



Meopham Ladies Hockey Club

Established 1980



## Job Description - Chairperson

**JOB TITLE:** Chairperson  
**RESPONSIBLE TO:** The Club Executive Committee

**SKILLS REQUIRED:**

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Prepared to make instant decisions when necessary
- Confident at some public speaking and keeping order during meetings.

### MAIN DUTIES:

- 1) Take responsibility for managing the executive committee and the affairs of the club
- 2) Oversee and guide all decisions taken by the executive committee and sub committees
- 3) In conjunction with the secretary, prepare and present the annual report
- 4) Liaise with the secretary on the Agenda for each meeting and approve the minutes before they are circulated
- 5) Be completely familiar with the constitution, club rules, committee procedures and the NGB rules and regulations
- 6) Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club
- 7) Help to prepare and submit any statutory documents that are required (e.g. VAT, grant aid reports)
- 8) If unable to attend any committee meeting, a written report should be sent to the meeting and the secretary briefed on the Agenda
- 9) Represent the club at external meetings as appropriate.

**TIME COMMITMENT:** Weekly commitment to undertake the above main duties.

**SIGNATURES:**

**Chairperson** .....

**Date** .....

**Secretary** .....

**Date** .....





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## Job Description – Team Captain

**JOB TITLE:** Team Captain

**RESPONSIBLE TO:** The Club Executive Committee

**SKILLS REQUIRED:**

- Team leader with desire to lead by example
- Approachable and a good listener
- Well organised
- Confident and effective communicator
- Enthusiastic, a good motivator, ability to inspire and raise team moral
- Tactful and discrete, behave professionally and responsibly
- Prepared to make a regular time commitment
- Knowledge of the rules of the game

**MAIN DUTIES:**

- 1) Attend committee and selection meetings as appropriate
- 2) If unable to attend any committee meeting, a written report should be sent to the secretary
- 3) Notify team members of timings and the venue of each game by Wednesday before the fixture
- 4) Organise the team tactics/formations, explaining positional roles as required
- 5) Liaise with the vice captain and other teams captains as appropriate.
- 6) Comply with rules/regulations as per the league for recording results/player registration.
- 7) Ensure opposition are welcomed and catered for, including teas.
- 8) Attend training regularly and ensure it is structured in relation to the club needs.
- 9) Liaise with the fixture secretary in relation to times and locations of matches, friendly fixtures and cancellations
- 10) Ensure appropriate equipment is available on training and match days. (First aid kit/balls etc)
- 11) Collect match and annual subscription fees and ensure appropriate documentation is completed for the treasurer.
- 12) Ensure player personal profiles are kept up- to-date (including membership forms of new players) and they are accessible at all fixtures & training sessions.
- 13) Produce an annual report for the AGM

**TIME COMMITMENT:** Extensive!

**SIGNATURES:** Captain .....

Date .....

Chairperson.....

Date .....



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## Job Description – Secretary / Publicity Officer

**JOB TITLE:** Secretary Publicity Officer  
**RESPONSIBLE TO:** The Club Executive Committee

- SKILLS REQUIRED:**
- Enthusiastic
  - Well organised
  - Prepared to make a regular time commitment
  - Good communication skills
  - Confident and imaginative

**MAIN DUTIES:**

- 1) Organise Committee Meetings, preparing an agenda and minutes in conjunction with the Chairperson
- 2) Take responsibility for publicising the club, its events and members
- 3) Liaise with the Chairperson to promote the Club
- 4) Build a list of local media contacts
- 5) Collate the match reports and send to the local press
- 6) Produce press releases/articles to promote and publicise the club through the media
- 7) Keep a record of all press cuttings
- 8) Maintain a club archive
- 9) If unable to attend the committee meeting, send a written report to the chairperson
- 10) Co-ordinate and publish a club newsletter to be issued to club members 3 times per year (August, November and February)
- 11) Organise the AGM ensuring club members are given appropriate notice as set out in the club constitution.
- 12) Ensure all documentation received on behalf of the club including new player details, is either 'actioned' or passed onto the appropriate committee member within the required timescale.

**TIME COMMITMENT:** Weekly commitment to undertake the above main duties

**SIGNATURES:** Secretary .....

Date .....

Chairperson .....

Date .....



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## **Job Description – Fixture & Match Secretary**

- JOB TITLE:** Fixture & Match Secretary
- RESPONSIBLE TO:** The Club Executive Committee
- SKILLS REQUIRED:**
- Well organised
  - Prepared to make a regular time commitment
  - Good communication skills

### **MAIN DUTIES:**

- 1) Arrange/organise all club fixtures
- 2) Organise pitch allocations for all teams and post these on the club website/fixtures live in accordance with KHB rules & regulations.
- 3) Liaise with other clubs and team captains to arrange fixtures/cancellations.
- 4) Take the lead in ensuring appropriately qualified umpires are arranged for games (in liaison with Team Captains).
- 5) Attend committee meetings and if unable to attend send a report to the secretary.
- 6) Produce an annual fixture card for circulation to club members.
- 7) Produce an annual report for the AGM.

