

Club Volunteering

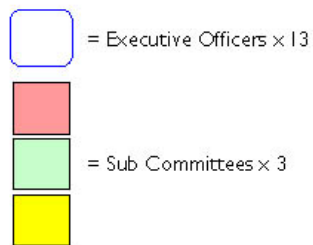
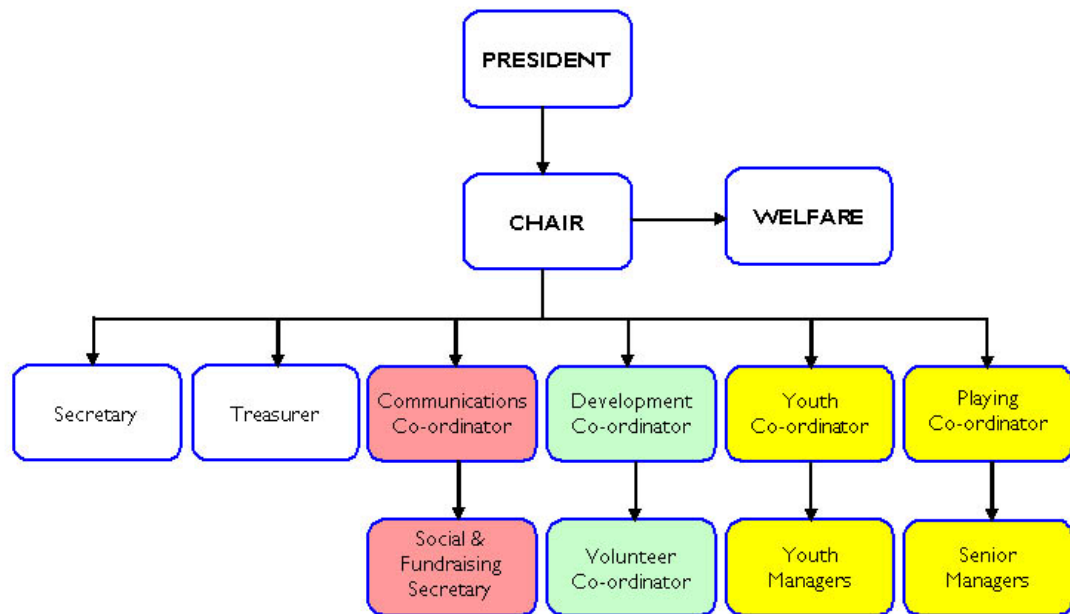
Roles & Responsibilities

Information for Club Officers



Recommended Committee Structure and Reporting Pathway

CLUB HIERARCHY



Mid Somerset Hockey Club

CLUB OFFICIALS ROLE DESCRIPTIONS

This booklet outlines the roles and responsibilities of the officers of Mid Somerset Hockey Club
All are voluntary elected positions and represent one year of office.

The Executive Committee (known as the Club Committee)

The Committee shall consist of between 8 and 10 permanent members plus the President. They (the Club Committee) have the power to co-opt further members for specific meeting items as and when required. Individuals may hold only one position on the Club Committee.

PRESIDENT

- Influential leader
- Officiate the AGM
- Special project involvement
- Attendance at appropriate meetings as determined by the Club Committee
- Vice Chairman responsibility

CHAIRPERSON (see role description on page 4)

- Chair all Club Committee meetings and work with Secretary to prepare the Agenda
- Play leading role in club affairs
- Represent an unbiased viewpoint allowing free discussion to take place
- Advise committee on club policy where required
- Casting vote
- Direct general affairs of the club
- Ensure club representation at County, Regional and National levels

CLUB SECRETARY (see role description on page 5)

- Prepare and distribute the Committee meeting Agendas
- Keep the Minutes of all Club Committee meetings and distribute copies
- Keep signed copies of all meeting minutes on file
- Deal with all club correspondence, distributing to relevant officers for response where required
- Act as a signatory on the club account

CLUB TREASURER (see role description on page 6)

- Hold bank account in the name of the club
- Act as a primary signatory on the club account (and appoint 3 others as agreed by the Club Committee)
- Keep detailed written records of all accounts
- Produce budget summaries in September, December and March
- Produce an annual budget
- Prepare annual balance and profit & loss sheets

COMMUNICATIONS OFFICER (see role description on page 7)

- Develop club branding and promote sales of club kit & other branded products
- Obtain club sponsorship
- Assist the Club Social Secretary to plan/organise social events for the club

DEVELOPMENT OFFICER (see role description on page 8)

- Write a club development and action plan
- Monitor individual player progress and provide access to higher level and courses
- Provide new and enhanced competitive opportunities for club teams

VOLUNTEER CO-ORDINATOR (see role description on page 9)

- Work to recruit, recognise, reward and retain the members who volunteer for the club
- Provide access to coach, official, volunteer opportunities for club members
- Write a Club Volunteer Action Plan

Also detailed in this booklet are: YOUTH COORDINATOR, YOUTH TEAM MANAGER,
SOCIAL SECRETARY, FUND-RAISING SECRETARY AND WELFARE OFFICER.

