

INVERLEITH HOCKEY CLUB (IHC)  
ROLES AND RESPONSIBILITIES FOR COMMITTEE MEMBERS

Version 7.0, 10<sup>th</sup> June 2011

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## 1. Introduction

This document outlines the new Club governance / administrative structure to be adopted by Inverleith Hockey Club (IHC) for the 2011 – 2012 season and details the roles and responsibilities for each of the Office Bearers.

The aim of the structure, illustrated in Figure 1, is to create a small and efficient Executive Committee that oversees a wider Club Committee. This approach has the advantage of sharing the responsibility for running the club over a larger number of Club members. However, it also introduces a larger number of interfaces. These interfaces are clarified in the description of the roles and responsibilities.

In any organisation it is healthy to have a turnaround of staff to introduce new ideas and approaches. Therefore, in the majority of positions, it is assumed that:

- The outgoing Officer Bearer will work with the new Officer Bearer for a 2 month overlap period;
- The Officer Bearer should be in post for a 2 year period;

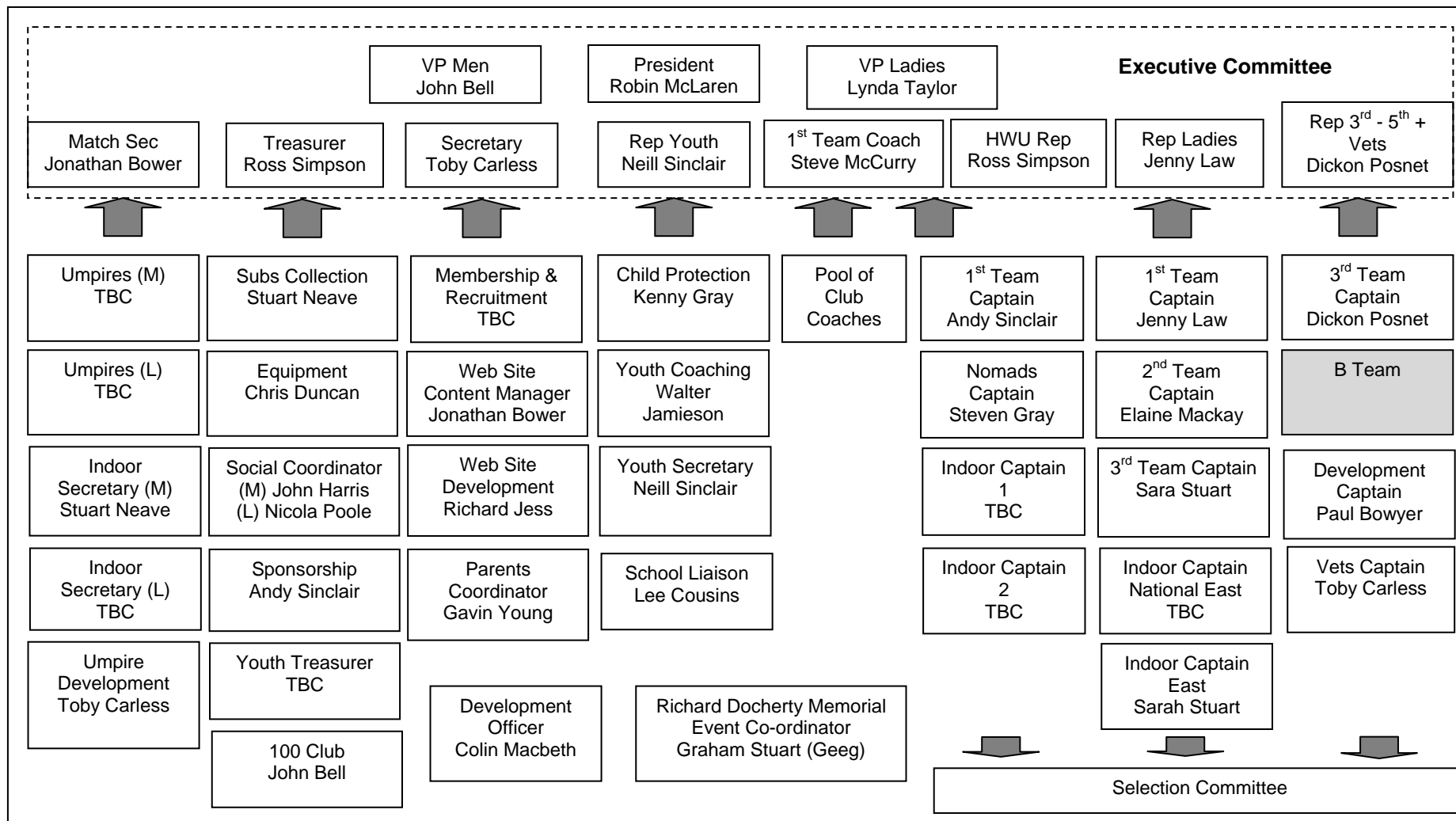
- The outgoing Officer Bearer will be responsible for identifying a successor.

