



Bellbowrie Hockey Club

Position Descriptions

October 2020

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1. The Management Committee

1.1 President

The President is the club's leader and ambassador

Key Responsibilities

Strategic Direction: Help set the direction of the club, prioritise goals and oversee the delivery of outcomes, in consultation with relevant parties and consistent with the views of members.

Chair: Preside at club meetings and preserve order.

Ambassador: Act as the club's ambassador in a professional, positive and appropriate manner. Be the primary contact between the club and external contacts.

Policies: Have a good working knowledge of the club's operations, future plans, constitution, rules and policies. Drive implementation of policy updates and good governance procedures.

Position Type:	Voluntary
Hours:	Approximately 4-8 hours per week for 48 weeks
Reports to:	Management Committee and members of the club

1.2 Vice President

The Vice President is the assistant leader

Key Responsibilities

Support the President: Assist the president in carrying out their duties and assume the duties of the president in their absence.

Planner: Monitor the club's strategic plan, ensuring the day-to-day functions are moving in the right direction. Keep an eye on the 'big picture'.

Policies: Have a good working knowledge of the club's constitution, rules and policies. Assist the president to drive the implementation of policy updates and good governance procedures.

Position Type:	Voluntary
Hours:	Approximately 4-6 hours per week for 48 weeks
Reports to:	Management Committee and members of the club

1.3 Secretary

The secretary is the administrator of the club

Key Responsibilities

Communication: Be the key point of communication between the committee, members, IHA and Hockey Queensland.

Correspondence: Manages outwards and inwards correspondence, with assistance from committee members where necessary.

Operations: Monitor the club's strategic plan, ensuring the club's day-to-day functions are moving in the right direction.

Policies: Have a good working knowledge of the club's constitution, rules and policies. Assist the president to drive the implementation of policy updates and good governance procedures.

Coordinate the following roles:

- Minute Secretary
- Registrar
- Blue Card Manager
- IHA Meeting Representative
- Recruitment Advancement Promotion Team (RAPT) Representative
- Volunteer Coordinator

Position Type:	Voluntary
Hours:	Approximately 4-8 hours per week for 48 weeks
Reports to:	Management Committee and members of the club

1.4 Treasurer

The treasurer has general financial oversight

Key Responsibilities

Record Keeping: Provide relevant financial information to the committee and members as requested, to ensure members clearly understand the allocation of the club's funds.

Budgeting: Prepare the club's annual budget and monitor income and expenditure against budget forecasts to ensure future financial stability and growth.

Reporting: Provide reports at meetings as required by the club and by the constitution.

Policies: Have a good working knowledge of the club's constitution, rules and policies.

Coordinate the following roles:

- Assistant Treasurer
- Equipment Coordinator
- Bunnings BBQ Coordinator
- Meat Raffle Coordinator
- Grand Raffle or Fundraising Coordinator
- Grants Coordinator

Position Type:	Voluntary
Hours:	Approximately 4-8 hours per week (may be more during busy periods) for 48 weeks
Reports to:	Management Committee and members of the club
Software:	The Club uses the Xero accounting software package

1.5 General Committee Member

A Committee member contributes to the delivery of the outcomes of the club

Key Responsibilities

Operations: Monitor the club's strategic plan, ensuring the club's day-to-day functions are moving in the right direction.

Policies: Have a good working knowledge of the club's constitution, rules and policies. Assist the president to drive the implementation of policy updates and good governance procedures.

Representation: Represent the club in a professional, positive and appropriate manner.

Meetings: Attend meetings of the club and its committees and act in an orderly manner and in accordance with the rules of the club.

Position Type:	Voluntary
Hours:	Approximately 4 hours per week for 48 weeks
Reports to:	Management Committee and members of the club

2. Operational Roles

2.1 Operations Manager

Manage the operations of the club

Key Responsibility

Club team coordination: Be responsible for the overall coordination of the club's teams through coordinators, coaches and managers.

