

OLD HALESONIANS HOCKEY CLUB

www.ohhc.org.uk



Child Welfare Policy and Procedures

NAME:

REPORTING TO: Old Halesonians Hockey Club

Role Purpose

To take full responsibility for the organisation and development of your team. Create a positive atmosphere with your players and work to raise the profile of Old Halesonians Hockey Club (OHHC).

Main Duties

- Lead your team on the pitch during matches and support your team at training Attend team selection meetings (or send a team representative).
- Select your team on merit and other factors in line with other team captains and coaches.
- Attend LHC committee meetings (or send a team representative) and ensure committee decisions are disseminated to all players in the team.
- Make sure your opposition and team have all the relevant information for each match i.e. venue, time of match and any special instructions.
- Ensure umpires have been arranged for each fixture and given appropriate information on venue, team colours, time of push back etc.
- Ensure opposition team and umpires have appropriate facilities upon arrival and are suitably hosted post match (including meal arrangements).
- Ensure match cards are completed and results submitted after each home fixture Collect the match fees for your team and give to the treasurer each week.
- Ensure subscriptions and membership forms are collected for each team member and passed to the treasurer as soon as possible.
- Be familiar with the league rules.
- Send match reports to the publicity officer.

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- Ensure that the league secretary and chairperson are informed of any difficulty in completing matches, raising teams, rearranged fixtures etc.
- Be responsible for the behaviour of players at matches and training.
- Ensure a first kit is available at training and matches and be responsible for the kit.
- Delegate jobs to other team members where appropriate.

This role description is not to be regarded as exclusive or exhaustive and in consultation with the county committee, may be altered at any time.

Special Conditions

- Up to date Enhanced CRB Disclosure.

Signed (Club Chairman): Date:

Print Name:

Signed (Club Secretary):Date:

Print Name: