



Footscray Hockey Club

Board of Director's

Roles & Responsibilities

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INTRODUCTION

This document outlines the roles and responsibilities of each Director on the Footscray Hockey Club Board as elected at the Annual General Meeting. Each Director's position is for the duration of one year.

This document was approved by the Board on 21st June 2016

Board Member Responsibilities

1) All Board Members:

- Attend Board meetings (usually monthly)
- Responsible for coordinating and reporting on their port-folio to the Board and membership
- At Board meetings, present and discuss all key matters related to their portfolio.
- Liaise with other Board members
- Support other Board members
- Adhere to club policies and practices
- Submit a report for the Annual General Meeting

2) Panel/Membership

As required, represent the Club on any of the following panels/committees:

Internal Committees:

- Grievance/Tribunal Panel
- Coaching Appointments – Men & Women
- Player Recruitment – Men & Women
- Team Selection – Men & Women

External Committees:

- Maribyrnong Council Liaison
 - Strategic Planning
 - Special Projects
- Hockey Victoria

Director – Men’s, Women’s, Junior’s, Master’s Administration

HOCKEY VICTORIA COMMUNICATION

All of the sectional Directors are responsible for all Hockey Victoria competition matters on behalf of their respective sections (principally with the Hockey Victoria Competitions Department).

- Transfers in and out of Club (ensuring members are financial when leaving)
- Fixtures / Fixture Requests / Fines
- Team Entries / Gradings
- Rules / Regulations
- Results / Team List Entry
- Tribunal Matters / Complaints
- Permits

SECTIONAL COMMITTEES

- Establish a sectional committee and run regular meetings throughout the season – at minimum pre season, mid season and post season.
- Establish roles within the committee so as to be able to delegate some of the major administrative workload.

Suggested Committee Roles

Director

Chairperson of Selectors

Umpire Coordinator

Coaching Coordinator / Appointments

Metro Coordinator

Media Officer / Admin Assistant

Registrations / Results / Fees

Players Representatives (Senior & Masters)

Age Coordinators (Juniors)

Team Managers (if required)

General Members (i.e. Social Rep)

Premier League – sponsorship coordinator, scaffold/video, meals roster

COACHES

- Form a Coaching Appointments Panel, which is chaired by the relevant sectional Director. One member must be the Planning & Performance Director.
- Board must approve the membership of the Coaching Appointments Panel.
- Seek and appoint the best possible coaches and support coaches for all teams.
- Arrange the contract and finance matters as per budget/Board approval.
- Ensure signed contracts are given to the Finance Director.
- Ensure the coaches fulfil their contract obligations.
- Encourage the coach’s professional development.
- If required by the Board - organise recruitment of players and arrange contracts where appropriate as per budget/Board approvals.

POLICIES

- Selection Criteria - in conjunction with your coaches / committee draft applicable policies and after ratification by the Board, communicate to members / parents.
- Query/Grievance Policy – in conjunction with your committee draft and communicate a Query / Grievance policy to members / parents.
- Coaches Appointments Policy - in conjunction with your committee draft and communicate a Coaches Appointment Policy to members / parents.
- Hockey Victoria Codes of Conduct – distribute.
- FHC's Fee Payment Policy – distribute.
- Other FHC policies as approved by the Board.

COMMUNICATIONS

- Provide articles / information for local newspaper release, recruitment drives, Come 'N' Try sessions, web page, Facebook, Bulldog Banter.
- Distribute contact lists to coordinators, coaches and team managers.
- Maintain an up to date e-mail database.
- Communicate information to members relating to representative team selection (Western Wildcats, Victoria etc).

PRE-SEASON

- Distribute information to all members about matters pertaining to FHC, the competitions available, fees, uniform, registration and other relevant sectional matters.
- Maintain an up to date Section Facebook page (if applicable).
- Arrange team entry, team managers and team managers packs.
- Organise equipment (team books, first aid kits, balls, goalie gear, cones).
- Drive the Registration & Fee Payment Process by keeping check of member registrations.
- Arrange and book training time / practice matches with the bookings officer.

DURING-SEASON

- Ensure the selection of teams is in conjunction with the H.V rules and guidelines.
- Distribute weekly selection in a timely manner.
- Oversee the management of teams to the best of your ability to ensure there is a minimum of 11 players at each game including a goalkeeper.
- Ensure players are wearing proper club uniform.
- Monitor/liase with selectors, player's representatives and team managers.
- Organise umpiring commitments as required.
- Coordinate the entering of results and team sheets into IMG within the HV timelines.
- Organise regular section newsletters (as /where applicable).
- Organise weekly Best & Fairest voting.
- Organise summer competition teams and entries.

