

Junior Managers and Coaches Info Pack 2024/25



Thank you!

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



Agenda

1. Club Mission 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



Junior Club Mission

To provide a fun, quality and safe hockey experience for all children of all ability levels in the Chelmsford area, supporting them to be the best that they can be

Full junior strategy is available on request!



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 also pay for an account with [SportPlan](#) (website and app). Let Sally know if you want a login



Coaching Notes

- **Equipment**

- Make sure you have your equipment and allocated first aid kit 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
- Lockers are available in the pitch side container

- **Helpers**

- Do you need any teenage helpers? Pls use the u14/16 managers to send out requests
- They will need a DBS before starting if over 16 and contact Sally and Gemma to let them know
- It is helpful to send them this [Guidance document](#) beforehand

- **Player of the week**

- Spare trophies are in the office. Have several for the big squads
- Coaches/managers pls agree who will keep track so we spread these around the group

- **Feedback**

- Please continually provide individual feedback verbally to players
- U12s, U14s, U16s groups should aim to give formal feedback (ideally written) at xmas
- A template can be provided if needed and older players ask to complete it first



Coaching Sessions 24/25 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 Tues 6.30-8pm CHC pitch
Girls Wed 6.30-8pm CHC pitch

U16s (year 10 & 11)
Boys & Girls training separately
Sunday 1-2.30pm CHC pitch

Extra Opportunities

Pay and Play
Mondays 5-6pm
Year 2 to 6
CHC pitch

Skill Booster 1
(Year 6)

Mon 6-7pm
CHC pitch

Skill Booster 2
(Year 7/8)

Mon 7-8pm
Council pitch

Skill Booster 3
(Year 8/9)

Mon 7-8pm
Council pitch

Skill Booster 4
(Year 6/7)

Thurs 7-8pm
Council pitch

Senior training

Men's 5-8s Mon 8-9.30, 3s/4s Mon 8.30-10pm, 1s/2s Tues & Thurs 8-9.30
Ladies 6/7s Thurs 6.30-8, 2/3s Mon 7-8.30pm, 1s and 4s/5s Wed 8-9.30

Keepers

U10/12s incorporated into
regular training plus
additional monthly separate
sessions on Sundays

U14 & U16 twice a month
on either Mondays 6-7pm
or Thursdays 6.30-8pm

- Sundays start on 8th Sept unless coach advises otherwise
- Week-nights starts w/c 9th September
- Please book onto U14/16 keeper training as places limited

Extra Opportunities to play

- **Pay and Play**

- Pay on the day sessions for primary school aged children
- Ideal for beginners, those who cannot make Sundays or children year 5 and below looking for extra practice
- Mixed boys and girls
- No subs payment required
- £3 a session or £5 for 2 siblings. Pay on the day

- **Skill Booster**

- Extra sessions for years 6 - 9
- Mixed boys and girls
- Small group sessions to boost skills
- Places limited and booked and paid for in advance
- Those attending senior training are not eligible to attend
- Prioritised for those not getting hockey at school esp in older groups
- Groups reviewed each half term



