

## Position Description –Senior Co-ordinator (Men/Women)

<b>Status</b>	Holds a position on the Operations sub-committee
<b>Key Objective</b>	<i>To assist with the development of senior (over 18) male (female) players in BHC</i>
<b>Responsibilities</b>	<p><i>To be a point of contact for existing and potential coaches, managers and players of the senior teams and to provide a link between those members and the Management Committee.</i></p> <ul style="list-style-type: none"> <li>• Maintaining a working knowledge of the IHA bylaws and BHC selection policies and procedures</li> <li>• Assist with the communication, promotion and implementation of BHC policies and procedures</li> <li>• Provide general support to senior coaches and managers and 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.</li> <li>• Be the first point of contact for coaches/managers requiring players to sub up into a higher grade – including juniors subbing into senior grades.</li> <li>• Ensure that any relevant communication is received by coaches, managers and players concerning representative teams (nomination dates, training times etc), development days etc.</li> </ul> <p><i>Note: overlap with Junior Coordinators where U18s are playing seniors</i></p> <ul style="list-style-type: none"> <li>• Maintain a working relationship with Junior coordinators. <i>NOTE: the Junior coordinator must be consulted prior to asking junior players to sub into seniors. Senior coaches can talk amongst themselves and decide on senior subs but you, as a central coordinator, need to know about it so you can ensure this doesn't breach bylaws or BHC rules.</i></li> <li>• Ensure team managers are maintaining (weekly) a spreadsheet register of who plays and who subs into a higher team (<i>this will be important to demonstrate eligibility for finals - hockey.net database can be a couple of weeks out of date</i>).</li> <li>• Communicate with the IHA on issues concerning senior players, including requests for regrading of players or change of game time, breaches or clarification of matters relating to IHA bylaws.</li> <li>• Assist BHC in sourcing coaches and managers for senior teams, if necessary.</li> <li>• Assist uniform officer and team manager with keeping an up to date record of BHC uniforms issued to players</li> <li>• Assist with coordination of senior break-up (or delegate to a volunteer).</li> </ul>
<b>Key Skills / Experience</b>	<ul style="list-style-type: none"> <li>• Good people skills (a leader, a listener and a facilitator)</li> <li>• Ability to function as a key player in a team,</li> <li>• Ability to identify and coordinate the communication of BHC's ongoing hockey team operational needs.</li> <li>• Ability to identify, prioritise, complete and delegate tasks appropriately to meet deadlines.</li> <li>• A good standard of oral communication skills</li> <li>• Ability to use Word and email systems</li> </ul>

<b>Accountability</b>	<ul style="list-style-type: none"> <li>• BHC Management committee</li> </ul>								
<b>Relationships</b>	<ul style="list-style-type: none"> <li>• Management Committee &amp; Sub-committees,</li> <li>• Coordinators, Team coaches, Team managers, Equipment officer, uniform officer, players</li> <li>• IHA technical committee</li> <li>• General public</li> </ul>								
<b>Relevant Policies &amp; Procedures</b>	<ul style="list-style-type: none"> <li>• Be aware of the content of, and abide by, these policies / Procedures</li> </ul> <table border="1"> <tr> <td><i>Codes Of Conduct</i></td> <td><i>BHC's Strategic Plan 2010-2012</i></td> </tr> <tr> <td><i>IHA Bylaws</i></td> <td>Children and young people</td> </tr> <tr> <td><i>Grievance Procedure</i></td> <td>Drug and Substance abuse</td> </tr> <tr> <td><i>BHC Selection Policies</i></td> <td><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>Grievance Procedure</i>	Drug and Substance abuse	<i>BHC Selection Policies</i>	<i>BHC Rules of Association</i>
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<b>Terms</b>	<ul style="list-style-type: none"> <li>• Must be available for one year</li> <li>• 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)</li> </ul>								
<b>Resources</b>	<ul style="list-style-type: none"> <li>• Out of pocket administration and phone expenses, as approved by the committee at season commencement</li> <li>• RSC Club governance manuals</li> </ul>								
<b>Training</b>	<ul style="list-style-type: none"> <li>• Induction</li> <li>• ??</li> </ul>								
<b>Tips</b>	<ul style="list-style-type: none"> <li>• Be well versed in the rules &amp; procedures of BHC</li> <li>• Be pro-active in communications with the Vice President Operations and other members of the operations sub-committee</li> <li>• Act promptly on communicating identified needs to the management committee either directly or via the Vice President Operations</li> <li>• Be open minded and impartial on all issues and discussions held</li> <li>• Be communicative and seek input from a wide section of members</li> <li>• Allow for and encourage relevant discussion and debate</li> <li>• Maintain confidentiality on relevant matters</li> </ul>								
<b>IHA bylaw tips</b>	<ul style="list-style-type: none"> <li>• Item 2 – Registration of players <ul style="list-style-type: none"> <li>○ 2.2 – registrations to IHA by 6pm Friday of the 4<sup>th</sup> fixture weekend (<i>all players must have played 1 match in the grade to which they're being registered</i>)</li> <li>○ 2.3 – minimum number of players to be registered in each grade (important for A grade selections to occur so numbers can filter down to lower grades based on # of players)</li> <li>○ 2.8 – Dual registered players – only 2 “secondary” Ipswich registered players per gender per club allowed</li> </ul> </li> <li>• Item 3 – conditions of play (rules relating to the number of games that seniors and juniors can play each weekend – <b>VERY IMPORTANT RULE</b>)</li> <li>• Item 5 – two teams in same grade (players cannot interchange between teams. Goal keepers can play on field for the other team if IHA grants special permission)</li> <li>• Item 11 – transfers. All players new to BHC must receive a clearance from their old club prior to taking the field (the BHC Management</li> </ul>								

