



Across the Junior Hockey Club, we are dependent on the goodwill and support of a team of volunteers who provide help and assistance in a number of ways, to ensure “we” as a Club, can provide a good programme of safe coaching, games and development for all our youngsters. Without this help, the Club cannot operate, and will not be able to support teams.

For each junior team, our aim is to have the support of a Lead Coach, Assistant Coach, a Team Manager, and ideally two named Helpers – all volunteers.

### **Role of Team Lead Coach.**

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, when required (occasionally).
- Identify players suitable for AC (County); JDC, & JAC, trials and development programmes, ensuring entries are made, where appropriate.
- Work closely with the Team Manager to establish who does what in pre-match preparation, and to ensure all league & Cup match results are correctly reported.

### **Role of Assistant Coach.**

Responsible to Team Lead Coach or Team Manager, assistant coaches may be qualified coaches, or players with hockey knowledge, and those starting to prepare for coaching qualifications.

- To provide assistance to the team coach at designated sessions
- To assist in the preparation of the sessions in advance
- Oversee the fulfilment of planned coaching routines, and coaching individuals where possible
- 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, may assist in the collection of match fees, and player availability information.
- Mini’s Pitch Helper (U8 & U10) to provide assistance to the coach, in encouraging Mini’s, helping with kit, general safety and welfare.
- Be prepared (if possible & qualified) to provide umpiring resource at matches

*NB: Helpers and Managers do not have to be Hockey Players to do this role, which means everyone can help!*

NB: The Club is always looking for new people to volunteer and help become involved in running the Club.

- *The Club will support training where necessary, and actively encourages all members and parents to develop their coaching and umpiring skills, with England Hockey qualifications.*
- *We need Coaches, Managers, volunteer helpers, coaching assistants, across the Club – Just contact any of the Club officials for more information, or to volunteer your help!*



## Junior Team Manager

Key job – the designated team contact point for other teams / clubs, and works closely with the Lead Coach to ensure match attendance and fixture fulfilment is achieved.

- To clearly communicate to all opposition teams the date / time / place of each fixture, at least two weeks in advance (NB: Cup Games must be advised sooner).
- To receive opposition fixture information, and ensure this info is communicated to the whole team / coaches (update website where possible).
- Liaise with Lead Coach / Fixture Secretary to ensure additional pitch bookings are made for Cup games.
- Ensure all League and Cup Results are reported back to either England Hockey or the League, immediately after each match.
- To work with Lead Coach to ensure first aid kit is always available.
- To assist the Lead Coach in ensuring all team members are communicated to regarding times of matches, availability, payment of subs and match fees.
- To travel to matches with the teams
- To clearly communicate in advance any sessions that cannot be attended.
- Ensure all match fees / team-sheets / subs are recorded and processed through Teamo – liaising with Membership Sec or Treasurer as needed.

## Role of designated helper

Provides assistance to either the Coaches or Managers.

- A designated Club / Team Helper, provides the really important role of being an additional adult that a Coach or Manager can depend on to assist.
- This make take the form of:-
  - Accompanying a youngster to the toilet during the session (enabling the Coach to continue with the session / match – Mini's) – and general safety and welfare.
  - Taking the team session register.
  - If a second coach cannot attend a session, a nominated helper can provide the required "second adult" cover essential for the session to proceed.
  - Assist with preparation and timing of substitutes during a match (assisting the Manager).
  - Keep track of club kit
  - Assist Coach with the layout of cones or other training kit during session

Other areas of help could include:-

- Where applicable, to manage the collection of match fees, and player availability information.
- Writing a match report and sending into the local paper (email to [sport@hampshirechronicle.co.uk](mailto:sport@hampshirechronicle.co.uk))
- A Helper may also be a Hockey Player or Umpire who while cannot attend coaching sessions, may be able to attend matches, and umpire games.

What is really important, is that Lead Coaches and Managers can depend on the assistance of Helpers, and if anyone cannot attend a training session or match, it is essential that this is advised a good time in advance.

*We also recognise that many of our volunteer Helpers are likely to move up through the teams every two years (many following their children), and consequently, so we always need people to come through and be part of this successful club 😊.*

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**Other Information:-**

The Club actively encourages all players, coaches and volunteers to develop their skills. If in helping, you would like to get involved and start coaching, umpiring or anything else, the Club can help – it's easy and fun, and the club will pay essential course fees, (first aid, child welfare, umpiring, coaching courses).

All Lead Coaches who are Level One or higher, will have completed an official England Hockey coach development course, and a standard DBS check.

We also need all named coaches, managers, and Helpers to complete this DBS check (as it's a requirement of England Hockey) ; This check is be done through the Club; it's free, – please speak the Club Welfare Officer – [cwo@winchesterhc.co.uk](mailto:cwo@winchesterhc.co.uk) . We also need all to complete their basic EH Online Safeguarding course – again the Club will fund this.

Lastly – we have an appointed Director of Coaching who will assist you in developing your coaching skills, and provide support to all our coaching volunteers at every stage. Do make contact.

**Fixtures and Pitch Bookings.**

For the Club the cost of pitch hire is a huge expense – **some £50,000+ a year**, and it is the responsibility of all the club (officials, coaches, managers and players) to ensure that pitch bookings are never wasted.

The Clubs Fixture Secretary – email [fixturesecretary@winchesterhc.co.uk](mailto:fixturesecretary@winchesterhc.co.uk) will automatically book all the designated training sessions, and pitch slots for all league fixture matches.

If you need to book a pitch (e.g. for a Cup Competition next round), The Team Manager (or Lead Coach), **must contact the Fixture Secretary to book the pitch.** Bookings cannot and must not be made direct with any location. Fixture Sec will confirm the booking made back to you, and you can then advise the opposition.

If a match is cancelled (opposition cry off), please ensure the Fixture Secretary is advised immediately – please ensure you both phone and email, so we can try and cancel the pitch booking and any arrangements that may have been made for post-match Teas.

If you need to cancel a pitch booking, for a training session that cannot be run, again please contact the Fixture Secretary to advise, with as much notice as possible.

**Match Reports**

It really helps if we can send a match report into the Hampshire Chronicle after each match. They will always publish, and it's great for our young players to be featured in the sports pages. (Email to [sport@hampshirechronicle.co.uk](mailto:sport@hampshirechronicle.co.uk)). And most importantly – send copy to our own Oracle Newsletter editor!

Equally important – Don't forget to update the teams match result and scorers on Teamo and publish the result on Teamo then everyone can see this in the live feed.

We will also need to record results of league and cup matches on the England Hockey Game Management System – GMS.

**Could you be a Coach? Team Manager? Team Helper – YES YOU CAN!**

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