Coordinate the following roles:

- Men's Coordinator
- Women's Coordinator
- Junior Coordinator
- Hin2H Coordinator
- Head Coach / Coach Coordinator
- Team Coaches
- Team Managers
- Selection Committee

Position Type:	Voluntary/Paid
Hours:	Approximately 5 - 10 hours per week for approx. 25 weeks
Reports to:	Management Committee

2.2 Reporting to the Operations Manager

2.2.1 Men's Coordinator

Responsible for the coordination of the club's men's teams through coaches and managers

- Liaise with coaches, managers and other coordinators to organise training venues and times at the beginning of a new season.
- Advise all senior men players regarding their training times, coaches, managers and contacts.
 - Liaise with coaches/managers for requests for players for subbing into higher grade teams.
- Help new coaches and managers with IHA rule interpretations.
- Compile monthly coordinator reports for club committee meetings.
- Attend meetings or parts thereof as requested by the management committee.
- Liaise with volunteer coordinator to find volunteers for the various roles and activities as requested.
 - Critical knowledge: IHA Bylaws and club playing policies
 - Blue Card holder

Position Type:	Voluntary
Hours:	Approximately 2 hours per week for approx. 25 weeks
Reports to:	Operations Manager

2.2.2 Women's Coordinator

Responsible for the coordination of the club's women's teams through coaches and managers

- Liaise with coaches, managers and other coordinators to organise training venues and times at the beginning of a new season.
- Advise all senior women players regarding training times, coaches, managers and contacts.
 - Liaise with coaches/managers for requests for players for subbing into higher grade teams.
- Help new coaches and managers with IHA rule interpretations.
- Compile monthly coordinator reports for club committee meetings.
- Attend meetings or parts thereof as requested by the management committee.
- Liaise with volunteer coordinator to find volunteers for the various roles and activities as requested.
 - Critical knowledge: IHA Bylaws and BHC playing policies
 - Blue Card holder

Position Type:	Voluntary
Hours:	Approximately 2 hours per week for approx. 25 weeks
Reports to:	Operations Manager

2.2.3 Girl's Junior Coordinator

Responsible for the coordination of the club's junior girl teams through coaches and managers

- Liaise with coaches, managers and other coordinators to organise training venues and times at the beginning of a new season.
- Advise all girls players regarding training times, coaches, managers and contacts.
 - Liaise with coaches/managers for requests for players for subbing into higher grade teams.
- Help new coaches and managers with IHA rule interpretations.
- Compile monthly coordinator reports for club committee meetings.
- Attend meetings or parts thereof as requested by the management committee.
- Liaise with volunteer coordinator to find volunteers for the various roles and activities as requested.
 - Critical knowledge: IHA Bylaws and BHC playing policies
 - Blue Card holder

Position Type:	Voluntary
Hours:	Approximately 2 hours per week for approx. 25 weeks
Reports to:	Operations Manager

2.2.4 Boy's Junior Coordinator

Responsible for the coordination of the club's boy junior teams through coaches and managers

- Liaise with coaches, managers and other coordinators to organise training venues and times at the beginning of a new season.
- Advise all boys players regarding training times, coaches, managers and contacts.
 - Liaise with coaches/managers for requests for players for subbing into higher grade teams.
- Help new coaches and managers with IHA rule interpretations.
- Compile monthly coordinator reports for club committee meetings.
- Attend meetings or parts thereof as requested by the management committee.
- Liaise with volunteer coordinator to find volunteers for the various roles and activities as requested.
 - Critical knowledge: IHA Bylaws and BHC playing policies
 - Blue Card holder

Position Type:	Voluntary
Hours:	Approximately 2 hours per week for approx. 25 weeks
Reports to:	Operations Manager

2.2.5 Hookin2Hockey Coordinator

Responsible for the coordination of the club's Hookin2Hockey (Hin2H) program

- Attend meetings or parts thereof as requested by the management committee.
- Organise a Hin2H coach for the 10-week program, preferably a senior player for weekly training.
- Coordinate coaches for each age group.
- Organise a Hin2H manager.
- Organise BHC junior players to help out on Saturday mornings at IHA, preferably U15.
- Communicate with Hin2H members regarding training sessions, i.e. weekdays and Saturdays.
- Keep records of who attends clinics on Saturday mornings and report to the secretary.
- Organise IHA rego forms.
- Liaise with the uniform coordinator for uniforms for each member.
- Organise Hin2H break-up on last day of clinic at IHA including food and drinks.
- Communicate with trophy officer to organise trophies for players.
- Communicate with IHA for certificates.
- Collect uniforms on the last day of clinic and return to the uniform coordinator.
- Liaise with volunteer coordinator to find volunteers for the various roles and activities as requested.
 - Critical knowledge: IHA Bylaws and BHC playing policies
 - Blue Card holder

