



# HOCKEY SOUTH WEST EXECUTIVE ROLE DESCRIPTION

<b>POSITION:</b>	<b>PRESIDENT</b>
<b>ROLE STATUS:</b>	Executive Role and General Committee Member
<b>HOURS / TIME INVOLVED:</b>	Approximately 5-7 hours per week
<b>MONTHLY REQUIREMENTS:</b>	Attendance required Chair meeting according to agenda
<b>START DATE:</b>	Elected at AGM
<b>TERM:</b>	As per constitution
<b>LOCATION:</b>	Both on-site and remote

## PURPOSE

The role of the president is to provide principle leadership and responsibility for Hockey South West and the committee.

## RESPONSIBILITIES

- Chair committee meetings ensuring that they are run efficiently and effectively.
- Act as a signatory for the association in all legal purposes and financial purposes.
- Oversee and support all committee members and volunteers.
- Act as advocate and spokesperson of the association.
- Primary contact for stakeholders (Eg. Warrnambool City Council, and Hockey Victoria).
- Lead review and implementation of governance structures (including review of policies and procedures).
- Oversee sustainability and strategic planning of the association.
- Responsible for recruiting General Committee Members.
- Lead the recruitment and retention of a Hookin2Hockey Coordinator and Junior Schools Program Coordinator.
- Support the recruitment and retention of members to fill other volunteer roles across the association.

## KEY RELATIONSHIPS (as per HSW Volunteer and Committee Chart)

- Primary point of contact for all General Committee Members.
- Primary point of contact for volunteers responsible for Junior Hockey Programs in Schools and Hookin2Hockey.

## ESSENTIAL REQUIREMENTS

- Current, valid Working with Children Check



# HOCKEY SOUTH WEST EXECUTIVE ROLE DESCRIPTION

<b>POSITION:</b>	<b>SECRETARY</b>
<b>ROLE STATUS:</b>	Executive Role and General Committee Member
<b>HOURS / TIME INVOLVED:</b>	Approximately 2-5 hours per week
<b>MONTHLY REQUIREMENTS:</b>	Attendance required Prepare agenda and record minutes
<b>START DATE:</b>	Elected at AGM
<b>TERM:</b>	As per constitution
<b>LOCATION:</b>	Both on-site and remote

## PURPOSE

The secretary is the key administrative officer of the association.

## RESPONSIBILITIES

- Maintain committee and association records.
- Record minutes of committee meetings.
- Develop meeting agendas in consultation with other committee members.
- Be familiar with all current association documents.
- Maintain an up-to-date register of members and their contact details.
- Responsible for submission of the association's annual documentation to Consumer Affairs within one month after the annual general meeting. (This includes an Annual Statement and relevant financial documents).
- Primary point of contact for Consumer Affairs.
- Ensure that the records of the association are maintained as required by law and made available when required by authorised persons. (These records may include the constitution, by-laws, lists of committee members, committee meeting minutes, financial reports, and register of members including contact details of members).
- Ensure that proper notification is given of committee and general meetings as specified in the constitution.
- Manage the general correspondence of the committee (except for such correspondence assigned to others).
- Lead the recruitment and retention of Communications and Social Media Coordinator and Events and Functions Coordinator.
- Support the recruitment and retention of members to fill other volunteer roles across the Association.

## KEY RELATIONSHIPS (as per HSW Volunteer and Committee Chart)

- Primary point of contact and support for volunteers responsible for Communications and Social Media.
- Primary point of contact for volunteers responsible for Social Events and Association Functions (this may include advising budgets for functions and ensuring communications for events are distributed to members).

