

ROLE	CURRENT	COMMENTS
Chair	<ul style="list-style-type: none"> • Timetable committee meetings for year (liaise with committee regarding most suitable dates) • Chair committee meetings • Arrange AGM date • Ensure notice of AGM is circulated in line with constitution • Prepare Chairman's report for AGM • Ensure all county sections are performing – liaise regularly with section chairs • Ensure all others on the committee carry out their respective responsibilities • Represent the Association as necessary on any committees or at any meeting • Ensure smooth running of Association, proactively addressing any issues that might arise. • Work to recruit, recognise, reward and retain those who volunteer for and on behalf of the Association • Develop, maintain and take responsibility for driving forward the Association's development plan, including timetabling, allocating roles & responsibilities and monitoring progress 	
Secretary	<ul style="list-style-type: none"> • To be the principal administrator for the Association, dealing with correspondence, distributing to relevant officers, liaising with external parties on behalf of the Association and providing responses as required. • Circulate agendas and minutes ahead of meetings • Take minutes of meetings • Retain copies of all Committee Meetings Minutes. • Receive correspondence and respond appropriately • Distribute information received from England Hockey and Area • Support the Chair in producing and maintaining a Development Plan • Maintain records and supply information as requested • Maintain and update website • Provide the administrative support for the AGM. • To carry out or delegate the administrative duties, thereby enabling the association and its members to function effectively. 	Public relations?

	<ul style="list-style-type: none"> • Represent the Association at external meetings, as required. • Provide support to the Chair and other Committee members, as required. 	
Treasurer	<ul style="list-style-type: none"> • Hold the bank accounts and look after the finances in name of the County. Act as a primary signatory on the County account (and appoint 2 others as agreed by the Committee). • Keep detailed written records of all accounts and make sure that the County operates within an annual budget. • Attend the Committee meetings and AGM. Prepare annual balance and profit & loss sheets for AGM. • Managing the County's income and expenditure in accordance with county rules • Act as a primary signatory on the county account (and appoint 2 others as agreed by the Committee). • Attend Committee meetings and AGM to ensure regular reporting back to the county committee on all financial matters. Produce an end of year financial report including Balance, Income and Expenditure sheets for AGM. • Send and collect County membership fees from clubs. • Efficient payment of invoices and bills, including EH membership and insurance, ensuring that funds are spent properly. • Depositing cash and cheques in the bank. • Keeping up to date financial records of all transactions. • Helping to prepare and submit any documents that are required (e.g. grant bids). • Help to prepare and discuss future budgets. • Arranging handover or succession planning for the position 	
Welfare	<p>Welfare:</p> <ul style="list-style-type: none"> • Assist the Association to fulfil its responsibilities to safeguard children and young people. • Assist the Association to implement the child welfare section (including training) of the development plan. • To be the first point of contact for staff, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified. 	

	<ul style="list-style-type: none"> • Ensure all those who need to undergo DBS checks do • Organise first aid courses for those deemed appropriate • Be the first point of contact with the England Hockey's Welfare Officer. • Implement England Hockey's reporting and recording procedures. • Maintain contact details for local social services, police and the Area Child Protection Committee. • Promote England Hockey's best practice guidance/code of ethics & behaviour within the club and anti-discriminatory practice. • Ensure confidentiality is maintained. • 	
Schools & Competitions	<p>Principally responsible for the organising the County school competition programme and the senior and junior club competitions.</p> <p>Tasks:</p> <ul style="list-style-type: none"> • To liaise with schools and clubs to inform them of all competition details. • To liaise with Area regarding competition updates and structure. • To liaise with Area updating results for country entries into the Area regional rounds. • To book pitches and confirm all competitions details. • To Send out and collect entry forms for competitions. • To enhance and prompt opportunities for schools and clubs to Participate in competitive hockey competitions. • To ensure that all competitions run smoothly following given regulations. • To Monitor competitions appropriately and keep the Association updated. • To pass on all competition information and results to web site coordinator regularly to keep web site updated. • To pass on payment details for competition enter to the county treasurer. • To be the main point of contact for hockey competitions in the County. 	
Player Pathway Admin	<p>ROLE SUMMARY</p> <p>The County Administrator is principally responsible for the delivery of Development and Academy Centres based on the England Hockey delivery model.</p> <p>KEY RESPONSIBILITIES</p> <p>Planning</p>	<ul style="list-style-type: none"> • (1) Sub-committee to plan DC/AC • Lines of reporting and decision making • Budget setting support from the committee • Welfare issues

- Attend the organisations planning meetings for DC and AC, and if applicable, distribute the agenda, and record and distribute the minutes from the meeting. (1)
- Send out advertisements for coaches/managers posts.
- Receive application forms for all posts and collate for assessment.
- Distribute letters following application and interview to successful and unsuccessful candidates for all roles.
- Collate information from England Hockey centralised calendar on dates, venues and times for training and fixtures.
- With Treasurer, book venues as required.
- Collate and produce an information pack (updated each season) for coaches and distribute to the Lead Coach(es) at each Centre.
- Inform all coaches and team managers of dates, times, venues, coaching arrangements and job responsibilities.
- Produce and send selection letters, assessment letters and distribute to relevant players.

Communication and Administration

- Inform clubs and schools of assessment dates/times/venues (2)
- Send out nomination letters, nomination forms and player registration forms
- Receive and collate nominations for age group assessments.
- Distribute letters to players invited for assessment
- Produce letters and distribute to successful players following assessment
- Produce letters and distribute to unsuccessful players following assessment
- Send relevant letters to schools and clubs regarding successful and unsuccessful players (2)
- Maintain coach qualification records on Player Pathway System
- Be point of contact for coaches, team managers, players and parents.
- Co-ordinate notification to players of movement between AC to PC and PC to AC.
- Send letters and information to players regarding fees and payment.
- Confirm assessment details to players (if applicable)
- Collate confirmation of attendance received from players

- DBS checks support from welfare officer
 - (2) Collate and distribute to club/school reps to distribute to contacts
 - (3) Support from Umpire sec
- Support from committee members during training/fixtures definitely Welfare officer, Chair, Secretary and voluntary for other positions.

	<ul style="list-style-type: none"> • Distribute team contact details to team managers • Collate and distribute squad contact and medical details to relevant Team Managers for each Centre • Collect player fees and maintain accurate financial records • Collate player attendance records <p>Records and Accountability</p> <ul style="list-style-type: none"> • Update and maintain EH Player Pathway System: registration of players and coaches; contact system, assessment system. • Complete/maintain/retain umpire database (3) • Provide squad registers for use by Team Managers for training sessions and matches 	
Masters	<ul style="list-style-type: none"> • Promote Masters (Men's and Ladies) hockey in the County • Attend Area Masters meetings (• Attend and report at County Hockey meetings • Organise County Masters Tournament - 7 a-side format. (1st or 2nd Sunday in September) • Arrange for teams to enter into the Area Masters Festival (1st or 2nd Sunday in September) • Inform clubs of Masters related news and activities • Enter Masters teams in EH competitions. • Act as a conduit for arranging Masters fixtures for all age groups • Contact for answering any County's or individuals queries regarding Masters Hockey within the county 	•