**Club Committee roles.**

**Please note the below are just examples of committee roles, and it is up to each club to determine their most effective structure and role descriptions to suit the needs of their club.**

**Chair**

* Leads and motivates the club
* Chair committee meetings and Club AGM (or any required EGMs)
* Prepare Chairperson’s report for AGM
* Ensure all club sections are performing – liaise regularly with section chairs
* Ensure all others on the committee carry out their respective responsibilities
* Represent the Club as necessary on any committees or at any meeting
* Ensure smooth running of Club, pro-actively addressing any issues that might arise
* Work to recruit, recognise, reward and retain those who volunteer for and on behalf of the club
* Provide access to coach, official, volunteer opportunities for club members
* Ensure Volunteer recruitment and training is included in the club development plan
* Develop, maintain and take responsibility for driving forward club development plan, including timetabling, allocating roles & responsibilities and monitoring progress
* Leads and motivates the Club, ensuring all members feel valued and connected; Actively leads operational running of the Club; Gives direction to Club Secretary to organise committee meetings; Chairs committee meetings; Strategic planning, leading to actionable plans; Provides insight into playing direction & philosophy of Club; Empowers other committee members
* Oversee the awarding of Club Awards at the Club AGM

**Honorary Secretary**

* Timetable committee meetings for year (liaise with committee regarding most suitable dates)
* Ensure minutes are kept of each meeting and agendas are followed
* Arrange AGM date
* Ensure notice of AGM is circulated in line with constitution
* Ensure all correspondence is passed on to relevant parties / handled
* Ensure relevant BHC meetings are attended and reports received by main committee
* Liaise with relevant members on any disciplinary matters relating to individual players or incidents, in line with constitution
* Manage and administrate for communication tools – e.g. club Whataspp groups

**President**

* Overview the management and administrative operation of the club and to provide leadership and support to all its members.
* The image of a Club is often represented through the Club President and whenever representing the Club, a President should aim for the highest levels of efficiency, together with sound ethical and moral standards.
* Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of others involved in the Club.
* Be unbiased and impartial, give clear direction and set an example for others to follow.
* Be an effective support to the Chairperson, encourage focused discussion and have a sound knowledge of debating and meeting procedures.
* Represent the Club at a local, district and regional level in a positive and professional manner, actively promoting the Club.
* Keep informed of all Club activities and be aware of future planning initiatives.
* Ensure the list of responsibilities delegated to the Club Committee and various office bearers are widely communicated and understood.
* Have a good and clear understanding of the Club’s rules, the constitution and the responsibilities of the various office bearers.
* Ensure the Club rules, constitution and by-laws are respected and observed by everyone involved.
* Actively educate players, officials, club members and parents involved in the Club, to abide by and support the Ulster Hockey/Hockey Ireland Rules, Regulations and Codes of Conduct.
* Ensure the club’s financial management procedures and budgeting remains on target and is achieved. Actively support all fundraising and identify potential Sponsors.
* Maintain an overview of the Club’s strategic planning initiatives.
* Ensure at all times the management of the Club remains open, positive, progressive and the aims and objectives of the Club are respected and observed.
* Be prepared to make difficult decisions on behalf of the Club if necessary and insist on all members and parents respecting and abiding by the Club’s and the Ulster Hockey/Hockey Ireland discipline provisions.

**Honorary Treasurer**

* Be responsible for all club finances
* Maintain/Manage the Club’s bank account
* Advise and report to committee on all matters financial
* Prepare a set of audited accounts for presentation of an annual report at the Club AGM, with associated commentary
* Prepare an annual budget and make recommendations for annual subscription rates and weekly match fees for season ahead
* Maintain all financial paperwork including cash books etc.
* Monitor receipt of all funds including match fees etc
* Receive, validate and arrange payment of all bills/invoices
* Ensure that the club has public liability insurance and investigate on an annual basis the level of coverage provided and the need to change provider based on pricing
* Pay club affiliation fees as appropriate to Ulster Hockey/Hockey Ireland
* Provide a financial status report at each committee meeting
* Facilitate sourcing of match and training balls for season
* Facilitate search for club sponsorship (in conjunction with junior section)
* Purchase any equipment in accordance with requests from Senior Coaches and the Mini & Junior Coordinator.