## ESSENTIAL REQUIREMENTS

- Current, valid Working with Children Check



# HOCKEY SOUTH WEST EXECUTIVE ROLE DESCRIPTION

**POSITION:                   TREASURER**

**ROLE STATUS:**           Executive Role and General Committee Member

**HOURS / TIME INVOLVED:**   Approximately 2-5 hours per week

**MONTHLY REQUIREMENTS:**   Attendance required.  
Prepare Monthly Financial Report/Update

**START DATE:**           Elected at AGM

**TERM:**                   As per constitution

**LOCATION:**               Both on-site and remote

## PURPOSE

The role of the Treasurer is to be responsible for the financial supervision of the Association to allow the Committee to make informed financial decisions. The Treasurer is responsible to regularly report on the Association's financial status to both the Committee and the Association members.

## RESPONSIBILITIES

- Provide advice to the committee in their management of association finances.
- Administer all financial affairs of the association.
- Ensure development and committee review of financial policies and procedures.
- Support any required auditing processes.
- Prepare end of financial year statement for AGM.
- Bank all monies received, receipt of all incoming monies and pay all accounts.
- Maintain accurate records of all income and expenditure.
- Ensure that all receipts and payments concur with bank deposits and withdrawals.
- Prepare financial reports or updates for monthly Committee meetings.
- Keep accurate record of all membership payments.
- Be a signatory on association account.
- Lead the recruitment and retention of a canteen manager and grants officer.
- Support the recruitment and retention of members to fill other volunteer roles across the Association.

## KEY RELATIONSHIPS (as per HSW Volunteer and Committee Chart)

- Primary point of contact and support for volunteers responsible for Canteen Management
- Primary point of contact for volunteers responsible for Fundraising, Grants, and Sponsorship

## ESSENTIAL REQUIREMENTS

- Current, valid Working with Children Check



# HOCKEY SOUTH WEST EXECUTIVE ROLE DESCRIPTION

<b>POSITION:</b>	<b>VICE PRESIDENT (VOLUNTEER COORDINATOR)</b>
<b>ROLE STATUS:</b>	Executive Role and General Committee Member
<b>HOURS / TIME INVOLVED:</b>	Approximately 5-6 hours per week
<b>MONTHLY REQUIREMENTS:</b>	Attendance required Prepares update on volunteers and succession planning
<b>START DATE:</b>	Elected at AGM
<b>TERM:</b>	As per constitution
<b>LOCATION:</b>	Both on-site and remote

## PURPOSE

The Vice President (Volunteer Coordinator) is a critical role which ensures identification of all tasks which need volunteer assistance, creation of roles that are right sized for a volunteer's capacity, recruitment and training of volunteers to fulfil them and creation of an environment which supports volunteers to remain in their roles for lengthy periods.

## ADMINISTRATIVE ROLES

- Identify and recruit people into volunteer roles that suit them
- Volunteer recruitment should be supported and assisted by all committee members
- Survey members, participants, and parents on their willingness and/or interest to volunteer.
- Ensure volunteer records and compliance checks are current
- Lead practices of succession planning of committee and volunteer roles (this should be a standing agenda item at monthly committee meetings).
- Lead the recruitment and retention of a Child Safety Officer and Facility/Equipment Maintenance Coordinator.

### During Competition Season

- Primary point of contact for all General Committee Members.
- Primary point of contact for volunteers responsible for Junior Hockey Programs.

### After The Season

- Ensure each volunteer is contacted, recognised and thanked for their contribution
- Gather feedback about volunteer experience and use this to identify ways to improve the club volunteer program.

## KEY RELATIONSHIPS (as per HSW Volunteer and Committee Chart)

- Primary point of contact and support for volunteers responsible for Child Safety, Facility/Equipment Maintenance or for committee members seeking support to fill specific volunteer roles

## ESSENTIAL REQUIREMENTS

- Current, valid Working with Children Check.



