



Roles of Coaches and Leaders within Winchester Hockey Club

Winchester Hockey Club is fully committed to safeguarding and promoting the well being of all its members. The club believes that it is important that the Team Leaders and Coaches of the Club should wholly support the policies and objectives of the Club, and to show respect and understanding for the safety and welfare of Club members at all times.

Winchester Hockey Club has a totally open and equitable policy of welcoming and encouraging players of all levels, and all documents relating to Club Rules and Policy can be accessed from the Club's web site.

All Team Leaders and Coaches, working (voluntarily or otherwise) within Winchester Hockey Club, must:-

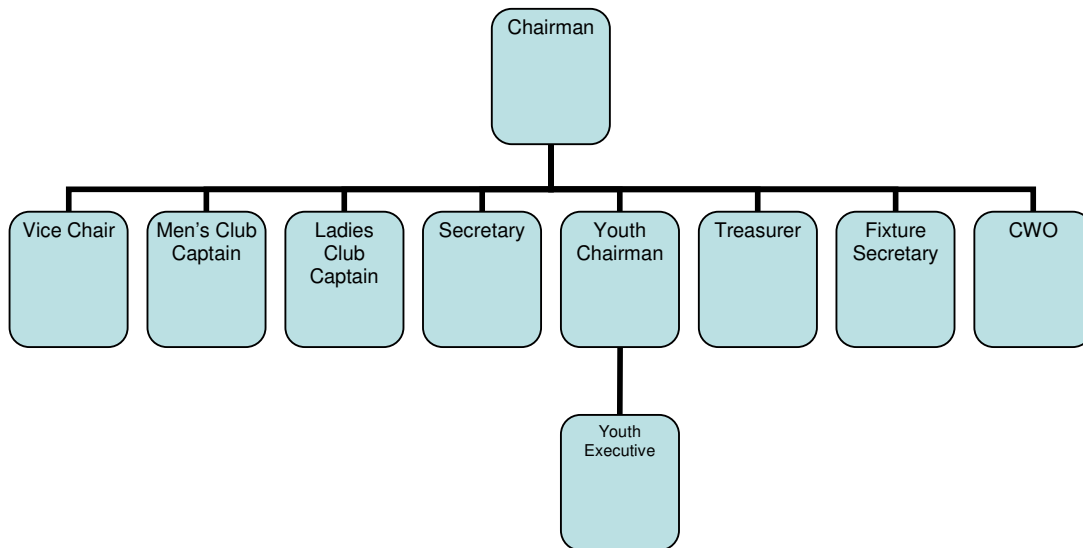
- Abide with the Club Rules, and all codes of conduct, and be fully supportive of these codes, and their colleagues and fellow officers of the Club. Follow the guidelines laid down by Hockey England, and encourage development of the Club's codes and policies in line with the latest developing guidelines.
- Consider the well-being and safety of participants, before the development of performance, and be fully aware of the Club guidelines and health and safety assistance, retained within the Club's pitch pack.
- **A first aid kit is allocated to every team & junior age group**, it is the collective responsibility of the Team Managers, Coaches and volunteers to make sure that the kit is always available at all training sessions and matches, and that the kit is kept up to date. Replacements and refills are available through the club – contact Club Captain's / Youth Chairman.
- Develop an appropriate working relationship with participants, friends and colleagues, based on mutual trust and respect
- Make sure that all activities are appropriate to the age, ability and experience of those taking part, and fully promote the positive aspects of the sport (eg fair play, respect, and sportsmanship).
- Display consistently high standards of behaviour and appearance, respecting opponents, and ensuring that all members must play within the rules, and fully respect officials and their decisions.
- Hold the appropriate, valid qualifications for their role, and ensure that copies of relevant documents / certificates are updated and forwarded to the relevant Executive committee member (Youth Chairman, Club 1st Co-ordinator, or Club Secretary). All WHC Youth team Coaches, officials and volunteers – as defined by EH guidelines, are expected to complete a valid CRB form, via the Clubs Child Welfare Officer (CWO), and to keep this updated.
- Officials should keep to agreed timings for training, matches and competitions or clearly liaise with colleagues prior to an event to ensure adequate cover can be arranged.
- Officials of youth games should check that players are wearing suitable kit including mouth and shin guards for training and match sessions, and have adequate drinks, sun-tan lotion, and protective clothing, as appropriate (sun hat / waterproofs!), as agreed with the coach/team manager.



- Coaches and Team Leaders should not smoke on club premises or whilst representing the club at competitions, in front of Youth Players.
- Never exert undue influence over participants to obtain personal benefit or reward, and never condone violations, rough play, or the use of prohibited substances.
- Where the Club either financially or otherwise supports the attendance of courses etc, it is the member's responsibility to ensure that the Club is forwarded a copy of the relevant certificate, and receipt.

