



Melton Hockey Club Inc.

A.B.N. 53 058 182 859

Registration: A0021793F

P.O Box 861, Melton, Vic., 3337

Roles & Responsibilities

Melton Hockey Club - Vision Statement

To be recognised as an inclusive family based club providing the best opportunities and facilities to all members and supporters of the Club, with a strong community presence.

Melton Hockey Club – Mission Statement

To provide a welcoming and inclusive environment, to all members and guests.

To provide all members, irrespective of ability the opportunity to fulfil their ambitions and enjoy participation within the sport of hockey.

The affairs of the Melton Hockey Inc. (the “Club”) shall be managed by the Board of Management, consisting of officer bearers and Board Members as detailed in the Club’s Constitution namely:

1. Chairperson
2. Secretary
3. Treasurer
4. Board Members as determined and appointed under the Constitution of the Club.

Duties and Responsibilities of Board Members

The Board (as a group and individually)

- Shall act in terms of the Club’s Constitution, relevant Club Policies, objectives, Statutory requirements and act in the best interest of the Club its members and the sport of hockey.
- Shall act at all times to the best of their ability, in a responsible and professional manner in all activities and decisions associated with the operation and management of the Club.
- Shall encompass the Clubs Vision and Mission statement.

Chairperson

- The Chairperson shall preside over all meetings of the Board, Annual General Meetings (AGM) and special meeting as determined under the constitution.
- Shall fulfil and deliver the duties of the position as detailed in the Constitution.
- The Chairperson shall have the casting vote in the event of a tied vote.
- Shall be aware of all rights and obligations associated with the position and the Club with regards to legal responsibilities, the Club's Constitution and Club, Association and Hockey Victoria rules and regulations.
- Liaise with the Club, members, stakeholders and outside parties as and when required.

Secretary

- Shall attend meetings including Board, AGM and Special Meetings of the Club and record and maintain a true and accurate record of minutes of such meetings.
- Shall apply the duties of the position as detailed in the Constitution.
- The Secretary will attend to inward and outward correspondence, referring as and if necessary, for action and response.
- The Secretary will maintain custody of all Club documents including those as detailed to be under the Secretary's control as stated in the Constitution.
- The Secretary shall arrange the compilation of the Club report for the AGM.
- The Secretary will assume the role of Public Officer on appointment.
- Shall maintain a register of the allocation of player shirt numbers in consultation with the Merchandising Director of the Club.
- Shall maintain a register of the relevant Club records (including, but not limited to Good Sports Registration, Food Premises Registration, Keys and Liquor Licencing) and Individual's records (Including, but not limited to, Working with Children Checks, Responsible Serving of Alcohol, Food Handling, Coaching and Umpiring qualifications).

Treasurer

- The Treasurer will maintain a true and accurate record of all monies received and expended by the Club.
- Shall provide a financial report to the Board at each Board meeting, and reports as required under the Constitution for the Club's AGM, wherein a full financial report will be tabled and a report included in the Club's Annual Report.
- Deliver and effectively apply the duties of the position as detailed in the Constitution.
- Shall prepare a budget for the ensuing year and present same to the Board prior to the determination by the Board of Club for the year.
- Shall pay all accounts and invoices following approval by the Board.

Duties and Responsibilities of other positions

The Board can appoint, or otherwise authorise a person or persons to relevant positions or to be responsible for matters of the Club's operations including, but not limited to the following.

Director of Communications

- Shall be responsible for liaising with media outlets for press releases and promotion of the Club through these avenues.
- Recording of weekly games results on Club website.

Facilities Manager

- Shall monitor and where possible attend to any minor maintenance or report same to the Board for referral to Council Officer.
- Shall ensure line marking is clear and goals and dug out areas are maintained and suitable condition for use.
- Shall monitor, ensure safe storage and maintain all game equipment, prepare Team Manager's kits, record equipment and advise the Board of additional equipment requirements.

Junior Co-Ordinator

Note : The Junior Co-Ordinator role was divided into two roles in March 2020 to reflect the competition and non- competition aspect of the position and to effectively promote, develop and administer the Club's Junior Membership and Competition.

Junior Co – Ordinator – Internal Development & Hockey Programmes

- Shall be responsible for the administration and delivery of programmes, including but not limited to, subject to Board approval, of Game On, Hook Into Hockey and Hockey Victoria Road Shows.
- Shall liaise with the Board either by attendance at Board meetings or with a monthly report delivered prior to Board meetings to the Secretary with respect to the Game On programme, Hook Into Hockey and Hockey Victoria Road Shows or other programmes or development programmes as approved by the Board.
- Liaison with HV as required.
- The Junior Co-Ordinator will attend Board meetings and provide a report of Junior team's and development and involvement of Junior players in Game On, Hook Into Hockey and Hockey Victoria Road Shows or other programmes as approved by the Board and allocated to the role by the Board
- Shall ensure welfare of all players and officials associated with Junior teams participating in the above competitions and programmes, including, as and if required, involvement in the operation and implementation of requirements under the Club's Selection Policy and Codes of Conduct and Behaviour Policy.
- Shall ensure all Club and HV Policies and Legislative requirements are met.
- Shall meet with the Board and report to the board pre- season, mid- season and end of season as to outcomes and results, or more frequently as requested by the Board.
- Will be responsible for liaising with local schools with regards to the promotion and marketing of the Club.

