



St Patrick's Hockey Club

**Roles and Responsibilities of
Office Bearers and Committee Members**

DRAFT

Purpose and Rationale

The purpose of this draft document is to summarise the Roles and Responsibilities of the St Patrick's Hockey Club (the Club) Office Bearers and Committee Members, in accordance with the St Patrick's Hockey Club Rules (Club Rules) and the current needs of the Club. Several of these roles and responsibilities have been updated.

At the start of 2025 the Club entered a new strategic period and rolled out its 2025-2029 Strategic Plan. With this in mind, the Executive reviewed the current Office Bearers and Committee structure and the opportunity to make modifications was identified. A revised structure was drafted that will better support the Club to achieve its Objects and Purpose as outlined in the Club Rules, the Vision and Purpose of the Strategic Plan and annual priorities.

Following the election of the 2026 Executive this document will be reviewed, finalised, endorsed and published.

Office Bearers and Committee Members

The key responsibilities for each of the following positions are outlined in this document:

- President (unchanged) – Executive Member
- Secretary (unchanged) – Executive Member
- Treasurer (unchanged) – Executive Member
- Vice Presidents x 3 roles clarified and articulated – invited Executive Member/s
- Head of Programs – Men/Women/Juniors - new positions – Committee Members
- Competition Coordinator – Mens, Womens, Juniors, Indoor – roles modified to align with the Head of Program's positions – Committee Members
- Hookin2Hockey Coordinator (unchanged)
- Registrar (unchanged).

In addition to the above there are several other committee roles that will need to be filed. As has previously been in practice, where a role is filled but their responsibilities are not outlined the committee member will perform the role in accordance with the directions of the Club Executive. Alternate duties may be shared across the Committee or a Working Group, with the authorisation of the Club Executive. The Executive will also work throughout 2026 to update the Roles and Responsibilities of Office Bearers and Committee Members to include all committee members.

General Expectations

All Office Bearer and Committee Members are required to:

- Perform the responsibilities of their position in an open and professional manner;
- Report and record all relevant artefacts (i.e complaints, decisions) as an official record in accordance with Club procedures;
- Perform their role in a manner consistent with the Club values;
- Comply with the Hockey Australia (HA) Code of Conduct and report breaches of the Code by members to the Club Executive;
- Support other Office Bearers and Committee Members as required;
- Role model appropriate behaviour and not bring the Club into disrepute;
- Be familiar with and adhere to Club and relevant HA policies and Hockey ACT (HACT) rules and policies;
- Represent the Club in a positive manner when engaging in hockey activities and lobby for its benefit with HACT;

- Raise matters of concern regarding their or other functions with the Club Executive
- Attend and contribute to meetings and club events
- Communicate with the broader Club's membership where appropriate
- Maintain the confidentiality of all matters relating to the Club including committee deliberations;
- Provide contributions towards a report for the AGM, if requested; and
- Not make any financial commitments on behalf of the Club without the Executive's approval.

President

The role of the President is to ensure the Club meets its responsibilities, achieves its objectives, operates in accordance with the principles of good governance, is accountable and transparent and remains sustainable. The President is supported by the Club Executive, Club Committee members, Office Bearers and sub-committees as well as coaches, managers and other team officials. The President will work closely with the Club Executive and foster positive relationships with members, HACT personnel and the broader hockey community.

Responsibilities

- Ensure all duties, expectations and responsibilities as outlined in the Club Rules are fulfilled;
- Generate a Club culture that reflects the Club's values;
- Provide leadership, direction and guidance to the Club Executive and broader Committee and generate and model a collaborative and cooperative working environment;
- Ensure the Club fulfills all responsibilities - required by HACT, HA, ACT Government and as required under relevant legislation;
- Lead the development of an effective Club Strategic Plan, which includes stated objectives and goals, and ensure that the Plan is implemented and reviewed regularly;
- Lead the effective financial management of the Club and ensure that financial statements are annually audited;
- Possess a thorough working knowledge and understanding of relevant codes, policies and procedures developed by HA and HACT;
- Coordinate the development and approval by the Executive of Club policies and procedures by delegating responsibility to the appropriate individual where appropriate and ensure that the Club monitors and enforces member compliance;
- Chair Executive, Committee and other Club meetings as appropriate;
- Manage all Club activities and initiatives with the support of the Executive, Committee and team officials;
- Ensure all complaints, grievances and concerns are managed appropriately and in accordance with the St Patrick's Club Rules, HACT and HA policies or relevant procedures; and
- Foster and maintain a cooperative relationship with HACT and represent the Club at relevant hockey and sporting meetings and events.