Role & Responsibilities of the CLUB CHAIRPERSON

Who will I be responsible to?
The Club Committee

Who will I be responsible for?
All committee members

What is my 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.

What else can you tell me about the role?

1. As the Chair of the Club, it is essential you are a strong leader who can be objective.
2. As the supporting officer to the Secretary, it is essential that you have access to a telephone and a computer.
3. You may wish to attend a specific training course on how to chair/run meetings.

How much time will I need to give to the role?
Approximately 5 hours per month for meetings.

What tasks are involved?
Tasks will include:

1. Chair Committee meetings / AGM
2. Agree monthly agenda for committee meetings and the AGM

Role & Responsibilities of the CLUB SECRETARY

Who will I be responsible to?

The Club Committee through the Chairperson

Who will I be responsible for?

The Club Development Officer

What is my role?

The Club Secretary is a pivotal role within the club and with the assistance of the Club Development Officer should provide the main points of contact for people within and outside the club on just about every aspect of the club's activities.

1. To be the 'principal administrator' for the club
2. To carry out or delegate all of the administrative duties thereby enabling the club and its members to function effectively
3. To work alongside the treasurer to see that all affiliation/registration documents are accurate and are paid on time
4. To ensure that all members have a copy of the club handbook, insurance details and officers contacts etc
5. Attend the Committee meetings and AGM.

What else can you tell me about the role?

This is a demanding, high profile role that has a major impact on the efficient and effective management of the club. The Secretary has contact with a wide range of people within and outside the club. Representation of the club at outside meetings provides the opportunity to find out what's going on at league and county level and this could be a platform for future volunteering opportunities.

As the first point of contact for the club, it is helpful if the Secretary is available to take phone calls during the working day. The club is keen to support the Secretary in the use of modern office technology so as to assist them in their job.

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

Approximately 6-8 hours each week and some of these will be at weekends and in the evenings.

What tasks are involved?

Tasks will include:

1. Attending county and league meetings (as appropriate)
2. Dealing with correspondence
3. Organising and booking match facilities and in-house courses for the season
4. Organising the club AGM and other club meetings
5. Representing the club at outside meetings at the direction of the main committee

Role & Responsibilities of the CLUB TREASURER

Who will I be responsible to?
The Club Committee

Who will I be responsible for?
Match / training fees collector/s and the Club Fund-Raising Secretary

What is my role?
The main purpose is to look after the finances of the club...to keep the books and make sure that the club operates within the annual budget. Attend the Committee meetings and AGM

What else can you tell me about the role?
The Treasurer must be well organised, able to keep records, careful when handling money and cheques, scrupulously honest, able to answer questions in meetings, confident handling figures, prepared to take instant decisions when necessary.

Training courses are available through the Sport England 'Running Sport' Programme - 'Looking after the Money'.

How much time will I need to give to the role?
Approximately 2 – 3 hours per week.

What tasks are involved?

1. Collecting subscriptions and all money due to the organisation
2. Paying the bills and recording information
3. Affiliating the club to the County Hockey Association and England Hockey
4. Affiliating the club to the league(s) and working with the Secretary to register players
5. Keeping up date records of all financial transactions
6. Ensuring that all cash and cheques are promptly deposited in the bank
7. Ensuring that funds are spent properly
8. Issuing receipts for all money received and recording this information
9. Reporting regularly to the committee on the financial position
10. Preparing a year end statement of accounts to present to the Auditors
11. Arranging for the statement of accounts to be audited
12. Presenting an end of year financial report to the AGM
13. Financial planning including producing an annual budget
14. Helping to prepare and submit any statutory documents that are required (e.g. VAT returns, PAYE and NI returns, grant aid reports)
15. Even if these duties are delegated to a professional officer, the Treasurer is still ultimately responsible. It is up to the Treasurer to make sure that any delegated work is done properly.

