



## **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
- Apply for grants with support of the treasurer/committee
- 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
- Apply for grants with support of secretary/committee
- Lead financial planning and oversee financial activity of the organisation EG 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
- Organise umpires for home games
- Update the relevant websites with club officers information (?or secretary)
- 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

### **Senior Club Welfare Officer**

To oversee the safety of the Seniors 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 (Treasurer also involved with DBS Checks)
- 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 clubwelfare email address and investigate
- Discuss with the Junior welfare officer for advice or Chair if need support in resolving an issue.

### **Junior Club Welfare Officer**

To oversee the safety of the 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 juniors (Treasurer also involved with DBS checks)
- Overseeing the Junior ambassadors
- 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 by parents, coaches or juniors.
- Ensuring the Safe 'D' Policy is updated
- Promote a safe environment for children
- Log and safely store any concerns raised on the clubwelfare email address and investigate
- Discuss with the Junior welfare officer for advice or Chair if need support in resolving an issue



### **1<sup>st</sup> 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 1sts 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, not just the 1sts
- Encourage juniors to progress to senior hockey, so they can aspire to be a part of the 1<sup>st</sup> team

### **1<sup>st</sup> 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 for 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
- Organise an umpire for matches
- 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, not just the 1sts
- 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



## **2<sup>nd</sup> Team Captain**

To be committed to lead players in the club either pushing to be in the 1sts, or developing players from 3rds, 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 2nds 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, not just the 2nds
- Encourage juniors to progress to senior hockey.

## **2<sup>nd</sup> Team Vice Captain**

To be committed to support the 2nds captain in their role, to achieve the best results in their 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 for 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
- Organise an umpire for matches
- To keep hold of the first aid kit (be responsible for replenishing items during the season), balls, face masks
- To be a channel for promoting club messages/events from the Chair/secretary to all players to aid communication
- Promote the club and its beliefs to all players, not just the 2nds
- Encourage juniors to progress to senior hockey

## **3<sup>rd</sup> Team Captain**

To be committed to lead developing players or juniors 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. Possibly to include attending U14's training session to assist in bridging the gap between Juniors and seniors. Selecting 13 year olds who show ability.
- Liaising with the U14 or U16 tournament coordinator re: new players moving up from juniors
- 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, encouraging those who are playing a match for the first time, and 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 3rds 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, not just the 3rds
- Encourage juniors to progress to senior hockey.

### **3<sup>rd</sup> Team Vice Captain**

To be committed to support the 3rds captain in their role, to achieve the best results in their 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 for 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
- Organise an umpire for matches
- To keep hold of the first aid kit (be responsible for replenishing items during the season), balls, face masks
- To be a channel for promoting club messages/events from the Chair/secretary to all players to aid communication
- Promote the club and its beliefs to all players, not just the 3rds
- 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 3<sup>rd</sup> team captain/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.

### **Junior Ambassadors**

A boy and a girl chosen by the Junior committee to be recognised as responsible Junior players that assist with the Juniors and that younger junior players can approach if they need

- To attend the Junior committee meetings and share their views as a Junior player, to help direct decisions.
- To be present and available to chat to Juniors at training, and accountable to the Junior Welfare Officer if any issues are brought to their attention.
- To be club role models in their character and way they help and lead
- To be involved in the Junior presentation evening

### **Senior Coach(es)**

To be committed in supporting the 3 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 Development 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.

- 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 PR co-ordinator of any events to advertise

### **PR Co-ordinator**

To make all opportunities, achievements and events public, for the community to know about.

- Keep the clubs Facebook pages updated
- Send hockey reports to the local paper each week
- Update any England Hockey Information to Facebook and to Website
- Advertise club events/fundraising opportunities.

### **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
- Add fixtures and scores to the team pages. Liaising with the fixtures secretary.
- Update any changes to club documents online, liaising with the secretary.

### **Equipment and Kit**

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

- Oversee the installation of shelving in the cupboard.
- Source and purchase any kit if people need help to do this.
- Keep training equipment stocked and replace breakages, liaising with the equipment cupboard coordinator.
- Work alongside committee to find the best deals on new equipment
- Assisting the club in finding sponsorship for match/training kit.
- Possibly applying for grants locally to purchase new playing kit.
- Sourcing a supplier for match and training kit for the whole club – Seniors and Juniors, setting this up
- 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
- Attend county/regional meetings as and when required

### **Covid Officer**

This role was added in 2020 following guidance from England Hockey. The senior Welfare Officer currently holds this role but if needed in the future it can be a stand alone role. The Officer is expected to

- Keep up to date with guidance and information circulated by EH
- Keep up to date players register
- Carry out club risk assessments though each stage of the Covid pathway
- Work with local leisure providers on venue risk assessments
- Carry out a club risk assessments and provide a copy to venue providers
- Communicate with players and committee members any guidance
- Complete match/training returns for EH
- Deal with any Covid outbreaks or notifications informing those affected
- Update social media and club secretary to communicate changes or information
- Be available to deal with any queries from players or parents

Reviewed and Amended

Sue Sharland  
15<sup>th</sup> Sept 2021