# HOCKEY SOUTH WEST COMMITTEE ROLE DESCRIPTION

**POSITION:** DEVELOPMENT COORDINATOR

**ROLE STATUS:** General Committee Member

**HOURS / TIME INVOLVED:** 3-5 hours per week

**MONTHLY REQUIREMENTS:** Attendance required. Prepares update on development aspects of the Association competitions

**START DATE:** Elected at AGM

**TERM:** As per constitution

**LOCATION:** Both on-site and remote

## PURPOSE

The Development Coordinator will be responsible for overseeing the development of umpires, coaches, and academy/representative pathways of the association. They will act as the primary point of contact for the umpire's coordinator, coaches seeking to develop their skills, and liaise with academy and representative programs associated with local hockey.

## ADMINISTRATIVE ROLES

- Support and coordinate umpire recruitment and development
- Support and coordinate engagements with hockey academies and representative team selection
- Lead the recruitment and retention of umpire coordinator and representative team coordinator.
- Support the recruitment and retention of members to fill other volunteer roles across the association.

## KEY RELATIONSHIPS (as per HSW Volunteer and Committee Chart)

- Primary point of contact and support for volunteers responsible for coordinating umpires.
- Primary point of contact and support for volunteers and stakeholders associated with hockey academies and representative teams in the local region.

## ESSENTIAL REQUIREMENTS

- Current, valid Working with Children Check.



# HOCKEY SOUTH WEST COMMITTEE ROLE DESCRIPTION

**POSITION:** SENIOR COORDINATOR

**ROLE STATUS:** General Committee Member

**HOURS / TIME INVOLVED:** 3-5 hours per week

**MONTHLY REQUIREMENTS:** Attendance required.  
Prepares update on senior competitions

**START DATE:** Elected at AGM

**TERM:** As per constitution

**LOCATION:** Both on-site and remote

## PURPOSE

The Senior Coordinator will be responsible for overseeing all senior competitions of the Association. They will act as the primary point of contact for senior men and senior women competition coordinators.

## ADMINISTRATIVE ROLES

- Gain a working knowledge of the online player registration and Revolutionise systems
- Gain a working knowledge of game day tasks and administration.
- Help train Senior Competition Coordinators in their game day duties and use of online systems.
- Support Senior Competition Coordinators collect and input necessary match results and information onto online systems.
- Liaise with Senior Competition Coordinators and escalate any issues from senior competitions to the committee at monthly meetings.
- Create fixtures for each of the senior competitions in collaboration with Junior Coordinator.
- Develop a gameday checklist for Senior Competition Coordinators to follow.
- Train Senior Competition Coordinators in the use of the online results platform Revolutionise.
- Lead the recruitment and retention of senior competition coordinators, team managers, and coaches.
- Support the recruitment and retention of members to fill other volunteer roles across the association.

## KEY RELATIONSHIPS (as per HSW Volunteer and Committee Chart)

- Primary point of contact and support for volunteers responsible for coordinating each of the respective Senior Competitions.

## ESSENTIAL REQUIREMENTS

- Current, valid Working with Children Check.



# HOCKEY SOUTH WEST COMMITTEE ROLE DESCRIPTION

**POSITION:** JUNIOR COORDINATOR

**ROLE STATUS:** General Committee Member

**HOURS / TIME INVOLVED:** 3-5 hours per week

**MONTHLY REQUIREMENTS:** Attendance required.  
Prepares update on junior competitions

**START DATE:** Elected at AGM

**TERM:** As per constitution

**LOCATION:** Both on-site and remote

## PURPOSE

The Junior Coordinator will be responsible for overseeing all junior competitions of the Association. They will act as the primary point of contact for competition coordinators of each respective grade.

## ADMINISTRATIVE ROLES

- Gain a working knowledge of the online player registration and Revolutionise systems.
- Gain a working knowledge of game day tasks and administration.
- Develop a gameday checklist for Junior Competition Coordinators to follow.
- Help train Junior Competition Coordinators in their game day duties and use of online systems.
- Support Junior Competition Coordinators collect and input necessary match results and information onto online systems.
- Liaise with Junior Competition Coordinators and escalate any issues from junior competitions to the committee at monthly meetings.
- Create competition fixtures for each of the junior competitions in conjunction with the Senior Coordinator.
- Train gameday competition coordinators in the use of the online results platform Revolutionise.
- Coordinate and/or recruit volunteers to run junior training nights.
- Lead the recruitment and retention of junior competition coordinators, team managers and coaches.
- Support the recruitment and retention of members to fill other volunteer roles across the Association.

