

POSITION DESCRIPTION

Representative Coordinator

Committee Role

Promotion and coordination of Indoor Hockey competitions.

Objectives

- To organise a coach and manager for the representative teams; Female, Male & junior where applicable.
- To collate names for the teams, organise trials if necessary.
- Submit appropriate paperwork to WWCHA &/or Hockey NSW.
- Organise accommodation for the teams where required

Responsibilities

- Engage a coach and manager for each team.
- Approach eligible players to alert them of the Championship dates and times.
- Have players commit to the team and have them pay a deposit.
- Contact appropriate accommodation and book number of rooms needed.
- Organise with Treasurer to pay deposit for accommodation.
- Ensure nomination forms are completed and return to Hockey NSW before due dates.
- Complete all paperwork as required by due dates.
- Maintain communication with Team Manager and Coach to ensure that all organisation is in place.
- Book venue for training sessions.
- Report back to the Executive and Association meetings to ensure awareness by all members of where and what is happening with the Open representative Teams.
- Arrange opportunities for Junior players to join Rep teams in the WWCHA age levels.

Relationships

- Reports to and liaises with Executive Pathways.
- Works with Executive Treasurer for all finance and fee related areas.
- Liaise with all players regarding representative opportunities.

Accountability

- The Representative Coordinator is accountable to the Executive Pathways
- Provide a report on any aspect of portfolio operations to the committee as required. Including reports at committee meetings.