

Schedule B – Regional Development Officer – Position Description

The role directly reports to the Nelson Hockey Operations Manager and will work alongside the NHA Performance Officer.

The Nelson Hockey Development Officer will be responsible for ensuring a high-level service is provided to our members and partners. The Development Officer is pivotal in providing a service that meets our current membership and community's needs.

The position will assume the overall responsibility for leading and developing the game of Nelson Hockey including (but not limited to):

Nelson Hockey Competition & Events

Lead or support the organisation of the Nelson Hockey Competition including.

- Create handbook, seek registrations for all competitions.
- Ensure the effective and early preparation of draws are completed prior to the season and fit around other known scheduled events (representative, schools etc.)
- Ensure results are collated and published a timely fashion.
- Manage any issues that arise around players and fixtures.
- Organize Pre-Mid-Post Season Meetings with NHA Clubs regarding NHA Club Competition.
- Organize Prize-Giving event at the end of the season.

Game Development- (Coaching Development)

Foster, evolve and lead the bigger picture of game development including

- Create and implement **junior** coach, umpire, and volunteer development plans.
- Plan and host player/umpire development clinics.
- Lead and organize recognition events.

Community Development- (Clubs Development)

Lead the delivery of hockey at a community and recreational level including

- Delivering Hockey NZ programs within schools if required.
- Delivering NHA programs through the season.
- Develop and run social hockey including the summer hockey program
- Organize primary and secondary interschool tournaments in conjunction with the schools & RSD.
- Organize and run the midweek Junior and kindly hockey programs every Term of the season.
- Deliver School holiday programs and Holiday Programs.
- Liaise and organize the Primary, Intermediate and College competitions, and Festivals of Hockey with the schools.
- Develop NHA Clubs capability- (Membership Recruitment-Development-Retention)
- Lead and encourage Club forums.
- Organize regular visits to NHA Clubs assisting and guiding their planning through the season.

Talent Development

Foster and lead development initiatives aimed at higher performing level in conjunction with key volunteers and NHA Performance Officer including.

- Plan and host player and coach development clinics for our higher performers.
- Linking and liaising with Hockey New Zealand requirements where appropriate

Manage the Representative and Tournaments program

Ensure the smooth operation of representative program including

- Hosting regional, national, and international events when required
- Create and implement senior and representative coach development plans. (Academies, Trials, Selectors, Training Times & Training Camps)
- NHA Representative Coaching & Managers designations.
- Create and implement Senior Representative umpire development.
- Lead and organize recognition events where appropriate for Representative Players, Coaches, Managers & Umpires.
- Communication with other Associations and NZ Hockey re Tournaments/events.
- Liaise and assist the Nelson Masters teams to provide training and player opportunities.

General Administration

- Deliver on the board's strategic direction in relation to game development
- Promote a culture that reflects Nelson Hockey's values
- Build and manage key relationship with clubs, partners, volunteers, and stakeholders
- Retain and recognize our volunteers
- Work within budget
- Ensure communication to our membership is developed, current and done through various avenues (Facebook, website, media)