



Wilmslow Hockey Club

Committee Roles and Responsibilities

10th August 2023. v0.7

The Wilmslow Hockey Club (WHC) committee (the Committee) is responsible for the overall strategy, development and management of the hockey club, a sports section within the Wilmslow Phoenix Sports Club (WPSC).

Committee members are elected annually at the WHC AGM based on Committee roles agreed in advance.

WHC also has a President and several Vice Presidents. The President and Vice Presidents are not members of the Committee and have no vote. However, like other WHC members, they are welcome to attend committee meetings.

The approach is flexible, and we encourage role holders to work together, support each other and commit to the WHC Committee charter.

WHC Committee Charter – our principles and values

- We support the Club Purpose and Club Values in everything we do
- We represent all the members and seek to do what members want for their club
- We operate and make decisions in a transparent, reasoned way so as to be able to justify our actions and decisions to members at any time
- We communicate openly and frequently with members - informing, asking and listening
- We collaborate and support each other as a team, for the benefit of the club
- We are all volunteers and we respect and recognise each other's contributions and non-WHC commitments
- We all support men's, ladies and junior's hockey – we do not favour one over another
- Recommendations for decisions are developed in the sub-committees and brought to the full committee for review and approval
- Decisions will be owned by the relevant elected officer - with approval of the Chair
- We welcome polite, respectful challenge in the committee – this means we get a better outcome
- We can't all have a say in every decision - there are too many of us to reconcile everyone's personal views. We rely on the sub-committee's recommendation or a vote.
- When a decision is made, we all get behind it, even if it wasn't our own preferred outcome
- We seek to be role models in adhering to EH and WHC policies and remind members of their obligations to these policies where necessary.

Committee Roles and Responsibilities

1. Chair

- Chair the Committee meetings, manage the agenda and facilitate decisions
- Lead the Committee, coaches and wider team to develop and maintain the overall WHC strategy and Development Plan.
- Lead the committee in making decisions for the benefit of the whole hockey club including disciplinary matters.
- Represent an unbiased viewpoint allowing free discussion to take place
- Give the casting vote on unresolved decisions
- Ensure club representation at County, Regional and National levels including strategic relationship management with England Hockey
- Delegate selected tasks or project leadership to the Vice Chair.
- Represent or delegate representation of WHC on the WPAL Board and WPSC Council
- Seek to appoint a broad representation of members and skills to the Committee
- Develop a Committee role succession plan and encourage new members to join and develop in the Committee.
- To co-ordinate training / coaching requirements including pitch time and work with Club Captains, Coaches and the Club to agree the annual plan/allocations in liaison with the Hockey Chair.
- To work with the lead coaches to develop a clear player framework linked to playing and coaching opportunities at the club across all ages / gender (Juniors through to Veterans) and abilities (from performance to social hockey).

2. Vice Chair

- Support the **Chair** in the overall management of WHC, act on their behalf as required and chair committee meetings in their absence
- Lead the specific activity, projects or working groups as agreed by the Chair and or Committee, e.g.: Clubmark re-accreditation; developing a policies and procedures
- Represent the interests of WHC in decision making at WPAL Board meetings and report back to the Committee on the proceedings and decisions of the WPAL Board
- Represent the interests of WHC in decision making at Second Astro Campaign meetings and report back to the Committee on the proceedings and decisions of the Second Astro Campaign meetings.
- Provide support to committee members or role holders as required

- a tradition at WHC has been that one of the Chair and Vice Chair is female and the other male to avoid any perception of bias.

