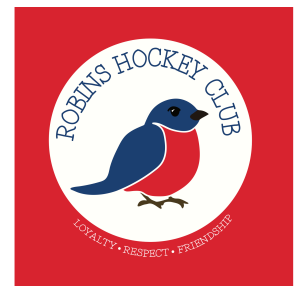


Robins Hockey Club



Position Description	
Job title	President of Robins Hockey Club
Position type	Voluntary
Reports to	Committee members of Robins Hockey Club
Current filled by	Alison Kerimofski
Time frame	January 2017 to December 2017
Time commitment	As required
Support team	Club committee members, team managers, coaches etc.
Purpose	The principal leader of Robins Hockey Club with the overall responsibility of the club's administration.
Position requirements	
<p>Knowledge/skills</p> <ul style="list-style-type: none"> • Good communication skills. • Friendly and caring attitude. • Effective delegation skills. • Is well informed of all club activities. • Is aware of the future directions and plans of the club. • Understanding of the club's (and governing body) policies, procedures, constitution and by-laws. • Is a supportive leader for all club members. • Can maintain confidentiality on relevant matters. • IT competency e.g. familiar with basic operating systems Microsoft Office, Internet and email. • Experience as a team leader. 	
<p>Responsibilities/Duties</p> <ul style="list-style-type: none"> • Provide leadership and direction to committee members in the execution of their duties. • Work with the committee to ensure the ongoing operation of the club. • Work with the committee to foster the development and growth of the club and its members. • To set dates and call meetings for the club. • Chair meetings of the club. • Develop and manage club's sponsorship deals as necessary and apply for relevant grants. • Update and maintain compliance with the club's constitution, by-laws, policies and procedures. • Resolve issues that arise with or between members. • Ensure committee position description are relevant and current leading into an AGM. • Attend association meetings as required. 	

- Be a role model and have appropriate public relation skills to work with association members.
- Represent the club at all meetings deemed appropriate by the committee.
- Attend some games/events when possible to promote the club and support the players, coaches, managers, umpires, parents and spectators.
- Liaise with the committee to upgrade club uniforms when required.
- Assist with the organisation of club fundraisers.

Additional Information

Reimbursement	<ul style="list-style-type: none"> • Subject to advance authorization and presentation of receipts
Opportunities / training	<ul style="list-style-type: none"> • Work as part of a team/group of people dedicated to the growth, development and longevity of Robins Hockey Club. • Meet and network with other volunteers and industry professionals. • Have input into the goals and objectives of the club. • Use one's skills in a positive, engaging and challenging way.

Robins Hockey Club



Position Description	
Job title	Treasurer of Robins Hockey Club
Position type	Voluntary
Reports to	Committee members of Robins Hockey Club
Current filled by	Verna Brookes
Time frame	January 2017 to December 2017
Time commitment	As required
Support team	Robins Hockey Club committee members, team managers etc.
Purpose	To manage the finances of Robins Hockey Club.
Position requirements	
<p>Knowledge/skills</p> <ul style="list-style-type: none"> • Well organised. • Good communication skills. • Friendly and caring attitude. • Effective delegation skills. • Able to keep good records. • Able to work in a logical orderly manner. • Is aware of the future plans and directions of the club. • Understanding of the club's policies, procedures, constitution and by-laws. • Is a supportive leader for all club members. • Can maintain confidentiality on relevant matters. • IT competency e.g. familiar with basic operating systems Microsoft Office, Internet and email. 	
<p>Responsibilities/Duties</p> <ul style="list-style-type: none"> • Keep the financial records of Robins Hockey Club up to date. • Make sure financial reports are supplied/available and understood at all committee meetings. • Show evidence that money received is banked and documentation provided for all money paid out. • Produce an annual financial report. • Send out accounts. • Pay accounts/invoices. • Present accounts to be paid at the committee meetings. In matters of urgent necessity payment may be made but must be ratified at the next committee meeting. • In conjunction with the committee set the club's registration fees taking into account fees payable to Busselton Hockey Association. • Assist with the organisation of club fundraisers. 	
Additional Information	
Reimbursement	<ul style="list-style-type: none"> • Subject to advance authorization and presentation of receipts.

