

Adult League & Competition Committee Chair



Purpose

To provide vision, leadership and strategic planning in all aspects of the West Adult League & Competition in line with England Hockey guidelines. To oversee the West Adult League & Competition Committee ensuring delivery and monitoring of a robust adult league and competition programme, with a high level of customer satisfaction.

Key Tasks of the Role

1. Arrange and lead meetings

Arrange and chair Adult League & Competition meetings, working closely with the committee to prepare the agendas, minutes and reports from these meetings. Ensure the effectiveness of the Adult League & Competition Committee, reporting to the West Board of Directors who receive accurate, timely and clear information, including an annual budget. Presenting an unbiased view on discussions and having a casting vote on any unresolved issues.

2. Implementation and delivery

Effectively manage and support the officers on the committee to complete their appointed tasks ensuring a consistent delivery of the Adult League and Competitions across the West. Ensure the effective use of IT systems to enhance the administration process. Annually seek and act on feedback from members to ensure customer satisfaction. Use the latest legislation and England Hockey guidance to ensure health, safety and welfare policies are implemented.

3. Reporting and representation

Accountable to the West Board of Directors and represent the Adult League & Competition Committee at West Management meetings. Ensure the West Adult League & Competition Committee is represented at any County, Area and National meetings.

Is this Role for you?

If you are a leader with strong facilitation skills, have thorough knowledge of competitions and a diplomatic and discreet manner, you could help shape the future of adult league and competitions within the West, ensuring collaborative working between West Hockey and its members.

Adult League & Competition Committee Chair



Adult League & Competition Area League Manager



Purpose

To manage the administration of the West Hockey League and other West adult competitions. To support the Chair in the Leadership of the Committee, ensuring the delivery of a robust Adult League & Competition programme in the West. To provide objective and informed input on the Area League Management Committee.

Key Tasks of the Role

1. Adult Leagues & Competitions Committee

- ❖ Administer all committee meetings, working closely with the Chair to prepare the agendas, take minutes and write reports, including budgets and setting of entry fees.
- ❖ Ensure the effectiveness of the Adult League & Competitions committee, who's members receive accurate, timely and clear information.
- ❖ Accountable to the Adult League & Competitions Chair.

2. West Hockey League Administration

- ❖ Effectively manage the West Hockey League in regard to team registration and entry.
- ❖ Acting as the first point of contact for clubs, schools and Counties, answering queries in a timely manner.
- ❖ Working with the Game Management System Officer propose the structure for the West Hockey League for the new season, help generate the fixtures and communicate with clubs on their publication.
- ❖ Take the lead in organising the Area League Meeting/s for clubs at the end of each season, including the administration of relevant divisional trophies.
- ❖ Efficiently manage the Appeals Process sending through relevant information to the panel in a timely manner and acting as the liaison with the club.
- ❖ To ensure the Adult League Regulations and relevant Codes of Conducts for running adult competitions are readily available on the West Hockey website.
- ❖ Working in partnership with the Communications Officer to promote adult competitions through all possible media channels, aiming to grow participation.

3. West Hockey Adult Competitions

- ❖ Support the Adult Indoor Competition Officer to ensure the smooth and efficient running of these competitions.
- ❖ To gauge demand from members for Adult Club Competitions across the West, instigating any new competitions to meet demand.

4. Reporting

- ❖ To manage and co-ordinate the monitoring and evaluation of the West Hockey League and adult competition delivery.

Is this Role for you?

If you are organised, structured and happy engaging with a range of people across the Committee and Clubs in the West, this is the role for you. You will need a flexible approach to respond to Clubs and members in a timely manner. You should feel comfortable in working with the new Game Management System and spreadsheets.

Adult League & Competition Game Management System Officer



Purpose

To oversee the smooth running of the Game Management System (GMS) on behalf of the West Hockey League and Adult Competitions. To ensure the information within GMS is accurate and in line with the League Regulations, to help deliver a robust and effective League and Competitions.

Key Tasks of the Role

1. Adult Leagues & Competitions Committee

- ❖ Attend meetings, reporting on GMS and any issues arising, including Clubs not using GMS in line with League Regulations.
- ❖ Accountable to the Adult League & Competitions Chair.

2. Maintain GMS

- ❖ To manage and monitor league administration within GMS.
- ❖ Support Clubs and Divisional Secretaries to maintain accuracy of information.
- ❖ Monitoring completion of match sheets, results and resolution of issues.

3. Manage Fixtures

- ❖ Work with the Area League Manager to review and confirm fixtures each season and update GMS accordingly.
- ❖ Accounting for specific fixture alignment with constraints on fixtures for certain Clubs / divisions.