## KEY RELATIONSHIPS (as per HSW Volunteer and Committee Chart)

- Primary point of contact and support for volunteers responsible for coordinating each of the respective Junior Competitions.

## ESSENTIAL REQUIREMENTS

- Current, valid Working with Children Check.

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# HOCKEY SOUTH WEST VOLUNTEER ROLE DESCRIPTION

<b>POSITION:</b>	<b>FACILITY AND EQUIPMENT MAINTENANCE COORDINATOR</b>
<b>ROLE STATUS:</b>	Volunteer Role
<b>HOURS / TIME INVOLVED:</b>	1-2 hours per week
<b>MONTHLY REQUIREMENTS:</b>	Attendance not required. Any updates related to Facility and Equipment Maintenance should be provided to Vice President (Volunteer Coordinator) to raise at Monthly Committee Meetings
<b>START DATE:</b>	Prior to the start of the Term 1 season of play
<b>PREFERRED TERM:</b>	1 year +
<b>LOCATION:</b>	One on-site visit per week during the season

## PURPOSE

The role of the Facility and Equipment Maintenance Coordinator is to ensure the facilities and equipment are in safe, hygienic, and usable condition.

## ADMINISTRATIVE ROLES

- Develop and maintain a prioritised list of facility maintenance tasks needing to be done each week.
- Recruit and encourage involvement of volunteer assistance to undertake tasks in their own time. Monitor progress and thank on completion.
- Complete an audit of equipment and supplies to establish what equipment the association owns (eg. Goal-keeper equipment, balls, hockey sticks, uniforms).
- Ensure amenity supplies are stocked (Eg. Bathroom supplies).
- Check pitch equipment such as goals, rebound boards, and pitch are in good condition.
- Establish a system for the borrowing and returning of equipment and check equipment has been returned accordingly.
- Coordinate any facility working bee days.
- Alert the committee of any major works or repairs required for consideration.

## KEY RELATIONSHIPS (as per HSW Volunteer and Committee Chart)

- Primary point of contact and support for teams seeking to borrow equipment/uniforms.
- Facility and Equipment Maintenance Coordinator should provide updates that require the attention of the Committee via the Vice President (Volunteer Coordinator).

## ESSENTIAL REQUIREMENTS

- Current, valid Working with Children Check.





# HOCKEY SOUTH WEST VOLUNTEER ROLE DESCRIPTION

<b>POSITION:</b>	<b>EVENTS AND FUNCTIONS TEAM</b>
<b>ROLE STATUS:</b>	Volunteer Role
<b>HOURS / TIME INVOLVED:</b>	5-10 hours per event
<b>MONTHLY REQUIREMENTS:</b>	Attendance not required. Any updates related to Events and Functions should be provided to the Secretary to raise at Monthly Committee Meetings
<b>START DATE:</b>	Prior to the start of the Term 1 season of play
<b>PREFERRED TERM:</b>	1 year +
<b>LOCATION:</b>	Can be done remotely (off-site) and on site for events

## PURPOSE

The Events and Functions Team is responsible for coordinating major Association events. This role is best shared by a team of 2-4 volunteers.

## ADMINISTRATIVE ROLES

- Create a calendar of events and functions.
- Coordinate and organise any special rounds of competition.
- Coordinate and organise major Association functions, this may include:
  - Presentation night
  - Social events
  - Family nights
  - Junior discos
- All events should be approved by the association committee.
- Recruit helpers for the purposes of setting up and helping events run smoothly.

