



## Role Description – Women's Competition Coordinator

### Summary

The primary role of the WCC is to maintain the integrity for all QUT Women's teams. This includes communicating between QUT Hockey Club Inc. management and members, and with relevant external entities, in particular Brisbane Women's Hockey Association (BWHA).

### Responsible To

The Women's Competition Coordinator is elected by the QUT Hockey Club Inc. members and responsible for liaising with the management of the club as well as coaches, managers and players.

### Tasks

The WCC should:

- Complete all administration requirements of BWHA by the due date. These include but are not limited to: team registration forms, umpires registrars, training request forms.
- Manage the online registration system; "One Sport Technology", ensuring all players, coaches, managers and umpires have been registered and activated, prior to commencing the season.
- Liaise with coaches and managers regarding management policies, BWHA policies and particularly un-financial players.
- Ensure all coaches and managers hold valid Blue Cards (working with children) and assist in acquiring relevant qualification where need be.
- Attend Disciplinary Meetings where need be, and have an active involvement in behaviour management.
- Establish a Women's Committee, consisting of one representative from each women's team.
- Conduct regular WC meetings, as necessary throughout the season. Duties include but are not limited to generating and distributing an agenda, and communicating with the committee.
- Attend monthly QUT Hockey Club Inc. Management meetings.
- Attend monthly BWHA meetings.
- Monitor the Women's Competition Coordinator Club email account.
- Manage playing and off-field uniform distribution for women's teams, and communicate with management when uniform stock is low.
- Collect and distribute equipment for coaches such as balls, cones and face masks.

### Benefits



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Being the Women's Competition Coordinator of QUT Hockey Club Inc. is an opportunity to contribute to the administration of the women's teams, and the overall integrity of the club.

- A portion of fee reimbursement for the relevant season in which the position has been appointed – amount to be voted upon by club members at the previous year's Annual General Meeting (AGM).
- Opportunity to work in a positive and encouraging environment.
- Publicly acknowledged for contributions to the Club.
- Practical experience in time management and communication skills.

### Essential Criteria

- Comprehensive written skills.
- Sound ability to use technology.
- Access to phone, internet, email, web, MS Word, MS Excel or equivalent/compatible.
- Effective communication and organisational skills.
- Be a member of QUT Hockey Club Inc.
- Work well in a team.
- The use of initiative.
- Be able to work in a confidential manner when needed.

### Desirable Criteria

- Previous experience as an administrator at club level.
- Good working knowledge of QUT Hockey Club Inc., including rules, policies and the duties of all management positions and sub-committees.

### Appointment Terms and Time Commitment Required

- The Women's Competition Coordinator is elected at the QUT Hockey Club Inc. AGM for the following year and is appointed for a term of 12 months.
- The estimated time commitment required as the WCC varies throughout the season. At the start of the season time commitment can be anywhere from 5-12 hours a week. By mid-season time commitment will have significantly reduced to 2-4 hours a week.
- In addition, the WCC will also be required to attend:
  - BWA Meetings (approx. 1-2 hours in length)
  - WC Meetings (approx. 1 hour in length)
  - Monthly management meetings (approx. 1.5 hours in length);
  - The QUT Hockey Club Inc. AGM (approx. 2 hours in length).



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