club members meet their responsibilities in the running of the Club
- To make all members of the Committee aware of their roles and expected duties at the beginning of the season and ensure they fulfil these roles thereafter

Club Secretary

Summary:

The Club Secretary shall be responsible for the administrative affairs of the Club as well as promoting, arranging, organising, communicating and recording all activities in regard to the Club to the members in a timely manner.

Job Description:

- Arrange league affiliations (annual)
- Arrange monthly committee meetings, produce Agenda and other documentation, book rooms as required and notify attendees.
- Attend and take minutes for Committee meetings (including AGMs and EGMs) meetings monthly
- Attend annual North Hockey and Yorkshire Hockey league meetings (2 for ladies, 2 for men - 4 per annum)
- Be the main point of contact at the club for other organisations, members of the public, other clubs, England Hockey, North Hockey, Yorkshire Hockey, Lindum HC members, etc (ongoing)
- File and hold Lindum HC official documents.
- In general, ensure administrative systems and processes are efficient and well managed
- In liaison with the Lindum HC committee produce any Lindum HC literature to ensure the smooth running of the club including promotional literature, marketing literature, literature for coaches, captains and team managers, information literature for members, etc.
- Organise player registrations (annual)
- Organise player transfer requests (annual)
- Organise Senior and Junior cup entries (annual)
- Produce and circulate minutes promptly - at within 7 days of the meeting monthly
- Report match results as required by hockey leagues (on going through the season)

Club Treasurer

Summary:

Monitor cash flow of club and ensure sufficient funds to stay solvent. Collect, bank and pay remittances, deal with banking queries for all monetary matters, chase late annual subscriptions from players, provide a financial report for AGM. Provide analysis on areas of club income and expenditure, provide costing of possible projects/assets where requested by the committee.

Job Description:

- Act as membership secretary – produce and distribute membership forms.
- Advise captains of any medical conditions relevant for members safety whilst playing hockey or any associated activities
- Collect all fees owed and record accurately and confidentially all membership details
- Collect membership forms and subscriptions.
- Ensure all fees are paid on time (affiliation, insurance, pitch hire etc)
- Ensure all members are notified of clubs membership rates and payment procedures
- Ensure that the club is financially sound (through budgeting and fees setting) and has resources to cover all liabilities
- Establish appropriate policies and procedures for collection of fees and expenditure authorisation.
- Hold bank account in the name of the club
- Keep a record of members.
- Keep detailed written records of all accounts
- Maintain an up to date database of all senior and junior members by section
- Produce an annual budget, annual balance and profit & loss sheets
- Produce budget summaries by section in July ready for the following season
- Report to committee levels of membership and advise of any issues relating to members fee Payment
- Support Lindum HC committee and section reps to chase unpaid subscriptions.

Development Officer

Summary:

To oversee the development of the club, working with the Club Committee and England Hockey to maximise the development opportunities for all affiliates of the club

Job Description:

- Assist the Club to fulfil its responsibilities to safeguard young people
- Assist volunteers in keeping their certificates and qualifications up to date
- Be a positive role model for all members of the Club
- Check stocks of first aid supplies and contact the Club Treasurer if any supplies need replacing
- Ensure that copies of codes of conduct for spectators are available and that all team members are given them to inform friends and family
- Ensure that the Club continues to abide by England Hockey's minimum operating standards
- Ensure that the Club continues to operate by Club Constitution and action plan
- Ensure that the Club's risk assessment form is completed
- Ensure that training programmes and session plans are devised by coaches.
- Ensure the Club Welfare Officer is first point of contact for staff, volunteers, parents/carers and young people where concerns about welfare, poor practice or child abuse are identified
- Establish links with local schools
- Liaise with club coaches to ensure all working to same standard and policy
- Liaise with Junior Section managers and suggest members for County and Regional trials
- Maintain a club development and action plan
- Maintain a club volunteer programme and action plan
- Manage all training activities for club affiliates (appoint the club coaches and arrange weekly timetable for all affiliates)
- Monitor individual player progress and provide access to higher level and courses
- Prepare the annual audit documentation for the Club Mark folder of evidence

- Promote the Club's best practice guidance/code of ethics and behaviour within the Club
- Provide access to coach, official, volunteer opportunities for club affiliates
- Provide new and enhanced opportunities for club affiliates
- Responsible for ensuring that ALL accident forms are completed and information is kept in confidence, where accidents involve juniors, parents/guardians should be informed at the earliest opportunity.
- Work to recruit, recognise, reward and retain the members who volunteer for the club

Sub Group to consist of the following roles:

Club Welfare Officer

Club DBS Officer

Club Coaches

Volunteer Officer

Junior Officer

Summary:

This is a busy role working at the hub of our club, interacting with the committee, players, parents, coaches, managers and other clubs coordinating our thriving, successful and expanding Junior section.

