

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.

Masters Committee Chair



Masters Committee Vice Chair



Purpose

To support the Chair in providing the vision, leadership and business planning to help develop all aspects of Masters hockey across the West Area, in line with the England Hockey framework. Ensuring that support for succession planning is in place, for the benefit of all.

Key Tasks of the Role

- ❖ To understand the responsibilities of the Chair and to perform those duties in the absence of the Chair (see Masters Chair Role Description).
- ❖ To support the Chair and undertake work assigned by the Chair.
- ❖ To attend all Masters Committee Meetings and participate as a vital part of the Masters leadership.
- ❖ To chair the Masters meetings in the absence of the Chair.

Is this Role for you?

If you are a strategic thinker with strong facilitation skills, have thorough knowledge of Masters and a diplomatic and discreet manner, you could help shape the future Masters provision and competitions within the Area, fostering your skills by working alongside the Chair and ensuring collaborative working between Area and Counties.

Masters Committee Administrator



Purpose

To manage the administration of the West Hockey Masters Committee. To support the Chair in the Leadership of the Committee, ensuring the delivery of a robust Masters programme in the West. To provide objective and informed input on the Masters Committee.

Key Tasks of the Role

1. Masters 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 Masters committee, who's members receive accurate, timely and clear information.
- ❖ Accountable to the Masters Chair.

2. Implement the Framework

- ❖ Acting as the first point of contact for clubs and Counties, answering queries in a timely manner.
- ❖ To develop an annual West Masters calendar in line with the Centralised Calendar, catering for all Masters ages, working in partnership with the Masters Competition Administrator.
- ❖ To liaise with West Finance to oversee the Masters annual budget and accounts.
- ❖ To liaise with Team Managers and facility providers, booking pitches.
- ❖ To manage the West Representative Teams assessment days, including the player nomination process and engaging with the Lead Selector to ensure a smooth and transparent process.
- ❖ To liaise and support the County network within the West and to ensure that they provide high quality Masters programme that supports and compliments the key objectives identified in the Masters Competition Framework.
- ❖ To gauge demand from members for Adult Club Competitions across the West, instigating any new competitions to meet demand.
- ❖ Efficiently manage the Appeals Process sending through relevant information to the panel in a timely manner and acting as the liaison with the player.
- ❖ Working in partnership with the Communications Officer to promote Masters activity through all possible media channels, aiming to grow participation.
- ❖ To support administration and communication via the Game Management System (GMS) including entries, in partnership with the Competitions Administrator.

3. Reporting

- ❖ To manage and co-ordinate the monitoring and evaluation of Masters delivery associated with the Masters Competition Framework and West Representative teams.

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 administration you could establish and maintain close working relationship with key partners including counties, ensuring that the Area delivers a co-ordinated Masters programme.

Masters Committee Competition Administrator



Purpose

To manage and embed the planning and implementation of Masters competitions across the Area in line with the national Masters Competitions Framework for clubs and counties, delivering a high-quality customer experience. This role is predominantly admin based as well as the opportunity to deliver the competitions on the day in conjunction with the Committee.

Key Tasks of the Role

1. Masters Committee

- ❖ Attend meetings, to give feedback on the Masters competitions, what is working well, what could be improved, and support required at the West level, including budgets and setting of entry fees.
- ❖ Accountable to the Masters Chair.

2. Implement the Framework

- ❖ To plan, administer and implement all West Masters (clubs and county) competitions, although this role could be split into clubs and counties.
- ❖ To develop an annual West Masters Competition Plan in line with the Centralised Calendar, catering for all Masters ages, working in partnership with the Counties.
- ❖ Acting as the first point of contact for clubs and Counties, answering queries in a timely manner.
- ❖ To liaise with facility providers, booking pitches.
- ❖ Liaise with the Committee to ensure there is a sufficient volunteer workforce to run the competitions on the day in regard 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 Masters club and county competition programme that supports and compliments the key objectives identified in the Masters Competition Framework, ensuring that competition regulations are consistently applied.
- ❖ To ensure the Masters Competition Regulations and relevant Codes of Conducts for running competitions are readily available on the West Hockey website.
- ❖ Working in partnership with the Communications Officer to promote Masters 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 Masters competitions.

4. Reporting

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

Masters Committee Competition Administrator



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 Masters competition administration you could establish and maintain close working relationship with key partners including counties, ensuring that the Area delivers a co-ordinated competition programme.

Masters Committee Communications Officer



Purpose

To enhance the visibility and market all aspects of Masters Hockey across the Area in line with the England Hockey Masters Competition Framework. The Masters 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 the Masters Hockey programme, competitions and Area representative teams by growing its social media channels, with a possibility of generating revenue leads through sponsorship/advertising.

Key Tasks of the Role

1. Masters Committee

- ❖ Attend meetings, reporting on social media traffic and website content.
- ❖ Accountable to the Masters Chair.

2. Managing West Hockey media content

- ❖ Effectively manage the Masters 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 Masters Hockey activity and competition information is regularly uploaded on the website and promoted on social media, as required.
- ❖ Over time, build relationships with clubs and counties, on social media, signposting to and increasing traffic on the Masters pages of the website.
- ❖ Supporting West Hockey to develop and incorporate Masters activity and 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.