**TIME COMMITMENT:** Weekly commitment to undertake the above main duties

**SIGNATURES:**                      **Fixture Secretary** .....

**Date** .....

**Chairperson** .....

**Date** .....



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## Job Description – Social Secretary

- JOB TITLE:** Social Secretary
- RESPONSIBLE TO:** The Club Executive Committee
- SKILLS REQUIRED:**
- Well organised
  - Prepared to make a regular time commitment
  - Good communication skills
  - Enthusiastic
  - Confident and imaginative

### MAIN DUTIES:

- 1) Attend committee meetings as appropriate
- 2) Consult club members on suggestions of possible future social events
- 3) Research and organise social events for club members on a regular basis throughout the year
- 4) Produce an annual report for the AGM.
- 5) Send reports to the secretary for inclusion in the newsletters.

**TIME COMMITMENT:** Weekly commitment to undertake the above main duties

**SIGNATURES:** **Social Secretary** .....

**Date** .....

**Chairperson** .....

**Date** .....



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## **Job Description – Membership Secretary**

**JOB TITLE:** Membership Secretary Publicity Officer

**RESPONSIBLE TO:** The Club Executive Committee

**SKILLS REQUIRED:**

- Well organised
- Prepared to make a regular time commitment
- Good communication skills
- Able to keep records
- Confident about handling figures and money
- Honest
- Trustworthy

**MAIN DUTIES:**

- 1) Maintain records of all members including playing records
- 2) Liaise with Secretary, captains and treasurer
- 3) Produce an annual membership form
- 4) Issue receipts and record all money received
- 5) Attend committee meetings.

**TIME COMMITMENT:** Weekly commitment to undertake the above main duties

**SIGNATURES:**                      **Membership Secretary** .....

**Date** .....

**Chairperson** .....

**Date** .....



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## **Job Description – Safeguarding Officer**

**JOB TITLE:** Safeguarding Officer

**RESPONSIBLE TO:** The Club Executive Committee

**SKILLS REQUIRED:**

- Well organised
- Prepared to make a regular time commitment
- Good communication skills
- Trustworthy
- Good role model

**MAIN DUTIES:**

- 1) Assist the club to fulfill 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 and sit on the club’s management committee;
- 8) Ensure adherence to the club’s child welfare training;
- 9) Ensure confidentiality is maintained and Promote anti-discriminatory practice;
- 10) To act as Disciplinary Officer in conjunction with Chair, as required.

**TIME COMMITMENT:** Weekly commitment to undertake the above main duties

**SIGNATURES:** **Safeguarding Officer** .....

**Date** .....

**Chairperson** .....

**Date** .....





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### **Job Description – Vice Captain**

**JOB TITLE:** Vice Captain

**RESPONSIBLE TO:** The Club Executive Committee

- SKILLS REQUIRED:**
- Enthusiastic
  - Well organised
  - Prepared to make a regular time commitment
  - Good communication skills

**MAIN DUTIES:**

- 1) Attend committee and selection meetings as appropriate
- 2) Support the captain in the management of the team. This may include;
  - Notify team members of timings and the venue of each game by Wednesday before the fixture
  - Comply with rules/regulations as per the league for recording results/player registration.
  - Ensure opposition are welcomed and catered for, including teas.
  - Liaise with the fixture secretary in relation to times and locations of matches, friendly fixtures and cancellations
  - Ensure appropriate equipment is available on training and match days. (First aid kit/balls etc)
  - Co-ordinate availability of players and communicate this with the captain/selection committee in advance.
  - Collect match and annual subscription fees and ensure appropriate documentation is completed for the treasurer.

**TIME COMMITMENT:** Weekly commitment to undertake the above main duties

**SIGNATURES:** **Vice captain** .....

**Date** .....

**Chairperson** .....

**Date** .....



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## **Job Description – Disciplinary Officer**

**JOB TITLE:** Disciplinary Officer

**RESPONSIBLE TO:** The Club Executive Committee

**SKILLS REQUIRED:**

- Well organised
- Good role model
- Prepared to make a regular time commitment
- Good communication skills

**MAIN DUTIES:**

- To have a thorough understanding of the England Hockey ‘Code of Ethics & Behaviour’ and ensure it is properly administered within the club;
- To follow the England Hockey process of administration following a red card offence by any team member;
- Ensure the appropriate penalties are applied and enforced;
- Act as the link between the club and the County Hockey Association Disciplinary Officer, administering any appeals.
- Ensure any members grievances are dealt with as per the club code of conduct and/or constitution.

**TIME COMMITMENT:** Weekly commitment to undertake the above main duties

**SIGNATURES:** **Disciplinary Officer** .....

**Date** .....

**Chairperson** .....

**Date** .....