



ST ALBANS HOCKEY CLUB

HOW THE CLUB IS ORGANISED

**** PREVIEW EDITION ****

March 2015



Photos: Chris Hobson

PREFACE TO THE PREVIEW EDITION

At its meeting on 23 February 2015 the Board approved the publication of a preview edition of this Booklet. It is a work in progress, being devised to promote clarity and transparency.

We think it is good to have the discipline of thinking through what roles people and groups have, summarising the position in writing, discussing it and encouraging comments on what has been written. That helps us to be clear about who is doing what, to see where the boundaries and overlaps are, and to have clear arrangements so the club can run smoothly. That's the plan.

Where there are gaps or mistakes or queries, it will help us to know about them and address them. So, by publishing this booklet in "preview" edition, we hope to engage the club as a whole to help make our team and arrangements as good as they can be. This is a start, and some of the key roles are here: we have had to start somewhere. There will be additions, revisions and corrections. If you or others are not yet named or described here and should be or would like to be, or if yours or someone else's role is currently not described or mis-described, then speak up (by emailing me).

We hope to have a comprehensive and accurate first edition in place ready for the 2015/16 season. For now, here's something to be going on with.

Mike Fordham QC

President SAHC

15 March 2015

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THE CHIEF EXECUTIVE (CEO)

(This section has been written by the CEO)

Job Description: Andy Forshaw – CEO. The chief executive officer (CEO) is in charge of the entire management organisation within the club and its day to day activities. The board of directors oversees that the CEO is doing his job and that the club is heading in the right direction. CEOs have a variety of duties and responsibilities and does everything he can to ensure the club is successful. The CEO's key functions are:

- Board of Directors. The CEO is the liaison between the management group of the club and the board of directors. The CEO is responsible for advising the board and keeping it up to date on any changes related to the clubs mission and goals. The CEO formulates policies and carries out any recommendations or suggestions made by the board, and may also assist in the selection and evaluation of new and existing board members.
- Team Building. The CEO must put together and lead a management group comprising of 4 divisions (Finance, House, Development and Hockey) and is in charge of hiring, firing and leading the rest of the club. The CEO need to be aware of how individuals and divisions are getting along and must resolve any differences between team members. Working as a CEO means making sure that the management group are working together and everyone is heading in the same direction.
- Strategy and Vision. The CEO develops a strategy and creating a vision. The CEO uses senior management team and sounding board as advisers and to help plan the clubs future. Ultimately, it is up to the CEO to make the final decisions on where the club is heading and how to keep it profitable. The CEO needs to help the club differentiate itself from the competition and to stay or get ahead of the pack.
- Culture. The only way work gets done is through its volunteer members and humans are profoundly affected by the culture around them. It's the duty of a CEO to create a highly efficient and positive culture for members. A CEO can build a culture in many different ways. Every action or inaction by the management team sends a message to the membership, and it's essential to understand how these signals are being perceived by the members. How volunteers are treated when they are able or unable to carry out their responsibilities to the full, make a mistake, or achieve beyond expectation, are all issues that are established by the CEO.
- Allocation. The CEO sets the budgets within the club and oversees any investment planning and implementation. The CEO must evaluate all sorts of

different projects and determine which projects are worth supporting, and which projects may lose money or don't support the vision of club. The CEO manages the clubs capital and carefully looks over the major expenditures.

The CEO is a volunteer who receives no payment for his work.

The following have roles and responsibilities which do not fall within any of the Four Divisions and so they fall within the umbrella of the CEO:

- Liz Cleverly - Ladies' Club Captain
- Ian Loffler - Men's Club Captain
- Phillip and Sue Martin - Membership Secretaries
- Mike Grainger - Company Secretary
- Nigel Jones - Parents' Liaison Officer

Job Description: Mike Grainger - Company Secretary. The Company Secretary is the formal point of contact for the corporate entity of the club as recognised by Companies House, in correction with he has certain formal responsibilities, including filing annual accounts. He is a volunteer who receives no payment for his work.

Job Description: Nigel Jones - Parents' Liaison Officer. The Parents' Liaison Officer is an informal role providing a helpful point of contact and parent's perspective, and able to put forward or comment on ideas and suggestions from that perspective. He is a volunteer and receives no payment for his work.

