

# WWCHA Role Descriptions

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# President



The role of the President is to provide leadership and direction for the association by ensuring that the board and clubs fulfil their responsibilities for the governance and success of the association. The president leads the association to prioritise its goals, set objectives, define policy and develop the association strategic direction. The President oversees that the association is run efficiently, including administratively, financially and socially.

## **Desirable Attributes:**

The President should:

- be well informed of all organisation activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be forward thinking and committed to meeting the overall goals of WWCHA
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for WWCHA in representing the Committee in other forums (e.g. Hockey NSW meetings, Council Meetings)
- be a competent public speaker
- Is well organised and can delegate tasks

## **Roles and Responsibilities**

- Chair Committee meetings ensuring that they are run efficiently and effectively and in line with WWCHA code of conduct
- Act as a signatory for WWCHA in all legal and financial purposes

- Regularly focus the associations attention on matters of governance that relate to its own structure, role and relationship with any paid employee
- Periodically consult with Committee members on their role, to see how they are going and help them to optimise their contribution
- Work with the Committee to ensure:
  1. The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
  2. Goals and relevant strategic and business plans are developed in order to achieve the goals of WWCHA
- Work with the board to manage any paid employees of the association including recruitment, retention, salary and performance reviews, etc.
- Serve as a spokesperson for the association when required
- Communicate regularly and systematically with the Presidents of the member Clubs, hockey association's and or parent body
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of WWCHA.
- Monitor the performance of the organisation against agreed goals
- Ensure all risks are identified and managed appropriately
- Ensure compliance with policies, laws and regulations
- Approve, monitor and review the financial performance of the organisation
- Ensure plans and actions provide for the organisation's continuity
- Incorporate good governance and ethical standards

# Administration (Secretary)



Administration is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements, and to enable authorised persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities, and subject to the organisation's constitution, the Secretary records minutes of meetings, ensures their accuracy, and availability, proposes policies and practices, submits various reports to the board and maintains membership records. This person provides the communication link between members, the board committee and outside agencies.

## **Desirable Attributes:**

- Can communicate effectively
- Is well organised and can adhere to timeframes
- Can maintain confidentiality on relevant matters
- Has a good working knowledge of the constitution and bylaws
- Computer literacy

## **Roles and Responsibilities**

- Prepare the agenda for Committee meetings in consultation with the Chairperson
- Set schedule including venue, date and times for association meetings
- Collect and collate reports from office bearers
- Call for and receive nominations for committees and other positions for WWCHA AGM
- Keep accurate minutes of meetings and distribute to all committee members prior the next meeting
- Clear mailbox regularly. Read, reply and file correspondence promptly.
- Keep records of all inward and outward correspondence
- Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders
- Collate and arrange for the publishing of an annual report
- Maintain registers of members' names and addresses, life members and sponsors
- Maintain files of legal documents such as constitutions, bylaws, leases and titles
- Act as the public officer of the Association liaising with members of the public and affiliated bodies

- Communicate information between Association and members, such as important dates, events etc.
- Liaise with the President and other committee members when required.
- The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation.

# Treasurer



The role of the Treasurer is to be responsible for the financial supervision of the Association to allow the Board to provide good governance. The Treasurer is responsible to regularly report on the Association's financial status to both the board and the club members and oversee the fiscal activities of WWCHA.

## **Desirable Attributes:**

- Good Organisational Skills
- Has some financial expertise
- Ability to maintain accurate records
- Can maintain confidentiality on relevant matters
- Computer literacy

## **Roles and Responsibilities**

- Provide advice to the Board in their management of the association finances
- Administer all financial affairs of the Association
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Board for approval
- Ensure development and Board review of financial policies and procedures
- Support any required auditing processes
- Receipt of all incoming monies
- Bank all monies received
- Pay all accounts
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Monthly financial reports – present at monthly committee meetings including financial performance against budget
- Arrange and despatch invoices for periodical payment
- Set membership fees, create Payment Classes in Revolutionise
- Keep accurate record of all membership payments
- In consultation with Representative Manager, set representative fees for each team representing WWCHA at HNSW Championships and other carnivals
- Be a signatory on club account

# Competitions Manager



The Competitions Manager oversees competitions across WWCHA to ensure an equitable and enjoyable experience for the hockey community. The role coordinates the competition structure for both Senior and Junior competitions, in consultation with the WWCHA Board and affiliated clubs.

