



Tiverton White Eagles Hockey Club

Tiverton White Eagles Committee Structure

Founded in 1960 Tiverton White Eagles has continued to develop as a hockey club encouraging all age groups to participate in the game of hockey. Over the years we have developed our committee positions to incorporate the development in the game and the legislation changes. The aim of the committee positions is to share the work load and involve members in the running of the club. The committee is voted in by members at the annual general meeting held in June each year.

There are no limitations to the age of those being nominated for these roles, however every member of the committee needs to be mature enough in their character. They need to respect one another. They need to have clear communication skills, both listening and talking. They need to be contactable. They need to be organised, with their administration as well as time keeping. Inclusive to all members of the club, treating everyone fairly. They need to be role models of the 'Blue and White Army attributes'. All committee members need to be flexible in their role, as the club looks to grow and develop the vision. All committee members will need to provide a photo of themselves to put on the Club website/facebook.

If you are considering taking on one of the roles, please take a look below at the specific responsibilities required. Feel free to ask those already in the committee what the role requires. All new committee members will be supported/mentored in the roles. We are a team!

Chairperson

To provide leadership to ensure the clubs aims are achieved within the rules of the governing document our constitution

- To drive the vision for the future growth of the club.
- Oversee the communication channels within the club i.e. website, email addresses, facebook, whatsapp, teamo
- To promote the Club locally
- To delegate information/tasks to other committee members, or create new sub-roles.
- Chair committee meetings, and the AGM
- Represent the club at regional and other committees where necessary
- Deal with issues or disputes between members where the Welfare Officer has not been able to resolve.
- Sign cheques and documents



Secretary

To provide administrative support to the club.

- Host the club printer for any copying needs.
- Prepare agendas (with support from the Chair), take minutes at meetings (ensuring they are signed by the Chair at meetings), distribute papers, arrange and other administration requirements stated in the governing document e.g. Annual General Meeting (AGM)
- Maintain membership lists and organisation records, produce annual report and update internal policies and procedures alongside relevant committee members
- Update the 'Clubmark' account with updated policies/accounts
- Collate dates of relevant meetings for committee members to attend – Fixtures, umpires, Devon Forum etc
- Deal with correspondence from the website and direct to necessary people
- Collate feedback from members in form of surveys, and present the results to the committee
- Support the organisation of socials/fundraising events
- Maintain the roots of the club, reminding us of significant events i.e: significant celebrations, memorial matches etc

Treasurer

Provide financial support to the Club ensuring records and procedures are maintained and the organisation remains financially viable

- To collect and chase membership fees from all players and liaise with the Captains/vice captains if players are not members and not available to be selected to play.
- Manage the gift aid
- Discuss with the committee the vision for the clubs finances/savings in order to continue to grow the club
- Support the Fundraising/Grants coordinator
- Lead financial planning and oversee financial activity of the organisation EH Club Insurance
- Ensure the organisation is financially viable and notify the committee of any concerns
- Prepare account information to present at the committee meetings
- Arrange auditing of accounts
- Update the committee regularly on their financial duties and responsibilities
- Liaise with the fundraising/social secretary re: necessary amounts to raise for needs in the club.



Fixtures Secretary

Organise the home and away fixtures for the league teams

- Book the pitches for home games and training
- Advise captains of any changes once fixtures have been arranged
- Liaise with captains if games have to be cancelled and rearranged due to weather
- Support the junior co coordinators with pitch bookings and organising extra games

Club Welfare Officers (Ladies & Men)

To oversee the safety of the seniors and juniors within the Club

- To have the training required to for fill this post (EH Time to Listen Course)
- Have a Disclosure and Barring Service (DBS) check
- Responsible for DBS checks of all volunteers and players assisting with the seniors
- Advertise the club welfare email address so any concerns can be raised confidentially. Regularly check the account.
- First point of contact for advice, on any concerns/issues
- Ensuring the Safe 'D' Policy is updated
- Promote a safe environment for children
- Log and safely store any concerns raised on the club welfare email address and investigate

Team Captain

To be committed to lead the most able players in the club to achieve the best results in their league