Organisational Structure & job roles – Main Club Executive:-

NOTE: Executive Members are empowered to run the Club without referring decisions up to the Committee unless they are committing monies, proposing a change to published policies / rules, or doing something that may rebound on another Executive member.



Role of Club Chairman

Responsible to AGM.

- Chairman of Executive Committee
- Champion of Strategy – required to review progress made against the Club Development Plan, at regular intervals, and reset objectives / key objectives
- Represents Club Externally
- To recruit and ensure that the Executive team is fully represented in the running of the Club
- Ensures Club processes, guidelines and rules are adequate, in place, and suited to the requirements of England Hockey and the objectives of the Club's members.

Role of Club Vice-Chairman

Responsible to Club Chairman.

- Marketing of the Club to the wider Community – including annual distribution of Club information to designated schools / HCC etc as outlined in club PR policy WHC 31
- Co-ordinating and supporting maximum press coverage / publicity
- Leading the drive for funding through sponsorship / grants / fund raising
- Deputise for the Chair when required





Role of Men's / Ladies Club Captain's

Responsible to Club Chairman.

- Owners of the "Club Spirit"
- Removal of Barriers to improvement in playing standards
- Ensure Playing organisation is adequate, and that all Captain's have access to guideline documents and pitch pack information
- Listen to / act on views of players / Captain's
- React to all disciplinary matters in line with Club and EH guidelines – promptly
- Chairman of Senior Selection Committees

Role of Club Secretary

Responsible to Club Chairman.

- Take and issue minutes of all Executive Committee and AGM meetings
- Respond to / re-direct all correspondence
- Produce and distribute Club Newsletter – coordinate release of Club news to England Hockey
- Maintain, in conjunction with the Treasurer and Club Captain's, the Senior Players Club database

Role of Club Treasurer

Responsible to Club Chairman.

- Preparation of Annual Accounts and Budget
- Payment of invoices incurred by the Club's authorised activities
- Ensure two Club signatories are maintained for all accounts
- Prompt Bank reconciliations
- No Surprises on liquidity issues
- Work closely with the Youth Treasurer, and reconcile Club funds
- Advise on future financial needs as related to Club strategy
- Maintain accurate record of Club, membership subscription payment on the Club's database

Child Welfare Officer

Responsible to the Youth Chairman & Club Chairman

Main purpose of role

The role of a welfare officer is primarily to promote good practice within Winchester HC; to be a named point of contact for young people, parents, coaches and volunteers and to understand England Hockey's reporting procedures in case a concern is raised.

(See reference WHC3, and role outline under junior section)

Role of Youth Chairman

Responsible to Winchester Hockey Club Executive Committee.

- To work with the Junior Executive team (as designated in the fixture card), to achieve and fulfil the objectives of the Club for the provision of an all inclusive environment for happy, safe and fun junior hockey
- To champion junior Club development work, including the full integration and co-ordination of the Junior Club development plans within the overall Club development plan.
- To recruit and support the junior executive team, junior club coaches, team leaders, managers, and designated helpers.



- To ensure that the appropriate policies and guidelines are developed, communicated and implemented to secure the safe and positive development of the Junior section of the Club
- To represent the interests of the Junior members, and all the junior coaches, leaders and helpers, at the full club executive meetings.
- To work with other partners such as schools and county, to promote the development of the Club, and its accessibility within the community.
- To review the activities of the Junior section through feedback and evaluation on a periodic basis, and reset objectives in line with the Club development plan, and the combined feedback of the junior executive.
- To oversee the deployment of the Junior player database, access rights, and reports
- *To organise the Junior Leaders and Coaches end of season party!*

Role of Fixture Secretary

Responsible to Club Executive Committee.