3. Secretary

- To be the principal administrator for WHC, dealing with all contact and correspondence. Maintain contact with EH regional contacts for onward distribution of information to the Committee, captains, coaches, umpires and members.
- Prepare committee meeting agendas. Record, distribute and retain committee meeting minutes.
- Maintain the WHC constitution and co-ordinate changes to the constitution as required, to be considered and voted on at each AGM

- Co-ordinate the development and maintenance of WHC policies and procedures, work with the **Communications Co-ordinator** to ensure club captains, team captains, and players have the relevant information and awareness
- Define allocation of administrative duties across members of the section
- Work alongside the **Treasurer** to ensure that all affiliation / registration documents are accurate and paid on time.
- Co-ordinate the development, negotiation and letting of contracts with coaches, suppliers, sponsors and other third parties.
- Oversee and support the work of the **Disciplinary Officer** and **Welfare Officers**.
- Oversee and support the work of the **Systems Administrator**

4. Treasurer

- Control and manage the finances of WHC and report to the hockey committee on latest financial position
- Co-ordinate the development and approval of an annual budget for the section is set, including fees and related policies
- Keep detailed (paper and electronic) records of all bank accounts and control the expenditure within the agreed budget constraints and retain copies of all key financial documents, invoices, bank statement, budgets, accounts etc
- Hold & manage the hockey section bank account and act as principal signatory on the club bank account and register other signatories as agreed with the Chair & Secretary
- Prepare annual balance sheet and P&L reports for the AGM, and prepare regular reports and financial forecasts for the Hockey Committee throughout the year
- Oversee the work of the **Membership Secretary** to ensure that effective processes are in place to collect and reconcile the collection of subs and fees and that member data bases are maintained and managed in an effective and secure way. Be aware of and follow relevant data protection rules.
- Provide financial advice and guidance to those roles with responsibility for fundraising and kit/merchandise.
- Ensure that any payments made to players/coaches/volunteers etc are done so in line with HMRC guidelines.
- On behalf of the club, maintain understanding of and compliance with HMRC guidelines for CASCs
- Banking operations using online banking facilities of the section account to ensure all the payments / bills are paid and receive payments where possible to reduce the amount of cash circulating. Manage the administration and security of online banking
- Receive and monitor all match fees collected by the captains (through Teamo) and sundry receipts from fundraising, merchandise and membership payments. Ensure banking completed in a timely manner to the WHC bank account.
- Retain relevant tax records and complete the WHC annual tax return in a timely manner as required by HMRC
- Oversee and support the work of the **Finance Officer(s)** and **Compliance Officer**.

5. Development Officer

- Develop, maintain and manage the implementation of the hockey Development Plan, working with the committee, **Volunteer Co-ordinator**, **Club Captain(s)**, **Head Coach(es)** and the EH Development Officer. Identify and maximise development opportunities for all members of the club including players, coaches, umpires, parental involvement and support.
- Prioritise and delegate actions from the Development Plan, by agreement, to members of the club or committee.

- Manage Clubmark re-accreditation
- Co-ordinate training / coaching requirements including pitch time and work with Club Captains, Coaches and the Club to agree the annual plan/allocations in liaison with the Chair and Club Captains.
- To work with the lead coaches to develop a clear player framework linked to playing and coaching opportunities at the club across all ages / gender (Juniors through to Veterans) and abilities (from performance to social hockey) in liaison with the Chair and Club Captains.
- Identify training and development opportunities and courses and qualifications to support club members and volunteers to do their roles and prepare an annual plan and projected budget for consideration

6. Men's / Ladies Club Captains

- Provide leadership, and be the principal point of interface between the playing teams and the hockey club committee including proposals for the ongoing development of senior hockey for all abilities as part of the overall WHC Strategy and Development Plan
- Ensure all the required team, league and registration administration is completed for all teams within the relevant rules and regulations
- Organise processes for availability, selection and operational management of gender based teams including effective communication to / from players and supporting match day processes
- Oversee the selection process and ensure that players are given the right opportunities to develop and move between teams, including Juniors to Senior hockey
- Liaise with team captains and coaches to obtain information for reports at the committee meetings.
- Oversee the selection process and ensure that team captains, and as relevant coaches, review the performance & development of players to give the right opportunities for players develop and to move between teams including Junior to Senior hockey transition.
- Take responsibility for selection of only players who are up to date with membership subscriptions and match fee payments. ("No pay, no play")
- Take responsibility for the collection of match fees, delegated to team captains
- Co-ordinate inputs, requirements and proposals for Men's / Women's hockey to the relevant role to support the planning, operation and strategy development for hockey at Wilmslow including: season objectives for teams; player pathways; inputs to budgeting; coaching plans and pitch, facility and equipment requirements
- Maintain discipline and behavioural standards of the players, coaches and team managers both on and off the pitch, and as required attend disciplinary hearings
- Actively encourage and promote participation in the club from the membership and uphold the reputation of the club through personal example and club behaviour, including social media.
- Oversee the work of the **Fixtures Secretary** and ensure that different hockey requirements are effectively managed including pitch allocations, match day catering and bad weather/cancellations.
- Coordinate requirements for after match teas.

