

Mansfield Hockey Club – Committee Roles & Responsibilities:

President	Most senior ambassadorial Role – full oversight of the club at all levels and bestowing clubs core ethics and ethos across the club.
Vice President	Ambassadorial Role - oversight of the club at all levels and bestowing clubs core ethics and ethos across the club
Chairman	Lead the club, chair meetings and develop a direction for the clubs aims. Ensure all tasks are on target between meetings. Ensure correct governance of club is maintained. Managing events or actions that cause disrepute to the club. Point of contact for disciplinary action with the league and offending individual/s
Secretary	Minute taking during all meetings, point of contact with the league, governing bodies and third parties as required. Develop, maintain and issue club policies, forms and databases as required. Point of contact for disciplinary action with the league and offending individual/s. implementation and maintaining of club accreditations (e.g clubmark)
Treasurer	Manage and forecast club finances (incoming and outgoing). Production of end of year accounts for club acceptance. Approve spending and charge's proposals throughout season,
Fixtures Secretary	Arrange fixtures, preseason and summer league and ensure adequate teas arranged and provided for post-game hospitality. Arrangements of any rearranged / postponed fixtures via liaison from team captains.
Umpire Secretary	Arrange umpire appointments for all club games as required and advised by Team Captains. Dealing with any umpire issues or disputes as required ensuring continued participation of umpires and encouraging new umpires to be involved with the club at all levels
Head Coach	Plan, Coordinate and under weekly open club training sessions. Delegate required session plans to other coaches and helpers to ensure the level of training is delivered to the required standards and hold ultimate reasonability for the quality of these sessions and ensure safe operating practises are observed.
Team Captains	Ensure games are fulfilled with umpires arranged. Liaise with Performance & Participation Officer and Coaches to ensure player movements benefiting both club and player
Fundraising & Social Officers	Arrange social events throughout the year and including end of season awards evening. Organise fundraising activities & events and seek sponsorship opportunities.
Junior Affiliation Officer	Coach the juniors, liaise with performance about promoting men's training in the development pathway. Provide feedback to the club regarding the performance of the junior section.
Welfare Officer	Arrange DBS checks and ensure children safety & those in vulnerable position is maintained at all times in line with the clubs adopted safeguarding policies. Dealing with any breaches of the adopted club safeguarding policy.
COVID Officer	Ensuring club compliance with the latest COVID guidelines and regulations and this is suitably briefed across the committee / club at all levels. Point of contact for England Hockey / Other clubs on COVID related issues. Producing and issuing attendances registers to England Hockey for track and trace purposes.
Non-Executive Committee Members	Club member roles who have no direct responsibility but can assist when needed. They bring an impartial view to meetings and can openly speak on behalf of the committee
Strategic Sub-Committee	Develop, implement and measure the clubs yearly, three yearly, five yearly and ten yearly targets and objectives. This includes but not limited to club growth (members / teams and league levels), club ambitions, playing kit & facilities
Awards Sub-Committee	Hold yearly meeting to establish the recipients of the yearly club awards and due recipients of the long service and lifetime achievement club awards.