- Shall ensure that relevant correspondence received and sent associated with the role is onforwarded to Club Chairperson and Club Secretary for information or action and to allow inclusion in Club Board meeting records as inward /outward correspondence.
- Prepare a report for inclusion in the Annual Report of the Club.

Junior Co-Ordinator - *Junior Team Development and Administration (External competition)*

- Shall liaise with the Board as to the Club's Junior teams including but not limited to player numbers, recommendation of teams to enter with HV based on registration and numbers available , registration of teams with HV .
- Liaison with HV as required
- The Junior Co-Ordinator will attend Board meetings and /or and provide a report of Junior team's and development and involvement of Junior players and school promotions and marketing.
- Shall ensure welfare of all players and officials associated with Junior Competitions and programmes, including, as and if required, involvement in the operation and implementation of requirements under the Club's Selection Policy and Codes of Conduct and Behaviour Policy.
- Liaise with the Board as to expression of interest and recommendations for the appointment of Team Managers and Coaches and other supporting roles as considered necessary.
- Shall ensure all Club and HV Policies and Legislative requirements are met and adhered to.
- Shall meet with the Board and report to the board pre- season, mid- season and end of season as to outcomes and results, or more frequently as advised by the Board.
- Shall ensure that relevant correspondence received and sent associated with the role is onforwarded to Club Chairperson and Club Secretary for information or action and to allow inclusion in Club Board meeting records as inward /outward correspondence.
- Prepare a Report for inclusion in the Annual Report of the Club.

Senior Co-Ordinator

- Shall liaise with the Board as to the Clubs Senior teams including but not limited to player numbers, recommendation of teams to enter with HV , registration of teams with HV .
- The Senior Co-Ordinator will attend Board meetings and provide a report of Senior team's and development and involvement of Senior players including intra club competitions and practice matches, Hook into Hockey and Hockey Victoria Road shows.
- Shall ensure welfare of all players and officials associated with Senior teams, including involvement in the operation and implementation of requirements under the Club's Selection Policy and Codes of Conduct and Behaviour Policy.
- Liaise with Board as to appointment of Team Managers.
- Shall ensure all Club and HV Policies and Legislative requirements are met and adhered to.
- Shall meet with the Board and report to the board pre- season, mid- season and end of season as to outcomes and results.
- Prepare a Report for inclusion in the Annual Report of the Club.

Coaching Director

- The Coaching Director will be responsible for the development of all coaches within the Club.
- Shall organise coaching clinics for all coaches to attend with the aim of attaining and or improving qualifications and techniques.
- Shall ensure the coordination of all coaches across the Club in applying a consistent approach to coaching and coaching methods and techniques including pre- season training.
- The Coaching Director will access and maintain coaching resources for the use of all Club coaches.
- Shall liaise with Board as to resources / equipment required.
- Shall meet with the Board and report to the board pre- season, mid-season and end of season as to outcomes and results.

Umpires Director

- Shall be responsible for the development of umpires and umpiring throughout the club including current umpires and identifying new umpires.
- The Umpire Director will identify and / or organise training opportunities for umpires to improve their skills and qualifications.
- The Umpire Director will allocate umpires to games as required and directed.
- The Umpire Director will access and maintain umpiring resources for the use of all Club coaches.
- Shall liaise with Board as to resources / equipment required.
- Shall meet with the Board and report to the board pre- season, mid- season and end of season, as to outcomes and results.
- Shall update players / coaches / Board as to rule and regulation changes throughout the season.

Grants Officer

- Will be responsible for assisting with the identification and application for Grants and Subsidies for the Club in consultation with the Board and Fundraising and Social events director/ Committee.
- On identification of suitable Grants / Subsidies will present such details to the Board for discussion and approval to commence the preparation of a submission.
- Prior to submission will present to the Board details of the submission.
- The applications / submissions for any Grants / Submissions are to be approved by the Board and signed on behalf of the Board as required.
- The Club Secretary, or other person as determined by the Board, shall be the contact point for all submissions and grants submitted.
- As part of the assessment and referral process of all grants and funding applications, shall ensure that the grantor is considered suitable to be associated with the Melton Hockey Club Inc.
- Shall prepare a report for inclusion in the Club's Annual Report.

