



**CLONTARF  
HOCKEY CLUB**

# Clontarf Hockey Club **Strategy Road Map**

March 2023



## OUR VISION:

- ▶ Be the leading club on the northside of Dublin.
- ▶ Provide excellent facilities, structured hockey and coaching for all abilities & ages.



## OUR MISSION:

- ▶ Operate as a safe, open and inclusive club, in line with our values.
- ▶ Actively encourage all aspects of the sport, from players starting out to those competing at the highest levels.
- ▶ Grow the game of hockey and develop members of all ages and abilities.
- ▶ Provide competitive hockey on the pitch and an enjoyable, social experience off it.





# OUR VALUES:



## ➤ **Open & Inclusive**

We welcome everybody, of all ages and abilities to join us and engage in club activities.

## ➤ **Integrity**

Respect our club and game by always giving our best, in a fair, committed and honest way.

## ➤ **Fun**

A fun, safe environment where we can play our sport and socialise together.

## ➤ **Excellence**

Provide high quality facilities and coaching to support our mission of becoming a top-class hockey club in Ireland.

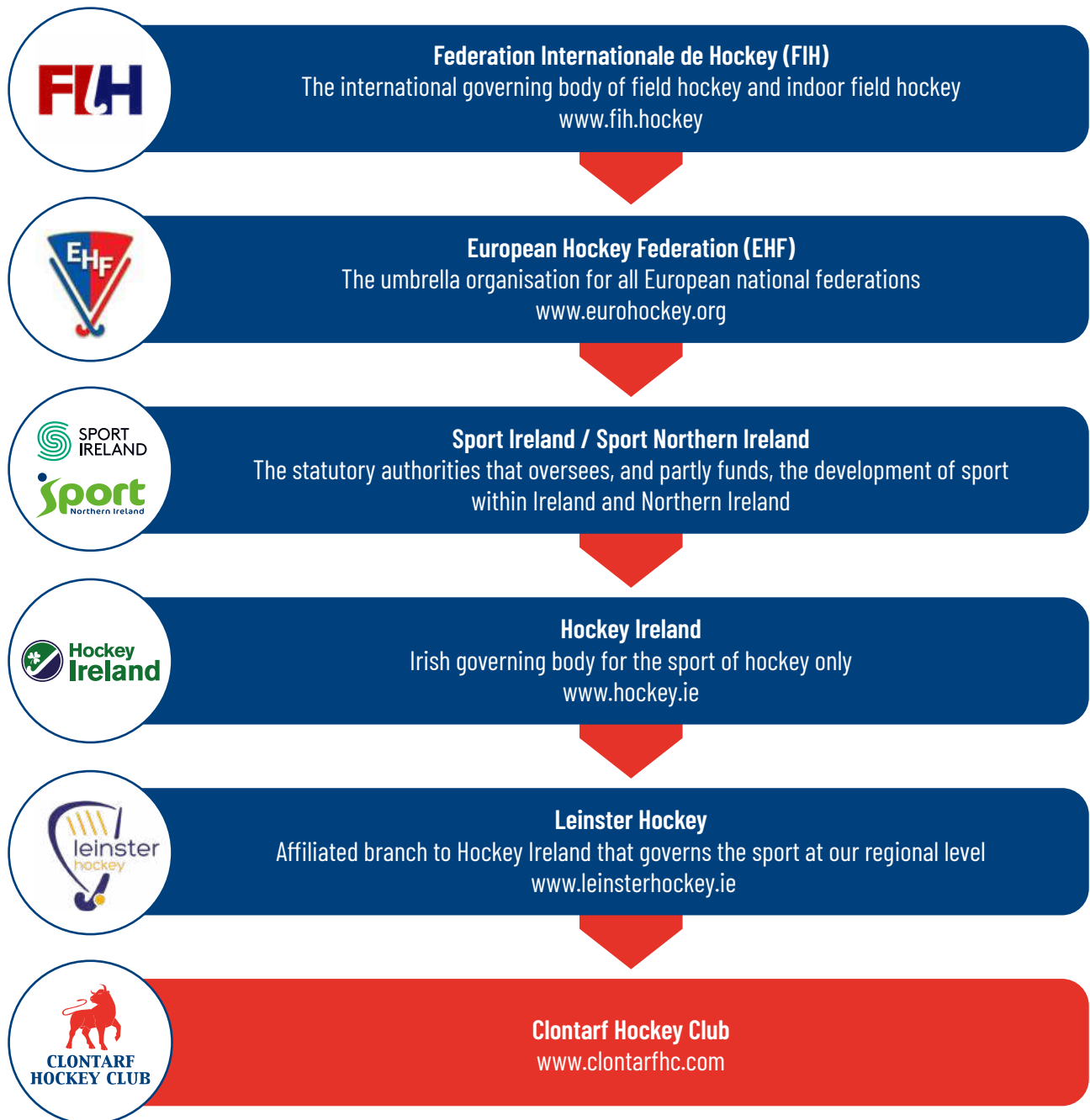
## ➤ **Teamwork**

Playing and growing together to achieve our goals. Supporting our teams on the pitch and our teams behind the scenes, we are nothing without our volunteers and supporters who are key to sustaining our future.



