



This document outlines the roles and responsibilities of the officers of Winchester Hockey Club. All are voluntary elected positions and represent one year of office.

The Executive Committee (known as the Club Committee)

The Committee shall consist of between 8 and 10 permanent members plus the President. They (the Club Committee) have the power to co-opt further members for specific meeting items as and when required. Individuals should hold only one position on the Club Committee.

Winchester Hockey Club is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that the Team Leaders and Coaches of the Club should wholly support the policies and objectives of EH and the Club, and to show respect and understanding for the safety and welfare of Club members at all times.

Winchester HC has a totally open and equitable policy of welcoming and encouraging players of all levels; all documents relating to Club Rules and Policy can be accessed from the Club's web site.

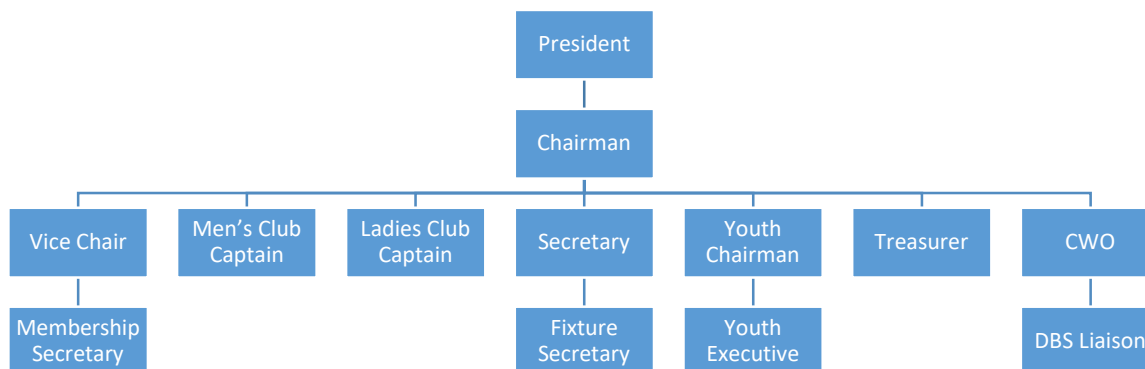
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Organisational Structure & job roles – Main Club Executive Committee:-

NOTE: Executive Members are empowered to run the Club without referring decisions up to the Committee unless they are committing monies, proposing a change to published policies / rules, or doing something that may affect another Executive member.



Role & Responsibilities of the

PRESIDENT

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

All club members

What is my role?

1. Prime Ambassador for the Club, support the Chairperson
2. Special project involvement
3. Assist the committee in making decisions for the benefit of the whole club including disciplinary matters.
4. Attendance at committee meetings and appropriate external meetings as determined by the Club Committee
5. Advise committee on club policy where required

What else can you tell me about the role?

1. As President of the Club you should have the needs and development of our club at the centre of your work
2. You should be an influential leader who can be objective.
3. As the supporting officer to Chairman, it is essential that you have access to a telephone and a computer.



Training needed

If not a current or qualified Coach, you should complete ENGLAND HOCKEY's online Safeguarding training as you have a responsibility and Duty of Care for your club's members.

How much time will I need to give to the role?

Approximately 2 hours per month for meetings, and time to attend and support Club functions.

Role & Responsibilities of the

CHAIRMAN

Who will I be responsible to?

The Club Committee, and the AGM

Who will I be responsible for?

All committee members

What is my role?

1. Chair the Committee meetings and AGM
2. Champion of Strategy – required to review progress made against the Club Development Plan, at regular intervals, and reset objectives / key objectives
3. Assist the Club Secretary to produce the agendas
4. Lead the committee in making decisions for the benefit of the whole club including disciplinary matters.
5. Represent an unbiased viewpoint allowing free discussion to take place
6. To have the casting vote on any unresolved club issues
7. Direct general affairs of the club
8. To recruit and ensure that the Executive team is fully represented in the running of the Club
9. Ensure club representation at County, Regional and National levels

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. You will support the Secretary in their work so it is essential that you have access to a telephone and a computer.

Training recommended

You may wish to attend a specific training course on how to chair/run meetings.

How much time will I need to give to the role?

Approximately 5 hours per month for meetings.

What tasks are involved?

Tasks will include:

1. Chair Committee meetings / AGM
2. Agree monthly agenda for committee meetings and the AGM
3. Ensures Club processes, guidelines and rules are adequate, in place, and suited to the requirements of England Hockey and the objectives of the Club's members.

Representative for the club at partner meetings, such as County Association or Hockey Development Groups, Key service providers, sponsors and community stakeholders.



Role & Responsibilities of the

VICE CHAIRMAN

Who will I be responsible to?

The Club Committee, and the Chairman

Who will I be responsible for?

All committee members

What is my role?

