

Welwyn Garden City Hockey Club



Club Volunteering: Roles and Responsibilities



WELWYN GARDEN CITY HOCKEY CLUB

CLUB OFFICIALS ROLE DESCRIPTIONS

This booklet outlines the roles and responsibilities of the officers of Welwyn Garden City Hockey Club. All are voluntary elected positions and represent one year of office

This booklet contains a summary of Welwyn Garden City Hockey Club Management Committee roles and those other roles which are crucial to the success of the club but which do not form part of the management committee

MANAGEMENT COMMITTEE POSTS

PRESIDENT (SEE ROLE DESCRIPTION ON PAGE 4)

- Influential leader
- Officiate at the AGM
- Special project involvement
- Attendance at appropriate meetings as determined by the Club Committee
- Vice Chairman Responsibility

CHAIRPERSON (SEE ROLE DESCRIPTION ON PAGE 4)

- Chair all Club Committee meetings and work with the Secretary to prepare the agenda
- Play a leading role in club affairs
- Represent an unbiased viewpoint allowing free discussion to take place
- Advise committee on club policy where required
- Casting vote
- Direct general affairs of the club
- Ensure club representation at County, Regional and National levels (as appropriate)

CLUB TREASURER (SEE ROLE DESCRIPTION ON PAGE 5)

- Hold bank account in the name of the club
- Act as a primary signatory on the club account (and appoint 3 others as agreed by the Club Committee)
- Keep detailed written records of all accounts
- Produce budget summaries in September, December and March
- Produce an annual budget
- Prepare annual balance and profit & loss sheets

CLUB SECRETARY (SEE ROLE DESCRIPTION ON PAGE 6)

- Prepare and distribute the Committee meeting Agendas
- Keep the Minutes of all Club Committee meetings and distribute copies
- Keep signed copies of all meeting minutes on file
- Deal with all club correspondence, distributing to relevant officers for response where required
- Act as a signatory on the club account
- Maintains database of club members

COMMUNICATIONS OFFICER (SEE ROLE DESCRIPTION ON PAGE 7)

- Responsible for sending all club wide communications
- Maintains and updates the club website
- Forwards any queries from the website to the relevant person(s)
- Maintains a mailing list with email addresses of all club emails (with assistance of the secretary)
- Coordinates regular updates of what's going on within the club for club members

FACILITIES MANAGER (SEE ROLE DESCRIPTION ON PAGE 8)

- Responsible for all pitch bookings
- Responsible for post match tea arrangements

YOUTH DEVELOPMENT OFFICER (SEE ROLE DESCRIPTION ON PAGE 9)

- Chairs the youth committee
- Represents the views of the youth section of the club on the management committee
- Feeds information from the management committee back to the youth committee
- Responsible for maintaining Clubs First
- Co-ordination of England Single System

CLUB CAPTAINS (SEE ROLE DESCRIPTION ON PAGE 10)

- Responsible for finding team captains
- Responsible for all aspects of selection policy
- Ensure all teams and team captains meet their match day obligations
- Responsible for ensuring players are members of the club

MARKETING MANAGER (SEE ROLE DESCRIPTION ON PAGE 11)

- Obtain club sponsorship
- Develop club branding and promote sales of club kit and other branded products
- Ensures club remains in the mind of the local community
- Actively pursues opportunities to relocate the club back to WGC (with the assistance of the committee)

WELFARE OFFICER (SEE ROLE DESCRIPTION ON PAGE 12)

- Assist the club to fulfil its responsibilities to safeguard children and young people
- Assist the club to implement its child welfare implementation plan
- To be the first point of contact for staff, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified
- Be the first point of contact with the England Hockey Child Welfare Officer
- Implement the club's reporting and recording procedures
- Maintain contact details for local social services, police and the Area Child Protection Committee
- Promote the club's best practice guidance/code of conduct within the club
- Ensure adherence to the club's child welfare training
- Promote anti-discriminatory practice
- Responsible for the clubs policies and procedures related to safeguarding children and young people

SELECTED NON MANAGEMENT COMMITTEE POSTS

TEAM CAPTAINS (SEE ROLE DESCRIPTION ON PAGE 13)

- Communicates with other captains and club captain to select a team for every match.
- Communicates with players to confirm they are available to play.
- Collects match fee's from players and pays the umpire
- Brings practice and match balls and a first aid kit to every game.
- Responsible for completing and sending off league team sheets and phoning in results.
- Pays the match fees to the treasurer on a regular basis.
- Communicates various news and reminders to the team.
- Arranges for match reports to be written and placed on the club website

FIXTURE SECRETARY (SEE ROLE DESCRIPTION ON PAGE 14)

- For organising time of league fixtures in accordance with league rules and club policy
- For updating league website with fixture details
- For maintaining master fixture list
- For arranging preseason friendlies
- For rearranging postponed matches as necessary

UMPIRE COORDINATOR (SEE ROLE DESCRIPTION ON PAGE 15)

- Responsible for organising match day umpire
- Responsible for coordinating all umpire related activities

VOLUNTEER CO-ORDINATOR (SEE ROLE DESCRIPTION ON PAGE 16)

- Work to recruit, recognise, reward and retain the members who volunteer for the club
- Provide access to coach, official, volunteer opportunities for club members
- Write a Cub Volunteer Action Plan

Role & Responsibilities of the **CLUB PRESIDENT**

Who will I be responsible to?