7. Junior's Club Captain.

- Be the principal point of interface between the Junior Academy and the Committee, including proposals for the ongoing development of junior hockey as part of the overall hockey strategy and development plan
- Liaise with Academy coaches and team managers to obtain information for reports at the committee meetings for all teams and with Club Captains to support the management and transitional of Academy players into the senior teams
- Working with the **Development Officer**, ensure that the **Head Coach and Academy coaches** have an agreed programme to support the development of players to ensure they are given the right opportunities to move between teams/coaching groups and through to seniors transition.
- Co-ordinate the required administrative support (and volunteers) for Academy registration, weekly coaching sessions and as required at mini tournaments - to ensure smooth running of all activities, record keeping and documentation in line with relevant policies and best practice and provide a safe, friendly and welcoming environment
- Prepare and submit proposals to develop the Academy including budget and other requirements as part of the annual planning process
- Support the **Volunteer Co-ordinator**, by actively encouraging parents to get involved in the Academy and wider club activities, and set up small working groups as required to support the academy's range of activities
- Ensure that the Academy coaching rota is in place for all coaching sessions to ensure adequate ratio's of qualified / non-qualified coaches are in place and work as required work with the **Head Coach and Coaches** to ensure the coaching programme, plans and player pathways reflect the strategy and development of players of all abilities
- Agree with the **Head Coach** and coaching team the teams to be organised annually and co-ordinate the appointment of parent managers and coaches for each team and ensure all involved are aware and adhere to the relevant club policies and processes including collection of match fees.
- Coordinate requirements for after match teas.
- Working with the **Fixtures Secretary**, co-ordinate the organisation of Academy fixtures including: friendly fixtures for Badger, Beavers, Vixens and any other team requiring fixtures including attending Cheshire Academy Fixture Consortium meeting; GMJHL entries; Academy EH competition entries and scheduling of any Wilmslow Mini Hockey tournaments
- Work with the **Fixtures Secretary** to agree pitch allocations, arrangements for bad weather, team refreshments. If qualified umpires are required, work with the Umpire co-ordinator if required.
- Ensure all relevant administration is completed including ensuring all information on Fixtures Live (or replacement), Teamo, Club Website are up to date and that Team Managers and Coaches have all required information

8. Sponsorship Officer

- Develop the overall strategy and approach for sponsorship and external fund-raising at WHC
- Identify, develop options, source and secure a range of sponsorship and external fundraising opportunities to raise funds to support WHC including communication and marketing material, presentations/proposals, advertising banners and promotion of sponsors

- Maintain and develop ongoing relationship with prospective and current sponsors to support attraction and retention
- Maintain and develop ongoing relationship with Run North West and Wilmslow Running Festival – two major sources of external fundraising.
- Working with the **Treasurer** to maintain records to monitor current status of all sponsors, generation of invoices and collection of payments and renewals
- Create and lead a team whose main task is to generate funds for the hockey club. The targets will be agreed in the pre-season budget.
- Work with the **Social Secretary** to maximise opportunities for events and evaluate set up and running costs against revenue received
- Represent WHC on the WPSC Fundraising working group.

