



HOCKEY VICTORIA - Zone Coordinator (2012)

Role:

The Zone Coordinator is an administrative and management position to facilitate the development of the members within their Zone in all areas of hockey. They will be the voice of the clubs and / or associations within the Zones provide HV with feedback to assist in ensuring all members are being developed in each of the clubs within their Zone.

Zone Coordinators will liaise on a consistent basis with HV staff to ensure all members across Victoria have the consistent development opportunity as part of the HV Development Pathway.

Report to:

- Campbell Atkins – Development Manager (Hockey Victoria)
- Andrea Tacono – Finance Coordinator (Hockey Victoria)

Coordinates the following volunteer positions within the Zone:

- Zone Representative Team Coordinator
- Club Representatives

Coordinates the following volunteer positions in conjunction with the HV Development Manager:

- Zone Umpire Development Officer (ZUDO)

Responsibilities and Duties:

General Duties:

- Attend an annual (1) state wide Zone Coordinators planning meeting based around hockey development. (Meeting to be held in January/February 2012)

Club and Associations engagement:

- Conduct meetings when required with all clubs or associations within your Zone
- Ensure the committee is informed of the programs, events and processes in relation to hockey development in Victoria.
- Copy Hockey Victoria into all correspondence within the Zone

Junior State Championships (responsibilities)

- Ground bookings – selection trials to be coordinated in conjunction with Hockey Victoria.
- Oversee the team selection process within the Zone
- Provide HV with the names of the selected players when required
- Provide HV with singlet details of the selected players when required
- Ground bookings – team trainings to be coordinated in conjunction with Hockey Victoria.
- Coordinate Zone training, in conjunction with HV and relevant volunteers within the Zone.

Coaching Development:

- Ensure that your Zone has the appropriate Coaches appointed to the Zone teams.
- Ensure all coaches have current accreditation



- Ensure the Zone is forwarding the appropriate number of female coaches into positions through the Women & Girls Coach Mentor Program in 2012.

Umpiring Development:

- Workings with the Zone Umpire Development Officer (ZUDO) to ensure that the key outcomes around umpire development are achieved within the Zone.
- Coordinate in conjunction with ZUDO & HV Development Umpire Coordinator (HVOC) the appointment of umpires to selection trials, practice matches.
- Forward names of up and coming umpires to HV in relation to panels for the Junior Country Championships (JCC) & Junior State Championships (JSC).
- Ensure the Zone is following the appropriate standards as set out under the Women & Girls Umpire Mentor program.

Financial Management:

- Liaise directly with HV Finance Coordinator in relation to all payments.
- Ensure all selected players pay their fee when selected into one of the Zone teams. (Fee will be advised by HV)
- Provide personal and address details of all the coaches involved in the Zone for prompt payment after the junior state championships.
- Provide statement by supplier form for all non-receipt payments i.e coaches.
- Provide documentation (receipts) for all miscellaneous expenses incurred.

Knowledge and skills required:

Ideally the Zone Coordinator is someone who:

- Is organised
- Excellent communication skills (an ability to engage all clubs and associations in the process)
- Has an understanding of the fundamentals of hockey development – coaching, umpiring, competitions and events.
- Has a good understanding of HV talented player pathways
- Understands the bigger picture of hockey development within Victoria
- Is accountable for his or her actions

Period of appointment: 1 year appointment (January 2012 – December 2012)

Remuneration: \$1,000.00 (as a contribution to phone and travel costs).