



**Role Descriptions for Club Volunteers**  
*Gillingham Anchorians Hockey Club*  
**2017-18**



This document outlines the roles and responsibilities of the officers of **Gillingham Anchorians 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 up to 10 members plus the elected captains of each of the club's teams. They (the Club Committee) have the power to co-opt further members for specific meeting items as and when required. Individuals may hold more than one position on the Club Committee.



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**2017-18**



Role & Responsibilities of the  
**PRESIDENT**

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**Who will I be responsible to?**

The Club

**Who will I be responsible for?**

All club members

**What is my role?**

1. Largely as a figurehead, The President has always been the existing Headmaster of The Howard School (formerly Gillingham Grammar School).
2. Encourage links between The Howard School and Gillingham Anchorians Hockey Club.
3. Special project involvement

**What else can you tell me about the role?**

1. As President of the Club you should have the needs and development of your club at the centre of your work
2. You should be an influential leader who can be objective.

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

Approximately 5 hours per month for meetings.



## Role Descriptions for Club Volunteers

### *Gillingham Anchorians Hockey Club*

### 2017-18



## Role & Responsibilities of the **CHAIRPERSON**

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### **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.
4. Represent an unbiased viewpoint allowing free discussion to take place
5. To have the casting vote on any unresolved club issues
6. Direct general affairs of the club
7. Ensure club representation at County, Regional and National levels

### **What else can you tell me about the role?**

As the Chair of the Club, it is essential you are a strong leader who can be objective. You will need to support the Secretary in their work so it is essential that you have access to a telephone and a computer.

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

Approximately 10 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
3. Representative for the club at partner meetings, such as County Association or Hockey Development Groups



## Role Descriptions for Club Volunteers

### *Gillingham Anchorians Hockey Club*

### 2017-18



## Role & Responsibilities of the **SECRETARY**

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### **Who will I be responsible to?**

The Club Committee

### **Who will I be responsible for?**

Fixtures Secretary and Umpire Secretary

### **What is my role?**

1. To be the 'principal administrator' for the club, dealing with all club correspondence, distributing to relevant officers for response where required
2. To prepare and distribute the Committee meeting Agendas
3. Keep the Minutes of all Club Committee meetings and distribute copies
4. Keep signed copies of all meeting minutes on file
5. To carry out or delegate all of the administrative duties thereby enabling the club and its members to function effectively
6. To work alongside the treasurer to see that all affiliation/registration documents are accurate and are paid on time
7. To ensure that all members have a copy of the club handbook, insurance details and officers contacts etc

### **What else can you tell me about the 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. It is a demanding, high profile role that has a major impact on the efficient and effective management of the club.

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.

### **Training needed**

You should complete England Hockey's online Safeguarding training as you are tasked with the storing of player details including under 18's. Possibly a computer database course.

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

Approximately 2-3 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 attending the club AGM and other club meetings
4. Representing the club at outside meetings at the direction of the main committee



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## Role & Responsibilities of the **TREASURER**

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**Who will I be responsible to?**

The Club Committee

**Who will I be responsible for?**

Match fees collectors and the Club Fund-Raising Team

**What is my role?**

1. To look after the finances of the club
2. Attend the Committee meetings and AGM
3. Hold bank account in the name of the club

**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 recommended**

Training courses are available through the Sport England 'Running Sport' Programme - 'Funding for your Club'.

**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. Keeping up date records of all financial transactions
3. Ensuring that all cash and cheques are promptly deposited in the bank
4. Paying bills and recording information, ensuring that funds are spent properly
5. Issuing receipts for all money received and recording this information
6. Reporting regularly to the committee and at AGM on the financial position



## Role Descriptions for Club Volunteers *Gillingham Anchorians Hockey Club* 2017-18



### Role & Responsibilities of the **WELFARE OFFICER / DBS LIAISON**

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#### **Who will I be responsible to?**

The Club Committee

#### **Who will I be responsible for?**

All club members under 18 (including players, umpires, volunteers and coaches). **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.**

#### **What is my role?**

1. Assist the club to fulfil its responsibilities to safeguard children and young people
2. Assist the club to implement the child welfare section (including training) of the development 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's Child Welfare Officer
5. Implement England Hockey's reporting and recording procedures
6. Maintain contact details for local social services, police and the Area Child Protection Committee
7. Promote England Hockey's best practice guidance/code of ethics & behaviour within the club and anti-discriminatory practice
8. Ensure confidentiality is maintained

#### **What else can you tell me about the role?**

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

1. Knowledge of the England Hockey's 'Proud to Protect' 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).
4. England Hockey's and the club's role and responsibilities to safeguard the welfare of children and young people and the boundaries of the club welfare officer role
5. Awareness of equalities issues and child protection.