Selection Policy

- **At U8s**
 - We aim to give all year 3s (who want to) the opportunity to play in some tournaments throughout the season. Strong year 2s may be given the option to join them to make up numbers but they are not the priority.
- **U10s – U16s**
 - Where squads are big enough, we create teams at different levels. We then enter them into competitions, leagues and arrange friendly fixtures so that all players have multiple opportunities to play matches at the most appropriate standard of hockey for them.
 - However, players should be continually assessed and movement between levels must still be possible temporarily or permanently. Players may be moved up a level to stretch them or down a level to give them a leadership role or development challenge at a playing standard they are comfortable with.
 - Please note coaches can decide if to structure training in levels and/or mix levels. There are benefits in both approaches.
 - Occasionally, if the squad has lots of players at a similar level then the teams may be at the same level and entered into the same league. It will be up to the coaches to decide what approach is best.
 - **U10s/U12s (5 a side and 7 a side, usually 1 hour of hockey broken into matches of between 10 and 20 mins)**
 - In tournaments (which at this age group are friendly fixtures and no results or league table are maintained), we aim to give everyone equal amounts of game time
 - The only exception is the In2hockey championships (a cup and an opportunity to progress to East champs) where we enter one team only and we select the best players. Playing time will be determined by the coach on the day. All players should get a reasonable amount of game time (at least half the available time), even if not exactly equal.
 - **U14s and U16s (11 a side, 2 x 35 mins)**
 - With 11 a-side hockey, match-day squad management is more complex; there are additional factors to consider such as playing strength in certain positions, fitness in longer matches on a bigger pitch, the need to take players off temporarily to give feedback, the strength of the opposition in certain positions and the player's own in-match performance. The coaches' focus on individual playing time is then only one factor considered. However, anyone selected to play in a match should expect to have a reasonable playing opportunity in both halves of a game
 - League and Cup competitions are inherently more competitive, and we and the opposition do play to win. However regardless of outcome, the club's ethos is that winning is not the sole objective and key outcomes for the whole squad prioritise the development and enjoyment of both individuals and the group as a whole
- [New policy \(incorporating the above\) to be written and uploaded here by end of Sept](#)

Selection Guidance

- **Playing children consistently at a level significantly above or below their ability does not help their development but opportunities to play up or down can be beneficial**
 - Playing too far up consistently can damage confidence and other players play round them not giving them the opportunity to participate
 - Playing too far down consistently can be frustrating and demotivating for the player and lead to bad habits like not passing to other players
 - However occasional stretching of a player is fine, in training or a match.
- **When playing players down a level**
 - This may be required for many reasons, e.g excess of players, a lower team needs some help against a strong opposition (one-team clubs like Colchester, Witham or Maldon can often have a few strong players and can dominate one of our lower level teams), to help them develop a new skill or in a new position
 - Speak to the player in advance, acknowledging that this is not their level, give them a leadership role or developmental challenge (such as a new position) that they can execute at a comfortable level and ask them not to dominate the game at the expense of team mates
- **When playing a player up a level**
 - Perhaps start the player off so you can assess the game first. Put them in a position they are comfortable with
 - Give them sufficient time to settle in to the game
 - Speak to all players in advance and explain to all the team they will be rotated but not necessarily equally – it will depend on how the match plays out
 - Ask players to include the new player and support them
- **Consider assigning a captain, esp. at U14 and U16 level**
 - Rotate this role, let the player and parent know in advance. Give them a captain's armband
 - Explain the task: lead the warm-up, liaise with umpires and opposition team, be vocal in encouraging the team during play
 - Ask for their comments at half time and end of the game
- **Playing time and rotation for U14 and U16**
 - Whilst there is no set minimum or maximum playing time that we give as a club, some guidance is that ideally everyone should play in both halves, try to rotate everyone off at some point, no-one should play less than half the game

Competitions

U8s Friendlies

- When we can, we try to organise 4/5 a side friendly tournaments for year 3s in the U8s
- 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. The tournament replaces training for that Sunday
- There are 2 leagues: North Essex (lower) and Essex (higher) for U10s & U12s
- Developing U10s (in the North League) will play 5 a side. More advanced U10s (in Essex leagues) & all U12s play 7 a side
- The dates of tournaments for the 24/25 season are: 22nd Sept, 13th Oct, 10th Nov, 1st Dec, 19th Jan, 9th Feb, 23rd March (finals day)
- There is an additional East league for U12s – dates tbc
- There is also an In2hockey Championships (a cup) typically in February. The top 2 teams progress to an East tournament
- Gordon McCarty is co-ordinating all U10/12 fixtures and will book pitches with Susan M
- **Naming teams: TBD for U10 and U12. Academy & Development are not ideal - they can be confusing and not child friendly.**