Director of Fundraising (including Sponsorship) & Social Events

- Shall assist, with the support of a sub- committee and, in partnership with the Board arrange social functions, fund raising events and sponsorship.
- Shall seek support for the Club of new sponsorship opportunities and maintain contact and support with existing club sponsors in consultation with the Board.
- Are to ensure consultation with the Grants Officer and Board with regards to fundraising and sponsorship opportunities.
- Will market and advise of dates of events across the Club.
- Will advise the Board by attendance at Board meetings of current fundraising and social events.
- As part of the assessment and referral process of all fundraising and sponsorship shall ensure that all parties are considered suitable to be associated with the Melton Hockey Club Inc.
- Shall prepare a report for inclusion in the Club's Annual Report.

Inclusion Officer / Ambassador

- To liaise and co-operate with Hockey Victoria and other organisations on behalf of the Club to support and promote a safe, welcoming and inclusive environment for all members and participants within the Club and the wider Hockey Community.
- To arrange promotion of, and the celebration of inclusiveness within the Club and across hockey generally including, but not limited to Pride Round, Women's Round and Men's Round throughout the Season.
- Will comply with, apply and ensure the Club's Inclusion Policy is adhered to.
- Shall prepare a report for inclusion in the Club's Annual Report.

Member Protection Information Officer (MPIO)

- Shall be the first point of contact for any enquiries, concerns or complaints around harassment, abuse and other inappropriate behaviour. The MPIO provides information and moral support to the person with the concern.
- The MPIO will listen and act as a sounding board , clarify basic points and concerns, refer to a sport's members protection or welfare policy and explains what constitutes inappropriate behaviour, explains the complaints process and options , discusses any relevant laws and the right to complain to external agencies, offers to provide details for counselling or other referrals and monitors and follows up the enquiry or complaint.
- Shall take complaints seriously, not take sides, maintain notes and confidentiality.

Merchandising Director

- Shall, in consultation with, and referral to the Board identify and order Club merchandise.
- Maintain a register of all stock.
- Shall liaise with the Secretary of the requirements and allocation of player shirt numbers, and ensure that same are advised for entry to the Shirt Number Register maintained and controlled by the Secretary.

Canteen Manager

- Shall be responsible for the purchase and display of stock.
- Shall liaise with the Board as to purchase of stock, equipment maintenance and purchase.
- Shall ensure that a range of foods will be provided and offered, including health food options.
- Shall ensure all regulatory requirements are met with regards safety, licensing – including Responsible Serving of Alcohol (RSA), Liquor Licensing, Food Handling and Food Supervision and Health and Cleanliness.
- Ensure that overall profit mark up of 30% across all items.
- Shall ensure that the area is staffed adequately at all times – including adhering to any legislative requirements e.g. RSA and open during training, matches and Club functions as required, and other times as arranged.
- Shall provide or arrange the provision of adequate training to all volunteers on canteen procedures and requirements.

Team Coach(s)

Note: *The position of Team Coach(s) includes all, and in any capacity of coaching within the Club including, but not limited to appointed Club Coaches for teams within Hockey Victoria competition, Intra Club Competitions and Hook Into Hockey sessions conducted within the Club and in support of Hockey Victoria Road shows.*

All coaching appointments are to be ratified by the Board, with coaches appointed to be over the age of 15 years at the time the appointment commences.

- The Team Coach(s) shall liaise with the Coaching Director in determining and delivering a coaching strategy which is applied consistently across all teams within the Club.
- Shall liaise with the Coaching Director as to resources / equipment required.
- Shall meet with the Board and Coaching Director and report to the board pre- season, mid-season and end of season as to outcomes and results.
- Shall, through a planned coaching programme deliver the training programme applicable to the skill levels and abilities of players for development individually and as part of a team.
- Monitor players development and performances and, through same, identify areas of proficiency / strengths while supporting areas requiring development.
- Shall respect Club Policies and requirements of the position and act as a mentor, coach and representative of the Club.
- Shall be aware of all legislative requirements including Working With Children and Club Policies to be adhered to and acknowledge same under a letter of appointment to be issued by the Club.
- Shall deliver instructions and demonstrations in an acceptable and concise manner and in terms of guidelines.
- Shall prepare a Report for inclusion in the Annual Report of the Club.

Team Manager

- The Team Manager will provide support to the team members and coach in relation to team unity and harmony and assistance and support where required.
- The Team Manager shall ensure that required equipment is available at matches and is responsible for safe keeping of equipment during and after matches.
- Complete Match Report details as required accurately ensuring all requirements as to completion, exchange of detail with opposition team are completed as per HV requirements.
- Shall attend to payment of umpires.
- Record details on HV results platform accurately and in line with time requirements.
- Shall ensure vote and team sheets are forwarded to Statistician Manager for recording.
- Shall ensure that Club and Hockey Victoria Policies and regulations are adhered to.

Statistician Manager

- Shall record all club, team and player statistics.
- Shall advise, prior to event, the Board / Team Manager / Coaches of player milestones throughout the year.
- The Statistician Manager shall manage the Club Tea / Player website.
- Shall liaise with the Board for the completion of an audit of player votes prior to relevant presentation nights.

Version: 2.0 (November 2020)

Subject to Review: November 2022 or earlier if required.

Document reference: MHC R & R Policy Nov 2020