

POSITION DESCRIPTION

Indoor Hockey Coordinator

Committee Role

Promotion and coordination of Indoor Hockey competitions.

Objectives

- To ensure a viable indoor hockey competition is run.
- To ensure all player payments have been received, and accounts payables are forwarded to treasurer.
- Investigate Representative opportunities for Indoor Hockey
- Develop the overall skill set of Indoor Hockey in Griffith

Responsibilities

- To liaise with facility owner/operators to:
 - Locate facility that is suitable for indoor hockey.
 - Arrange match timeslots.
 - Negotiate hire costs.
- Promote indoor hockey competition across all available channels including social media and email.
- Determine match fees.
- Oversee collection of match fees.
- Develop teams based on player numbers.
- Develop balanced draws based on teams.
- Liaise with players to determine availability – arrange substitute players.
- Ensure matchday equipment is available – including ball, goal and sideboards.
- Supervise matchday operations – setup up, matches and pack up.
- Collect match result records.
- Update records and send results out to players.
- Arrange finals series as required.
- Provide reports to Griffith Hockey Association Committee.
- Develop and post promotional material to media channels.
- Investigate training & development opportunities with Hockey NSW coaching programs
- Investigate the opportunities representative indoor hockey. i.e. sending players, hosting carnivals etc.

Relationships

- Reports to and liaises with Executive of Matchday & Operations.
- Works with Executive Treasurer for all finance and fee related areas.
- Supports all players and volunteer officials.
- Liaise with and develop relationships with facility owner/operators.

Accountability

- The Indoor Hockey Coordinator is accountable to the Executive of Matchday & Operations.
- Provide a report on any aspect of portfolio operations to the committee as required. Including reports at committee meetings.