

*MAITLAND  HOCKEY
ASSOCIATION*

Volunteer Job Descriptions



President's Job Description

Primary Responsibility:

The President is responsible for the overall management of the Association and all of its operations.

Key Roles:

- To be well informed of all Association activities including, financial position, programs run by the Association, who is in charge of the programs and the number of teams/ players.
- Be aware of the future directions and plans of the Association members.
- Have a good working knowledge of the Association constitution, Association rules and the duties of all office holders and the various sub-committees.
- Manage Executive Committee and or sub-committee meetings. The President should ensure that all Association matters are discussed and the best decisions are made, without the meeting lasting longer than necessary.
- Manage the Association's Annual General Meeting [AGM] by following the agenda, completing all business, making awards or presentations, and if applicable, introducing and welcoming a guest speaker.
- Represent the Association at local, regional and national levels.
- Be a supportive leader to all Association members. The President should listen to other people's suggestions [not just committee members] and bring them to the Executive Committees attention if required.
- Act as a facilitator for Association activities such as fundraising or social events.
- Ensure that the planning and budgeting for the future is carried out in accordance with the wishes of the Associations members.

Helpful Hints for the President.

- Be unbiased and impartial on all issues – if a situation arises where there is a possible conflict of interest, the President, as chair should temporarily step down.
- Be well informed about the purpose of the meeting[s] and the items to be covered.
- Be a good listener who will be able to summarise the main points of a discussion.
- Avoid repetition, arguments, interruptions and deviations from the matter under discussion.
- Be well versed in the rules or procedure for the particular type of meeting being held.
- Allow for and encourage relevant discussion and debate.
- Delegate tasks or action points effectively and appropriately.
- Make decisions based on informed discussion and majority agreement.
- Work effectively as part of a team.
- Be a motivator, who encourages and recognises the work of the various committees and all Association volunteers.

Secretary's Job Description

Primary Responsibility:

The Association Secretary is responsible for the overall administration of the Association.

Key Roles:

- Provides a link between members, the Executive Committee, Clubs, other Associations, Regional and State, and Hockey Australia.
- Often the Secretary is the Associations first point of contact for information or details regarding its activities and operations.
- Manage and supervise others [in relation to secretarial duties.]
- Organise and delegate tasks.
- Receive, distribute and keep records of all correspondence. Reply promptly where necessary.
- Maintain Association administration files, e.g. correspondence, financial records, minutes, competition details and results etc.
- Maintain membership records i.e. names, contact and personal details.
- Prepare meeting agendas [in consultation with the President.]
- Organise meeting details, notify and distribute documentation to relevant personnel.
- Distribute minutes promptly and follow up on action lists.
- Coordinate and compile Annual Report.

Equipment

- Notebook and pen for recording initial meeting notes.
- Diary for schedule of events, meetings, activities, fundraising, etc.
- Minute book or file where printed copies of previous minutes can be stored.
- Files for records.
- Phone and FAX Contact numbers.
- Access to a computer preferably with access to an email address [this is a very cheap method of communicating with members, clubs and associations, etc.]
- Other stationary e.g. Association Letterhead, business cards, etc.

Helpful Hints for the Secretary

- Be well organised.
- Use checklists.
- Develop and Association procedures manual.
- Communicate effectively.
- Think clearly and positively.
- Maintain confidentiality on relevant matters.
- Write up minutes as soon as possible after meetings.

Treasurer's Job Description.

Primary Responsibility:

The Association Treasurer is responsible for the overall financial management of the Association.

Key Roles:

- Maintain a working level of petty cash.
- Ensure monies received are banked promptly and recorded correctly.
- Invoice clubs /members for rentals and fees.
- Prepare budgets for the forthcoming year detailing all sources of income and expenditure.
- Maintain accurate records of current income and expenditure.
- Prepare annual financial accounts for auditing and provide the auditor with information as required.
- Be the signatory on Association cheques [with at least one other person.]
- Ensure annual returns are filed with the relevant Government department of the state, if required.
- Manage Association investment programs.
- File tax returns and income tax payments for employees, as required.
- Prepare and present regular financial statements to the Executive Committee.
- Regularly file business activity statements [including GST] where applicable.
- Acquit funds received from government grants where applicable.
- Source and investigate financial grant and funding opportunities.

Equipment:

- Computer with MYOB Program.
- Ledger for inward and outward money.
- Calculator
- Receipt books for monies received
- Filing system for invoices and statements paid.
- Association deposit book and cheque book.
- Petty cash tin.
- Copies of previous historical financial records.

Helpful Hints for the Treasurer.

- Be well organised.
- Allocate regular time periods to maintain the books.
- Keep good records.
- Carefully handle money and cheques.
- Work in a logical orderly manner.
- Be aware of information needing to be kept for the annual audit.

Junior Development Coordinator Job Description.