It is inevitable that there will be changes to this structure over the years as we learn to manage the Club in this new way. However, it is important that you communicate issues to me early; we learn from them and introduce remedies quickly.

I look forward to working with you all over the next season

Robin McLaren, President, IHC

IHC Office Bearers Season 2011 - 2012



## **2. IHC Executive Committee**

### **2.1 President**

- a) The President will be the Chairperson of the IHC Executive Committee.
- b) The President will provide strategic and motivational leadership of the Club, including:
  - To lead the Club in all aspects and make decisions along with the Executive Committee regarding developments that affect the Club;
  - To ensure that the Club is financially viable and governed according to statutes at all times;
  - To act as a figurehead for the Club supporting all aspects of club life;
  - To provide a coaching, training and playing environment that allows all levels of IHC players to increase their enjoyment of the sport and to play at the highest possible level;
  - To provide a fun, but informative environment for youth to participate in hockey.
  - To liaise with the SHU over strategic issues.
- c) The President will be directly supported by the Vice-Presidents and the rest of the IHC Executive Committee.

### **2.2 Vice-Presidents (Men & Ladies)**

- a) The Vice-Presidents will be members of the IHC Executive Committee.
- b) The Vice-Presidents will directly support the President in the leadership of the Club, including:
  - Chair Executive Committee meetings and represent the Club at hockey events in the absence of the President;
  - The Vice-President men will oversee the administrative aspects of the club (Match Secretary, Treasurer and Secretary activities) and report progress and issues to the President on a regular basis;
  - The Vice-President ladies will oversee the coaching and playing aspects of the club and report progress and issues to the President on a regular basis;
- c) The Vice-Presidents will be directly supported by the President and the rest of the IHC Executive Committee.

### **2.3 Treasurer**

- a) The Treasurer will be a member of the IHC Executive Committee.
- b) The Treasurer will be responsible for all financial matters of the Club including:
  - Logging & banking all subscriptions / match fees;
  - Payment of all costs associated with running the Club, e.g. pitch hires and affiliation fees to SHU & East District;
  - Authorisation and payment of all approved costs, e.g. equipment, website;
  - Budget preparation before each Committee meeting;

- Provision of annual accounts to the auditor;
  - Preparation of forecast budget for next season prior to AGM;
- c) The Treasurer will have the following support:
- Strategic support on financial issues [President];
  - Effective collection of subscriptions from all members [Subs Collection];
  - Maintenance of club member database [Secretary];
  - Equipment ordering and payment collection [Equipment];
  - Collection of subscriptions from the Junior Section [Junior Treasurer];
  - Fund raising activities [Within each team there should be one person who is a member of the fund raising committee. They will work with other Club members on the fund raising projects throughout the season];
  - Pursuing sponsorship opportunities [Sponsorship];
  - Managing and growing the 100 Club [100 Club].
- d) The previous Treasurer will work with the new Treasurer for a 2 month overlap period and will provide Excel spreadsheet tools.