POST SEASON

- Organise vote counting and appropriate player awards.
- Collate 'Milestone tallies' and organise medallions as required.
- Assist in arranging end of year 'presentation' functions.

Director – Finance

Responsibilities:

- Administer the finances of the club.
- Provide a Treasurer's Report at monthly Board meetings.
- Prepare and present incoming/outgoing bills/invoices.
- After Board approval, pay bills as required.
- Arrange signatories for cheques, forms, etc.
- Organise all banking matters.
- When required, prepare a budget for the following year.
- Prepare and provide an end of year financial statement for presentation at each season's AGM.
- Liaise with Men's, Ladies, Masters and Junior Section Directors with matters pertaining to fee collection.
- Liaise continuously with other Board members, in particular the Directors of Retail Operations, Sponsorship and Fundraising, Men's Admin, Women's Admin, Master's, Juniors & Grounds & Pavilion Director.
- Organise & pay umpiring money as per Club needs.
- Review calendar of bookings each month and send out invoices for usage of grounds.
- Continually monitor debtors.
- Review coach/player contracts to ensure their alignment with club budgets/policies.
- Payroll for staff and players.
- Arrange policy and payment of work cover for staff.
- Maintain an appropriate accounting software program, to enable the accurate reporting of sales, purchases, payroll, assets, fees, etc.

Director – Retail Operations

Responsibilities:

Canteen & Bar

- Liaise with Finance Director.
- Appoint & Oversee Canteen Manager (with Board ratification) who:
 - Administers the Club's Bar and Kitchen operations.
 - Prepares and presents incoming/outgoing bills/invoices to the Finance Director.
 - Manage and maintain appropriate financial/operational records.
 - Count and record monies from the bar/kitchen and pass on to the financial director.
 - Arrange ordering of stock and liquor, including delivery to the club.
 - Arrange Thursday Night Meals for players during the winter season.
- Liaise with the Canteen Manager regarding canteen rosters.
- Organise Masters games canteen coverage – can be paid position once approved by Board / Treasurer.
- Review stock options & suppliers.
- Assist with the Canteen's opening & closing as required.

Hockey HQ

- Administer the HQ Store.
- Organise volunteer roster for store open times.
- Stocktake Inventory.
- Liaise with Just Hockey re: items to be held in HQ.
- Place orders with Just Hockey for consignment stock.
- Review FHC on & off field requirements – place orders with appropriate suppliers when replacement stock is required.
- Reconcile & bank cash receipts.
- Enter all invoices into QuickBooks.
- Supply Quickbooks file to Finance Director for monthly reports.

Director – Grounds & Pavilion

Responsibilities:

- Administer the maintenance and service of all club facilities, clubrooms, grounds, surrounds, car park and floodlights.
- Administer the booking of the grounds and pavilion.
- Liaise with Finance Director with matters pertaining to bills/expenses.
- Keep a receipt book.
- Gain approval from the Board for any major works.
- Organise cleaning of the grounds, facilities, clubrooms etc.
- Arrange the disposal of garbage.
- Arrange recycling wherever possible.
- Organise all club keys, keeping a record and a sign in/out sheet of persons with keys.

Director – Sponsorship & Fundraising

Responsibilities:

Sponsorship

- Actively seek donations from local businesses.
- Prior to the start of the season prepare, print and distribute Board approved sponsorship opportunities (notionally Club Sponsorship and Premier League Sponsorship).
- Deliver on FHC obligations pertaining to sponsor's benefits i.e. advertising, signage, promotion.
- Organise and deliver the annual Sponsor's & VIP's day.
- Actively seek sponsorships for the club.
- Liaise and work with the Men's & Women's Directors with regards to the Premier League Sponsorship Program.
- Review sponsorship opportunities at season end.

Social Events

- Organise social functions for the club.
- Post Season – Senior Presentation Night.
- Additional functions as desired.
- Assist in organising junior functions.
- Organise the sale of tickets to the Presentation Night.
- Advertise to all members prior to the function (8 weeks is suggested) via Bulldog Banter, web page, posters, flyers, and sections.
- Set up and clean up clubrooms for an event, ensuring the pavilion and surrounds are left in a premium state.