THE MANAGEMENT GROUP

(This section was written with Input from the Management Group)

About the Management Group: The Management Group is a regular meeting every 2-3 weeks of the Four Heads of Division together with the Club Captains, chaired by the CEO. It ensures that the club is being properly managed, that things are operating properly, and identifies issues and action points to be dealt with operationally, by the Heads of Division or the CEO. It is also a forum for identifying what to put to the Board for information or decision, and a mechanism by which reports can be produced and discussed before being forwarded to the Board.

The Management Group comprises:

- Jenny Birch – Head of Finance
- Liz Cleverly – Ladies Club Captain
- Andy Bowskill – Director of Hockey
- Andy Forshaw – CEO
- Dawn Forshaw – Management Group Secretary
- Mike Lloyd – Head of Development
- Ian Loffler – Men’s Club Captain
- Kate Rudlin – Head of House (Club Manager)

Job Description: Liz Cleverly and Ian Loffler – Club Captains. The Club Captains have a lead role with the membership of the club: being visible, staying informed, getting to know people, rolling up their sleeves to take responsibility when things need doing, communicating what’s happening and why, and supporting the delivery of decisions of the Management Group, Board, Heads of Division and CEO. They also lead on coordinating club selection and the end of season dinners and awards. They are volunteers who receive no payment for their work.

Job Description: Phillip and Sue Martin – Membership Secretaries. The Membership Secretaries are responsible for: (a) keeping comprehensive records relating to those connected with the club (members, prospective members, colts and parents, Partners, camp attendees, former Presidents, Vice-Presidents, Honorary Life Members and the Tangerine Army); (b) sending out, receiving and supplying information when requested by members of the Board or Management Group; (c) liaising with the Finance Division as to receipt of subs payments; (d) liaising with the President as to the Partners Scheme and partner payments. They are volunteers who receive no payment for their work.

Job Description: Dawn Forshaw – Management Group Secretary. The Management Group Secretary attends meetings of the Management Group and supports and assists the CEO in the preparations for, running of, and follow up of meetings. She takes notes at meetings but they do not have formal agendas and are not formally minuted. She is a volunteer and receives no payment for her work.

THE BOARD

(This section was written with input from the Board)

About the Board: The Board is a small group with supervisory responsibility for the Club and its direction. The Board meets every 4-6 weeks and is chaired by the President. Its meetings are minuted by the Board Secretary. Sometimes Board meetings are attended by invitees as observers, and occasionally there are joint Board/Management Group meetings. The Board needs prior written reports from Heads of Division, the CEO and other key officers within the club, supplied through the CEO and Management Group. It receives information, approves actions and makes decisions at a supervisory level. After each meeting of the Board a letter is written to the membership by the President.

The Board comprises:

- Helen Anton – Consultant Director
- Andy Bowskill – Director of Hockey
- Angela Byrne – Consultant Director
- Peter Chasney – Secretary to the Board
- Mike Fordham – President
- Andy Forshaw – Chief Executive (CEO)
- Nick Hall – Consultant Director

Job Description: Helen Anton, Angela Byrne, Nick Hall – Consultant Directors. The consultant directors assist the President and CEO in developing the club's strategy and work within the Board to monitor all aspects of the Club, including progress towards achieving its long term objectives. They contribute advice and input on any necessary actions as appropriate and in line with their particular background and experience (for example, Nick Hall is able to provide particular input regarding Finance). They attend Board meetings and carry out ad-hoc tasks or projects as agreed with the Board and the President. They are volunteers and receive no payment for their work.

Job Description: Pete Chasney – Secretary to the Board. The Secretary to the Board attends Board meetings and supports and assists the President in the preparations for, running of, and follow up of meetings. He collates and circulates written material, agendas and draft minutes and takes the minutes of meetings. He is a volunteer and receives no payment for his work.

THE PRESIDENT

(This section has been written by the President)

Job Description: Mike Fordham - President. The President chairs the Board and AGM and has the role of a figure-head for the Club and within it. The President supports the CEO and Heads of Division and, where this is called for, may step in to solve problems or take a lead on new initiatives. He is also responsible for liaising with the Sounding Board Group and for ensuring that members, parents and friends of the club are kept informed as to what is happening at the club. He writes a letter to members and friends after each Board meeting. He is a volunteer and receives no payment for his work.

