

CHELMSFORD HOCKEY CLUB

JUNIOR SECTION



JUNIOR ASSISTANT COACH ROLE

The main purpose of the role is to assist the Lead Coach in the delivery of coaching to an age group squad according to their potential, their needs and interests and within the club's coaching philosophy. An Assistant Coach may also be a Match Day coach, coaching a team or teams for a fixture or tournament.

Coaching philosophy: We are a club for all people. We as coaches endeavour to bring our best coaching selves to all occasions with the aim to create a safe, fun and happy environment in which we can help facilitate the development of every player. We do this by inspiring, leading, organising, encouraging and understanding that every person is unique and different, and we also do this by maintaining our own high standards of coaching skills by collaboration, reflection and education.

JUNIOR ASSISTANT COACH RESPONSIBILITIES

1. Support delivery of training sessions

- Read and understand any sessions plans and coaching direction provided by Lead coach in advance of the sessions
- Agree responsibilities with the Lead coach, how the squad will be divided and what sub-group you will lead

2. Fixtures and Selection

- Support the Lead coach and manager to select teams
- Where necessary play a Match Day Coach role at fixtures / tournaments coaching a team or teams and possibly supporting a Parent Helper to coach a team
- Abide by [junior selection policy](#), i.e. as much as is practically possible, rotate players so that children get equal pitch time to give each player the opportunity to develop. The exception is England Hockey knockout cup games
- At fixtures provide positive support to teams from the sidelines and between games

3. Welfare

- Support the Lead coach to conduct risk assessments before each training session, identifying and dealing with hazards
- Help support the Lead coach to ensure children are wearing appropriate clothing for weather and have gum shields and shin pads. If they do not have

a gum shield advise strongly that they do not participate and only allow them to continue with parental consent

- Ensure you have a first aid kits for any fixtures where you are a Match Day coach
- Ensure that children are never left unattended at training or at a fixture

4. Feedback and recognition

- For U12, U14 and U16 groups, support the Lead Coach to provide constructive feedback to players half-way through the season
- Support the Lead Coach to award player of the week trophies and ensure that every player gets a chance to receive this award
- Support the Lead Coach at the end of the season ensure that positive feedback is given to all players in line with the end of season award ceremony

REQUIREMENTS OF AN ASSISTANT COACH

To be able to fulfil your role as coach it is a requirement of Chelmsford Hockey Club that you are aware of important club and England Hockey policies and undertake some relevant qualifications. This is to enable us to deliver safe and quality hockey for our members.

MANDATORY BASICS

1. Code of Conduct and Volunteer Agreement

- Read England Hockey's Code of Ethics and Behaviour ([RESPECT](#)) and [Equality policy](#)
- Familiarise yourself with the [policy](#) and [welfare section](#) on the Chelmsford Hockey Club website
- Sign a [volunteer agreement form](#) to say you have done completed the above and send this to susan@maclachlan.net

2. DBS

- All volunteers must have a valid DBS check
- Gemma Butterworth or Jacqueline Lomas will be in touch to process your DBC certificate. Their email address is junior_welfare@chelmsfordhc.org.uk

3. Safeguarding training

- Read the [Safe Guard documentation](#) for your role as a Junior Coach
- Complete a [brief online safeguarding course](#) and [Safe Hockey Online Module](#)
- Once you have completed the course send the certificate to junior_welfare@chelmsfordhc.org.uk
- Safeguarding training needs to be renewed every 3 years

4. First aid training

- Complete a first aid course
- Gemma Butterworth or Jacqueline Lomas will be in touch to let you know about local first aid courses. These tend to be run face to face rather than online. Once you have completed the course send the certificate to junior_welfare@chelmsfordhc.org.uk
- First aid training needs to be renewed every 3 years

COACHING QUALIFICATIONS

Chelmsford Hockey Club asks Assistant Coaches to complete the 'Intro to Hockey' course or the 'Engaging Games for Children' course before the start of the season. The 'Integrating Goalkeepers' course is also highly recommended to complete. Please refer to the Course Guide for Coaches for more information and how to access these courses.

PAYMENTS AND DISCOUNTS

For all courses, we ask you to pay upfront and then the club will refund you. Send confirmation of payment and completion of the course (you will get a certificate) to the club Treasurer Adam Hunter: e_e_emu@hotmail.com who will reimburse you.

On completing the required courses Lead and Assistant coaches qualify for a 50% discount on your children's yearly subscriptions (to a max of 2 children). For coaches without children in the junior section then an alternative discount will be arranged with the treasurer. Please contact membership@chelmsfordhc.org.uk asking to pay discounted subs by bank transfer rather than via the website.

ENGLAND HOCKEY COACHING MEMBERSHIP

It is not obligatory, but England Hockey recommends that all coaches, but especially lead coaches, have the required specialist insurance on the role you play to protect yourself.

[England's Hockey Coach membership](#) provides greater cover for coaches and lead coaches who lead the delivery of coaching sessions and programmes independently in any environment.

CODE OF CONDUCT

We urge coaches 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.

Coaches should

- Abide by the England Hockey's Code of Ethics and Behaviour
- All players should be encouraged to uphold the spirit of the sport
- Respect the rights of all the participants 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.
- Accept the responsibility to make sure that participants have a safe environment within which they may train and play.
- Try and ensure that any activity under your supervision is free from bullying or any other form of non-equality behaviour
- If any part of the coaching process requires physical contact between a coach and a participant, it is recommended that coaches ensure that no action on their part could be seen as inappropriate