Position Type:	Voluntary
Hours:	Approximately 2-3 hours per week for approx. 25 weeks
Reports to:	Operations Manager

2.2.6 Head Coach/Coach Coordinator

Responsible for the coaching and mentoring of all team coaches

- Provide feedback and ideas to all coaches.
- Facilitate learning opportunities for team coaches.
- Visit schools to build partnerships and club recognition.
 - Accredited Level 2/3
 - Blue Card holder

Position Type:	Paid
Hours:	Approximately 6 hours a week for 48 weeks
Reports to:	Operations Manager

2.2.7 Team Coaches

Responsible for the coaching and facilitating learning opportunities for the nominated team and the provision of individual training where required

- Develop a coaching plan for the season.
- Deliver weekly training.
- Plan for training requirements with the head coach/coach coordinator.
- Coach/support/advise the team during matches.
- Coordinate with team manager.
 - Accredited Level 1 Coach minimum preferred (we can help you gain this proficiency)
 - Blue Card holder

Position Type:	Voluntary
Hours:	Approximately 4 hours per week for 25 weeks
Reports to:	Operations Manager

2.2.8 Team Manager

Responsible for managing the team together with the coach and for communicating club messages and requirements to the team

- Manage weekly match participants and team needs.
- Communicate team needs to coordinators.
- Communicate with uniform manager.
- Communicate with equipment manager.
- Support Coach on match days
 - Blue Card holder

Position Type:	Voluntary
Hours:	Approximately 1 - 2 hours per week for approx. 25 weeks

Reports to:	Operations Manager
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2.2.9 Selection Committee Member

Responsible for the selection of teams and nomination of club teams at commencement of season (first four weeks) working with the head coach and operations manager

- Oversight of final decisions/nominations will be provided by the Committee.
 - Critical knowledge: IHA Bylaws and BHC playing policies
 - Blue Card holder

Position Type:	Voluntary
Hours:	Approximately 10 hours per season (first four weeks of the season)
Reports to:	Operations Manager

2.3 Media, Publicity and Sponsorship Manager

Manage the club's overall approach to media, publicity and sponsorship

Key Responsibilities

The club's brand: Be responsible for the overall management of the club's brand and identity, promotion, publicity, and advertising, including developing and implementing the club's annual communications plan and organising communications outputs with volunteer assistance.

Sponsorships: Manage sponsorship contracts on behalf of the club and share responsibility for attracting sponsors with all club members.

Coordinate the following roles:

- Sponsorship Coordinator
- Web and Software Manager
- Facebook Administrator
- Trophy Coordinator
- Uniform and Supporters Gear Coordinator
- Photographer
- Junior Event Coordinator
- Senior Event Coordinator
- Social Event Coordinator

Position Type:	Voluntary/Paid
Hours:	Approximately 2 - 4 hours per week for 50 weeks
Reports to:	Management Committee

2.4 Reporting to the Media, Publicity and Sponsorship Manager

2.4.1 Sponsorship Coordinator

Organise additional revenue through sponsorship

- Develop and Manage the Sponsorship Plan.
- Coordinate and seek new sponsorship arrangements and sign sponsorship agreements.
- Manage the club's responsibilities for maintaining the sponsorship agreements.
- Communicate with the volunteer coordinator.

Position Type:	Voluntary
Hours:	Approximately 30 hours per year
Reports to:	Media, Publicity and Sponsorships Manager

2.4.2 Web and Software Manager

Responsible for the overall management of the club's website and other software tools

- Update website.
- Assist committee members to utilise IT and management tools appropriately (Google, Revsport etc).
- Develop management systems/tools.