In addition, the following initiatives for 2014/15 fell within the direct responsibility of the President:

- How the Club is Organised Booklet
- Partners Scheme
- Who's Who at SAHC

The Sounding Board Group 2014/15 comprises:

- Peter Beard
- Miche Bloch
- Paul Cooper
- Danny Copues
- Mar Copues
- Elaine Hargreaves
- Cath Hart
- Debs Hayward
- Geoff Hayward
- Annie Hemsli
- Nigel Jones
- Vicki O'Brien
- Steph Port
- John Pritchard
- Adrian Stephenson
- Jo Weston

The Sounding Board Group is a group of volunteers who can be asked by the Board or Board Members for a view or second opinion and can feed through any thoughts or ideas.

THE DEVELOPMENT DIVISION

(This section has been written by the Head of Development)

Job Description: Mike Lloyd – Head of Development. The Head of the Development Division is responsible for leading the planning and execution of activities that will help to develop SAHC on and off the pitch. The role includes responsibility for communications with the club membership, being a point of contact for anyone from outside the club and working with multiple Development Officers to plan and coordinate activities. The Head of Development participates in the Management Group, liaises with the CEO and other Head of Division and writes regular reports for the Board. He is a volunteer and receives no payment for his work.

The key activities falling within the Development Division are:

- Communications
- Coach Development
- Junior Hockey Camps
- Disability Hockey
- Schools Partnerships
- University of Hertfordshire Partnership
- Corporate Social Responsibility Fundraising
- General Fundraising

Those with roles falling within the Development Division are:

- Peter Hazell – CSR Coordinator
- tbc – Disability Hockey Officer
- Ellie Watton – Hockey Development Officer
- Lee Elliott - University of Herts Ambassador
- James Champion – Communications Officer
- Louise Akers – Press Officer
- Chris Hobson – Club Photographer
- Lottie Porter – Schools Liaison Officer

Job Description: James Champion - Communications Officer. The Communications Officer is responsible for the content, structure and workings of the club website. He also runs all of the club's social media platforms and undertakes other ad-hoc tasks to support the Division. He is a volunteer and receives no payment for his work.

Job Description: Ellie Watton - Hockey Development Officer. The Hockey Development Officer is responsible for the planning and running of the SAHC Junior Hockey Camps. She also provides on pitch coaching support to senior and junior members throughout the season. This is a paid position.

Job Description: Peter Hazell - CSR Coordinator. Peter is responsible for developing CSR funding bids which, when successful, will be used to support further development activities within the club, e.g. Disability hockey. He is a volunteer and receives no payment for his work.

Job Description: tbc - Disability Hockey Officer. The Disability Hockey Officer is responsible for the establishment and running of the club's FLYERZ (disability hockey) program. We hope to begin providing this opportunity to the local community in 2015. The DHO is a volunteer and receives no payment for their work.

Job Description: Lottie Porter - Schools Liaison Officer. The Schools Liaison Officer is responsible for coordinating the SAHC Schools Partnership which provides SAHC led hockey coaching in local schools. We hope to begin providing this opportunity to local schools in 2015. She is a volunteer and receives no payment for her work.

Job Description: Lee Elliott - University of Hertfordshire Ambassador. The University of Herts Ambassador is responsible for promoting SAHC within the University of Hertfordshire hockey clubs and encouraging students to join the club. He is also working to strengthen ties between the clubs through friendlies, the provision of umpires and coaches to the University sides. He is a volunteer and receives no payment for his work.

Job Description - Louise Akers - Press Officer. The Press Officer writes and submits the weekly press release to the local newspapers, liaising with the Club Photographer to obtain suitable photographs, and with the Communications Officer to get press releases and a booklet of press releases promptly uploaded to the club website. She is a volunteer and receives no payment for her work.

Job Description: Chris Hobson - Club Photographer. The Club Photographer generously provides high quality photographs of the SAHC players in action. His photos can be seen on his website www.chrishobsonphotos.co.uk, in the clubhouse and in the weekly press releases. He is a volunteer and receives no payment for his work.

How the Development Division works. The Head of the Development Division reports to the CEO and to the Management Group on the actions and plans of the Division members. Owing to the wide ranging tasks undertaken, the members of the Division work closely with the President and Management Group membership. The Development Division is an exciting and growing part of the club. As such, it is always looking for members to join and support the running of tasks both large and small. Alternatively, the Division welcomes potential development ideas from members of the club which could improve its offering to members and the local community.

THE FINANCE DIVISION

(This section has been written by the Head of Finance)

Job Description: Jenny Birch – Head of Finance. The Head of Finance undertakes leadership responsibility for the activities falling within the Finance Division, ensuring their delivery and delegating to others as appropriate. She participates in the Management Group, liaises with the CEO and other Heads of Division and writes regular reports for the Board. She is responsible for ensuring that prompt and accurate information is available so that legal obligations (eg. tax requirements) are met. She is a volunteer and receives no payment for her work.

The key activities falling within the Finance Division:

- Preparation of annual accounts
- Drawing up and approval of plans and forecasts for ad hoc projects
- Drawing up of the annual budget (for approval by the Board)
- Authorisation and processing of payments including salaries
- Maintenance of comprehensive financial records
- Provision of management information
- The reporting of ‘subs debtors’ to the Management Group (collection is by the Membership Secretaries)
- Maintaining an understanding of HR and Tax legislation and keeping the Management Group informed
- Keep all required tax records and returns (eg Gift Aid)

Those with roles falling within the Finance Division are:

- Annie Barratt – Treasurer
- Chris Parker - Accounts assistant

Job Description: Annie Barratt – Treasurer. The Treasurer undertakes the day to day finance division roles under the supervision of the Head of Finance and in conjunction with the CEO and Management Secretaries. In particular, she is responsible for all day to day record keeping and production of the final accounts. She is a volunteer and receives no payment for her work.

Job Description: Chris Parker – Accounts assistant. Chris has in previous years been responsible for the full accounts process and is therefore fully aware of all the clubs requirements and processes. Chris processes all club payments and also acts as the financial representative at SACHA (St Albans cricket and hockey association), which manages Clarence Park. He is a volunteer and receives no payment for her work.

THE HOCKEY DIVISION

(This section has been written by the Director of Hockey)

Job Description: Andy Bowskill – Head of the Hockey Division (Director of Hockey). The Director of Hockey undertakes leadership responsibility for the activities falling within the Hockey Division, ensuring their delivery and delegating to others as appropriate. The Director of Hockey participates in the Management Group, liaises with the CEO and other Heads of Division, writes regular reports for the Board and also sits on the Board. He is a volunteer and receives no payment for his work.

The key activities falling within the Hockey Division are:

1. Teams. Liaising with Club Captains regarding League entries. Assisting Club Captains to organise Trials Day. Coordinating and attending team selection meetings. Assisting with appointment of team captains.
2. Coaching. Producing a coaching blueprint for (i) Seniors and (ii) Juniors. Devising the training schedule. Conducting coaching sessions as appropriate. Implementing a "coach education" programme. Acting as a mentor to assist inexperienced coaches. Assisting the Pool Coaches Coordinator as appropriate.
3. Recruitment. Taking responsibility for the appointment of Men's and Ladies' head coaches. Assisting the Club Captains with the appointment of other coaches. Assist the Hockey Development Officer to organise coaching camps. Actively helping to recruit players at all levels.
4. Events. Encouraging event hosting and liaise with all club officers, and Oaklands' staff, to ensure successful outcomes. Promoting the club at local, regional and national levels.

Those with roles falling within the Hockey Division are:

- Umpires Liaison Officer - Andre Hugo
- Men's Teams/Fixture Secretary - Lionel Thomas
- Men's Match Secretary - Danny Copues
- Ladies' Teams/Fixture Secretary - Alyson Lord
- Club Disciplinary Officer - Danny Copues
- National League Liaison (Ladies) - Dawn Forshaw
- East League & Five Counties League Liaison (Ladies) - Simone Burns
- East League Liaison (Men) - Danny Copues
- London League Liaison - Jonathan Tuck
- Pool Coaches Coordinator - Alexis Hamilton
- Men's 1st Team Head Coach - Andy Halliday

