

WEST HAMPSTEAD HOCKEY CLUB

Captain & Committee Member Policy



Last reviewed: December 2025

Introduction

The club relies upon the dedication of its committee members and captains to ensure smooth governance, effective communication, and the organisation of teams across the club. Their voluntary contributions are essential to maintaining competitive membership rates and sustaining the club's culture and operations.

Scope

This document sets out a framework for committee members and captains, clarifying expectations, responsibilities, and recognition. It is intended to provide consistency across roles and to support those who take on leadership positions.

Approach

The club aims to support and recognise committee members and captains for their service. While these roles are voluntary, the club acknowledges the significant time and effort involved and will provide financial and practical benefits as a token of appreciation.

Roles and Responsibilities

Committee Members

- Fulfil their role in alignment with the agreed committee role description and responsibilities.
- Provide effective governance and oversight to ensure the smooth running of the club.
- Uphold the values from the Club Constitution.
- Attend committee meetings regularly, actively contributing to discussions and decision-making.
- Support and promote club-wide initiatives, acting as visible points of contact for members.

Team Captains

- Maintain weekly communication with their team, including but not limited to player availability, team selection updates and match preparation.
- Lead weekly communication with team coaches, covering player availability, performance, feedback from matches, and training session reviews.
- Complete and communicate team selection in alignment with the club's selection policy and England Hockey team selection regulations, working collaboratively with other captains.
- Take responsibility for their team's first aid kit and equipment, ensuring readiness and compliance.
- Complete administrative activities, including:
 - Submitting match teas
 - Processing team sheets and match fee requests on Teamo
 - Completing match sheet activities on GMS (team sheet submission, score reporting, timelines, and recording any cards).
 - Report any injuries in line with the club's injury reporting process.
- Ensure adherence to England Hockey and Club policies at all times.

Recognition and Reward Structure

The club recognises the commitment of committee members and captains through the following benefits:

- Committee members and captains who have served for three or more consecutive years in any combination of qualifying roles are eligible to claim for club kit up to the value of £62.00 (eligible once every 3 years).
- The Club Chairperson, Club Captains, and London league and cup team Captains will pay £0.00 match fees in recognition of their leadership responsibilities.
- Where a team has co-captains, allowances will be split equally between them.