Job Description:

- A key member of the club committee ensuring Junior section representation
- Be a positive role model for all members of the Club
- Check stocks of first aid supplies and contact the Club Treasurer if any supplies need replacing
- Ensure all policies relating to junior players are adhered to
- Liaise with adult sections and development officer and coach to ensure player welfare and development
- Liaise with Junior Section managers and suggest members for Academy Centre recommendation
- Manage and organise the junior section of the club- specifically the hockey for Under 13 (i.e. those not able to play in adult league sides)
- Organise matches and tournaments for junior players
- Recruit players and promote hockey in local area
- Responsible for ensuring that junior accident forms are completed and information is kept in confidence, where accidents involve juniors, parents/guardians should be informed at the earliest opportunity.

Sub Group to consist of the following roles:

Parent Liaison Officer

Junior Communication Officer

Team Managers

Team Coaches

Sponsorship Officer

Summary:

The Sponsorship Officer is the main point of contact with current and potential sponsors within the local area and the wider regional area, on behalf of Lindum Hockey Club.

The Sponsorship Officer will manage and oversee all matters relating to sponsorship at all levels of the club.

Job Description

- Be a positive role model for all members of the Club
- Develop, in conjunction with the Management Committee, a sponsorship plan
- Oversee the implementation of the tasks in the sponsorship plan
- Research new income avenues and fundraising activities sector
- To be responsible for entertaining sponsors and dignitaries at club tournaments and events
- To ensure via the use of the Club Newsletter and website that the membership is made aware of major sponsorship or fundraising activity
- To help or assist at/with major Club events or activities
- To investigate sponsorship opportunities from the commercial business
- To liaise with Press Secretary to ensure that major sponsors receive appropriate press coverage
- To liaise with the treasurer on financial planning for the club to ensure adequate funds are generated
- To produce follow up literature to sponsors in the form of thank you letters, press coverage & club updates in order to encourage on going relationships
- To safeguard the good name and values of Lindum Hockey Club
- Where necessary co-ordinate sub-committee, and volunteers to help seek sponsorship through personal contact.

Sub Group to consist of the following roles:

Marketing and Media Representative

Social Representative

Other Club Representative

Competitions Officer

Job Description

- Appoint Team Captains, Fixture Secretaries and umpire coordinator
- Be a positive role model for all members of the Club
- Confirm with the Umpires coordinator that an umpire is available for each fixture
- Ensure Captains are informing all players of meet times
- Ensure that captains have adequate numbers of drivers available for away games and responsible for ensuring that junior players travel with an adult who has undergone a Lindum Hockey Club DBS check
- Ensure that Information around selection decisions and communication of selection is corresponded in a timely and respectful manner
- Ensure that the Distribution of fixtures correspondence to all teams
- Ensure the provision of pitches for all Hockey Club home games
- Ensure the Registration of all Club players with the league at the start of the season and the updated lists as required are accurate with the club secretary before sending
- Ensure weekly selection meetings/Discussions are in place
- Liaise with all sections of the Club; overseeing all Club competition activities
- Liaise with the Treasurer on league financial matters
- Manage the starring of team players working closely with the team captains and coaches
- Oversee Club disciplinary matters e.g. Tracking of individual players and team cards and lead all disciplinary hearings
- Responsible for ensuring that match day accident forms are completed and information is kept in confidence, where accidents involve juniors, parents/guardians should be informed at the earliest opportunity.

Sub Group to consist of the following roles:

Selection Officers

Fixture Secretary

Umpire Coordinator

Team Captains

Marketing and Communications Officer

Summary:

To work with the club committee and a team of volunteers to collect material and maintain the club's website covering the playing of hockey and management of the club.

Job Description:

- Be a positive role model for all members of the Club
- Coordinate match reports and general press releases as required
- Develop club branding and promote sales of club kit and other branded products
- Ensure match report section of Club website up to date
- Ensure security on the website
- Ensure that website content provided is uploaded within a timely manner.
- Ensure the availability and high quality of the website
- Ensures club remains in the mind of the local community
- Manage email newsletters
- Recommend any changes to the website
- Respond to ad hoc technical queries and support requests.
- Responsible for advertising Club fixtures
- Work with the club committee and other volunteer members to provide content.
- Work with the Membership Secretary in producing posters and flyers to attract new members

Sub Group to consist of the following roles:

Media Officer

Social Media Officer

Web Officer

Social Officer

Summary:

The main purpose of this role is to organise social events to bring the players, officials and parents together in a social setting to enhance relationships with the club.

You may also wish to consider inviting local dignitaries to develop and improve the club's relationships within the community or representatives from any sponsors of the club. In both instances you should liaise with the Club Secretary.

Job Description:

- Assess the safety of proposed events and venues
- Assist in the organisation on Annual Presentation Event
- Be a positive role model for all members of the Club
- Coordinate fundraising events throughout season.
Responsible for ensuring that social events are organised throughout the year for all club members
- Liaise with committee members on social events
- Link closely with the Sponsorship Team and link with social events where possible
- Organise and promote social events for all Club members
- Promote social events over Club's social media and website
- Submit regular reports to the Committee

Sub Group to consist of the following roles:

Representative from each senior team

Representative from the junior section