The post holder should also have basic administration skills, be able to maintain records, be able to provide basic advice and support provision. They must have a child focused approach and good communication skills.

**Training needed**

Attendance on ScUK's Safeguarding and Protecting Children workshop and England Hockey Time to Listen Workshop

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

Approximately 2 – 3 hours per week.

**Role & Responsibilities of the****DBS LIAISON**

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**Who will I be responsible to?**

The Club Committee

**What is my role?**

1. To be the main contact with England Hockey regarding to DBS checks.
2. To ensure the club is registered with England Hockey's BDBS checking service
3. To ensure all relevant volunteers new volunteers are DBS checked and existing volunteers every 3 years
4. To sign off volunteer evidence for CRB checks

**What else can you tell me about the role?**

1. You will need an understanding of England Hockey's 'Proud to Protect' Safeguarding and Protecting Young People policies
2. Knowledge of DBS processes
3. Be DBS checked through England Hockey

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

Approximately 6 - 8 hours per month.

**Training needed/recommended**

Completion of England Hockey online Safeguarding and Protecting Young People in Hockey Course, it is advisable for you to attend a Sports Coach UK Safeguarding and Protecting Children workshop.

**What tasks are involved?**

Tasks will include:

1. Registration with England Hockey's DBS checking service
2. Be the lead contact with England Hockey for DBS checking and updates
3. Update the Welfare Officer/Club with updates from England Hockey
4. Update DBS records
5. Ensure checks are carried out on new volunteers and existing volunteers every 3 years
6. Sign off volunteer evidence for DBS checks



## Role Descriptions for Club Volunteers *Gillingham Anchorians Hockey Club* 2017-18



### Role & Responsibilities of the **CLUB VOLUNTEER CO-ORDINATION TEAM**

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#### **Responsible to?**

The Club Committee

#### **Responsible for?**

All volunteers in the club, Umpire coordinators.

#### **What is the role?**

1. Work to recruit, recognise, reward and retain those who volunteer for and on behalf of the club
2. Provide access to coach, official, volunteer opportunities for club members
3. Ensure Volunteer recruitment and training is included in the club development plan

#### **What else can you tell me about the role?**

The Club Volunteer Coordinator team will be expected to work closely with the Communications and the Development Coordinators to identify gaps in the club where volunteers are needed and to ensure all opportunities are communicated to volunteers.

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

The team 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.

Tasks will include:

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

Approximately 3 – 5 hours per week.

#### **Training needed/recommended**

Attendance on a Running Sport Club for All, Valuing your Sports Volunteers, Making the most of your people and/or the role of the Volunteer Coordinator workshops

#### **What tasks are involved?**

1. Assist Umpire Coordinator to appointing umpires
2. Raise the awareness of opportunities for volunteers and volunteering within the club, and beyond (e.g. at events and with and for other organisations)
3. Recruit volunteers from within the membership and beyond to assist with the running of the club



**Role Descriptions for Club Volunteers**  
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Role & Responsibilities of the  
**CLUB DEVELOPMENT COORDINATOR**

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**Who will I be responsible to?**

The Club Committee

**Who will I be responsible for?**

Facilities Co-ordinator, Coaching team

**What is my role?**

To oversee the development of the club, working with the Club Committee, the Club Volunteer Coordinator and the England Hockey Development Officer (EHDO) to maximise the development opportunities for all members of the club - players, coaches, umpires, supporters etc.

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

Approximately 4 – 6 hours per week.

**Training needed/recommended**

Attendance on ScUK's Safeguarding and Protecting Children workshop, it is advisable for you to have an England Hockey Player Coach accreditation and attend Running Sports Action planning for your club and/or developing partnerships with clubs and schools

**What tasks are involved?**

Tasks will include:

1. Write a club development and action plan liaising with the Club Volunteer Coordinator and the England Hockey Development Officer (EHDO)
2. Attend the Committee meetings and AGM.
3. Work with the Club Volunteer Team 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 including organise fixtures for junior teams in liaison with the youth manager
5. Co-ordinate the recruitment of junior players and recruitment of coaches / managers for junior sessions and teams
6. Assisting/delivering youth sessions if qualified
7. Liaise with local Partnership Development Manager and Competition Managers to write and deliver Club School link delivery Plan to recruit junior players
8. Liaise with County Hockey Association or Hockey development Group, recommend players to Junior Development Centres.