1. Overseeing the club membership activity for the purpose of good governance
2. Marketing of the Club to the wider Community – including annual distribution of Club information to designated schools / HCC etc as outlined in club PR policy WHC 31
3. Co-ordinating and supporting maximum press coverage / publicity
4. Leading the drive for funding through sponsorship / grants / fund raising
5. Deputise for the Chair when required and as agreed

What else can you tell me about the role?

You will need to work closely with the Chairman, providing resource and splitting roles where workload enables. You will be a good leader, and with a good eye to project management.

Training recommended

You may wish to attend a specific training course on how to chair/run meetings, and other EH courses on good Club running, including Safeguarding.

How much time will I need to give to the role?

Approximately 5 hours per month for meetings.

What tasks are involved?

Tasks will include:

1. Deputise Chair Committee meetings / AGM as needed
2. Oversee the Club Dinner Dance event



Role & Responsibilities of the **MEMBERSHIP SECRETARY (SENIOR AND JUNIOR)**

Who will I be responsible to?

The Club Committee (and Junior Committee).

Who will I be responsible for?

New members and enquiries, maintaining Club membership records

What is my role?

1. To be the principle contact for all new starters and membership enquiries
2. To provide correct information to all enquiries – providing a warm welcome to the Club
3. Capturing and recording the complete membership information required for good club governance and making this available to the relevant people within the club to facilitate their roles – maintaining good records on the Club's database
4. Liaise with Treasurer and Team Captains regarding subscription and match fee performance
5. Facilitate the transition from enquiry to club member

What else can you tell me about the role?

The Membership Secretary is a pivotal role within the club and with the assistance of the Club Captain's and webmasters, should provide the main points of contact for people outside the club on joining the club's activities. It is a high profile role that has a major impact on increasing participation and number of members of the club and developing positive perceptions of the Club.

As a key point of contact for the club the Membership Secretary will have full access to the websites and membership database, and is available to act promptly act to phone calls and emails.

Training needed

You should complete ENGLAND HOCKEY's online Safeguarding training as you are tasked with the storing of player details including under 18's, and supporting the Club's data privacy policy. The club uses a web based membership database and membership software, and you will need to become a competent user of this, with the assistance of the Club.

How much time will I need to give to the role?

Approximately 1-2 hours each week, and a little more at the start of each season as new Members join and are allocated to Teams, plus attending monthly Committee meetings.

What tasks are involved?

Tasks will include:

1. Supporting new enquiries and members along the supporter journey – using the self-administered membership database, from full registration and capture of membership details to full payment of Subs.
2. Provide membership profiling and performance summary information to the Exec Committee to enable good decision making.
3. Deliver occasional club wide communications (emails / posts) to Membership at request of Chairman or Secretary as needed for running of club.



Role & Responsibilities of the **CLUB CAPTAIN'S (LADIES AND MEN'S)**

Who will I be responsible to?

The Club Committee, and the Chairman

Who will I be responsible for?

The Players

What is my role?

1. Owners of the "Club Spirit"
2. Removal of Barriers to improvement in playing standards
3. Ensure Playing organisation is adequate, and that all Captain's have access to guideline documents and pitch pack information
4. Listen to / act on views of players / Captain's
5. React to all disciplinary matters in line with Club and EH guidelines – promptly
6. Chair Senior Selection Committees, processes, and allocation of players to Teams
7. Fully support the needs and requirements of all Teams within the Club at all levels.
8. Ensure the Club commitment to League and Cup competition entries and all fixtures are met.

What else can you tell me about the role?

A keen experienced player, you will benefit from having been a team Captain and knowing the way the Club works, as well as the key responsibilities the Club has to EH and regional league and competition commitments.

You will need to be able to encourage, mentor and be a sounding board for team Captain's, ensuring the club meets its sporting & safeguarding obligations.

Training recommended

You may wish to attend Sport England courses for Safeguarding, Child Protection, First aid EH child welfare.

How much time will I need to give to the role?

Approximately 3 hours per month for Committee meetings, two hours month for Captain's meetings, and three hours a week liaising with Captain's and fixture secretaries where necessary.

What tasks are involved?

Encouraging all teams to provide excellent hospitality to appointed umpires and visiting teams required by the Club.

Work with all Team Captain's to ensure there is adequate strength and depth in the appointment of team captains and vice captains across the club to deliver robust organisation and team playing spirit.

Liaise across team Captain's to ensure a balance of players playing in the right team, adequate allocation of players to each team, and to ensure each team has umpire cover organised, either through following appointment disciplines or through allocation and appointment of club umpires.



Role & Responsibilities of the

SECRETARY

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Fixtures Secretary and Umpire Liaison on behalf of Committee

What is my role?