- Ladies' 1st Team Head Coach – Hannah Macleod
- Men's 1st Team Manager – John Garner
- Ladies' 1st Team Manager – Dawn Forshaw
- Men's 1st Team Assistant Coach – Mike Lloyd
- Ladies' 1st Team Assistant Coach – John Barrett
- Men's 2nd Team Captain – Nigel Sellars
- Ladies' 2nd Team Captain – Ann-Marie Davenport
- Men's 3rd Team Captain – Josh Rose
- Ladies' 3rd Team Captain – Jo Herbert
- Men's 4th Team Captain - ?
- Ladies' 4th Team Captain – Pippa Martin
- Ladies' Bodiceas Captain – Angela Byrne
- Men's 5th Team Captain – Copeland Hewitt
- Ladies' 5th Team Captain – Gemma-Louise Little
- Men's 6th Team Manager – Nick James
- Men's 7th Team Captain – Nick Mulvaney
- Men's 8th Team Captain – Andy Golding
- Men's Emperors Manager – Matt Leedham
- Men's Praetorians Captain – James Tompkins
- Men's Centurions Manager – Jonathan Tuck
- Youth Section Administrator – Sue Martin
- Boys' Club Captain – Callum Emmerson
- Girls' Club Captain – Libe Fadrique
- Junior Lead Coaches – Malcolm Emmerson, Pippa Martin, Sophie White

JOB DESCRIPTIONS:

Fixtures Secretaries – Alyson Lord & Lionel Thomas

1. Coordinate and communicate fixtures for different teams
2. Schedule a friendly fixture list for all teams which reflects the ambitions of the club
3. Arrange and confirm fixtures with league(s)
4. Deal with postponed match re-arrangements
5. Handle any fixture queries throughout the season
6. Confirm fixtures with opponents
7. Provide visiting teams with start times, directions to the ground etc
8. Report results to relevant leagues and the club's Media Officer.

Umpires Liaison Officer – Andre Hugo

1. Coordinate allocation of umpires to the club's league (where appropriate) and friendly fixtures
2. Help club umpires and any potential umpires develop their skills and confidence.

3. Act as a point of contact for England Hockey and the local Umpire Associations
4. Publicise and promote England Hockey referee courses and Continuous Professional Development (CPD) opportunities to club referees
5. Share important information with club Umpires about rule changes, clarifications, updates on game management techniques and discipline
6. Promote the values of the game

Junior Section Administrator - Sue Martin

1. Collect data for all junior players and record in spreadsheet format
2. Act as point of contact when new junior players enquire about joining the club
3. Attend junior sessions and liaise with players and parents
4. Collect subscriptions and keep accurate records
5. Submit subs data to club Treasurer.

Junior Lead Coaches - Malcolm Emmerson, Pippa Martin, Sophie White

Responsible for designated age group coaches and assistants

1. Take full responsibility for the club's junior coaching sessions
2. Maintain high ethical standards in coaching, ensure they keep up-to-date with their knowledge, skills and qualifications and prepare all coaching sessions in advance.
3. Undertake training appropriate to the role e.g. Safeguarding Children and Young People in Sport.
4. Work with and include Assistant Coaches in the preparation and running of each session.
5. Submit regular report on progress to the MG.
6. Offer the club feedback on the organisation and degree of success of junior coaching and competitions.
7. Assist in the selection of teams.
8. Travel to competitions with the junior team(s).
9. Inform the Assistant Coach in advance of any sessions that cannot be attended.
10. Write regular progress reports to MG

Junior Age Group Coaches

1. Responsible for a designated age group team, e.g., U12 boys
2. Ensure that the club provides the young players with opportunity to play in youth leagues and competitions.
3. Weekly Team selection
4. Organisation of coaching/training at the club
5. Organisation of transport for team matches
6. Team kit & equipment (including laundry, parents usually take turns)
7. Reporting results to Media & Comm. Secretary after matches

8. Submit annual end of season report to Junior Head Coach

Ladies & Men's 1st XI Head Coaches - Hannah Macleod & Andy Halliday

Core Duties

1. Deliver a programme of specialist work with the Club's Senior squads (top 2 sides) to include pre-season preparation. The complete programme shall be discussed with the Director of Hockey in advance.
2. Deliver all 1st team training sessions (two per week) and attend 1st team match day fixtures.

Supplementary Duties

A significant contribution to the following areas of coaching activity is expected to be made.

3. Introduce goal-setting to the squad, individually and collectively, and review (i) at the mid-season break, and, (ii) at the end of the season.
4. Conduct regular match video analysis for team and individual player feedback (minimum all home games).
5. Attend and observe 2nd team matches, when possible, probably one per month.
6. Produce a programme of 1st team session plans for use by other club coaches. These to be formulated in conjunction with the Director of Hockey.
7. Promote the Club at local, regional and national level to encourage new playing members.
8. Liaise with club coaches regularly to discuss and share new coaching initiatives.
9. Help create an environment for juniors to progress through senior club sides by integrating elite performers into the senior training set up.