Role & Responsibilities of the CLUB COMMUNICATIONS OFFICER

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

The Communications Group (if club has one)

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 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. Training courses are available through the Sport England 'Running Sport' Programme
4. Attend the Committee meetings and AGM

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

Approximately three hours per week.

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. Produce general interest stories about the club for local press
5. Ensure that the club is featured in locally produced sports magazines
6. Presenting an end of year report to the AGM

Role & Responsibilities of the CLUB DEVELOPMENT OFFICER

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Volunteer Co-ordinator

What is my role?

The role of the Club Development Officer is to work with the Club Committee, the Club Volunteer Coordinator and the County Hockey Development Officer (HDO) to maximise the development opportunities for all members of the club - players, coaches, umpires, supporters etc. Examples will include organising courses and events that will be of interest and will assist the development of members. They should attend the Committee meetings and AGM.

What else can you tell me about the role?

This is an exciting role because it offers the officer an opportunity to play a part in the development not only of the club as a whole, but also of every individual member.

Training courses in club development are available and are advisable.

A close working relationship with the Club Volunteer Coordinator and the local HDO and Regional England Hockey office is important.

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

Approximately 8 - 10 hours per month.

What tasks are involved?

Tasks will include:

1. Write a Club Development Plan – utilising the knowledge of the local HDO
2. Meet with County Hockey Development Officer and attend a minimum of 1 county organised course annually
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

Role & Responsibilities of the CLUB VOLUNTEER CO-ORDINATOR

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

All who volunteer in and for the club

What is my role?

1. To do all possible to recruit, recognise, reward and retain those who volunteer for the club
2. Provide access to coach, official, volunteer opportunities for club members
3. Write a Club Volunteering Plan

What else can you tell me about the role?

As the Club Volunteer Coordinator you will be expected to work closely with the Secretary and the Development Officer.

It is essential that you are enthusiastic, knowledgeable and keen to encourage and promote all of the volunteering roles within the club.

You will benefit from having a sound knowledge of local volunteering agencies from where 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.

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

Approximately 3 – 5 hours per week.

What tasks are involved?

Tasks will include:

1. Appointing umpires, managers and mentors to teams and individuals
2. Raising the awareness of opportunities for volunteers and volunteering within the club, the county and beyond (e.g. at events and with and for other organisations)
3. Recruiting volunteers from within the membership and beyond to open and close the club house, help set-up the pitches, run the bar, make teas for home games, clean the changing rooms, wash the kit, transport the juniors to and from events etc
4. Produce a monthly information report for all areas of volunteering within the club

Role & Responsibilities of the CLUB YOUTH CO-ORDINATOR

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

Youth team coaches and trainers

What is my role?

The main purpose of the Youth Coordinator is to oversee the development of youth team coaches and teams.

What else can you tell me about the role?

As the Club Youth Coordinator it is advisable for you to have an England Hockey Player Coach accreditation, to have attended a Child Protection and Best Practice Workshop (or be available to attend one ASAP) and to have good communication skills.

Training courses in club development is advisable.

Training courses are available through effective the Sport England 'Developing a Junior Club' and 'Sports Link'.

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

Approximately 4 – 6 hours per week.

What tasks are involved?

1. Co-ordinate the recruitment of junior players
2. Co-ordinate the recruitment of coaches / managers for junior sessions and teams
3. Assisting/delivering youth sessions
4. Organise fixtures for junior teams in liaison with the youth manager
5. Liaise with schools to recruit junior players
6. Liaise with Local Authority Sports Development Unit / County Hockey Development Officer to recruit junior players, recommend players to development centres and or centres of excellence, county squads, etc.

Role & Responsibilities of the CLUB YOUTH TEAM MANAGER

Who will I be responsible to?
The Club Committee

Who will I be responsible for?
For example: All U13 age group teams

What is my role?
The main purpose of the role is to ensure that the club provides the young players with opportunity to play in youth leagues and competitions.

The Manager is responsible for all aspects of activity regarding the age group.

The Manager is permitted to engage assistants as required, so long as they meet the Membership requirements of the club.

What else can you tell me about the role?
The Club requires a minimum England Hockey Player Coach Level 1 accreditation, attendance at a Child Protection and Best Practice Workshop (or be available to attend one ASAP) plus a First Aid Course (the Club will assist you in obtaining this award during the season if you do not already have the qualification).

An allowance for telephone calls is paid. Other Club Officials and Team Managers are always available for any assistance or advice.