1. To be the 'principal administrator' for the club, dealing with all club correspondence, distributing to relevant officers for response where required
2. To prepare and distribute the Committee meeting and AGM Agendas
3. Keep the Minutes of all Club Committee and AGM meetings and distribute copies
4. Keep signed copies of all meeting minutes on file
5. To check and ensure the administrative duties of the Club are achieved to calendar plan.
6. To work with the treasurer to see that all affiliation/registration documents are accurate and are paid on time
7. To ensure that all members have a copy of the club handbook, insurance details and officers contacts, and the relevant Hockey websites (including EH, GMS, Hampshire and South Central) are updated with all Club contact records as appropriate.
8. To check and monitor that the Club had and is successfully entering all competition entry information in line with national and area organisations.

What else can you tell me about the role?

The Club Secretary is a pivotal role within the club and should provide the main points of contact for people within and outside the club on just about every aspect of the club's activities. It is a high-profile role that has a major impact on the efficient and effective management of the club. It is a prime channel between EH and the Club and works closely with the Chairman to achieve Club progress.

It is essential that the Secretary has good access to suitable equipment and technology to access and update websites, and easily contactable through email and phone for the Club

Training needed

You should complete ENGLAND HOCKEY's online Safeguarding training as you have a responsibility for the Club's adherence to its privacy policy and GDPR responsibilities on behalf of all Members.

How much time will I need to give to the role?

Approximately 3 hours each week and some of these will be at weekends and in the evenings, attending all monthly Committee meetings.

What tasks are involved?

Tasks will include:

1. Attending county and league meetings (as appropriate)
2. Maintaining secure database of all Club passwords necessary to functioning of Club activities.
3. Organising and attending the club AGM and other club meetings
4. Representing the club at outside meetings at the direction of the main committee



Role & Responsibilities of the

TREASURER

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Match / training fees collector/s, the Club Fund-Raising Secretary, Clubhouse Committee finance

What is my role?

1. To look after the finances of the club – generating and reporting against the annual budget on a regular basis, advise on future financial needs as related to Club strategy
2. Keep detailed written records of all accounts and make sure that the club operates within the annual budget.
3. Attend the Committee meetings and AGM
4. Hold bank account(s) in the name of the club
5. Act as a primary signatory on the club account (and appoint others as agreed by the Club Committee)
6. Prepare annual balance and profit & loss sheets and full accounts for AGM
7. Liaise closely with Membership Secretary(s) and Club Captains to progress subscription and match fee revenue against the membership database.

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 sound decisions when necessary. Enforce WHC61 club finance regulations.

Training recommended

Training courses are available through EH - 'Funding for your Club'.

How much time will I need to give to the role?

Approximately 2 – 3 hours per week, plus monthly attendance of Committee meetings.

What tasks are involved?

1. Collecting subscriptions and all money due to the organisation
2. Affiliating the club to the County Hockey Association and England Hockey Board and to the league(s) and working with the Secretary to pay for competition entry
3. Keeping up date records of all financial transactions
4. Ensuring that all cash and cheques are promptly deposited in the bank
5. Paying bills and recording information, ensuring that funds are spent properly
6. Issuing receipts for all money received and recording this information
7. Reporting regularly to the committee and at AGM on the financial position
8. Preparing and arranging for yearend statement of accounts to be Audited
9. Helping to prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and NI returns, grant aid reports)
10. Even if these duties are delegated to a professional officer, the Treasurer is still ultimately responsible. It is up to the Treasurer to make sure that any delegated work is done properly and securely.



Role & Responsibilities of the **CLUB WELFARE OFFICER**

Who will I be responsible to?

The Club Committee & Junior Chairman

The role description below incorporates the role of administering the Disclosure and Barring Service (DBS), this function could be separated from the general Welfare Officer role. Organisations may want to consider having more than one Welfare Officer, to share the responsibility and combine people with a mix of the skills / experience below.

Role Description

Everyone in hockey has a responsibility to safeguard and protect young people. The key role of the Welfare Officer is to support the club to promote good safeguarding practice across the club, to be the named point of contact for all members of the Hockey Family, to implement England Hockey's Safeguarding and Protecting Young People in Hockey Policy & Reporting Procedures where a concern has been raised.

Role

- Promote a young person-centred approach and a culture where young people feel safe, valued, and able to thrive.
- Support the organisation to put into practice its safeguarding implementation plan.
- Be the point of contact with England Hockey Ethics and Welfare Team (includes Lead for Safeguarding)
- Be the point of contact for our club members where concerns about the welfare of a young person, or the behaviour of an adult in relation to a young person, have been identified. Know when to take advice or escalate a concern.
- Keep records of concerns, ensure confidentiality is maintained, only share information on a 'need to know' basis.
- Support the club to implement good safeguarding practice and challenge poor practice and breaches of the England Hockey Code of Ethics and Behaviour
- Support the club to implement England Hockey's and their own safeguarding policy and procedures.
- Be the point of contact for club regarding the administration of the Disclosure and Barring Service (DBS) checks including verifying identity documents for those members completing their DBS.
- Support the club to ensure staff and volunteers relevant safeguarding training qualifications and DBS checks are up to date (both should be renewed every 3 years) and that these are recorded (WHC19).
- Be a member of the club's management committee to advise on organisational safeguarding matters and DBS non-compliance
- Support, and work with the club management committee to review safeguarding practices and processes following the completion of an issue or concern that has been investigated
- Work with the committee, members, coaches, umpires, and volunteers to create an environment where young people feel safe, included, and have fun.