Opportunities / training	<ul style="list-style-type: none">• Work as part of a team/group of people dedicated to the growth, development and longevity of Robins Hockey Club.• Have input into the goals and objectives of the club.• Use one's skills in a positive, engaging and challenging way.
Other	<ul style="list-style-type: none">••

Robins Hockey Club



Position Description	
Job title	Secretary of Robins Hockey Club
Position type	Voluntary
Reports to	Committee members of Robins Hockey Club
Current filled by	Lia Regan
Time frame	January 2017 to December 2017
Time commitment	As required
Support team	Robins Hockey Club committee members, team managers etc.
Purpose	To provide a coordinating link between, members, the committee and outside agencies/stakeholders.
Position requirements	
<p>Knowledge/skills</p> <ul style="list-style-type: none"> • Good communication skills. • Friendly and caring attitude. • Is well informed of all Club activities. • Is aware of the future directions and plans of the club. • Understanding of the club's constitution, by-laws, policies and procedures. • Is a supportive leader for all club members. • Can maintain confidentiality on relevant matters. • IT competency e.g. familiar with basic operating systems Microsoft Office, Internet and email. 	
<p>Responsibilities/Duties</p> <ul style="list-style-type: none"> • Prepare the agenda for meeting in consultation with the President. • Make arrangements including venue, date and times for club meetings. • Submit team nominations and training requests to the association. • Send adequate notice of meetings as per constitution. • Call for and receive nominations for committees and other positions for the club AGM. • Keep accurate minutes of meetings and distribute to all committee members prior to the next meeting. • Maintain registers of member's names, addresses, life members and sponsors. • Act as the public officer of club liaising with members of the public, affiliated bodies and government agencies. • Communicate information between club and members such as important dates, events etc. • Liaise with the President and other committee members when required. • Maintain books/files containing copies of the minutes or records of proceedings of all formal meetings of the club and distributing these to the members where required. • Ensure constitution, bylaws and procedures are readily available to all members. 	

- Be familiar with Constitution, By-laws, policies and procedures of the club and those of any governing body.
- Policy development and implementation.
- Assist with the organisation of club fundraisers.

Additional Information

Reimbursement	<ul style="list-style-type: none"> • Subject to advance authorization and presentation of receipts
Opportunities / training	<ul style="list-style-type: none"> • Work as part of a team/group of people dedicated to the growth, development and longevity of Robins Hockey Club. • Have input into the goals and objectives of the club. • Use one's skills in a positive, engaging and challenging way.
Other	<ul style="list-style-type: none"> •

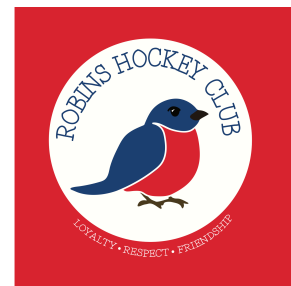
Robins Hockey Club



Position Description	
Job title	Vice President of Robins Hockey Club
Position type	Voluntary
Reports to	Committee members of Robins Hockey Club
Current filled by	
Time frame	January 2017 to December 2017
Time commitment	As required
Support team	Club committee members, coaches, team managers etc.
Purpose	To assist the President as a leader of Robins Hockey Club and maintain their administration.
Position requirements	
<p>Knowledge/skills</p> <ul style="list-style-type: none"> • Good communication skills. • Friendly and caring attitude. • Effective delegation skills. • Is well informed of all Club activities. • Is aware of the future directions and plans of the club. • Understanding of the club's constitution, by-laws, policies and procedures. • Is a supportive leader for all club members. • Can maintain confidentiality on relevant matters. • IT competency e.g. familiar with basic operating systems Microsoft Office, Internet and email. 	
<p>Responsibilities/Duties</p> <ul style="list-style-type: none"> • Support and assist the President in their duties. • In the absence or incapacity of the President to exercise all their powers, authorities and duties. • In the absence or incapacity of the President shall preside over meetings of the club and represent the club as required. • To act as a public relations officer for the club together with the President. • Actively work with the President to create sponsorship with supporting businesses and aid in their advertisement and promotion within the club. • Perform any other duties as directed by the committee. • Attend competition and club events as possible to promote our club and support our players, coaches, managers, umpires, parents and spectators. • Assist with the organisation of club fundraisers. 	
Additional Information	
Reimbursement	<ul style="list-style-type: none"> • Subject to advance authorization and presentation of receipts
Opportunities / training	<ul style="list-style-type: none"> • Work as part of a team/group of people dedicated to the growth, development and longevity of Robins Hockey Club. • Meet and network with other volunteers and industry

	professionals. <ul style="list-style-type: none">• Have input into the goals and objectives of the club.• Use one's skills in a positive, engaging and challenging way.
Other	<ul style="list-style-type: none">••

