

MCC HOCKEY SECTION

INFORMATION FOR MEMBERS

VERSION 1 JANUARY 2025

“field hockey, outdoor game played by two opposing teams of 11 players each who use sticks curved at the striking end to hit a small, hard ball into their opponent’s goal”

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OBJECTIVES OF THIS DOCUMENT



The objective of this document is to provide MCC Hockey members with an overview and information on Morningside Country Club (MCC) and more specifically MCC Hockey section.



It includes information on structures, policies, principles, and procedures. It does not intend to cover all aspects of daily activities carried out by MCC staff or MCC Hockey Committee and paid for roles but focuses on information useful and relevant for members.



The document will be updated and enhanced on an annual basis and will be available to all members at the start of each season.

MCC HOCKEY STRUCTURE, MISSION AND STRATEGIC OBJECTIVES

Senior Section Ladies and Mens - compete in the SGHA Outdoor (March to August) and Indoor (September to October) leagues. Senior section sides are a mix of coached and non-coached sides. Both ladies and mens have high performance (HP) teams who play in the most competitive leagues, and competitive-social (CS) teams who play in leagues of various levels of competitive hockey. The number of teams entered into both the outdoor and indoor leagues is dependent on the number of players who sign up for the season.

Junior Section Girls and Boys - from U5s to U15s who compete in various SGHA leagues based on age group across the year including Hockey 5s, Derby Days and League. All junior sides are coached.

Masters section who play in a Saturday social league.

Astro is maintained by MCC Hockey however the investment cost for new or upgrades to the Astro has been funded in the past by schools in the area. Historic and new strategic partners remain interested in investing in MCC and MCC Hockey going forward

All members are expected to adhere to the MCC and SGHA Code of Conduct. Links to such are provided at the end of the document.

Mission and Strategic Objectives

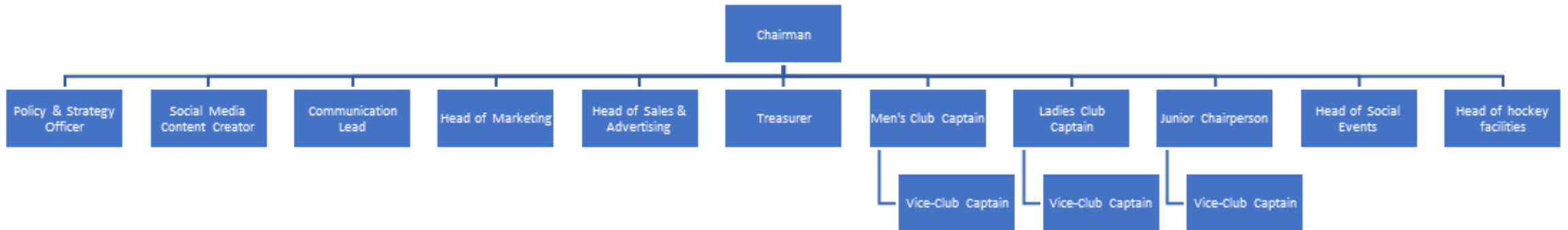
Home of Hockey

Become the most progressive club in Johannesburg by offering first-class coaching, facilities and an inclusive culture at an affordable rates

- Create a club for all, regardless of what team players play for or reasons for playing hockey
- Improve performance of all teams, with a specific focus on winning the Senior Premier League by 2030, men's and ladies
- Create “MCC for life” culture as players, families, move through age groups, return after Varsity, gap years, work and personal commitments .
- Ensure financial sustainability of club

HOCKEY COMMITTEE STRUCTURE, ROLES AND RESPONSIBILITIES

- **Supported by critical paid services.**
- Club Coordinator
- Technical Director of Hockey
- Coaches, umpires, and technical officers
- Debtors Clerk
- Roles and Responsibilities of Committee Members included in Appendix A



HOCKEY MEMBERSHIP: FEES, BENEFITS, PAYMENT OPTIONS AND TRANSFERS

FEE STRUCTURE.

MCC Hockey operates on a collective membership basis where all members share in the costs of running the club on an equal basis. Our operating model is not a “pay as you play” model as each team has a variety of coaching and management structures, league requirements, training requirements, number of games in a season and expectations around commitment and kit requirements.

