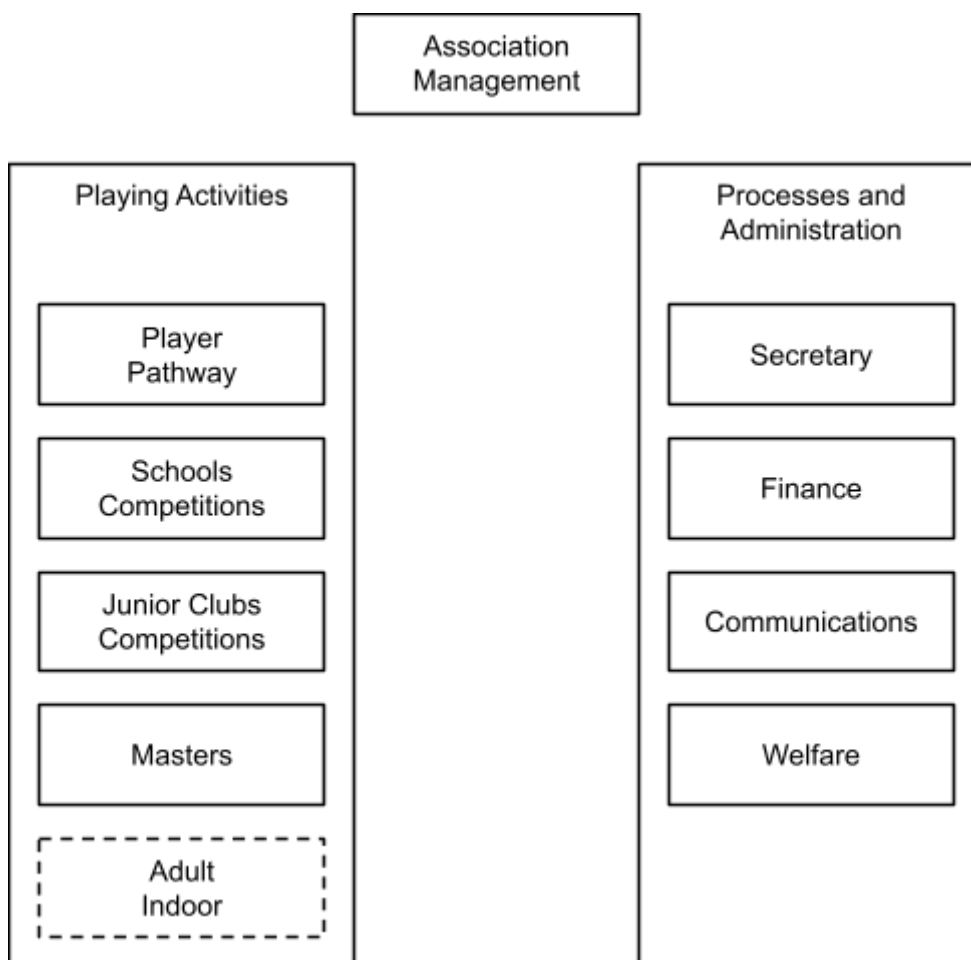


GHA Processes

1 Introduction

This document describes the key processes within GHA. The processes are shown in the following diagram and described in more detail in the following sections.



The processes to the left relate to the activities in which GHA is directly involved in the playing of hockey through competitions and training programmes.

The processes to the right relate to the activities which GHA undertakes to indirectly support the playing of hockey.

Each process should have a primary person responsible (and ideally a backup) and may involve more than one person. A person may also be involved in more than one process. It is important that everyone understands the scope of responsibility of each process and the interactions between them.

1 Association Management

Includes:

- Calling and chairing meetings
- Leading GHA strategy (including GHA potentially becoming a limited liability company)
- Recruitment and assignment of volunteers
- Succession planning
- Maintaining the GHA's constitution, policies, procedures, processes in combination with the secretary
- Maintaining coaches' contracts
- "Corporate image"
- Planning and disseminating response to emergencies (e.g. COVID-19)

2 Playing Activities

2.1 Player Pathway

Includes:

- Administering the England Hockey Player Pathway System
- Scheduling of Development Centres and Academy Centres
- Organising Academy Centre fixtures
- Nomination of players
- Coaching and assessment of players
- Recruiting coaches
- Ensuring coaches are appropriately qualified and trained, including administering DBS checks as required
- Allocating coaches to squads/roles/pitches
- Checking coach bookings and calculating payments
- Delivering guidance to coaches
- Organising delivery of initiatives (e.g. free coaching to schools)

2.2 School Competitions

Includes:

- Management of school outdoor competitions

- Management of school indoor competitions
- Arranging trophies and presentations

2.3 Junior Club Competitions

Includes:

- Management of junior club outdoor competitions
- Management of junior club indoor competitions
- Arranging trophies and presentations
- Organising and managing club festivals
- Liaising with clubs to assist in the running

2.4 Masters

Includes:

- Letting clubs and senior players know about masters hockey opportunities
- Organising masters matches
- Entering sides into West/EH masters competitions

2.5 Adult Indoor

No-one has come forward to assist so this will be left to clubs to organise.

3 Processes and Administration

3.1 Secretary

Includes:

- Arranging insurance
- Organising committee meetings, sub-committee meetings and the AGM including the agenda
- Maintaining association records, including the constitution, company documents if applicable (e.g. articles of association)

3.2 Finance

Includes:

- Paying all bills (e.g. invoices, coaches, refunds)
- Receiving all income
- Accounting for all money received and paid
- Reporting finances to committee and AGM
- Recommending level of affiliation fees to AGM
- Organising club (and school?) affiliation to GHA

3.3 Communications

Includes:

- Maintaining the GHA website (including hosting and domain name renewals)

- Updating the website (or enabling others to update the website)
- Maintaining and using Mailchimp (or enabling others to use it)
- Maintaining contact lists for schools, clubs and venues (junior players and coaches have their details retained within the Player Pathway System)

3.4 Welfare

Includes:

- Providing a point of contact for any welfare concerns
- Investigating any reported welfare issues
- Recommending how GHA can improve to avoid any recurrence