

Cornwall Hockey Association
Player Pathway Administration

Who will I be responsible to?

The Cornwall County Hockey Association

What will I be responsible for?

Ensuring the effective and efficient administration of the Player Pathway in Cornwall delivering the Development Centre's (DC) and Academy Centre's (AC) in line with the England Hockey guidance.

Contractual status: Self-employed

Remuneration: £1,500 p.a.

Role summary, key responsibilities, main tasks and activities:

1. Planning

- Attend Cornwall Hockey Association meetings and any Player Pathway specific planning meetings for DCs/ACs and to record and action points raised at PP meetings
- Attend West Performance meetings
- Liaise with Cornwall Hockey on advertising and appointment for DC/AC coaches
- Collate information on dates, venues and times for DCs/Acs
- Booking venues as required, liaising with CHA Schools & Youth Treasurer
- Collate and produce a Coaches Pack and send to the Lead Coach(es)
- Inform all coaches of dates, times, venues, coaching agreements and job responsibilities

2. DC administration and communication

- Inform schools and clubs of DC assessment nomination letters, nomination forms and player registration forms
- Receive and collate nominations for age group assessments
- Complete/maintain/retain and update England Hockey Player Pathway System
- Inform coaches of nominations with player register to access to coaching squad on system
- Reproduce letters and distribute to successful DC players, via online system
- Ensure CHA website is updated with relevant information
- Liaise with players and parents

3. AC administration and communication

- Send relevant information regarding AC assessment to lead DC Coaches
- Receive and collate nomination forms from Lead Coaches for AC assessments
- Organise and manage the AC assessment process
- Confirm assessment details to players
- Update CHA website with relevant AC Assessment Information
- Collate confirmation of attendance received from players
- Reproduce letters and distribute to successful AC players, via online system
- Successful AC players names posted on the CHA website
- Inform coaches of nominations with player register to include contact/medical information

Signed: _____ Date: 19th September 2020
Chair CHA

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- Update database with AC player details
- Liaise with West HA and Lead Coaches on West AC competitions
- Manage nomination process to PC
- Liaise with players and parents

4. Records and accountability

- Complete/maintain/retain and update the Cornwall PP (player, coach) online system
- Plan and agree an annual PP budget with Schools & Youth Committee
- Maintain records of income and expenditure for each centre
- Maintain an audit of CHA equipment and playing kit
- Maintain the CHA website regarding PP information

5. Person specification - Skills and abilities:

- A satisfactory enhanced DBS Disclosure processed by England Hockey (within the last three years)
- Excellent organisational skills
- Competent computer/IT skills
- Good understanding of the England Hockey Player Pathway
- Ability to:
 - work with young people
 - work as part of a team
- Good verbal and written skills
- Good inter-personal skills
- The ability to be flexible, and be adaptable to perform tasks

What other tasks are involved?

- Producing an end of year report for the AGM. Organise collection of all other officers' reports for the AGM and distribute to clubs as necessary.
- Organise location and make booking for meetings as necessary. This could be for the AGM but may also be other events being hosted by CHA.
- You may be asked to act as a secondary signatory on the County bank account (appointed as agreed by the CHA Committee).
- Helping to prepare and submit any documents that are required (in conjunction with others).
- Arranging handover or succession planning for the position.