Primary Responsibility:

- To increase junior player numbers.
- Improve Association/ Club/ School liaison and recruitment.

Key Roles:

- Liaise and work in conjunction with Regional/ State Development Officers where applicable.
- Compile data of contacts at schools and clubs, Regional/ State Departments of Sport and recreation and the state Education Department.
- Seek feedback from Association and club personnel on coaching availability in school hours and compile a data list of helpers and hours per day that they are available to assist.
- Approach the Executive Committee for incentives to assist schools run development programs to encourage children to join a local club e.g. reduce fees for teachers or children joining clubs from targeted schools.
- Seek local community support through Council, Members of parliament, businesses, Police Clubs, or Service Clubs to advertise the Association, clubs and development programs.
- Keep parents, school and clubs informed and involved wherever possible.
- Ensure contact details are up to date and correct for all handouts.
- Promote junior hockey where possible through flyers, newsletters, media etc.
- Ensure all clubs and schools are aware of visiting coaches and teams, e.g. the State or Australia Team playing matches in the local area.
- Ensure that schools have access to hockey programs and to local club contact details.
- Coordinate senior club players to get involved with development coaching sessions.
- Seek coaching help to upgrade teachers at school and club members in their hockey skills and levels, e.g. Level 0 or level 1.
- Seek assistance from Regional/State Coaching Coordinators to access coaches for juniors and school children.

Helpful Hints for Junior Development Coordinator.

- List names of people to contact, e.g. Regional/State Development Coach, Schools, Club contacts, local councillor and Department of Sport and Recreation.
- List schools and clubs in the region to be targeted e.g. State, private and prioritise by any hockey playing teachers or contacts at those schools.
- Establish a development plan:
 - *Identify geographical areas.
 - *Design letters of introduction.
 - *Set time, dates and targets.
 - *Arrange volunteer meetings to assist with development sessions.
 - *Invite Regional/State Development Officers, teachers and umpires to be involved.
 - *Contact the media to promote development sessions.
- Keep accurate records of numbers in attendance at development clinics, names and numbers recruited and potential players.
- Clearly establish Association monetary guidelines and budget including costs for advertising, equipment, coaching fees and dress codes for coaches.
- Arrange facilities such as school grounds/ turf including availability, bookings and fees.
- Delegate authority by setting up simple guidelines, establishing team leaders, keeping coaches, clubs and executive, etc. informed.
- Set clear objectives that are in accordance with the Association Strategic / Business Plan and that are realistic, achievable and measurable.

Promotions Coordinator Job Description

Primary Responsibilities:

- Plan, promote and manage events.
- Coordinate marketing, sponsorship, fundraising and social events.
- Promote and report on the Associations activities via newsletter, website, and email.
- Advertise and sell Association merchandise. E.g. apparel and promotional items.
- Liaise with the media.

Key Roles:

- Establish a promotions committee to implement the various promotional areas.
- Select people who possess skills in these areas.
- Establish and implement a promotional/Marketing and Media Plan in the line with the Associations Strategic Plan.
- Develop good rapport with local and regional media and submit regular press releases. E.g., weekly reports, competition results and forthcoming events.
- Develop basic sponsorship proposals and seek funding for various programs, events, competitions, tournaments and teams.
- Develop various social/ fundraising activities to increase Association revenue.
- Publicise and promote events, programs, competitions/ tournaments and teams to local businesses, media, clubs and local community.
- Develop and distribute a periodical association newsletter to all members and key stakeholders, i.e. members, sponsors, media outlets, etc.
- Establish a generic Association logo, Association colours and merchandising range to identify all Association members and teams.

Helpful Hints for the Promotions Coordinator.

- Select people onto the promotions Committee that are enthusiastic and can identify the benefits of promoting the Association and hockey in general.
- Give Committee members clear responsibilities for each member.
- Share the workload by encouraging others to assist with various promotions.
- When establishing a Promotional / Marketing Plan ensure it is simple, realistic and useable, and in line with the strategic Plan of the Association.
- In developing a good rapport with the media it is important to provide them with regular and concise information. Personal visits on occasions are also beneficial.
- Identify what your Association wants to achieve and what benefits a sponsor will gain from their involvement with your organisation/ teams. When developing your proposal make use of photographs and figures about hockey in general and in your area.
- Brainstorm fundraising activity ideas to increase appeal and interest.
- Provide current calendar information about forthcoming events to the media and members on a regular basis.
- Develop a regular newsletter and provide the opportunity for members to contribute.
- Provide information and interest articles to Hockey NSW State newsletter and Hockey Australia's, Hockey Zone Magazine and website.
- Use Club Development Network, at www.ausport.gov/clubs/ email club.development@ausport.gov.au or phone 1300 130 121

Umpires Coordinator Job Description

Primary Responsibility:

- To manage umpires in the Association by providing training, support and encouragement.

