

SUMMER COMP MANAGER

Non-executive role does not need to attend monthly meetings.

Administration:

- Schedule the dates for Tuesday, Thursday and Friday night competitions and secure the turf bookings.
- Work with the treasurer to set up the junior and senior fee types in Revolutionise (this can be done once HNSW and SEHA publish their summer fees).
- Adjust the registration tab and form fields to be the least amount of information required to register for summer comp.
- Set up a Summer Comp event for current Briars players to complete registration.
- Update the team registration forms for the current year.
- Edit the Briars Summer Comp section of the website (in ABOUT) with the correct information for the current season.
- Promote the night coordinator roles and secure coordinators for each night (see coordinator role overview).
- Receive and store each teams registration form.
- Manually cross check registrations (through the event and registration form) with the team registrations. Each person needs to register individually.
- Arrange for sufficient cash from the club (deducted from hockey accounts) to cover all umpire costs across all competitions (\$20 per umpire, 1 per game).
- Set a MAXIMUM number of teams that can be entered on each night and monitor team registration numbers.

Promotion:

- Create new or revise old summer comp flyer with all the relevant information.
- Send this flyer and the link to the Briars website to all key local club contacts, and team coordinators from the previous season.
 - In 2019 it was sent to UTS, Syd Uni, Ryde, Glebe, UNSW, Mac Uni, ND
- Send a Summer Comp specific club wide communication with links to information and registration details.
- Handle individual player enquiries including those brand new to Briars and/or hockey.
- Promote on Facebook.

Competition Management:

- Support individual player entries to be placed into appropriate teams with approval from the team coordinator.
- Brief, train and monitor the summer night coordinators. Be there to support them in their first weeks as required.
- Assign each team a shirt colour (based on their preferences as much as possible).
- Create 5 x draws – Tuesday, Thursday, Friday (U13 U15 U17).
- Include team umpire allocations to the Tuesday and draws.
- Results will be sent to you after each competition night by the night coordinators. Create and maintain results tables for each night and display these on the website, updating them weekly.
- Umpires – work with the Umpire coordinator to fill the roster for umpires on Friday nights and finals week of Tuesday and Thursday.

Communication:

- Towards the end of the registration period provide the club with an update on the number of teams entered to encourage more people to join.
- Email to all team coordinators with the playing rules, draw, night coordinator name, umpire duties and other relevant logistic information.
- Regular check ins with team coordinators for any issues, feedback or questions.
- Email team coordinators prior to the finals week notifying them of the ladder, and finals logistics.