# GOVERNANCE STRUCTURE

**Clontarf Hockey Club is affiliated to Leinster Hockey.**



# CLUB STRUCTURE

Clontarf Hockey Club is run by a volunteer Committee made up of eleven members voted in annually at the Annual General Meeting in April.



\*See further details in [Appendix 1: CHC Committee Roles and Responsibilities](#)

# KEY FOCUS AREAS

Clontarf Hockey Club have five key areas that we wish to focus on over the next five years:



Have our mens 1st team competing at EYHL 1 and our ladies 1st team competing at EYHL 2 by season 2028/29

Have our mens 2nd team competing in Division 2 and our ladies 2nd team competing in Division 2 by season 2028/29

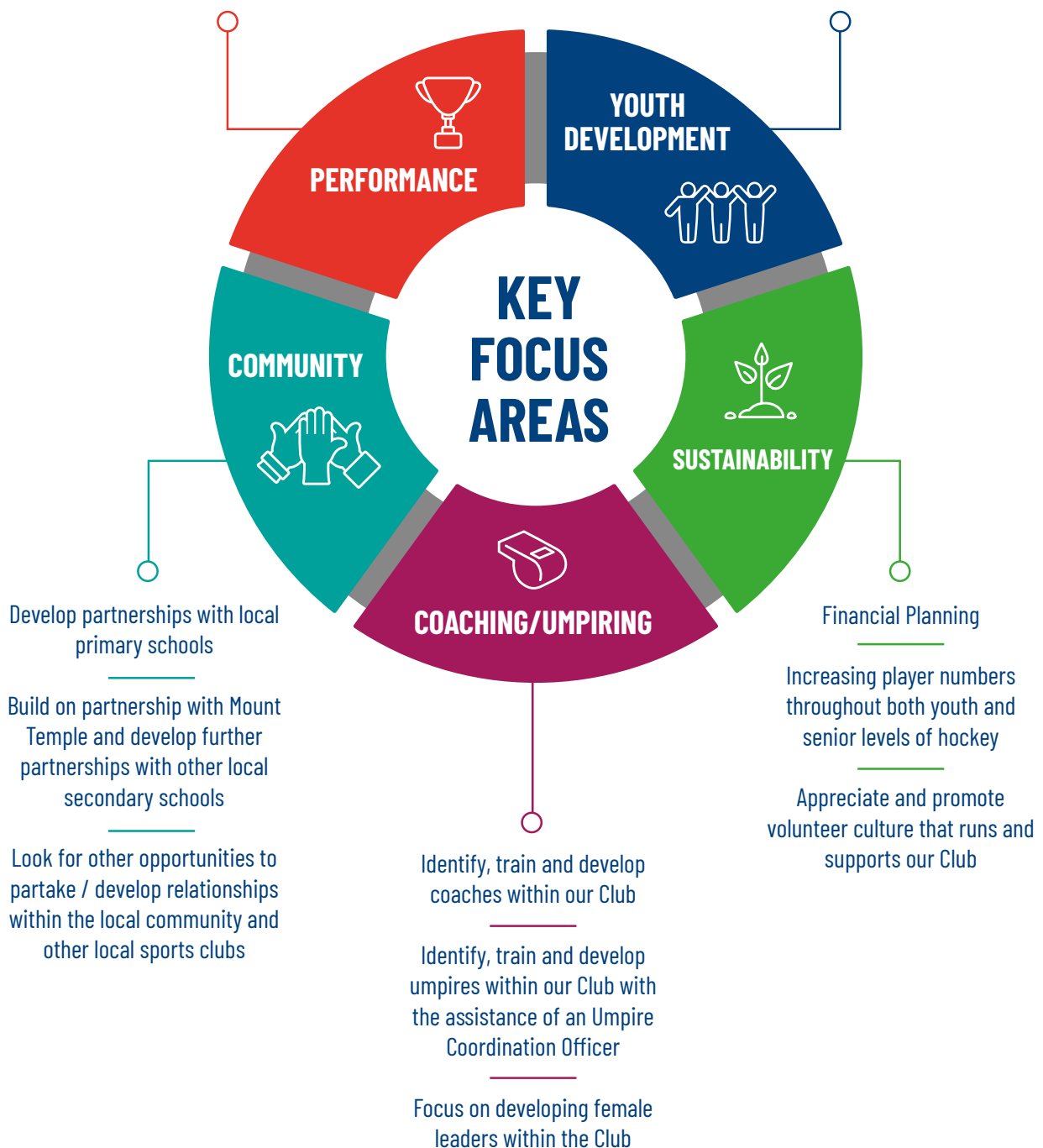
Have 4 mens and 5 ladies teams competing in Leinster Hockey