Competitions

U14s and U16s

- Matches are played on Sundays - often afternoons or late morning
- We enter tier 2 and tier 3 competitions (tier 1 is the highest level and distance to travel much greater)
- Tier 2 team dates pre xmas
 - East fixtures: 6th Oct, 13th Oct, 3rd Nov, 24th Nov, 1st Dec (may not all be used)
 - Eng Hockey Champs Cup/Plate: 20th Oct, 10th Nov
 - Feel free to arrange friendlies in addition
- Tier 3 team dates pre xmas
 - Local Essex friendly fixtures: 3-4 fixtures have been circulated for pre-xmas. Managers to arrange precise date and time and book pitch, ideally avoiding clash with tier 2 team dates as necessary
 - League table is not maintained as not everyone plays same opposition
 - Feel free to arrange other friendlies
- Naming teams: Suggestion is to use Tier 2 and Tier 3 as the team names, aligned to the league

U18s

- I have asked if a parent would like to manage an U18s girls or boys team to enter the cup competition. We would then endeavour to find a coach for those matches. Regan is exploring
- U18 boys



Managing



Communicating to Parents

Welcome

- Consider a welcome chat from coaches and manager before or after the first training session

Pitchero

- This is our new system for membership and communication, gathering availability, fixtures, buying tickets, paying for camps etc.
- There are also options for parents to receive club news and newsletters which should remove the need to pass on central clubs messages through managers

WhatsApp

- We recommend continuing to use a WhatsApp group to communicate urgent messages to parents/remind them to use Pitchero
- We also recommend turning your group into a Community which allows you to set up an 'announcement channel'. In here you can put notices and they don't get lost amongst the chat
- Please change the settings so parents can't add new members. You must approve all members to the group

Website

- This is to become a site more for non-members whilst Pitchero is the site that should contain all information for members
- However, basic info on subs and training times can be found on both



Membership & Fees

- **Managers to ensure all players are registered and have paid subs on Pitchero**
 - New members must register even if still doing their 3 week trial period before paying
 - Small increase in subs to cover increasing costs
 - You should be able to see who has paid via Pitchero
 - For all queries on subs and membership ask Matt: membership@chelmsfordhc.org.uk
- **Discounts**
 - ****Goalkeepers who have bought their own kit don't need to pay subs****
 - If a keeper has a mixture of borrowed and own kit refer to Sally
 - Coaches and managers discounts – once you have completed all requirements you will be assigned a discount sub to pay. If you haven't met all requirements by end of Oct then you pay full subs
- **Extra sessions**
 - These will be available to pay via Pitchero
 - Pay and Play will also be available to pay via Pitchero and no annual subs are required



Parent Volunteers

Pitch Side Cafe

- Co-ordinator Christina Lee
- She will be asking managers for volunteers and commitment in advance!
- Comprehensive [guidance](#) is on Pitchero

Time-keepers, helpers at tournaments

- Please encourage parents to get involved and lend a hand
- We will try to do an 'intro to hockey' session for U8 parents at the start of the season to help encourage volunteers

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





Umpires

- We ran 2 face to face courses over the summer and now have more umpires available, especially teenagers willing to umpire U10s and U12s tournaments
- Susan Maclachlan is our Umpire Co-ordinator and will help find umpires for U10s and U12s tournaments
- Umpires for U14s and U16s games need to be co-ordinated by coaches and managers via WhatsApp. There has been no requirement for umpires to be assessed at Tier 2 (but worth re-checking competition rules)
- Fees
 - We will pay £10 per U10/12s match/tournament to an umpire who has done a course (does not need to be assessed)
 - We will pay £20 per U14/16 match to an umpire who has done a course (does not need to be assessed)
 - Of course, we welcome people not claiming the fee to reduce costs to the club but recognise that this fee, especially for teenagers, may help encourage umpiring!
 - This seasons fees are to be claimed directly from the club rather than collected from parents
- We always need more umpires! Please encourage parents or teenage helpers to get started in umpiring
- Go to: <https://hockeyhub.englishhockey.co.uk/officiating>

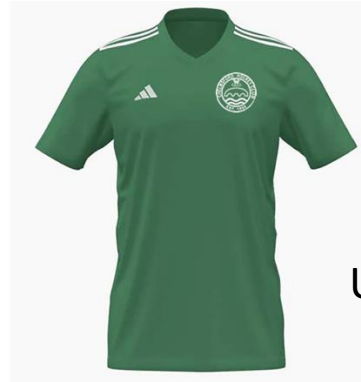
Club Kit (adidas)

- 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, socks and other training kit <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+ shirt in line with
seniors £30



£19.95 -
£31



£26 -
£33



£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 but no obligation to change until it no longer fits!



