

MIDLANDS ADULT LEAGUE COMMITTEE & CLUB ROLES



Adult League & Competitions Management Committee & sub-Committee Roles

Area Adult League & Competitions Chair

- Provide vision, leadership and strategic planning in all aspects of the Adult League and Competition in line with England Hockey guidelines.
- To oversee the Adult League and Competition Committee ensuring delivery and monitoring of a robust Adult League and Competition programme, with a high level of customer satisfaction.

Adult Indoor Lead

- To lead the delivery of the Area Adult Indoor Competitions programme and ensure the smooth running of all the indoor competitions.
- R&Rs to be added

Adult League Manager(s)

- Work closely with the Adult League and Competitions Chair
- Liaise with:
 - Officiating Area Administrator and Appointment lead.
 - Masters Hockey Committee
 - Adult Indoor Lead
- Support the work of the Grade and Divisional secretaries to ensure consistent decision making and excellent two-way communication between the ALMC and the Clubs.
- To promote the Area Adult League and 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 (Adult League Club Engagement Role).
- To manage Ad-Hoc Leagues proactively.
- Ensuring all Ad-Hoc Leagues comply with EH requirement for non-Adult Leagues.

Adult League Grade Secretaries

- Attend League Committee Meeting and feedback on any issues and comments from Adult League Divisional Secretaries and Clubs.
- Report to Committee any situations that might require further action.
- Support Divisional Secretaries ensuring consistency in a) interpretation of Regulations and b) excellent communication of all Grade level news, issues or decisions.
- Issue fines proposed by Adult League Divisional Secretaries.

Adult League GMS Manager

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

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Area Officiating Committee Representative (appointed by AOC)

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

Non-Committee Roles (by invitation)

Adult League Divisional Secretaries – Identified a 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 Adult League Divisional Secretaries.
- Identify infringements of Regulations; issue appropriate warnings and make any necessary recommendations for penalties/fines to Grade Secretary.
- Keep Adult League Grade Secretary informed and up to date on any issues.
- Inform Grade Secretaries of any fines that may be required.

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Club Roles

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

Club Liaison Officer – Women/Club Liaison Officer – Men

- See EH League Regulation 3.1.5&6 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

- Responsible for identifying Team Admins (Team Contacts) in GMS
- Responsible for authorising players to GMS and assigning to a squad (team)
- Responsible for loading Venues and start times in GMS
- Ensure contact details are correct in GMS

Team Admin/2nd Contact

- See EH League Regulation 3.3 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 Admins are the contact point for the ALDS.
- Team Admins 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