Our overriding philosophy in setting the fees on an equal basis is that team selection is based on ability to play, not affordability. Furthermore, it allows for movement of players between teams during the season based on player performance/ability, reduces the clubs administration burden and simplifies communication.

Hockey fees are set on an annual basis and need to cover all apportioned and direct costs for running the hockey section and create funds for the improvement of the facilities.

Senior Membership annual fees consist of:

- MCC Main Club
- MCC Hockey Fees
- SAHA membership - see details below

Different rates are applied for:

- Scholar - U18 and in full time school
- Students - U25 or under in the season and have proof that they are registered at a university/higher institute for the season
- Adult
- Goalkeepers - receive a discounted rate due high cost of purchasing and maintaining their equipment

Masters' hockey has a separate fee structure which is applicable for players that only play in the Saturday social league. If a player also plays in the senior league the Senior Membership rates apply.

VAT is charged on all invoices.

SOUTH AFRICAN HOCKEY ASSOCIATION (SAHA)

All players have to be affiliated to the South African Hockey Association (SAHA) for the season, which sets an annual fee. Players will be invoiced for the SAHA fee and the club will collect the fees and pay to SAHA on your behalf. If you need to register and pay directly to SAHA in order to attend and compete in IPT trials, competitions, SA national events you will need to submit your proof of registration by 31 March each year in order to receive a credit from the club for SAHA fee.

PLAYING KIT

- Playing kits are charged separately and all players must play in the official and current MCC Hockey Uniform consisting of socks, shorts/skirt and top.
- High performance teams have two sets of kit, to avoid clashes with opponents, all other teams play in one kit.
- Kit is to be paid for on collection either through credit card facility or with proof of payment.

CHARGING OF FEES

- Players become liable to pay the fees in full, all components, once match week 3 of the SGHA calendar has been completed.
- Players who join after the season has commenced will be charged as follows:
 - Hockey fees - will be pro-rated based on the number of game weeks completed per the SGHA calendar at the date of joining. Pro-rating only starts after the league has reached game week number 5.
 - MCC Main Club fees - players who join after match week 9 will be charged 50% of this fee.
 - SAHA fees - payable in full
 - Kit - payable in full
- Players whose season is curtailed before game week 9 of the SGHA calendar by long term injury or illness that prevents them from playing any form of hockey, will have their fees reduced/waived on a case by case basis.

MCC CLUB BENEFITS

- Members' bar prices.
- One free individual (i.e. non-corporate) function booking (venue hire only) per year.
- 20% discount on another individual (i.e. non-corporate) function booking (venue hire only) per year.
- 50% off Padel court bookings during off- peak hours – Monday to Friday, 9:00-15:00, excluding public holidays.
 - You will need to register on Playtomic and share your MCC membership card with their desk for them to update the information on Playtomic.
- You will be added to our membership management and communication system, MyClubAccount

MEMBERSHIP CARDS

- Email ID sized photo, your name and team to admin@morningsidehockey.co.za and it will be distributed to your coach or captain
- Visit main club during office hours

INDOOR FEES

Indoor fees are set based on the league structure and entry fees, and the number of MCC teams entered and players that sign up for the Indoor Season. Invoices are payable in full for players who commit to the season and no payment plan options are allowed.

INCOMING AND OUTGOING MEMBERS

All new members who previously played for a hockey club, at any age level, in South Africa will need formal clearance or a letter of good standing from their previous club and/or province before they can play for MCC. The onus is on the member to obtain this letter by contacting their previous club and communicate with the sectional captains and vice captains if they are experiencing any challenges.

If you played in Southern Gauteng clearance is only required from your previous club.

If you played outside of Southern Gauteng clearance is required from your previous club and province.

For existing members moving to a club anywhere South Africa you will need to obtain clearance from Nicole Weideman (Club Administrator) on admin@morningsidehockey.co.za. Please send your ID number and full name and specify if you need Southern Gauteng clearance or interprovincial clearance. To receive clearance your account needs to have been settled in full.