## KEY RELATIONSHIPS (as per HSW Volunteer and Committee Chart)

- Events and Functions Team should provide updates that require the attention of the Committee via the Secretary.
- Events and Functions Team may also liaise with the Treasurer for the purpose of budgeting for each event.

## ESSENTIAL REQUIREMENTS

- Current, valid Working with Children Check.



# HOCKEY SOUTH WEST VOLUNTEER ROLE DESCRIPTION

<b>POSITION:</b>	<b>CHILD SAFETY OFFICER</b>
<b>ROLE STATUS:</b>	Volunteer Role
<b>HOURS / TIME INVOLVED:</b>	2-3 hours per week
<b>MONTHLY REQUIREMENTS:</b>	Attendance not required. Any updates related to Child Safety should be provided to Vice President (Volunteer Coordinator) to raise at Monthly Committee Meetings.
<b>START DATE:</b>	Prior to the start of the Term 1 season of play
<b>PREFERRED TERM:</b>	1 year +
<b>LOCATION:</b>	Both on-site and remote

## PURPOSE

The role of the Child Safety Officer is to ensure the Association maintains a safe space for children and young people when participating and engaging in hockey related activities and environments. The Child Safety Officer will act as the primary point of contact for any children, young people, or parents that have any questions or queries regarding child safety.

## ADMINISTRATIVE ROLES

- Be familiar with the 11 Child Safe Standards and how they apply to the association (online learning modules are available to learn about the 11 standards).
- Review association policies and procedures related to Child Safety.
- Ensure association is following policies and procedures.
- Help educate association volunteers, participants, parents, and committee members on their responsibilities regarding Child Safety.

## KEY RELATIONSHIPS (as per HSW Volunteer and Committee Chart)

- Primary point of contact and support for volunteers, children, young people and parents seeking information regarding Child Safety.
- Child Safety Officer should provide updates that require the attention of the Committee via the Vice President (Volunteer Coordinator).

## ESSENTIAL REQUIREMENTS

- Current, valid Working with Children Check.



# HOCKEY SOUTH WEST VOLUNTEER ROLE DESCRIPTION

**POSITION:** COMMUNICATIONS AND SOCIAL MEDIA OFFICER

**ROLE STATUS:** Volunteer Role

**HOURS / TIME INVOLVED:** 3-5 hours per week

**MONTHLY REQUIREMENTS:** Attendance not required. Any updates related to Communications and Social Media should be provided to the Secretary to raise at Monthly Committee Meetings

**START DATE:** Prior to the start of the Term 1 season of play

**PREFERRED TERM:** 1 year +

**LOCATION:** Can be done remotely (off-site)

## PURPOSE

The Communications and Social Media Officer is responsible for distributing communication updates from the Association to the membership base via social media and email.

## ADMINISTRATIVE ROLES

- Distribute updates relevant to association members via social media channels. This may include but is not limited to:
  - Competition schedules,
  - Competition results,
  - Updates/reminders on player registration,
  - Notices of Annual General Meetings,
  - Advertising volunteer roles,
  - Recognising volunteers,
  - Promoting upcoming events and functions,
  - Any other updates the Association deems necessary,
  - Any publicity the Association receives from other sources (Eg. Local news stories)

## KEY RELATIONSHIPS (as per HSW Volunteer and Committee Chart)

- Primary point of contact and support for Association to disseminate relevant updates to the Association membership base.
- Communications and Social Media Officer should provide updates that require the attention of the committee via the Secretary.

## ESSENTIAL REQUIREMENTS

- Current, valid Working with Children Check.

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# HOCKEY SOUTH WEST VOLUNTEER ROLE DESCRIPTION

<b>POSITION:</b>	<b>TEAM COACH (1 PER TEAM)</b>
<b>ROLE STATUS:</b>	Club Volunteer Role
<b>HOURS / TIME INVOLVED:</b>	2-3 hours per gameday
<b>MONTHLY REQUIREMENTS:</b>	Attendance not required. Coaches should liaise with their team manager and relevant competition coordinator for advice and guidance as required.
<b>START DATE:</b>	Prior to the start of each season
<b>PREFERRED TERM:</b>	For the duration of the season
<b>LOCATION:</b>	Game-day role (onsite)

## PURPOSE

The Coach will be responsible for one team. They will provide support and guidance to their players. They will abide by all code of conducts as they relate to child safety and creating a safe and positive environment for participation.

