

Solent Women's Ice Hockey Club

Committee Roles and Responsibilities



[Solent Women's Ice Hockey Club](#)

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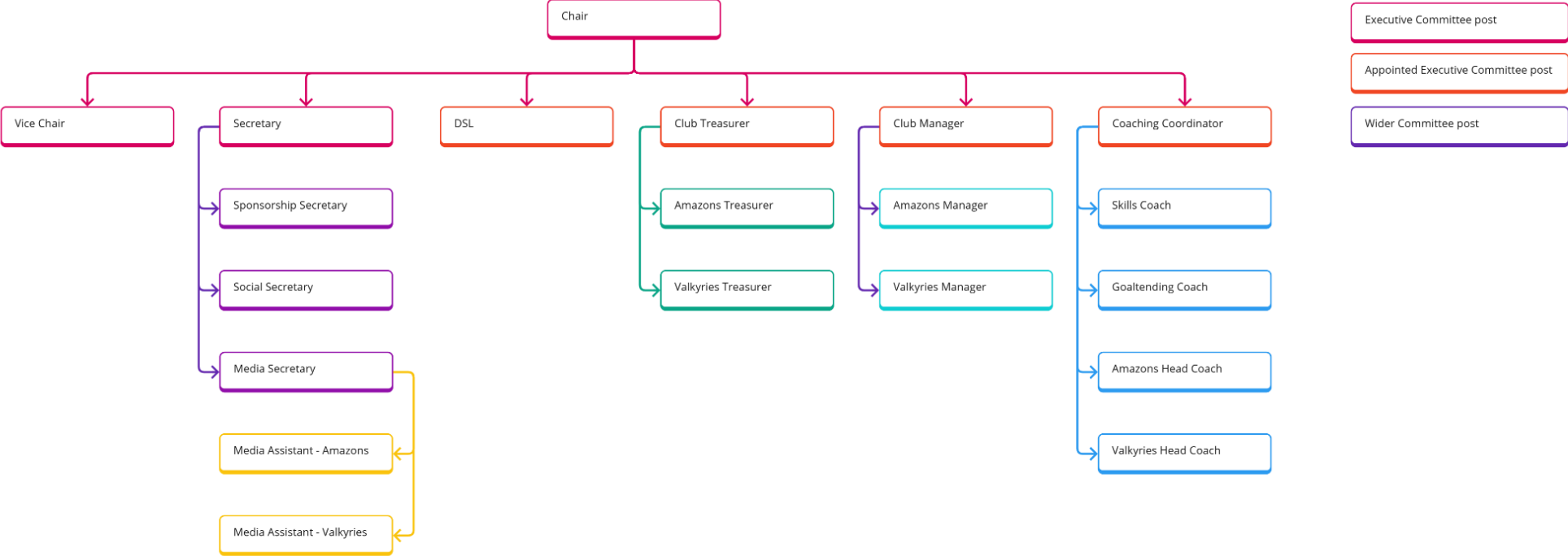
1. Introduction

This document describes the roles and responsibilities of the committee members that run the SWIHC club. We rely on the hard work and dedication of volunteers to fill these posts, so a huge thank you to everyone; past, present and future that has stepped up, you really are incredible.

Whatever their post, all members of the committee will work towards helping us fulfil our vision and objectives, while being a champion for our values and our club; you can find out more about these in our [SWIHC Plan](#). All committee members are expected to follow our Code of Conduct, just as all club members are, whether playing and non-playing.