Masters Committee Lead Selector



Purpose

The West Hockey Masters Lead Selector will manage a team of West Selectors who will oversee the on the day running of all West Hockey Masters assessments as set out within the England Hockey Framework. This person must be able to communicate and organise volunteers on the day of assessments, with the possibility of several assessments on the same day at different locations.

Key Tasks of the Role

1. Masters Committee

- ❖ Attend meetings, reporting on West Masters assessment delivery planning including volunteer Selector and official's schedules.
- ❖ Accountable to the Masters Chair.

2. Managing West Hockey Masters Assessments

- ❖ Liaise with a team of Selectors, to compile a workforce schedule ensuring every West Masters assessment day for Area representative teams has a selection workforce team in place to enable the day to run smoothly.
- ❖ In conjunction with the team of Selectors organise the aspects of the on the day running of all West Hockey Masters Assessments, as necessary.
- ❖ To ensure all members of the delivery team are familiar with the England Hockey and West Hockey Masters Regulations so they are well informed to answer any queries.
- ❖ To organise all officials and volunteers on the day, giving clear direction for the smooth running of the assessments.
- ❖ Ensure all Selectors have the necessary assessment paperwork to run the day.
- ❖ Accurate assessment results, records and squad lists are reported back to the Masters Lead Selector in the appropriate timely manner, ensuring social media and the West Hockey website is up to date.
- ❖ To offer constructive feedback on assessment procedures in order to improve future provision.
- ❖ 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 assessment days is vital. These traits are essential as you will lead a team of West Selectors by example, ensuring excellent customer service to all West Hockey's members.

Masters Committee Lead Team Manager



Purpose

To oversee a group of Masters Team Managers ensuring the smooth running of their respective West Masters Representative Teams in line with the England Hockey framework and West Hockey policies and procedures. Ensuring that support for succession planning is in place, for the benefit of all.

Key Tasks of the Role

1. Masters Committee

- ❖ Attend meetings, reporting on the West Masters Team's planning, competitions and results.
- ❖ Accountable to the Masters Chair.

2. Overseeing West Hockey Masters Team Managers

- ❖ To support the recruitment process for West Masters Team Managers.
- ❖ To ensure all Team Managers are familiar with the England Hockey/West Hockey Regulations so they are well informed to answer any queries.
- ❖ To liaise with their respective Team Managers and Lead Selector to ensure robust team selection for all matches throughout the season.
- ❖ To support the Team Managers acting as the point of contact for their respective Masters team to communicate fixture dates and venues.
- ❖ To be the first point of contact for their Team Managers.
- ❖ To ensure competition information for all teams is posted on the West website and promoted on social media, as required.
- ❖ To seek feedback from Team Managers on procedures and competitions in order to improve future provision, reporting back to West Masters Committee.
- ❖ To be aware of all West Hockey policies and procedures.

Is this Role for you?

If you are an organised, a good communicator with excellent delegation skills this role could be for you. The ability to clearly communicate and disseminate information in a timely manner is critical, ensuring all Team Managers feel supported in their role.

Masters Hockey

County Representative



Purpose

At a county level they will embed and manage the planning and implementation of the Masters Hockey in line with the national Masters Competitions Framework, delivering a high-quality customer experience. The West Hockey Masters County Representative is an integral link between West Hockey and their respective Counties in relation to Masters hockey knowledge they can share with regards to their County and clubs 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 West Masters Competitions or Area representative teams if they so wish.

Key Tasks of the Role

1. Masters Hockey Committee

- ❖ Attend meetings, representing on their respective County, to give feedback on the Masters Hockey 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 Masters Plan, which includes County Representative Teams and Competitions in line with the Centralised Calendar, catering for all Masters ages and standards, in partnership with West Hockey.
- ❖ To ensure their County provides a high-quality Masters 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 Masters competitions providing data and feedback to West Hockey when required.
- ❖ To assist with ensuring information is circulated to clubs and members in their Counties, by maintaining an accurate Masters club contacts list for their respective County.
- ❖ Act as the point of contact for clubs and members in their County to feedback to the West Masters Committee, to help shape future delivery.
- ❖ To promote all Masters competitions through all possible County media channels, aiming to grow participation.

3. IT support

- ❖ To manage or support County Masters 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 Masters Hockey Committee. If you are interested in this county role, please contact your County HA Chair in the first instance.

Masters Hockey Team Manager



Purpose

To ensure the smooth running of their respective West Masters Representative Team in line with the England Hockey framework and West Hockey policies and procedures. Ensuring that support for succession planning is in place, for the benefit of all.

Key Tasks of the Role

- ❖ To liaise with the respective Lead Team Manager, Lead Selector, coach and Masters Administrator as well as other team managers to ensure robust team selection for all matches throughout the season.
- ❖ To support the respective Lead Team Manager and undertake work assigned by the Lead Team Manager.
- ❖ To act as the point of contact for their respective Masters team in order to communicate fixture dates and venues to players.
- ❖ To be the first point of contact for their team players.
- ❖ To attend all their respective teams Masters matches, being a vital part of the Masters squad.
- ❖ To report to the respective Lead Team Manager on their teams performance, to ensure competition information is regularly uploaded on the West website and promoted on social media, as required.
- ❖ To offer constructive feedback on procedures and competitions in order to improve future provision.
- ❖ To be aware of all West Hockey policies and procedures.

Is this Role for you?

If you are an organised, a good communicator 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 assessment and match days is vital. These traits are essential as you will lead your players by example.