



CHELMSFORD HOCKEY CLUB

JUNIOR SECTION

CODE OF CONDUCT FOR MANAGERS

We urge managers at all times to remember that young people should play hockey because they enjoy it and want to be part of the club. It is really important that the following code is adhered to if we are to build a happy club that is built on mutual respect and regard for each other.

Managers should

- abide by the EHB Respect Code of Ethics & Behaviour
- never smoke while managing.
- avoid chewing gum whilst managing.
- never manage under the influence of alcohol under any circumstances.
- never use profanities whilst managing sessions.
- encourage appropriate behaviour by the participants during both training and competition.
- encourage the children to abide by the rules of the sport. All participants should be encouraged to uphold the spirit of the sport.
- help the participants to deal with victory and defeat in a sportsmanlike manner, and encourage them at all times to treat opponents with due respect.
- be concerned at all times with the safety and well being of the participants.
- if any part of the managing process requires physical contact between a manager and a participant, it is recommended that managers ensure that no action on their part could be seen as inappropriate.
- accept the responsibility to make sure that participants have a safe environment within which they may train and play.
- respect the rights of all the participants they work with and treat all as equals within the context of their activity and ability. This must be regardless of age, ethnic origin, gender, religion and cultural background.
- try and ensure that any activity under their supervision is free from bullying or any other form of non-equality behaviour.



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JUNIOR SECTION

Ground: Chelmer Park, Beehive Lane, Galleywood, Chelmsford, CM2 8RL. Tel 01245 250198

Role & Responsibilities of the **JUNIOR MANAGER** **Main Duties**

Responsible to:

The Junior Section Committee

Responsible for:

Age group..... Gender..... teams

Role:

The main purpose of the role is to ensure that the club provides the young players with opportunity to play in junior leagues and competitions.

The Manager is responsible for co-ordinating the delivery of hockey coaching to their age group.

The Manager is permitted to engage assistants as required, so long as they meet the Membership requirements of the club and have the appropriate accreditations.

Qualifications & Accreditation:

The Club requires attendance at a Safeguarding & Protecting Children course and an Enhanced Criminal Records Bureau (CRB) certificate. First Aid training is optional but recommended.

An allowance for telephone calls is paid. Other Club Officials and Team Managers are always available for any assistance or advice.

A Club first aid kit will be issued to all team managers, which must be available at all training and match sessions, which will be replenished on request to the Secretary of the Junior Section. The Club provides playing kit and match and training equipment.

Commitment required:

Team activities on match day will usually take up to 4 hours. Coaching and training sessions at the club each week take up around 2 hours.

Other duties associated with the tasks outlined above are spread across the week, with telephone calls etc., and will take around 4 hours.

Tasks:

1. Follow Best Practice Guidelines regarding Safeguarding & Protecting Children
2. Adherence to Club Policies relevant to junior coaching
3. Ensure each player completes a Membership/ Consent Form
4. Maintains a register of attendance
5. Team selection as required
6. Organisation of coaching/training at club per the published schedule
7. Organisation of transport for away team matches
8. Team kit & equipment (including laundry, parents usually take turns)
9. Reporting results to Junior Section Secretary after matches
10. Monthly Team accounts
11. Periodic team managers meeting

12. Annual end of season report to Junior Section Committee