The President should have the following attributes:

- Understanding of good governance standards and legal responsibilities that apply to not-for-profit organisations, and a strong desire to fulfill club responsibilities;
- Strong communication skills and ability to build positive relationships with others;
- Strong strategic thinking skills and ability to future plan; and
- Good organisational skills and attention to detail.

Secretary

The role of the Secretary is to assist the President to ensure the Club meets its responsibilities, achieves its objectives, operates in accordance with the principles of good governance and remains sustainable. The Secretary does this in part by overseeing a range of administrative and communication duties. The Secretary will work closely with the Club Executive and strives to foster positive relationships with members, HACT personnel and the broader hockey community.

An Assistant Secretary may be appointed to assist the Secretary fulfill their duties.

Responsibilities

- As a member of the Club Executive, assist the President with management of the Club;
- Ensure all duties, expectations and responsibilities outlined in the Club Rules that are assigned to the Secretary are fulfilled;
- Organise Committee, General and Annual General Meetings including room bookings, producing and disseminating agendas and minutes, and collating committee reports;
- Follow up progress on meeting action items;
- Maintain the Club Committee and Club Officials contact lists;
- Generate a Club Annual Report;
- Oversee the Club's use of information communication technology and social media;
- Responsibility for the administration, content and control of the Club's webpage and RevolutioniseSPORT database
- Be familiar with all current club documents and ensure accurate and sufficient documentation exists to meet legal requirements;
- Manage all current and historical club records, policies and procedures, registers and club correspondence;
- Monitor the club email address, triaging, responding or forwarding on enquiries for action;
- Maintain a Register of Working with Vulnerable People and copies of valid WWVP cards for all relevant personnel;
- Be the point of contact for complaints or grievances, and work to resolve these (either personally or by delegation/assignment to suitable committee members);
- Liaise with other Committee members to support them in their roles as necessary;
- If an Assistant Secretary is appointed, allocate suitable duties to them and supervise their performance of these duties; and
- Perform the role of Public Officer.

The Secretary should have the following attributes:

- Strong communication skills, particularly written communication;
- Strong administrative and time management skills;
- Ability to maintain records and manage club documentation; and
- Strong organisational skills and attention to detail.

Treasurer

The role of the Treasurer is to assist the President so that the Club meets its responsibilities, achieves its objectives, operates in accordance with the principles of good governance and remains sustainable. The Treasurer does this by overseeing a range of budgeting and financial management duties. The Treasurer will work closely with the Club Executive and strives to maintain positive relationships with members, HACT personnel and the broader hockey community.

An Assistant Treasurer may be appointed to assist the Treasurer fulfill their duties.

Responsibilities

- Ensure all duties, expectations and responsibilities outlined in the Club Rules that are assigned to the Treasurer are fulfilled;
- Be the point of contact for all matters relating to fees, accounts receivable and payable and club finances;
- Control and manage the Club's finances and accounts;
- Prepare an annual budget and track club expenditure against the budget;
- Prepare annual financial accounts for auditing and present to the Club's Executive prior to the AGM;
- Provide regular advice to the Committee on the management of club finances, including cash flow and provide updates on payments of membership fees and payment plans;
- Ensure all members are invoiced for fees/uniform items/merchandise/events/etc. and reconcile with club accounts;
- Issue receipts for all cash payments received and promptly deposit all monies received into the Club's designated bank account;
- Organise payments for umpires and coaches;
- Ensure all income and expenditure is recorded in the Club's accounting package and is accurate and up to date;
- Be an approved signatory on the Club bank account;
- Prepare monthly bank account reconciliations;
- Monitor creditors and ensure supplier invoices are paid in a timely manner;
- Follow up debtors for money owed to the club and initiate debt collection where appropriate;
- Ensure safe keeping of the Club's Mobile EFTPOS Machine;
- If an Assistant Treasurer is appointed, allocate suitable duties to them and supervise their performance of these duties; and
- Liaise with other Committee members to support them in their roles as necessary.

The Treasurer should have the following attributes:

- Bookkeeping and budgeting skills and awareness of accounting principles;
- Good computer skills;
- Experience with using Quickbooks or another similar accounting software package;
- Good organisational skills and ability to maintain accurate records; and
- Attention to detail.