The club as a whole

Who will I be responsible for?

All club members

What is my role?

1. Chair the Committee meetings and AGM, in the absence of the Club Chairman.
2. Assist the Club Committee as and when required.
3. Attend any other meetings/functions relating to the Club, or projects the Club is involved in.
4. Assist in the running of the Club Presentation Evening and Presidents Day

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

Approximately 2 hours per month for committee meetings, and any other meetings as necessary

Role & Responsibilities of the **CLUB CHAIRPERSON**

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

All committee members

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

Approximately 2 hours per month for committee meetings

What is my role?

1. Chair the Committee meetings and AGM
2. Assist the Club Secretary to produce the agendas
3. Lead the committee in making decisions for the benefit of the whole club including disciplinary matters.

Role & Responsibilities of the **CLUB TREASURER**

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Assistant Treasurer

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. Attend the Committee meetings and AGM

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.

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

Approximately 2 hours per week, plus a little extra at the end of the season to prepare the accounts for the auditors.

What tasks are involved?

1. Collecting subscriptions and all money due to the organisation
2. Paying the bills and recording information
3. Affiliating the club to the County Hockey Association and England Hockey
4. Affiliating the club to the league(s) and working with the Secretary to register players
5. Keeping up date records of all financial transactions
6. Ensuring that all match fees and cheques are promptly deposited in the bank
7. Ensuring that funds are spent properly
8. Issuing receipts for all money received and recording this information
9. Reporting regularly to the committee on the financial position
10. Preparing a year end statement of accounts to present to the Auditors
11. Arranging for the statement of accounts to be audited
12. Presenting an end of year financial report to the AGM
13. Financial planning including producing an annual budget

Role & Responsibilities of the **CLUB SECRETARY**

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Assistant Secretary

What is my role?

The Club Secretary should with the assistance of the Club Captains provide the main points of contact for people within and outside the club on just about every aspect of the club's activities.

1. To be the 'principal administrator' for the club
2. To carry out or delegate all of the administrative duties thereby enabling the club and its members to function effectively
3. To work alongside the treasurer to see that all affiliation/registration documents are accurate and are paid on time
4. Attend the 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. Representation of the club at outside meetings provides the opportunity to find out what's going on at league and county level and this could be a platform for future volunteering opportunities.

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

Approximately 5 hours per month, with a little extra time required at the start of the season.

What tasks are involved?

Tasks will include:

1. Attending county and league meetings (as appropriate)
2. Dealing with correspondence
3. Organising committee meeting
4. Setting the agenda for committee meetings (with the assistance of the chair person)
5. Taking minutes at committee meetings
6. Maintaining an accurate list of club members details

Role & Responsibilities of the **Communication Officer**

Who will I be responsible to?

The Club Committee

What is my role?

The main purpose is to look after the club website and ensure all club members are kept up to date with club affairs. Attend the Committee meetings and AGM

What else can you tell me about the role?

The communication officer must be computer literate, well organised, a confident communicator and able to keep accurate and up to date records.

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

Approximately 1 hour per week, plus attendance at committee meetings

What tasks are involved?

1. Maintains website permissions for users and moderates website if required
2. Keeping backups of the website and associated database
3. Applying updates to website software as appropriate
4. Implements new sections, features to the website as appropriate
5. Keep an email mailing list of players; seek new addresses from Club Secretary and Team Captains
6. Send out blind carbon copy emails to mailing list informing club members of notable events as required by the committee and social secretary
7. Act as first point of contact for any queries received via the website

Role & Responsibilities of the Facilities Manager

Who will I be responsible to?

The Club Committee

What is my role?

The main purpose is to ensure pitches are booked and post match teas are provided. Attend the Committee meetings and AGM

What else can you tell me about the role?

The facilities manager must be very well organised, an excellent communicator and a good negotiator and 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.

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

Approximately 1 hour per week during the season plus attendance at committee meetings. Additional time required at the start of the season for booking of the majority of pitch slots and planning meetings for teas

What tasks are involved?