Key Roles:

- Report regularly to the Association meetings and respond to Hockey NSW emails.
- Receive any correspondence relating to umpiring matters, circulate to umpires in your Association and act upon it if necessary.
- Ensure that all umpires, players and coaches are aware and understand rule changes or updates in interpretations.
- Arrange for coaching of umpires including on-field assistance and directions regarding current interpretations of new and existing rules.
- Arrange for theory and practical testing of umpires where appropriate and maintain a register of accreditation levels/ badges awarded.
- Identify talented umpires for further progression, i.e. regional/ state level.
- Select and nominate umpires for Regional / State Championships.
- Arrange for an umpires' coach to attend Regional/ State Championships wherever possible.
- Seek guidance and support through the Regional / State Associations and Hockey Australia.
- Collect data and nominations for end of season award for Junior Umpires' Award.

Helpful Hints for the Umpires' Coordinator.

- Undertake your role with enthusiasm and generate enthusiasm in others.
- Work together as a team with your committee to plan ahead.
- Enjoy the role; talk with your committee and umpires and work together to enhance the standard of umpiring.
- If you need additional support contact Regional / State development Officer for further resources, information and access to expertise.
- Take pride in your umpires and your contribution in improving the standard of umpiring in your club and encourage umpires to take pride in how they present themselves when umpiring.
- Encourage your Association members to actively support umpires.
- Always be prepared to learn from others.

Fixtures Coordinator Job Description.

Primary Responsibility:

- Create competition draws, distribute to clubs and teams and display at venue.
- Keep record of game results and upkeep point scores.
- Reallocate games after games postponed or deferred.

Key Roles:

- Ensure all teams are included in their appropriate competitions.
- Liaise with Executive and other coordinators to develop time frame for competitions, times of championships, carnivals, school holidays, etc.
- Create fixtures draw for all competitions.
- Create Spreadsheet to record game results on.
- Create spreadsheet of teams and their players.
- Distribute draw to all clubs and teams; use hard copies, email and website.
- Distribute up to date competition results to all clubs and teams; use hard copies, email and website.
- Display all draws and results at venue.
- Keeps a record of players playing each week in their respective teams.
- Notify teams of changes in the draw due to games being postponed or deferred, in adequate time for teams to be prepared.
- Notify teams of players' eligibility status for upcoming final series by Round 10 and then 2 Rounds prior to the final series.
- Negotiate with the Promotions Coordinator to ensure the draw and results are placed in the local media outlets.

Helpful Hints for the Fixtures Coordinator.

- Be well organised.
- Allow a regular time to update information.
- Communicate regularly with the executive and all interested parties.
- Have draws out 2 weeks prior to the beginning of competition, if possible.
- Keep organisation clear and simple.

Senior Representative Coordinator Job Description.

Primary Responsibilities:

- To organise a coach and manager for the representative teams; Field and Indoor; Female and Male.
- To collate names for the teams, organise trials if necessary.
- Submit appropriate paperwork to Hockey NSW.
- Organise accommodation for the teams.

Key Roles:

- Place notices for Open teams on the notice board at the commencement of the winter season.
- Engage a coach and manager for each team.
- Approach eligible players to alert them of the Championship dates and times.
- Have players commit to the team and have them pay a \$50 deposit.
- Contact appropriate accommodation and book number of rooms needed.
- Organise with Treasurer to pay deposit for accommodation.
- Ensure nomination forms are completed and return to Hockey NSW before due dates.
- Gather all player information to complete Team nomination form in collaboration with Team Manager and return to Hockey NSW before due date.
- Maintain communication with Team Manager and Coach to ensure that all organisation is in place.
- Book turf for training sessions.
- Report back to the Executive and Association meetings to ensure awareness by all members of where and what is happening with the Open representative Teams.

Helpful Hints for the Senior Representative Coordinator.

- Be proactive.
- Be organised.
- Have a copy of the calendar showing all Championship dates and dates of when paperwork is due.
- Have copies of paperwork needed to be completed for each team.
- Approach people in a positive manner with all information relating to their Championships.
- Ring accommodation as early as possible. Prior year if the likely hood of a team in that age group.
- Ensure all paperwork is completed as early as possible.
- Ask the Executive for support and ring Hockey NSW for assistance if needed.
- Create a newsletter to inform players of information, e.g. dates, places, accommodation, costs, uniforms, levies; etc.

Junior Representative Coordinator Job Description.

Primary Responsibilities:

- To organise a coach and manager for the Junior representative teams; Field and Indoor; Female and Male.
- To collate names for the teams, organise trials if necessary.
- Submit appropriate paperwork to Hockey NSW.
- Organise accommodation for the teams.