## ADMINISTRATIVE ROLES

- Coaches are not required but are encouraged to attend and support weeknight training nights.
- Coaches are strongly encouraged to attend any coach training or education sessions the association coordinates.
- Coaches will abide and enforce all code of conduct requirements of the association.
- Coaches will support the growth and development of players and encourage fair play.
- Coaches will work to build the confidence and competency of their players on game day.
- Coaches will ensure all their players have appropriate safety gear and equipment to play the match.

## KEY RELATIONSHIPS (as per HSW Volunteer and Committee Chart)

- Primary point of contact and support for players and parents of their team.

## ESSENTIAL REQUIREMENTS

- Current, valid Working with Children Check.



# HOCKEY SOUTH WEST VOLUNTEER ROLE DESCRIPTION

<b>POSITION:</b>	<b>CANTEEN MANAGER</b>
<b>ROLE STATUS:</b>	Volunteer Role
<b>HOURS / TIME INVOLVED:</b>	2-3 hours per week
<b>MONTHLY REQUIREMENTS:</b>	Attendance not required. Any updates related to Canteen Management should be provided to the Treasurer to raise at Monthly Committee Meetings.
<b>START DATE:</b>	Prior to the start of the Term 1 season of play
<b>PREFERRED TERM:</b>	1 year +
<b>LOCATION:</b>	Both on-site and remote

## PURPOSE

The role of the Canteen Manager will be to coordinate and manage canteen operations including rostering volunteers, ordering stock, and managing finances.

## ADMINISTRATIVE ROLES

- Creating a roster for volunteers to take on shifts at the canteen on gameday
- Recruiting volunteers to take on canteen shifts
- Work with communications and social media coordinator to advertise any canteen roster vacancies
- Manage stock and coordinate restocking
- Ensure canteen and equipment is maintained and cleaned regularly

## KEY RELATIONSHIPS (as per HSW Volunteer and Committee Chart)

- Primary point of contact and support for volunteers taking on canteen roster spots.
- The Canteen Manager should provide updates that require the attention of the Committee via the Treasurer.
- The Canteen manager may also seek support from the Vice President (volunteer coordinator) to help recruit or establish systems to ensure there are adequate volunteers to take up shifts in the canteen on gameday.

## ESSENTIAL REQUIREMENTS

- Current, valid Working with Children Check.



# HOCKEY SOUTH WEST VOLUNTEER ROLE DESCRIPTION

<b>POSITION:</b>	<b>ACADEMY AND REP. TEAMS COORDINATOR</b>
<b>ROLE STATUS:</b>	Volunteer Role
<b>HOURS / TIME INVOLVED:</b>	2-3 hours per week
<b>MONTHLY REQUIREMENTS:</b>	Attendance not required. Any updates related to Representative Teams should be provided to the Development Coordinator to raise at Monthly Committee Meetings.
<b>START DATE:</b>	Prior to the start of the Term 1 season of play
<b>PREFERRED TERM:</b>	Duration of representative team season
<b>LOCATION:</b>	Both on-site and remote

## PURPOSE

The Academy and Rep. Teams Coordinator will be responsible for overseeing and supporting representative teams and pathways for aspiring and talented hockey players from the Association.

## ADMINISTRATIVE ROLES

- Support and act as team manager for Hockey South West representative teams and/or identify and allocate other team managers when required.
- Liaise with South West Academy of Sport as well as other school academy programs to support pathways for hockey participants to join and navigate the respective programs.
- Oversee the selection of coaches and other team officials for representative teams.
- Support in developing clear and fair selection criteria policies for representative teams.

