

A YEAR IN THE LIFE OF A HOCKEY CLUB SECRETARY



The **Club Secretary** is often described as the engine room of a hockey club. While players see matches, training and social events, the secretary works behind the scenes to keep communication flowing, meetings organised and governance requirements up to date. They are often the central point of contact - connecting members, volunteers, leagues, facilities and England Hockey.

August to September: Getting Ready for the Season

As the new season approaches, the secretary plays a key role in ensuring the club is organised and ready to go.

Typical responsibilities include:

- Updating club contacts and committee records
- Supporting the membership process
- Coordinating communication with leagues and competitions
- Scheduling committee meetings for the season
- Updating club policies and key documents
- Responding to enquiries from new and existing members

This is often a busy period, as the secretary helps ensure everything is in place before the first whistle is blown.

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October to December: Keeping Communication Flowing

Once the season starts, the secretary becomes the hub of club administration and communication.

Key tasks may include:

- Managing the club's inbox and correspondence
- Sharing information from England Hockey and leagues
- Organising committee meetings and distributing agendas
- Taking and circulating meeting minutes
- Maintaining club records and documentation
- Supporting volunteers with administrative queries

A well-organised secretary helps ensure that important information reaches the right people at the right time.

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January to March: Supporting Club Development

Mid-season often brings new opportunities and challenges.

The secretary may be involved in:

- Coordinating responses to league or England Hockey requests
- Supporting grant and funding applications
- Maintaining compliance and governance records
- Assisting with club development projects
- Helping recruit and onboard volunteers
- Supporting communication with members and stakeholders

At this stage, the secretary helps the committee stay organised while supporting the club's wider ambitions

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April to May: Wrapping Up the Season

As league campaigns come to an end, attention turns to reviewing the season and planning celebrations.

Responsibilities may include:

- Organising committee meetings and end-of-season reviews
- Coordinating awards evenings and club events
- Managing nominations for volunteer recognition
- Updating records following committee changes
- Collecting reports from committee members
- Preparing documentation for year-end activities

The secretary often becomes a key coordinator, ensuring nothing is overlooked during a busy period.

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June to July: AGM and Governance Season

The close season is often one of the most important times of the year for a secretary.

Tasks typically include:

- Organising the Annual General Meeting (AGM)
- Preparing and distributing AGM notices and papers
- Coordinating committee elections
- Recording AGM minutes and actions
- Updating England Hockey and league records
- Reviewing governance documents and policies
- Creating action plans for the forthcoming season

The secretary helps ensure the club remains well-governed, transparent and prepared for the future.