

# Poole Hockey Club's roles and responsibilities



*The purpose of this document is to provide guidance and clarity of all roles within Poole Hockey Club with the aim of being clear and open to anyone who interacts with the club. This information is also provided as part of [England Hockey's ClubMark accreditation](#).*

*Poole Hockey Club welcomes offers of volunteering and encourages you to get involved with the running of the club. Please do contact us if you would like to get involved.*

*Links within the document allow the reader to easily navigate to relevant information.*

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## 1 Introduction / Overview

Poole Hockey Club (PHC) is a volunteer-led community sports club that depends on the generosity of individuals who give their time freely. This document outlines the club's voluntary roles and their key responsibilities, helping to support the smooth running of the club and to share the workload fairly. It is not an exhaustive list, and suggestions for additional roles are warmly welcomed. Each position is voluntary and the intention is that one person takes on one role.

### 1.1 Committees

There are 3 committees within the club:

- [Elected Management](#)
- [Management](#)
- [Playing](#)

#### Elected Management Committee

The running of the club is managed by an Elected Management Committee, consisting of:

- [Chairperson](#)
- [Vice Chairperson](#)
- [Secretary](#)
- [Treasurer](#)

These roles are elected every season by club members at the club's AGM, as well as the [Club President](#).

Responsible for all volunteer co-ordination and ensuring that PHC works to recruit, recognise, reward and retain the members who volunteer for the club. The Elected Management Committee will appoint roles to other committees.

#### Management Committee

The Elected Management Committee may appoint additional officers to create a broader Management Committee, as it deems appropriate. Roles included in the Management Committee discuss the organising and running of the club. Roles identified are:

- [Welfare Officer](#)
- [Discipline Officer](#)
- [Communications Officers](#)
- [First Aid Coordinator](#)
- [Umpire Coordinator](#)

#### Playing Committee

Roles included in the Playing Committee discuss all matter related to coaching, matches and other playing opportunities offered. Roles identified are:

- [Senior Team Captain/s](#)
- [Junior Coach Coordinator \(representing Junior Coaches\)](#)

Other roles (not in a committee)

- [Junior Coaches](#) – represented by Junior Coach Coordinator on the Playing Committee
- [Senior Coaches](#) – represented by Senior Coach Coordinator on the Playing Committee

## 2 Role responsibilities

### 2.1 Elected Club positions

#### Club President

**Who will I be responsible to?**

Club members

**What is my role?**

Group and individual support for the management committee and ensuring the club's constitution is being adhered. This includes:

1. Owner of the Club Constitution
2. Influential leader
3. Officiate the AGM
4. Special project involvement with the Management Committee (projects / unforeseen circumstances which the Management Committee don't have the capacity to fulfil e.g. support with navigating through a national pandemic, pitch resurfacing)
5. Speaking / presenting at internal events
6. Representing the club at external events
7. Maintenance of records of Honorary members, including donations
8. Maintaining relationship and liaison with honorary members, including prompting and thanking for donations
9. Proposal of future Honorary appointments and removal of lapsed

#### Club Chairperson

**Who will I be responsible to?**

Club President

**Who will I be responsible for?**

All Management Committee members

**What is my role?**

Responsibility for managing the club and provide help and support to all club members. This includes:

1. Assisting the Club Secretary to produce the agendas
2. Lead in making decisions for the benefit of the whole club
3. Represent an unbiased viewpoint allowing free discussion to take place
4. Work with the Committees to maximise the development opportunities for all members of the club - players, coaches, umpires, supporters etc. Examples will include organising courses and events that will be of interest and will assist the development of members
5. Representation of the club at external meetings
6. Applying for grants / sponsorship or other forms of financial assistance from organisations such as Sport England, Local Authorities or commercial companies

**What else can you tell me about the role?**

As the Chair of the club, it is essential you are a strong leader who can be objective.

**What tasks are included?**

1. Chair Management Committee meetings and AGM
2. Agree agenda for committee meetings and the AGM
3. Attending county and league meetings (as appropriate)
4. Play leading role in club affairs
5. Advise on club policy where required
6. Direct general affairs of the club
7. Write a club development and action plan

## Club Vice Chairperson

### **Who will I be responsible to?**

Club Chairperson

### **What is my role?**

Chair the Playing Committee and deputise for the Chairperson as and when necessary. This includes:

1. Overseeing the playing side of the club
2. Lead the relationship with the facilities provider (Ashdown Leisure Centre)
3. Survey the membership to improve retention and recruitment
4. Assist with collecting any outstanding debts
5. Representation of the club at external meetings
6. Apply for grants / sponsorship or other forms of financial assistance from organisations such as Sport England, Local Authorities or commercial companies

### **What else can you tell me about the role?**

As the Vice Chair of the club, it is essential you are a strong leader who can be objective.