**Fixtures / Match Secretary (AND REGISTRATIONS?)**

* Works alongside Provincial Association/Hockey Ireland to obtain information on fixtures (League & Cup)
* Gather details of all fixtures through liaising with other match secretaries
* Follow detailed guidance on team priorities and pitches booked
* Gather requirements for training sessions during season (from Senior Coaches and the Youth Coordinator/s) and book
* Establish dates upon which pitches are surplus to requirements or no longer needed – and advise the Treasurer of bookings made.
* Communicate any fixtures / key information to team managers, umpire coordinator and coaches (via preferred communication tool)
* Place fixtures on website / management app - ensuring any changes are updated in a timely manner and communicated to the relevant club members.
* During season manage requests for additional pitches and cancellations
* Monitor pitch cancellations due to poor weather, advise supplier and treasurer – and book any replacement pitches required
* Ensure all rules/guidelines are communicated to all relevant parties (including manager, coaches & players)
* To continuously update the Committee, Coaches and Managers of any changes to league structures or advancements in Cup competitions.
* Register players at the beginning of each season according to the relevant rules of Ulster Hockey/ Hockey Ireland.
* Submit team starrings at beginning of season and then coordinate with Senior Managers/Coaches throughout the season by monitoring / making changes to starrings in months where applicable as per their request.
* Maintain records throughout the season of Goal Scorers
* Collection of match reports and ensure these are sent to the local press.

**Umpire Coordinator**

* Source and appoint umpires for all club games ensuring umpires have the appropriate qualifications
* Appoint a Panel Umpire to represent the club and communicate their details to Ulster Hockey/Hockey Ireland
* Promote the qualification of new umpires by overseeing club umpire development
* Maintain a register of all umpires, including level, training courses attended etc.
* Work with the committee to ensure umpire development
* Ensure that all umpires are appropriately registered with the various leagues
* Coordinate allocation of umpires to games on a weekly basis

**Club Captain**

* The Club Captain is the link between the administration of the Club and the players.
* It can be the role of the Club Captain to represent the views of the players within the Club, and contribute to the development of the Club through providing advice and guidance from an athlete perspective.
* The Club Captain is the person that all players can contact and talk to about any comments they may have.
* Attends Club committee meetings and represents the views of the players.
* Be a positive role model for all members of the Club.
* Communicates with fellow team members, and provides support and advice where needed.
* Encourages Club members to be involved in social and voluntary activities.
* Welcomes new playing members to the Club and maintains regular contact with Club members.

**Publicity Officer**

* Issue press releases associated with the club and liaise with the media
* Facilitate delivery of weekly match reports to the press
* Produce updates via social media / pitchero / whatsapp as required
* Produce all publicity for recruitment etc. on behalf of the club, and distribute
* Report to the main committee regarding all matters social and media
* Ensure that there is effective communication between all parts of the club

**Social Secretary**

* Draw up an annual social plan, for agreement by committee.
* Liaise with the Treasurer regarding financing of social events with the aim being to achieve a “break-even” over the year
* Organise the annual club dinner
* Organise the Christmas social
* Organise presentations, including a vote to determine ‘player of the year’
* Organise regular club events
* Organise other social events, as appropriate
* Report to the main committee regarding all social matters l
* Communicate social events to club members via Social Media and relevant WhatsApp groups.
* Encourage attendance at social events from leading by example and attending as many events as possible.

**Club Welfare / Designated Person**

* To promote the Code of Ethics & Good Practice
* To familiarise with *Our Duty to Care* to ensure they can act as an information source to other members of the organisation
* To influence policy and practice and prioritise children’s needs
* To ensure that children know how and whom they can report their concerns to within the club. Information disclosed by a child should be dealt with in accordance with the guidelines in the Code of Ethics for Hockey for Young People
* To encourage the participation of parents/guardians in club activities
* To co-operate with parents to ensure that each child enjoys his/her participation in hockey
* To act as a resource with regard to best practice in children’s hockey
* To report regularly to the club management committee
* To monitor changes in membership and follow up on any unusual drop-out, absenteeism or club transfers by children or coaches/volunteers

**\*Club Children’s Officers and/or Designated Persons do not have the responsibility of investigating or validating child protection concerns within the club and have no counselling or therapeutic role. This responsibility lies with the Health Services and the PSNI.**