2. Organisation Charts

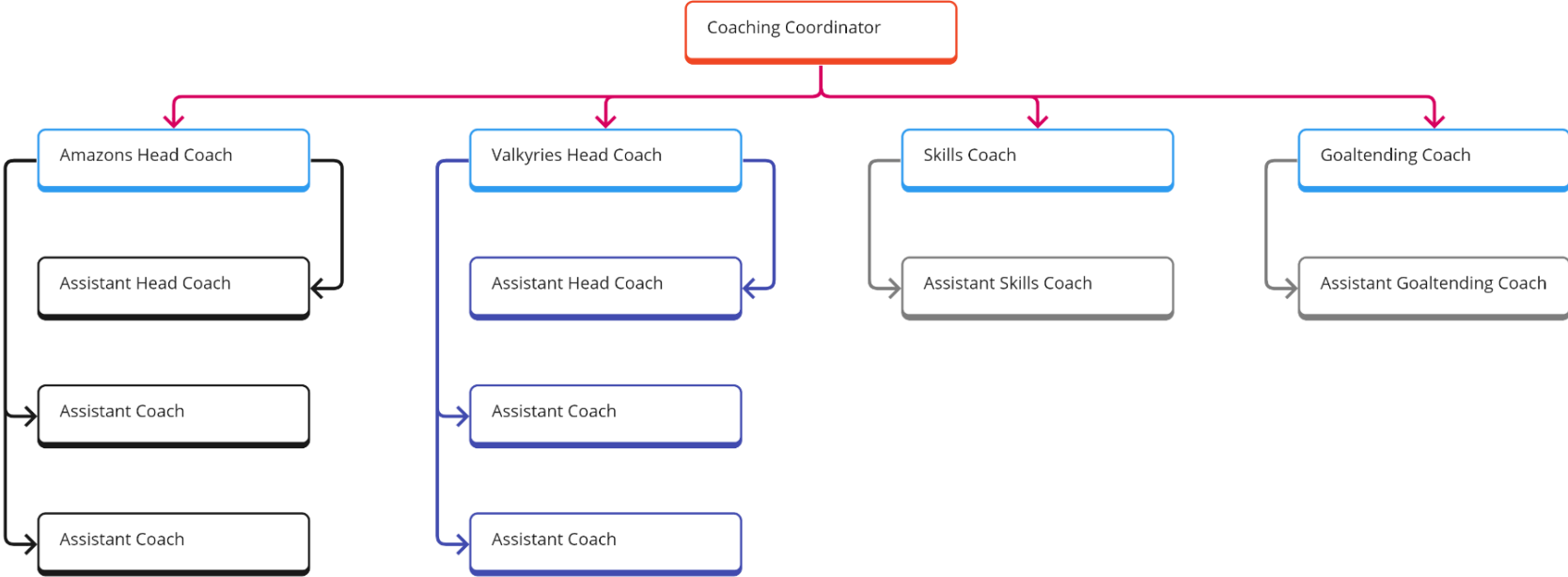
3. Solent Women's Ice Hockey Club Org Chart



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4. Solent Women's Ice Hockey Club Coaching Org Chart



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5. Executive Roles

6. Chairperson

The Chairperson is the principal leader of the club and has overall responsibility for the club's administration. The Chairperson is elected by the club members and is therefore responsible for representing the views of the members. This is an executive committee position.

The Chairperson sets the overall annual committee agenda (consistent with the views of the members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the Chairperson is to facilitate effective committee meetings.

The Chairperson should:

- Liaise with the members of the executive committee and other key stakeholders (coaches/managers) to discuss the progress and/or concerns of the club.
- Manage the committee, and chair all of the committee, general and Annual General Meetings.
- Call and chair Emergency General Meetings as required.
- Coordinate activities within the committee.
- Ensure that the club's activities are in line with the constitution, club vision and values.
- Ensure that the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Assume the responsibilities described by the SWIHC Disciplinary Procedure.
- Act as a spokesperson for the club.
- Be a supportive leader for all club members.

Ideally the Chairperson is someone who is:

- Able to communicate effectively.
- Well informed of all club activities.
- Knowledgeable of the constitution, club values, rules and duties of all executive members.
- Able to set goals and work systematically towards achieving them.
- Tactful and diplomatic.
- Dedicated and enthusiastic about the cause, and who can work as part of a team.

7. Vice-Chairperson

The Vice-Chairperson is responsible for undertaking all of the duties of the Chairperson in the case of absence. Thus, they should be constantly up to speed with normal daily running of the club and any issues which may arise whilst the Chairperson is unavailable to take care of the situation, or where a conflict of interest has been declared by the Executive committee. They should also assist the Chairperson, where required, with their normal duties and be completely familiar with the role that the Chairperson is undertaking. This is an executive committee position.

8. Secretary

The Secretary is the chief administration officer of the club. The Secretary is responsible for providing a communication link between all members of the club. This is an executive committee position.

The Secretary should:

- Liaise with the members of the executive committee and other key stakeholders (coaches/managers) to discuss the progress and/or concerns of the club.
- Organise meeting times, dates and book meeting rooms.
- Prepare and issue agendas, supporting documents and minutes of the previous meeting.
- Send adequate notice of the meetings to all club or executive committee members as appropriate.
- Liaise with the Social, Media and Sponsorship Secretaries and Chairperson in relation to all relevant club operations.
- Represent the needs and opinions of the Social, Media and Sponsorship Secretaries to the Executive Committee and visa versa.
- Keep all club records.
- Maintain the club discipline register.
- Respond to general duties as directed by the club.

