

Position Description – Junior Co-ordinator (Boys /Girls)

Status	Holds a position on the Operations sub-committee
Key Objective	<i>To assist with the development of junior (u18) male (female) players in BHC</i>
Responsibilities	<p><i>To be a point of contact for existing and potential coaches, managers and players of the junior girls' teams and to provide a link between those members and the Management Committee.</i></p> <ul style="list-style-type: none"> • Be the first point of contact for prospective junior boy (girl) players. • Provide general support to junior coaches and managers. • Be the first point of contact for coaches requiring extra equipment, uniforms, repairs to existing equipment or some other form of support from the club. • Be the first point of contact for coaches/managers requiring junior players to sub up into a higher grade – junior or senior (<i>Junior Teams Handbook provides guidelines in relation to this</i>). • Communicate with the IHA on issues concerning junior players, including requests for regrading of players or change of game time, breaches or clarification of matters relating to IHA bylaws. • Maintain a spreadsheet register of players and keep a weekly record of any players who a) play, b) sub into higher teams to ensure that no player is in breach of the IHA bylaw 3.10 (<i>Team managers & senior coordinators can email this at the end of each weekend. Don't rely on hockey net as this can be a couple of weeks out of date</i>). • Maintaining a working knowledge of the IHA bylaws and BHC selection policies and procedures • Assist with the communication, promotion and implementation of BHC policies and procedures • Maintain a working relationship with Senior coordinators and provide support to other club officials • Assist BHC in sourcing coaches and managers for junior teams. • Assist uniform officer and team manager with keeping an up to date record of BHC uniforms issued to players • Ensure that any relevant communication is received by coaches, managers and players concerning representative teams (nomination dates, training times etc), development days etc. <p><i>Note: overlap with Senior Coordinators where U18 players are playing in senior grades</i></p>
Key Skills / Experience	<ul style="list-style-type: none"> • Good people skills (a leader, a listener and a facilitator) • Ability to function as a key player in a team, • Ability to identify and coordinate the communication of BHC's ongoing hockey team operational needs. • Ability to identify, prioritise, complete and delegate tasks appropriately to meet deadlines. • A good standard of oral communication skills • Ability to use Word and email systems
Accountability	<ul style="list-style-type: none"> • BHC Management committee

Relationships	<ul style="list-style-type: none"> • Management Committee & Sub-committees, • Coordinators, Team coaches, Team managers, Equipment officer, uniform officer, 								
Relevant Policies & Procedures	<ul style="list-style-type: none"> • Be aware of the content of, and abide by, these policies / Procedures <table border="1" data-bbox="531 353 1406 535"> <tr> <td data-bbox="531 353 986 400"><i>Codes Of Conduct</i></td> <td data-bbox="986 353 1406 400"><i>BHC's Strategic Plan 2010-2012</i></td> </tr> <tr> <td data-bbox="531 400 986 445"><i>IHA Bylaws</i></td> <td data-bbox="986 400 1406 445">Children and young people</td> </tr> <tr> <td data-bbox="531 445 986 490"><i>BHC's Grievance Procedure</i></td> <td data-bbox="986 445 1406 490">Drug and Substance abuse</td> </tr> <tr> <td data-bbox="531 490 986 535"><i>BHC Selection Policies</i></td> <td data-bbox="986 490 1406 535"><i>BHC Rules of Association</i></td> </tr> </table>	<i>Codes Of Conduct</i>	<i>BHC's Strategic Plan 2010-2012</i>	<i>IHA Bylaws</i>	Children and young people	<i>BHC's Grievance Procedure</i>	Drug and Substance abuse	<i>BHC Selection Policies</i>	<i>BHC Rules of Association</i>
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Terms	<ul style="list-style-type: none"> • Must be available for one year • Reduced playing fee, in accordance with the approved Volunteer Discount Schedule, Free Officials shirt (or item as approved for the current year's volunteer workforce) 								
Resources	<ul style="list-style-type: none"> • Out of pocket administration and phone expenses, as approved by the committee • RSC Club governance manuals 								
Training	<ul style="list-style-type: none"> • Induction • ?? 								
Tips	<ul style="list-style-type: none"> • Be pro-active in communications and organising pre-season meeting of the operations sub-committee • Act promptly on communicating identified needs to the management committee • Be unbiased/impartial on all issues and discussions held • Allow for and encourage relevant discussion and debate • Make decisions based on informed discussion and majority vote • Avoid repetition, arguments, interruptions and deviation from the matter being discussed • Maintain confidentiality on relevant matters 								