## KEY RELATIONSHIPS (as per HSW Volunteer and Committee Chart)

- Primary point of contact and support for players aspiring to play at representative or higher levels of competition.
- The representative team coordinator should provide updates that require the attention of the committee via the Development Coordinator.

## ESSENTIAL REQUIREMENTS

- Current, valid Working with Children Check.



# HOCKEY SOUTH WEST VOLUNTEER ROLE DESCRIPTION

<b>POSITION:</b>	<b>UMPIRES COORDINATOR</b>
<b>ROLE STATUS:</b>	Volunteer Role
<b>HOURS / TIME INVOLVED:</b>	3-5 hours per week
<b>MONTHLY REQUIREMENTS:</b>	Attendance not required. Any updates related to Umpire Coordination should be provided to the Development Coordinator to raise at Monthly Committee Meetings.
<b>START DATE:</b>	Prior to the start of the Term 1 season of play
<b>PREFERRED TERM:</b>	1 year +
<b>LOCATION:</b>	Both on-site and remote

## PURPOSE

The Umpires Coordinator will be responsible for allocating umpires to the fixtured matches each weekend. They will provide feedback and support umpire development of all umpires.

## ADMINISTRATIVE ROLES

- Support and coordinate umpire training and development sessions in consultation with Development Coordinator.
- Allocate umpires to the fixtured matches for each weekend of play.
- Recruit and train new umpires.

## KEY RELATIONSHIPS (as per HSW Volunteer and Committee Chart)

- Primary point of contact and support for all umpires.
- The Umpires Coordinator should provide updates that require the attention of the Committee via the Development Coordinator.

## ESSENTIAL REQUIREMENTS

- Current, valid Working with Children Check.





# HOCKEY SOUTH WEST VOLUNTEER ROLE DESCRIPTION

<b>POSITION:</b>	<b>TEAM MANAGER (1 PER TEAM)</b>
<b>ROLE STATUS:</b>	Club Volunteer Role
<b>HOURS / TIME INVOLVED:</b>	2-3 hours per gameday
<b>MONTHLY REQUIREMENTS:</b>	Attendance not required. Team Managers should liaise with their relevant competition coordinator for advice and guidance as required.
<b>START DATE:</b>	Prior to the start of each season
<b>PREFERRED TERM:</b>	For the duration of the season
<b>LOCATION:</b>	Onsite game-day role

## PURPOSE

The Team Manager role will be responsible for one team. They will ensure all players are properly registered and listed on the team sheet. They will ensure any support staff such as coaches are clearly identified on the team sheet as necessary. They will submit the team sheet to their relevant Competition Coordinator prior to their team's match being played.

## ADMINISTRATIVE ROLES

- Check with players/parents that all players have registered prior to their first game for the season.
- Fill out/update team sheet prior to the start of each match as necessary.
- Submit the team sheet to the relevant competition coordinator prior to the start of the match.
- Clubs will be responsible for arranging a team manager for each of their respective teams.
- Players can act as team managers if necessary.

## KEY RELATIONSHIPS (as per HSW Volunteer and Committee Chart)

- Primary point of contact and support for team coaches, players and parents of their team.

## ESSENTIAL REQUIREMENTS

- Current, valid Working with Children Check.



# HOCKEY SOUTH WEST VOLUNTEER ROLE DESCRIPTION

<b>POSITION:</b>	<b>JUNIOR PROGRAMS COORDINATOR</b>
<b>ROLE STATUS:</b>	Volunteer Role
<b>HOURS / TIME INVOLVED:</b>	3-5 hours per week
<b>MONTHLY REQUIREMENTS:</b>	Attendance not required. Any updates related to Junior Programs Coordination should be provided to the President to raise at Monthly Committee Meetings.
<b>START DATE:</b>	Prior to the start of the Term 1 season of play
<b>PREFERRED TERM:</b>	1 year +
<b>LOCATION:</b>	Both on-site and remote

## PURPOSE

The Junior Programs Coordinator will be responsible for liaising with schools and coordinating school/PE programs. This role may also include recruiting and allocating program coaches to deliver sessions to schools where schools are unable to facilitate sessions.