9. Communications Co-ordinator [Currently fulfilled by Chair/Secretary] – works with Chair / Vice Chair and Committee

- Develop and maintain a high level communications plan to improve the range and frequency of communications including: website; social media; club emails, newsletters, handbooks, noticeboards (and presence within the WPSC clubhouse) and be responsible for its delivery including a range of regular communication updates
- To raise the profile and awareness of the hockey club locally and in the region including developing relationships with the local media providing regular updates and news items.
- To work with the **Systems Administrator** to maximise the effectiveness of the hockey section website and review options for the format, use and content required on the website
- Ensure that notices, information, events and successes are communicated to all across the hockey section, WHC and where relevant externally
- Liaise with **Club Captains** and **Academy Co-ordinator** to ensure that the external image of the club is joined up and has a 'professional' appearance
- Liaise with **Club Captains** and **Academy Co-ordinator** to generate news items and identify 'team reporters' to pages up to date and feed in news it
- Keep an archive record of all media coverage.
- Develop the social media policy; monitor and help promote good practice and work in the spirit of the policy.

10. Social Media Officer

- Develop, maintain and operate a social media communications plan to promote and raise the profile, reputation and awareness of the club locally and in the region
- Use the club's social media platforms to:
 - promote our sponsors individually based on sponsor-specific campaign plans (and seek new sponsors too)
 - attract new members to join the club
 - share news, fixtures and results with members and friends of the club.
 - promote the club's events, both to members and non-members as appropriate
 - engage with local community groups, members and organisations e.g. Wilmslow Town Council
 - increase the feeling of "community" and "engagement" within the club through promoting and enabling grassroots-developed content, sharing and interaction
- Support the Club's Purpose and Values in social media content and actions at all times; maintain a family-friendly, fun "persona", style and tone

- Adhere to England Hockey Safeguarding Policy at all times, especially in relation to avoiding identification of juniors and not allowing photo's of those who have withheld their photo permission in Teamo. Take the basic EH Safeguarding training.
- Co-ordinate with the Secretary and/or Communications Co-ordinator to develop consistent content across the rest of the club, particularly with the website
- Understand and adhere to the Club's Social Media Policy, especially in relation to WhatsApp usage by club officials
- Take advantage of the new Teamo "GetSocial!" features, for consistency of content, format, sponsor logo's – and hopefully also time-saving and accuracy.
- Seek new ways to use social media to benefit the club now and in the future.

11. Fixtures Secretary – works with the Club Captains / Academy Co-ordinator

- Act as the key fixtures contact for relevant senior hockey leagues and ensure all league fixture administration is completed including maintaining and updating Fixtures Live or designated platform(s).
- Work with the **Academy Fixture Secretary** to co-ordinate their requirements including allocating pitch times.
- Work with the **Systems Administrator** to co-ordinate and communicate fixtures for different teams via Teamo and the club website.
- Schedule a programme of friendly fixtures to provide more playing opportunities working with the respective club captains.
- Co-ordination of match cancellations and re-arranging of games.
- Handle fixture queries and bad weather management throughout the season.
- Confirm match arrangements with opposition and league/ competition allocated umpires in line with competition requirements or where agreed ensure each team has a contact name on Fixtures Live (or equivalent) to complete.
- Coordinate requirements for after match teas with club captains and team captains.
- Provide fixture details to the Umpiring Co-ordinator to allow the Co-ordinator to allocate umpires for all matches where they are not allocated by the relevant league(s) or EH.

12. Membership Secretary – works with Treasurer and Secretary

- Maintain and update membership records and subscription collection
- Follow-up with club captains, team captains and members to secure any overdue subscription payments
- Maintain confidential and data protection compliant database of all levels of membership and within the Data Policy provide captains and manager player information and emergency contact details (for all Under 18's) and relevant medical information
- Work with **Academy Database Administrator**.
- Retain all data in line with the Data Policy.
- Consider and propose additional/alternative membership categories, fees and payment methods for consideration by the Committee and agreement at the AGM.
- Set up annual initiatives to promote and collect subscriptions including on-line payment options via the hockey website, record keeping and updating the WHC master data base with details of all members and subs collection
- Provide monthly report on subs collection status to the **Treasurer** in time for committee meetings.
- Identify any poor payers for escalation to the hockey committee and inform Club and Team Captains to support application of 'no pay no play' policy

13. Volunteer Co-ordinator – works with Vice Chair

- Drive the recruitment of volunteer supporters and manage, grow and recognise their contribution
- Provide and ensure volunteers are aware of development opportunities, e.g. coaching, umpiring or committee roles.
- Maintain a volunteer register of past, connect current and potential volunteers and skills / interests and use to help match requirements (roles, projects or events) with volunteers to where is support needed. Work with the **Young Leader Co-ordinator** to involved young members (13-18)
- Liaise with **DBS Co-ordinator** to ensure where required all external DBS checks have been completed.