Robins Hockey Club



Position Description	
Job title	Team coach of Robins Hockey Club
Position type	Voluntary
Reports to	Committee members of Robins Hockey Club
Current filled by	Pam Glossop, Heath Townsend and Lia Regan
Time frame	January 2017 to December 2017
Time commitment	As required
Support team	Club committee members, coaches, team managers etc.
Purpose	To develop and implement an effective training program for one of our teams during the season.
Position requirements	
<p>Knowledge/skills</p> <ul style="list-style-type: none"> • Qualifications – working towards Community Coaching level (club will support this). • Working With Children Check. • Excellent communication and interpersonal skills. • Great enthusiasm. • Excellent leadership skills. • Confidentiality. 	
<p>Responsibilities/Duties</p> <ul style="list-style-type: none"> • Develop a training program to prepare the team for competition. • Coach the team at the weekly game. • If the team manager is not present, arrange for the immediate treatment of any injury that occurs at training. • Be responsible for players while training and playing. • Notify committee members promptly of any problems being experienced in the team and receive direction for overcoming these. • Should replacement player/s be required notify the committee for direction. • Be responsible for the on and off field behaviour of the team and ensure they represent the club by acting with respect for the rules, opposition, umpires etc. • Attend where possible courses to up skill in coaching ability. • Abide by club and association policies and procedures. • Abide by signing the Coaches Code of Conduct. • Liaise with other coaches/team managers for support etc. • Supply a team report at committee meetings. 	
Additional Information	
Reimbursement of out of pocket expenses	<ul style="list-style-type: none"> • Subject to advance authorization and presentation of receipts
Opportunities / training	<ul style="list-style-type: none"> • Work as part of a team/group of people dedicated to the growth, development and longevity of Robins Hockey Club. • Meet and network with other volunteers and industry

	professionals. <ul style="list-style-type: none">• Have input into the goals and objectives of the club.• Use one's skills in a positive, engaging and challenging way.
Other	<ul style="list-style-type: none">••

Robins Hockey Club



Position Description	
Job title	Team manager of a Robins hockey team
Position type	Voluntary
Reports to	Committee members of Robins Hockey Club
Current filled by	Nikki Brookes, Lia Regan, Shelly Rourke and Simone Heslewood
Time frame	January 2017 to December 2017
Time commitment	As required
Support team	Club committee members, coaches, other team managers etc.
Purpose	To manage and coordinate the team throughout the season.
Position requirements	
<p>Knowledge/skills</p> <ul style="list-style-type: none"> • Organisational and time management skills. • Interpersonal communication skills. • Commitment to the team and its members. • Enthusiasm and a positive outlook. • Confidentiality. • Working With Children Check. 	
<p>Responsibilities/Duties</p> <ul style="list-style-type: none"> • Keep a register of personal particulars for each player. • Submit team registration list to club secretary and stadium manager. • Be responsible for the collection and distribution of uniforms at the beginning and end of season. • Be responsible for uniform orders as required. • Arrange and/or assist in fundraising where required. • Be responsible for all team equipment/property e.g. balls, first aid kits, face masks etc. • Arrange for the treatment of any player who is injured or ill during training and games. • Attend games and if possible attend training sessions. • Collect payments from players as required e.g. team fees etc. • Arrange for each member to have a fixture and all necessary information for each game. • Collect and complete score cards at games. • Organise a roster for the supply of oranges/lollies for each game. • Be responsible for team 'Best player' voting if required. Votes to be placed in an envelope, sealed and given to appropriate person. • Be responsible for the on and off field behaviour of the team and ensure they represent the club by acting with respect for the rules, opposition, umpires etc. • In liaison with the coach ensure that all members are appropriately dressed in their 	

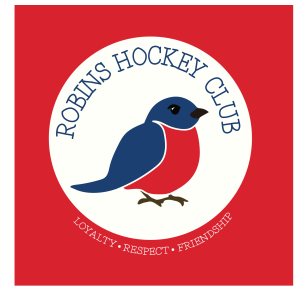
team uniform.

- Organise umpires or a player roster to complete umpiring duties as required.
- Liaise between player/coach/parents if necessary.
- Support and assist the coach as required.
- Abide by signing the Team Managers Code of Conduct.
- Liaise with other coaches/team managers for support etc.