**Role Descriptions for Club Volunteers**  
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**2017-18**



Role & Responsibilities of the  
**Media & Public Relations Officer**

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**Who will I be responsible to?**

The Club Committee

**Who will I be responsible for?**

Webmaster

**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 work with the webmaster to optimise the profile and information available to all on the club website

**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. Knowledge of local media, marketing and communications.
4. Organisational, IT and management skills.

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

Approximately three hours per week.

**Training needed/recommended**

It is advisable for you to attend Running Sports "Effective Communication", "Promoting and Marketing your Club" and "Managing Events"

**What tasks are involved?**

Tasks will include:

1. Produce the Club e-Newsletter.
2. Establish links with the local press to gain publicity for teams, players and events.
3. Ensure that the club is featured in locally produced sports magazines
4. Collate a journal of all club media coverage.
5. Attend committee meetings, where required /necessary.



**Role Descriptions for Club Volunteers**  
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Role & Responsibilities of the  
**FIXTURES SECRETARY**

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**Who will I be responsible to?**

The Club Committee through the Secretary

**What is my role?**

1. Coordinate and communicate fixtures for different teams
2. Schedule a friendly fixture list for all teams which reflects the ambitions of the club
3. Arrange and confirm fixtures with league(s)
4. Deal with match cancellations
5. Handle any fixture queries throughout the season
6. Confirm fixtures with opponents and umpires, two weeks before the game
7. Provide visiting teams with start times, directions to the ground etc
8. Report results to relevant leagues and the clubs Webmaster

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

Approximately 2-3 hours per week.

**Training needed/recommended**

It is advisable for you to attend Running Sports "Effective Communication"

**What tasks are involved?**

Tasks will include:

1. Coordinate and communicate fixture for the club
2. Planning and arranging of friendly fixtures
3. Confirm fixtures the relevant with leagues
4. Communicate cancelations and answer any queries throughout the season
5. Confirm fixtures with opponents and umpires, providing start times and directions etc
6. Inform webmaster of all results



## Role Descriptions for Club Volunteers *Gillingham Anchorians Hockey Club* 2017-18



### Role & Responsibilities of the **SOCIAL SECRETARY**

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#### **Who will I be responsible to?**

The Club Committee through the Secretary

#### **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.

#### **Training needed/recommended**

It is advisable for you to attend Running Sports "Effective Communication"

#### **What tasks are involved?**

Tasks will include:

1. Assisting in the organisation of annual Summer Mixed Tournament.
2. Assisting in the organisation of the annual Club Day.
3. Assisting with the organisation of a programme of Social Events – quiz nights, band nights, games nights etc.
4. Assisting with organising of Annual Dinner.
5. Booking venues and entertainment



**Role Descriptions for Club Volunteers**  
*Gillingham Anchorians Hockey Club*  
**2017-18**



Role & Responsibilities of the  
**FUNDRAISING SECRETARY**

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**Who will I be responsible to?**

The Club Committee through the Treasurer

**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.

**Training needed/recommended**

It is advisable for you to attend Running Sports 'Funding for your Club'.

**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 ensure that funds are properly accounted for and information is passed on to the Treasurer



**Role Descriptions for Club Volunteers**  
*Gillingham Anchorians Hockey Club*  
**2017-18**



Role & Responsibilities of the  
**UMPIRE COORDINATOR**

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**Who will I be responsible to?**

The Club Committee through the Volunteer Coordinator

**What is my role?**

1. Coordinate allocation of umpires to league (where appropriate) and friendly fixtures
2. Help club umpires and any potential umpires develop their skills and confidence.

**What else can you tell me about the role?**

1. Well-organised and resourceful
2. Approachable and good with people
3. Interested in umpiring, a qualification is desirable

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

Around 1 hour a week

**Training needed/recommended**

It is recommended that you attend an England Hockey Level 1 Umpiring Course

**What tasks are involved?**

1. Act as a point of contact for the England Hockey and the local Umpire Associations
2. Publicise and promote England Hockey referee courses and Continuous Professional Development (CPD) opportunities to club referees
3. Share important information with club Umpires about rule changes, clarifications, updates on game management techniques and discipline
4. Promote the values of the game



**Role Descriptions for Club Volunteers**  
*Gillingham Anchorians Hockey Club*  
**2017-18**



Role & Responsibilities of the  
**FACILITIES COORDINATOR**

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**Who will I be responsible to?**

The Club Committee through the Development Coordinator

**What is my role?**

1. Ensure all teams have enough pitch time and space for training
2. Ensure all teams have pitch time for home fixtures
3. Input into the facilities section of the club development plan regarding ground maintenance and development.