#### 2.4 Secretary

- a) The Secretary will be a member of the IHC Executive Committee:
- b) The Secretary will be responsible for all external communications and governance of the Club including:
- Co-ordination and communication with the Scottish Hockey Union, East District Hockey, sportscotland and other external stakeholder;
  - Ensure participation of IHC in all key Scottish Hockey Union and East District Hockey meetings;
  - Communicate all key legal, financial and sport participation changes intimated by the Scottish Hockey Union, East District Hockey, sportscotland and other external stakeholders that will impact the running of IHC;
  - Ensure that the Club complies with current legislation, including the Data Protection Act;
  - Keep an effective, up-to-date register of all Club members and their contact details;
  - Register all active players with the Scottish Hockey Union and ensure that all active players are covered by adequate insurance. Payment of registration fees is made in two stages each year;
  - Ensure that the Club has a strong membership through active recruitment of members;
  - Ensure that IHC is correctly governed according to the club's constitution;
  - Ensure that the Club runs an Annual General Meeting within the regulations laid out by the Club's constitution;
  - Promote the profile of the Club through regular press releases;
  - Ensure that Club's internal communication with members is effective through an informative and up-to-date website;
  - Manage enhancements to the Club's website;
  - Ensure that all IHC members are aware of the appropriate forms on the web for reporting, e.g. match results, match incidents;
  - Collate the team scores each week and report them to the appropriate bodies.

- c) The Secretary will have the following support:
- Strategic support on governance issues [President];
  - Collation of all current Club members through information provided by the team captains and the Youth Section secretary [tba];
  - Management of the Club's website content [Website Content Manager];
  - Management of developments to the Club's website [tba];
  - Payment of registration fees [Treasurer].
- d) The previous Secretary will work with the new Secretary for a 2 month overlap period and will provide softcopies of all databases.

## 2.5 Match Secretary

- a) The Match Secretary will be a member of the IHC Executive Committee:
- b) The Match Secretary will be responsible for co-ordinating all fixtures, umpires and associated pitch bookings for the Club including:
- Liaising with the SHU, the IHC team captains and the opposition Match Secretaries regarding fixtures for the season;
  - Liaising with the IHC team captains and the IHC Treasurer over pitch / facility requirements for training;
  - Booking all outdoor and indoor pitches for the season;
  - Maintain contact with all IHC Team Captains to ensure that they are aware of any developments related to fixtures;
  - Ensure that the Umpire co-ordinators (male and female) are providing effective Umpire support for the fixtures;
  - Ensure that the Indoor Match Secretaries (male and female) are liaising with the SHU, the IHC team captains and the opposition Match Secretaries regarding indoor fixtures for the season;
  - Co-ordinate with the IHC Umpire Development Officer to ensure that the Club has an adequate umpiring resource and that their umpiring skills are being continually developed;
  - Support the Club Treasurer in preparing a forecast budget for the next season prior to AGM;
- c) The Match Secretary will have the following support:
- Strategic support on fixtures [President];
  - Co-ordination of umpires for fixtures [ Umpires Mens], [Umpires Ladies]
  - Indoor men's [Indoor Secretary Men];
  - Indoor ladies [Indoor Secretary Ladies];
  - Development of Umpires [Umpire Development];
  - Liaison with SHU and East District [Secretary].
- d) The previous Match Secretary will work with the new Match Secretary for a 2 month overlap period and will provide Excel spreadsheet tools.

## 2.6 Youth Section Co-ordinator

- a) The Youth Section Co-ordinator will be a member of the IHC Executive Committee:
- b) The Youth Section Co-ordinator will be responsible for overseeing and managing all activities associated with the Club's youth section (males and females 8 – 18 age group) including:
- Providing a fun, but informative environment for youth to participate in hockey;
  - Encourage youth to join the Club's youth section through liaison with local schools;
  - Liaise closely with the Club's Child Protection Officer to agree, implement and monitor a Child Protection policy for the Club;
  - Ensure that all the Club's officials involved with youth are formally trained and qualified to work with youth and provide a safe environment for play;
  - Liaise with the 1<sup>st</sup> Team Mens Coach to develop coaches for the youth section and encourage them to take formal coaching courses;
  - Co-ordinate regular training, competition and summer camp events for the youth section;
  - Involve the parents of the youth members to be actively involved in supporting the Club;
  - Ensure that all youth members are formally registered with the Club, have paid their subs and that all the corresponding paper work has been completed by parents;
  - Support the Club Treasurer in preparing a forecast Youth Section budget for the next season prior to the AGM.
- c) The Youth Section Co-ordinator will have the following support:
- Strategic support on the Club's youth policy [President];
  - Advise on Child Protection, [Child Protection Officer]
  - Co-ordination and development of youth section coaching [Youth Coaching];
  - Co-ordination of youth section fixtures and bookings [Youth Secretary];
  - Management of all Youth Section finances [Youth Treasurer];
  - Liaison with SHU and East District [Secretary].

