**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
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| Community Lead | * Build community partnerships
* Support programmes for volunteers
* Develop welcome pack for new members
* Build HPHC networks
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| Maximum of 5 other Officers | * Support and oversight of co-ordinator roles
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###  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
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| 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 JohnsKate KeenanDonna Webster |
| Co-ordinators GearUniformsGoalkeeper 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
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| 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
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| 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
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| 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
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| 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
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| Team Social Convenor  | * Supports Club social co-ordinator
* Organises social activities
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