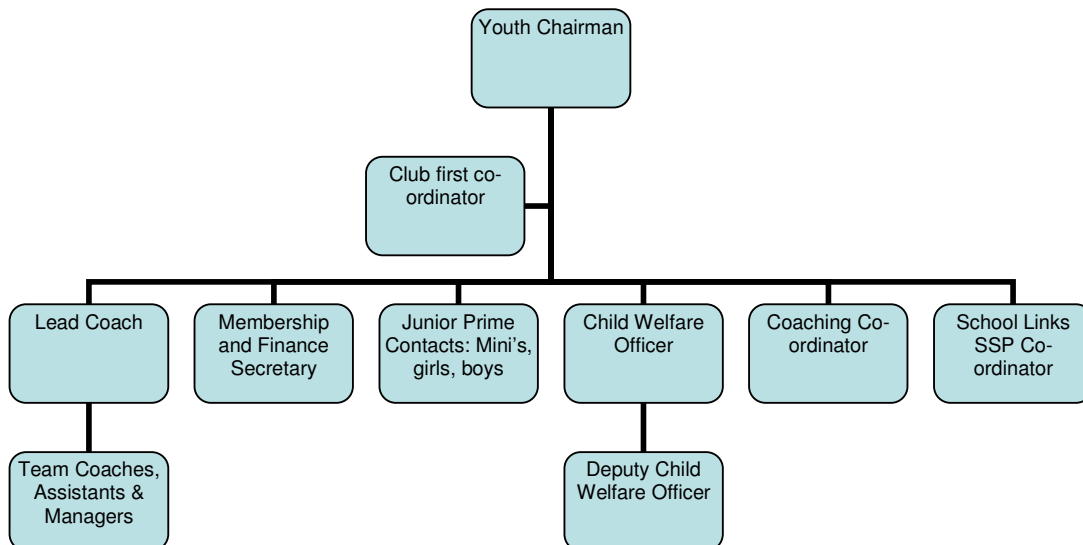
- Collation of all fixtures through League and Cup
- Finding of friendly fixtures to Club Captain's guidelines
- Allocation of home pitches to Club Captain's guidelines
- Booking of all pitches, including all training schedules
- Preparation of annual fixture card
- Week to week management of short term playing adjustments
- Contacting of opposition teams to agree time and location.

Non Executive Positions

Other roles that may be appointed from time to time, or required to feedback into the Exec

- Club Umpire Co-ordinator
- Deputy Treasurer
- Club Development Leader
- Publicity / Press Officer
- Players Secretary
- Web Site – Co-ordination Team

Organisation Structure & job roles – Youth Executive:-





Role of Youth Chairman

Responsible to Winchester Hockey Club Executive Committee.

- To work with the Junior Executive team (as designated in the fixture card), to achieve and fulfil the objectives of the Club for the provision of an all inclusive environment for happy, safe and fun junior hockey
- To champion junior Club development work, including the full integration and co-ordination of the Junior Club development plans within the overall Club development plan.
- To recruit and support the junior executive team, junior club coaches, team leaders, managers, and designated helpers.
- To ensure that the appropriate policies and guidelines are developed, communicated and implemented to secure the safe and positive development of the Junior section of the Club
- To represent the interests of the Junior members, and all the junior coaches, leaders and helpers, at the full club executive meetings.
- To work with other partners such as schools and county, to promote the development of the Club, and its accessibility within the community.
- To review the activities of the Junior section through feedback and evaluation on a periodic basis, and reset objectives in line with the Club development plan, and the combined feedback of the junior executive.
- To oversee the deployment of the Junior player database, access rights, and reports
- *To organise the Junior Leaders and Coaches end of season party!*

Child Welfare Officer (and Deputy CWO)

Responsible to the Youth Chairman & Club Chairman (See separate reference WHC3 for full details)

Main purpose of role

The role of a welfare officer is primarily to promote good practice within Winchester HC; to be a named point of contact for young people, parents, coaches and volunteers and to understand England Hockey's reporting procedures in case a concern is raised.

Actual Duties Involved:

- To be the first point of contact for staff, volunteers, parents and young people where concerns about welfare, poor practice or child abuse are identified.
- Implement the club's reporting and recording procedures.
- Promote the club's best practice guidance/code of ethics within the club.
- Assist the club to fulfil its responsibilities to safeguard young people.
- Assist the club to implement its child welfare implementation plan.
- Assist volunteers in keeping their certificates and qualifications up to date.
- Sit on the club's management committee
- Ensure confidentiality is maintained.
- Promote anti-discriminatory practice.
- Be the first point of contact with the England Hockey Lead Child Welfare Officer
- Maintain contact details for local social services, police and the Local Safeguarding Children Boards (LSCB) in case of an emergency.
-

Role of Team Lead Coach or Manager.

Responsible to Youth Chairman, WHC.

- To prepare the content of the coaching session beforehand
- To ensure that all relevant kit, training aids and safety equipment is available
- To maintain and retain the Coaches Pitch Pack





- To work with and include assistant coaches and or designated helpers in the preparation and running of sessions
- To assist in the selection of teams, and designated players for representational trials and matches
- To travel to matches with the teams
- To clearly communicate in advance any sessions that cannot be attended.
- To attend relevant Club meetings, and provide short reports where required

Role of Assistant Coach, and designated helper

Responsible to Team Lead Coach or Team Manager

- To provide assistance to the team coach at designated sessions
- To assist in the preparation of the sessions in advance
- To offer the Club feedback on the degree of success and achievement of planned standards, coaching objectives and competitions
- To travel to matches and competitions with the team
- To inform the Lead Coach / Team Manager of any sessions that cannot be attended in advance.
- Where applicable, to manage the collection of match fees, and player availability information.
- Mini's Pitch Helper (U8 & U10) to provide assistance to the coach / assistant coach, in encouraging Mini's, helping with kit, general safety and welfare.