PAYMENT OPTIONS

Option 1: Full payment in the month after invoice is issued. This is the preferred option as we incur substantial cost upfront as the season starts.

Option 2: Standard plan: 40% at end March, 30% at end of April, 30% at end May. This payment option can be selected by sending an email to the address below.

Option 3: Specific payment plan – this is at the discretion of the committee and will need to be formally agreed with the committee and a payment plan agreement must be signed. First payment is due by 31 March 2025, or the plan will not be accepted.

If you need to make a payment arrangement, please contact Nicole Weideman (Club Administrator) on [admin@morningsidehockey.co.za/082 776 8937](mailto:admin@morningsidehockey.co.za) AND Jessica Dawson (Club Treasure) on jess.elliott9@gmail.com.

If no communication is received, it is assumed that your invoice will be settled per Option 1.

Should payments not be received in line with the agreed payment arrangement, players will be ineligible for team selection and will not be allowed to train or play matches.

HOCKEY SQUAD SELECTION AND MANAGEMENT

OVERARCHING PRINCIPLES

- Based on a combination of ability, commitment to training and games, and proactive communication
- No pay, no play - if membership fees, kit and SAHA payments are not paid in line with payment options offered you will not be able to train or play in matches until your account is up to date
- For training sides, no train, no play - while acknowledging all players have work/study, family and life commitments, a level of commitment to the team and the club is expected to ensure fairness to coaches and teammates. Guidance on applying this principle is detailed below.

SQUAD SELECTION

- HP squads need to be a mixture of youth and experience to ensure we are competitive in the higher leagues while attracting, developing and retaining young talent. Recognition has to be given that we are playing in the senior league, and a team of too many scholars may not be competitive.
 - It is preferred that HP players train twice a week due the demands and competitive nature of the higher leagues. However, we acknowledge work and personal commitments will at times take precedence, so the expectation is attendance at 6 of 8 sessions over a four-week period.
 - HP players who miss two training sessions in a row will start on the bench with repeat offenders becoming ineligible for selection for that game week.
- Initial squads are to be communicated to players within three weeks of the final trials.
- Squads are not fixed for the season, and players can move up or down based on performance, commitment, injuries, etc.
- Players are expected to attend at least one trial at the beginning of each season. If a player is unable to attend due to work, family or other commitments the onus is on the player to communicate to Sectional Captains.
- Players who join after trials but before the season has started will be allocated to the HP or CS squads, by the section captains and vice captains, based on prior hockey experience/playing level and be subject to the standard pre-season practice and selection process.
- Players who join after the season has started but before match week 9 will be allocated to the HP and CS squads by the section captain and vice-captain, based on prior hockey experience/playing level and will need to complete two training sessions before being allocated to a team. Team allocation will be done by the most senior coach in the HP or CS squad, i.e., A team coach for HP and C team coach for CS.
- Players joining after match week 10 will be accommodated if/where there is capacity and will be at the discretion of the sectional captains and vice-captains.
- Exceptions can be made, at the discretion of the Technical Director and Sectional Captains, on a case-by-case basis where the player is known to be extraordinary, transferring from a premier league side, recognized international or provincial player, and will need to be clearly communicated to the HP squad.

MATCH DAY ARRANGEMENTS

- Polls for player availability to be posted Monday morning with all votes in by end of day Tuesday to allow coaches to select team and manage excess players
- Team selection and game day arrangement to be published by close of day Thursday for weekend games, or two days before for mid-week games.
- Treatment of excess players for any given game day:
 - Excess players can be moved within HP and within CS, but not from HP to CS
 - Movements only allowed if team receiving has capacity to absorb excess players and/or at the discretion of the coaches collectively
 - Movements need to be decided upon before second training or the one training session of the week to allow the players to train with the team for the game
 - The club will endeavour to make sure that every available player will be accommodated to the best of the club's ability, but that given the inherent structures, and processes, no player is guaranteed a game every week.