### **What tasks are included?**

1. Coordinate coaching sessions including marking attendance
2. Arrange training courses for the development of club members
3. Agree agenda for committee meetings and the AGM
4. Attending county and league meetings (as appropriate)
5. Play leading role in club affairs
6. Direct general affairs of the club
7. Act as a signatory on the club account
8. Oversee registration of players to the league
9. Chair Playing Committee
10. Liaise with Team Managers on selection

## Club Secretary

### **Who will I be responsible to?**

Club Chairperson

### **What is my role?**

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

1. Be the 'principal administrator' for the club
2. Carry out or delegate all administrative duties thereby enabling the club and its members to function effectively
3. Work alongside the Treasurer to see that all affiliation / registration documents are accurate and are paid on time
4. Prepare agenda, attend and record minutes of Committee meetings and AGM

### **What else can you tell me about the role?**

This is a demanding, high-profile role that has a major impact on the efficient and effective management of the club. The Secretary has contact with a wide range of people within and outside the club. The club is keen to support the Secretary in the use of modern office technology to assist them in their job.

### **What tasks are involved?**

1. Prepare and distribute the Committee meeting agendas
2. Record the Minutes of Committee meetings and distribute copies
3. Keep copies of meeting minutes on file

4. Deal with club correspondence, distributing to relevant officers for response where required and ensuring those responses are timely
5. Organising the club AGM and other club meetings (including club social events)
6. Representing the club at external meetings
7. Oversee membership database (currently via Teamo)
8. Ensuring the club website is kept up to date
9. Act as a signatory on the club account
10. Coordinating affiliation to England Hockey and other relevant bodies
11. Entering teams into relevant competitions

## Club Treasurer

### **Who will I be responsible to?**

Club Chairperson

### **What is my role?**

The main purpose is to look after the finances of the club, to keep the books and make sure that the club operates within the annual budget.

### **What else can you tell me about the role?**

The Treasurer must be well organised, able to keep records, careful when handling money and cheques, scrupulously honest, able to answer questions in meetings, confident handling figures, prepared to take instant decisions when necessary.

### **What tasks are involved?**

1. Collecting subscriptions and all money due to the organisation
2. Paying invoices and recording information
3. Keeping up date records of all financial transactions
4. Ensuring that all cash and cheques are promptly deposited in the bank
5. Ensuring that funds are spent properly
6. Issuing receipts for all money received and recording this information
7. Reporting regularly to the committee on the financial position
8. Preparing a year end statement of accounts
9. Presenting an end of year financial report to the AGM
10. Financial planning including producing an annual budget
11. Produce budget summaries in advance of Committee Meetings
12. Helping to prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and NI returns, grant aid reports)
13. Even if these duties are delegated to a professional officer, the Treasurer is still ultimately responsible
14. Hold bank account in the name of the club
15. Keep detailed written records of all accounts
16. Act as a signatory on the club account
17. Lead the collection of any outstanding playing debts

## 2.2 Management Committee

### Welfare Officer

- Maintain and implement an up-to-date Club Safeguarding Policy
- Keep a log of first aid incidents and notify the First Aid Coordinator of anything of relevance
- Undertake DBS checks on all relevant individuals
- Ensure relevant club officers are suitably qualified, in line with the Club's Safeguarding Policy

## Discipline Officer

- Be available as and when needed to review any disciplinary issues
- Chair a disciplinary panel when needed
- Produce end of season report
- Input into club behaviour guidelines
- Liaise with relevant league secretary / discipline officer as and when required
- Gather information about any disciplinary issue raised

## Communications Officers

- Create content as required
- Online and offline comms e.g.
  - Posters
  - Social media (both internal and external)
  - Newsletters
  - Local media (e.g. Link magazines / Association of Residents of Canford Heath (ARCH) etc)
  - Liaise with Club Webmaster to ensure website content is up to date

## First Aid Coordinator

- Monitor team first aid kits and restock when needed
- Ensure relevant club officers are suitably qualified, in line with the Club's Safeguarding Policy
- Work with the Welfare Officer to provide necessary first aid support

## Umpire Coordinator

- Arrange umpires for matches as needed (including junior tournaments)
- Liaise with Match Day Secretary to know when club umpires are needed

## 2.3 Playing Committee

### Senior Team Captain/s

*These responsibilities can be delegated to other members of the playing squad.*

- In liaison with other team captains, sort teams ready for match day in line with the Club's Selection Expectations
- Update GMS with selected team at least 24hrs in advance of the match
- Be / assign match day captain
- Ensure all match information is complete and correct on Teamo at least 1 week in advance
- Discuss, with the relevant coach, anything you'd like the team to work on in coaching sessions
- Plan travel arrangements for away matches and communicate drivers to Treasurer so fuel can be paid
- Post match Teamo and GMS admin - final score, goal scorers, assign match fees, list any cards, name MOM & DOD etc
- Monitor and maintain a fully stocked kit bag, including prematch checks on face masks and restocking first aid kit when used