- Work with others to promote best practice in relation to young people i.e., medical records / parent contacts / communication / travel plans / juniors in senior teams / parent engagement.
- Maintain contact details for local children's social care services and police in case of emergency.

Experience & Knowledge

- Understand your club / organisation's role and responsibilities to safeguard the welfare of young people, including the boundaries of the Welfare Officer role
- Experience in a safeguarding role in another setting e.g teacher, social worker, police officer is valuable but not essential.
- Knowledge of England Hockey's Safeguarding and Protecting Young People in Hockey Policy & Procedures and own organisation's policy and procedures
- Basic knowledge of core legislation and government guidance. This can be gained through welfare officer training (Time to Listen)
- Basic knowledge of roles and responsibilities of local statutory agencies (children's services, police, Local Safeguarding organisation (previously LSCB) and Local Authority Designated Officer (LADO). This can be gained through welfare officer training (Time to Listen). The Welfare Officer must have full contact details for their local agencies.
- Awareness of Inclusion and diversity and safeguarding issues

Skills

- Young person focused.
- Good listener and being non-judgmental of any issues or concerns that are raised.
- Basic administration*
- Basic safeguarding advice and support
- Communication (with all members of the club/ organisation including young people and adults)
- Interpersonal skills and being always calm and approachable.
- Maintaining accurate records of issues and concerns that have been raised.
- Ability to promote club/ organisation's policy, procedures, and resources.

Administration (DBS role could be undertaken by a separate person working with the Welfare Officer)

- Administration is an essential skill where the Welfare Officer is fulfilling the role of administrating the DBS check. All England Hockey DBS checks are now completed online, so a basic level of IT skills is required.
- Liaising with relevant members of the club/ organisation regarding the completion of their DBS check
- Verification of identity documents for relevant members completing their DBS check
- Maintaining an accurate register of in progress/completed DBS checks, and coaching qualifications and safeguarding training



Training

- CWO's are required to attend Time to Listen (TTL) Workshop – details can be found on the EH Hockey Hub link.
- It is a requirement that Welfare Officers with no previous safeguarding experience attend the UK Coaching 'Safeguarding and Protecting Children in Sport' workshop. For details of local workshops go to: www.ukcoaching.org. Further information on training can be found - link to Safeguarding Education and Training diagram for further details link Safeguarding.

Adults

- Safeguarding adults at risk. The WO role could incorporate adult safeguarding or be a separate role. Although similar safeguarding principles apply, legislation, definitions and policies are different. See Safeguarding Adults section link / Ann Craft Trust link.

This role description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the role.

What else can you tell me about the role?

The Club Welfare Officer is expected to have knowledge of the ENGLAND HOCKEY's 'SafeGuard' programme, policy & procedures.

How much time will I need to give to the role?

Approximately 2 – 3 hours per week.

Term of Role: Ideally this role benefits from continuity wherever possible, so it is hoped the post holder will retain the position on an ongoing basis but to be reviewed regularly.

Expenses:

- This role requires the regular attendance and certification of relevant courses, and all associated course expenses will be paid for by the club, as directed by the Treasurer, inclusive of travel where required by the Club or England Hockey.

The Deputy role has been created to provide back-up to the CWO, and to act as a reference source when required, and to provide cover during absence, and to ensure the knowledge of the role is maintained within the Club during continuity changes.

It is recommended that the deputy role encompassed the DBS role, providing a good future development programme.

Role & Responsibilities of the

DBS LIAISON

Who will I be responsible to?

The Club Committee through the Welfare Officer (This role could be included in the Club Welfare Officer role)

What is my role?

1. To be the main contact with ENGLAND HOCKEY regarding to DBS checks.
2. To ensure the club is registered with ENGLAND HOCKEY's DBS checking service



3. To support the Welfare Office to ensure all relevant volunteers new volunteers are DBS checked and existing volunteers every 3 years
4. To sign off volunteer evidence for DBS checks

What else can you tell me about the role?

1. You will need an understanding of ENGLAND HOCKEY's 'SAFEGUARD Safeguarding and Protecting Children policies
2. Knowledge of DBS processes
3. Be DBS checked through ENGLAND HOCKEY

How much time will I need to give to the role?

Approximately 2 - 4 hours per month.

Training needed/recommended

Completion of ENGLAND HOCKEY online Safeguarding and Protecting Young People in Hockey Course, it is advisable for you to attend a Sports Coach UK Safeguarding and Protecting Children workshop.