Promote and develop mens and ladies Vets teams

Develop our lead and assistant coaches for youth hockey to level 2 and level 1 qualified coaches

Focus on pathways for players into youth hockey and through to senior hockey

Have our u14 and u16 teams more competitive – competing in the top Leinster leagues





**The following section outlines the suggested steps to achieving the objectives within each of the Key Focus Areas.**

This road map is designed to assist the Committee at the start of each season to develop Key Performance Indicators for the season ahead. The section below has suggested steps, Committee discussions and the minimum benchmark to be targeted in each focus area in the path to achieving our overall goals/objective.

While all focus areas are important and to be given due consideration at the start and during each season, the guidance and benchmarks outlined in the Sustainability section are of particular importance for the safeguarding of the Club and its future financial stability. Therefore, the benchmarks outlined here should be considered the lowest threshold.







## Focus Area: Community

Goals / Objectives	Suggested Steps	Committee Discussions	Benchmark
<ul style="list-style-type: none"> <li>Develop partnerships with local primary schools</li> </ul>	<ul style="list-style-type: none"> <li>Consider creating paid Community Development Officer Role who goes to local primary schools to promote hockey and provide information about Clontarf HC.</li> </ul>	<ul style="list-style-type: none"> <li>At start of each season identify the goal for the current season in respect of community.</li> </ul>	<ul style="list-style-type: none"> <li>Midweek coaching provided in 2 primary schools in 2022/23 season – Springdale and Greenlanes (18 hours each)</li> </ul>
<ul style="list-style-type: none"> <li>Build on partnership with Mount Temple and develop further partnerships with other local secondary schools</li> </ul>	<ul style="list-style-type: none"> <li>Identify players who can promote hockey and provide information about Clontarf HC on a volunteer basis to local secondary schools. Organise fun matches between local secondary schools with senior Clontarf HC players attending / playing also.</li> </ul>	<ul style="list-style-type: none"> <li>Identify key committee members responsible for supporting these people throughout the season.</li> </ul>	<ul style="list-style-type: none"> <li>Currently 4 active senior players coaching in Mount Temple</li> </ul>
<ul style="list-style-type: none"> <li>Look for other opportunities to partake / develop relationships within the local community and other local sports clubs</li> </ul>	<ul style="list-style-type: none"> <li>Consider a fun sports day / blitz with other clubs to provide further integration to the community.</li> <li>Check for opportunities for Clontarf HC to provide volunteers for local community initiatives to further integration to the community.</li> </ul>	<ul style="list-style-type: none"> <li>Discuss at Committee Meetings as required with the key identified members providing updates.</li> <li>At end of the season, identify what went well, what could be done better and where we stand in timeline to achieving our goals and consider focus for next season. Identify any actions to be taken during the off season.</li> </ul>	<ul style="list-style-type: none"> <li>In 2021/22 season participated in local Clontarf clubs Ukraine fundraiser</li> <li>2022/23 season provided volunteers for Great Dublin Bike Ride</li> </ul>



## Focus Area: Performance

Goals / Objectives	Suggested Steps	Committee Discussions	Benchmark
<ul style="list-style-type: none"> <li>Have our mens 1st team competing at EYHL 1 and our ladies 1st team competing at EYHL 2 by season 2028/29</li> <li>Continue to have our mens 2nd team competing in the highest possible league in Leinster Hockey (currently Division 1b)</li> <li>Have 4 mens and 5 ladies teams competing in Leinster Hockey</li> <li>Promote and develop mens and ladies Vets teams</li> </ul>	<ul style="list-style-type: none"> <li>Identify coaches that are qualified and supportive of club goals. Set out short / medium / long term plans with coaches.</li> <li>Consider succession planning for coaches across all teams.</li> <li>Ensure training times/space and equipment needs are met for each team.</li> <li>Identify key players to achieving 1st team and 2nd team goals; and develop a plan with the coaches for their progression and training.</li> <li>Succession planning for players and captains to support Club goals.</li> <li>Continue to develop link between youth &gt; academy &gt; senior sections to ensure sustainability and ability to compete at top levels and to fill all teams.</li> <li>Refer to Youth Development goals for long term success of the Club both competing at a top level and providing opportunity for all ages and abilities to play hockey at Clontarf HC.</li> <li>Ensure open communication channels between coaches – captains – players and Committee.</li> </ul>	<ul style="list-style-type: none"> <li>At start of each season identify where we are in the timeline of achieving this goal and key outcomes for the current season.</li> <li>Identify key committee members responsible for supporting coaches and players in achieving these goals throughout the season.</li> <li>Discuss at Committee Meetings as required with the key identified members providing updates.</li> <li>At end of the season, identify what went well, what could be done better and where we stand in timeline to achieving our goals and consider focus for next season. Identify any actions to be taken during the off season.</li> </ul>	<p><b>2022/2023 Season:</b></p> <ul style="list-style-type: none"> <li>Ladies 4 teams</li> <li>Mens 3 teams</li> <li>1 Ladies Vets team</li> <li>Ladies 1s in Leinster League Div1</li> <li>Mens 1s in Leinster League Div1</li> <li>Ladies 2s in Leinster League Div3</li> <li>Mens 2 in Leinster League Div1B</li> </ul>