Ideally the Secretary is someone who:

- Is able to communicate effectively.
- Is able to think clearly and positively.
- Has good organisational and record keeping skills.
- Can maintain confidentiality on relevant matters.
- Is dedicated and enthusiastic about the cause, and who can work as part of a team.

9. Designated Safeguarding Lead (DSL)

The DSL is fundamentally responsible for the welfare of all club members. This is an appointed executive committee position.

The Designated Safeguarding Lead should:

- Ensure the coaching / support team are fully covered with relevant safeguarding checks.
- Oversee the welfare of all club members and address any safeguarding issues.
- Ensure young and vulnerable members of the club are safeguarded, and policies are in place to protect them from harm.
- Provide specialist interventions to individuals who require additional support or safeguarding measures.
- Record all welfare concerns, and if required liaise with the relevant statutory agencies regarding any concern that a member involved with the club may pose a risk to junior and / or vulnerable players.
- Provide expertise and guidance when consulted on matters of discipline
- Organise and facilitate parent / coach meetings for junior players across the season.

Ideally, the DSL is someone who is:

- Confident to lead and influence others.
- Prepared to deal with difficult situations and people.
- Organised and able to create clear systems and processes.
- Familiar with safeguarding best practice.
- Dedicated and enthusiastic about the cause, and who can work as part of a team.

10. Finance Roles

11. Club Treasurer

The Club Treasurer is the chief financial manager of the club. The Treasurer bears the weighty responsibility for all club monetary transactions and financial records, and oversight of the club's financial situation and outlook. This is an appointed executive committee position.

The Club Treasurer should:

- Liaise with the Team Treasurers and Chairperson in relation to all club financial operations.
- Mentor Team Treasurers to ensure best accounting practice is used at a team level.
- Track and monitor the health of the club finances, considering individual team finances.
- Prepare budgets demonstrating club level income and expenditure.
- Be prepared to present a current financial report to club/committee members upon request.
- Bank any club monies into an established account under the club's name.
- Keep all receipts to prove expenditure as well as a list of all financial members.
- Present a written annual financial report to all members at the Annual General Meeting.

Ideally, the Club Treasurer is someone who is:

- Well organised.
- Able to allocate regular time periods to maintain the books.
- Able to keep good records and knowledgeable about financial operations.
- Good coaching and mentoring skills.
- Enthusiastic about the cause and who can work as part of a team.

12. Team Treasurer

The Team Treasurer is the financial manager of a team within the club, and bears the responsibility for all team monetary transactions and financial records. This is a team committee post.

The Team Treasurer should:

- Liaise with the Club Treasurer and Manager in relation to all club financial operations.
- Prepare a budget demonstrating team income and expenditure.
- Authorise all cash transactions and be accountable for its safe keeping.
- Be prepared to present a current financial report to club/committee members upon request.
- Collect and bank club money into an established account under the club's name.
- Present a written annual financial report to all members at the Annual General Meeting.
- Keep all receipts to prove expenditure as well as a list of all financial members.

Ideally, the Treasurer is someone who is:

- Well organised
- Able to allocate regular time periods to maintain the books.
- Able to keep good records and knowledgeable about financial operations.
- Enthusiastic about the cause and who can work as part of a team.

13. Manager Roles

14. Club Manager

The Club Manager is fundamentally responsible for the day to day administration of the team. They are responsible for ensuring that every team player, coach and official is appropriately certified and registered with the EIHA. This is an appointed executive committee position.

The Club Manager should:

- Liaise with the Team Managers and Chairperson in relation to all club management matters.
- Ensure each team manager's activities and plans align with the club vision, goals and values
- Mentor Team Managers to ensure best management practice is used at a team level.
- Track and monitor the health of each team's management
- Be prepared to present a managers' report to club/committee members upon request.
- Support team managers with any queries or help required with registrations, game day, team selection, team uniform, league, rink or discipline matters, and general managerial duties.
- Able to step in to provide team manager support where a team manager is unavailable.
- Assume the responsibilities described by the SWIHC Disciplinary Procedure.
- Ensure succession planning is in place for the club managers.

Ideally, the Club Manager is someone who is:

- Organised, with good time management.
- A confident leader.
- Prepared to deal with difficult situations and people.
- Good coaching and mentoring skills.
- Familiar with the game.
- Enthusiastic about the cause and who can work as part of a team.

