

Junior Competitions Committee Chair



Purpose

To provide vision, leadership and strategic planning to help develop all aspects of Junior Competitions across the West, in line with the England Hockey Junior Competitions Framework. To oversee the Junior Competition Committee ensuring partnership working between England Hockey, the West and Counties to deliver a robust programme, for the benefit of all.

Key Tasks of the Role

1. Arrange and lead meetings

Arrange and chair Junior Competition meetings, working closely with the Junior Competition Administrator to prepare the agendas, minutes and reports from these meetings. Ensure the effectiveness of the Junior Competition Committee, reporting to the West Board of Directors ensuring they 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 the Junior Competition Administrator to ensure a consistent delivery of the Junior Competition Framework across the West. Lead the implementation of change in relation to role responsibilities in line with the national competition framework for young people, including facilitation between West Hockey and County responsibilities. 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 Area Board of Directors, representing the Junior Competition Committee at West Management meetings. Ensure the West Junior Competition Committee is represented at any County, Area and National meetings.

Is this Role for you?

If you are a strategic thinker with strong facilitation skills, have thorough knowledge of junior competitions and a diplomatic and discreet manner, you could help shape the future junior competitions within the West, ensuring collaborative working between West Hockey and Counties.

Junior Competitions Administrator



Purpose

To manage and embed the planning and implementation of junior competitions across the Area in line with the national Junior Competitions Frameworks for clubs and schools, delivering a high-quality customer experience. This role is predominantly admin based but the opportunity to deliver the competitions on the day is also available in conjunction with the Lead Deliverer.

Key Tasks of the Role

1. Junior Leagues & Competitions Committee

- ❖ Administer 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 Junior Leagues & Competitions committee, who's members receive accurate, timely and clear information.
- ❖ Accountable to the Junior Leagues & Competitions Chair.

2. Implement the Framework

- ❖ To plan, administer and implement all West Junior Leagues & Competitions (clubs, school & indoor), although this role could be split into clubs and schools.
- ❖ To develop an annual West Junior Competition Plan in line with the Centralised Calendar, catering for all ages and standards, working in partnership with the Counties.
- ❖ Acting as the first point of contact for clubs, schools and Counties, answering queries in a timely manner.
- ❖ To liaise with facility providers, booking pitches.
- ❖ Liaise with the Lead Deliverer to ensure there is a sufficient volunteer workforce to run the competitions on the day in regards to appointing competition organisers and organising officials.
- ❖ To liaise and support the County network within the West and to ensure that they provide high quality junior club competition programme that supports and compliments the key objectives identified in the Junior Competition Framework, ensuring that competition regulations are consistently applied.
- ❖ To ensure the Junior Competition Regulations and relevant Codes of Conducts for running junior competitions are readily available on the West Hockey website.
- ❖ Working in partnership with the Communications Officer to promote junior competitions through all possible media channels, aiming to grow participation.

3. IT support

- ❖ To manage competition administration and communication via the Game Management System (GMS) including entries, competition formats, schedules and results linking into England Hockey Competitions.
- ❖ Ensure all competition deliverers have the essential Competition Pack for their respective competition is ample time and are kept abreast of any changes.
- ❖ To manage and support any CPD for the Counties associated with the delivery of high-quality junior club competitions.

Junior Competitions Administrator



4. Reporting

- ❖ To manage and co-ordinate the monitoring and evaluation of competition delivery associated with the Junior Competition Framework.

Is this Role for you?

If you have the ability to meet objectives on own initiative with excellent communication and inter-personal skills, the ability to motivate, persuade, negotiate and influence both orally and in writing, and a strong background in junior competition administration you could establish and maintain close working relationship with key partners, ensuring that the Area delivers a co-ordinated competition programme.

Junior Competitions Communications Officer



Purpose

To enhance the visibility and market all aspects of Junior Leagues & Competitions across the Area in line with the England Hockey Junior Competitions Framework. The Junior 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 junior competitions, by growing its social media channels, with a possibility of generating revenue leads through sponsorship/advertising.

Key Tasks of the Role

1. Junior Leagues & Competitions Committee

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

2. Managing West Hockey media content

- ❖ Effectively manage the Junior 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 Junior Leagues & Competitions pages of the website.
- ❖ Supporting West Hockey to develop and incorporate junior 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.

Junior Competitions Lead Deliverer



Purpose

The West Hockey Junior Leagues & Competitions Lead Deliverer will manage a team of competition deliverers who will oversee the on the day running of all West Hockey junior competitions as set out within the England Hockey Framework. This person must be able to communicate and organise volunteers on the day of competitions, with the possibility of several competitions on the same day at different locations.

Key Tasks of the Role

1. Junior Leagues & Competitions Committee

- ❖ Attend meetings, reporting on junior competition delivery planning including volunteer deliverer and official's schedules.
- ❖ Accountable to the Junior Leagues & Competitions Chair.