## 2.7 1st Team Mens Coach

- a) The Mens 1<sup>st</sup> Team Coach will be a member of the IHC Executive Committee:
- b) The Mens 1<sup>st</sup> Team Coach will be responsible for managing all activities of the Mens 1<sup>st</sup> Team on and off the pitch and overseeing all coaching development activities across the Club, including:
- Provide a coaching, training and player development regime that allows IHC players to increase their enjoyment of the sport and to play at the highest level;
  - Advise the Club on the resources and facilities required for the 1<sup>st</sup> Team to perform and play at the highest level;
  - Implement a programme to develop coaching skills across the Club and generate a more consistent approach to coaching;
  - Represent the interests of the Mens Nomad team on the IHC Executive Committee;

- Ensure that all members have the opportunity to play for the Mens 1<sup>st</sup> Team, where appropriate;
  - Liaise with the Mens 1<sup>st</sup> Team manager and captain to select a squad for all matches;
  - Manage the team from the sideline during matches;
  - Ensure that the Mens 1<sup>st</sup> Team discipline is of the highest order in keeping with the Club's tradition of fair play;
  - Co-ordinate regular training, competition and tour events;
  - Encourage Club supporters to attend matches.
- c) The Mens 1<sup>st</sup> Team Coach will have the following support:
- Strategic and resource support [President];
  - Team Manager;
  - Match Secretary;
  - Liaison with SHU and East District [Secretary].

## 2.8 Mens & Ladies Teams Representatives

- a) The teams have the following representatives on the IHC Executive Committee:
- 1<sup>st</sup> Team Mens Coach: 1<sup>st</sup> and Nomads Mens teams;
  - 1<sup>st</sup> Team Ladies Captain: All ladies teams;
  - 3<sup>rd</sup> Mens Captain: 3<sup>rd</sup>, Development and Vets teams.
- b) The Mens & Ladies Teams Representatives will be responsible for ensuring that the views and needs of the teams and players are represented on the Executive Committee, including:
- Pool of players and selection policy;
  - Coaching and training needs;
  - Umpiring issues;
  - Discipline issues;
  - Fixture scheduling issues.
- c) Individual Team Captains are welcome to attend Executive Committee meetings whenever required.
- d) The Mens & Ladies Teams Representatives will have the following support of the whole Executive Committee.

## 2.9 Heriot Watt University (HWU) Representative

- a) The HWU representative will be a member of the IHC Executive Committee:
- b) The HWU representative will be responsible for managing the IHC / HWU Partnership from the HWU strategic perspective, including:
- Co-ordinate with the HWU sports and hockey governing bodies to ensure that the effectiveness of the IHC / HWU Partnership is being met;



- Liaise with HWU members playing with IHC teams to ensure that expectations on their IHC coaching and playing experiences are being met;
  - Proactively suggest improvements to the IHC / HWU Partnership to strengthen the relationship;
  - Attend the IHC committee meetings to represent HWU;
  - Attend the bi-annual partnership review meetings in December and June;
  - Continue to market the IHC / HWU Partnership within HWU to attract more players into the partnership coaching and playing arrangements;
  - Support the Club Treasurer in identifying ways of reducing the annual IHC subscriptions through fund raising.
- c) The HWU representative will have the following support:
- Strategic support on the partnership [President / Vice-Presidents];
  - Support of HWU players [Team coaches and Captains];
  - HWU financial contributions [Treasure].

### 3. Wider IHC Committee

#### 3.1 Team Captains

- a) The Team Captains will be members of the IHC Committee and report to the IHC Executive Committee through the Team Representatives.
- b) The Team Captains will be responsible for the following aspects of their teams on and off the field of play:

##### **Off-Field Activities - Planning:**

- To liaise with other Team Captains prior to the start of the season to agree a pool of players for their team;
- To contact their players prior to the start of the season and to co-ordinate pre-season training and team building;
- To appoint a Vice-Captain;
- To provide the Club Secretary with completed registration forms for all their players;
- To ensure that their players have either paid their subscriptions by the 30<sup>th</sup> September or have completed a Direct Debit form;
- To co-ordinate with the Match Secretary over pitch requirements for training;
- To encourage team members to qualify as Umpires;
- To involve the team in fund raising activities.

