

## Operational Support Roles

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### Fundraising Secretary

Responsible for organising fundraising events throughout the year.

Reports to the Sponsorship Secretary and Treasurer

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#### Core Responsibilities

1. Coming up with ideas for fundraising events for the club, preferably annual events so we have repeated income
2. Organising these events with the help of other club members
3. Working with the Sponsorship Secretary and the Treasurer to ensure that money is invested wisely
4. Manage the internal club lottery

### Kit Secretary

The Kit Sec is responsible for ensuring the club has access to kit and equipment that is safe and to a suitable standard.

Reports to the Board Members

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#### Core Responsibilities

1. Work with current/future kit suppliers to organise playing kit
2. Ensuring the kit sheds are maintained in an accessible state
3. Assigning team equipment at the start of the season e.g. match balls, first aid kits

4. Letting the committee/treasurer know when kit needs replacing
5. Point of contact for captains/players to enquire about kit
6. Liaise with Y1 about custom orders
7. Take responsibility over any club stash available for sale

### **Catering Support**

Responsible for liaising with visiting teams and Cantab to order match teas.

Reports to the Fixture Secretaries

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#### Core Responsibilities

1. Work with the fixture secretary to chase up information from other clubs regarding numbers/dietary requirements for visiting teams
2. Relay the information to Cantab according to a weekly deadline

### **Tour Secretary**

Responsible for organising hockey tours during the off-season.

Reports to the Social Secretaries

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#### Core Responsibilities

1. Work with the Social Secs and Media Secs to identify tours that the club can attend
2. Work with the treasurer to set up tours on Teamo and assign tickets
3. Organise logistics/accommodation if travelling away

## **Ball Patrol Officer**

Responsible for getting ball patrol to 1st XI fixtures.

Reports to Women's 1XI Management & Safeguarding Officer

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Core responsibilities

1. Source ball patrol for 1st XI games (minimum four, maximum six on pitch)
2. Brief them on the how to transfer balls and make them available to home and away teams
3. Thank and support them

## **Social Media/Web Support**

Responsible for assisting the Communications Officer in posting content to specific social media channels and website

England Hockey's Safeguarding Awareness Training is required for the role

Reports to Communications Officer

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Core responsibilities

1. Collate match reports and results from teams to be posted on socials/website
2. Create content to be posted on socials/website
3. Manage the designated social media account:
  - Instagram Officer - Day to day operation of Instagram
  - Twitter / X Officer - Day to day operation of X
  - Tik Tok Officer – Launch a club account and then day to day operation of TikTok
4. Be aware of any individual team accounts and check content is appropriate. Raise any concerns with a Welfare Officer