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**DIRECTOR OF HOCKEY – RESPONSIBILITIES AND ANNUAL TASK LIST**

**Responsibilities**

1. Act as a member of the Club Executive Committee ensuring that playing considerations are taken into account.

2. Provide oversight and direction via Club Captains on all hockey operations across Mens and Ladies sections (outdoor and indoor) and, via the Director of the Junior Academy, with the Junior Academy.

3. Through the Hockey Committee, provide the long term planning and direction of travel for playing matters across all sections of the Club, and act as a representative on the England Hockey ‘Big Clubs Forum.’

4. Oversee the selection policy for Mens and Ladies Senior teams and the player transition arrangements between the Junior Academy and the Senior Club.

5. Be jointly responsible with the Head Coach and the Director of the Junior Academy for the Junior Player Development pathway.

6. With the Head Coach, Director of Coaching Development and Director of the Junior Academy, oversee the recruitment, appointment and development of coaches across the Club and the appointment of Team Managers for Senior teams.

7. Produce the Club pre-season and in-season Training programmes.

8. Oversee disciplinary matters across the Club as Club Disciplinary Officer and maintain the Club Code.

9. Maintain and allocate the Equipment budget working with the Director of the Junior Academy.

**Committee Membership**

* Member of the Executive Committee
* Chair of the Hockey Committee
* Chair of Selection Committee
* Chair of Club Disciplinary Panel
* Chair of the Junior Development Committee
* Club Representative at the England Hockey Big Clubs Forum

**Annual Diary / Task List**

May Advertise all coaching positions

Jun / Jul Interview / agree coaching team – and agree coaching fee allocation with Director of Coaching Development and Head Coach

Draw up Training programme including pitch and coach allocation for pre-season and in-season training.

Jul Coordinate new orders for kit with orders placed via Nick Kendall to John Moore Sports (JMS) eg:

* Training balls
* Match balls (3 per team)
* First Aid kit top ups / new

Jul / Aug Provide input to the Club Secretary on the pre-season newsletter

 Agree pre-season fixtures with Fixtures Sec

Ensure Club / Team Captains and coaches are aware of new Rules of Hockey, League/Competition rules plus:

* Recording match results
* Match-card submission
* Mileage recording
* Selection policy / approach

Update Team Manager’s guidance section on the website.

Sep Organise Club ‘Hockey Fest‘ to coincide with 1st XI Festival weekend

 Organise (Mens) Club Captains ‘get to know you’ and target setting meeting

 Organise Mens and Ladies Performance Team Photos and headshots

Dec Call for mileage claims to be submitted to Treasurer by Senior team captains

Jan Attend Big Clubs Conference at the Super 6s finals

Mar Contribute to Exec Committee discussions on Subs for next season taking account of your view of recruitment priorities and associated incentives.

Call for mileage claims to be submitted to Treasurer by Senior team captains

 Collate nominations for Senior Club Awards:

 Mens and Ladies Players of the Season

 Mens and Ladies Most Improved Players

 Mens and Ladies Young Player of the Season (ie playing senior hockey)

 Mens and Ladies Top Goal Scorers

 Umpire of the Year

 Coach of the Year

 Manager / Captain of the Year

 Individual Team Most Valuable Player awards

Apr Present Senior playing awards at Annual Club Dinner

May Prepare Hockey Committee presentation to the AGM

**Updated: 12 Feb 18**