What tasks are involved?

Tasks will include:

1. Registration with ENGLAND HOCKEY's DBS checking service
2. Be the lead contact with ENGLAND HOCKEY for DBS checking and updates
3. Update the Welfare Officer/Club with updates from ENGLAND HOCKEY
4. Update DBS records
5. Ensure checks are carried out on new volunteers and existing volunteers every 3 years.
6. Sign off volunteer evidence for DBS checks



Role & Responsibilities of the **JUNIOR OR YOUTH CHAIRMAN**

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

The Youth Committee, and Junior team coaches, managers and trainers

What is my role?

1. Oversee the development of youth team coaches and teams
2. Co-ordinate the recruitment of junior players
3. Co-ordinate the recruitment and support of the junior executive team, junior club coaches, team leaders, managers, and designated helpers – for junior sessions and teams
4. Ensure that appropriate policies and guidelines are developed, communicated and implemented to secure the safe and positive development of the Junior section
5. To represent the interests of the Junior members, and all the junior coaches, leaders and helpers, at the full club executive meetings.
6. Co-ordinating the entry to and participation in fixtures for junior teams in liaison with the youth committee

What else can you tell me about the role?

1. You will need an understanding of ENGLAND HOCKEY's 'Proud to Protect' Safeguarding and Protecting Children policies, the role of the CWO, and be DBS checked through ENGLAND HOCKEY
2. Good communicator and organisation skills essential – and some diplomacy

How much time will I need to give to the role?

Approximately 4 - 6 hours per week.

Training needed/recommended

Completion of EH online Safeguarding and Protecting Young People in Hockey Course, it is advisable for you to attend a Sports Coach UK Safeguarding and Protecting Children workshop.

What tasks are involved?

Tasks will include:

- Work with the Junior Committee, to achieve the objectives of the Club for the provision of an all-inclusive environment for happy, safe and fun junior hockey
- Champion junior Club development work, including the full integration and co-ordination of the Junior Club development plans within the overall Club development plan.
- To work with other partners such as schools and county, to promote the development of the Club, and its accessibility within the community.
- To review the activities of the Junior section through evaluation on a periodic basis, and reset objectives in line with Club development plan, and feedback of the junior executive.
- To oversee the deployment of the Junior player database, access rights, and reports
- *To organise the Junior Leaders and Coaches end of season party!*

Role & Responsibilities of the



FIXTURES SECRETARY

Who will I be responsible to?

The Club Committee through the Secretary

What is my role?

1. Coordinate and communicate fixtures for all junior teams
2. Schedule a friendly fixture list for all teams which reflects the ambitions of the club in addition to the league and cup competition programme
3. Arrange and confirm fixtures with league(s), Cup competitions and opposition
4. Deal with match cancellations and release pitch bookings promptly minimising costs
5. Handle any fixture and pitch booking queries throughout the season, using booking systems, and verifying subsequent pitch hire invoicing
6. Confirm fixtures with opponents and umpires, two weeks before the game, providing visiting teams with start times, directions to the ground etc
7. Report Cup results to relevant leagues / Fixtures live
8. Book suitable refreshments through the Clubhouse / Pub in line with all home fixture commitments
9. Ensure Teamo is always accurate and UpToDate at all times

How much time will I need to give to the role?

Approximately two hours per week, and a little more pre-season start.

Training needed/recommended

It is advisable for you to attend Running Sports "Effective Communication"

What tasks are involved?

Tasks will include:

1. Allocation of fixtures and training slots to available home grounds – in conjunction with feedback from Club Captain and Junior Chairman requirements
2. Publication and posting of fixtures onto Club Teamo web system
3. Confirm fixtures the relevant with leagues
4. Communicate cancelations and answer any queries throughout the season
5. Confirm fixtures with opponents and umpires, providing start times and directions etc

NB: It is the role of all individual Team Captain's to communicate and register all match results with the exception of EH Cup results which may require reporting through GMS, in which case these must be made through the Club Captain's or GMS Administrators.

Role & Responsibilities of the

CLUB VOLUNTEER CO-ORDINATOR

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

All volunteers in the club, Umpire coordinators.

What is my role?



1. Work to recruit, recognise, reward and retain those who volunteer for and on behalf of the club
2. Provide access to coach, official, volunteer opportunities for club members
3. Ensure Volunteer recruitment and training is included in the club development plan

What else can you tell me about the role?

As the Club Volunteer Coordinator, you will be expected to work closely with the Membership Secretary, Communications and the Chairman / Vice Chairman to identify gaps in the club where volunteers are needed and to ensure all opportunities are communicated to volunteers.