##### **Off-Field Activities – Match Support:**

- To liaise with other Team Captains each week to agree their players for the weekend match, to inform players of their selection by e-mail and to post the team on the Club's website;
- To liaise with Umpire Co-ordinator (Men / Ladies) each week to allocate an Umpire for the weekend match;
- To liaise with the Match Secretary each week to determine time and venue of the weekend match;
- To encourage players to attend regular training sessions;
- To encourage socialising with other Club members and with the opposition after the match.

##### **On-Field Activities**

- To provide leadership on the field and to optimally use the playing resources;
- To ensure a high level of team discipline at all times;
- To encourage all players to improve their hockey and to enjoy their playing experience;
- To complete match reports at the end of the match.

- c) The Team Captains will have the support of the IHC Committee, including:
  - Subs Collection;
  - Match Secretary;
  - Equipment;
  - 1<sup>st</sup> Team Coach;
  - Umpire Coordination.
- d) It is expected that the Team Captains will be appointed annually.

### 3.2 Child Protection Officer

- a) The Child Protection Officer will be a member of the IHC Committee and report to the IHC Executive Committee through the Representative of the Youth Section.
- b) The Child Protection Officer will be responsible for the safety and well being of the youth section of the club, including:
  - To keep up-to-date with Child Protection legislation and to advise the Club on how to implement a practical and effective Child Protection policy;
  - To communicate the Club's Child Protection policy to all members of the Club involved with members of the Youth Section;
  - To ensure that all members of the Club involved with members of the Youth Section have been trained / vetted and are qualified for this role;
  - To continually monitor the effectiveness of implementing the Club's Child Protection policy;
  - To manage any complaints arising from Child Protection issues within the Club and to ensure that they are escalated in a process under the Child Protection legislation and best practice.
  - To continually review and improve the Club's Child Protection policy and implementation.
- c) The Child Protection Officer will have the support of the IHC Committee:
- d) It is expected that the Child Protection Officer should have experience in this area.

### 3.3 Youth Head Coach

- a) The Youth Head Coach will be a member of the IHC Committee and report to the IHC Executive Committee through the Representative of the Youth Section.
- b) The Youth Head Coach will be responsible for all coaching aspects of the youth section of the club, including:
  - To co-ordinate a pool of Youth Coaches to provide a fun, but informative environment for youth to participate in hockey;
  - To liaise closely with the Club's Child Protection Officer to ensure that all Youth Coaches are aware of and adhere to the Club's Child Protection policy;
  - Ensure that all the Club's officials involved with youth are formally trained and qualified to work with youth and provide a safe environment for play;
  - Liaise with the 1<sup>st</sup> Team Mens Coach to develop coaches for the youth section and encourage them to take formal coaching courses;
- c) The Youth Head Coach will have the support of the IHC Committee, including:
  - Youth Representative on the Executive Committee;
  - Equipment;
  - 1<sup>st</sup> Team Coach;
  - Youth Secretary;

- Child Protection Officer.
- d) It is expected that the Youth Head Coach will be a 2 year rolling appointed within the Youth Coaching pool.

### 3.4 Youth Secretary

- a) The Youth Secretary will be a member of the IHC Committee and report to the IHC Executive Committee through the Youth Representative.
- b) The Youth Secretary will be responsible for all communications associated with the Youth Section including:
- To plan and implement a programme of events for the Youth Section, including Sunday training sessions and competition events;
  - To liaise with the Youth Section Treasurer and to obtain approval from the IHC Executive Committee for all budgetary plans and commitments for the Club's Youth Section;
  - Keep an effective, up-to-date register of all Club Youth Section members, their contact details and completed parental permission forms;
  - To liaise with the Club's Match Secretary to ensure that all pitch bookings are in place for the Youth Section;
  - To liaise with the pool of Club coaches to ensure that adequate coaching resources are available for events;
  - To provide the Club's website content manager with up-to-date information on the Youth Section;
  - Co-ordination and communication with the Scottish Hockey Union, East District Hockey, sportscotland and other external stakeholder over youth hockey;
  - Ensure participation of IHC in all key Scottish Hockey Union and East District Hockey youth hockey meetings.
- c) The Youth Secretary will have the following support:
- Youth Head Coach;
  - Youth Treasurer;
  - Website Content Manager;
  - Youth Representative on the Executive Committee;
  - Equipment;
  - Match Secretary;
  - Child Protection Officer.
- d) The previous Youth Secretary will work with the new Secretary for a 2 month overlap period and will provide softcopies of all databases.

