



# OLDHAM HOCKEY CLUB

## COMMITTEE ROLES AND RESPONSIBILITIES

### OBJECTIVE

This document has been produced to set out the function and responsibilities of committee members within Oldham Hockey Club.

### 1. PRESIDENT

To oversee the general running of Oldham Hockey Club.

#### A. Key responsibilities

- i. Chair monthly committee meetings
- ii. Ensure all others on the committee carry out their respective responsibilities
- iii. Ensure all club sections are performing by liaising with section captains
- iv. Sit on the disciplinary committee when required
- v. Lead the committee in making decisions for the benefit of the whole club
- vi. Host/officiate at formal and social events

### 2. CLUB CAPTAIN

To oversee the general running of Oldham Hockey Club.

#### A. Key responsibilities

- i. Deputise for chair as and when appropriate
- ii. Take a leading role in the club affairs and development
- iii. Act as a signatory on the club bank account
- iv. Sit on the disciplinary committee when required
- v. Ensure all club sections are performing and communicating
- vi. Provide support to captains where required to with dispute resolution and decisions around team selection and player management
- vii. Work to recruit, recognise, reward and retain those who volunteer for and on behalf of the club
- viii. Raise awareness of opportunities for volunteers and volunteering within the club
- ix. Maintain and take responsibility for driving forward club development plan, including timetabling, allocating roles and responsibilities and monitoring progress. Items for consideration could include: Different ways to play, new pitch opportunities, introductions of new roles into the club, partnership arrangements, member feedback on club direction



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### 3. CLUB TREASURER

To ensure the management of the club finances and advise the club captain and the committee of the clubs up to date financial position.

#### A. Key responsibilities

- i. Manage the club financial accounts
- ii. Prior to each season, agree a budget for identified activities with the committee and recommend subscription rates
- iii. Primary contact for all invoices
- iv. Act as signatory on the club accounts
- v. Collect and monitor receipt of subscription costs from all sections of the club
- vi. Sit on the disciplinary committee when required
- vii. Receive, validate, and arrange payment of all bills
- viii. Pay affiliation fees as appropriate
- ix. Ensure that the club has public liability insurance
- x. Present an account of the club finances at each committee meeting
- xi. Provide a review of accounts at the AGM
- xii. Facilitate search for club sponsorship
- xiii. Liaise with other members responsible for aspects of club finance;
  1. *Club and fixtures secretaries*
  2. *Team captains*
  3. *Sponsorship and fundraising activities*
  4. *Junior committee*

### 4. CLUB SECRETARY

To ensure the administrative function of Oldham Hockey Club is carried out efficiently and effectively.

#### A. Key responsibilities

- i. To liaise with other members responsible for club administration
- ii. Maintain the club membership list and player contact details supported by the treasurer
- iii. Sit on the disciplinary committee when required
- iv. Ensure all new members are registered with the appropriate bodies
- v. Primary contact for correspondence and dealing with it promptly
- vi. Prepare and circulate agenda for committee meetings
- vii. Attend monthly committee meetings and record and circulate minutes
- viii. Send notice of the forthcoming meetings and AGM
- ix. Act as signatory on the club accounts



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### 5. WELFARE OFFICER

To ensure the welfare of all members.

#### A. Key responsibilities

- i. Assist the club to fulfil its responsibilities to safeguard children and young people
- ii. To be the first point of contact for any Oldham Hockey member where concerns about children's welfare, poor practice or child abuse are identified
- iii. Ensure all those who need to undergo DBS checks do so
- iv. Organise first aid course for those deemed appropriate
- v. Be the first point of contact with England hockey's child welfare officer
- vi. Implement England Hockey's reporting and recording procedures
- vii. Keep record of relevant certificates
- viii. Promote England hockey's best practice guidance/code of ethics and behaviour within the club

### 6. FIXTURES SECRETARY

To ensure the pitch is maintained and suitable for play. Book and arrange fixtures for upcoming season, liaise with club captains, opposition, and league secretaries to adjust fixtures as arises during season.

#### A. Key responsibilities

- i. Liaise with club secretary to organise bookings for all fixtures and trainings and reschedule as required
- ii. Be the main point of contact with relevant pitch booking companies
- iii. Ensure the pitch and changing rooms are kept to appropriate standard and deal with any issues that may arise
- iv. Liaise with the committee to ensure pitch area is well maintained and report any issues if action is required
- v. Attend selection meetings with current lists of playing members and relevant fixtures details
- vi. During season manage requests for additional pitch time and cancellations
- vii. Monitor pitch cancellations due to poor weather, advise treasurer

### 7. JUNIOR DEVELOPMENT OFFICER

To work with committee to oversee the development of the junior section ensuring that the club is offering hockey to all ages and abilities.