Fundraising

- Organise fundraising initiatives within the club.
- Collect/Record monies raised and pass on to Finance Director.
- Seek local donations to assist fundraising.
- Prior to any function/fundraiser, present ideas/dates/ expenses to the Board for ratification.
- Prepare advertising & Web Page promotional materials.

Director – Planning & Performance

Responsibilities:

- Oversee the club's strategic planning and performance management.
- Liaise with local council and government agencies.
- Arrange licences & permits.
- Liaise with section directors on forward planning for their sections, including goal setting, etc.
- Look at ways to improve / advance the club on and of the field. Present to the Board for consent/implementation.
- Accept responsibility for 'special projects' as approved by the Board.
- Sit as a panel member on the Men's/Women's and Junior committees'.

Director – General Secretary

The person who undertakes this role is ideally adequate with computers (i.e. e-mailing, Facebook, Word, Excel, Publisher, PDF and Word Press for Webpage) and be able to check e-mails on almost on a twice-daily basis.

CLUB COMMUNICATION

- Club contact: their number is the general number to call and receive all calls and general inquiries.
- Maintains 'General Secretary' e-mail address.
- Responds to matters on behalf of FHC pertaining to the general club - i.e. letters, correspondence, cards, condolences, well wishes.
- Delegate the supervision/maintenance of club history/memorabilia.
- Update clubroom notice boards.
- Life Member/Social Member/Ex member Data base & club communication.
- Receives information from Council and refers on or corresponds as General Secretary.

INJURY OFFICER

- Appoint, supervise and support a club injury officer.

SOCIAL MEDIA & LOCAL NEWSPAPER

- Media Officer - contact local media & laminate/display articles in club rooms.
- Collate online Bulldog Banter (through FHC website).
- Disseminate Club Memos.
- General FHC website upkeep and updates (support to all Directors in getting items up), liaise with Website designer.
- Footscray Hockey Club Facebook page updates.

MEETINGS & DOCUMENTS

- Board meeting Minutes, Agendas/Run sheets for meetings, date setting.
- Special Meetings Minutes (i.e. Strategic Planning, Budget, other) agendas/run sheets, Date setting.
- AGM notification minutes and post out.
- Managing "Drop Box" which is the Board's shared folder.
- Holder of key documents - RMIT Contract, FHC Constitution, AGM minutes, Board meeting minutes, Strategic Plan, Club Policies, etc. and is able to produce them later on request.

HOCKEY VICTORIA COMMUNICATION - GENERAL SECRETARIAL MATTERS

- HV Communication on behalf of the whole club (main liaison with Hockey Victoria including all e-mails that are addressed to "affiliates")
- Affiliation forms / general club forms / surveys
- Hockey E-Comms (and general information sent to clubs)
- Courses, HV forums / AGM / meetings / Annual dinner, etc.
- Advertising/promoting coaching/umpiring, camps, state trial nominations, development programs, grants etc.
- Taking general calls from HV about any matter and referring them on to appropriate Board Director.

- Receives HV general information e-mail dissemination to Board/members

Note: Usually one of the 4 section directors is made responsible for all Hockey Victoria Competition Matters on behalf of the Women's, Men's, Masters and Junior Sections. (Specific Junior or Masters Section matters may require direct liaison by that Sections Administrator.

REGISTRATION PROCESS (Generally most of the work is January – May)

- IMG registration form and all registration inquiries
- IMG fee set up
- IMG FHC console (passwords, users, support, databases etc.)
- IMG password set up and distribution for every team
- IMG “making active” all members who are financial
- Jot Form: Fee Payment Plan Application Form

Other matters that may well be delegated:

Special Events:

- Event hosting applications to HV.
- Liaison with HV re subsequent event hosting.
- Required sourcing of volunteers, i.e. umpires, technical bench, operators etc.
- Communication with Director Retail Operations and Director Grounds/Pavilion re required services.

Chairpersons Duties

Elected each year at the first Board meeting following the Annual General Meeting.

Responsibilities:

- Chair FHC board meetings, our AGM and any Special Meetings.
- Write and sign official letters and correspondence on behalf of Footscray Hockey Club as required.
- Attends Hockey Victoria Presidents Meetings.
- Attend to or delegate responsibility for issues/matters not adequately handled at Director level, or for issues/matters that transcend individual portfolios.