

MIDLANDS ADULT LEAGUE

COMMITTEE & CLUB ROLES

ADULT LEAGUES & COMPETITIONS MANAGEMENT COMMITTEE (ALMC) & SUB-COMMITTEE ROLES

Area Adult League & Competitions Chair

- Provide vision, leadership and strategic planning in all aspects of the Adult Leagues & Competitions in line with England Hockey guidelines.
- To oversee the Adult Leagues & Competitions Committee ensuring delivery and monitoring of a robust Adult League and Competition programme, with a high level of customer satisfaction.
- Report to and attend Area Management Committee Meetings.

Adult League Manager(s)

- Work closely with the Adult Leagues & Competitions Chair and Vice Chair.
- Liaise with:
 - Officiating Area Administrator and Appointment Lead
 - Masters Hockey Committee
 - Junior Hockey Committee
 - Adult Indoor Lead.
- Support the work of the Adult League Divisional Secretaries (ALDS) to ensure consistent decision making and excellent two-way communication between the ALMC and the Clubs.
- Attend League Committee Meetings and feedback on any issues and comments from ALDS and Clubs.
- Support ALDS ensuring consistency in
 - a) interpretation of Regulations, and
 - b) excellent communication of all Grade level news, issues or decisions.
- To promote the Area Adult Leagues & Competitions to the Clubs and proactively raise the profile and share best practice of the League and all competitions.
- Engage with Clubs to identify concerns and area of improvement of the Adult League's activities-
- To manage Ad-Hoc Leagues proactively.
- Ensuring all Ad-Hoc Leagues comply with EH requirement for non-Adult Leagues.

Adult League Discipline Coordinator

- Monitor and report breaches of Regulation card limits.
- Attend League Committee Meetings and feedback on any issues.
- Report to ALMC any situations that might require further action.
- Refer any complaints to the ALMC.

Adult League Clubs Rep

- Attend League Committee Meetings and feedback on any issues, comments and suggestions from Clubs.
- Report to ALMC any situations that might require further action.
- Refer any complaints to the ALMC.



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Adult Indoor Lead

- To lead the delivery of the Area Adult Indoor Competitions programme and ensure the smooth running of all the indoor competitions.

Area Officiating Committee Representative (appointed by AOC)

- To provide link between Area Officiating Committee and Adult Leagues & Competitions to ensure appropriate standards of performance in Area Appointed Officials is delivered and providing Officiating input where requested.

Adult League GMS Manager

- Manage the official information on the Games Management System (GMS) for the Adult Leagues & Competitions.
- Be first point of contact for ALDS using the GMS.
- Interface with EH for support and requirements for GMS.

Fines Approver(s)

- One for each League.
- To ensure consistency, review and approve Fines raised by ALDS before being issued to Clubs.

Google Forms Coordinator

- Create and support Google forms required to deliver League activities.

NON-COMMITTEE ROLES (BY INVITATION)

Adult League Divisional Secretaries (ALDS) – Identified as ‘Competition Contact’ in GMS

- To manage divisions proactively, be first point of the contact for teams in their responsible division(s) providing a two-way communication link between Teams and the Committee.
- Responsibilities and interactions with teams to be defined based on requirements for Regulations and GMS implementation.
- Liaison with Team Admins:
 - Pre-season contact confirmation
 - Answer queries regarding matches, Regulations, GMS, etc.
 - Inform teams of any divisional specific issues/requirements
 - Gather any general feedback teams wish to raise with ALC.
- Attend pre-season Adult League Committee Meeting (and other meetings by request).
- Monitor GMS to check match sheets and results are completed and posted correctly.
- Answer queries on matches/players from members of ALMC and other ALDS.

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- Identify infringements of Regulations; issue appropriate warnings and make any necessary recommendations for penalties/fines via the fines form.
- Keep ALMC informed and up-to-date on any issues.

CLUB ROLES

As a requirement of participation in the League each Club must appoint the following roles:

Club Liaison Officer (Open/Men)/Club Liaison Officer (Women)

- See Area Adult League Regulation 3.2 for more details.
- A Club may choose to appoint one person to cover both roles.
- The person(s) will be the Club's main contact for Adult League & Competitions communications.

Club Admin/Contact

- Responsible for identifying Team Contacts (Teams administrators) in GMS.
- Responsible for authorising players to GMS and assigning to a squad (team).
- Responsible for loading Venues and Start Times in GMS.
- Ensure Club/Team contact details are correct in GMS.

Team Contact(s)

- See Area Adult League Regulation 3.5 for more details.
- These roles may be the Team Captain & Vice Captain or any other persons the team wishes to appoint. One person may NOT fulfil both roles.
- Team Contacts are the contact point for the ALDS.
- Team Contacts are responsible for ensuring all match and player data is posted correctly on the GMS according to the requirements of the Regulations.
- Ensure contact details are correct in GMS.