### 3.5 Youth Treasurer

- a) The Youth Treasurer will be a member of the IHC Committee and report to the IHC Executive Committee through the Club Treasurer.
- b) The Youth Treasurer will be responsible for budgeting and managing all financial transactions associated with the Youth Section, including:

- To liaise with the Youth Section Representative and Club Treasurer and to obtain approval from the IHC Executive Committee for all budgetary plans and commitments for the Club's Youth Section;
  - To collect subs from members of the Youth Section for each of the terms and provide this revenue to the Club Treasurer.
  - To provide the Club Treasurer with a monthly account of the Youth Section finances.
- c) The Youth Treasurer will have the following support:
- Club Treasurer;
  - Youth Representative on the Executive Committee.
- d) The previous Youth Secretary will work with the new Secretary for a 2 month overlap period and will provide softcopies of all databases / spreadsheets.

### 3.6 Schools Liaison Officer

- a) The Schools Liaison Officer will be a member of the IHC Committee and report to the IHC Executive Committee through the Youth Representative.
- b) The Schools Liaison Officer will be responsible for promoting the opportunity of playing hockey with IHC Youth Section to schools throughout the region, including:
- To liaise with the Club's Youth Representative and Membership & Recruitment Officer to plan and implement a communication plan to attract new members to the Club's Youth Section;
  - To co-ordinate and communicate with the Scottish Hockey Union, East District Hockey, sportscotland and other external stakeholders over encouraging participation in youth hockey;
  - To provide the Club's website content manager with up-to-date information on marketing the Club's Youth Section.
- c) The Schools Liaison Officer will have the following support:
- Membership & Recruitment Officer;
  - Youth Head Coach;
  - Youth Treasurer;
  - Management of the Club's website content;
  - Youth Representative on the Executive Committee;
- d) The previous Schools Liaison Officer will work with the new Schools Liaison Officer for a 2 month overlap period and will provide all previously used marketing materials.

### 3.7 Membership & Recruitment Officer

- a) The Membership & Recruitment Officer will be a member of the IHC Committee and report to the IHC Executive Committee through the Club Secretary.

- b) The Membership & Recruitment Officer will be responsible for promoting the opportunity of playing hockey with IHC throughout the region, to retain current members and to gain new members, including:
- To liaise with the Club's Secretary and Schools Liaison Officer to plan and implement a communication plan to attract new members to the Club;
  - To ensure that the Club has a membership that is gender and age balanced;
  - To co-ordinate and communicate with the Scottish Hockey Union, East District Hockey, sportscotland and other external stakeholders over encouraging participation in hockey;
  - To encourage the continued involvement of retired IHC players in the Club;
  - To provide the Club's website content manager with up-to-date information on marketing Club membership.
- c) The Membership & Recruitment Officer will have the following support:
- Secretary;
  - Schools Liaison Officer;
  - Website Content Management;
  - Youth Representative on the Executive Committee.
- d) The previous Membership & Recruitment Officer will work with the new Membership & Recruitment Officer for a 2 month overlap period and will provide all previously used marketing materials.

### 3.8 Website Content Manager

- a) The Website Content Manager will be a member of the IHC Committee and report to the IHC Executive Committee through the Club Secretary.
- b) The Website Content Manager will be responsible for managing the content of the Club's website, including:
- To define a website information plan that defines what information should be posted on the website and who should be authorised to post information on the Club's website;
  - To authorise specific Club members to post types of information on the Club's website, e.g. Youth Section events, scores;
  - To monitor the content of the Clubs website to ensure that it is current and a consistent quality;
  - To include links to related websites, e.g. SHU, sports equipment suppliers;
  - To propose enhancements to the Club's website.
- c) The Website Content Manager will have the following support:
- Secretary;
  - Website Development Manager;
  - Membership & Recruitment Officer.

### 3.9 Website Development Manager

- a) The Website Development Manager will be a member of the IHC Committee and report to the IHC Executive Committee through the Club Secretary.