## Focus Area: Coaching / Umpiring

Goals / Objectives	Suggested Steps	Committee Discussions	Benchmark
<ul style="list-style-type: none"> <li>Identify, train and develop coaches within our Club</li> <li>Identify, train and develop umpires within our Club with the assistance of an Umpire Coordination Officer</li> <li>Focus on developing female leaders within the Club</li> </ul>	<ul style="list-style-type: none"> <li>Appoint an umpiring coordinator / officer to identify and develop potential umpires within the Club.</li> <li>Provide the opportunity for players to attend umpire training courses.</li> <li>Provide the opportunity for players to attend coach training courses.</li> <li>Identify mentors for coaches and umpires that can be linked for guidance and advice throughout the season.</li> <li>Identify both male and female players that have potential for becoming leaders / coaches / umpires within the Club and encourage them to take the training opportunities provided. Given the lack of female leaders across many sports, a particular focus should be considered for female leaders.</li> <li>Consider appointing a Goalkeeper coordinator to promote the development, retention and coaching of goalkeepers across academy and senior sections.</li> <li>Appoint Safety Officer to be point of contact for coaches and captains and to ensure first aid supplies are available at the pitch and for teams.</li> </ul>	<ul style="list-style-type: none"> <li>At start of each season identify potential candidates for the current season and decide on ideal outcomes.</li> <li>Identify key committee members responsible for supporting these people throughout the season.</li> <li>Discuss at Committee Meetings as required with the key identified members providing updates.</li> <li>Discuss at Committee player safety. Link in with Safety Officer regarding first aid supplies and consider running 'Player Safety' awareness campaigns throughout the season for junior through to senior sections of the Club.</li> <li>Discuss at Committee protocol for serious injuries, injury prevention and concussion protocol. Consider communication to coaches, captains, players and, particularly for the youth section, players parents.</li> <li>At end of the season, identify what went well, what could be done better and where we stand in timeline to achieving our goals and consider focus for next season. Identify any actions to be taken during the off season.</li> </ul>	<ul style="list-style-type: none"> <li>No umpire course in 2022/23 season</li> <li>Level 1 coaching course provided to Youth and Academy coaches on 22nd January with 20 people attending</li> <li>1 internal pathway senior female coach</li> <li>5 internal senior players coaching at academy girls</li> <li>3 internal senior players coaching at academy boys</li> <li>15 internal senior / vets players coaching at youth boys and girls</li> <li>5 former club players coaching at youth boys and girls</li> </ul>