APPLYING THE NO TRAIN, NO PLAY RULE

- HP – training attendance should be 75% of the squad at every training session.
- CS – training attendance should be 70% of the squad at every training session.
- Scholars – schools place demands on the pupils around various sporting/extra murals etc, but if the player has committed to a club and a team then they can't just be excused. The number of scholars in a squad needs to be considered and managed by the coach.
- All reasons for not attending training are valid, if there is open, early and transparent communication, from the player to the coach and the team. But if the same player consistently cannot attend training and/or is using the same excuse every week then this needs to be addressed with the player and the consequences of not attending training discussed.
- Exceptions can be made but management needs to communicate to the team the specific challenges a player is having and why they are still in the team.

TECHNICAL DIRECTOR ROLE AND FEES

ROLE

The MCC Technical Director of Hockey ('TDH') objective is to improve the quality of hockey played throughout MCC's High Performance Squads and to improve the competitiveness while ensuring individual player development and enjoyment.

In order to achieve this objective, the TDH will be responsible and accountable for, in relation to the teams defined above, the following:

- Coach selection, development, and alignment
- Develop consistent playing strategy and tactics
- Develop player development strategy
- Develop adult annual trial's structure, oversee trials and selection of HP squads along with coaches and the MCC Hockey Captains and Committee (as required)
- Oversee HP juniors who have been earmarked for potential inclusion in HP squads

FEES

Set fee for the season to be decided by the committee on an annual basis with a bonus structure based on the following KPIs:

- Number of quality players and coaches recruited, promoted & retained
- Stakeholder engagement and satisfaction
- Consistent performance squads, clear selection criteria and ongoing alignment
- Fit for purpose hockey philosophy (guidelines) and buy-in
- Training and match attendance
- Team cohesion
- Weekly performance results (targets tbc) and continuous improvements
- Talent pipeline

HOCKEY COACHES ROLE, EXPECTATIONS, FEES AND BONUS

ROLE

- Create a standard vision of hockey to be played for respective teams that supports the overall vision of the club and/or specific section
- Assist and discuss with the other coaches to ensure that the coaching vision is shared and understood throughout the section
- Coordinate the selection of players throughout the section
- Plan, organise and run the training sessions which will be squad and tactical specific.
- Game day management, tactics, team selection and player rotation
- Set up a structured coaching program to provide MCC's' players the essential skill, incorporating specific drills and sessions to improve their performance.
- Work closely with the other coaches, to ensure that all aspects of coaching are covered and attention is given to the player's welfare.
- Identify players in your team that would benefit from additional coaching, future SGHA coaching, provincial trials etc. If such an occasion arises, the Committee needs to be informed so we can map a way forward
- Identify players in the lower teams who have the ability to play higher and nurture them.

FEES

- Set fee for the season to be decided by the committee on an annual basis. Based on the team being coached and experience of the coach.

BONUS

- Based on the below expectations and specific KPIs set by the committee on an annual basis. Quantum and sliding scale set by the committee on an annual basis. Each aspect is equally weighted, and any bonus paid will be proportioned for each aspect met. All three areas of expected performance have to have been achieved in order to be eligible for a bonus.

	Team performance	Player development and enjoyment	Fees Collection
Expectation	<ul style="list-style-type: none"> • Same as prior year • For promoted teams, avoid relegation. • For relegated teams, top 4 	<ul style="list-style-type: none"> • Coach attendance at 95% of training and match days, excluding absence due to illness • Alternate arrangements made for any absence – eg, other coaches or captain steps in 	<ul style="list-style-type: none"> • 95% of subscriptions collected by 30 June. Collected means either full payment or approved payment plans in place • Adherence to the no pay, no play policy
Bonus	<ul style="list-style-type: none"> • Higher than prior year league position • For promoted teams, top 6 • For relegated teams, promotion 	Average of 70% squad attendance at training throughout the season	<ul style="list-style-type: none"> • 100% of subscriptions collected by 30 June. • Collected means either full payment or approved payment plans in place