Position Type:	Voluntary
Hours:	Approximately 1-2 hours per week for 50 weeks
Reports to:	Media, Publicity and Sponsorships Manager

2.4.3 Facebook Administrator

Responsible for the overall administration and monitoring of the club's Facebook pages

- Moderate the club's Facebook page and groups (public page; Club, Senior Men's, Senior Women's, and Juniors closed groups).

Position Type:	Voluntary
Hours:	Approximately 1-2 hours per week for 50 weeks
Reports to:	Media, Publicity and Sponsorships Manager

2.4.4 Trophy Coordinator

Responsible for identifying and purchasing the end of year club trophies and medallions for seniors, juniors and Hin2H

- Research best value for money.
- Communicate with coordinators to determine how many, name and award.
- Purchase trophies.
- Coordinate with team coaches/managers for engraving.

Position Type:	Voluntary
Hours:	Approximately 20 hours per season (near season end)
Reports to:	Media, Publicity and Sponsorships Manager

2.4.5 Uniform and Supporters Gear Coordinator

Manage the club's uniforms and supporters gear

- Liaise with women's, girls', men's and boys' coordinators for numbers of players in each team.
- Liaise with all managers for the issue and collection of uniforms at the beginning and end of season.
- Ensure each player has a uniform i.e. socks, shirts, skirt.
- Advise the committee when orders for extra uniforms or supporter clothing is required.
- Seek committee approval for all purchases.
- Liaise with all managers for the collection of uniforms at the end of the season.
- Organise promotional/supporters clothing.
- Coordinate the sale of socks and supporter gear.
- Compile monthly coordinator reports for club committee meetings.

Position Type:	Voluntary
Hours:	Approximately 28 hours per season (mainly start and end)
Reports to:	Media, Publicity and Sponsorships Manager

2.4.6 Photographer

Manage the club's photography

- Liaise with all managers to arrange team and individual photographs and printing, if required.
- Arrange for payment and distribution of photographs - hardcopy and/or softcopy.

Position Type:	Voluntary
Hours:	Approximately 20 hours per season
Reports to:	Media, Publicity and Sponsorships Manager

2.4.7 Social Event Coordinator

Develop the club's social calendar and coordinate the management of events

- Develop a social event plan.
- Organise social activities with volunteer assistance.
- Organise Sign-on/Come-and-Try days.

Position Type:	Voluntary
Hours:	Approximately 20 hours per season
Reports to:	Media, Publicity and Sponsorships Manager

2.4.8 Junior Event Coordinator

Develop the club's junior social calendar and coordinate the management of junior events

- Coordinate the junior event.
- Manage volunteers and tasks.

Position Type:	Voluntary
Hours:	Approximately 20 hours per season
Reports to:	Media, Publicity and Sponsorships Manager

2.4.9 Senior Event Coordinator

Develop the club's senior social calendar and coordinate the management of senior events

- Coordinate the senior event.
- Manage volunteers and tasks.

Position Type:	Voluntary
Hours:	Approximately 20 hours per season
Reports to:	Media, Publicity and Sponsorships Manager

2.5 Reporting to the Secretary

2.5.1 Minute Secretary

Assist the club's secretary to keep minutes and manage meetings

- Coordinate meetings of the committee and members, including the monthly club meetings and the AGM.
- Work with the president to draft the agenda, distribute notices, and take formal minutes.

Position Type:	Voluntary
Hours:	Approximately 5 hours per month for 12 months
Reports to:	Secretary

2.5.2 Registrar

Maintain the club membership database and Hockey Queensland registration database

- Set up memberships at start of season liaising with the treasurer for fees
- Address registration issues.
- Manage transfer requests with the treasurer and secretary.
- Input team groups liaising with Ops Manager and coordinators.

Position Type:	Voluntary
Hours:	Approximately 30 hours per season
Reports to:	Secretary

2.5.3 Blue Card Manager

Maintain the club's compliance with blue card legislation and systems

- Maintain the club's blue card register in accordance with the *Working with Children (Risk Management and Screening) Act 2000*.
- Manage blue card applications on behalf of the club.