## Focus Area: Youth Development

Goals / Objectives	Suggested Steps	Committee Discussions	Benchmark
<ul style="list-style-type: none"> <li>Develop our lead and assistant coaches for youth hockey to level 2 and level 1 qualified coaches</li> </ul>	<ul style="list-style-type: none"> <li>Organise coaching courses for lead and assistant youth and academy coaches to attend in advance of the season.</li> </ul>	<ul style="list-style-type: none"> <li>At start of each season discuss and decide on key outcomes needed in the current season for youth development.</li> </ul>	<ul style="list-style-type: none"> <li>8 lead coaches and 25 assistant coaches for junior section. 5 lead coaches and 3 assistant coaches for academy section.</li> </ul>
<ul style="list-style-type: none"> <li>Focus on pathways for players into youth hockey and through to senior hockey</li> </ul>	<ul style="list-style-type: none"> <li>Increase involvement of senior section players within the youth and academy sections.</li> </ul>	<ul style="list-style-type: none"> <li>Work with the Youth Development Office and the supporting Youth Committee and Academy Coordinators to ensure needs are met throughout the season.</li> </ul>	<ul style="list-style-type: none"> <li>3 lead coaches with level 2 qualification</li> </ul>
<ul style="list-style-type: none"> <li>Have our u14 and u16 teams more competitive – competing in the top Leinster leagues</li> </ul>	<ul style="list-style-type: none"> <li>Increase involvement of youth section parents in assisting with coaching and coordinating within the youth section.</li> </ul>	<ul style="list-style-type: none"> <li>Discuss at Committee Meetings with Youth Development Officer providing an update.</li> </ul>	<ul style="list-style-type: none"> <li>6 lead coaches with level 1 qualification</li> </ul>
	<ul style="list-style-type: none"> <li>Retain secondary school players at Academy level and focus on communicating and providing easy pathway to senior hockey.</li> </ul>	<ul style="list-style-type: none"> <li>At end of the season, identify what went well, what could be done better and where we stand in timeline to achieving our goals and consider focus for next season. Identify any actions to be taken during the off season.</li> </ul>	<ul style="list-style-type: none"> <li>2 assistant coaches with level 1 qualification</li> </ul>
	<ul style="list-style-type: none"> <li>Consider creating paid Community Development Officer Role who goes to local primary schools to promote hockey and provide information about Clontarf HC.</li> </ul>		<ul style="list-style-type: none"> <li>14 assistant coaches with fundamentals</li> </ul>
	<ul style="list-style-type: none"> <li>Particular focus required on attracting primary school boys.</li> </ul>		<ul style="list-style-type: none"> <li>52 u14 girls competing in Leinster League</li> </ul>
	<ul style="list-style-type: none"> <li>Ensure training times and equipment are in place to support development of youth and academy players.</li> </ul>		<ul style="list-style-type: none"> <li>27 U14 boys competing in Leinster League</li> </ul>
			<ul style="list-style-type: none"> <li>45 U16 girls competing in Leinster League</li> </ul>
			<ul style="list-style-type: none"> <li>19 U16 boys competing in Leinster League</li> </ul>
			<ul style="list-style-type: none"> <li>43 number of boys in youth section</li> </ul>
			<ul style="list-style-type: none"> <li>142 number of girls in youth section</li> </ul>
			<ul style="list-style-type: none"> <li>49 number of boys in academy section</li> </ul>
			<ul style="list-style-type: none"> <li>97 number of girls in academy section</li> </ul>
			<ul style="list-style-type: none"> <li>23 number of current seniors/ vets players involved in coaching</li> </ul>



## Focus Area: Sustainability

Goals / Objectives	Suggested Steps	Committee Discussions	Benchmark
<ul style="list-style-type: none"> <li>Financial Planning</li> <li>Increasing player numbers throughout both youth and senior levels of hockey</li> <li>Appreciate and promote volunteer culture that runs and supports our Club</li> </ul>	<ul style="list-style-type: none"> <li>Ensure subscriptions are collected in timely manner and from all youth, academy and senior members for the current season. Consider a new membership "Float membership" that provides a suitable subscription for those who wish to train and play matches flexibly – linked to Leinster Hockey float rules.</li> <li>Ensure fundraisers at Club and section level are held each season</li> <li>Increase playing numbers through promotion of Clontarf HC supported by our teams performance and focus on links with local primary and secondary schools.</li> <li>Gradually increase student/unwaged sub to become closer to a 25% discount as opposed to the current 50%. This will reduce exposure to spikes in subscription income when a significant number of members fall into this lower-paying category.</li> <li>Expenditure will increase with additional players, alongside equipment, which is required to grow playing ability, however this should always be less than the additional revenue generated.</li> <li>Continue to invest in the future pitch fund annually through the subs levy and any excess income at the end of a season. This will ensure the ability to replace the pitch in Mount Temple with less financial strain than previous attempts.</li> <li>Continue to support the Clontarf HC Pitch Trustees who sit on the Clontarf HC / Mount Temple Pitch Committee to ensure the financial wellbeing of the current and future pitches.</li> <li>Honour our Club volunteers through awards at the Club Dinner for Ladies and Men Club Person of the Year. These people should be put forward by Committee members and discussed at Committee meeting; with the final decision made by President and Vice President.</li> <li>Take opportunities to thank and recognise the contribution of all volunteers not just Committee members at social and fundraising events throughout the year. We are a Club that runs by a volunteer culture, we need to nurture this always.</li> </ul>	<ul style="list-style-type: none"> <li>Set a budget for the forthcoming season at the start of the season.</li> <li>The Treasurer will report income and expenditure at each Committee meeting with reference to bank balance and budget for the season so that the Club financial position is closely monitored.</li> <li>All expenditure should be signed off by two of Treasurer / President / Vice President.</li> <li>Ordinary members to support Treasurer in subs collection.</li> <li>Club Captains to ensure relevant fundraisers are held to support coaching costs.</li> <li>Discuss and develop communication strategies to attract new and returning players each season.</li> <li>Link to all other focus areas to ensure ongoing sustainability of the Club is supporting the overall goals of all players and members.</li> <li>At the end of the season, assess the Club financial position as a whole and consider budget planning for next season and if any changes are required.</li> </ul>	<ul style="list-style-type: none"> <li>€14k surplus for 2021/2022 season after €12.5k pitch investment (in addition to annual subs contribution of €6k for 2021/22 season)</li> <li>We are on track to make a surplus in 2022/23 season also. This will be smaller than 2021/22 due to grants received in that season. However, an increased contribution to the pitch fund will again be possible for the current season.</li> <li>124 senior players, 146 academy players and 185 youth players in 2022/2023 season</li> <li>Treasurer will provide copy of previous seasons budgets and actuals</li> </ul>