1. At the start of the season liaise with fixture secretary and those responsible for junior coaching and training to establish when pitch bookings are required
2. Liaise with The University of Hertfordshire Sports Village (and Wodson Park where necessary) in order to make all pitch bookings. Check invoices received against bookings made
3. Manage cancellations within required timescale to ensure refunds for pitch bookings not required
4. Communicate cancellations due to adverse weather conditions to fixture secretary/team captains/umpire liaison officer
5. Liaise with Uni sports village contact & duty managers to ensure changing rooms are unlocked and allocated to WGCHC before every game and that flood lights are on when required.
6. Book and pay for teas for each home game with the De Havilland Bar. (Normally paid for weekly)
7. Be the main and first point of contact for all facilities issues
8. Book meeting rooms for the committee meetings

Role & Responsibilities of the Youth Development Officer

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Youth team coaches, trainers, managers and Youth Committee members

What is my role?

The main purpose of the Youth Coordinator is to oversee the development of youth team coaches and teams.

What else can you tell me about the role?

As the Club Youth Coordinator it is advisable for you to have an England Hockey Player Coach accreditation, to have attended a Child Protection and Best Practice Workshop (or be available to attend one ASAP) and to have good communication skills.

Training courses in club development is advisable.

Training courses are available through effective the Sport England 'Developing a Junior Club' and 'Sports Link'.

Attendance at relevant County, Regional and local meetings / forums, including Herts Hockey Development Group and WHSPAA

Knowledge of other local clubs and the ability to build network with opposite numbers. Develop relationship with England Regional Development Officer

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

Approximately 4 – 6 hours per week. Attendance at occasional weeknight meetings

What tasks are involved?

1. Co-ordinate the recruitment of junior players
2. Co-ordinate the recruitment of coaches / managers for junior sessions and teams
3. Assisting/delivering youth sessions
4. Organise fixtures for junior teams in liaison with the youth manager
5. Liaise with schools to recruit junior players
6. Liaise with Local Authority Sports Development Unit / County Hockey Development Officer to recruit junior players, recommend players to development centres and or centres of excellence, county squads, etc.
7. Maintaining Clubs First Award
8. Obtaining and developing Club - School Links
9. Co-ordination of England Single System
10. Production of Junior Development Plan

Role & Responsibilities of the **Club Captains**

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Team captains

What is my role?

The primary purpose of this role is to coordinate with team captains to ensure that all teams field a team which is as strong as possible.

What else can you tell me about the role?

The club captain should be well organised, a leader and an excellent communicator as the majority of the role involves liaising with team captains to ensure a consistent selection policy and appropriate selection of the teams as a result. The club captain should also act as the primary contact for any new members to the club and ensuring they settle in successfully. The club captain is also expected to ensure that all players are members of the club and that teams are selected in accordance with league rules

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

Approximately 1 hour per week plus attendance at committee meetings

What tasks are involved?

1. Responsibility for all playing matters
2. Leads selection meetings with team captains to ensure player progression and build the strongest teams possible
3. Manages selection problems considering the individual teams and the club as a whole. Steps in to organise teams/players when required
4. Leads search for team captains
5. Ensures all players are members of the club
6. Decides on the format and organises trials
7. Agree league and friendly fixtures with fixture secretary

Role & Responsibilities of the **Marketing Manager**

Who will I be responsible to?

The Club Committee

What is my role?

The main purpose of this role is to raise the profile of the club within the local community and to actively pursue opportunities to get the club back playing its hockey within Welwyn Garden City

What else can you tell me about the role?

As the marketing manager it is essential to have good communication skills, be innovative, and enthusiastic.

It would be useful if you have experiencing of applying for and securing grants from local or national agencies.

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

Approximately 4 hours per month

What tasks are involved?

Tasks will include:

1. Obtaining sponsorship of the club
2. Develop club branding and promote sales of club kit and other branded products
3. Promoting the club within the local community
4. Coordinating clubs applications for grants from local or national agencies (with assistance from the rest of the committee)
5. Pursue opportunities to relocate the club back to WGC

Role & Responsibilities of the **Welfare Officer**

Who will I be responsible to?

The Club Committee

EXPERIENCE & KNOWLEDGE

The Club Welfare Officer is expected to have knowledge of the following:

1. Knowledge of the England Hockey Child Welfare Policy & Procedures
2. Knowledge of core legislation, government guidance and national framework for child protection
3. Basic knowledge of roles and responsibilities of local statutory agencies (social services, police and Area Child Protection Committees). The CWO should have full contact details for their local agencies
4. Own club's role and responsibilities to safeguard the welfare of children and young people – boundaries of the club welfare officer role
5. Own club's policy and procedures related to safeguarding children and young people
6. Awareness of equalities issues and child protection.