HOCKEY TEAM CAPTAIN AND VICE CAPTAIN ROLE AND SELECTION

ROLE

- Provide leadership on and off the pitch - game management, team dynamics
- Support coach with communication, arrangements and selection
- Support coach in ensuring all equipment and balls allocated to the team are maintained and returned in full at the end of the season
- Ensure all players have full, official and numbered MCC kit
- Track training attendance to facilitate the no train, no play principle
- Assist Treasurer, Coach and Sectional Captains in collection of fees, ensuring that players have formal payment plans in place as appropriate. Support coach in implementing the no pay, no play principle.
- Administration of Sportivo - ensure all players are loaded on Sportivo with shirt numbers, complete game day team list, capture results where appropriate
- Create social vibe and activities within the team, and encourage support of club wide social events to ensure connections and camaraderie with other teams and sections
- Ensure at least one member of the team is on the Social Events Committee to support Head of Social Events in executing social programme

SELECTION

- Both positions are appointed by the Coach in consultation with Sectional Captain and Vice-Captain.
- It is preferred that Committee members are not appointed as either Team Captain or Vice. This is to manage the individual's workload and capacity, and to ensure a division of responsibility, accountability and independence. Exceptions can be made where it is clear the Committee member is the right person for the role and there are limited alternatives.

HOCKEY TRAINING TIME PRINCIPLE AND ALLOCATION

- Training times and number of training slots to be allocated to each team based on need and preference, as far as possible, subject to pitch availability with a view to being fair and achieving an appropriate balance between the needs of the high performance and competitive-social squads.
- HP squads train twice a week.
- All other teams who wish to train will be allocated one slot
- Training sessions will be for 90 minutes
- Available pitch times
 - Monday 1800- 1930
 - Tuesday 1830-2130
 - Wednesday 1830-2130
 - Thursday 1830 - 2130

SENIOR ANNUAL AWARDS



TEAM AWARDS

- Top Goal Scorer
 - Top goal scorer per team
- Player of the Year
 - Most valuable and/or consistent player
 - Played a key role in the performance, achievements an/or cohesion of the team
- Most Improved Player, ideally focussed on youngster
 - Improved individual skill, composure, game management and/or contribution to the team

SECTION AWARDS (ie per Ladies and Mens Section)

- Team of the year
 - Based on performance, consistency and achievements
 - Consider results, place in the league, goals scored, goals against
- Team Spirit of the year
 - Based on vibe, commitment, improvement, turning up when things are tough
- Best Player of the year
 - Based on performance for MCC and provincial, national representation

CLUB AWARDS

- Coach of the Season
 - Performance and/or improvement in team performance
- Rakeil Naidoo Award
 - Best goalkeeper
 - Consider performance, improvement, provincial and national representation, stepping up when team/club needs a GK
- Leanne McDonald Award
 - Commitment to Hockey through personal circumstances
- Gillian Walters Award
 - Contribution to hockey at MCC and the province

HOCKEY JUNIOR SECTION

Junior hockey section offers a wide range of age groups and formats of the game for both boys and girls:

- Hockey 5s played Jan/Feb and Oct/Nov
- Outdoor season from March to August

Age Groups are based on year of birth::

- Under 5
- Under 7
- Under 9
- Under11
- Under 13
- Under 15
-

Playing Kit:

- Yellow MCC branded socks.
- Yellow MCC tops.
- Any navy shorts/skirts will be acceptable; however, we will have MCC skirts and shorts available for purchase.

Practice Sessions

- Under 5 -U11 Saturdays from 08h00 to 11.30, exact times confirmed at the start of the season
- Under 13 and 15: Weekdays 17:00 -18.15, exact details to be confirmed at the start of each season

○

Games:

- U5-U11 - Saturday Derby Days, generally monthly
- U13-U15 - Friday evenings and Saturday afternoons.

USEFUL LINKS

SGHA LINKTREE :
<https://linktr.ee/sgha.club.information>

- League fixtures
- League composition and prior year positions
- League rules
 - SGHA Code of Conduct