Vice President

The role of the Vice President/s is to contribute to the effective, efficient and successful running of the Club, by providing overall leadership for the Club and the Committee as it relates to their elected function. The Vice President will work closely with the other members of the Club Executive and Committee and foster positive relationships with others. In the event the President becomes unavailable, the Vice President may be required to fulfill the obligations of the President in accordance with the Club Rules.

The Executive recommends that three Vice President's be appointed to perform the following duties -

Vice President – People & Teams	Vice President – Development	Vice President – Business Operations
<ul style="list-style-type: none"> • Coordinate school/community engagement programs across the club e.g. school visits, community promotions, Good Sports, PBTR • Supporting HACT Programs e.g. Multicultural, Girls & Women Programs, Walking Hockey. • Oversee the organisation of Club social events • Identify opportunities during the season to improve our culture or promote club values • Support teams and players by • advocating for the HoPs and Coordinators as needed • being responsive and providing hands-on support when Coordinators and HoPs have questions, need guidance or want to escalate an issue, concern or challenge • providing guidance to Coordinators and HoPs during critical periods or with an issue (selections, team issues, behaviour issues, ect) • being a point of contact if matters are escalated by parents/ players/team officials • Communicate with relevant Exec and Committee members as needed + Other roles allocated by the Exec. <p><u>Works closely with:</u> HoPs, Coordinators & Registrars Indoor Coordinator / Social Committee</p>	<ul style="list-style-type: none"> • Create plans and programs to support the education and development of coaches, umpires and players • Player pathways – develop these, ensuring they outline how identified players can progress through the grades to CL • Ensure players with the potential to play CL are identified and supported • Create Mentoring Programs and implement these throughout the club • Grading/Selections – ensure the policy supports player development and is applied from a development point of view • Rollout initiatives to engage and identify potential Coaches and Umpires from within the club to recruit • Identify why coaches and umpires drop out and ways to address this so we retain their services • With the Executive and HoPs liaise with identified CL coaches to secure their appointment • Work with the Umpire Coordinator to ensure umpire allocations are filled • Communicate with relevant Exec and Committee members as needed +Other roles allocated by the Exec <p><u>Works closely with</u> Umpire Coordinator Development Coordinator</p>	<ul style="list-style-type: none"> • Support volunteer management via recruitment, recognition and retention programs • Coordinate fundraising activities and initiatives and grant applications under the guidance of the Treasurer • Work with the President and Treasurer on business engagement opportunities and sponsorship • Oversee communications, marketing and branding of the Club, including the Club's social media and website • Oversee the management of Club documentation including policies, procedure and plans. • Oversee the records management functions of the Club • Organise Club events and social activities • Work with the Uniform Officer and uniform suppliers to provide the Club with uniforms that spectators gear that is affordable and of a high quality. • Work with the Property Officer to ensure that the Club appropriately supplies, manages and stores its equipment, including perpetual trophies. +Other roles allocated by the Exec <p><u>Works closely with</u> Sponsorship WG Socials team Uniform Officer</p>

The Vice Presidents should have the following attributes:

- Understanding of Club and hockey policies and a strong desire to fulfill club responsibilities;
- Strong project and program management skills and ability to engage with others;
- Strong communication skills and ability to build positive relationships with others;
- Strong strategic thinking skills and
- Good organisational skills and attention to detail.

Heads of Program (HoPs)

Each Head of Programs (HoP) is responsible for leading their Program and ensure it is functioning smoothly and in line with the Club's Strategic Plan. Each HoP will work closely with the relevant Vice President and other members of the Executive and Committee, particularly the Competition Coordinators and other volunteers within their Program. They should foster positive relationships within and outside of the Club.

Responsibilities

- Lead their Program (Men/Women /Juniors) and ensure it is running smoothly and in line with the Club's Strategic Plan.
- Ensure the viability of teams across all grades and support their competitiveness and success
- Update the Exec and Committee on matters relating to their Program
- Liaise with HACT and other clubs as needed

- Provide strategic input in relation to their Program
- Coordinate the delivery of pre-season activities, player selection, team nominations, training requirements and other key needs for your Program
- Assist the Club's Complaints Manager with the handling of relevant reports and complaints
- Ensure umpiring allocations are filed
- Drive engagement with Rounds of Significance
- Provide support and guidance to Coordinators and to others within their Program, including Team Officials.
- Maintain positive relationships with team officials and players
- If needed provide support to members facing disciplinary action
- Support the Exec on actions they take in relation to disciplinary issues
- +Other roles allocated by the Exec

Works closely with

- Coordinators, particularly the Coordinator of their Program
- Umpire Coordinator
- VPs, particularly VP People & Teams and VP Development

Competition Coordinator

(Note that one or more Competitions Coordinator may be appointed)

The role of each Competition Coordinator is to coordinate and fulfil the administrative requirements related to their Program (mens, womens, indoor or juniors). Competition Coordinators must also assist and support team officials (including coaches, managers, etc) to ensure that they can successfully perform their role and provide timely information to players. In the absence of a Registrar, the Competition Coordinator will also perform the role of the Registrar. The Competition Coordinator will work closely with the other members of the Committee, particularly their HoP. They should foster positive relationships within and outside of the Club.