### Junior Coach Coordinator

- Arrange coaches for junior groups
- Support and monitor junior coaches to ensure a high level of delivery, recommend coaching courses where required
- Coordinate x2 coaches to attend each tournament and help with organising arrangements (including Teamo admin)
- Be the Dorset Action Group point of contact liaising with other clubs
- Advertise coaching opportunities (including seeking DofE helpers and other volunteers)

- Liaise with Senior Coach Coordinator and Treasurer to ensure sufficient and required coaching equipment is available
- Complete / arrange weekly junior coaching attendance registers via Teamo
- Represent all junior coaches in Playing Committee meetings
- Point of contact for the South Coast Talent Academy (hosted by Havant HC)
- Provide a communication link between coaches and parents
- At the end of the season, liaise with coaches to select award winners

## 2.4 Other roles (not in a committee)

### Junior Coaches

- Work with fellow group coaches to deliver weekly coaching sessions
- Attend junior tournaments as requested
- Preferably have / be working towards gaining 'Introduction to Hockey Coaching' (level 1) or equivalent
- Assist in looking after coaching equipment

### Senior Coaches

- Deliver weekly coaching sessions
- Seek an assistant coach to help with delivering coaching sessions and to cover sessions when unavailable
- Preferably have / be working towards gaining Hockey Coaching Course (level 2) qualification or equivalent
- When possible, attend and watch relevant team matches
- Assist in looking after coaching equipment

## 3 Other potential roles

### Sponsorship Secretary

*Currently covered by Club Chairperson*

- Look after current sponsorship deals
- Contact and liaise with local companies to find new opportunities for sponsorship
- Liaise with Elected Management Committee on new sponsorship ideas

### Kit Manager

*Currently covered by Club Chairperson*

- Order new playing kit (excluding equipment) as and when needed, bulk club orders only
- Keep playing kit / numbers spreadsheet up to date
- Be the point of contact for kit orders and manage relationship with supplier O'Neills

### Membership Secretary

*Currently covered by Club Chairperson*

- Maintain a database for recording membership information via Teamo
- Log monies in and out of the club
- Generate reports as required by the Management Committee

### Senior Coach Coordinator

*Currently covered by Club Vice Chairperson*

- Arrange coaches for senior groups
- Support and monitor senior coaches to ensure a high level of delivery, recommend coaching courses where required
- Link contact between senior coaches and team captains
- Liaise with Junior Coach Coordinator and Treasurer to ensure sufficient and required coaching equipment is available
- Complete / arrange weekly senior coaching attendance registers via Teamo
- Represent all senior coaches in Playing Committee meetings
- At the end of the season, liaise with coaches and team captains to select award winners
- Work with Junior Coach Coordinator to run coach coaching session/s

### Match Day Secretary

*Currently covered by Club Secretary*

- Weekly match emails to opposition teams
- Be the key contact for communication with opposition clubs
- Liaise with South Central to arrange appointed umpires
- Liaise with Umpire Coordinator to advise when PHC umpires are needed
- Arrange refreshments for all home matches

### Webmaster

*Currently covered by Communications Officers*

- Maintain the club website:
  - Keep the content presented up to date i.e. photos, times, prices etc
  - Present the content in an attractive and modern feel i.e. annual review of the layout
- Liaise with:
  - Communications Officers for website content
  - Club Secretary for any changes as a result of AGM or other Management meetings

# Poole Hockey Club's roles and responsibilities

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## Club Captains (Men / Women / Juniors)

*Currently covered by Team Captains*

- Be an ambassador to the club
- Seek opportunities to introduce new members to the club
- Provide support in any capacity as and when needed (particularly with socials)
- Lead by example
- Be a voice between club members and the Management Committee

## Volunteer Coordinator

*Currently covered by Elected Management Committee*

- Work with existing volunteers providing recognition, support & guidance
- Identify and engage with new potential volunteers

## Social Secretary/ies

*Arranged as and when needed*

- Arrange team social events
- Work with the other team social leads to arrange club social events, including:
  - start of season
  - Christmas
  - end of season event(s), including awards ceremony/ies

## 3<sup>rd</sup> Party Media Contact

*Currently not covered*

- Create press releases for significant events
- Maintain relationships with local and national media
- Seek opportunities to promote the club externally

## School Liaison Officer

*Currently not covered*

- Establish a point of contact at local schools
- Promote junior coaching to school children
- Work with Junior Coach Coordinator to arrange the delivery of school coaching sessions
- Propose ideas to the Management Committee to about engaging with schools and attracting new young players

## Umpire Development Officer

*Currently not covered*

- Highlight development needs within the club umpire pool in liaison with Umpire Coordinator
- Arrange feedback and coaching of umpires (individually and group based)
- Be the point of contact for new and aspiring PHC umpires (including junior players)

## External Tour / Competition Coordinator

*Currently not covered*

- Coordinating and entering team/s into summer tournaments

## Indoor Coordinator

*Currently not covered*

- Organise informal senior indoor playing sessions
- Book sports hall and set up sessions on Teamo, including fees
- Seek opportunities for entering competitions / playing matches (this could potentially include organising a Poole hosted tournament)