

# CLUB LIFE

*Empower, Engage, Sustain*

## The Hockey Secretary

If you have been elected by the members or you have voluntarily chosen to be the secretary of your Hockey Club this resource will help give you information about how to get the most out of the role and some top tips on the responsibilities that goes with the position.

### Why choose to be the secretary of a Hockey Club?

- You may be the best person for the job and have the required skills.
- You may have chosen the role because you want to put something back into the club.
- You want to be more involved in the running of the club.
- It may provide a social opportunity and the opportunity to meet new people.

### So what does the Club Secretary do?

- The Secretary is usually the first point of contact for all enquiries.
- Attend meetings on behalf of the club.
- Take and distribute the minutes of committee meetings, AGM's and other club meetings.
- Deal with any correspondence.
- Organise the committee meetings, AGM etc. including the booking of meeting rooms and distribute all the associated papers and documents.
- Be responsible for the affiliation of players to Hockey Wales.

### What skills do you need to be Secretary (you don't need all of these!);

METHODICAL AND RELIABLE	MAINTAIN CONFIDENTIALITY
GOOD COMMUNICATOR	ABILITY TO DELEGATE
BE A GOOD PLANNER	EXCELLENT ORGANISATION SKILLS
TACT AND DISCRESSION	BE SYMPATHETIC
BE IMPARTIAL	BE INTERESTED IN PEOPLE



For more information, visit:

[www.hockeywales.org.uk/play/club-life](http://www.hockeywales.org.uk/play/club-life)



## A USEFUL TIMELINE WHICH WILL HELP YOU WITH YOUR SECRETARY ROLE!

### MARCH / APRIL

The season finishes around March / April – entry for next season is usually due around this time for Seniors and July for Juniors. For more information on entering leagues, cups and competitions see this [CLUB LIFE](#) resource.

### JUNE / JULY

Cup entry registration is around June / July for the women and July / August for the men.

Book facilities for training and matches once you have received your fixtures list

### AUGUST

If you are not a club that trains all year round you will want to let your members know when training starts and if there are any changes to what they are used to.

It may be in your role to help organise pre-season friendly matches (e.g. book pitches, let layers know, contact the opposition)

During August the club should start collecting membership information and in September all those members will need to be affiliated to Hockey Wales. If you are unsure of how to affiliate to hockey wales please call the number below.

### IN SEASON – SEPTEMBER +

Make sure that someone within the club is responsible for following the correct post match procedures – this may differ depending on which league/cup competition it is. It may be worth familiarizing yourself with these different procedures. This usually entails sending through results and match cards/sheets.

### NOVEMBER

Check slip dates and league regulations to ensure scheduled matches are played by the half way date (different league rules may apply). This may be something that is done by the fixtures secretary if you have one.

### JANUARY

During January don't forget to affiliate any new members you may have attracted over the last 3-4 months

Make yourself aware of cup rules and regulations around this time as cup competitions are coming to a close.

### FEBRUARY / MARCH

End of season is nearly here – AGM and club party

Do you need to order trophies, certificates, book venues, send invites out etc.

You may be asked to administer some of the awards, collect nominations, arrange panels etc.

Ensure you attend any end of season league meetings or AGM's. you may miss out on key information or even fined in some cases for non-attendance.



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## Specific Hockey Dates and things that may land in your inbox!

- Hockey Wales AGM (usually in July)
- Regional POD meetings (quarterly)
- National Senior and Junior Youth Finals (usually in May)
- Hockey Wales Awards (look out for nomination dates and the event dates)
- International Matches
- Coaching and Umpiring courses
- Safeguarding Courses
- Volunteering courses
- End of season league meetings

## Some Top Tips

1. Keep regular eyes on the Hockey Wales Webiste
2. Follow social media
  - a. Facebook: HockeyWales
  - b. Twitter: @HockeyWales
  - c. Instagram: Hockey\_Wales
3. Do it today not tomorrow and delegate when you can.
4. Make sure you have shared your contact details as the new secretary for club.
5. Check current safeguarding, first aid qualifications etc in club. This may need to be addressed and be part of your remit.
6. Don't forget as secretary it is probably your role to forward on information received to relevant club members.
7. If you are not sure just ask!

**Any queries ring the office and you will be pointed in the right direction if we can't help directly!**

Cardiff Office – 0300 300 3126

Deeside Office – 029 2033 4993



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