15. Team Manager

The Team Manager is fundamentally responsible for the day to day administration of the team. They are responsible for ensuring that every team player, coach and official is appropriately certified and registered with the EIHA. This is an appointed team committee position.

The Team Manager should:

- Liaise with the Club Manager and the coaches to discuss the progress and/or concerns of the club.
- Ensure that every player who wishes to be is registered with the league before the transfer deadline.
- Ensure all team coaches, managers and game day helpers are compliant with all EIHA registration requirements.
- Ensure that any player who is not registered has the appropriate insurance in order to train.
- Liaise with the coach(es) to log and monitor the eligibility of players invited to ice for alternative teams.
- Procure team uniforms.
- Deal with minor discipline issues, elevate larger ones to the Chairperson.
- Ensure all game day paperwork is completed and returned to the appropriate people in a timely manner.
- Liaise with the rink and the league to schedule fixtures and training ice.
- Arranging timekeepers, goal judges, penalty box assistant and DJ to assist with home games.
- Assume the responsibilities described by the SWIHC Disciplinary Procedure.
- Maintain an attendance register.
- Maintain open channels of communication with the league.

Ideally, the manager is someone who is:

- Approachable, but can put their foot down where appropriate.
- Organised, with good time management.
- Able to commit to supporting player needs, including travelling to games as appropriate.
- Familiar with the game.
- Able to keep appropriate records.

16. Assistant Manager

The Assistant Manager is responsible for undertaking all of the duties of the Manager in the case of absence. Thus, they should be constantly up to speed with normal daily running of the club and any issues which may arise whilst the Manager is unavailable to take care of the situation. They should also assist the Manager, where required, with their normal duties and be completely familiar with the role that the Manager is undertaking. This is an appointed team committee position.

Coaching Roles

17. Coaching Coordinator

The Coaching Coordinator coordinates all coaching development and activities on behalf of the club. They support all coaching staff in their career progression and oversee the club governance, generally in an off-ice capacity with an occasional on-ice remit. As an experienced manager, they will grow and develop the coaching provision within the club, including recruitment, development and welfare. This is an appointed executive committee position.

The Coaching Coordinator should:

- Ensure that the club receives quality coaching provision and that available posts within the Coaching Organisational Structure are filled.
- Create and maintain oversight of the Coaching Strategy and other Club Policy and Governance relating to coaching.
- Ensure coaching is coordinated across teams to facilitate use of shared facilities and training ice.
- Be prepared to step in to cover club coaching absences where required.
- Mentor coaches within the club and offer guidance where necessary.
- Have regular conversations with all coaching staff to discuss their progress, performance and ambitions.
- Confirm that there is consistency in the coaching and management of all teams within SWIHC, including the overseeing the production of a standardised annual coaching plan for each team.
- Present cases for additional resources, ice time, staff training and equipment to the Executive Committee for consideration, and help source as appropriate.
- Liaise with EIH in order to be able to provide clear guidance on registration and certification, as well as learning and coaching opportunities outside SWIHC.
- Be prepared to present a Coaching Report to both the Executive Committee and at the AGM when requested.
- Maintain an EIH Team Coach (Level 2) qualification.

Ideally, the Coaching Coordinator is someone who is:

- Knowledgeable about EIH processes and procedures, and able to offer guidance on coaching progression.
- Resourceful; able to direct coaches to appropriate resources for both planning and coach development.
- A strong communicator, who is approachable, impartial and fair to all players, coaches and off-ice staff.
- An experienced manager, who either holds or is working towards a qualification in management, leadership or an associated discipline.
- Tenacious, enthusiastic and hardworking in the pursuit of team excellence.
- Experienced (either in a coaching, management or player capacity) in high-level sports, with a strong understanding of the requirements, structure and roles of a multi-team club.

- Working towards, or who already holds, an EIH Team Coach (Level 2) qualification.

18. Team Head Coach

The Team Head Coach has responsibility for the coaching of players in their team, both on and off the ice. They facilitate learning for the team as a whole, and for individual players. This is an appointed team committee position.

