



# WISBECH TOWN CRICKET and HOCKEY CLUB



## 2024/2025 WTHC Committee Roles

### Chairperson

- Strategic Leadership and overall management of the Hockey section.
- Overall responsibility for monitoring financial performance against budget, overall player welfare, club development, management of hockey specific facilities and overall sporting performance.

### Vice Chairperson

- 2<sup>nd</sup> in command of the Hockey section, providing leadership and management.
- Responsibility for overall player welfare, club development, sporting performance and coaching.

### Club Secretary

- Lead administrative support to the hockey committee.
- Organising meetings, overseeing, and distributing meeting agendas and meeting minutes and driving ownership and completion of action points in a timely manner.
- Helping to monitor emails and distributing communications to the hockey section.

### Senior Liaison Officer

- Lead administration support for the senior playing section of the club.
- Responsibility for memberships, subs and match fees, club kit and Teamo management.
- Arranging regular intra-club games, friendlies, league and cup fixtures, communication with governing bodies and overseeing pitch bookings.

### Junior Liaison Officer

- Lead administration support for the junior playing section of the club and first point of call for parent questions.
- Responsibility for memberships, subs and match fees, club kit, Teamo management, and communication with governing bodies including recommending players for their development pathway.
- Organising regular fixtures, tournaments and other junior events, including checking the availability of players and coaches for fixtures.

### Welfare Officer

- Lead and oversee the welfare of all members of the club and deputise for the welfare officer for the Cricket section.
- Provide welfare support to all sections of the club, ensuring compliance with all NGB policies.
- Sit on the disciplinary panel.

### Umpire Liaison Officer

- Provide overall leadership for all club umpires and lead the administration requirements and the development of all club umpires.
- Oversee overall on-field club discipline, liaising with players, captains and umpires.
- Sit on the disciplinary panel.

### Communications Officer

- Lead for management and running of the club's social media pages.
- Lead for communication with local press.

### Men's Club Captain

- Provide overall leadership for the men's section of the club.
- Lead the implementation of the club selection policy, coaching requirements, on-field discipline, on-field performance and support with the welfare of the men's section.



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- Ensure there is a chance for player progression in the men's section, throughout the season, and oversee the transition of youth players into adult teams.

## **Ladies Club Captain**

- Provide overall leadership for the ladies' section of the club.
- Lead the implementation of the club selection policy, coaching requirements, on-field discipline, on-field performance and support with the welfare of the ladies section.
- Ensure there is a chance for player progression in the ladies' section, throughout the season, and oversee the transition of youth players into adult teams.

## **Social and Events Officer**

- Lead the organisation of club social events.
- Collaborate with the other officers of the section to ensure events meet club objectives such as profitability and inclusion targets.

## **General Committee Member**

- Member of the committee without a designated role.
- Must show their commitment to support at least one of the designated officers in their area of responsibility or in another area as agreed by the Chair or Vice Chair.

## **Exec Committee Representative**

- Designated hockey representative on the Executive Committee of the Joint Club to support the Chairperson.
- Appointed by the Chairperson.