- To attend training sessions and communicate with the vice captain and senior coach between matches, and discuss selection of players re: ability/character
- To meet once a week to select players to for fill fixtures
- To contact club members and advise them of where they have been selected to play that week
- Lead the team on the pitch in an appropriate manner, delegating roles to different players
- To lead the team talks at matches, and encourage/motivate players
- To make notes of how other teams play – formations, penalty corners, or other observations. So to prepare and lead the teams in responding to the opposition teams the best they can.
- To keep tabs on the teams league position throughout the season and to motivate the team each week.
- To be a channel for promoting club messages/events from the Chair/secretary to all players to aid communication
- Promote the whole club and its beliefs to all players



- Encourage juniors to progress to senior hockey of the 1st team

Team Vice Captain

To be committed in supporting the captain in their role, in order to gain the best results in the league

- To attend training sessions and communicate with the captain and senior coach between matches, and discuss selection of players re: ability/character
- To meet once a week to select players to fill fixtures
- Lead the team on the pitch in an appropriate manner if the captain is away.
- To support and input on team talks for each match
- To support the captain in recording information on the oppositions
- Collect match fees, and votes
- Update match scores after the game
- To keep hold of the first aid kit (be responsible for replenishing items during the season), balls, face masks
- Promote the whole club and its beliefs to all players
- To be a channel for promoting club messages/events from the Chair/secretary to all players to aid communication.
- Encourage juniors to progress to senior hockey

Junior Co coordinator

To work alongside the committee in promoting and organising the junior section

- To delegate and advise the junior committee. To chair regular Junior committee meetings
- To oversee with junior coaches training plans for each age group
- To support parent helpers to attend courses to get qualifications.
- To support the junior tournament co-ordinators in getting teams together
- Advise senior team captains/vice of up and coming juniors ready for selection in the senior set up.
- To promote the juniors locally, and be on hand to advise Primary schools.
- To select Junior ambassadors for each season with the junior committee.

Senior Coach(es)

To be committed in supporting the senior teams in developing their skills, and set plays.

- To have the relevant coaching qualifications, DBS checks.
- To put together a training plan each week for the teams, liaising with other coaches and the captains willing to help lead the sessions
- To lead a
- To support the development of players through the club teams, highlighting new ability to relevant captains
- One to One sessions if requested by players/captains



- Support teams at matches if able to
- To encourage and motivate young members to progress in to senior sides
- To be willing to go on coaching courses supported by the club to maintain skill level.

Umpire Officer

To support the club in all areas associated with umpiring in order to allow the club to continue to play matches in the leagues.

- Organise umpires for home games
- Support the existing club umpires and advise of any mentoring or coaching for those interested in becoming an umpire
- Provide information through clubs PR officer of any umpire courses
- Answer umpiring queries
- Offer training for parents in the rules of hockey and to encourage parents to get involved with umpiring at festivals
- General update to club members on rule changes

Social Secretary

To promote and network all club members, bringing them together to have fun off the hockey pitch.

- To organise and encourage members to socialise.
- To collate and support ideas that players come up with for socialising
- To communicate with all members in supporting and attending fund raising events
- Organise the End of Season Presentation Evening
- Feed information to the Social Media & Website co-ordinator of any events to advertise

Social Media & Website Co-ordinator

To maintain up to date information on the Club website

- Update the website liaising with the necessary committee members to do this.
- Ensure club contact details/photos are updated
- Update any changes to club documents online, liaising with the secretary.
- Keep the clubs Facebook pages/Instagram updated with regular content
- Ensure club only information is share within the Past & Present Facebook Private group
- Update relevant England Hockey Information to Facebook and to Website
- Advertise club events/fundraising opportunities.



Equipment and Kit Co-ordinator

Available to assist any committee member/coach in purchasing new equipment/stock for the club

- Source and purchase any kit if people need help to do this.
- Keep training equipment stocked and replace breakages
- Work alongside committee to find the best deals on new equipment
- Being responsible for replenishing first aid equipment, buying it in bulk i.e. ice packs, dressings, wipes, plasters. Then captains and junior tournament coordinators can refill their kits from this supply.

Disciplinary Officer

- Understand and act within the England Hockey Legislation
- Deal with any Red cards issued as per the guidelines
- Keep an overview on the amount of cards issued to players and deal with any issues that arise
- Report cards issued to the Regional Disciplinary Officer

Fundraising/Grants Coordinator

- Apply for grants with support of the treasurer/committee
- Organise fundraising events working with the Social Secretary