**Howick Pakuranga Hockey Club (HPHC)**

HPHC Board

Elected Board Roles

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| **Title-Officers of the Club** | **MAIN DUTIES** | **People** |
| President / Chairperson | * Chairs and organises Club Board meetings * Welcomes and supports new volunteers * Represents Club at regional and community forums. * Oversees Club development and strategic planning * Supports roles across the club | Diana Dowdle |
| Vice President | * Assists President in their duties * Chairs meetings in absence of President/Chairperson * Oversight of sponsorship and grants applications | Tony Edwards |
| Treasurer | * Collect and account for all fees and funds * Pay bills/expenses * Produces annual accounts * Monitors expenditure throughout year * Produces budget for forthcoming season | Wendy Schofield |
| Club Secretary | * Distributes agenda and minutes of executive meetings * Distributes information and communications from partners, community, and Auckland Hockey Association * Develops and maintains Club information – google documents * Regularly reviews email account and responds to emails | Kiri Kirkpatrick |
| Club Captains: Senior men  Senior women Youth | * Communicates information and feedback between Board, Co-ordinators and Coaches/Managers/ Team members * Works with Development Lead & Coaching co-ordinator to recruit coaches * Runs team trials and selections processes, ensures full teams are fielded and responsible for the functioning of club practices * Overseas general conduct of club’s teams | Michael Good |
| Development Lead -  player & coaching development | * Oversight of coaching programme * Oversight of Player and coaching development programmes * Support the player pathways * Support youth leadership programme * Develop programme calendar for the year | Jude Menezes |
| Communications Lead | * Develops and implements HPHC communication strategy * Oversight of club website updates * Manages club’s social media (i.e. Facebook page, Instagram) – ensuring up-to-date and relevant information is posted * Develop calendar for the season |  |
| Community Lead | * Build community partnerships * Support programmes for volunteers * Develop welcome pack for new members * Build HPHC networks |  |
| Maximum of 5 other Officers | * Support and oversight of co-ordinator roles |  |

### Officers as per the HPHC Constitution 2013.

### Co-ordinator Club Roles

Supporting the HPHC Board with all that needs to happen to keep the club running and improving.

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| **Title** | **MAIN DUTIES** | **People** |
| Social  Co-ordinator | * Develops social calendar for the season * Organises social events * Co-ordinates annual Club Day * Organises prizegivings |  |
| Registration Co-ordinator | * Records club registration for all members * Register members/ teams with Auckland Hockey Association * Manages player transfers throughout the season | Nicole Berry |
| Junior co-ordinators | * Represent Junior Club interests for HPHC * Co-ordinate volunteers/ coaches/managers of junior teams * Coordinate junior team trials and selections | Tammy Johns  Kate Keenan  Donna Webster |
| Co-ordinators  Gear  Uniforms  Goalkeeper gear | * Maintains and distributes team kits * Recommends purchases items for team kit bags and anything needed for coaching purposes * Coordinates annual stocktake * Maintains an up-to-date list of team equipment/ uniforms and expenditure | Aiden Du Toit- GK |
| Communications Co-ordinator | * Produces regular club communications – newsletters/ social media/emails * Maintains club membership database - Eugene * Co-ordinates club surveys/ reviews |  |
| Coaching Co-ordinator | * Develops and supports coaching network * Organises Team Coaches at beginning of year * Organises selectors panels for trials * Ensures coaches are aware of relevant courses * Organises coach the coaching clinics | *New role* |
| UmpiresCo-ordinator | * Maintains a roster for regular and consistent Club umpire pool * Advertises and co-ordinates club members on umpiring courses * Ensures umpires are paid accurately by AHUA * Allocate umpires for trials, extra games etc. * Supports JUMP programme |  |
| Sponsorship / Grants  Co-ordinator | * Research potential sponsorship and grants available * Prepares and processes any applications for grants * Organises sponsorship, if available | *New role* |
| Volunteer  Co-ordinator | * Recruit and support volunteers across the club * Orientates volunteers to roles * Ensures volunteers are recognised throughout the season | *New role* |

**Club Team roles**

Supporting the HPHC teams with all that needs to happen to keep the team running and performing well

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| Name | Main Duties |  |
| Team Coaches | * Coach and train HPHC team * Lead weekly training and prepare and coach the team for games as per the competition draw. * Participate in coaching development and support provided from HPHC /Member of club coach’s network |  |
| Team Managers | * Communicates with team re training and games schedules * Maintains accurate team members contact details * Distributes uniforms/ gear for team * Supports Club Captains for team management |  |
| Team Captains | * Co-ordinates their team for games and other activities * Leads team culture and supports the coach & manager * Leads team in adhering to the code of conduct |  |
| Team Social Convenor | * Supports Club social co-ordinator * Organises social activities |  |