

# CLUB ROLES AND DEFINITIONS

## Chairperson

The chairperson will normally be elected either from the entire organisation's membership, or from those who sit on the executive or management committee. The chairperson not only chairs the meetings, but also acts as principal officer throughout the year, making decisions in consultation with other committee members.

Qualities and characteristics of a good chairperson:

- Well-informed about activities of the club / organisation and its financial position
- Able to represent the organisation at local, regional, and national levels
- Able to delegate, lead and motivate club volunteers towards club goals and objectives
- Able to chair committee meetings and manage the general meetings, allowing all views to be presented
- Well-informed about the agenda of the meeting and the items to be covered
- Well prepared for the meetings
- Able to ensure the agenda of the meeting is followed, all business is completed, and all decisions are properly understood and recorded
- Able to keep debate focused, avoiding any deviations
- Uphold Club Constitution and National Governing Body regulations
- Diplomatic and helpful, and able to get the best out of the other committee members
- Able to maintain the harmony of the group, even when there is disagreement about the proposed course of action

## Treasurer

The club treasurer is responsible for the managing the flow of money into the club and for allocating and recording how that money is spent to run the club. The treasurer also works in conjunction with the chairperson in planning the development of the club e.g., creating annual budgets.

The treasurer takes responsibility for the following:

- Creating and maintaining the club's annual budget
- Working with other club officers to generate and collect funds
- Ensuring accurate and up to date records of all club income and expenditure
- Payment to third parties
- Prepare and issue invoices
- Manages club bank account
- Issue overdue payment reminders
- Seek approval for club committee for major expenditure
- Preparing financial statements ahead of the Annual General Meeting
- Reporting on the club's financial performance at the club AGM (Annual General Meeting)

## Secretary

The primary role of the club secretary in an amateur sports club is to provide administrative support to the role of chairperson.

- Organising meetings:
- Plan club meetings with the chairperson and agree an agenda with all club officers
- Circulate details of meetings (time, location, agenda etc.) to club members
- Take minutes and circulate to meeting attendees
- Follow-up with relevant parties on key actions arising from meetings

- Ensure meetings adhere to procedures of the club constitution (e.g., quorums and election procedures)

## Club correspondence & communication:

- Initiating and responding to all club correspondence (dealing with queries, official National Governing Body correspondence etc.)
- Filing all club correspondence (incoming & outgoing)
- Adhere to Governing Body rules on communication (e.g., EIHA social media policy)
- Compile report on club activities for AGM

## General administration:

- Managing club membership, registration, and team affiliation (in conjunction with club registrar)
- Keeping an accurate record of contact details for members, officers and third parties
- Handling club insurance and related paperwork (e.g., filing of injury claims)
- Maintain appropriate records of membership and communication and club documents such as the club constitution
- Assist the chairperson in strategic planning of ongoing club development

## Safeguarding Lead

An additional legal requirement for safeguarding; protecting children, young people, and vulnerable adults from harm by providing a safe environment in which they can participate in sport.

- Agreeing to & implementing policies, procedures, and processes
- Ensuring that club officers and volunteers act responsibly and set an example to others
- Developing an environment that promotes the wellbeing and safety of athletes, including the development of performance
- Consistently promoting positive aspects of the sport to ensure rules are upheld.
- Willingness to respond to any concerns of abuse or poor practice
- Promoting an environment where all concerns can be raised without fear of victimisation
- Develop a culture where everyone plays a part in upholding safeguarding policies

## Club Head Coach

Ideally, every club should appoint a Head Coach who should be educated to the level of 'Advanced Coach' (or Level 3 Coach) on the EIHA's Coaching Education Programme, or a nominated coach to undertake this education and be the lead for coaching at club level.

A Club Head Coach is primarily responsible for setting the strategy for Coach and Volunteer Development within the Club calling on the support offered by the EIHA through the EIHA's Volunteer Development initiatives. In addition the Head Coach will oversee those volunteers responsible for managing teams, monitoring player performance, developing the team's skills at training sessions, and mentoring all of the volunteer coaches and team staff to reach their full potential. Team Head Coaches assess the team's coordination during training or a game, adjusting strategies and improving techniques as needed. A head coach evaluates the Team Coaches' strengths and weaknesses while educating them on the proper sports ethic.

The minimum standards for Club Head Coach (taken from the Advanced Coach requirements in the EIHA's Coaching Education Programme) are as follows:

- Clearance with DBS (Disclosure and Barring Service) Check
- Safeguarding and Protecting Children (NSPCC course)
- Basic Introduction to GDPR

- Emergency First Aid
- UK Coaching How to Coach: Plan, Do, Review
- Skating proficiency assessment
- Get into Coaching – Assistant Coach in Sport and Physical Activity (UK Coaching E-Learning course)
- Inspiring Positive Behaviour in Sport (UK Coaching E-Learning)
- Duty to Care (UK Coaching E-Learning)
- Mental Health Awareness for Sport and Physical Activity
- Sudden Cardiac Arrest (UK Coaching E-Learning)