

Junior Managers and Coaches Info Pack 2023/24



Thank you!

- Our club is 99% run by volunteers
- A huge thanks for your time and effort



Agenda

1. Club Ethos and Values
2. Coaching and Playing
3. Managing
4. Welfare (both managing and coaching responsibilities)
5. Roles, Responsibilities and Discounts
6. Ways of Working
7. U14s and U16s specific extra information including transition to senior hockey



Club Ethos

We are a club that:

- Develops junior players
- Is focused on performance/elite hockey
- Plays hockey for fun

We also aspire to be a club that uses hockey as a way to include children and adults from all backgrounds.

The formation of a new fund to help implement this is underway.



Club Values



Enjoyment: We play hockey first and foremost for enjoyment – this includes enjoying being part of the club and playing hockey to the standard you enjoy



Teamwork: We work together on and off the pitch where everyone contributes what they can to the whole team



Community: We are a welcoming, inclusive club with a strong community feel



Respect: We respect the rules, our teammates, the opposition, coaches, officials, volunteers and our facilities



Safety: We provide a safe environment for everyone involved



Coaching and Playing



Chelmsford HC 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.
- Resources
 - [Coaching Programme / Curriculum](#)
 - We have an account with [SportPlan](#) (website and app)



Coaching Sessions 23/24 Season

Regular Training

U8s (up to & incl year 3) incl 'Little Gems'
Sundays 9-10 CHC pitch

U10s (year 4 & 5)
Boys Sun 9-10.30 Council pitch
Girls Sun 10-11.30 CHC pitch

U12s (year 6 & 7)
Boys Sun 9-10.30 Council pitch
Girls Sun 10.30-12 Council pitch

U14s (year 8 & 9)
Boys Sun 11.30-1 CHC pitch
Girls Wed 6.30-8pm CHC pitch

U16s (year 10 & 11)
Boys & Girls 6.30-8pm CHC pitch/
Council pitch

Keepers incorporated in regular training.
U10/12 GK training once a month

Extra Opportunities

Pay and Play
Mondays 5.15-6.15pm
From age 7
CHC pitch

U12 Extra sessions
Mon 5-6pm & 6-7pm
CHC pitch

Junior Academy* Yr 7
Monday 7-8pm
Council pitch

U14 Extra sessions
Tuesdays 6.30-
7.30pm CHC pitch

Youth Academy*
Yr 8 & 9 Mondays
8-9pm Council pitch

Senior training
when ready*

Senior training

Performance Academy*
Yr 10-13
Monthly Fridays CHC pitch

Youth keepers (U14 & U16) once a month Wed 6.30-8pm CHC pitch

Sunday training starts on 10th Sept unless coach advises otherwise. U8s now 17th Sept

Monday Academies and Extra sessions start w/c 11th Sept

Youth keepers starts Thurs 14th and U16s starts Thurs 8th

*Invite only

Pay & Play and Extra Sessions

- **Pay and Play**

- Pay on the day sessions for ages 7-11
- Ideal for beginners, those who cannot make Sundays or young children looking for extra practice
- Mixed boys and girls
- No subs payment required
- £3 a session or £5 for 2 siblings

- **Extra Sessions**

- Extra opportunities for year 6 and 7s (Mondays) and year 8s (Tuesdays) to play
- Mixed boys and girls
- Small group sessions for technical and tactical coaching from 1st/2nd team players
- Open to all (except those invited to Academy sessions) but must be booked and paid for in advance on a half term basis



Academies

- **Junior Academy and Youth Academy**

- For high potential year 7s (junior) and high potential year 8s and 9s (youth) to support their development
- Mixed boys and girls. Invite only
- Small group sessions for more technical and tactical coaching from 1st team player or coach
- Paid for in advance on a term basis
- Formal feedback provided at least once a year to help development
- Commitment required to maintain place
- Groups reviewed at Christmas

- **Performance Academy**

- For year 10-13 juniors in senior performance teams to support their development
- Mixed boys and girls. Invite only
- Small group sessions for more technical and tactical coaching from 1st team player or coach



Coaching Notes

- **Equipment**

- Collect equipment and first aid kits - 1 per team
- New kit available: rebound board, tennis nets, crazy catch, swimming noodles, goal corner targets
- Flag if you need pitch keys for matches or opening up
- Pitch side storage is in progress

- **Helpers**

- Do you need any teenage helpers? Pls use the u14/16 managers to send out requests
- It is helpful to send them this [Guidance document](#) beforehand