# APPENDIX 1

## CHC Committees Roles & Responsibilities

### Committee Members

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Note: Committee meets monthly or more often, as needed

#### 1. President

- Leads and guides the committee in their duties; chairs committee meetings
- Overall responsibility (with committee) for the successful running and managing of the business and affairs of the club
- Co-ordinates (with VP) nomination process for election of incoming committee
- Represents the club on formal occasions at Leinster branch or Irish events
- Responsible (with committee) for shaping Club Strategy, Vision and Mission
- Over-sees relevant section – direction, performance, managing problems arising
- Attends monthly selection / registration meeting within relevant section as appropriate

#### 2. Vice President

- Supports the president, and wider committee in their roles
- Over-sees relevant section – direction, performance, managing problems arising
- Attends monthly selection / registration meeting within relevant section as appropriate

#### 3. Club Secretary

- Organises monthly committee meetings, and takes, holds and circulates minutes of same
- Point of contact for LHA and IHA communications

#### 4. Treasurer

- Responsible for maintaining cash flow, income and expenditure for the club
- Liaises with Captains to ensure prompt payment of subs
- Produces monthly list of subs outstanding for Club Captain who follows up with team captains / players
- Issues payment of expenses
- Finalises and submits end of year accounts

#### 5. Ladies & Mens Section Captains

- Welcomes new members to the club
- Acts as support for captains and coaches in their roles - dealing with issues arising (and bringing issues to committee as needed)
- Overall responsibility for co-ordinating day to day operations within relevant section
- Chairs weekly selection meetings of relevant section
- Visits colts sessions periodically to ensure parents are aware of developments within the club, linking with colts co-ordinator regarding issues arising

#### 6. Youth Development Officer

- Responsible for promotion of hockey in local community by organising, planning, and conducting hockey-based PE sessions in local primary and secondary schools and in Clontarf Hockey Club
- Development of player pathways to allow young hockey players from schools programmes to progress to colts hockey
- Liaison with Club Head Coach on development of young hockey players through the club structure, acting as an internal scout in promoting integration of Junior players into Senior hockey



- Submits a monthly report regarding Junior hockey activities to the committee for review
- Manages the stock of hockey equipment available to youth teams
- Preparation for and conducting, with assistance provided by club members, of Summer / Training Camps for Junior Hockey players
- Works with club members on an individual basis where appropriate in terms of development of hockey performance skills

### **7. Social Secretary / Fundraising**

- Co-ordinates fundraising efforts for the club with pre-agreed targets for the season
- Organises social events with sub-committee / club member support
- Co-ordinates organisation of annual club dinner

### **8. Ordinary Committee members: Ladies & Mens**

- Responsibilities designated according to committee needs (eg. Equipment Co-ordinator = Responsibility for co-ordinating purchase, management, replacement of Equipment needed); to include membership on sub-committees as appropriate

### **9. Communications / Social Media Officer**

- Point of contact for co-ordinating club-wide communications to include
  - hockey playing events – match fixtures & results, individual and team performance reports
  - social & fundraising events
  - sponsorship advertisements, updates etc.
- Produces monthly newsletter to update club membership on current & recent activities, decisions and plans
- Responsible for maintaining and updating of club social media

## **Recognised Sub-committees**

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### **CHC Sponsorship Committee**

The Sponsorship Committee is responsible for coordinating all donations to the Clontarf Hockey Club along with developing and maintaining sponsorship programs that promote relationships and benefits to the Clontarf Hockey Club, its members and the club sponsors.

#### **CHC Sponsorship Committee Mission Statement:**

“To provide an effective process for identifying, retaining, and recognizing like-minded and supportive sponsors in a way that is in the best interests of Clontarf Hockey Club and that demonstrates value to sponsors for their participation”.