THE HOUSE DIVISION

(This section has been written by the Head of House)

Job Description: Kate Rudlin – Head of House (Club Manager). The Head of House (Club Manager) undertakes leadership responsibility for the activities falling within the House Division, ensuring their delivery and delegating to others as appropriate. The Head of House participates in the Management Group, liaises with the CEO and other Heads of Division, and writes regular reports for the Board. This is a paid position.

The key activities falling within the House Division are:

- SAHC Point of Contact for Oaklands facility usage. Liaison with Oaklands POC (Orla Moore). Timely updates of proposed SAHC usage. Maintenance of "SAHC & Oaklands Operating Procedures". Maintenance of facilities (cleanliness, repairs etc). Security arrangements (opening and closure procedures).
- Overseeing role for Social Functions. Liaison with Social Committee. Provision of appropriate bar and catering support.
- Pitch bookings. Maintenance of pitch bookings (outside normal Saturday usage). SAHC additional usage (Senior cup games, youth activities etc). External pitch bookings for SAHC authorised hours.
- Management of Bar and Catering for: Club Matches; Social Events; Hosted events; Oaklands College events (as requested).
- Recruitment and Management of bar and catering staff. Organisation of staff working hours. Authorisation of payment of staff wages. Ensure licences are in place, Bar, TV, music licenses etc.
- Bar Management. Upkeep of bar and cellar. Stock Control. Brewery deliveries. Bar accounts.
- Catering. Purchase of food. Menu planning. Employment of external caterers, as required.
- Security – open and closure procedures.
- Lost property
- Oaklands. Furnishings and Fittings. Set up and re-set of classrooms.

- Clarence Park. Pavillion lettings. Sub-letting of pitches. Floodlights management and maintenance. Member of SACHA. Invoicing of John O'Conner re floodlight usage. Organisation of opening and locking up of pitch and pavilion.

Those with roles falling within the House Division are:

- Seth Wheeler – Head Barman
- Toby Mobbs – Catering Assistant and Bar Support
- Abby Wheeler - Catering Assistant
- Max Hastings – Bar Support
- Mike Grainger – Catering and Bar Support
- Mike King – General Duties Officer
- Copeland Hewitt – Social Secretary
- Sophie Lamb – Social Secretary

The House Division consists of four Sections with the following responsibilities:

- Administration Section (Lead- Kate Rudlin). Ensuring facilities available to any SAHC activity. Maintenance of pitch and facility bookings. Maintaining appropriate licenses etc. Input is required from – Fixture Secretary, Youth Co-ordinators, POCs for cup games, Social Section etc.
- Socials Section (Lead – Copeland Hewitt; with Sophie Lamb). Organising and promoting social events. Running the events and collecting any entry fees. Booking appropriate support - Disco etc.
- Bar Section (Lead - Kate Rudlin). Organisation of bar staffing. Maintenance of bar and cellar (Seth Wheeler).
- Catering Section (Lead – Kate Rudlin). Planning of menus. Buying of provisions. Organisation of catering staff. Provision of external support if required

Job Description: Seth Wheeler – Head Barman. The Head Barman is responsible for: placing orders with the brewery; stock take; cellar, bar and pipework maintenance and cleaning; advising the Head of House on requirements for confectionary, glasses etc; opening and closing the bar (hours defined by Head of House); liaising with security on locking up times; cashing up and paying in of bar takings; and advising the Head of House on bar maintenance requirements. This is a paid position.

Job Description: Toby Mobbs and Abby Wheeler – Catering Assistants. The Catering Assistants prepare, cook and serve meals and drinks to teams as advised by Head of House. They clear plates etc away and wash up, empty rubbish to recycling areas and clean the kitchen at the end of their shift. These are paid positions.

Job Description: Mike King – General Duties Officer. The General Duties Officer opens and locks the Clarence Park facility and pitches at the request of the Head of House and cleans the changing rooms and showers at CP. At Oaklands he undertakes a general tidy up on Sunday mornings at the request of Head of House and provides access to the brewery for deliveries.