## **Desirable Attributes:**

- Commitment to instilling and maintaining high levels of professionalism in the conduct of the Competition panel and the subsequent delivery of the hockey competition
- Excellent organisational and computer literacy skills
- Ability to prioritise and meet deadlines
- Ability to coordinate a number of tasks simultaneously
- Good written and verbal communication skills
- Enthusiastic and motivated approach
- Ability to manage and foster a productive team environment

## **Roles and Responsibilities**

- Develop the competition structure as agreed by the association
- Assist in increasing the number of teams participating in the competition
- Build a positive profile of hockey and its competitions within the local community
- Maintain the Revolutionise Website with tasks related to fixtures, results and premiership ladders
- Maintain the current player and team databases.
- Be contactable for all members, via club delegates to handle issues related to competitions
- Communicate and work with officials to ensure a quality and professional competition
- Be present at the venue to ensure that the competitions are run effectively and professionally for the enjoyment of all participants.
- Avoid conflicts in the playing schedule
- Ensure that our sport is professionally managed in accordance with the association playing rules
- Management of competition administrative functions, including, but not limited to, Best & Fairest, Top Goal Scorer, Number of Games Played

- Coordinate a competition panel to assist with the effective functioning of the competition
- Ensure compliance by all members to the Code of Conduct for Spectators, Players and Officials



# Development Manager



The Development Manager's role is to help players grow and develop their skills. Aim to provide junior athletes with the appropriate development opportunities to assist with furthering their skills, performance and enjoyment of their sport. This may consist of training sessions, skills development, junior camps and other activities to support junior athletes to get the most out of their sport. Ensure that the association has sound coaching practices and ethics that will help create a safe and supportive environment for players. The role will work towards achieving increased participation across the sport and support all junior programs.

## **Desirable Attributes**

- Thorough understanding of hockey
- Is well organised
- Works well in a team environment
- Is well informed of all organisation activities
- Good communication skills
- Enjoys working with children
- Good interpersonal skills
- Demonstrate a genuine enthusiasm to promote and encourage new participants, in particular junior aged players

## **Roles and Responsibilities**

- Plan and Develop all Junior Competitions
- Planning and preparing for training sessions and activities
- Maintain the Revolutionise Website with tasks related to fixtures, results and premiership ladders
- Setting the right example for players on and off the field
- Educating players in the values of being a true sportsperson
- Be fair in the treatment of all players at all times
- Adhere to all policies on young children in sport
- To develop a group of qualified coaches for WWCHA
- Ensure all activities are safe and supervised at all times
- Medical kits are immediately available for both training and matches
- Observing player's performances to determine the level of instruction required
- Teaching techniques for players to acquire additional skills or improve existing skills
- Oversee the development of a sequential training program aimed at developing Junior players

- Carrying out after competition analysis and evaluation of strategy and performance including player recruitment and retention
- Recruiting players and other support staff
- Build relationships with local schools
- Provide a link between game development and officiating development
- Work in consultation with Hockey NSW Regional Coaching Coordinator to foster the development of players and the standing of hockey in the community, as well as player recruitment and retention.

# Representative Manager



The role of Representative Manager is to coordinate and oversee representative squads for WWCHA for both field and indoor carnivals.

## **Desirable Attributes:**

- Good organisational skills
- Ability to meet deadlines
- Good interpersonal skills
- Good communication skills

## **Roles and Responsibilities:**

- Coordinate coaches and managers for all representative teams
- Submit all required nominations forms to Hockey NSW
- Organise all accommodation requirements for representative teams travelling away
- Organise transport for teams travelling away
- Organise representative trial dates each season
- Liaise with events manager to promote media opportunities highlighting representative teams and players
- Coordinate, distribute and keep a record of association uniforms
- Communicate and disseminate all required documents to players, coaches and managers
- Prepare representative budget for the treasurer inclusive of accommodation, transport, carnival fees etc
- Liaise with officiating manager for umpires to attend carnivals
- Publish team lists on website
- Publish carnival dates for the year on website
- Provide and an end of year representative report for the committee and annual presentation night
- Coordinate all indoor teams and championship events
- Identify Masters sub-committee and provide support for coordinating Masters teams
- Maintain a team list of each player's name, address and phone number, email address and parents/carers names and contact details and other critical information

# Events Manager



The role of Events Manager is to promote the sport with the view to attracting and registering interested junior and senior players. Oversee the implementation of the marketing plan and promoting hockey. The role is key to increasing the visibility of hockey through media.