**What else can you tell me about the role?**

1. Familiar with England Hockey Facilities guidance
2. Knowledge of health and safety

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

Approximately 4 - 6 hours per month, although this may increase if the club begins to develop their facilities

**Training needed/recommended**

There is no specific training available but a background in facility development would be helpful

**What tasks are involved?**

1. Ensure everything on the grounds and training facilities is safe for players, spectators, staff and visitors
2. Ensure all teams have enough pitch time and space for training and home fixtures
3. Input into the facilities section of the club development plan regarding ground maintenance and development.



**Role Descriptions for Club Volunteers**  
*Gillingham Anchorians Hockey Club*  
**2017-18**



Role & Responsibilities of the  
**WEBMASTER**

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**Who will I be responsible to?**

The Club Committee through the Communications Coordinator

**What is my role?**

1. To update and improve the club's website by liaising with the necessary personnel from with the club

**What else can you tell me about the role?**

1. You will need IT skills and access to a computer
2. Be an effective communicator
3. Be creative

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

Approximately two hours a week

**Training needed/recommended**

Training in website design and IT would be helpful

**What tasks are involved?**

1. Update fixtures, results and match reports
2. Identify all appropriate club news and add to website
3. Be creative in identifying potential areas of improvements to website
4. Link to England Hockey website as appropriate.



**Volunteer Agreement Form**  
*Gillingham Anchorians Hockey Club*  
**2017-18**



Role & Responsibilities of the  
**Director of Junior Coaching**

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**Who will I be responsible to?**

The Club Committee through the Communications Coordinator

**What is my role?**

1. Take full responsibility for the club's junior coaching sessions at GAHC on Sundays from 10:00-12:00.
2. To prepare coaching sessions in advance.
3. To work with and include assistants in the preparation and running of each session.
4. To attend committee meetings and report on progress of the junior section.
5. To offer feedback on the organisation and degree of success of junior coaching and competitions.
6. To assist in selection of teams.
7. To travel to competitions with the junior teams.
8. To arrange for cover in advance of any sessions that cannot be attended.
9. To organise social events for juniors and parents.
10. To produce the junior section newsletter.

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

Two hours a week coaching plus a further approximately 2 hours preparing and reviewing sessions.

Three hours per month to attend committee meetings.

**Training needed/recommended**

Level 1 coaching qualification.

Level 2 coaching qualification to be undertaken.



**Volunteer Agreement Form**  
***Gillingham Anchorians Hockey Club***  
**2017-18**



Role & Responsibilities of the  
**Assistant Junior Head Coach(es)**

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**Who will I be responsible to?**

Junior Head Coach

**What is my role?**

1. To assist with the club's junior coaching sessions at GAHC on Sundays from 10:00-12:00.
2. To assist in the preparation of coaching sessions in advance.
3. To work with the junior head coach in the preparation and running of each session.
4. To offer feedback on the organisation and degree of success of junior coaching and competitions.
5. To travel to competitions with the junior teams.
6. To advise the Junior Head Coach in advance of any sessions that cannot be attended.

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

Two hours a week coaching plus a further approximately 2 hours preparing and reviewing sessions.

**Training needed/recommended**

Level 1 coaching qualification.



**Volunteer Agreement Form**  
***Gillingham Anchorians Hockey Club***  
**2017-18**



All volunteers, coaches, team managers, technical delegates and officials are required to work to high standards in line with England Hockey's and Gillingham Anchorians H.C.'s policies and recognised best practice.

Within your pack you will find a number of documents that you are required to have read thoroughly. Should you have any questions on any of the areas covered, please bring these to the attention of any club officer so that your query can be addressed.

Please complete the sections below and return to Richard Brewer (Volunteer Coordination team) as soon as possible.

**Name:**

I confirm that I have read and understood the following policies of EHB and Gillingham Anchorians H.C. and will ensure that I adhere to these codes and policies at all times.

The policies I confirm having received and read are:

- Safeguarding & Protecting Young People in Hockey Policy
- England Hockey 'Respect' Code of Ethics and Behaviour
- England Hockey Equality Policy
- England Hockey Good Practice when Working with Young People
- SafeD Recognising Poor Practice and Abuse
- SafeD Reporting Procedures
- Gillingham Anchorians HC Emergency Procedures

I also confirm that I am willing to undertake a Disclosure & Barring Service (DBS) check and know of no reason why I should not be fit and proper to fulfil my role within Gillingham Anchorians H.C.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_