Other options

- Preloved sale to take place at start of season
- Please ask parents to hand in preloved kit the first 2 weeks of training to managers and Annabelle/ Emma will collect from you



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

Images may be subject to copyright. [Learn More](#)

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**



Thurrock: Man jailed for 19 years for non-recent sexual abuse of a child

A man has been jailed for 19 years following a thorough investigation by our Child Abuse Investigation Team. 16 Aug 2024

Court and Convicted | News

Have you heard of Luke Hobson and Tom Wilson?

They died due to an accident on a hockey pitch



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

 Georgia Latief
Marketing Content Manager

SHARE





**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.

England Hockey Safeguarding for Coaches

No-one can be on the pitch helping out without a DBS check and safeguarding. If you want to add a parent helper, volunteer, coach etc, get in touch with me first.

If not enough coaches for correct ratios, the session must be cancelled.

Safeguarding is everyone's responsibility.

Courses

- **Safeguarding**

- Lead coaches to do long course: [2.5 hour course - lasts 3 years](#)
- Assistants, parent helpers and managers to do short online course: [Online short course](#)

- **Safe Hockey**

- Lead, assistant coaches and parent helpers to do online module
- [Safe Hockey \(health & safety\) online module](#)
- [Other useful resources: Risk Assessment Guidelines](#)

- **First Aid**

- All lead and assistant coaches to complete
- Encouraged for other roles
- 13th September 6.30pm at the club. Please email Gemma to sign up or [21st November in Writtle](#)
- We also have a new [first aid policy](#)

All courses are refundable by the club once completed



Key things to remember

- **Ratios: (Coaches' responsibility and Managers to help remind)**

- The session must not go ahead if the following ratios are not adhered to:
- 1:8 (adult to player) for 5-11 year olds
- 1:12 (adult to player) for 12-16 year olds

- **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 doing shorts. Spares in container for emergencies but pls return them. This is part of our new Code of Conduct.
- Gumshield fitting will be arranged: TBC

- **Knowing who we have in our care (Managers responsibility)**

- 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. You can do this on Pitchero
- An ongoing record is also useful to identify any issues / if someone has left
- Getting availability for training beforehand 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

Key things to remember



- **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 from the pitch. Inform Gemma of who has consented.
 - We still have a loco parentis duty even with permission to leave alone, so if they're still in the car park etc when you head to leave, you must stay with them. Contact Welfare Officer if becomes a problem.
- **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. Please notify Gemma of any updates not already on the system
 - Lead coaches to ensure all assistants and helpers are aware and that they take these into account
 - Ask parents for advice if necessary
- **Accident and Injury reporting (Coaches and Managers responsibility)**
 - We have a new [First Aid policy](#) – please take the time to read it and the responsibilities that coaches and managers have.
 - First aid kits should be well maintained – please ask for supplies if you need them.
 - Please note after head injuries, players must not continue to play
 - Reporting accidents and injuries should be reported using [this link](#) – this is in the first aid kits too as a QR code. Managers/coaches should report - any loss of blood that exceeds 10 minutes, any head injuries, any suspected bone injuries, treatment from a first aid specialist, treatment from a first responder, paramedic, doctor, nurse or ambulance crew, any injuries that require hospital treatment or admission, any injuries that require a subsequent visit to a medical professional.
 - Please keep parents informed of any injuries

