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|  | **Role Descriptions for Club Volunteers** **Kettering HC** | C:\Documents and Settings\kirsty.brammer\Local Settings\Temporary Internet Files\Content.Word\eh-primary-logo-rgb.jpg |

Role & Responsibilities of the

**PRESIDENT**

**Responsible to**

The Executive Committee

**Role**

1. Officiate the AGM and 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

Role & Responsibilities of the

**Sub Committee CHAIRPERSON**

**Responsible to**

The Executive Committee

 **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.
4. Represent an unbiased viewpoint allowing free discussion to take place
5. To have the casting vote on any unresolved club issues
6. Direct general affairs of the club
7. Ensure club representation at County, Regional and National levels

Role & Responsibilities of the

**SECRETARY**

**Responsible to**

The Executive Committee

**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 Agendas
3. Keep the Minutes of all Club Committee meetings and distribute copies
4. Keep signed copies of all meeting minutes on file
5. To carry out or delegate all of the administrative duties thereby enabling the club and its members to function effectively
6. To work alongside 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 etc

Role & Responsibilities of the

**TREASURER**

**Responsible to**

The Executive Committee

**Role?**

1. To look after the finances of the club
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 in the name of the club
5. Act as a primary signatory on the club account
6. Prepare annual balance and profit & loss sheets for AGM

Role & Responsibilities of the

**TEAM CAPTAIN**

**Who will I be responsible to?**

The Senior Performance Committee

**Who will I be responsible for?**

The team I am elected captain of

**What is my role?**

1. To select a team to represent Kettering HC
2. To liaise with other captains to ensure players are in the correct squads
3. Attend Senior Performance Committee meetings

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

1. It will become all consuming if you are not careful!!
2. You will be ably supported by all committees and anyone who has been a captain in the past!!
3. The benefits outweigh the negatives
4. You can play the game in the way you would like it to be played
5. You will need the diplomacy skills of Henry Kissinger, the patience of Job and the stickability of superglue.

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

Approximately three hours per week.

**Training needed/recommended**

It is advisable for you to attend Running Sports “Effective Communication”, “Promoting and Marketing your Club” and “Managing Events”

**What tasks are involved?**

Tasks will include:

1. Organising teams
2. Organising tea rota for your team
3. Collecting match fees
4. Ensuring all players know where they are playing and when
5. Liaise with umpires before and after the game
6. File a match report after the game and put on club website
7. Uphold the good name of Kettering HC

Role & Responsibilities of the

**WELFARE OFFICER**

**Responsible to**

The Executive Committee

**Responsible for**

All club members under 18 (including players, umpires, volunteers and coaches).

**What is my role?**

1. Assist the club to fulfil its responsibilities to safeguard children and young people
2. Assist the club to implement the child welfare section (including training) of the development 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’s Child Welfare Officer
5. Implement the ENGLAND HOCKEY’s reporting and recording procedures
6. Maintain contact details for local social services, police and the Area Child Protection Committee
7. Promote ENGLAND HOCKEY’s best practice guidance/code of ethics & behaviour within the club and anti-discriminatory practice
8. Ensure confidentiality is maintained

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.

Tasks will include:

Role & Responsibilities of the

**CLUB DEVELOPMENT COORDINATOR**

**Who will I be responsible to?**

The Operations Committee

**Who will I be responsible for?**

Facilities Co-ordinator, Coaching team

**What is my role?**

To oversee the development of the club, working with the Club Committee, the Club Volunteer Coordinator and the ENGLAND HOCKEY Relationship Manager (ENGLAND HOCKEY RM) to maximise the development opportunities for all members of the club - players, coaches, umpires, supporters etc.

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

Approximately 4 – 6 hours per week.

**Training needed/recommended**

Attendance on ScUK’s Safeguarding and Protecting Children workshop, it is advisable for you to have an England Hockey Player Coach accreditation and attend Running Sports Action planning for your club and/or developing partnerships with clubs and schools

**What tasks are involved?**

Tasks will include:

1. Write a club development and action plan liaising with the Club Volunteer Coordinator and the ENGLAND HOCKEY Relationship Manager (ENGLAND HOCKEY RM)
2. Attend the Committee meetings and AGM.
3. Work with the Club Volunteer Coordinator to monitor individual the progress of members and provide access to higher level and courses
4. Provide new and enhanced competitive opportunities for club teams including organise fixtures for junior teams in liaison with the youth manager
5. Co-ordinate the recruitment of junior playersand recruitment of coaches / managers for junior sessions and teams
6. Assisting/delivering youth sessions if qualified
7. Liaise with local Partnership Development Manager and Competition Managers to write and deliver Club School link delivery Plan to recruit junior players
8. Liaise with County Hockey Association or Hockey development Group, recommend players to Junior Development Centres.

