

# Adult League & Competitions 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.

# 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.

# Masters Committee Chair



## Purpose

To provide vision, leadership and business planning to help develop all aspects of Masters Hockey across the West, in line with the England Hockey framework. To oversee the Master's Committee ensuring partnership working between 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 Masters meetings, working closely with the Masters Administrator to prepare the agendas, minutes and reports from these meetings. Ensure the effectiveness of the Masters 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 the casting vote on any unresolved issues.

### 2. Implementation and delivery

Effectively manage the Masters Administrator to ensure a consistent delivery of the Masters Hockey programme across the West. Lead the implementation of change in relation to role responsibilities in line with the national framework for Masters Hockey, including facilitation between the West and County responsibilities. Use the latest legislation and England Hockey guidance to ensure health, safety and welfare policies are implemented. Oversee the Appointments Panel to ensure an open, fair and consistent approach to West Area team selection and the appointment of team managers.

### 3. Reporting and representation

Accountable to the West Board of Directors, representing the Masters Committee at West Management meetings. Ensure the West Masters 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 Masters hockey and a diplomatic and discreet manner, you could help shape the future Master's provision and competitions within the West, ensuring collaborative working between West Hockey and Counties.

# Officiating Committee Chair



## Purpose

To provide vision, leadership and strategic planning in all aspects of West Officiating, in line with the England Hockey guidelines. To oversee the Officiating Committee to ensure delivery of umpire development through development pathways to umpires at all levels, with a high level of customer satisfaction. Providing that important link between Officiating and the rest of the game.

## Key Tasks of the Role

### 1. Arrange and lead meetings

Arrange and chair Officiating meetings, working closely with the Committee to prepare the agendas, minutes and reports from these meetings. Ensure the effectiveness of the Officiating 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 the 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 England Hockey Officiating Association membership package and influencing umpire development across the West. Ensure the effective use of IT systems to enhance the administration and feedback process. Manage the umpire complaints procedure within the West on behalf of the England Hockey Officiating Association. 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, representing the Officiating Committee at West Management meetings. Ensure the Officiating Committee is represented at any County, Area and National meetings, including the Officiating Working Group to input local knowledge into national decision making on officiating pathways and processes.

## Is this Role for you?

If you are a strategic leader with excellent communication and facilitation skills, have thorough knowledge of umpiring at grass roots and at neutrally appointed levels, with empathic understanding of the voluntary nature of officiating, you could help shape the future of officiating within the West, ensuring collaborative working between West Hockey, Counties and its members.

# Area Disciplinary Administrator



## Purpose

To provide leadership and strategic planning ensuring an efficient and effective management of all aspects of Discipline across the West in line with the England Hockey guidance. To oversee the Discipline Committee ensuring partnership working between the West and the Counties.

## Key Tasks of the Role

### 1. Arrange and lead meetings

Arrange and chair Discipline meetings, working closely with local Disciplinary Administrators to prepare the agendas, minutes and reports from these meetings. Ensure the effectiveness of the Discipline 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 the casting vote on any unresolved issues.

### 2. Implementation and delivery

Effectively manage the local Disciplinary Administrators to ensure consistency of processes and decisions across the West. Be conversant with the England Hockey Code of Ethics and Behaviour, which sets out the responsibilities of Disciplinary Administrators. Oversee the Appeal Procedures as necessary with the West Area Disciplinary Appeal Panel.

### 3. Reporting and representation

Accountable to the West Area Board of Directors and represent the Discipline Committee at West Management meetings, including monthly reports. Ensure the Discipline Committee is represented at any County, Area and National meetings.

## Is this Role for you?

If you are process driven and can meet objectives on own initiative with excellent communication and interpersonal skills, with a keen eye for detail both orally and in writing, and a comprehensive understanding in disciplinary procedures in the England Hockey Code of Ethics & Behaviour, you could establish and maintain close working relationship with key partners, ensuring that West Hockey delivers a fair and consistent process.