Position Type:	Voluntary
Hours:	Approximately 30 hours per season
Reports to:	Secretary

2.5.4 IHA Meeting Representative

Represent the club at Ipswich Hockey Association meetings

- Attend IHA monthly meetings on behalf of the club
- Provide a short brief to the secretary on the outcomes of each meeting and the actions on the club.

Position Type:	Voluntary
Hours:	Approximately 25 hours per season
Reports to:	Secretary

2.5.5 Recruitment Advancement Promotion Team (RAPT) Representative

Represented the club at RAPT meetings

- Attend RAPT monthly meeting.
- Provide a short brief to the secretary on outcomes of the meeting and any actions for the club.

Position Type:	Voluntary
Hours:	Approximately 30 hours per season
Reports to:	Secretary

2.5.6 Bellbowrie Sports and Community Club Delegate

Represent the club in liaison and negotiation with Bellbowrie Sports and Community Club

- Liaise with Bellbowrie Sports and Community Club (BSCC) as required on behalf of the club.
- Attend monthly BSCC meetings on behalf of the club and provide a short brief to the secretary on outcomes of each meeting and any actions for the club.
- Book BSCC facilities as required by the club for training or events , e.g. Come and Try day, Development Day, Presentation Day.

Position Type:	Voluntary
Hours:	Approximately 30 hours per season
Reports to:	Secretary

2.5.7 Volunteer Coordinator

Oversee the club's volunteer management

- Assist the committee to engage personally with members to encourage increased volunteer involvement in the club.
- Liaise with coordinators to find volunteers for the various roles and activities.
- Keep a record of volunteers' activities.

Position Type:	Voluntary
Hours:	Approximately 70 hours per season
Reports to:	Secretary

2.6 Reporting to the Treasurer

2.6.1 Assistant Treasurer

Assist the club's treasurer as required

- Maintain accurate records of income and expenditure.
- Raise membership invoices.

Position Type:	Voluntary
Hours:	Approximately 2 hours per week for 50 weeks
Reports to:	Treasurer

2.6.2 Equipment Coordinator

Be responsible for managing the club's equipment

- Maintain a register of equipment, maintain equipment and purchase new/replacement equipment as required.
- Communicate with coordinators regarding team equipment needs.
- Issue equipment to teams as required.
- Conduct an equipment stocktake.
- Replenish first aid kits.
- Organise equipment – ensure sufficient equipment is issued to each team (balls, first aid kits, face masks, training bibs, field cones, etc.).
- Collect equipment at the end of the season.
- Ensure equipment is replaced/repared for the next season.

Position Type:	Voluntary
Hours:	Approximately 50 hours per season
Reports to:	Treasurer

2.6.3 Meat Raffle Coordinator

Organise additional revenue through raffles at Bellbowrie Tavern

- Schedule raffles at Bellbowrie Tavern.
- Coordinate volunteers for weekly meat raffles on Saturday nights at Bellbowrie Tavern (Min 3 volunteers 5:30 to 7:30pm).
- Bank raffle proceeds/coordinate with the treasurer regarding cash management.
- Maintain raffle records as required by the Office of Liquor and Gaming Regulation for charitable and non-profit games.

Position Type:	Voluntary
Hours:	Approximately 2 hours per week
Reports to:	Treasurer

2.6.4 Grand Raffle/Fundraising Coordinator

Organise additional revenue through the club's Grand Raffle

- Manage a volunteer group to arrange donated prizes.
- Set raffle timeframes.
- Coordinate with all managers for raffle ticket distribution and collection.
- Coordinate the raffle draw with the committee.
- Maintain raffle records as required by the Office of Liquor and Gaming Regulation for charitable and non-profit games.

Position Type:	Voluntary
Hours:	Approximately 30 hours per season
Reports to:	Treasurer

2.6.5 Grants Coordinator

Coordinate the club's approach to grants

- Develop grant-ready projects in collaboration with the committee.
- Explore grant opportunities.
- Manage a volunteer group to prepare and submit grant applications.
- Manage grant-funded projects, ensuring they are completed on time and within budget.
- Ensure that all grants are appropriately acquitted by the required deadline.

Position Type:	Voluntary
Hours:	Approximately 30 hours per season
Reports to:	Treasurer