## **Non-Committee Roles** (May be asked to attend or provide reports to committee as appropriate)

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### **Ladies / Mens Fixtures Secretary**

- Liaises with opposition clubs in organisation of all league and cup fixtures over the season
- Represents club at branch / IHA fixtures meetings

### **Ladies / Mens Registration Secretary**

- Attends weekly selection meetings
- Responsible for capturing, storing, updating and reporting of registration database of all registered members
- Represents club at branch / IHA registration meetings

### **Team Captains**

- Responsible for communication between team and coach
- Attendance at weekly selection meetings or nomination of player to attend in place
- Responsible for ensuring adequate numbers for weekly matches
- Responsible (may delegate to Vice) for ensuring an umpire present for all games, as required
- Responsible for making sure team aware of club social events
- Represents team on and off the field of play - Acts as a Role Model for team, modelling appropriate behaviour as member of Clontarf Hockey Club
- Ensures coaching sessions have adequate training equipment – liaises with equipment officer
- Responsible for collections of subs from players – liaises with Club Captain

### **Child Protection Officer / Designated Person**

- First point of contact for issues regarding child protection / concerns re child safety and wellbeing
- Should have knowledge of the Code of Ethics, Statutory guidelines & Hockey's Code of Conduct for Young People, and is responsible for ensuring policies are implemented and promoted
- Ensures all relevant information around child protection is communicated, and assists with the ongoing development and implementation of clubs child protection training needs
- The Designated Person should report suspected abuse in relation to Sports Leaders or persistent poor practice to the National Designated Person
- Responsibilities to include co-ordinating Garda Vetting process for Junior coaching staff

### **Pitch Trustees**

- In line with the Club Constitution, 3 club members will be elected as Pitch Trustees. Pitch Trustees are required to provide written notice to Committee if they intend to resign from the role.
- The Pitch Trustees will sit on the joint CHC / Mount Temple Pitch Committee which is responsible for overseeing the running and maintenance of the hockey pitch
- The Pitch Trustees are responsible for ensuring all relevant information is communicated between the Club Committee and the CHC / Mount Temple Pitch Committee

## **Proposed New Roles within Senior Club**

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### **Safety Officer**

- Responsible for promotion of player safety
- Co-ordinates supply and content of first aid kits
- Co-ordinates garda vetting process for new coaches within Senior Club
- Point of contact for players post injury – receives injury report
- Records and keeps database of injuries sustained across the club in order to track trends, and allow for escalation and management of same – (escalates same to LHA, IHA as appropriate)
- Co-ordinates purchase / supply / re-placement of safety equipment deemed necessary by the committee

# APPENDIX 2

## Youth Committee Guidelines - Roles & Responsibilities (March 2023. V 2.0)

The purpose of this document is to provide details of the structure of the youth committee as well as the roles & responsibilities of the youth and overall club committee. This document will be reviewed on a regular basis in line with the requirements of the youth section.

It is intended for this document to be the basis of how the youth section is operated. Amendments to the document shall be signed off by the Chair of the Youth Committee and the President of the Club.

### Club Committee - Roles & Responsibilities

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1. The Club Committee is responsible for recruiting the Youth Committee Chairperson.
2. The Club Committee will provide to the Boys and Girls Academy Co-ordinators a budget for the recruitment of other positions within the Academy section.
3. The Club Committee will provide an annual budget to the Youth Committee for the purchase of equipment. This budget must be communicated 4 weeks prior to the beginning of the season. Any requests that exceed this budget must be approved by the Club Committee.
4. The Club Committee will provide the YCC information that may be relevant to the Youth Section on a regular basis.
5. In the event a rota is needed, the Mens and Ladies Clubs Captains will be responsible for implementing a Primary Coaching Rota amongst Senior teams and communicating the rota and contact information to Primary Coordinator.
6. The Club Committee has Responsibility for ensuring all legal and club requirements within Code of Ethics/ Safeguarding & Hockey's Code of Conduct for Young People are implemented and maintained.
7. The Club Committee will ensure the Club Website has up to date information regarding all aspects of Youth Hockey appear online.

### Youth Committee Members - Roles & Responsibilities

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The Youth Committee should comprise of a minimum of 6 people covering the first five roles listed below. The maximum sitting on Youth Committee should be 10 (inclusive of the 6 key roles). All additional Youth Committee Members should carry a specific role and carry out responsibilities related to that role.

Youth Committee may comprise of the following positions:

- Youth Committee Chairperson
- Youth Committee Secretary
- Primary School Co-ordinator
- Boys Academy Co-ordinator
- Girls Academy Co-ordinator
- Primary and Academy Registration Secretary
- Child Designated Officer
- Primary Blitz Co-ordinator
- Girls 6th Class League Contact
- Boys 6th Class League Contact

It will be usual for the Youth Committee Chairperson to also hold a position of Primary or Academy Co-ordinator.

Note: The Youth Committee shall meet at the start and end of each season, and as is needed throughout the year. The majority of communication and actions throughout the season will be done through whats app group messages.



### **1. Youth Committee Chairperson/Director of Youth Hockey**

- Leads and guides the committee in their duties and in line with Youth Committee guidelines document; chairs Youth Committee meetings.
- Attends monthly Club Committee meetings with update on Youth section activities and any requests for approval.
- Oversee's the youth section – direction, coach education and player performance.
- Overall responsibility (with Club Committee) for recruiting the remaining Youth Committee positions in advance of the next season.
- Coordinates end of season Youth Committee report for review of the season to be reported to Club Committee
- Communicate all relevant information to any changes required by Club Committee to the Youth Committee.