Role & Responsibilities of the

**COMMUNICATIONS/PRESS COORDINATOR**

**Who will I be responsible to?**

The Operations Committee

**Who will I be responsible for?**

Webmaster

**What is my role?**

1. To raise the profile of the club locally (in the community) and in the county
2. To be available to talk to / build a relationship with the local media
3. To work with the webmaster to optimise the profile and information available to all on the club website
4. To co-ordinate weekly match reports for all teams and age groups to be forwarded to the local press
5. To be the editor of the match day programme (in larger clubs).

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

1. It is essential to have good communication skills and an ability to produce informative and interesting match reports, press releases, etc
2. Regular access to a fax, telephone and computer are necessary
3. Knowledge of local media, marketing and communications.
4. Organisational, IT and management skills.

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

Approximately three hours per week.

**Training needed/recommended**

It is advisable for you to attend Running Sports “Effective Communication”, “Promoting and Marketing your Club” and “Managing Events”

**What tasks are involved?**

Tasks will include:

1. Produce weekly match reports for inclusion in the local paper
2. Produce the Club Newsletter twice a season
3. Co-ordinator / Editor of the match programme for home games
4. Establish links with the local and national press to gain publicity for teams, players and events.
5. Ensure that the club is featured in locally produced sports magazines
6. Presenting an end of year report to the AGM
7. Collate a journal of all club media coverage.
8. Attend committee meetings.

Role & Responsibilities of the

**FIXTURES SECRETARY**

**Responsible to**

The Operations Committee

**What is my role?**

1. Coordinate and communicate fixtures for different teams
2. Schedule a friendly fixture list for all teams which reflects the ambitions of the club
3. Arrange and confirm fixtures with league(s)
4. Deal with match cancellations
5. Handle any fixture queries throughout the season
6. Confirm fixtures with opponents and umpires, two weeks before the game
7. Provide visiting teams with start times, directions to the ground etc
8. Report results to relevant leagues and the clubs Webmaster

Role & Responsibilities of the

**SOCIAL SECRETARY**

**Responsible to**

The Operations Committee

**Role**

The main purpose of this role is to organise social events to bring the players, officials and parents together in a social setting to enhance relationships with the club.

Role & Responsibilities of the

**FUNDRAISING SECRETARY**

**Responsible to**

The Operations Committee

**What is my role?**

The main purpose of this role is to lead a team whose main task is to generate funds for the club. You will organise projects to enable you to do this; to look for sponsorship opportunities and work with the social secretary to ascertain what opportunities are available at functions and events

Role & Responsibilities of the

**DBS LIAISON**

**Responsible to**

The Operations Committee

**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

Role & Responsibilities of the

**UMPIRE COORDINATOR**

**Responsible to**

The Operations Committee

**What is my role?**

1. Coordinate allocation of umpires to league (where appropriate) and friendly fixtures
2. Help club umpires and any potential umpires develop their skills and confidence.
3. Liaise with other clubs about reciprocal agreements regarding umpire appointments

Role & Responsibilities of the

**FACILITIES COORDINATOR**

**Who will I be responsible to?**

The Operations Committee

**What is my role?**

1. Ensure all teams have enough pitch time and space for training
2. Ensure all teams have pitch time for home fixtures
3. Liaise with pitch provider to book pitch (if club rents pitch)
4. Input into the facilities section of the club development plan regarding ground maintenance and development (if club own pitch)
5. Oversee the clubs sinking fund for the replacement of the current pitch (if club own pitch)
6. Investigate funding opportunities for facility development

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

1. Familiar with ENGLAND HOCKEY Facilities guidance
2. Knowledge of health and safety

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

Approximately 4 - 6 hours per month, although this may increase if the club begins to develop their facilities

**Training needed/recommended**

There is no specific training available but a background in facility development would be helpful

**What tasks are involved?**

1. Ensure everything on the grounds and training facilities is safe for players, spectators, staff and visitors
2. Liaise with facility provider to ensure all teams have enough pitch time and space for training and home fixtures
3. Input into the facilities section of the club development plan regarding ground maintenance and development (if club own pitch)
4. Oversee the clubs sinking fund for the replacement of the current pitch (if club own pitch)
5. Investigate funding opportunities for facility development

