



North West Hockey Junior Committee

Vacancy: Co-ordinator

General Admin requirements

1. Work with the Chair of the Committee and complete any admin tasks as required.
2. Attend the Area Junior Competitions Committee meetings and take notes/actions, circulating them in good time following the meeting.
3. Attend any other meetings as required by the Chair/Board and take notes – these may include subgroups of the junior committee e.g., School Competitions
4. Keep an action tracker, following up on actions as and when required.
5. Circulate notes/actions in good time following the meeting.
6. To support the Chair in arranging junior club meetings to discuss leagues, end of season review etc.
7. To arrange medals/trophies for all competitions.
8. To pass on any good news stories, along with relevant contact details, to the Social Media lead so they can be shared on social media.
9. Save all important documentation, including meetings, action tracker to the North West Hockey 365 Teams Drive.
10. To complete any other duties as requested by the Junior Chair.

U14/U16/U18 Club Leagues and Clubs In2Hockey

1. Work with the Junior Chair to plan the competition dates based on the centralised calendar.
2. To take entries from clubs in good time ahead of the season starting in September – ensuring the entry information is clear on how many teams they would like to enter (boys/girls) and which Tiers (Tier 1 – Tier 3)
3. Arrange the Competition Structure for all Tiers, ensuring that each club has the maximum number of games as per the centralised dates.
4. To liaise with the Club Development lead on a regular basis, updating them on which clubs have entered teams.
5. Circulate fixtures to clubs ahead of the season starting.
6. Input Competition Structure and fixtures into GMS (Game Management System) ahead of season starting.
7. Keep a check on game results, team sheets etc and chase clubs to input information as needed.
8. Be the first point of contact for clubs with any queries, postponements of games etc.
9. Rearrange fixtures on GMS as required e.g., postponement due to frozen pitch
10. Complete any league adjustments on GMS as required.
11. Ensure information for Tier 1 is fed back to England Hockey for qualifiers to Supra League.
12. Ensure any remaining Tier 1 teams have games post-Christmas.
13. Arrange any end of season finals/playoffs etc as required (Tier 2 & 3).
14. To liaise with the Umpire Lead to ensure appointment of umpires for final days and any other development opportunities.
15. Appoint a Tournament Director for any end of season finals, tournaments, festivals etc to oversee the competition and send any paperwork/results back to the administrator.
16. To work within England Hockey Junior Framework.

Schools & Clubs Indoor, Schools & Clubs In2Hockey, State School Festivals

1. To organise the Club & School Area Competitions – arranging venues, collecting entries via an MS Form/Google Form, liaising with NW Finance Director around the collection of entry fees and arranging for medals to be delivered to the appropriate person/people.
2. Putting a competition structure together (based on dates from the centralised calendar) to be delivered on the day.
3. To liaise on a regular basis with the School Development Lead / Club Development Lead around the teams that have entered so they have the opportunity to follow up with any teams who are yet to enter.
4. Ensuring the venue has everything in place that will be needed on the day.
5. Appoint a Tournament Director to oversee each tournament/festival etc and ensure that all relevant documentation is returned to you.
6. Ensuring that the Tournament Delivery Pack is passed onto the Tournament Director so they have everything they need for the day (schedule, match sheets, team sheets, umpire cards, regulations etc.)
7. To liaise with the Umpire Lead to ensure appointment of umpires for final days and any other development opportunities.
8. To forward all the required information with regards to the qualifying teams to the appropriate people at England Hockey.
9. To work within the England Hockey competition framework.

Personal Qualities

1. Previous experience of volunteering in a club competition environment.
2. Excellent motivational and mentoring skills.
3. Excellent communication skills.
4. Experience of working with Microsoft Excel and the ability to put together MS Office Forms or Google Forms.
5. It is desirable to have completed (or willing to complete) the EH Safeguarding Awareness Module – basic awareness training.
6. To be able to prioritise own workload and motivated to complete all tasks required.

The successful candidate be aged 18+ and will need to have, or complete, a DBS check

Note: This role may be remunerated.