It is essential that you are enthusiastic, knowledgeable of ENGLAND HOCKEY's volunteering structures and keen to encourage and promote all of the volunteering roles within the club. (See also the useful Winchester guide to help ref: WHC.27)

You will benefit from having a sound knowledge of local volunteering agencies from where we could recruit specialist volunteers to assist us at events or particular tasks e.g. auditor or event management. You should attend club committee meetings and the AGM.

How much time will I need to give to the role?

Approximately 3 – 5 hours per week.

Training needed/recommended

Attendance on a Running Sport Club for All, Valuing your Sports Volunteers, Making the most of your people and/or the role of the Volunteer Coordinator workshops.

What tasks are involved?

1. Assist Umpire Coordinator to appointing umpires
2. Raise the awareness of opportunities for volunteers and volunteering within the club, and beyond (e.g., at events and with and for other organisations)
3. Recruit volunteers from within the membership and beyond to assist with the running of the club

NON EXECUTIVE POSITIONS

Other roles that may be appointed from time to time, or required to feedback into the Executive Committee.

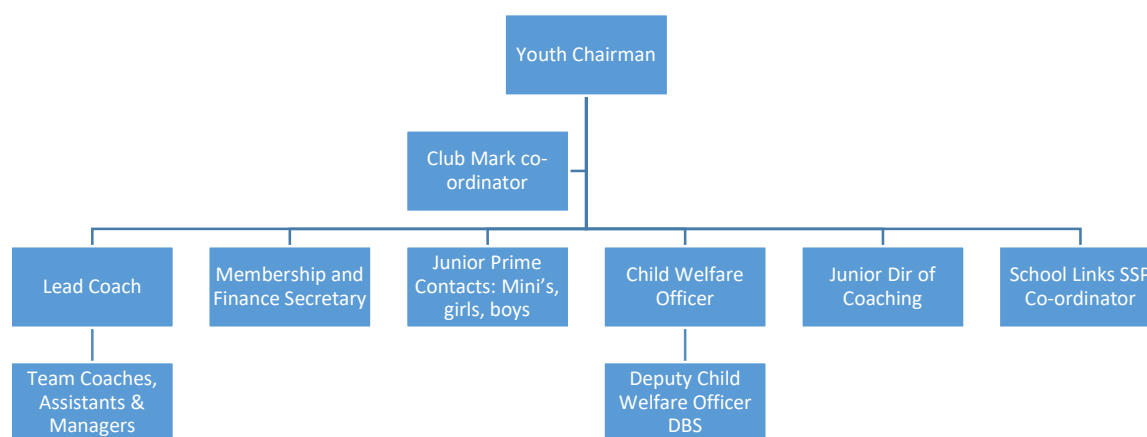
- Director of Coaching
- Club Umpire Co-ordinator
- Social Secretary / Events Officer
- Deputy Treasurer
- Club Development Co-ordinator (Development Plan)
- Communications Officer (Publicity / Press Officer)
- Sponsorship Manager
- Chairman Clubhouse Committee
- Web Site – Co-ordination Team



JUNIOR HOCKEY AND COACHING TEAM ROLES.

NB: All roles will require the full endorsement of the EH Safeguarding programme, adherence to Club policies and positive sporting commitments. It is an EH requirement to complete a DBS check via our Club Welfare Officer, and complete a role acceptance form (form ref WHC21A), which needs to be returned to the club secretary.

Organisation Structure & job roles – Junior Committee:-



Role & Responsibilities of the JUNIOR OR YOUTH CHAIRMAN

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

The Youth Committee, and Junior team coaches, managers and trainers

What is my role?

1. Oversee the development of youth team coaches and teams
2. Co-ordinate the recruitment of junior players
3. Co-ordinate the recruitment and support of the junior executive team, junior club coaches, team leaders, managers, and designated helpers – for junior sessions and teams
4. Ensure that appropriate policies and guidelines are developed, communicated and implemented to secure the safe and positive development of the Junior section
5. To represent the interests of the Junior members, and all the junior coaches, leaders and helpers, at the full club executive meetings.



6. Co-ordinating the entry to and participation in fixtures for junior teams in liaison with the youth committee

What else can you tell me about the role?

- You will need an understanding of ENGLAND HOCKEY's 'SAFEGUARD Safeguarding and Protecting Children policies, the role of the CWO, and be DBS checked through ENGLAND HOCKEY
- Good communicator and organisation skills essential – and some diplomacy

How much time will I need to give to the role?

Approximately 4 - 6 hours per week.

Training needed/recommended

Completion of ENGLAND HOCKEY online Safeguarding and Protecting Young People in Hockey Course, it is advisable for you to attend a Sports Coach UK Safeguarding and Protecting Children workshop.

What tasks are involved?