Role & Responsibilities of the

**WEBMASTER**

**Responsible to**​

The Operations Committee

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**Role**

1. To update and improve the club’s website

2. To control who has admin rights for relevant sections of the website.

3. To collate match reports and send to local newspapers.

4. Liaise with Social Media secretary to share content.

5. Be an Administrator for all leagues that KHC teams play in.

6. Update which players represent which teams to help captains administer their teams.

Role & Responsibilities of the

**Junior Manager**

**Responsible to**

The Junior Academy

**Responsible for**

Youth team coaches 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 of coaches / managers for junior sessions and teams
4. Assisting/delivering youth sessions
5. Organise fixtures for junior teams in liaison with the youth

Role & Responsibilities of the

**Junior Head Coach**

**Who will I be responsible to?**

The Junior Academy

**Who will I be responsible for?**

Designated age group coaches and assistants

**What is my role?**

* To take full responsibility for the club’s junior coaching sessions
* To maintain high ethical standards in coaching, ensure they keep up-to-date with their knowledge, skills and qualifications and prepare all coaching sessions in advance.
* To undertake training appropriate to the role e.g. Safeguarding Children and Young People in Sport.
* To work with and include assistant coach(es) in the preparation and running of each session.
* To attend club meetings and report on progress.
* To offer the club feedback on the organisation and degree of success of junior coaching and competitions.
* To assist in the selection of teams.
* To travel to competitions with the junior team(s).
* To inform the Assistant Coach in advance of any sessions that cannot be attended.

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

Approximately 4 – 6 hours per week (dependant on training and competitions)

Role & Responsibilities of the

**Junior Age Group Coaches**

**Responsible to**

The Junior Academy

**Responsible for**

Designated age group

**Role**

1. Ensure that the club provides the young players with opportunity to play in youth leagues and competitions.
2. Team selection
3. Organisation of coaching/training at club
4. Team kit & equipment
5. Reporting results after matches

Role & Responsibilities of the

**Senior Head Coach**

**Who will I be responsible to?**

The Senior Performance Committee

**Who will I be responsible for?**

Designated age group coaches and assistants

**What is my role?**

* To take full responsibility for the club’s senior coaching sessions
* To maintain high ethical standards in coaching, ensure they keep up-to-date with their knowledge, skills and qualifications and prepare all coaching sessions in advance.
* To undertake training appropriate to the role e.g. Safeguarding Children and Young People in Sport.
* To work with and include assistant coach(es) in the preparation and running of each session.
* To attend club meetings and report on progress.
* To offer the club feedback on the organisation and degree of success of senior coaching and competitions.
* To assist in the selection of teams.
* To travel to competitions with the senior team(s) if appropriate
* To inform the Assistant Coach in advance of any sessions that cannot be attended.

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

Approximately 4 – 6 hours per week (dependant on training and competitions)

Role & Responsibilities of the

**Senior Age Group Coaches**

**Responsible to**

The Senior Performance Committee

**Responsible for**

Designated teams

**Role**

1. Ensure that the club provides the senior players with opportunity to play in leagues and competitions.
2. Team selection in conjunction with captains
3. Organisation of coaching/training at club
4. Team kit & equipment
5. Liaising with Captains about future sessions

Role & Responsibilities of the

**MEMBERSHIP COORDINATOR**

**Responsible to**

The Operations Committee

**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
3. Provide a comfortable and warm welcome to all new attendees at training, matches and the club house
4. Ensure the correct information is passed on to the relevant members of the club
5. Follow up initial enquiries and new members to ensure a enjoyable experience
6. Facilitate the transition from enquiry to club member
7. Ensure that the membership database is maintained.

## Kettering Hockey Club Volunteer Agreement Form

All volunteers, coaches, team managers, technical delegates and officials are required to work to high standards in line with ENGLAND HOCKEY’s and Kettering H.C.’s policies and recognised best practice.

Within your pack you will find a number of documents that you are required to have read thoroughly. Should you have any questions on any of the areas covered, please bring these to the attention of any club officer so that your query can be addressed.

Please complete the sections below and return to Executive Committee as soon as possible.

**Name**:

I confirm that I have read and understood the following policies of ENGLAND HOCKEY and Kettering H.C. that are freely available on the Club’s website and will ensure that I adhere to these codes and policies at all times.

The policies I confirm having received and read are:

* ENGLAND HOCKEY ‘Respect’ Code of Ethics and Behaviour
* ENGLAND HOCKEY ‘Proud to Protect’ Safeguarding & Protecting Young People in Hockey Policy
* ENGLAND HOCKEY Equality Policy
* Kettering HC Emergency Procedures

I also confirm that I am willing to undertake a DBS check (if applicable) and know of no reason why I should not be fit and proper to fulfil my role within?? H.C.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_