- **Player of the week**

- Contact me if you need trophies. Have several for the big squads
- Coaches/managers pls agree who will keep track so we spread these around the group

- **Feedback**

- U12s, U14s, U16s groups should aim to give formal and ideally written feedback twice a year
- Please liaise with Academy coaches to ensure consistent feedback
- A club form will be provided based around key player qualities
- Advice is that U14s and U16s complete the assessment form themselves first and then the coach adds their builds



Competitions

U8s Friendlies

- When we can, we try to organise 5 a side friendly tournaments for U8s
- The priority is for children in year 3 to participate in these
- The tournament will typically take 60 but no more than 90 minutes

U10s and U12s

- These age groups play in tournaments roughly once a month instead of training
- Developing U10s will play 5 a side. More advanced U10s & all U12s play 7 a side
- The dates of tournaments for the 23/24 season are: 24th Sept, 15th Oct, 5th Nov, 3rd Dec, 28th Jan, 18th Feb, 24th March (finals)
- There are 2 leagues/divisions for U10s and 3 leagues/divisions for U12s
- Coaches decide which leagues to enter each year and select teams based on their ability. They may move players between teams depending on their progress
- There is an In2hockey Championships for all Essex clubs typically in February



Competitions

U14s and U16s

- Matches are played on Sundays - usually afternoons
- 1st team league dates
 - U14G: 24th Sept (Away), 15th Oct (Home), 5th Nov (Away), 3rd Dec (Home),
 - U14B: 24th Sept (H), 5th Nov (H), 26th Nov (A), 3rd Dec (A)
 - U16G: 24th Sept (H), 5th Nov (A), 26th Nov (A), 14th Jan (H)
 - U16B: 24th Sept (A), 15th Oct (H), 5th Nov (A), 26th Nov (H)
- 2nd team league dates
 - Dates will be communicated by managers
- England Hockey Champs (Cup & Plate)
 - U14G and U14B: 8th Oct and 29th Oct. Also 19th Nov if successful
 - U16G and U16B: 29th Oct and 19th Nov
 - Awaiting draw that will determine opposition and venue
 - More dates post xmas if teams progress
- Please note U14 boys training on a Sunday will usually still go ahead for those not involved in the match



Selection Policy

- We aim to give everyone equal amounts of competitive hockey within their tier/level. See our [Developmental Selection Policy](#) for more details
- If we have too many children available for the tournaments
 - Ask me to enter an additional team into the league
 - If this is not possible we can look at friendlies
 - Please avoid taking lots of subs as then players don't get much pitch time
- BUT for In2hockey and EH Champs/Cup games we enter one team only so select the best players.



Umpires

- Susan Maclachlan is our Umpire Co-ordinator and Development officer and she will be appointing umpires for U10s and U12s tournaments and supporting those who want to learn.
- Umpires for U14s and U16s games will be co-ordinated by Esme Harwood: 07887 843 518. Pls keep her updated if things change.
- We always need more umpires! Please encourage parents or teenage helpers to get started in umpiring
- An umpire qualification is not required for U10s and U12s but a course can be easily taken online for older age group matches
- Please contact Susan about the course or see the <https://hockeyhub.englishockey.co.uk/>



Managing



Communicating to Parents

WhatsApp

- We recommend using a WhatsApp group to communicate to parents
- Feel free to set rules on Whatsapp such as 'no reply alls'!

Spond

- We recommend downloading the Spond app and using that for gathering availability for fixtures & communicating times and venues
- Please communicate times of tournaments / fixtures as early as possible to maximise availability
- Once you have availability in for a date you can create different events for different venues

Website & Newsletters

- Basic info can be found on the website
- The club may send out a few email newsletters a year. Parents can sign up for these when they register or at the bottom of the website homepage



Membership & Fees



- **Managers to ensure all players are registered and have paid subs**
 - Matt Gore, membership secretary will send you reports on who has registered and paid
 - For all queries on subs and membership ask Matt: membership@chelmsfordhc.org.uk
- **Existing members**
 - Logon via website and renew from 1st Sept and pay. Deadline end Sept
 - Payment can be done online. It is a 1-off Direct Debit
- **New members**
 - Register online clicking on ‘Sign Up’ top right-hand corner of website homepage
 - MUST be completed before starting. They are allowed 3 trial sessions, after which they pay
- **Annual Subs**
 - £85 up to and incl year 3, £120 year 4 to year 8, £125 year 9 to year 13
 - Discounts available for GK with own kit, coaches & managers
- **Extra charges**
 - Extra and Academy sessions are charged separately at approximately £3 a session but paid for upfront, e.g. £3 x 6 sessions = £18 or £3 x 10 sessions = £30
 - Pay and Play is £3 a session and no annual subs are required

