COMMITTEE ROLE DESCRIPTION - COACHING OR PARTICIPATING REPRESENTATIVE

ENGLAND HOCKEY

COACHING OR PARTICIPATING REPRESENTATIVE

Role purpose

The Coaching or Participation Representative provides the Committee with insight into the delivery of the Club's hockey activities.

The role supports communication between the Committee, coaches, officials and participants.

Accountable to

The Committee.

Key responsibilities

The role holder will:

- Represent coaching and participation matters at Committee meetings.
- Provide updates on programme delivery.
- Identify workforce, equipment and facility needs.
- Support coach and official recruitment and development.
- Monitor England Hockey qualification, registration and training requirements.
- Promote safe and inclusive coaching practice.
- Work with the Welfare Officer on safeguarding matters.
- Support participant development and retention.
- Raise emerging operational risks with the Committee.
- Support alignment with England Hockey's coaching, officiating, workforce and participation requirements.
- Contribute to planning for teams, sessions, competitions and events.
- Avoid making decisions affecting their own appointment, payment or disciplinary position.

Skills and attributes

The role holder should demonstrate:

- Knowledge of hockey and the Club’s activities.
- Good communication and collaboration.
- A commitment to participant-centred coaching.
- Awareness of safeguarding, inclusion and health and safety.
- The ability to distinguish operational recommendations from governance decisions.

Estimated time commitment

Approximately [insert number] hours per month.

Appointment, Term of Office and Review

Each role holder will be appointed or elected in accordance with the Club's governing document.

The normal term of office will be [insert term], subject to any limits set out in the governing document.

Role holders may be required to:

- Complete an application or nomination process.
- Declare conflicts of interest.
- Sign the Committee Code of Conduct.
- Complete relevant induction and training.
- Undertake a DBS check where the role is eligible and required.
- Complete registration or approval processes required by England Hockey.
- Participate in an annual role review.

Role descriptions should be reviewed:

- At least every [two/three] years.
- Following a change to the governing document.
- Where responsibilities significantly change.
- Following a serious incident or governance review.
- When required by England Hockey.

Handover Requirements

At the end of a term, each role holder should provide an appropriate handover, including:

- Current priorities and outstanding actions.
- Relevant records and documents.
- Account access and passwords using a secure process.
- Contact details for key stakeholders.
- Upcoming deadlines.
- Known risks or unresolved matters.
- England Hockey submissions, registrations or actions that remain outstanding.
- Equipment, keys or assets held on behalf of the Club.

No outgoing role holder should retain Club records, personal data, passwords or property after their authority has ended.