



YATELEY HOCKEY CLUB

Task description: Junior Coordinator

Responsible to: YATELEY HOCKEY CLUB Executive Committee
YATELEY HOCKEY CLUB Junior Committee

Main duties

- To act as the liaison between the Junior committee and the Executive Committee
- To coordinate the junior activities within the club in accordance with the club's policies and procedures, and those of England Hockey
- To maintain the club's policies and procedures for juniors in compliance with those of England Hockey, and with the agreement of both the Executive and Junior Committees
- To maintain the central register of junior members, their emergency contacts and medical conditions
- To circulate junior member emergency contacts and medical conditions to all junior coaches and managers, and to the senior team captains
- To maintain the register of junior coaches and officials and their qualifications
- To maintain the Club Development Plan for junior hockey
- To establish links with England Hockey and the local community in support of the Club Development Plan
- To establish and maintain School Partnership Agreements