Tasks

In addition to the general communication and administration responsibilities outlined above the following key tasks are required at various times of the year (guide only).

Month	Key Tasks
Dec	<ul style="list-style-type: none"> Refresh knowledge of BHC rules of association, policies and procedures Follow up on sourcing of potential coaches for the following season. Assist BHC in sourcing coaches for teams (preferably prior to sign on day). <i>Coaches are often parents of players in junior teams, or senior BHC players.</i>
Jan	<ul style="list-style-type: none"> Confirm training intentions of coaches (ie what weekday, time and surface/venue they wish to train their team). Communicate this with BSRC (via BHC BSRC Rep) and IHA (via BHC secretary) to ensure availability and booking of fields.
Feb	<ul style="list-style-type: none"> Assist with organisation of Sign on day – 1st weekend Feb (generally) and attend sign on day. Assist BHC in sourcing managers for teams (usually at the first or second training session or prior). Managers are often parents of players in junior teams. Coaches and Managers for junior teams are usually a parent. When the numbers are sufficient to form more than one team in a junior grade ensure that all involved are aware of the Junior Team Selection Policy and make arrangement to have teams resolved before the first week of fixtures. Attend Coach/Manager induction seminar Communicate training details to coaches, managers and players Liaise with Equipment Officer and ensure that all teams are provided with balls, cones, bibs and a first aid kit.
March	<ul style="list-style-type: none"> Ensure uniform officer distributes uniforms (shirts, socks, shorts/skirts) to team managers for season start Ensure that all junior players are made aware of the procedure for nominating for Ipswich Representative teams and that they are aware of closing dates for nominations
Apr - July	<ul style="list-style-type: none"> Weekly responsibilities
Aug	<ul style="list-style-type: none"> Provide lists of teams for finals to be forwarded to IHA Request lists of trophy recipients from coaches and forward to the Trophy Officer
Sep	<ul style="list-style-type: none"> Assist with identifying suitable junior coaches for the following season Collect all the uniforms and Coaches and Managers Folders, balls, cones, training bibs and club Goalie kits from the boys teams. Organise for the Managers to chase up any outstanding uniforms from the players. <i>Usually get the Managers to collect Uniforms Goal Kits at the end of their last game for the season and Managers and Coaches equipment, arrange for them to be brought along to the Jnr Presentation Day so BHC Equipment officer can pick them up.</i> Provide player lists for each team, lists of Representative players both IHA &

	<p>State and any other notable achievements for the Jnr Presentation Day to BHC for trophy engraving. Compile the Individual awards from each grades coach for the Junior Presentation Day.</p> <ul style="list-style-type: none">• Assist with organisation of Junior Presentation Day
Oct	<ul style="list-style-type: none">•
Nov	<ul style="list-style-type: none">•

SIGN OFF

I have read and understood all the policies, procedures, incorporation, and legislation requirements expected of this position.

I hereby agree that I am able to carry out the requirements as detailed and I agree to uphold the vision, values, goals and policies of the organisation that elected me to this position

I hereby agree to regularly attend committee meetings, special meetings and organisation functions required of my position.

I **accept** that if I am unable to complete my responsibilities in accordance with the determined expectations, that I **will vacate** the position immediately; and/or acknowledge the organisation will have the right to declare the position vacant

Position Holder

<i>Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____

Witnessed by

<i>Name</i>	<i>Signature</i>	<i>Date</i>
_____	_____	_____