Junior Prime Contacts

Responsible to the Youth Chairman

- To provide all the necessary information relating to new members wishing to join the club – including registration documents
- To clearly communicate contact and introduction information to the relevant Team leader or Lead Coach, and include the Junior membership secretary.
- To act as lead communicators with other clubs, schools SSP, communicating fixture, coaching and development information as required within the county association guidelines, and liaising with WHC club officials regarding pitch bookings as required

Membership and Finance Secretary

Responsible to the Youth Chairman (and to the Club Treasurer)

- To maintain the database in respect of subscription payments, and updated contact information / health information, and report finances at Junior exec meetings
- To provide coaches with updated player lists where applicable
- To write to all Junior members each year, including the latest news letter, and up-dated registration form
- To write to all new members, and provide them with a full set of Club documentation / welcome pack (electronically or otherwise).

Coaching Co-ordinator

Responsible to Youth Chairman

- To research, identify and communicate to all junior coaches, new volunteers and helpers, or interested volunteers, coaching qualification opportunities that may exist cross the County / Country.
- Email communicate all relevant coaching or junior umpiring development opportunities that may exist, either within the club or externally.





- To liaise with the Junior Finance secretary to manage funds and budget for this junior coaching development.
- To recruit a planned succession of qualified coaches within the Junior section, with the objective to ensure WHC has at least one fully qualified level 1 coach or above, present and allocated to each team.
- To become the direct contact with England Hockey and the local authority Sports development resource, (including active sports), for the latest development opportunities, new regulations etc, and to communicate this within the Club.
- To maintain and distribute the common guidelines to coaching to all Coaches
- To provide feedback to the Junior Exec of developments and progress

Club First Co-ordinator

Responsible to Youth Chairman

- To liaise with England Hockey on the ongoing development of the Club First programme, and communicate changes and updates to the Junior Exec and Club Exec committee's as appropriate
- To manage the maintenance and communication update of the Clubs policies and documentation, across the Club
- To recruit and manage volunteers to manage the ongoing development of the following sections of the Club first programme, to ensure this continues to be a living and breathing source of information:-
 - Child Welfare
 - Coaching and Coach development
 - Club policies and guidelines
 - Club membership database

Hampshire Active Sports – Club School Links Co-ordinator

Responsible to Youth Chairman

- To liaise and be the main contact point between the local authority and Winchester Hockey Club, on all aspects of the Active Sports programme & SSP Programmes.
- To ensure, without fail, that all information is clearly and promptly communicated across all of the Junior coaching & leadership team, and where applicable, make recommendations to this team
- To ensure that the best interests of Winchester Hockey Club and pursued at all times
- To make sure that all communication and information is handled and fulfilled promptly.



Volunteer acknowledgement

I fully support the guidelines and policies of Winchester Hockey Club, published on the Club's website, and I can confirm that I will endeavour to apply these as required.

I am aware that the full and latest set of Club guidelines and help sheets can be accessed from the Club's Internet sites, or through the Youth Chairman / Club Secretary.

I am also aware that the Club has an appointed Club Welfare Officer, to whom child protection concerns should be directed to, who in the current season (2010-11) is:- Andy Craig, whose contact details are on the web.

Specifically, I confirm having received and read the following:

- EHB 'Proud to Protect' Safeguarding & Protecting Young People in Hockey Policy (EH2)
- EHB Equality Policy (EH3)
- Winchester Emergency Procedures & accident report form (WHC.9)
- Winchester Child Welfare Policy (WHC.1)
- The Roles of Coaches and Leaders within WHC (WHC.21)

For all Coaches, Coaching assistants and Volunteers working with U18's:-

- I also confirm that I am willing to undertake a Criminal Records Bureau (CRB) check, or update, if required, and know of no reason why I should not be fit and proper to fulfil my role within Winchester H.C.
- I have received and read the Youth Development policy (WHC.63)
- I have received and read the Conduct of Coaches guide (WHC.7)

Signed:	Date
Name	Club Position

Please forward this signed acknowledgement to Winchester Hockey Club's Club Secretary. **Thank You.**

NB: This acknowledgement should be re-confirmed on an annual basis, as information, guidelines and legislation can change, and copies to be retained by the Club Secretary.