14. Social/ Fundraising Secretary(s) –

- Support club social and fund-raising activities by developing an annual social events plan, for approval by the committee, reflecting the wider hockey membership and act as lead co-ordinator to plan and organise social events.
- Bring together teams to plan, budget, promote and deliver each main social event – preparing proposals for approval by the committee for each main event
- Play a key role in bringing members from across all the teams together along with committee members, umpires, parents and other club members and volunteers in a social environment.
- Represent hockey on any WPSC Social working groups

15. Facilities & Ground Rep/Phoenix Reps – works with Vice Chair and Chair [Fulfilled by our Phoenix representatives]

- Maintain a record of all hockey equipment (centrally stored and held by captains/coaches) and complete a quarterly inventory (July, October, January and April) to assess requirements, loss or damage and provide a reports and recommendations to the Secretary/Development Co-ordinator for consideration by the committee
- As required, source equipment that meets requirements and provides good value for money within agreed budgets
- Check equipment, facilities and store rooms at intervals not great than 3 weeks to identify and advise the Chair of any remedial works or needs and to ensure storage areas continued to be used appropriately.
- Liaise with the WPSC regarding an annual plan for routine maintenance and for non-routine requirements. E.g. Damage noted, preparation for one off events.
- Ensure that coaches, team managers and captain have hockey first aid kits and that these are regularly maintained and available on match days.
- Ensure that Risk Assessments are undertaken, remain relevant and are available for inspection by the Committee.
- Represent hockey at WPSC facilities sub-committee meetings

16. Umpire Co-ordinator – works with Fixture Secretary and Vice Chair

- Act as principal point of contact for the EH and local Umpiring Associations.
- Clarify which matches will have league provided umpires and which must be supplied by the club and the standard required.
- Maintain an up to date register of club umpires along with their qualification, and those interested in becoming an umpire.
- Co-ordinate the allocation of umpires to matches including league, cup and friendlies as required

17. Umpiring Development Officer – works with Club Captains and Umpires

- Develop and implement an umpire coaching plan, covering senior and junior umpires of all levels.
- Support new and intermediate coaches as they develop their skills and experience.
- Promote and assist the development of umpiring within the hockey club working with umpire associations and umpire developers.
- Share rule changes across the club and include the Communications Officer in cascading the information.

18. Welfare Officer(s) – works with Club Captains / Academy Co-ordinator and Vice Chair

- Lead the Club's Safeguarding policy and implementation including
 - Assist the club to fulfil its responsibilities to safeguard children and young people in line with England Hockey policies and guidelines.
 - Assist the club to implement the child welfare actions set out in the Development Plan including training.
 - To be the senior point of contact for staff, volunteers, parents and children where concerns about children's welfare, poor practice or child abuse are identified and identify at least two other CWO's to provide wider points of contact.
 - Be the first point of contact for the EH's Child Welfare Officer.
- Implement the EH's reporting and recording procedures.
- Maintain contact details for local social services, police and Area Child Protection Committee.
- Arrange First-Aid kits for club captains and First Aid training as required. Keep a record of who has what training accreditation. Report injuries according to the EH's injury reporting procedure.
- Promote EH's best practice guidance/ code of ethics & behaviour within the club and anti- discriminatory practice through the hockey club.
- Ensure confidentiality is maintained.
- Work with the **DBS Liaison Officer** to ensure all relevant checks for coaches and parent helpers have been completed and records kept.

19. DBS Liaison - reports to the Welfare Officer(s)

- Under the direction of the **Welfare Officer**, ensure that all required relevant accreditation and systems are in place to complete on line DBS checks for WHC relevant volunteers and role holders
- Handle personal data and information in a secure and confidential manner when completing the necessary checks following the EH guidance and relevant policies
- Maintain records and a scheduled of accredited individuals and provide updates to the CWO / Committee.