SKILLS

1. Basic administration
2. Basic advice and support provision
3. Child focused approach
4. Communication
5. Maintain records
6. Ability to provide information about local resources
7. Ability to promote club policy, procedures and resources

ROLES

1. Assist the club to fulfil its responsibilities to safeguard children and young people
2. Assist the club to implement its child welfare implementation plan
3. To be the first point of contact for staff, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified
4. Be the first point of contact with the England Hockey Child Welfare Officer
5. Implement the club's reporting and recording procedures
6. Maintain contact details for local social services, police and the Area Child Protection Committee
7. Promote the club's best practice guidance/code of conduct within the club
8. Sit on the club's management committee
9. Ensure adherence to the club's child welfare training
10. Ensure confidentiality is maintained
11. Promote anti-discriminatory practice

Role & Responsibilities of the Team Captains

Who will I be responsible to?

The Club Captains

Who will I be responsible for?

Team players

What is my role?

The primary purpose of this role is to select and organise the playing team each week within the selection policy defined by the club captain.

What else can you tell me about the role?

The team captain should be very well organised, a leader and an excellent communicator.

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

Approximately 2 hour per week

What tasks are involved?

1. Communicates with other team captains and club captains to select a team for every match
2. Communicates with players to confirm they are available to play
3. Collects match fees from players and pay the umpire
4. Brings practice and match balls and a first aid kit to every game
5. Responsible for completing and sending off league team sheets and phoning in results
6. Ensures collected match fees are given to the treasurer on a regular basis
7. Communicates various club news and reminders to the team
8. Arranges for match reports to be written and placed on the club website

Role & Responsibilities of the Fixture Secretary

Who will I be responsible to?

The Club Captains

What is my role?

The primary purpose of this role is to organise the clubs friendly and league fixtures in accordance with league rules and club policy

What else can you tell me about the role?

The fixture secretary must be exceptionally well organised and to ensure all fixtures are correctly arranged and a good communicator as the fixture secretary needs to liaise with a number of different people

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

A large expenditure of time is required prior to the start of the season when the majority of the fixtures are arranged. Some time is required during the course of the season to re arrange any matches which have been cancelled

What tasks are involved?

1. Produce and maintain a master fixture list showing times, dates and venues for all competitive and friendly games (including pre-season and mid-league breaks, but excluding summer hockey and tours)
2. Arrange venues and times for all competitive and friendly home games (including re-arranging postponed games) ensuring league rules and club policies are observed
3. Liaise with Facilities Manager to determine availability of home venues and request booking of pitches and teas
4. Inform Umpires Coordinator of any changes to fixtures (home or away) and where possible accommodate requests to arrange fixtures to suit likely availability of home umpires
5. Liaise with opposition Fixtures Secretaries to arrange friendlies, collate a list of away league fixtures and re-arrange postponed league games
6. Liaise with Team Captains regarding preferences for friendlies and rearranged fixtures; and Enter fixtures and amendments onto relevant league websites ensuring that league rules and club policies are observed

Role & Responsibilities of the **UMPIRE COORDINATOR**

Who will I be responsible to?

The Club Captains

What is my role?

The primary purpose of this role is to ensure that all teams have an appropriately qualified umpire for every match.

What else can you tell me about the role?

The umpire coordinator must be well organised to ensure all teams have an umpire every week. The umpire coordinator needs to be a good communicator as the job require liaising with a number of different people

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

Approximately 1 hour per week plus attendance at committee meetings

What tasks are involved?

1. Coordinating the clubs qualified umpire to ensure all teams have an umpire
2. Responsible for coordinating all umpire related activities such as informing the club of LI umpire courses

Role & Responsibilities of the **CLUB VOLUNTEER CO-ORDINATOR**

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

All who volunteer in and for the club

What is my role?

1. To do all possible to recruit, recognise, reward and retain those who volunteer for the club
2. Provide access to coach, official, volunteer opportunities for club members
3. Write a Club Volunteering Plan

What else can you tell me about the role?

As the Club Volunteer Coordinator you will be expected to work closely with the Secretary and the Youth Development Officer.

It is essential that you are enthusiastic, knowledgeable and keen to encourage and promote all of the volunteering roles within the club.

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.

What tasks are involved?

Tasks will include:

1. Appointing umpires, managers and mentors to teams and individuals
2. Raising the awareness of opportunities for volunteers and volunteering within the club, the county and beyond (e.g. at events and with and for other organisations)
3. Recruiting volunteers from within the membership and beyond to open and close the club house, help set-up the pitches, run the bar, make teas for home games, clean the changing rooms, wash the kit, transport the juniors to and from events etc
4. Produce a monthly information report for all areas of volunteering within the club