#### A. Key responsibilities



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- i. To liaise with the junior coaches in all aspects of junior performance
- ii. To oversee the recruitment of junior team managers
- iii. Deliver on outcomes that have been agreed for any potential funding
- iv. Support and increase out-school opportunities for hockey in the area
- v. Increase links with primary and secondary schools

### 8. JUNIORS SECRETARY

To work with committee and development officer to oversee the running of the junior teams.

#### A. Key responsibilities

- i. To represent the junior section at committee meetings
- ii. To liaise with the junior coaches in the growth of junior membership
- iii. Ensure that junior development is properly represented at senior team selection
- iv. Be aware of the club policy on safeguarding and protecting young people in hockey
- v. Liaise with team managers ensuring team selection and attendance at tournaments
- vi. Liaise with treasurer ensuring entries and payments for tournaments and competitions
- vii. Maintain the club junior membership list and player contact details supported by the treasurer
- viii. Primary contact for junior correspondence and dealing with it promptly

### 9. UMPIRES SECRETARY

To support the committee in providing umpires for club games with the appropriate qualifications. Promote the qualification of new umpires.

#### A. Key responsibilities

- i. Maintain a register of all club umpires including level, training courses attended etc.
- ii. Work with the committee to ensure umpire development
- iii. Ensure that all umpires are appropriately registered with the various leagues as appropriate
- iv. Coordinate allocation of umpires to games on a weekly basis

### 10. SOCIAL AND FUNDRAISING SECRETARY

To schedule and organise the club social calendar and fundraising events.



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### A. Key responsibilities

- i. Publish the social calendar to club members
- ii. Organise and run social events through the year such as start of season event, Christmas party, club presentation
- iii. Organise and run fundraising events to help cover running costs over the season
- iv. Liaise with the treasurer re planned costs of events
- v. Liaise with captains for awards to be given at end of season

## 11. GRANTS AND FUNDING COORDINATOR

To research, monitor and apply for any suitable funding available to the club.

### A. Key responsibilities

- i. Research and monitor local and national funding opportunities
- ii. Project manage or apply for funding opportunities with the assistance of other committee members
- iii. Assist with any fundraising events put on by the club
- iv. Liaise with the treasurer in relation to budgets and funding

## 12. MEDIA OFFICER

To promote the Club internally and externally.

### A. Key responsibilities

- i. Act as a point of contact for the external promotion of the club
- ii. Publish website and social media content from matches, training, social events
- iii. Recommend any required updates to the website
- iv. Ensure there is effective communication between all parts of the club

## 13. TEAM CAPTAINS

To ensure the smooth running of their team.

### A. Key responsibilities

- i. Attend selection meetings
- ii. Work with other team captains to ensure available players are optimally allocated each week
- iii. Provide first point of contact for players seeking advice
- iv. Link with club secretary and treasurer to ensure all squad members have paid their annual subscription
- v. Promote club events



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- vi. Provide content from matches for media officer as and when required
- vii. Liaise with junior section to aid integration of junior players to senior teams
- viii. To minimise loss of players from the club
- ix. To be the first point of contact for possible new players
- x. Publish on fixtures live
- xi. Provide match balls for all home games
- xii. Advise opposition of location of timing of home games in accordance with league and ensure no colour clashes
- xiii. Complete incident report if and when required

### 14. VICE TEAM CAPTAINS

To assist in the smooth running of their team.

#### A. Key responsibilities

- i. Attend selection meetings
- ii. Provide support to captains
- iii. Work with other team captains and vices to ensure available players are optimally allocated each week
- iv. Collect any match fees as and when required
- v. Link with the umpire secretary to ensure umpire is arranged for matches
- vi. Pay umpires
- vii. Collect player of the match votes after each game and keep track of votes to determine player of the year at the end of season

### 15. JUNIOR TEAM MANAGERS

To ensure the smooth running of their team.

#### A. Key responsibilities

- i. To liaise with the junior secretary to make team selection for tournaments and competitions
- ii. To be the point of contact to communicate fixture dates and venues to parents and players
- iii. Be in attendance at matches
- iv. Liaise with club treasurer to ensure training and tournament fees are paid

### 16. KIT MANAGER

To manage all elements of club kit, including new designs and proactive liaison with sellers and suppliers.



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### A. Key responsibilities

- i. Be responsible for opening of club shop
- ii. Liaise with Oldham Hockey club members around ordering kit
- iii. Be the first point of contact for any questions around kit
- iv. Deliver kit to players when received from club shop