**Youth Working Group Representative**

* To lead and chair the Youth Working Group
* To ensure there are high ethical standards of coaching within the youth, commit to developing coaches knowledge and skills and assist in the preparation of coaching sessions in advance.
* To undertake training appropriate to this role e.g. Safeguarding Children and Young People in Sport
* To produce and implement a well-structured and progressive coaching programme to meet the individual needs of the Youth Section.
* To work with and include volunteers in the preparation and running of each session.
* Plan and implement coaching sessions and where possible, organise fixtures against other clubs.
* Facilitate and organise a summer camp and one fundraising event throughout the hockey season.
* Analyse requirements and design and implement training sessions aimed at improving confidence and technique in required areas/ age groups.
* Evaluate sessions regularly and provide feedback to the committee on any issues.
* Act as first point of contact for any children or parent queries and pass on where appropriate to the committee.
* Encourage and motivate children both individually and as a team.
* Comply with the club Code of Conduct and Child Welfare and Code of Ethics Policy.
* Liaise with the Children’s Officer and Designated Person to ensure policies are in place and being implemented.

**Development Officer**

* Plan for the long-term development of the club
* Work with Sport Development Team, coaches, National Governing Bodies of sport and other relevant individuals and organisations to plan for the long-term development of the club and the sport
* Look for opportunities to expand and develop the club (e.g. funding, etc.)
* Work with other relevant committee officers to achieve progress

**School representative**

* Acts as a role model for other youth members within the club
* Is a Senior Club mentor for other junior players transitioning from age group to Senior hockey ensuring that they make a positive transition
* Offers their opinion on behalf of the younger players to the Committee when requested.

**Membership Secretary**

* Ensure collection of annual subscriptions, maintaining records of those paid (including addresses etc), and providing regular updates to committee, and captains.
* Advise captains of all paid members contact details including emergency contact details
* Advise Committee of unpaid members so appropriate action can be taken in line with constitution
* Undertake Hockey Ireland annual affiliation process

**General Members**

The role of the General Committee Member is to support the Club Committee with Strategic and/or operational matters.

* lead projects as agreed by the committee
* the role will assist with the implementation of new policies and procedures and will provide relevant updates to the Committee

**NON COMMITTEE ROLES**

**Team Captain**

* Motivating and managing players during games.
* Ensuring all players are abiding by League/Cup rules and upholding the values of the club.
* Being a positive role model and leading by example during training, matches and any club activities.
* Providing counsel to players and acting as a link between the players and the coaches ensuring a good standard of communication is maintained.
* Working alongside the Coach to help with weekly selection, providing updates on players and any other  information which may influence selection.

**Team manager**

Weekly

* Send out whatsapp messages to players to keep them updated with fixtures, meeting times, location and kit
* Coordinate pitch bookings with pitch manager for additional training sessions or matches
* Coordinate with Match Secretary to know match times and changes that may occur
* Coordinate drivers for away matches
* Collect petrol money and pay drivers accordingly (or delegate this to vice capt / player)
* Arrange for mid-game nutrition (e.g. jellies)
* Ensure first aid kit is fully stocked

Match day

* Fill in match card / complete post-game
* Ensure all relevant equipment (balls, cones and bibs) are available for warm-up
* Assist with warm-up, if required
* Keep track of timings pre and during match for coach
* Arrange match report to be written and sent in accordance with  match report guide (ideally come up with a schedule)
* Send across scoreline and goal scorers to committee
* Help run substitutions if no coach on the sideline

**Other committee roles (potential / if required)**

**Vice Chair (section Chair of Youth / Youth Working Group Representative)**

* Deputise for Chair as and when appropriate
* To have specific responsibility for particular area of club as defined by chair and general committee (e.g. responsibility for Youth Working Group)
* Develop club plan, both short term and long term with associated actions
* Ensure recruitment and training is included in the club development plan
* Maintain and take responsibility for driving forward club development plan, including timetabling, allocating roles & responsibilities and monitoring progress. Items for consideration could include: Different ways to play, new pitch opportunities, introduction of new roles into the club, partnership arrangements, member feedback on club direction

**Vice-Chair (section Chair Senior)**

* Work effectively with the other section representatives (Chair, Vice chair and Club Captain)
* Work with Chair to recruit coaches for each team
* In conjunction with other section representatives to equally represent all members of the club and be known to them.
* Assist in chairing captains and other section meetings.
* Assist with implementation of selection policy
* To be allocated a specific set of teams and captains and focus on these.
* With these sides:
* To be their voice on issues that may affect them.
* To remain impartial on discussions affecting members.
* To be first point of contact for new/possible new members.
* To avoid/minimise loss of players from the club.
* Oversee selection process so that policy is fairly and consistently applied.
* Ensure that selection issues between captains are resolved
* Provide support for captains
* Assist with the smooth integration of youth to senior sides.
* Deputise for club captain as and when appropriate