SPORTIVO

Download from your App Store

- Fixtures
- Results
- Logs



Appendix A

Roles and Responsibilities of Committee Members

TITLE	Chairman
PURPOSE	Provides leadership and governance of the Committee to create the rules and regulations for overall Committee's and individual chairman's effectiveness and ensures that every matter is discussed by the Committee in an effective time.
RESPONSIBILITIES	<p>Ensures that the Committee, as one, plays a full and constructive part in the development and determination of the Club's strategies and policies, and that Committee decisions taken are in the Club's best interests and fairly reflect Committee's consensus</p> <p>Actively motivates effective correlation and open communication and creates a healthy surrounding in which challenges and discussions, both inside and outside the club.</p> <p>Ensures that the strategies and policies agreed by the Committee are effectively applied.</p> <p>Act as the voice of the club when dealing with media external stakeholders specifically including Southern Gauteng Hockey Association ("SGHA") and similar bodies / entities governing the sport.</p> <p>Sets, in consultation with Exco, the Committee meeting schedule and agenda to take full account of the important issues facing the Club and the concerns of the chairman, and ensures that adequate time is available for thorough discussion of critical and strategic issues</p> <p>Ensures that the Committee is properly briefed on issues arising at Committee meetings and receives, in a timely manner, sufficient information which must be accurate, clear, complete, and dependable, to achieve its duties, such as reports on the Club's performance, the issues, challenges and opportunities facing the Club, and matters reserved for it to make decision</p> <p>Establishes good corporate practices and procedures and promotes the highest standards of integrity, probity, and corporate governance throughout the Club and particularly at Committee level</p>

TITLE	Club Captains and Junior Chairperson
PURPOSE	Club Captains are responsible for all aspects of their respective Hockey programmes and expected to ensure that each section operates efficiently to improve team performances by developing / attracting talent, enabling members to play quality hockey and creating a joyful club vibe.
RESPONSIBILITIES	<p>Oversee Technical Director to ensure they are achieving role and needs of the club.</p> <p>Oversee coaches to ensure team management and selection is aligned to the overall needs of the club and within the parameters of the policies and procedures.</p> <p>Ensure fair and equitable hockey for all members and manage the focus between HP and CS squads.</p> <p>Assist with striking the balance between attracting new members and retaining existing members.</p> <p>Perform ongoing analysis (incl. surveys) and collaborate with Technical Director of Hockey to implement ongoing performance improvements</p> <p>Oversees Umpire and Technical Officer coordinator to ensure officials are allocated effectively to all games where it is MCC's responsibility to provide.</p> <p>Work with the club coordinator to ensure that teams are allocated sufficient training slots.</p> <p>Collaborate with the Technical Director of Hockey to recruit and manage coaches & umpires.</p> <p>Ensure that all coaches and players adhere to the MCC code of conduct and agreed policies.</p> <p>Work with Team Captains to track progress against agreed training, selection, and game management plans weekly.</p> <p>Enable the committee to manage sectional risks and make informed decisions timeously.</p> <p>Ensure membership fees are collected timeously.</p>

TITLE	Vice-Club Captains
PURPOSE	Vice-Club Captains are responsible for supporting sectional heads with weekly management and administration of their teams
RESPONSIBILITIES	Work with Coaches and players to champion training, selection, and game management guidelines
	Ensure that all coaches and players adhere to the MCC code of conduct and agreed policies.
	Track progress against agreed training, selection, and game management plans weekly.
	Enable sectional heads to manage team risks and make informed decisions timeously.
	Perform ongoing analysis and collaborate with coaches to implement ongoing performance improvements.
	Ensure membership fees are collected timeously

TITLE	Policy and Strategy Officer
PURPOSE	The Policy and Strategy Officer ensures that the club strategy is developed and implemented to achieve club objectives within agreed time, cost, and quality
RESPONSIBILITIES	Collaborate with the committee to develop club strategy and annual targets.
	Ensure that committee roles and responsibilities are clearly defined.
	Collaborate with Treasurer, marketing, and sales to create compelling packages and revenue opportunities.
	Co-create standard ways of work to drive operational efficiencies.
	Ensure that functional strategies, plans, and results support overall club strategy.
	Enable the club to focus on the right initiatives at the right time and cost.
	Commit committee members to deliver plans within agreed time, cost and quality.
	Enable each committee member to track and report progress.
	Enable Exco to manage risks and make informed decisions timeously.
	Provide ongoing visibility of club performance monthly.
	Facilitate ongoing performance analysis (incl. surveys) and improvements.