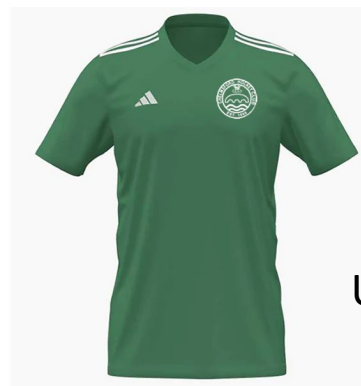
Club Kit (adidas)

- Match Kit is a green shirt, navy shorts or skorts and green socks
- We have an online club shop (Intersport) where you can buy club shirts, skorts, shorts and socks
<https://gameforlife.co.uk/collections/chelmsford-hockey-club-2019-2022>
- U14s and U16s should get numbers on the back for senior games – ask Intersport
- For Customer Service issues email office@gameforlife.co.uk or call Richard on 07929203455



U8/10/12

* New lower price
£15.75*



U14 and older shirt in
line with seniors £30



£19.95



£23



£11.50

£5.83 (not
adidas but
much better!)



Club Kit (non-adidas)

- We also sell kit directly from the club – all optional
- We sell hoodies, training t-shirts and cheaper than adidas shorts and skorts aimed mainly at U8s, U10s and U12s
- We also sell bobble hats and stripey training socks for anyone at the club
- Ideally U14s/U16s start to align their kit (shirts, shorts/skorts, hoodies) with the senior club kit as they play more senior games



Other options

- Preloved sale taking place 17th Sept (please hand in any items on 10th Sept)
- We have a few U10 shirts to lend out but not many



Parent Volunteers

Tea Hut

- Co-Ordinator Christina Lee
- She will be asking managers for volunteers and commitment in advance!

Time-keepers, helpers at tournaments

- Please encourage parents to get involved and lend a hand

Socials

- Socials are really good for building a team spirit
- If a parent is keen to help but are not confident with hockey ask them to arrange a social event
- Previous ideas have been swimming parties, skating parties, disco in clubhouse or fun Friday night hockey + pizza in clubhouse



Welfare for Coaches and Managers



Why do we need to talk about welfare?



British Gymnastics faces day of reckoning with publication of abuse scandal report

Visit


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INDEPENDENT REVIEW INTO CHILD SEXUAL ABUSE IN FOOTBALL

On 17 March 2021 Clive Sheldon QC published his long-anticipated independent review into allegations of child sexual abuse in football. In his report Sheldon identified that generations of young footballers have suffered abuse due to an absence of child protection and safeguarding policies and procedures.

AUTHOR

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Marketing Content Manager

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Letters

Sports bodies fail to safeguard children

Raising complaints against clubs is still an uphill battle and an independent ombudsman is needed, writes **Dorothy Muir**



Have you heard of Luke Hobson and Tom Wilson?

They died due to an accident on a hockey pitch





**ENGLAND
HOCKEY**

SafeGuard

All young people have the right to be safe and enjoy their hockey. We all have a duty to safeguard and protect young people from harm. All hockey clubs/organisations must have policies and procedures in place to create a safe environment.

Safeguarding is everyone's responsibility.

Key things to remember

- **Safe Kit (Coaches to enforce and Managers to help remind)**
 - All players to have gumshields and shin pads (including youngest Little Gems group)
 - Pls ensure parents wrap kids up in the winter (incl gloves when cold!). Little ones get v cold
 - Parents to buy facemasks for U14s, U16s & U10s & U12s players in Essex league
 - Gumshield fitting will be arranged: TBC
- **Knowing who we have in our care (Managers responsibility)**
 - However, managers **MUST** keep a register of who attends so we know who we have in our care and that they are returned to their parents. Can be on SPOND or paper!
 - An ongoing record is also useful to identify any issues / if someone has left
 - Getting availability for training is not obligatory – decide by age group
- **Parents staying for training (Managers responsibility)**
 - For under 8s and under 10s parents **MUST** stay for the session to do toilet trips OR nominate another parent to take their child (and let the manager know who this)
 - It is anticipated that at U12 level and above toilet trips won't be an issue but parents should be contactable
 - Toilets to be locked by U12G at 12 midday
- **Collection policy (Coaches and Managers together – discuss how)**
 - All U8s and U10s must be collected by parents in a managed way so we know who has left
 - U12s and above must have parental consent for child to leave unaccompanied. If not, collection must also be managed



