



ROLE OF THE CLUB DEVELOPMENT OFFICER

The Club Development Officer is responsible in assisting with the recruitment and development of children, young people and adults into hockey as players, leader/coaches, umpires, officials and administrators.

DUTIES OF THE CLUB DEVELOPMENT OFFICER

- Work with the Management Committee in writing a development action plan
- Liaise with team Coaches on developing members who are working towards coaching qualifications
- Liaise with the Umpires Secretary on developing members who are working towards umpire qualifications
- Liaise with the Club Secretary on developing members who are working towards officials' qualifications
- Help enable Club volunteers to access training courses as required
- Be a positive role model for all members of the Club

COMMITMENT / TIME FOR THE ROLE

- Management Committee meetings
- General Committee meetings
- Annual General Meeting and any Extraordinary General Meeting
- Club Social Events
- The time commitment for being a positive role model is on-going
- Appointed for four years from date of general election (if elected after, dates run to next Management Committee election)

SKILLS AND QUALITIES REQUIRED

- Communication
- Approachable
- Ability to promote Club policies and procedures
- Knowledgeable of the Club and athletes

- Excellent time management
- Organisation
- Good level of administration