TITLE	Social Media Content Creator
PURPOSE	Social Media Content Creator is responsible for the design of the look and feel for all club communications and marketing and management of the clubs social media accounts and website.
RESPONSIBILITIES	Manage all social media accounts and website to ensure message posted portray the club in a good light and comply with relevant legislation specially POPI.
	Support various functions, specifically communications, marketing, sales & advertising and social events in creating high quality communications to membership and wise public.
	Create branded templates for functional areas to use in various communications.
	Assist with messaging and create specific designs for targeted communications, marketing, events etc.

TITLE	Head of Marketing
PURPOSE	The Head of Marketing is to focus on generating interest, gaining, and retaining club members.
RESPONSIBILITIES	Ensure that the marketing strategy, plans, and results support overall club strategy.
	Position the club as the 'Home of Hockey' in Southern Gauteng.
	Deliver marketing plans within agreed time, cost, and quality.
	Facilitate ongoing performance analysis (incl. surveys) and improvements

TITLE	Head of Sales & Advertising
PURPOSE	The Head of Sales & Advertising focuses on raising funds and generating revenue through alternative methods to hockey fees and pitch rental, eg, sponsorships, advertising.
RESPONSIBILITIES	Ensure that the sales & advertising strategy, plans, and results support overall club strategy.
	Collaborate with the committee to develop new revenue opportunities for the club.
	Simplify sponsorship proposals and secure deals
	Deliver sales & advertising plans within agreed time, cost, and quality.
	Facilitate ongoing performance analysis (incl. surveys) and improvements
	Make provision for the appointment of a sub-committee to assist in the operational aspects of this portfolio, as required (and where required, negotiate remuneration packages for "top sellers") within the scope of the sales targets of the Committee

TITLE	Communication Lead
PURPOSE	The Communication Lead objective is to provide ongoing visibility of the club strategy, overall performance, and priority activities to members
RESPONSIBILITIES	Collaborate with the committee to communicate club strategy and annual targets internally.
	Work with committee members to develop functional communications and messaging guidelines both intra-committee, intra-club, between teams, to the hockey section members as a whole, and in association with relevant committee members, any specific and identifiable group within or external to the club.
	Share club information with the general public when required.
	Collaborate with committee members to maintain club newsletters/ reports / general club information on agreed comms channels, specifically: <ul style="list-style-type: none"> · Tasked with internal communication to members – WhatsApp channel, Platforms, etc - on hockey information and main club information as required. · Trials arrangements · Weekly results and fixtures announcements · Monthly newsletter – simple one pager
	Manage Link tree to store and share all static information.
	Work with social events lead to get messages out pre and post events
	Work with sales and marketing to get messages out.

TITLE	Head of Facilities
PURPOSE	The Head of Facilities ensures that hockey facilities (turf, water, generator, lights, bar, shower & toilets, etc) remain in an optimal condition at all times
RESPONSIBILITIES	Arrange regular maintenance when required.
	Identify facilities that need attention, priorities and resources required.
	Request for funding internally and externally to fix critical facilities.
	Ensure that all hockey facilities are available and in good working condition.
	Oversee procurement and implementation of services.

TITLE	Head of Social Events
PURPOSE	The head of social events is responsible for planning and coordinating all promotional and social events of the hockey section to create positive club vibes and position the club as the home of hockey in JHB.
RESPONSIBILITIES	Create an annual events calendar that is timed to coincide with trials, fixtures, major tournaments, and fund-raising activities.
	Allocate the right support resources to manage all approved events.
	Collaboration with Communications leads to update hockey newsletter with all matters social.
	Oversee successful execution of social events.
	Share content with Social Media Content Creator to advertise events and share joyful moments of the events.
	Complete activities within agreed time, cost, and quality.

TITLE	Treasurer
PURPOSE	The Treasurer oversees the general financial management of the club
RESPONSIBILITIES	Collaborate with committee to create packages & offers at competitive rates.
	Prepare an annual budget and make recommendations for subscription fees for season ahead.
	Monitor receipt of all funds including member fees and sponsorships, supported by a Debtors Clerk
	Authorise payments as appropriate.
	Oversee a set of accounts for presentation to members with associated commentary, in conjunction with the Main Club Treasurer and club bookkeeper

