

# CHELMSFORD HOCKEY CLUB

## JUNIOR SECTION



### JUNIOR LEAD COACH ROLE

The main purpose of the role is to lead the delivery of coaching to an age group squad according to their potential, their needs and interests and within the club's coaching philosophy.

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 LEAD COACH RESPONSIBILITIES

#### **1. Lead delivery of training sessions**

- Prepare in advance for all sessions using the club curriculum as a guide
- Prepare sessions that are appropriate for the age range, that are fun and safe and with differentiation for different ability levels
- Agree responsibilities with the assistant coaches and how you will divide the squad into sub groups
- Co-ordinate the assistant coaches and parent helpers to help you deliver the sessions, giving them notice of the session plan
- Ensure all children get equal access to quality coaching

#### **2. Fixtures and Selection**

- Communicate with fixtures secretary to enter enough teams into leagues to give everyone in the squad a chance to play competitive hockey, and enter the teams into the appropriate leagues for the children's ability
- Work with assistant coaches and manager to select teams, giving reasonable notice to parents
- Ensure that there is a lead coach or assistant coach at each tournament venue
- 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

#### **3. Welfare**

- Conduct risk assessments before each training session
- 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 enough first aid kits for training and all fixtures which may take place across multiple venues

#### **4. Feedback and recognition**

- For U12, U14 and U16 coaches provide constructive written feedback to players half-way through the season (ensuring that feedback is consistent / takes into account views of Academy and, where relevant, senior coaches)
- Award player of the week trophies and ensure that every player gets a chance to receive this award
- At the end of the season ensure that positive feedback is given to all players in line with the end of season award ceremony

#### **5. Working with the rest of the club**

- Communicate with Head of Junior Coaching and Chair of Juniors to flag any issues and share successes and use Head of Junior Coaching for support and development
- For U12, U14 and U16 lead coaches, make Academy recommendations to the Head of Junior coaching (Junior Academy (year 7), Youth Academy (years 8 and 9), Performance Academy (years 10 and 11) and Talent Academy (part of the EH Talent System))
- For U14 and U16 coaches work collaboratively with Head of Junior Coaching to facilitate transition to senior coaching and teams

Please note for U16 squads, where there is a different Match day coach then some of the above responsibilities can be shared with that person. These should be discussed and agreed at the start of the season.

Where there is a supporting Lead coach, then the person in the supporting role can support the main Lead coach in their role and stand in for them when they are not there.

### **REQUIREMENTS OF A LEAD AND SUPPORTING LEAD 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. The requirements are the same for a Lead coach and a supporting Lead coach.

#### **MANDATORY BASICS**

##### **1. Job Description & Code of Conduct**

- 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](mailto: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](mailto:junior_welfare@chelmsfordhc.org.uk)
3. **Safeguarding training**
- Read the [Safe Guard documentation](#) for your role as a Junior Coach
  - Complete a [Safeguarding workshop](#) and [Safe Hockey Online Module](#)
  - Please note that several different course providers deliver the Safeguarding workshop: UK Coaching is the preferred option but you can do a course run by the FA, the LTA (tennis) or Swim England
  - Gemma Butterworth can help you find a course if you can't locate it. Once you have completed the course send the certificate to [junior\\_welfare@chelmsfordhc.org.uk](mailto: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 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](mailto:junior_welfare@chelmsfordhc.org.uk)
  - First aid training needs to be renewed every 3 years

## **COACHING QUALIFICATIONS**

Chelmsford Hockey Club asks lead coaches to complete either a Sessional Course and/or a Coach Course. These courses were known previously as "Level 2". Whilst it is not mandatory to do the sessional course before the coach course, it is advisable. We ask lead coaches to complete one of these courses ideally before the start of the season, or as soon after the start of the season as possible. Please refer to the Course Guide for Coaches for more information and how to access these courses.

For Hockey Heroes Lead coaches then a Hockey Heroes Champion

## **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](mailto: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](mailto: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