2. Managing West Hockey Junior Competition Delivery

- ❖ Liaise with a team of deliverers, to compile a delivery workforce schedule ensuring every West Junior Competition (club, school & indoor) has a workforce team to enable the day to run smoothly.
- ❖ In conjunction with the Junior Competitions Administrator organise the aspects of the on the day running of all West Hockey Junior Competitions, as necessary.
- ❖ To ensure all members of the delivery team are familiar with the England Hockey/West Hockey Junior Regulations so they are well informed to answer any on the day queries.
- ❖ To organise all officials and volunteers on the day, giving clear direction for the smooth running of the competition.
- ❖ Ensure all deliverers have the necessary competition paperwork from the Junior Competitions Administrator to run the day.
- ❖ Accurate competition results and records are reported back to the Junior Competition Administrator in the appropriate timely manner, as well as informing the Junior Competition Communications Officer ensuring social media and the West Hockey website is up to date.
- ❖ Oversee the delivery team's remuneration in line with the West Hockey Expenses Policy.

Is this Role for you?

If you are an organised, dynamic and able to think on your feet, with excellent delegation skills this role could be for you. The ability to keep calm under pressure, with the appropriate temperament and level of professionalism to deal with situations arising on competition days is vital. These traits are essential as you will lead a team of competition deliverers by example, ensuring excellent customer service to all West Hockey's members.

Junior Competitions

County Junior Hockey Teams

Competition Organiser



Purpose

To embed and manage the planning and implementation of County Junior Hockey Team competition across the Area in line with the Centralised Calendar, delivering a high-quality customer experience.

Key Tasks of the Role

1. Junior Competitions Committee

- ❖ Attend meetings, representing the County Junior Hockey Team network, to give feedback on the County Junior Hockey Team competition activity, what is working well, what could be improved, and support required at the West level.
- ❖ Accountable to Junior Leagues & Competitions Chair.

2. Implement the Framework

- ❖ To provide details of an annual County Junior Hockey Team Competition Plan in line with the Centralised Calendar, in partnership with the Junior Competition Administrator and County Junior Hockey Team administrators.
- ❖ To ensure a high-quality County Junior Hockey Team competition programme that supports and compliments the key objectives identified in the England Hockey, ensuring that competition regulations are consistently applied.
- ❖ To administer County Junior Hockey Team competitions providing data and feedback to West Hockey when required.
- ❖ To assist with ensuring information is circulated to County Junior Hockey Team administrators.
- ❖ Act as the point of contact for County Junior Hockey Team administrators to feedback to the West Junior League & Competitions Committee, to help shape future delivery.
- ❖ To organise County Junior Hockey Team administrator meetings when required.

3. IT support

- ❖ To manage County Junior Hockey Team competition administration and communication via the Game Management System (GMS) including entries, competition formats, schedules and results linking into West Hockey and England Hockey when required.
- ❖ To liaise with the Junior League & Competitions Communications Officer to promote all competitions through all West Hockey media channels.

Is this Role for you?

If you have a strong background in junior competition administration you could establish and maintain close working relationship with County Junior Hockey Team administrators, ensuring that the Area delivers a co-ordinated County Junior Hockey Teams competition programme.

Junior Competitions County Representative



Purpose

At a county level they will embed and manage the planning and implementation of junior competitions in line with the national Junior Competitions Framework, delivering a high-quality customer experience. The West Hockey Junior League & Competitions County Representative is an integral link between West Hockey and their respective Counties in relation to the junior competition knowledge they can share with regards to clubs and schools as well as delivery in their patch. They will provide back up to the committee in communicating all information and gathering essential feedback from their members. They will also be more than welcome to get involved with the delivery of competitions on the day if they so wish.

Key Tasks of the Role

1. Junior Competitions Committee

- ❖ Attend meetings, representing on their respective County, to give feedback on the junior competition activity, what is working well, what could be improved, and support required at the West level.
- ❖ Accountable to their County Hockey Association.

2. Implement the Framework

- ❖ To provide details of an annual County Competition Plan in line with the Centralised Calendar, catering for all ages and standards, in partnership with West Hockey.
- ❖ To ensure their County provides a high-quality junior club competition programme that supports and compliments the key objectives identified in the England Hockey Framework, ensuring that competition regulations are consistently applied.
- ❖ To administer their county junior competitions providing data and feedback to West Hockey when required.
- ❖ To assist with ensuring information is circulated to clubs and schools in their Counties.
- ❖ Act as the point of contact for clubs and schools in their County to feedback to the West Junior League & Competitions Committee, to help shape future delivery.
- ❖ To promote all competitions through all possible County media channels, aiming to grow participation.

3. IT support

- ❖ To manage County competition administration and communication via the Game Management System (GMS) including entries, competition formats, schedules and results linking into West Hockey and England Hockey Competitions.

Is this Role for you?

The County Representative is nominated by their respective County Hockey Association to sit on the West Junior Leagues & Competitions Committee. If you are interested in this county role, please contact your County HA Chair in the first instance.