- b) The Website Development Manager will be responsible for ensuring that the Club's website is fully operational and managing enhancements to the Club's website, including:
- To manage the contracts for the hosting of the Club's website;
  - To monitor the operation of the Club's website to ensure it is secure and operational 24/7;
  - To liaise with the Website Content Manager to ensure that the Club's website is meeting the requirements;
  - To determine requirements and cost estimates for enhancements to the Club's website;
  - Following authorisation from the IHC Executive Committee to enhance the Club's website functionality, to either directly enhance the Club's website or procure and manage services to enhance the Club's website.
  - To include links to related websites, e.g. SHU, sports equipment suppliers;
  - To propose and manage enhancements to the Club's website.
- c) The Website Development Manager will require specialist skills in website development tools and have the following support:
- Secretary;
  - Website Content Manager;
  - Membership & Recruitment Officer].

### 3.10 Subscriptions (Subs) Collection

- a) The Subs Collection Officer will be a member of the IHC Committee and report to the IHC Executive Committee through the Club Treasurer.
- b) The Subs Collection Officer will be responsible for co-ordinating the collection of the annual subscriptions from Club members prior to the deadline of 31<sup>st</sup> October each year, including:
- To agree the forms of payment with the Club Treasurer;
  - To agree the types of Club members and associated discounts with the Club Treasurer;
  - To agree the Club membership list for the season with the Club Secretary;
  - To ensure that all Club members are aware of their responsibility and timeframe to pay subs;
  - To act as the single collection point for all payment of subs;
  - To support the Team Captains in ensuring payment of subs by their team members;
  - To chase Club members who have not paid their subs within the agreed timeframe;
  - To notify the Executive Committee of any members who have defaulted on their subs payment (this may lead to the player not being able to play for IHC Club – or any other Club – until the subs have been paid).
  - To provide the Club Treasurer with monthly updates on the status of subs payment.
- c) The Subs Collection Officer will have the following support:

- Treasurer;
- Secretary;
- Membership & Recruitment Officer;
- Website Content Manager.

### 3.11 Equipment

- a) The Equipment Officer will be a member of the IHC Committee and report to the IHC Executive Committee through the Club Treasurer.
- b) The Equipment Officer will be responsible for ordering and distributing equipment to Club members, including:
  - To liaise with the Club Treasurer and 1<sup>st</sup> Team Coach and to agree the type and costs of equipment to be used for the coming season. This may depend upon the current Club strip sponsorship;
  - To produce equipment order forms and post these on the Club's website;
  - To collect equipment orders and money from Club members through designated members from each team;
  - To obtain authorisation from the Club Treasurer for the purchase of the equipment;
  - To distribute the ordered equipment to Club members;
  - To provide the Club Treasurer with monthly updates on the status of equipment orders;
  - To provide guidance to the IHC Executive Committee on contracts with equipment suppliers.
- c) The Equipment Officer will have the following support:
  - Treasurer;
  - 1<sup>st</sup> Team Coach;
  - Website Content Manager.

### 3.12 Fund Raising Co-ordinators

- a) The Fund Raising Co-ordinators (Men and Ladies) will be members of the IHC Committee and report to the IHC Executive Committee through the Club Treasurer.
- b) The Fund Raising Co-ordinators will be responsible for managing the raising of funds to supplement any shortfall in revenues from subscriptions, including:
  - To liaise with the Club Treasurer to agree a target level for fund raising for the coming season. This will vary from year to year;
  - To work with the Team Captains to produce a fund raising plan and obtain commitments from each of the teams to support a fund raising event;
  - To obtain authorisation for the fund raising plan from the IHC Executive Committee;
  - To support each of the teams plan, advertise and implement their fund raising events;
  - To collect the funds raised at each of the events and submit them to the Club Treasurer;



- To provide the Club Treasurer with monthly updates on the status of fund raising;
  - To organise the annual, end of season Club dinner (normally held in conjunction with the AGM.)
- c) The Fund Raising Co-ordinators will have the following support:
- Treasurer;
  - All Team Captains;
  - Website Content Manager.

### 3.13 Sponsorship Management

- a) The Sponsorship Manager will be a member of the IHC Committee and report to the IHC Executive Committee through the Club Treasurer.
- b) The Sponsorship Manager will be responsible for identifying and obtaining sources of sponsorship (financial / equipment) for the Club, including:
- To liaise with the IHC Executive Committee to determine how the Club could become more attractive to sponsors;
  - To identify potential sources of sponsorship in the market;
  - To liaise with the IHC Executive Committee to ensure that any potential sources of sponsorship meet the SHU rules and do not conflict with any existing forms of sponsorship with the Club;
  - To negotiate with the sponsor and agree terms for sponsorship.
- c) The Sponsorship Manager will have the following support:
- Treasurer;
  - All members of the IHC Executive Committee;
  - Website Content Manager.