Key things to remember

- **Additional mental and physical needs (Managers to gather, Coaches to know)**
 - Managers to ask parents for details of additional needs, e.g. asthma, dyspraxia, autism
 - Lead coaches to ensure all assistants and helpers are aware and that they take these into account
 - Ask parents for advice if necessary
- **Code of Conduct & Welfare Policies (Everyone to be aware)**
 - [Club codes of conduct exist for volunteers, parents, players](#)
 - England Hockey have a [Safeguarding policy and guidelines specifically for volunteers](#)
 - England Hockey have a [Code of Ethics and Behaviour](#)
 - Fundamental principles are
 - We are here to have fun (can but doesn't have to include winning!)
 - We respect each other
 - We are inclusive - ethnicity, gender, cultural background, religion, ability, age and additional needs
 - There should be no touching, swearing, aggressive, abusive, bullying behaviour
 - Please report any issues that concern you to the welfare officer
- **Welfare Officer**
 - Gemma Butterworth 07452 814219 Junior_welfare@chelmsfordhc.org.uk



Summary of essential things for managers to communicate to parents pre-season

- Parent induction that will be sent to you
- But please highlight within your group the following
 - Training times, pitch and start date - see slide 8
 - Match/tournament dates – see slide 12/13
 - Registering or renewing membership and subs - see slide 18
 - Essential welfare info including – see slides 22 onwards
 - Gumshields & shin pads
 - Collection procedure, staying for toilet trips (U8s/U10s)
 - Additional needs, relevant medical conditions



Roles, Responsibilities, Discounts



Summary of Coach & Manager Requirements & Discounts

	Managers	Lead Coaches	Assistant Coaches	Parent Helpers
1. DBS certificate	Required	Required	Required	Required
2. Safe-guarding	Online short course	2.5 hour course - lasts 3 years	Online short course	Online short course
3. Safe Hockey (health & safety) online module	Optional	Required	Required	Required
4. First Aid	Optional	Required - lasts 3 years	Required - lasts 3 years	Optional
5. Coaching	Not required	Ideally at least the Sessional Course	At least Intro to Hockey or Engaging Games	Optional
6. Read job description & policies & sign & return volunteer agreement form	Required	Required	Required	Required
Discount	25% off fee of child in group they are managing once have managed for at least a year	50% off children's subs or £55 off own subs if have no children	50% off children's subs or £55 off own subs if have no children	NA
Subs payment	Pay full subs unless Gemma and Susan have all evidence of the above courses completed or course dates booked in. Items 1-4 to Welfare and 5 & 6 to Susan . To pay discounted subs contact the Membership secretary			



Job Descriptions & Policies & Resources

Job Descriptions for all roles can be found on the [website](#)

These job descriptions contain all links to relevant policies

For direct links to **Policies** see below

[England Hockey Policies](#)

[Club policies](#)

Other useful resources

[Risk Assessment Guidelines](#)

[Head injury report form](#)

[Incident Disclosure Form](#)



Ways of Working



Ways of Working & Communication

Whatsapp Groups:

1. Lead coaches & managers group for info from me/the club (other coaches can join this if they want to but no obligation)
2. Coaches only group for sharing coaching info and Q&A
3. U10/12 group for tournament info
4. Age group coaches/manager group

Junior Committee Meetings

- Open invitation to monthly Junior committee meetings
- Let me know if you want to join

Please feedback any issues/questions/ideas. If you don't tell us, we don't know!

Coaches and Managers Who's Who

Coaches

- U8s Kitch and helpers
- U10B Phil Carden, Natalie Richardson, Graham Storey
- U10G Neil Hurrell, Sally Holmes, Matt Calderwood, Gordon McCarty, Jamie Tunnicliffe, Sarah Fernandez-Grandon, Ed Route, Chetan Kushalappa, Marie Kirkham
- U12B Sally Dalton, Tom Dalton, Richard Hamilton, Stella Jenkins, John Armour, Paul Gumbeer
- U12G Glenn Kirkham, Deb Chambers, Richard Goodey, Kat Hales, Ed Todd, David Tingey, Mark Wright
- U14B Harry Wells, Rebecca Wells, James Lomas
- U14G Richard Ross, Gavin Richards
- U16G&B: Harry Rayner. On Match days: Kath McDonald (G) and David Ireland (B)
- Pay and Play: Nigel Seager
- Academies: Marcus Bradley-Stevenson (Junior), Harry Rayner (Youth)
- Boosters: Sam Durdle and Claudia Topel (Mondays), Ben Farmer and Vasandan Veerapalan (Tuesdays)
- GKs: Carl Wright (U10/12s), Ashwin Raj (Youth)

Managers

- U8s Louise Robson, Annabelle Rout
- U10B Nicole Neubelt
- U10G Charlie Hingston
- U12B Ken Eddie
- U12G Paul Kitson
- U14B Nic Seed
- U14G Kate Ashton
- U16B: Claire Gore
- U16G: Helen Conway

If you need contact details pls ask but all on are WhatsApp groups!