A Club first aid kit will be issued to all team managers, which can be replenished on request. The Club provides playing kit and match and training equipment.

How much time will I need to give to the role?
Team activities on match day will usually take up to 4 hours. Coaching and training sessions at the club each week take up around 2 hours.

Other duties associated with the tasks outlined above are spread across the week, with telephone calls etc., and will take around 4 hours.

What tasks are involved?

1. Weekly Team selection
2. Organisation of coaching/training at club once per week
3. Organisation of transport for team matches
4. Team kit & equipment (including laundry, parents usually take turns)
5. Reporting results to Club Secretary after matches
6. Reporting results to Media & Comm. Secretary after matches
7. Monthly Team accounts
8. Monthly Club team managers meeting
9. Annual end of season report to Club Committee

Role & Responsibilities of the CLUB SOCIAL SECRETARY

(Note this role could be joint with the Communications Officer)

Who will I be responsible to?

The Club Committee

Who will I be responsible for?

The Social Committee

What is my 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.

You may also wish to consider inviting local dignitaries to develop and improve the club's relationships within the community or representatives from any sponsors of the club. In both instances you should liaise with the Club Secretary.

What else can you tell me about the role?

As Social Secretary, you must be enthusiastic, motivated, have good communication skills and be well organised and committed.

Yours is a very important role in developing the 'fabric' of the club. You encourage people to join us, to stay and to enjoy their role as club members.

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

Approximately 5 hours per month.

What tasks are involved?

Tasks will include:

1. Organising a pre-season event and at least two other social events per year
2. Organising an end of year event
3. Organising a Christmas function
4. Booking venues and entertainment

Role & Responsibilities of the CLUB FUNDRAISING SECRETARY

Who will I be responsible to?

The Club Committee through the Treasurer

Who will I be responsible for?

Fund-Raising Group

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 (e.g. the 100 club), to look for sponsorship opportunities and work with the social secretary to ascertain what opportunities are available at functions and events (e.g. draw tickets, calendar etc.)

What else can you tell me about the role?

As the fund-raising secretary it is essential to have good organisational skills, be innovative, enthusiastic and prepared to make a regular time commitment.

It would be useful if you have experiencing of applying for and securing grants from local or national agencies.

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

Approximately 6 - 8 hours per month.

What tasks are involved?

Tasks will include:

1. Apply for grants / sponsorship or other forms of financial assistance from organisations such as Sport England, Local Authorities or commercial companies
2. To co-ordinate fund-raising events, possibly two major events per year
3. To ensure events / activities are properly organised and where necessary licensed with local authorities /customs and excise etc
4. To promote fund-raising activities in press (where there is no PR officer)
5. To ensure that funds are properly accounted for and information is passed on to the Treasurer
6. Sale of lottery style draws or raffles on a regular basis

Role & Responsibilities of the CLUB WELFARE OFFICER

Who will I be responsible to?

The Club Committee

It is the responsibility of all Clubs providing hockey for children and young people under 18 years of age to have a nominated Club Welfare Officer.

EXPERIENCE & KNOWLEDGE

The Club Welfare Officer is expected to have knowledge of the following:

1. Knowledge of the England Hockey Child Welfare Policy & Procedures
2. Knowledge of core legislation, government guidance and national framework for child protection
3. Basic knowledge of roles and responsibilities of local statutory agencies (social services, police and Area Child Protection Committees). The CWO should have full contact details for their local agencies
4. Own club's role and responsibilities to safeguard the welfare of children and young people – boundaries of the club welfare officer role
5. Own club's policy and procedures related to safeguarding children and young people
6. Awareness of equalities issues and child protection.

SKILLS

1. Basic administration
2. Basic advice and support provision
3. Child focused approach
4. Communication
5. Maintain records
6. Ability to provide information about local resources
7. Ability to promote club policy, procedures and resources

ROLES

1. Assist the club to fulfil its responsibilities to safeguard children and young people
2. Assist the club to implement its child welfare implementation 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 Child Welfare Officer
5. Implement the club's reporting and recording procedures
6. Maintain contact details for local social services, police and the Area Child Protection Committee
7. Promote the club's best practice guidance/code of conduct within the club
8. Sit on the club's management committee
9. Ensure adherence to the club's child welfare training
10. Ensure confidentiality is maintained
11. Promote anti-discriminatory practice

This booklet has been produced by England
Hockey.

It is intended for the use of hockey clubs