The Team Head Coach should:

- Liaise with the Coaching Coordinator, Assistant Coaches and Club/Team Managers in relation to all team coaching and game day matters.
- Devise, present and deliver an annual season coaching plan for the progression of both the team and individual players across the club.
- Increase team and player ability by identifying gaps in ice hockey skills, tactics and techniques, and plan and implement training programmes to fill these.
- Plan, organise and run fun, engaging coaching activities, sessions and programmes in a safe environment.
- Give encouragement and regular, constructive feedback on performance and help to improve technique at both team and player level.
- Select and publish team lists for games in good time.
- Promote healthy lifestyle choices.
- Be prepared to present a coaching report to the Coaching Coordinator and/or Executive Committee upon request.
- Liaise with the members of the executive committee and the coaches to discuss coaching progress and/or concerns.
- Act as a spokesperson for the team.
- Be invested in their own development as a coach, taking on feedback and constantly seeking to better their own performance.
- Coordinate with other Team Head Coaches regarding player selection and progression, movement between teams and allocation of training groups, in discussion with the Coaching Coordinator.
- Assume the responsibilities described by the SWIHC Disciplinary Procedure.
- Be a supportive leader for all team assistant coaches.
- Hold an EIH Team Coach (Level 2) qualification or higher.

Ideally, the Team Head Coach is someone who is:

- Approachable and able to communicate effectively.
- Committed to helping players and assistant coaches reach their full potential.
- Adept at ice hockey game play, skills, tactics and rules.
- Able to commit to supporting the team's needs, including attending training and travelling to games.
- Encouraging, with a growth mindset.
- Dedicated and enthusiastic about the cause, and who can work as part of a team.

19. Team Assistant Head Coach

The Team Assistant Head Coach is responsible for undertaking all of the duties of the Team Head Coach in the case of absence. Thus, they should be constantly up to speed with normal daily running of the team and any issues which may arise whilst the Team Head Coach is unavailable to take care of the situation. They should also assist the Team Head Coach, where required, with their normal duties and be completely familiar with the role that the Team Head Coach is undertaking. The Team Assistant Head Coach should hold, or be working towards, an EIH Team Coach (Level 2) qualification. This is an appointed team committee position.

20. Goaltending Coach

The Goaltending Coach is responsible for the provision of goaltender-specific training across all teams within SWIHC. As a club asset, they report to the Coaching Coordinator and are expected to plan, deliver and review on- and off-ice training plans for all club current and aspiring goaltenders.

The Goaltending Coach should:

- Have an in-depth knowledge and understanding of the position and the specific rules pertaining to goaltending.
- Be able to develop progression plans for all club goaltenders and be able to measure progress against these.
- Liaise with Team Head Coaches and the Coaching Coordinator to identify sessions where they can carry out position-specific training.
- As invited, assist with bench coaching or game day duties in support of the netminder/s and wider team as required.
- Hold a minimum qualification of EIH Foundation Coach, ideally with a view to moving up through the EIH Coaching Framework.

Ideally, the Goaltending Coach is someone who is:

- Empathetic, fair, approachable and a strong communicator.
- Able to commit to regular training sessions on an agreed schedule and occasional games in support of the club.
- Objective in assessing performance and able to give feedback to goaltenders in a constructive manner.
- A proficient goaltender themselves, ideally having played high-level competitive ice hockey.

21. Skills Coach

The Skills Coach is responsible for specific skill analysis and training. This is likely to focus on elements such as stickhandling, skating and shooting, but an assistant may also have expertise in areas such as fitness or nutrition. As a club asset, the Skills Coach reports to the Coaching Coordinator.

The Skills Coach should:

- Have a high level of expertise in, and experience of, teaching one or more of the following: stickhandling, skating, shooting.
- Be able to set specific, measurable and achievable goals for players.
- Be an excellent communicator, able to break down skills and use simple language to make corrections and feed back to participants.
- Liaise with Team Head Coaches and the Coaching Coordinator to identify sessions where their skills and attendance would be required.
- Support the EIH bench strength during games as requested.
- Hold a minimum of EIH Foundation Coach, with a view to moving up through the EIH Coaching Framework.

Ideally, the Skills Coach is someone who is:

- Skilled in their discipline/s.
- Knowledgeable about the game of hockey and how their discipline/s relate to real life game play.
- Passionate about teaching and enthusiastic in wanting to drive development.
- Approachable and fair in their treatment of players.

22. Assistant Coach

Assistant Coaches are expected to assist the Team Head Coach with on-ice activities, acting as part of the team coaching staff. They play an important role in setting up and overseeing drills, as well as giving timely instruction and feedback to players during training.

