



# Whitley Bay Ice Hockey Club

## Junior Development

### Management Committee Role Descriptions

#### **CHAIR**

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##### **Responsible to**

Parents and the Club Committee

##### **Main roles**

1. Chair the Committee meetings, AGM and parent presentations
2. Assist the Club Secretary to produce meeting agendas
3. Lead the committee in making decisions for the benefit of the Club, including disciplinary matters and dispute resolution
4. Represent an unbiased viewpoint to facilitate free discussion
5. To have the casting vote on any unresolved Club issues
6. Direct the general affairs and direction of the Club
7. Represent the Club at EIHA and other external meetings
8. Ongoing liaison with rink management, Head Coach and other interested parties
9. Assist with fundraising and funding initiatives
10. Produce periodic newsletters and web updates

#### **VICE CHAIR**

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##### **Responsible to**

Parents and the Club Committee

##### **Main roles**

1. Support the Chair and Committee with all the above tasks
2. Deputise for the Chair in his / her absence

## **SECRETARY**

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### **Responsible to**

The Club Committee

### **Main roles**

1. To be the 'principal administrator' and immediate 'go to' person for the Club, dealing with all internal and external correspondence
2. To prepare Committee meeting Agendas and other presentation material
3. Keep the Minutes of all Club Committee meetings and distribute copies
4. To carry out or delegate all of the administrative duties to enable the Club to function effectively
5. To work with the Treasurer to ensure that all affiliation and registration documents are accurate and valid
6. To deal with membership enquiries in conjunction with the Head Coach
7. To handle League disciplinary issues
8. To manage tournament entries and related administration
9. To plan League fixtures and all ice time requirements
10. Ongoing liaison with Coaching staff and Team Managers

## **TREASURER / REGISTRATION SECRETARY**

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### **Responsible to**

The Club Committee

### **Main roles**

1. To look after the finances of the Club, including bank and cash flow management
2. Keep detailed written records of all financial transactions
3. Ensuring that the Club operates within budget
4. Hold the bank account in the name of the Club and act as primary signatory
5. Ensuring that all cash and cheques are promptly deposited in the bank and that funds are spent properly
6. Monthly subs reconciliation and reporting to the Committee on the Club's financial position
7. Preparing and arranging for year end statement of accounts to be Audited
8. Assist the Committee with preparation of an annual budget
9. Ongoing liaison with EIHA and others in respect of player registrations and related insurance issues
10. Arranging bus travel to designated League fixtures

## **CHILD PROTECTION OFFICER**

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

Parents and the Club Committee

### **Main roles**

1. Assist the Club to fulfil its responsibilities to safeguard children and young people
2. Assist the Club to uphold it's Child Protection and Diversity policies
3. To be the first point of contact for volunteers, parents and children/young people where concerns about children's welfare, poor practice, bullying or child abuse are identified
4. Be the first point of contact with the EIHA Child Protection Officer
5. Implement the EIHA or other governing body's reporting and recording procedures
6. Maintain contact details for local social services, police and the Area Child Protection Committee
7. Promote EIHA's best practice guidance/code of ethics & behaviour within the club and anti-discriminatory practice
8. Co-ordinate CRB requirements and compliance for volunteer Coaches, Managers and other Club officials
9. Support and advise the Club on disciplinary issues
10. Ongoing liaison with the Committee, volunteer Coaching staff and Team Managers, ensuring confidentiality is maintained

## **PARENT REPRESENTATIVES**

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### **Responsible to**

Respective team parents and the Club Committee

### **Main role**

1. To act as the 'eyes and ears' of the Committee at team level
2. To help identify and manage relevant parent issues or concerns
3. To communicate and explain Committee decisions / Club policy to parents
4. To assist with club fund-raising and funding initiatives

## **HEAD COACH**

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### **Responsible to**

Parents, the Club Chair and Committee

### **Main role**

1. Establishing and ensuring compliance with a Club Development Policy
2. Running a Learn to Play programme for beginners
3. Development and delivery of an effective multi year Coaching Programme covering all age groups
4. Design and implementation of individual team plans, to include structured development between age groups and regular player evaluation
5. Recruitment and ongoing development of volunteer Coaches and assistants
6. Provision of practical help and support to Coaches
7. Deputising, or arranging cover, for team Coaches in the event of absence
8. Ongoing liaison with parents, rink management and the Club's Management Committee in relation to all Club issues
9. Attendance at monthly Committee meetings
10. Periodic progress reports to parents and other interested parties
11. Helping to resolve conflict in areas such as team selection and bench management
12. Supporting the Club's Disciplinary Policy
13. Promoting the Club and ice hockey generally
14. Representing Club interests at EIHA and other external meetings