Key Roles:

- Place notices for U/11; U/13; U/15; Boys U/17 and Girls U/18 teams on the notice board at the commencement of the winter season.
- Engage a coach and manager for each team.
- Approach eligible players to alert them of the Championship and Conference dates and times.
- Have players commit to the team and have them pay a \$50 deposit.
- Contact appropriate accommodation and book number of rooms needed.
- Organise with Treasurer to pay deposit for accommodation.
- Ensure nomination forms are completed and return to Hockey NSW before due dates.
- Gather all player information to complete Team nomination form in collaboration with Team Manager and return to Hockey NSW before due date.
- Maintain communication with Team Manager and Coach to ensure that all organisation is in place.
- Book turf for training sessions.
- Report back to the Executive and Association meetings to ensure awareness by all members of where and what is happening with the Open representative Teams.

Helpful Hints for the Junior Representative Coordinator.

- Be proactive.
- Be organised.
- Develop a committee of others who may be able to assist.
- Have a copy of the calendar showing all Championship dates and dates of when paperwork is due.
- Have copies of paperwork needed to be completed for each team.
- Approach people in a positive manner with all information relating to their Championships.
- Ring accommodation as early as possible. Prior year if the likely hood of a team in that age group.
- Ensure all paperwork is completed as early as possible.
- Ask the Executive for support and ring Hockey NSW for assistance if needed.
- Create a newsletter to inform players of information, e.g. dates, places, accommodation, costs, uniforms, levies; etc.

Vets Representative Coordinator Job Description.

Primary Responsibilities:

- To organise a coach and manager for the representative teams; Field and Indoor; Female and Male.
- To collate names for the teams, organise trials if necessary.
- Submit appropriate paperwork to Hockey NSW.
- Organise accommodation for the teams.

Key Roles:

- Place notices for Open teams on the notice board at the commencement of the winter season.
- Engage a coach and manager for each team.
- Approach eligible players to alert them of the Championship dates and times, costs; fees and accommodation.
- Have players commit to the team and have them pay a \$50 deposit.
- Contact appropriate accommodation and book number of rooms needed.
- Organise with Treasurer to pay deposit for accommodation.
- Ensure nomination forms are completed and return to Hockey NSW before due dates.
- Gather all player information to complete Team nomination form in collaboration with Team Manager and return to Hockey NSW before due date.
- Maintain communication with Team Manager and Coach to ensure that all organisation is in place.
- Book turf for training sessions.
- Organise fee payment schedule.
- Report back to the Executive and Association meetings to ensure awareness by all members of where and what is happening with the Open representative Teams.

Helpful Hints for the Vets Representative Coordinator.

- Be proactive.
- Be organised.
- Have a copy of the calendar showing all Championship dates and dates of when paperwork is due.
- Have copies of paperwork needed to be completed for each team.
- Approach people in a positive manner with all information relating to their Championships.
- Ring accommodation as early as possible. Prior year if the likely hood of a team in that age group.
- Ensure all paperwork is completed as early as possible.
- Ask the Executive for support and ring Hockey NSW for assistance if needed.
- Create a newsletter to inform players of information, e.g. dates, places, accommodation, costs, uniforms, levies; etc.

Team manager Job Description.

Primary Responsibilities:

To act as the liaison person within the team and between the Association and Hockey NSW administrations and the team by keeping accurate records, communicating information effectively and providing positive support.

Key Roles:

- Collect and keep a record of and collect representative fees and levies. Pass on to Treasurer with a copy of collection notes.
- Work with the coach to maintain team harmony and develop team unity.
- Liaise with Junior/ Senior/ Vets Representative Coordinator.
- Liaise with and inform parents in Junior Teams.
- Collect player information to complete Team Sheet.
- Organise, record and distribute and collect representative uniforms.
- Discuss with the coach any specific requirements they may have.
- Put together an 'odds and ends' container, including such items as safety pins, tape, hair clips, scissors, shoe laces, pencils, pens, spare uniforms, etc.
- Liaise with players [and parents for junior teams] on team matters, including information being passed on regarding details of practices and matches for any who may be absent when information is originally given out.
- Keep an attendance role of players at training, including record of those who have explained absence.
- Keep an availability list and have contact details of all players and officials involved with the team.
- Ensure that a First Aid Kit is available and fully stocked.
- Check with selectors/ Coach which players have been selected in the team.
- Write up match cards/ reports, according to selection and making sure all names are spelt correctly.
- Make sure all players have drink bottles that are filled.
- Check match card/ report is filled out correctly at conclusion of match and get the Captain to check the score card before signing.
- Ensure Captain is clearly identified.
- Control any players/ coaching staff who may need pacifying.
- Make sure the 'dug out' / bench area is kept neat and tidy during and on completion of the match.
- Assist with injured players where needed, by knowing where assistance can be obtained and arrange transportation as required.
- Assist with organising Association fundraising and social activities; gain support from players and parents.