Assistant Coaches should:

- Assist the Team Head Coach in preparing and carrying out training sessions, including the set up and putting away of equipment, monitoring player safety and preparing the rink.
- Feedback to participants on their performance and provide guidance and instruction on specific ice hockey skills.
- Run drills during training under the supervision of the Team Head Coach.
- Exemplify all of the values of the club and role model the behaviour we would like our players to aspire to.
- Have a minimum of an EIH Foundation Coach qualification, ideally with a view to moving up through the coaching framework.

Ideally, the Assistant Coach is someone who is:

- Supportive and approachable.
- Knowledgeable about ice hockey skills, tactics and gameplay.
- Invested in the success of the players, team and club.
- Able to commit to regular training sessions and games to help fulfil EIH bench manning requirements.

23. Wider Committee Roles

24. Media Secretary

The media secretary is responsible for the promotion of the team through all social media channels and has a vested interest in the furtherance and publicization of the team. This is an appointed committee position.

The Media Secretary should:

- Liaise with the coaching team and wider committee in relation to team promotional matters.
- Liaise with the Club Secretary and Media team in relation to all media matters.
- Appoint a sub-team of designers and social media managers to assist as required.
- Create, present and implement a media strategy centred around key points in the year, such as pre-season signings.
- Create social media posts and manage the club social media accounts.
- Maintain the club website, ensuring it is up to date and relevant, with the appropriate contact details.
- Produce other promotional media as necessary, to include banners, posters, programmes etc. after liaising with the treasurers to ensure financial viability.
- Field all enquiries from potential new players and forward to the Team Manager as appropriate.
- Represent the vision and values of the club in all external media and publicity materials.

Ideally, the Media Secretary is someone who is:

- Competent in all aspects of social media management.
- Capable in the use of graphic design tools such as Photoshop, Canva or others.
- Able to present a realistic and well-managed schedule.
- Creative and passionate about publicising the team in order to drive sponsorship and recruitment opportunities.
- Dedicated and enthusiastic about the cause, and who can work as part of a team.

25. Social Secretary

Team bonding and time away from hockey together is a key component of effective team development. The social secretary is therefore responsible for organising social events and other team engagement opportunities to drive group development. This is an appointed committee position.

The Social Secretary should:

- Liaise with the Club Secretary in relation to all team and club social matters.
- Create a calendar of social events to propose to the committee before the start of the season, taking into account key targets, e.g. Christmas Party, Prizegiving etc.

- Take responsibility for booking events, venues, speakers etc. in a timely fashion.
- Liaise with the treasurers to determine any budgetary requirements.
- Promote and schedule social activities which represent the vision and values of the club, ensuring any activities are accessible to all club members and endeavour to promote a healthy lifestyle.
- Engage with the Media Secretary around promotion of wider social events that encompass fan/supporter attendance.

Ideally, the Social Secretary is someone who is:

- Sociable, with a passion for event coordination.
- Organised; can produce a schedule and deliver to that schedule.
- Enthusiastic about team development, on and off the ice.
- Creative and able to select a range of different activities and outings to suit all tastes and abilities.
- Dedicated and enthusiastic about the cause, and who can work as part of a team.

26. Sponsorship & Fundraising Secretary

Obtaining sponsorship is key in driving the development of the club, furthering opportunities for recruitment and retention of players. The sponsorship coordinator is fundamentally responsible for the acquisition of new sponsors and maintaining relationships with existing sponsors. This is an appointed committee position.

The Sponsorship & Fundraising Coordinator should:

- Liaise with the Club Secretary on all matters surrounding club sponsorship.
- Produce an annual schedule for targeting sponsorship opportunities, to include the essential pre-season period, but also deadlines for grants and other funding opportunities.
- Design a range of appropriate packages to attract potential sponsors, working with the Media Secretary to publicise these.
- Maintain a database of companies who have been approached in order to avoid duplication or conflict.
- Actively seek out new fundraising opportunities, including working proactively to identify potential sources of income for the club.
- Actively seek out new and apply for grant opportunities
- Ensure the conditions of any grants applied for are met
- Ensure that the club delivers on the benefits offered in sponsorship packages.
- Develop and maintain sponsor relationships in order to retain sponsors for forthcoming seasons.

Ideally, the Sponsorship & Fundraising Coordinator is someone who is:

- Professional, with a strong grasp of written and verbal communication styles.
- Strongly engaged with the ethos and values of the club, and can represent these to potential sponsors.
- Organised and able to respond to any enquiries in a timely fashion.

- Proactive in seeking out opportunities for funding and can think creatively about potentially untapped revenue streams and possibilities.
- Dedicated and enthusiastic about the cause, and who can work as part of a team.