4. Reporting

- ❖ To manage and co-ordinate the monitoring and evaluation of using GMS, proposing improvements for use by the West Hockey League.

Is this Role for you?

You will need to be comfortable working with the new GMS functionality & technology. A flexible approach is required to support Clubs in helping them work with the GMS, using it in line with League Regulations.

Adult League & Competition Communications Officer



Purpose

To enhance the visibility and market all aspects of Adult Leagues & Competitions across the West Area. The Adult Leagues & Competitions Communications Officer will need to have marketing experience on social media and basic knowledge of updating websites. The aim of this role is to increase the West Hockey's profile, through adult competitions, by growing its social media channels, with a possibility of generating revenue leads through sponsorship/advertising.

Key Tasks of the Role

1. Adult Leagues & Competitions Committee

- ❖ Attend meetings, reporting on social media traffic and website content.
- ❖ Accountable to the Adult Leagues & Competitions Chair.

2. Managing West Hockey media content

- ❖ Effectively manage the Adult Leagues & Competitions content on the West Hockey website and social media pages (Instagram, Twitter, Facebook) to ensure information is up to date and in line with England Hockey policies.
- ❖ In conjunction with the Administrator ensure that all competition information is regularly uploaded on the website and promoted on social media, as required.
- ❖ Over time, build relationships with clubs, counties and schools, on social media, signposting to and increasing traffic on the Adult Leagues & Competitions pages of the website.
- ❖ Supporting West Hockey to develop and incorporate adult competitions into an annual Communication Plan.

3. Potential Funding Leads

- ❖ With increasing traffic to West Hockey media sites, ensure that all potential sponsorship / advertising opportunities and leads are flagged with the West Hockey Finance Director.

Is this Role for you?

If you are an organised, dynamic and forward-thinking individual who is proficient with website management and has marketing experience on social media platforms, you could help to develop the West Hockey's media profile by engaging with members. You could be the person who is critical in getting our Clubs engaged and excited about West League Hockey.

Adult League & Competition Divisional Secretary



Purpose

To manage the administration of a League Division/s within the West Area, ensuring a competitive and robust competition. To act as the first point of contact for their respective Divisional teams, providing a timely and supportive respond to queries whilst upholding the Adult League Regulations.

Key Tasks of the Role

1. Adult League Management Committee

- ❖ Attend meetings, reporting on the position of the respective Division/s and any important items of note that has occurred.
- ❖ Accountable to the Adult Leagues & Competitions Chair.

2. Administration of the League

- ❖ Effectively manage their division/s ensuring information is up to date and in line with the Adult League Regulations.
- ❖ Act as the main contact for the teams within their Division/s providing advice, guidance and support to ensure games can be played.
- ❖ Monitor teams ensuring they are registering their players and completing match sheets as required by the Regulations.

3. Upholding the Regulations

- ❖ Monitor the Division/s results and respond to anomalies raised by teams and officials, ensuring the League Regulations are upheld at all times.
- ❖ Any breach in Regulations, the Divisional Secretary will enact the appropriate penalty to a team or player in line with the Regulations and associated Penalties.
- ❖ Support the West Finance Director, if required, in collection of fines.

Is this Role for you?

If you are good at communicating, enjoy collaborating and have flexibility to respond to queries with a good understanding of competitions, then you will be in a good place to support the smooth operation of the West Hockey League. You will need to be organised, with a willingness to learn and fully understand the League Regulations.

Adult League & Competition Club Representative



Purpose

To act as an independent voice on behalf of the clubs to the Adult League Management Committee, providing constructive feedback, the right type of challenge and helping to ensure processes and decisions taken will work for Clubs within the West whilst upholding the Adult League Regulations.

Key Tasks of the Role

1. Adult League Management Committee

- ❖ Attend meetings, offering independent feedback from a club perspective and reporting on any important items of note that has occurred.
- ❖ Accountable to the Adult Leagues & Competitions Chair.

2. Operation of the West Hockey League

- ❖ Understanding and engaging with all aspects of League operation, to enable support to other committee members in performing their roles
- ❖ Helping ensure the right decisions are taken for Clubs, in line with the Regulations.
- ❖ Supporting the committee to ensure the West Hockey League is efficient and effective in its operation for its customers, the clubs.

3. Appeals

- ❖ Helping to ensure all Club appeals are treated in a consistent and fair way so that Clubs are able to respond effectively on the outcomes.

Is this Role for you?

If you are good at acting as a trusted critical friend, taking the time to fully understand the context and the outcome through the club lens, then you will be in a good place to support the smooth operation of the West Hockey League. You will need a willingness to learn and fully understand the League Regulations.