Additional Information

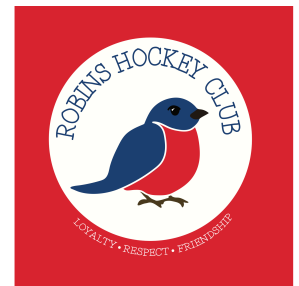
Reimbursement of out of pocket expenses	<ul style="list-style-type: none">• Subject to advance authorization and presentation of receipts.
Opportunities / training	<ul style="list-style-type: none">• Work as part of a team/group of people dedicated to the growth, development and longevity of Robins Hockey Club.• Meet and network with other volunteers and industry professionals.• Have input into the goals and objectives of the club.• Use one's skills in a positive, engaging and challenging way.
Other	<ul style="list-style-type: none">•

Robins Hockey Club



Position Description	
Job title	Club media administrator of Robins Hockey Club
Position type	Voluntary
Reports to	Committee members of Robins Hockey Club
Current filled by	Amber Vivian
Time frame	January 2017 to December 2017
Time commitment	As required
Support team	Club committee members, team managers, coaches etc.
Purpose	To manage and coordinate our website, Facebook page throughout the season, keep members fully informed and provide a link between all teams.
Position requirements	
<p>Knowledge/skills</p> <ul style="list-style-type: none"> • Organisational and time management skills. • Interpersonal communication skills. • IT competency e.g. familiar with basic operating systems Microsoft Office, Internet and email etc. • Commitment to the club and its members. • Enthusiasm and a positive outlook. 	
<p>Responsibilities/Duties</p> <ul style="list-style-type: none"> • Upload/update photos, current events, team results, club documents and other relevant information onto our website and Facebook page/s on a weekly basis during the year. • Liaise with team managers for game results etc. • Liaise with executive committee regarding upcoming events and documentation. • Liaise with media outlets to promote the club in and around the community e.g. newspapers. • Supply a report at all club meetings. 	
Additional Information	
Reimbursement of out of pocket expenses	<ul style="list-style-type: none"> • Half registration fee (Subject to advance authorization).
Opportunities / training	<ul style="list-style-type: none"> • Work as part of a team/group of people dedicated to the growth, development and longevity of Robins Hockey Club. • Meet and network with other volunteers and industry professionals. • Use one's skills in a positive, engaging and challenging way.
Other	<ul style="list-style-type: none"> • Role of one person. •

Robins Hockey Club



Position Description	
Job title	Junior Coordinator of Robins Hockey Club
Position type	Voluntary
Reports to	Executive committee of Robins Hockey Club
Current filled by	Simone Heslewood
Time frame	January 2017 to December 2017
Time commitment	As required
Support team	Club committee members, coaches, team managers etc.
Purpose	Responsible for the development and management of our junior teams.
Position requirements	
<p>Knowledge/skills</p> <ul style="list-style-type: none"> • Good communication skills. • Friendly and caring attitude. • Is well informed of all club activities. • Is aware of the future directions and plans of the club. • Understanding of the club's constitution, by-laws, policies and procedures. • Is a supportive leader for all club members. • Can maintain confidentiality on relevant matters. • IT competency e.g. familiar with basic operating systems Microsoft Office, Internet and email. 	
<p>Responsibilities/Duties</p> <ul style="list-style-type: none"> • Attend junior association meetings. (We have voting power at these meetings). • Report back/pass on relevant information to executive committee and members. • Attend club meetings and supply a junior report. • Organise 6-8s and 9-12s teams ensuring teams have a viable number of age groups within teams for future seasons. • Organise umpires for junior umpiring rosters. • Encourage our junior members to be involved in the green shirt program. • Assist the executive committee with organising coaches, managers etc. • Ensure all members are informed of carnivals, events etc. • Assist with the organisation of club fundraisers. • Support executive team as required. 	
Additional Information	
Reimbursement	<ul style="list-style-type: none"> • Subject to advance authorization and presentation of receipts
Opportunities / training	<ul style="list-style-type: none"> • Work as part of a team/group of people dedicated to the growth, development and longevity of Robins Hockey Club. • Meet and network with other volunteers and industry professionals.

	<ul style="list-style-type: none">• Have input into the goals and objectives of the club.• Use one's skills in a positive, engaging and challenging way.
Other	<ul style="list-style-type: none">••