Tasks will include:

- Work with the Junior Executive team (as designated in the fixture card), to achieve the objectives of the Club for the provision of an all inclusive environment for happy, safe and fun junior hockey
- Champion junior Club development work, including the full integration and co-ordination of the Junior Club development plans within the overall Club development plan.
- To work with other partners such as schools and county, to promote the development of the Club, and its accessibility within the community.
- To review the activities of the Junior section through evaluation on a periodic basis, and reset objectives in line with Club development plan, and feedback of the junior executive.
- To oversee the deployment of the Junior player database, access rights, and reports

To organise the Junior Leaders and Coaches end of season party!



Role & Responsibilities of the **TEAM LEAD COACH OR MANAGER**

Who will I be responsible to?

The Junior Chairman WHC (Or in instance of senior Coach – Club Chair).

What is my role?

To lead a safe, interesting, fun and challenging player development session, correctly geared up to the level of player involved and the coaching objectives agreed with the Director of Coaching and Team Captains / Managers.

Supervise, encourage and totally involve assistant Coaches and Helpers in all sessions, developing their skills and involvement as needed.

Ensure communication and match reporting through Teamo is achieved effectively and promptly, and match results recorded both on Teamo and GMS immediately post match.

How much time will I need to give to the role?

Approximately 1 hour preparation plus associated session delivery time, plus match day time as agreed.

Training needed/recommended

- Registration on the EH Hockey Hub (Coaching resource training resource is essential and provides great access to resources).
- Completion of ENGLAND HOCKEY online Safeguarding and Protecting Young People in Hockey Course; it is advisable for you to attend a Sports Coach UK Safeguarding and Protecting Children workshop.
- Registration and completion of coaching courses to Level 2 - please liaise with Club Director of Coaching for support and help.
- Completion and retention of First Aid certificate and ongoing DSB check clearance.
- NB: All course costs will be funded by the club to assist with your qualifications and development.

What tasks are involved?

Tasks will include:-

- To prepare the content of the coaching session beforehand
- To ensure that all relevant kit, training aids and safety equipment is available, and risk assessment of facilities / session completed (use form WHC.11 to assist).
- Remain up to date with club and EH guidance on safeguarding and best practice (source club website).
- Deliver coaching in line with club objectives and player development objectives.
- To work with and include assistant coaches and or designated helpers in the preparation and running of sessions.
- To assist in the selection of teams, and designated players for representational trials and matches
- To travel to matches with the teams
- To clearly communicate in advance any sessions that cannot be attended.
- To attend relevant Club meetings, and provide short reports where required



Role & Responsibilities of the

ASSISTANT COACH AND DESIGNATED HELPER

Who will I be responsible to?

Team Lead Coach

How much time will I need to give to the role?

Approximately 1 hour per month preparation & keeping up to date with EH training help, plus associated coaching session delivery time, plus match day time as agreed.

Training needed/recommended

- Registration on the EH Hockey Hub is highly recommended (Coaching resource training resource is essential and provides great access to resources), and is essential to complete the required basic Child Safeguarding course – a club requirement.
- Completion of ENGLAND HOCKEY online Safeguarding and Protecting Young People in Hockey Course.
- Completion of and ongoing DSB check clearance.
- Completion of EH basic coaching courses and first aid is recommended and encouraged.
- NB: All course costs will be funded by the club to assist with your qualifications and development.

What tasks are involved?

Tasks will include:-

- To provide assistance to the team coach at designated sessions – delivering coaching support and or team management support.
- To assist in the preparation of the sessions in advance
- To offer the Club feedback on the degree of success and achievement of planned standards, coaching objectives and competitions
- To travel to matches and competitions with the team
- To inform the Lead Coach / Team Manager of any sessions that cannot be attended in advance.
- Where applicable, to manage the collection of match fees, and player availability information, parent communication.
- Mini's Pitch Helper (U8 & U10) to provide assistance to the coach / assistant coach, in encouraging Mini's, helping with kit, general safety and welfare.

Role & Responsibilities of the

JUNIOR PRIME CONTACTS

Who will I be responsible to?

The Junior Chairman WHC

- To provide all the necessary information relevant to new members wishing to join the club – including registration documents, and web site access
- To clearly communicate contact and introduction information to the relevant Team leader or Lead Coach, and include the Junior membership secretary.



- To pull together the consensus views and requirements of the respective age / sex group through liaising with all the relevant team leaders and coaches to represent these at junior committee meetings, and to subsequently communicate back to the same.
- To act as lead communicators with other clubs, schools SSP, communicating fixture, coaching and development information as required within the county association guidelines, and liaising with WHC club officials regarding pitch bookings as required

Role & Responsibilities of the

JUNIOR MEMBERSHIP AND FINANCE SECRETARY

Who will I be responsible to?