20. Merchandise and Kit Co-ordinator

- Act as main point of contact with kit supplier to co-ordinate delivery and orders and resolution of queries
- Maintain and allocate shirt numbers across senior and academy
- Input to the processes with the club kit suppliers to ensure orders and deliveries are managed in an effective and timely manner. Work with the Communications Co-ordinator information about kit and merchandise is well communicated across all club channels and on the website

- Monitor and review the relationship with the club kit supplier and act as a key point of contact, providing reports and any recommendations as required
- Identify opportunities to improve or increase the range of kit / merchandise to meet club / member needs

21. Systems Administrator(s) - works with Secretary

- In line with the Communications Plan, and working with the **Communications Co-ordinator** maintain, develop and act as overall Web Master for the club website www.wilmslowhockey.org.uk including controlling the granting of access and administration rights to other members and maintaining and developing the core content
- Identify opportunities to improve the effective use of the website functionality, or other web based tools, to support the running of the club and bring forward recommendations / proposals
- Support the promotion, adoption and effective operation of Teamo for committee members, team captains, players and parents/guardians. Based on membership fees agreed in the AGM, set up Teamo products ahead of each season.
- Working with the **Fixtures Secretary**, import/upload club fixtures to Teamo and the club website at the start of each season.
- Review and update core hockey content to ensure it is relevant and useful. Work with team administrators to ensure team pages are regularly maintained
- Monitor website analytics and ensure the website content is kept up to date, promote website traffic through social media and other communications, and moderate the quality and relevance of all web content

22. Young Leader Co-ordinator - Reports to the Volunteer Co-ordinator

- Co-ordinate and organise activity to encourage Young Leaders (ages 13-18) to get involved in supporting the activity of WHC including assisting with coaching, umpiring, helping organise mini tournaments and supporting coaches / team managers with Academy or wider roles across the club
- Identify and source relevant training or development activities to support Young Leaders
- Work with Young Leaders to help them make the most of volunteering to support their personal and hockey development

23. Academy Database Co-ordinator – works with Academy Co-ordinator and Membership Secretary

- Maintain and manage on an on-going basis the Academy database and player records and parental consent documentation in effective, timely and secure manner in line with EH guidelines and data protection requirements.
- Work with the **Membership Secretary** to co-ordinate data and membership information, and reconcile the collection of Academy subscriptions and coaching fees
- Provide access to relevant data extracts to enable coaches, club/senior team captains and parent/team managers perform their roles within EH and data protection guidelines and produce periodic reports to support planning and development to the Hockey Development Co-ordinator

24. Discipline Officer– works with Secretary

- Develops and maintain the Disciplinary Policy

- Operate the Disciplinary Policy as a result of a disciplinary issue or disciplinary complaint
- Comply with EH and League requirements for dealing with on-pitch disciplinary issues.
- Maintain secure archive records of disciplinary issues according to the Disciplinary Policy.

25. Finance Officer(s) – works with Treasurer

- Support the **Treasurer** to manage and control the income and expenditure of the club

26. Second Astro campaign lead

- Lead the WHC campaign for a second astro-turf hockey pitch, including planning permission, a site-wide masterplan, fundraising, stakeholder engagement (including Sports England, England Hockey, Cheshire Council).
- Engage with WPSC and the other sports sections (lacrosse, cricket) to create a multi-sport vision and masterplan for the entire site – as an input to planning permission and funding requests.

27. Phoenix Representatives

- Represent the interests of WHC at WPSC Council meetings, including WHC annual charges, Phoenix finances, facilities (including clubhouse, changing rooms, parking, grounds and bar), constitution and policies/procedures.
- Report back to the WHC Committee on proceedings of the WPSC Council, any decisions made and any impact on WHC or input required from WHC.

C. Other Roles

In addition to the core and extended committee roles, there are a number of other key roles that support the running of the club including:

- Team Captains and Vice Captains
- Head Coach
- Qualified Coaches (senior teams and academy)
- Assistant / Support Coaches
- Team Managers / Parent Team Managers
- Match Day Stewards (as required)