



Role Title:		Junior Club Captain	
Brief outline:	Responsible for the effective running of the junior section liaising with coaches, parents and other clubs. This role is part of the Hockey Committee and holds voting rights.		
Reports to:	Hockey Committee	Responsible for:	Juniors coaches and junior players / guardians
Key Responsibilities:			
• Ensure the junior section operates smoothly. • Plan the junior hockey programme in association with the Director of Coaching and Welfare Officer. • Arrange fixtures. • Ensure pitches are available for all activities. • Work with coaches and volunteers to ensure that the programme is delivered to the juniors in an appropriate manner. • Ensure equipment is maintained and appropriate new kit purchased. • Arrange for the collection of match fees from the parents / guardians of the juniors. • Ensure that guardians and other spectators are aware of their responsibilities. • Promote activities through the Chair and Communications Officer. • Liaise with Welfare Officer to ensure the clubs policies and procedures for child protection, fairness and dealing with accidents and emergencies are followed. • Act as the point of contact for club communication regarding the junior section. • Represent the club on the Herts Hockey Development Group. • Attend committee meetings and brief the Hockey Committee on Junior matters.			
Attributes needed for this role:			
• Organisation skills • Communication skills • Multi-tasking ability • Ability to deal tactfully with emotive conversations			
Training / Qualifications / Experience / Knowledge needed:			
• First Aid training • DBS certificate needed. • England Hockey Safeguarding course needed.			
Estimated time you would be required to give to this role:		Approximately 4 hours per week.	
Remuneration:		This is a voluntary role	
Elected via:		AGM	