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CSHC Roles and Responsibilities

Introduction

This document outlines the roles and responsibilities of each committee member on the Caroline Springs Hockey club committee as elected at the Annual General Meeting, and each Coordinator Role as allocated to either a committee member or a CSHC member by the committee.

All Committee Members and Coordinators

- ✓ Attend committee meetings as required
- ✓ Responsible for coordinating and reporting on their port-folio to the committee and membership
- ✓ At committee meetings, present and discuss all key matters related to their portfolio
- ✓ Liaise with committee members as required
- ✓ Support committee members and coordinators
- ✓ Adhere to Hockey Australia, Hockey Victoria and club policies and procedures
- ✓ Submit a report for the Annual General Meeting as required
- ✓ Support all CSHC members
- ✓ Maintain and instil CSHC's values and sportsmanship amongst players

Panel/Membership

As required, represent the club on any of the following panels/committees:

- ✓ Grievance/Tribunal Panel
- ✓ Coaching Appointments
- ✓ Player Recruitment
- ✓ Team Selection

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President

Duties:

- ✓ Represent the club in any official meetings/gatherings
- ✓ Attend social/promotional events where available
- ✓ Attend Hockey Victoria Presidents meetings
- ✓ Chair general and special meetings
- ✓ Write and sign official documents
- ✓ Make decisions on the best interests of CSHC
- ✓ Lead a healthy club culture
- ✓ Develop goals in line with CSHC vision
- ✓ Official Spokesperson
- ✓ Wherever unable to fulfil duties outlined above, delegate to the Vice President

Vice-President

Duties:

- ✓ In the event of the President being unable to fulfil his/her duties to step into that role
- ✓ In the absence of the President, chair committee meetings ensuring that they are run efficiently and effectively
- ✓ Be an alternate signatory for CSHC for legal purposes and financial purposes
- ✓ Assist the President in deciding which matters are dealt with by the general committee, the extended committee and delegated to any sub-committees
- ✓ Coordinate club planning to ensure appropriate plans are developed, presented to and reviewed by the committee, and enacted as required
- ✓ Represent the club at meetings and forums as agreed with by the President
- ✓ Other duties as nominated by the President and / or committee

Secretary

Legal Duties:

- ✓ Notify Consumer Affairs of the Secretary appointment or a change of the Secretary's details
- ✓ Notify Consumer Affairs of a change of the association's registered address by lodging a Change of Association Details form. No fee is required
- ✓ Within 1 month after the annual general meeting, lodge an Annual Statement and other required financial documents with the prescribed fee
- ✓ Obtain from Treasurer Annual Income and Expenditure Statement and Assets and Liability Statement
- ✓ Apply to Consumer Affairs for approval to alter your rules within 28 days after the alteration was passed by special resolution. An Application for Alteration of Rules or Purpose must be lodged with the prescribed fee
- ✓ Apply to the Registrar for approval of a name change within 1 month after passing a special resolution. An Application for Change of Association Name must be lodged with the prescribed fee
- ✓ Notify the Consumer Affairs of a special resolution in relation to wind up and distribution of the assets of the association

Administrative roles include:

- ✓ Maintain committee and club records
- ✓ Manage minutes of committee meetings, including either recording the minutes or ensuring the minutes Secretary does so and distribute to members within 3 days
- ✓ Develop meeting agendas in consultation with other committee members and distribute 7 days prior to the meeting
- ✓ Be familiar with all current club documents
- ✓ Be responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- ✓ Enable and authorise people to help with the committee's business. This includes signing a copy of the final approved minutes and ensuring that the signed copy is maintained
- ✓ Ensure that the records of the club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of committee members, committee meeting minutes, financial reports, and other official records

- ✓ Ensure that official records are maintained of members of the club and committee. Ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- ✓ Provide an up-to-date copy of the Constitution and bylaws at all meetings
- ✓ Ensure that proper notification is given of committee and club meetings as specified in the rules
- ✓ Manage the general correspondence of the committee except for such correspondence assigned to others
- ✓ Help and lead the committee in providing systematic communication from the committee to club members and other relevant stakeholders
- ✓ Provide a summary of committee minutes for distribution to all club members via website and noticeboards
- ✓ The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation

Note: Secretary will delegate as many Administrative tasks as possible and this role will be reviewed towards the end of the 2017 season

Treasurer

Duties:

- ✓ Prepare the annual budget for the club that is used for fee structuring
- ✓ Promptly attend to general banking activities
- ✓ Maintain appropriate accounts of all income and expenditure and associated audit trails, e.g. receipts
- ✓ Report monthly to the club committee with actual accounts
- ✓ Present all accounts for payment for approval, unless prior approval has been sought
- ✓ Prioritise payment of accounts
- ✓ Make details of all accounts available to the club committee and members as provided in the Corporate Affairs Act
- ✓ Ensure any surpluses are invested after approval by the committee in CSHC and the community
- ✓ Ensure the club finances are correctly audited
- ✓ Coordinate payment arrangements in association with club management approved practise
- ✓ Provide final approval for all pricing and financial implications for any club expenditure
- ✓ Undertake tasks at the request of the President, general committee or extended committee
- ✓ after shall have the authority to act within the limits of the budget and strategy approve
- ✓ Provide support to any roles within the club that have a strategic financial implication (Fundraising Coordinator / Sponsorship Coordinator) as required

Coaching Coordinator

Duties:

- ✓ Lead the coaching selection panel, unless there is a conflict of interest
- ✓ Ensure all players receive coaching
- ✓ Ensure all club coaches hold appropriate qualifications
- ✓ Ensure there are enough coaches for the club's requirements - minimum of one per team
- ✓ In conjunction with the treasurer, develop a budget for the club's coaching program
- ✓ Provide all relevant information to the secretary to ensure records of club coaches and coaching qualifications are maintained
- ✓ Be available for team selections/gradings and to assist at games if necessary
- ✓ Arrange for, and conduct where appropriate, assessments of the club's coaches
- ✓ Have a sound understanding of Hockey, as well as Hockey Victoria and CSHC's rules and regulations
- ✓ Assist in the training and preparation of potential coaches for future seasons
- ✓ Ensure fair allocation of field time and space at all training sessions
- ✓ Ensure all coaches have access to and training in the use of communication tools
- ✓ Obtain and distribute relevant coaching information to all coaches

Fundraising Coordinator

Duties:

- ✓ Prepare a calendar of social events that will attract the widest involvement from all members of the club and its supporters
- ✓ Arrange for, and conduct where appropriate, a host for all club events
- ✓ Maintain calendar of events with the relevant communication tools
- ✓ Develop social and fundraising events surrounding the eastern corridor of Melton municipal boundaries
- ✓ Ensure that all social events held are at least cost neutral to the club, that funds are accounted for, recorded and receipts given when requested
- ✓ Prepare and schedule events including the preparation of rosters, permits, licenses, registrations and/or any necessary purchases
- ✓ Report/seek approval of events both fundraising and social by the General committee as required
- ✓ Attend all club events where available

Junior Coordinator

Duties:

- ✓ To encourage and increase junior player numbers within the club
- ✓ Oversee organisational aspects of Hook Hook in2 Hockey Hockey with partnership schools
- ✓ Keep parents and club members informed on junior activities, these including Hook in2 Hockey, junior competitions, family social events, fundraisers
- ✓ Liaise with Social Media and Public Relations Coordinator to promote junior hockey where possible through flyers, newsletters, and so on within schools in the CSHC catchment area
- ✓ Update and maintain communication via relevant communication tools.
- ✓ Arrange facility bookings in conjunction with the Treasurer and Secretary where necessary, such as grounds for Hook in2 Hockey
- ✓ Oversee the development of junior coaches with attention on player development and game plan
- ✓ Oversee junior skill development via checklist assessment
- ✓ Attend games and training where possible to support coaches and players
- ✓ Maintain equipment needed for coaches and players
- ✓ In conjunction with the Coaching Coordinator, oversee training sessions, communicate with parents, provide support where needed
- ✓ Oversee game day preparations, positive feedback throughout and after match
- ✓ Provide parent/guardian contact details for coaches with support from the Secretary

Member Protection Information Officer

Duties:

- ✓ Listen to complaints and concerns from members and visitors
- ✓ Provide support for all members
- ✓ Provide information and options for member behaviour (not advice)
- ✓ Keep up to date with information on harassment, discrimination and other forms of inappropriate behaviour
- ✓ Understand and follow club policies and procedures in relation to Member Protection
- ✓ Be accessible and approachable to all club members
- ✓ Mediate complaints at a formal and informal level
- ✓ Maintain confidentiality for all club members
- ✓ Provide relevant persons with the appropriate reports/documentation resulting from hearings
- ✓ Carry out unbiased investigations and make reasonable recommendations

Social Media and Public Relations Coordinator

Duties:

- ✓ Responsible for developing strategies to increase the fan base on sites such as Facebook, Instagram Twitter, and YouTube
- ✓ Building and developing content for the club Website, including domain management
- ✓ Build a following online, increasing audience participation
- ✓ Actively engaging followers to transform visitors into advocates for the club
- ✓ Collaborate with other post holders to create relevant content
- ✓ Develop interesting and engaging content and strategies for drawing new visitors
- ✓ Development of online presence using url submission to specifically drive traffic to social sites
- ✓ Deliver regular updates to followers, based upon content shared from the committee and the membership
- ✓ Ensure all media channels are up to date, current and relevant
- ✓ Develop and implement supporting material for public relations program/events as approved by the club committee
- ✓ Co-ordinate and assist in the publication of club newsletters and match reports
- ✓ Act as a liaison officer for media at all events
- ✓ Be familiar with local media personnel
- ✓ Liaise with other club members on a regular basis
- ✓ Keep committee informed of on-going activities
- ✓ Develop and explore community awareness opportunities through partnerships

Sponsorship Coordinator

Duties:

- ✓ Develop a proposal, for ratification by the committee, for sponsorship packages to be offered by the club to attract as broad a sponsorship as possible
- ✓ Co-ordinate all sponsorship for all areas of the club
- ✓ Meet the sponsorship budget target set as part of the annual financial planning process
- ✓ Ensure all existing sponsors are contacted three months prior to the season commencement
- ✓ Maintain and seek out new sponsorship opportunities that align to club ethos
- ✓ Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place prior to the commencement of the season
- ✓ Ensure all sponsorship agreements are honoured (including tickets for presentation night etc)
- ✓ Maintain contact with all corporate sponsors throughout the season
- ✓ Prepare and submit applications for grants that align to the strategic direction of the club
- ✓ Liaise with Social Media and Public Relations Coordinator to ensure adequate exposure of club sponsors

Umpiring Coordinator

Duties:

- ✓ Arrange the coordination of umpires for all CSHC teams in advance, prior to the start of the season, and make schedule available to all CSHC members
- ✓ Receive any correspondence relating to umpiring matters, circulate to club umpires and act upon information received as required
- ✓ Ensure that all umpires, players and coaches are aware of, and understand, rule changes or updates in interpretations of rules
- ✓ Appoint a junior umpire coordinator to develop the theory and practical skills of junior umpires if necessary
- ✓ Arrange for coaching of umpires including on-field assistance and directions regarding current interpretations of new and existing rules
- ✓ Arrange for theory and practical testing of umpires where appropriate and maintain a register of accreditation levels/badges awarded
- ✓ Identify talented umpires for further progression e.g.: Intra-State/National level
- ✓ Select and nominate umpires for Intra-State/National Championships
- ✓ Arrange for an umpiring coach to attend Intra-State/National Championships wherever possible
- ✓ Seek guidance and support through the Intra-State/National Associations and Hockey Australia

Volunteer Coordinator

Duties:

- ✓ In conjunction with the Secretary, ensure all volunteers and/or social members have a relevant 'Working with Children's Check'
- ✓ Organise and maintain a list volunteers, and publish (with the consent of each individual) in the club newsletters and website and include a regular volunteer profile
- ✓ Organise volunteers to be presented with a Certificate of Appreciation for their input into the club, and provide certificate to the President
- ✓ Organise volunteers to be presented with a cap, or a substitute item with club logo that highlights to members that they are part of the club
- ✓ Nominate volunteers for local and state volunteer awards
- ✓ In conjunction with the Treasurer, organise for reimbursement of volunteers' out-of-pocket expenses
- ✓ Work with the committee to nominate and award a 'volunteer of the year' award with a special gift for the recipient as required
- ✓ In conjunction with the Fundraising Coordinator, organise special 'thank you' or social functions in honour of the club's volunteers

Zone Coordinator

Duties:

- ✓ Obtain and distribute relevant Zone information to Secretary
- ✓ Liaise with coaches to promote suitable players to trial
- ✓ Ensure club representatives attend zone information sessions and trials where needed
- ✓ Maintain a long-term junior zone representative register (including feedback from trials for improvement across seasons)
- ✓ Promote junior players trialling for regional and state representative teams
- ✓ Assist junior players in regional/state trial registration
- ✓ Ensure all players receive coaching targeted to their needs
- ✓ Ensure the needs of junior players selected for regional/state representation are met
- ✓ Promote club coaches nominating for regional and state representative teams