### **2. Youth Committee Secretary**

- Takes minutes of meetings.
- Takes responsibility for the youth section email address and response to any general queries. Sends received emails to the relevant member of the youth committee.
- Provides monthly newsletter content to the Club Communications Officer

### **3. Primary School Co-ordinator**

- Responsible for the recruitment and organisation of volunteer coaches for each Primary age-group in advance of the next season and throughout the season including arranging of keys and first aid kits.
- Sets up the whats app groups for each Primary age group at the start of each season.
- Manages the stock of hockey equipment available for each Primary age group.
- In the event of cold/wet weather, organises for a pitch inspection to occur. If the pitch is unplayable, this must be communicated directly to all parents.
- Over-see's the Junior coaches to ensure they are coaching to standard agreed with Youth Committee.
- Communicates any learning/physical needs of children within the Primary section to the relevant coaches.
- Point-of-contact on Sunday mornings for parents and junior coaches.
- In the event a coaching rota is needed, communicates directly to player's on the Primary Rota within the Senior section.
- Assigns any Transition Year Helpers for Primary sessions to groups at the start of each season.

### **4. & 5. Girls and Boys Academy Co-ordinators**

- Responsible for recruiting and organisation of coaches for each Academy teams in advance of the next season and throughout the season including arranging of keys and first aid kits.
- Responsible for ensuring all Academy players are registered and collection of subs.
- Manages the stock of hockey equipment available to Academy teams.
- Communicate any special needs of children within Academy section to the relevant coaches.
- Over-see's the Academy coaches to ensure they are coaching teams to standard agreed with Youth Committee
- Responsible for promotion of senior hockey and liaising with relevant Club Captains to help with integration
- Responsible for preparation and conducting, with assistance provided by Club Members, of Easter and Summer Training Camps for Academy and Primary members.
- The Girls and Boys Academy Co-ordinators must work closing together to organise the physical and human resources that are available within the club to ensure a structured and organised Academy section.
- The co-ordinators must communicate with the Primary co-ordinator to ensure match times on Sunday's do not interfere with Primary training sessions.

## **6. Club Children's Officer**

- First point of contact for issues regarding child protection / concerns regarding child safety and well-being
- Responsibility for the execution, awareness raising, championing and promotion of policies related to Child Safeguarding policies implemented by the Club Committee.
- Support the Club Committee in the development, review and periodic refreshing of the club's child safeguarding policies.
- Ensures all relevant information around child protection is communicated, assists with the ongoing development and implementation of clubs protection training needs.
- Responsible for co-ordinating Safeguarding 1 & Garda Vetting process for Junior and Academy coaching staff.
- Communicate with Hockey Ireland's National Children's Officer and Garda Vetting Administrator with regard to implementing Hockey Ireland's Code of Ethics.

## **7. Primary and Academy Registration Secretary**

- Coordinates with the Club committee to ensure the online registration process opens at least 2 weeks prior to the season commencing.
- In conjunction with the Primary and Academy Co-ordinators ensures the maximum limits for each age group based on pitch space and availability of coaches, are communicated to the club committee.
- Where needed, keeps a waiting list for those interested joining should a space/s become available.
- Provides a digital list of players to Junior coaches for their relevant groups at the start of the season. Monitors and updates registration throughout the season.
- Ensures all Junior players are registered prior to attending a session.
- Acts as the point of contact for enquires regarding registration during the season. Any request that come in via email or text regarding registration must be sent on to the Registration Secretary.

## **8. Primary Blitz Co-Ordinator**

- Organises and manages blitzes for Primary age groups throughout the season.
- Acts as the point of contact with the Blitz Co-ordinators of other Clubs.
- Communicates the details of blitzes to the coaches of the primary school groups.

## **Additional Roles that do not sit on Youth Committee**

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### **1. Academy / Junior coaches**

- Be available for training session of assigned group at relevant times noted above.
- Mentor players as a team and on an individual basis.
- Report any issues to Academy or Junior Coordinators as relevant.
- Direct any register for late registration during the season to the Registration Secretary of the relevant section.

### **2. Youth Gear Co-ordinator**

- Responsible for sourcing, ordering and distributing club gear within the relevant section.

### **3. Designated Liaison Person**

- Responsible for reporting allegations or suspicions of child abuse and welfare issues to the Statutory Authority.

## **Coaching Structure Academy Section:**

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1st - 4th year boys and Girls Hockey Sessions take place on Friday evenings

Primary Section Junior infants to 6th class Boys and Girls Sessions all take place on Sunday mornings



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**CLONTARF  
HOCKEY CLUB**

Photos by [Deryck Vincent](#)