

About Halton Field Hockey Club (mission/vision/values)

Vision:

Be a leader in the sport community, representing field hockey in the region of Halton.

Mission

Halton Field Hockey Club is a not-for profit organization, dedicated to the promotion and development of our sport by:

- providing recreational and competitive programs for children and adults
- pursuing high calibre opportunities for elite players
- fostering the growth of coaches, officials and volunteers
- operating under the guiding principles of FHO/ FHC regulations

Values:

- active lifestyle
- teamwork
- sportsmanship
- personal excellence
- transparency and accountability
- and fun!

Treasurer (2 year term)

Position summary: The Director, Treasurer is a volunteer position on the Halton Field Hockey Club Board of Directors, and is charged with upholding the Club's Vision, Mission, and Values. This position has care and custody of all funds and securities of The Club

General responsibilities

- Ensures the deposit of all funds in the name of The Club in such chartered bank or trust company as the Board may designate
- Responsible for all financial record-keeping, and shall ensure this is done in a timely manner
- Responsible for preparation of all required financial statements and reports including an annual financial report for presentation at the AGM
- Disburse funds in payment for bills as approved by the Board
- Provide a current report on the financial status of The Club at each Board meeting
- Submit financial books, files and records for audit review at the close of the financial year
- Recommend financial policies for the benefit of The Club
- Perform any other duties incumbent on the office and such other duties as the Board may assign

Secretary (1 year term)

Position summary: The Secretary is a volunteer position on the Halton Field Hockey Club Board of Directors, and is charged with upholding the Club's Vision, Mission, and Values. This position is responsible for the maintaining the records of all the Club's activities.

Board Responsibilities

- Serve as The Club's Privacy Officer for the purposes of the Personal Information Protection and Electronic Documents Act
- Record or arrange to have recorded the minutes of all Board, Committee, General and Special Meetings
- Be in charge of all minute books, official records, correspondence and documents of The Club and ensure their accuracy and safe-keeping
- Give all notices required to be given to Directors and Members
- Be responsible for the timely filing of all documents required by the Corporations Act and regulatory agencies
- Complete and submit applications for playing fields/facilities
- Process membership applications, grant applications, maintain an up-to-date membership list, and ensure that the club and members are registered with Field Hockey Ontario as necessary
- Perform all other duties incumbent on the office and such other duties as the Board may assign

Director, Youth Programs (2 year term)

Position summary: The Director, Youth Programs is a volunteer position on the Halton Field Hockey Club Board of Directors, and is charged with upholding the Club's Vision, Mission, and Values. This position is responsible for the maintenance, growth, and development of the Youth outdoor and indoor programs for players under the age of 14.

General responsibilities

- Develop a seasonal plan to recruit members, coaches, and volunteers
- Planning and scheduling of each seasonal session
- Maintain registration documentation of all Youth members
- Regular communication with members and parents
- Provide session goals and continuous support to coaches and volunteers

Board responsibilities

- Regularly attend meetings as set by President and Board (monthly, more during peak planning season)
- Provide regular updates on program progress
- Respond with professionalism and in a timely manner to any issues or concerns that arise
- Represent the Board at events and meetings as required
- Report to the membership at the Annual General Meeting

Support team:

Session coaches

- Develops coaching plan
- Attend each weekly session and lead the group
- Provides continuous feedback to Director based on session progression
- Identify high performing players for competitive program

Session volunteers

- Assist coaches with each session

Parent volunteer council

- provide input pre-, during, and post-sessions
- Volunteer during kick-offs, tournaments, fundraising initiatives
- Provide regular feedback to Director

Director, Competitive Programs (2 year term)

Position summary: The Director, Competitive Programs is a volunteer position on the Halton Field Hockey Club Board of Directors, and is charged with upholding the Club's Vision, Mission, and Values. This position is responsible for the development, maintenance, and growth of the Competitive Program for players under 18 years of age.

General responsibilities

- Develop a program plan for high calibre players from youth thru to junior levels
- Recruit coaches and volunteers
- Plan and schedule each seasonal session
- Maintain registration documentation of all competitive members
- Regular communication with members

Board responsibilities

- Regularly attend meetings as set by President and Board (monthly, more during peak planning season)
- Provide regular updates on program progress
- Respond with professionalism and in a timely manner to any issues or concerns that arise
- Represent the Board at events and meetings as required
- Report to the membership at the Annual General Meeting

Support team:

Team coaches

- Develops coaching plan
- Attend practices and games
- Provides continuous feedback to Director based on team progression

Team managers

- Responsible for updating team members on schedules and Club updates
- Dispense uniforms and equipment as necessary
- Maintain regular contact with Director, Competitive Programs with regards to any suggestions and/or concerns arising during the playing season

Director, Junior Programs (2 year term)

Position summary: The Director, Junior Programs is a volunteer position on the Halton Field Hockey Club Board of Directors, and is charged with upholding the Club's Vision, Mission, and Values. This position is responsible for the maintenance, growth, and development of the Junior programs for players 14 to 17 years of age.

General responsibilities

- Develop a seasonal plan to recruit members, coaches, and volunteers
- Planning and scheduling of each season
- Maintain registration documentation of all Junior members
- Regular communication with members and parents
- Provide continuous support to coaches and volunteers

Board responsibilities

- Regularly attend meetings as set by President and Board (monthly, more during peak planning season)
- Provide regular updates on program progress
- Respond with professionalism and in a timely manner to any issues or concerns that arise
- Represent the Board at events and meetings as required
- Report to the membership at the Annual General Meeting

Support team:

Team coaches

- Develops coaching plan
- Attend each practice and game as scheduled
- Provides continuous feedback to Director based on season progression
- Identify high performing players for competitive program

Parent volunteer council

- provide input pre-, during, and post-sessions
- Volunteer during kick-offs, tournaments, fundraising initiatives
- Provide regular feedback to Director

Director-at-Large – 2 positions, (1) 1 year term, (1) 2 year term

Position summary: The Director-at-Large is a volunteer position on the Halton Field Hockey Club Board of Directors, and is charged with upholding the Club's Vision, Mission, and Values. This position is responsible carrying out duties assigned by the Board with the goals of maintenance, growth, and development of the Club and its membership

Board responsibilities

- Regularly attend meetings as set by President and Board (monthly, more during peak planning season)
- Provide regular updates on projects as assigned
- Respond with professionalism and in a timely manner to any issues or concerns that arise
- Represent the Board at events and meetings as required
- Report to the membership at the Annual General Meeting

Possible roles and responsibilities (to be determined and assigned by Board of Directors)

Boys Program

- Develop a plan to establish a program for boys within the Club
- Develop a plan to recruit new members, coaches, and volunteers
- Planning and scheduling of each seasonal session, in conjunction with Director, Youth Program
- Provide session goals and continuous support to coaches and volunteers

Volunteer and Coaches Development

- Work with Field Hockey Ontario and Coaching Association of Canada to provide development programs and certification for coaches and volunteers
- Ensure that coaches and volunteers meet all requirements for participation
- Actively recruit new coaches and volunteers

Indoor Program

- Develop a seasonal plan to recruit members
- Planning and scheduling of each seasonal session
- Maintain registration documentation of all Senior members
- Regular communication with members