## **Desirable Attributes:**

- Knowledge of marketing and promotion would be deemed an advantage although not essential
- Have excellent people skills
- Good computer skills
- An understanding of media relations
- Good organisational skills

## **Roles and Responsibilities:**

- Contact and meet with relevant community members to promote hockey
- Liaise with the Administration Manager regarding new player club allocations
- Source new avenues for promotion, sponsorship and sporting grants
- Prepare and submit advertising to relevant publications and web pages
- The appointee will be required to report on activities of the position and inform of upcoming duties to be performed
- Be the Social Media Co-Ordinator using social media applications to promote Wagga Hockey
- Coordinate and oversee hockey carnivals such as Packham Cup, Stakehouse Cup and State Championships
- Work with Hockey NSW on marketing and promoting initiatives
- Be the contact person for all media related activities. This includes providing match reports to the media outlets for publication
- Liaise with the representative manager to identify opportunities to promote hockey activities and players to the media
- Increase the profile of Wagga Hockey in the media
- Coordinate the Annual WWCHA Presentation event

# Facilities Manager



The Facility Manager is responsible for the management, maintenance and efficient operation of hockey grounds. This includes the facilitation of turf management, repairs and maintenance, security, cleaning and liaising with Wagga Wagga City Council on matters that affect hockey grounds.

## **Desirable Attributes:**

- Well organised and have great attention to detail
- Aware of the all requirements in relation to field set-up and dimensions, competitions requirements and safety protocols
- Good communication skills

## **Roles and Responsibilities:**

- All equipment and machinery is securely locked away when not in use
- The premises are properly secured when not in use
- A fully-equipped First Aid Kit and AED is available on site at all times
- Establish stock control and stock purchasing systems
- Coordinate bookings for the Turfs
- Conduct regular inspections on the quality of sports facilities
- Research and apply for external funding for open space and sports facilities development and improvement works
- Coordinate and maintain the clubs key administration system
- Process requests for facilities maintenance issues
- Coordinate and administer tenancy applications and reporting requirements for Wagga City Council
- Make financial recommendations to the board for matters pertaining to improving ground facilities and or maintenance of the facilities
- Establish and coordinate maximum utilisation of the facilities
- Ensure that the facilities are tidy and safe for all users
- Liaise with the events manager in the preparation and coordination of the facilities for upcoming events

# Officiating Officer



The Officiating Officer is responsible for the implementation and delivery of education, development and training programs for referees and technical official personnel. The Officiating Officer will oversee an Umpire Development program, and assist in developing the number of qualified umpires across Wagga Hockey.

## **Desirable Attributes:**

- Umpiring or officiating experience
- A sound knowledge and understanding of the interpretation of the rules of hockey.
- Experience in the development and delivery of training programs and resources
- Excellent interpersonal skills, including oral and written communication, liaison, negotiation, conflict resolution and active listening

## **Roles and Responsibilities:**

- Build local umpire development focusing on recruiting, developing and transitioning umpires and technical officials along the officiating pathway
- Develop an umpire database and report key information against strategic goals
- Establish a positive culture within and towards officiating in Wagga Hockey
- Development of policies relating specifically to officiating
- Implement a review panel system to address any counseling or disciplinary issues
- Develop and maintain a communication structure to ensure that all key people are well informed and our progress is understood and embraced
- Enforce and promote the rules of the game
- Coordinate the umpire match roster and ensure that all games are officiated by the appropriate umpire level
- To select and support umpires to attend championships and carnivals
- Mentor and support junior umpires

# Canteen Manager



The Canteen Manager is responsible for the operations of the canteen. The Canteen Manager is a paid role, where they will work with and report to the Board President and Treasurer.

## **Required Qualifications:**

- Food Handling Certificate – Level 1 - *Essential*
- Food Safety Supervisor Certificate - *Desired*

## **Desirable Attributes:**

- Good organisational skills
- Ability to meet deadlines
- Good interpersonal skills
- Good communication skills
- Sales management experience

## **Roles and Responsibilities:**

- Maintain and coordinate the canteen roster for club duty
- Liaise with Clubs to plan Club Days
- Liaise with the events manager in the preparation and coordination of the canteen for upcoming events
- Manage the stock and resources required to run the canteen
- Menu preparation
- Workplace health and safety
- Cash Register Security and Balancing
- Security of Cash and Stock
- Maintain and report on all fiscal activities of the canteen to the Treasurer
- Completion of stock-take at the conclusion of season/term of the contract