

CHELMSFORD HOCKEY CLUB

JUNIOR SECTION



JUNIOR MANAGER ROLE

The primary role of the Junior Manager is to be the main contact for parents of current and new players for an age group, communicating relevant information as well as answering questions. Managers play an important role in welcoming new parents to the club as well as supporting the coaches with admin for fixtures.

JUNIOR MANAGER RESPONSIBILITIES

1. Membership and subscriptions

- At the start of the season ensure all parents of players have registered as a member or renewed their membership if they are already a member before they attend the first session
- Ensure all parents have paid subscriptions and chase outstanding subscriptions, flagging any issues with the membership secretary and Junior Chair

2. Manage communication to parents

- Set up a WhatsApp group for messages for parents of your squad.
- Pass on messages from the Chair or Committee to parents, e.g. info on socials, kit sales, important announcements
- Set up a SPOND group to gather availability, communicating selection and fixtures in good time to parents
- Welcome and acknowledge parents in your squad at training and try (as much as is possible) to remember who the parents of each child are – this is most important for younger groups

3. Welcome new members

- For new parent enquiries provide all relevant information including training times, membership details, equipment required (gum shield and shin pads, facemasks for older children. Note gum shield and shin pads not required for Hockey Heroes groups) and fixture details
- When new parents and players arrive, make them welcome and work with Coaches to identify another child to be their buddy/make them feel welcome
- Explain that new players must register on the website before attending their first session but they can have 3 trial sessions to see if they want to join before asking them to pay subs

4. Parent volunteering

- Explain to and remind parents that as the club is run by volunteers they are expected to contribute and how would they like to help, e.g. tea hut, parent helper, coach, manager, help with tournaments
- Work with the tea Hut manager and find parents to run the tea hut during your training sessions and fixtures. Ideally delegate this co-ordination to another parent!
- For tournaments and fixtures we host at home, encourage parents to help with timing, recording scores etc.

5. Welfare

- Ask parents to make you aware of additional needs, relevant medical conditions and communicate these to the coaches. Remember to ask this of new members who join half way through the season
- Ask Membership secretary or Chair for a download of medical conditions and volunteer offers from the database to help you
- For U8s and U10s let parents know they must stay by pitch or nominate other adult to take their child to the toilet
- Take a register of who attends each session so we know who we have in our care and to identify lapsing members
- Manage a safe drop off and collection procedure and ensure that at collection every child is collected by the person they expect. U8s and U10s should not be released until their parent has been identified. U12s and above need consent from parents if they leave training or matches unaccompanied
- Work with the Lead Coach to ensure that children are never left unattended at training or at a fixture
- Support the coaches to ensure children are appropriately dressed for the weather (gloves and layers in cold weather and raincoats as necessary)

6. Trophies

- Support coaches by keeping a record of player of the week trophies to ensure these are spread around the group

7. Fixtures

- Set up a SPOND group to gather availability, communicating selection and fixtures in good time to parents
- Support the Coaches as necessary in entering the right number of teams for Leagues and Cups and communicate this to the Fixtures secretary at the start of the season and ongoing as necessary
- For U14 and u16 managers, work with Fixtures Secretary and opposition clubs to arrange home and away fixtures, ensuring that you always update the Fixtures secretary on arrangements so they can book or release pitch space
- For U14 and U16 managers, identify umpires for fixtures, working with Coach and Umpire Development Officer. ideally delegate this role to another parent

REQUIREMENTS OF MANAGERS

To be able to fulfil your role as manager it is a requirement of Chelmsford Hockey Club that you are aware of important club and England Hockey policies and undertake some courses in basic safeguarding and have a DBS check. 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 Organiser
- You will then need to create an account on [England Hockey's Hockey Hub](#) so you can complete the [Online basic training](#).
- Safeguarding training needs to be renewed every 3 years

OPTIONAL

4. First aid training

- It is not mandatory but if you wish you can take 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

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.

Managers qualify for 25% off fee of child in group they are managing once have managed for at least a year. Please contact membership@chelmsfordhc.org.uk asking to pay discounted subs by bank transfer rather than via the website.

CODE OF CONDUCT

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
- Encourage appropriate behaviour by the players and parents
- All players and parents 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.
- Try and ensure that any activity under your supervision is free from bullying or any other form of non-equality behaviour.