### 3.14 100 Club Co-ordinator

- a) The 100 Club Co-ordinator will be a member of the IHC Committee and report to the IHC Executive Committee through the Club Treasurer.
- b) The 100 Club Co-ordinator will be responsible for managing the 100 Club, including:
- To market the 100 Club and to encourage wider membership across IHC;
  - To conduct the monthly draws, to publicise the results and to distribute the prizes;
  - To provide the Club Treasurer with a monthly statement of the 100 Club finances.
- c) The 100 Club Co-ordinator will have the following support:
- Treasurer;
  - Website Content Manager.

### 3.15 Umpire Co-ordinators

- a) The Umpire Co-ordinators (Men and Ladies) will be members of the IHC Committee and report to the IHC Executive Committee through the Match Secretary.
- b) The Umpire Co-ordinators will be responsible for managing the Umpiring resource within Club, including:
  - To liaise with the Match Secretary and to agree on the number and level of Umpires required to support the Club's activities.
  - To liaise with the Team Captains to identify volunteers to obtain their Umpiring qualifications;
  - To support Club members in obtaining their Umpiring qualifications;
  - To co-ordinate with the Umpire Development Officer over the on-going development of Umpires;
  - To co-ordinate the provision of Umpires to matches through the Team Captains.
- c) The Umpire Co-ordinators will have the following support:
  - Match Secretary;
  - All Team Captains;
  - Umpire Development Officer.

### 3.16 Umpire Development Officer

- a) The Umpire Development Officer will be a member of the IHC Committee and report to the IHC Executive Committee through the Match Secretary.
- b) The Umpire Development Officer will be responsible for mentoring the Umpiring resource within Club, including:
  - To update the Umpires on any new rules;
  - To mentor new Umpires through their qualification process;
  - To regularly monitor the performance of Umpires and develop their skills;
  - To be the focal point with the SHU over all Umpiring activities and issues.
- c) The Umpire Development Officer will have the following support:
  - Match Secretary;
  - The Umpire Co-ordinators [Men & Ladies];
  - Pool of IHC Umpires.

### 3.17 Indoor Match Secretaries

- a) The Indoor Match Secretaries [Men & Ladies] will be members of the IHC Committee:

- b) The Indoor Match Secretaries will be responsible for co-ordinating all indoor fixtures, umpires and associated hall bookings for the Club including:
- Liaising with the SHU, the IHC indoor team captains and the opposition Indoor Match Secretaries regarding fixtures for the season;
  - Liaising with the IHC indoor team captains and the IHC Treasurer over hall / facility requirements for training and booking all indoor pitches for the season;
  - Maintain contact with all IHC Indoor Team Captains to ensure that they are aware of any developments related to fixtures;
  - Ensure that the Umpire co-ordinators (male and female) are providing effective Umpire support for the fixtures;
  - Support the Club Treasurer in preparing a forecast budget for the next season prior to AGM;
- c) The Indoor Match Secretaries will have the following support:
- Match Secretary;
  - Co-ordination of umpires for fixtures – Mens and Ladies
  - Secretary [Liaison with SHU and East District].

### 3.18 Development Officer

- a) The Development Officer will be a member of the IHC Committee and report to the IHC Executive Committee through the President.
- b) The Development Officer will be responsible for overseeing and implementing plans for the long term financial stability and sustainability of the club, including:
- Run and coordinate a development sub-committee with the specific objective of ensuring that the club remains viable in the future, and capitalises on opportunities with a view to establishing a permanent base in Edinburgh.
  - Liaise with the president and vice-president of the club and will provide regular updates to the committee on progress as it arises.
- c) The Umpire Development Officer will have support from any resource within the club.

### 3.19 Richard Docherty Memorial Event Co-ordinator

- a) The Richard Docherty Memorial Event Co-ordinator will be a member of the IHC Committee and report to the IHC Executive Committee through the Mens Vice-President.
- b) Richard Docherty Memorial Event Co-ordinator will be responsible for planning, co-ordinating and implementing the annual Richard Docherty Memorial Event.
- c) The Richard Docherty Memorial Event Co-ordinator will have support from any resource within the club.