



HOCKEY GEELONG SHARKS

Hockey Geelong *Sharks* Women's and Men's Co-Ordinator - 2 roles

Primary responsibilities:

To oversee the operations of Hockey Geelong's Sharks senior representative teams.

Key Roles in the Hockey Victoria Competition:

Responsibilities:

- Inform local players about open nominations for representative teams.
 - Follow up with previous players and advertise to clubs.
 - Encourage players to nominate for all senior teams.
 - Coordinate nomination and email lists for all groups.
 - Inform players about the commencement of pre-trial sessions as requested by coaches.
- Serve as a liaison between coaches, players, and the Sharks committee.
- Collaborate with the Chairperson to recruit coaches and managers for each team.
- Coordinate with the Secretary to submit team nominations and entries to Hockey Victoria.
- Work with the Sharks Registration Officer to ensure players are correctly registered with Hockey Victoria, including any relieving players for casual games.
- Collaborate with the Sharks committee to set player fees for the season.
- Communicate payment schedules early in the season and ensure players meet the scheduled payments.
- Work with the Sharks Treasurer to maintain records of budget expenses, including pitch time, home games, and away games.
- Communicate clearly with Hockey Geelong Sharks coaches, managers, players, and family members.
- Compile reports for presentation at regular Sharks committee meetings.
- Advise coaches and managers on player/team awards to be voted on at the start and mid-season.
- Ensure appropriate reimbursement and acknowledgment of coaches and team managers, including thank you letters and cheques, prepared and distributed by the Chairperson/Secretary.
- Liaise with Hockey Victoria as required, via the Sharks Secretary, on matters such as fixtures/schedules, grading carnivals, player registration, fines and penalties, match issues, and umpire complaints.
- Assist the Sharks Events Coordinator in planning and organizing the senior presentation night.
- Provide input into and uphold Hockey Geelong's Code of Conduct.
- Prepare canteen rosters (where needed) at the start of the season.
- Ensure financial transactions, including player incentives, are authorized by the Sharks committee, with a minimum of the Chairperson, Secretary, and Treasurer.
- Ensure that all ordering of equipment goes through the Secretary.
- WWCC: the manager should have a current Working with Children Check or be prepared to obtain one.

Helpful Hints:

- Undertake the role with enthusiasm and professionalism.
- Be organized and compile lists of duties, player contacts, and uniform requirements.
- Promote an inclusive and friendly environment.
- Ensure that information is disseminated to the group in a timely manner.
- Stay informed about Hockey Victoria Rules and Regulations.

Remuneration is available for the Section Co-Ordinator positions.