

WAKATIPU HOCKEY CLUB NON-COMMITTEE ROLES

JUNIOR CLUB CO-ORDINATOR ROLE

The WHC requires someone to take on the lead role of Junior Club Co-Ordinator for the 2022 season. Ideally this person started yesterday! Looking for a Co-Ordinator with a vested interest in the junior club and willing to take on the role and successfully oversee and co-ordinate the junior hockey season with the guidance of our Committee.

With the investment of a new turf facility at Frankton we are anticipating a rise in the numbers of young players joining our club and we want to make the sport of hockey accessible, fun and well organised to ensure we develop a lifelong love and involvement in hockey for these young players and their families.

We see the role as ensuring the smooth running of the 4 grades in Junior Hockey (Fun Sticks, Mini Sticks, Kiwi Sticks and Kwik Sticks). Duties include:

- Team registrations/entries with PlayHQ
- Working with our Club, COHA / other Coaches/team managers to set up competition / Festival Days and/or open days.
- Working with the Club Secretary to circulate information to schools, members etc as appropriate during the season including updating coaches/managers/players with relevant information received from COHA
- Communicate effectively to coaches/managers about the season – arm them with enough information that you essentially hand over the running to the individual team managers.
- Liaise with uniform coordinator to organise kit for each team
- Distribute draws from COHA to all team managers
- Co-ordinate team photos, Prize Giving, return of uniforms with team managers.
- Report to the Committee with progress/issues/key points during the season.

COACH CO-ORDINATOR ROLE

We see the role as ensuring the smooth running for Coaches across the 4 grades in Junior Hockey (Fun Sticks, Mini Sticks, Kiwi Sticks and Kwik Sticks). Duties include:

- Ensuring coaches have the right equipment and information for their teams pre season.
- Being a point of contact for Coaches to go to in the first instance.
- Ensuring all coaching equipment handed out is returned.
- Assisting with Coach development / organise coach sessions.
- Working with the Coaches Team Managers to ensure they have what they need.
- Prize giving: working with coaches to obtain Most Improved and Most Valued Player at the end of the season.
- Working with the Committee to resolve any coaching issues.

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MARKETING ASSISTANCE

We see the role in helping to market and advertise our Club events and sporting achievements throughout the season.

- Working with the Junior Club and preparing flyers for events including Festival Days, Open Days, Registration, Prize Giving etc and passing on to website/social media co-ordinator for publishing.
- Assisting or creating advertising material for local papers.

UNIFORM CO-ORDINATOR

This important role is responsible for recording and issuing Club uniforms (tops, skorts, shorts, goalie gear) to the Junior Club and ensuring all items are returned at the end of the season.

- Working with Coaches to ensure they have the right number of uniforms for all players and reserves.
- Recording who has been given what uniform in each particular team. Committee have standard templates for this purpose.
- Distributing uniforms to team managers or coaches.
- Arranging the return of all supplied uniforms (clean) at the end of the season and advising the Committee of any items not returned.

PRIZE GIVING CO-ORDINATOR

Working in conjunction with the Committee in relation to end of season Prize Giving for the Club. Duties include:

- Requesting the return of trophies from last season recipients (Committee would provide that information) and collecting them all.
- Cleaning/Polishing trophies as required on their return.
- Working with Coaches/Committee to have trophies engraved with this Season's recipients.
- Assisting with the ordering of any new trophies required for prize giving.

If you have read this far, thank you for considering these important roles. If you think you can help our Club in one of these capacities or any other way, please let us know.

Regards
The Executive Committee