Responsibilities

- Coordinate and organise all administrative requirements relating to their Program
- Support the HoP with the delivery of pre-season activities, player selection, team nominations, training requirements and other key needs for your Program
- Ensure that the relevant HoP is informed of key matters
- Oversee the work of relevant Registrars, or in their absence, perform this role
- Ensure information relating to their relevant Program is provided to HACT (team lists, requests for exemptions, etc).
- Provide support and guidance to Team Officials and players
- Provide support as needed to members facing disciplinary action
- Maintain positive relationships with players within their program
- Support the Exec on actions they take in relation to disciplinary issues
- +Other roles allocated by the Exec and relevant HoPs

Works closely with

- Team Officials
- Registrar
- VPs, particularly VP of their Program and VP People & Teams

Registrar

(Note that one or more Registrars may be appointed)

The Registrar oversees and coordinates the registration of players, ensuring they are correctly registered in the Revolutionise SPORTsystem. The Registrar will maintain accurate lists of all teams, players, coaches and managers. They will work closely with their Competitions Coordinator and with team officials. The Registrar should have good planning and organisational skills and an ability to communicate with a wide range of people.

Responsibilities

- Plan and manage the registration process for teams for the outdoor season;
- Be the primary point of contact for returning, potential and new players;
- Assist team officials with entering team lists and results into the RevolutioniseSPORT system and monitor to ensure club is meeting HACT requirements and deadlines; and
- Ensure relevant information in regard to registrations is sent to team officials and players.

Umpire Coordinator

The Umpire Coordinator will manage the Club's Umpiring capability. As minimum the Umpiring Coordinator will manage the process of allocating club umpire commitments. Ideally they will also provide development opportunities to club umpires, recruit new umpires and provide guidance and support to umpires and others within the Club on matters relating to umpiring.

Ideally the Umpire Coordinator has expertise in relation to umpiring and a thorough knowledge of the application of FIH Rules and their application to HACT competitions.

Responsibilities

- Ensure all Club umpiring commitments are allocated to an umpire, team or player;
- Communicate with HACT, the UTC and Joeys Program in relation to umpiring;
- Provide development opportunities to club umpires so they improve and develop in their role;
- Engage and recruit new umpires from within the St Pats community;
- Ensure Club umpires are kept up to date on Hockey Australia and HACT rules;
- Provide guidance and support to umpires as needed;
- Liaise with members of the Executive and Committee, particularly the Competition Coordinators, to ensure they are kept up to date on matters relating to umpiring.

HookIn2Hockey Coordinator

The HookIn2Hockey Coordinator will manage the Clubs HookIn2Hockey program and is required to attend the HookIn2Hockey facility (or delegate the responsibility if unable to attend) each Saturday morning to ensure the smooth running of the program.

Responsibilities

- Establish and maintain the HookIn2Hockey portal in RevolutioniseSPORT;
- Co-ordinate appropriately skilled coaches for weekly sessions;
- Correspond with parents/players;
- Order and distribute uniforms;
- Organise the Club's participation at HACT carnivals;

- Work with HACT to increase participation in the HookIn2Hockey program by attending fetes, come and try days etc.;
- Provide coaches payment information to Treasurer at the end of the season; and
- Liaise with other Clubs to schedule interclub games if appropriate.

Document History and Review

Purpose / Review / Endorsement	Date	Notes
Original document	2018	Outline the roles and responsibilities of the junior committee members and office bearers
Review	8/1/2024	Ensure the roles and responsibilities of Club committee members and office bearers and clearly explained and accurate. Endorsed 19/2/202
Date endorsed	19/2/2024	
Review	4/3/2025	Minor corrections made, Umpire Coordinator added
Date endorsed	28/3/2025	
Review	15/10/2025	Minor tweaks, Head of Programs added and Competitions Coordinator roles updated. To be endorsed by the 2026 Executive