	<p>committee must also consider and accept their membership application prior to taking the field with a BHC team).</p> <ul style="list-style-type: none"><li>• Item 16 – players eligible for championship round (ie <b>finals rules - important</b>)</li><li>• Item 22.2 – when captain signs the card they indicate acceptance of the score and umpires ruling on send-offs</li><li>• 22.3 – approaching umpires</li><li>• 23.4 – playing surface and fines for breach of rules</li></ul>
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## 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"> <li>• Refresh knowledge of BHC policies and procedures</li> <li>• Assist BHC in sourcing coaches for teams (A and reserve grade coaches would ideally be sorted prior to the AGM in November, the remaining coaches prior to sign on day). <i>Coaches are often partners of parents of players.</i></li> </ul>
Jan	<ul style="list-style-type: none"> <li>• Communicate with coaches – ensure blow off your cobwebs pre-season training dates are set (VP Operations will communicate this with IHA to ensure field availability &amp; booking)</li> <li>• Find out about QUT pre-season friendly competition (WOMEN) and / or contact Uni of QLD Women’s club for pre-season friendly “trials” and ensure coaches are aware of these regular events</li> <li>• Find out about Valleys invitational Comp (MEN) &amp; ensure coaches are aware of this regular event</li> <li>• Ensure pre-season fitness training dates are communicated to club members (where relevant)</li> <li>• Confirm in-season training intentions of coaches (ie whether fitness before 1hr half field training etc) and ensure this information gets to VP Operations (so IHA can organise training rosters)</li> <li>• Assist with organisation of Sign on day – 1st weekend Feb (generally).</li> <li>• Liaise with Equipment Officer and ensure that all coaches have balls, cones, bibs and a first aid kit.</li> </ul>
Feb	<ul style="list-style-type: none"> <li>• Attend sign on day (or delegate to a volunteer).</li> <li>• Ensure all senior players are aware of the procedure for nominating for Ipswich Representative teams and closing dates for nominations</li> <li>• Assist BHC coaches in sourcing managers for teams (usually at the first or second training session or prior). <i>Managers are often parents or partners of players.</i></li> <li>• When numbers are sufficient to form more than one team in a senior grade ensure relevant coaches are aware of bylaws affecting subs (it may be better to have large teams in all grades than stretching the players across 2 teams in 1 grade). Make arrangement to have teams resolved at least 2-3 weeks before the first week of fixtures.</li> <li>• Attend Coach/Manager induction seminar</li> <li>• Ensure coaches are aware of team registration requirements <ul style="list-style-type: none"> <li>- team selections provide capacity for talented juniors to sub up into snrs regularly</li> <li>- 1<sup>st</sup> three weeks of fixtures are fluid with respect to registrations (to allow coaches time to select their teams). During this time players must play at least 1 game in the grade to which they’re being registered (eg <i>you can’t play the first 3 matches in A grade and then be registered res2</i>). Check IHA bylaws</li> <li>- Res2 (or A2) registered players cannot play A grade. <i>Check IHA bylaws</i></li> </ul> </li> <li>• Communicate training details to coaches, managers and players</li> <li>• Assist with organising selection trials, where necessary</li> </ul>

<b>March</b>	<ul style="list-style-type: none"> <li>• Ensure uniform officer distributes uniforms (shirts, socks, shorts/skirts) to team managers for season start</li> <li>• Assist coaches and managers with ensuring teams have enough players for season start</li> <li>• Assist registrar with collection of IHA player registration forms – generally due to IHA before 3rd weekend of fixtures (these need to have someone hand write the nominated grade on them - so you will need to correspond with the coaches to ensure they have their teams fairly largely sorted prior to the 2nd weekend of fixtures...)</li> </ul>
<b>Apr - July</b>	<ul style="list-style-type: none"> <li>• Weekly communication /coordination responsibilities (as indicated on page 1)</li> <li>• Keep an eye on IHA sporting pulse website for announcement of senior rep teams and training squad details etc – ensure this info is communicated to players</li> <li>• Ensure coaches are aware of player eligibility requirements for finals.</li> <li>• Ensure managers are keeping tabs on who plays / subs weekly</li> </ul>
<b>Aug</b>	<ul style="list-style-type: none"> <li>• Lists of players to be registered in A grade and Reserve grade (and Res2 if they make finals) must be forwarded to IHA at least 2 full weeks prior to the end of normal fixtures.</li> <li>• Request lists of trophy recipients from coaches and forward to the Trophy Officer</li> </ul>
<b>Sep</b>	<ul style="list-style-type: none"> <li>• Discuss intentions of current coaches and Assist with identifying suitable senior coaches for the following season (highly desirable to line up A grade and Reserve grade coaches before the end of the season – so the messages can be communicated to players).</li> <li>• Ensure managers are reminded to return uniforms, Coaches/ Managers folders, balls, cones, training bibs and club Goalie kits. <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 Snr Presentation Day so BHC Equipment officer can pick them up.</i></li> <li>• Provide BHC Trophy officer with player lists for each team, lists of Representative players both IHA &amp; State and any other notable achievements for Presentation Day.</li> <li>• Gather lists of Individual awards from Senior coaches (for Presentation Day).</li> </ul>
<b>Oct</b>	<ul style="list-style-type: none"> <li>• Assist with organisation of Senior Presentation Day (or delegate to a volunteer)</li> </ul>
<b>Nov</b>	<ul style="list-style-type: none"> <li>• Attend AGM</li> </ul>

**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>
_____	_____	_____