## ADMINISTRATIVE ROLES

- Connect and liaise with local school sport coordinators interested in utilising Hockey South West facilities and equipment to conduct PE hockey programs.
- Deliver school programs as required and/or delegate delivery of programs to other available Hockey South West members. (Note: volunteers that deliver programs may be financially compensated.)

## KEY RELATIONSHIPS (as per HSW Volunteer and Committee Chart)

- Primary point of contact and support for schools seeking to conduct school or PE hockey programs
- The Junior Programs Coordinator should provide updates that require the attention of the Committee via the President.

## ESSENTIAL REQUIREMENTS

- Current, valid Working with Children Check.



# HOCKEY SOUTH WEST VOLUNTEER ROLE DESCRIPTION

<b>POSITION:</b>	<b>HOOKIN2HOCKEY COORDINATOR</b>
<b>ROLE STATUS:</b>	Volunteer Role
<b>HOURS / TIME INVOLVED:</b>	3-5 hours per week
<b>MONTHLY REQUIREMENTS:</b>	Attendance not required. Any updates related to Hookin2Hockey should be provided to the President to raise at Monthly Committee Meetings.
<b>START DATE:</b>	Prior to the start of the Term 1 season of play
<b>PREFERRED TERM:</b>	1 year +
<b>LOCATION:</b>	Both on-site and remote

## PURPOSE

The Hookin2Hockey Coordinator will be responsible for coordinating and delivering the Hookin2Hockey beginner hockey program.

## ADMINISTRATIVE ROLES

- Coordinate and deliver the Hookin2Hockey programs for beginner hockey players.
- Seek out and recruit parents to support the delivery of the program.
- Work with social media coordinator to promote the program.
- Work with junior programs coordinator to promote the program in schools.

## KEY RELATIONSHIPS (as per HSW Volunteer and Committee Chart)

- Primary point of contact and support for parents and participants seeking to partake in the Hookin2Hockey
- The Hookin2Hockey Coordinator should provide updates that require the attention of the committee via the President.

## ESSENTIAL REQUIREMENTS

- Current, valid Working with Children Check.



# HOCKEY SOUTH WEST VOLUNTEER ROLE DESCRIPTION

**POSITION:** GRANTS, FUNDRAISING AND SPONSORSHIP OFFICER

**ROLE STATUS:** Volunteer Role

**HOURS / TIME INVOLVED:** 2-3 hours per week

**MONTHLY REQUIREMENTS:** Attendance not required. Any updates related to Grants and Fundraising should be provided to the Treasurer to raise at Monthly Committee Meetings.

**START DATE:** Prior to the start of the Term 1 season of play

**PREFERRED TERM:** 1 year +

**LOCATION:** Both on-site and remote

## PURPOSE

The role of the Grants, Fundraising and Sponsorship Officer is to actively look and apply for grant opportunities, coordinate fundraising initiatives and work with President to identify and secure potential sponsors.

## ADMINISTRATIVE ROLES

- Search, identify and apply for any grant opportunities that are relevant to association needs.
- Arrange any fundraising activities or initiatives such as raffles.
- Explore sponsorship opportunities in consultation with the president. Approach potential financial sponsors and identify how sponsors can benefit from their contributions – Eg. Signage, advertising on social media, including sponsor logo on uniforms, naming rights to events or functions.
- Seek instructions from the committee regarding specific saving goals or specific items the association is seeking to raise funds for.

## KEY RELATIONSHIPS (as per HSW Volunteer and Committee Chart)

- The Grants officer should provide updates that require the attention of the committee via the Treasurer.

## ESSENTIAL REQUIREMENTS

- Current, valid Working with Children Check.