The Junior Chairman WHC

- To oversee the maintenance and development of the Club's web based membership software which enables self-completion of data and financial management.
- Progress with Members the completion of their full data, and the payment of their subs in line with club policy, and progress payment completion as needed.
- Where necessary, manage junior member waiting lists, communicating to those involved as needed.
- Provide Junior Chair and Club Secretary with overall membership data as required under our reporting obligations and ensuring that membership details are retained as needed.
- Facilitate with Team Coaches and Managers to ensure they have necessary controlled access to their Teams data as needed to run their squads, including use of registers, health data, and match fee collection via the Teamo system.
- To email Members each year and as needed regarding new season registration, or essential wider club communications.
- To write to all new members and provide them with a full set of Club documentation / welcome pack (electronically or otherwise) as needed.

Role & Responsibilities of the

DIRECTOR OF COACHING - JUNIORS

Who will I be responsible to?

The Junior Chairman WHC

- Liaise closely with Senior Lead Coaches to ensure high level approach and development path is in alignment with coaching strategy, facilitating a cohesive Player Pathway to introduce and develop junior players into the senior game, at both elite and social levels
- Build and lead a culture of both excellence and participation throughout all sections of the hockey club, where a strong focus on learning and development supports long-term individual athlete and team success
- Working with senior team coaches, ensuring player pathway plans for juniors to transition from juniors to senior teams are appropriate for the individual players.
- Develop a performance programme to achieve the development of performance players
- Working with the club's umpiring lead, support the implementation of junior umpiring development programme to ensure the club has a sustainable pool of accredited umpires.
- Implement a consistent coaching development programme to support the development of volunteer coaches, that is fully in line with the EH coaching programme.
- To become the direct contact with England Hockey and the local authority Sports development resource, (including active sports), for the latest development



opportunities, new regulations etc, and to communicate this within the Club – including the Player Pathway programme.

- To provide feedback to the Junior Exec of developments and progress

Role & Responsibilities of the **CLUBMARK CO-ORDINATOR**

Who will I be responsible to?

The Junior Chairman WHC

- To liaise with England Hockey on the ongoing development of the ClubMark programme, and communicate changes and updates to the Junior Exec and Club Exec committee's as appropriate
- To manage the maintenance and communication update of the Clubs policies and documentation, across the Club
- To maintain and update this information onto the EH Portal website for ongoing accreditation
- To recruit and manage volunteers to manage the ongoing development of the following sections of the ClubMark programme, to ensure this continues to be a living and breathing source of information:-
 - Child Welfare
 - Coaching and Coach development
 - Club policies and guidelines
 - Club membership database

Role & Responsibilities of the **HAMPSHIRE ACTIVE SPORTS – CLUB SCHOOL LINKS CO-ORDINATOR**

Who will I be responsible to?

The Junior Chairman WHC

- To liaise and be the main contact point between the local authority and Winchester Hockey Club, on all aspects of the Active Sports programme & SSP Programmes.
- To ensure, without fail, that all information is clearly and promptly communicated across all the Junior coaching & leadership team, and where applicable, make recommendations to this team.
- To ensure that the best interests of Winchester Hockey Club are always pursued.
- To make sure that all communication and information is handled and fulfilled promptly.

Role & Responsibilities of the **JUNIOR SPONSORSHIP OFFICER**

Who will I be responsible to?

The Junior Chairman WHC

- Working closely with the Junior Chairman to develop great partnership and involvement with Company's and people who would like to be associated with the success of this dynamic junior club.
- Develop meaningful strategies that deliver recognition of sponsorship investment, and create mutual financial benefit options for the whole junior community and their sponsors.



- Ensure the communication is effective, compliant and responsive to opportunity, and solutions are delivered to plan.

Role & Responsibilities of the **PUBLICATIONS & COMMUNICATIONS TEAM**

Who will I be responsible to?

The Junior Chairman WHC

- Ideally a publications manager and social media manager roles to support the clubs ambition to deliver frequent stream of news and items to all players, parents and wider group of stakeholders and the community.
- To collate and provide a weekly stream of postings regarding junior match and player activity using club social media and websites, with corresponding release to local press as needed.
- Set up and encourage simple processes for each team to collate and submit information
- Generate regular release of sponsor featuring club news sheets for junior section
- To make sure that all communication and information is handled and fulfilled promptly.

Role & Responsibilities of the **SUNDAY FIXTURE SECRETARY - JUNIORS**

Who will I be responsible to?

The Junior Chairman WHC & Saturday Fixture Secretary

- To ensure all Sunday Match Day fixtures are correctly booked and planned out for the completion of all home fixtures, using the booking systems in place at Uni Bar End, Kings school and Ganger Farm.
- Communicate all match day fixture information (standard email format) to all opposition at least two weeks prior to fixture
- Manage the time critical cancellation and re-booking of matches should circumstances occur, and in response to Cup competitions where fixtures develop in line with Cup runs and draws.
- Role takes typically 1 hour a week during season, and a little more time at the start of the season when fixtures are released.
- All training slot booking are managed by the Saturday fixture secretary at the start of the season, but any cancellations on a Sunday are the responsibility of the Sunday fixture Sec.