Junior Committee & Other Roles

Committee

- Chair: Sally (U12B)
- Coaching reps: Deb Chambers (U12G), Ben Maddison (U14G)
- Parent reps: Nicole Neubelt (U10B, U14G)
- Welfare: Gemma Butterworth (U8s)
- Coach and Umpire Development Officer: Susan Maclachlan (U12G, U10G)
- Fixtures Sec: Louise Wright (U14B)

Other roles

- Kit/Merchandise: Emma Ives
- Equipment manager: Claire Gore
- Tea hut Co-ordinator: Christina Lee
- Schools Coaching: Sally & Kitch
- Socials: Vacant!
- Indoor Co-ordinator: Ben Maddison



U14s and U16s Specific Extra Information



U14s and U16 Fixtures

Game Management System (GMS)

- For U14 and U16 managers to use
- You will need to use GMS for registering players, checking fixtures and entering results for EAST LEAGUE (your 1st team fixtures) and EH CHAMPIONSHIPS
- You may also need to transfer players if they have previously been set up on GMS at another club
- Seera Chara can help get you set up on the system: s.chara65@outlook.com
07981 877427
- Login: <https://gms.englishhockey.co.uk/> Support: gms.support@englishhockey.co.uk

Pitches

- Louise Wright is the fixtures secretary and will be helping to book pitch slots and be general point of contact for all fixtures at home
- Please ensure you work closely with her

Rules

- Pls see the Comp regs and Summary of Major Changes docs I have emailed out
- Note rules on rescheduled matches



Competitions: Indoor

December Indoor tournament at Copper Box

- Teams U14s and U16s
- Not definite – depends on coach availability
- Typically end of Dec and entries required in Sept
- Training typically 6 weeks leading up till xmas
- Indoor squad trains indoor and rest of age group continue to train outdoor
- Training times, venue TBD! Ben Maddison organising
- Selection policy
 - Advice it to pick a squad you know can make the tournament and those who are genuinely interested and can make the competition
 - Have some spares!



Transitioning to Senior Hockey

Key points

- Children qualify to play as soon as they turn 13
- Their age group coach will advise when they are ready to attend to senior training
- Often girls start playing senior hockey younger than boys because the ladies sides rely on youth players more than the men and also because often the physical difference between the women and girls is less than the physical difference between the men and the boys
- There is no extra charge for senior training
- If selected for team, then matches are on Saturdays and there are match fees (£8)
- Parents are asked to respond promptly to managers regarding availability
- Parents are advised to read the [guidelines](#) for transitioning to senior hockey that answer all questions
- Parents should also read the [Changing Room policy](#) and the [WhatsApp policy](#) before their child starts playing senior hockey matches



County & Talent Academy

County Hockey

- We can encourage players to go who we feel are at the right standard and advise others
- BUT anyone can go if they want to – they are open trials
- Selection: 3 sessions for each age group of 2 hours each for £40 in total
- A fund available for those who need help paying
- 20 children per age group selected for 6 training sessions (usually Friday), 2 festivals and a final
- Booking is open for trials. Email essexhockeyadmin@virginmedia.com

Talent Academy

- Club coaches, county coaches and school coaches refer a player to an England Hockey Talent Academy (nearest Academies are Old Loughts and Cambridge)
- Referrals take place in Spring
- For 15-18 year olds
- They hold trials and select a training squad in September
- There is a cost for the coaching they provide
- Financial help for 2 spaces in the squad
- There are then matches (I think?!) and a festival in the summer



Tour

- We have a tour committee established
 - Sarah Norman
 - Suzanne Maddison
 - Deirdre McBurney
 - James Collins
 - Nicole Grimes
 - Karin Smithers
 - Gordon MacSween
 - Lee Waite
- Looking to arrange a junior tour for juniors 13+
- Likely to be Spring or Summer
- May be abroad or in the UK
- More details to come during the season



Anglian Eagles

- Not England Hockey organized
- For U13 boys and girls (year 7 and 8)
- Selected towards end of season
- Play a festival in the summer against other regions
- Keep an eye on Anglian Eagles twitter for trials