Key things to remember



- **Taking and Sharing Photos (Managers' and Coaches' responsibility)**
 - Parents have been asked if they consent to photos of their children being shared in different channels (incl. WhatsApp groups) and for different purposes such as coach development. This consent applies to club officials only – we cannot control or police what other parents do
 - You should be able to see who has consented on the system. If they have not given consent, ask the parent if they would prefer NO photos to be taken off their child or if it is ok to hide the face of their child
 - Guidance: get people to take their own photos and keep photo sharing to a minimum. Gemma will send out a poster to circulate asking parents not to share photos of other people's children in other channels and on social media
- **Safeguarding concerns (Everyone's responsibility)**
 - Please report any issues that concern you to the Welfare Officer – Gemma Butterworth. My number is around the club, and [reporting form is here](#)
 - You should not try to deal or investigate a safeguarding concern yourself. You should not ask leading questions and should only ask enough questions to ensure the child is safe. Immediately refer to Gemma, the Welfare Officer. If Gemma isn't contactable, you should contact Sally Dalton (Junior Chair) or James Stock (Chairman). You should not share your concern with anyone else.
 - If a child is in immediate danger, call 999 or Essex Social Services Hub on 0345 603 7627 and then immediately call Gemma.
 - England Hockey investigate any safeguarding concerns, but Gemma will complete all paperwork.
 - If the safeguarding concern is about the Welfare Officer, contact England Hockey.
 - If you are under investigation for an allegation made by a child, or an offence relating to children, you must notify the Welfare Officer.

Key things to remember

- **Code of Conduct & Welfare Policies (Everyone to be aware)**

- [Club codes of conduct exist for volunteers, parents, players.](#) You will be asked to consent to these when you register on Pitchero
- 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

- **Welfare Officer**

- Gemma Butterworth 07452 814219 gibutterworth@gmail.com welfare@chelmsfordhc.org.uk



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 (tier 2 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.englishockey.co.uk/> Support: gms.support@englishockey.co.uk

Pitches

- Fixtures will be provided by Sally/East but coaches/managers must book their own pitch slot with Susan Maclachlan. Typically a 11.30-1pm slot should be available most Sundays
- Please ensure you work closely with Susan

Rules

- Please see the Comp regs
- Note rules on rescheduled matches



Game Management System (GMS)

- Players in the U14 and U16 age groups and those playing for senior teams need to be registered on England Hockey's centralised player database the Game Management System (GMS) as well as on Chelmsford HC's club system
- Parents - please do the following for juniors in U14 age groups and above
 - Go to <https://gms.englishockey.co.uk/>
 - If you're not registered yourself as an adult, select register and register yourself: select player if you play yourself, otherwise select parent / non-player, and associate yourself with Chelmsford Hockey Club. Then Add your child/children as dependants
 - If you are already registered on GMS please login, click your initials on the top left, go to My Profile, then Relations, then Add Dependant and enter your child's / children's details
 - Please note after the initial login/registration page the website is confusingly called whostheumpire.com but don't panic you're still in the right place.
 - If you struggle on your mobile please try on a computer - the site tends to work much better
 - Parents must register their children before 16th September so they can play in matches
- If your child has been registered on GMS at another club they will need to be 'transferred' to Chelmsford. Please contact your previous club to obtain confirmation that they have no objection to your daughter being re-registered to play for Chelmsford (They may object if you owe them money for example!). Send this confirmation to your manager so they can send it on to England Hockey to update the system manually



Competitions: Indoor

December Indoor tournament

- Depending on coach availability then a team may be taken to this tournament
- The one-day tournament is typically at the very end of December at Copper Box or in Sussex
- The standard is HIGH!
- Someone is required to lead the entries and book training facilities
- 6 sessions usually best for the squad who want to / can make it
- Not sure if New Hall hiring out facilities



Transitioning to Senior Hockey

Key points

- Children qualify to play senior hockey as soon as they turn 13.
- The age group coach should advise when they are ready to attend to senior training as they may not be emotionally or physically ready at 13.
- **Junior coaches please keep a track of who is playing for what team** and feed in if you have questions / concerns (there is a selection spreadsheet that will be circulated)
- 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
- Coaches and parents are strongly advised to read the [guidelines](#) for transitioning to senior hockey that answer all questions
- Encourage parents with questions to address the senior captains and coaches. Junior coaches do not make senior selection decisions. We can input our views but please don't do this via parents.
- 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 c. £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
- Follow Essex Hockey on facebook for updates and booking trial sessions

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 would love to re-establish a tour for juniors
- From experience of trying but not being successful over the past few years we feel that a tour for children NOT taking important exams is likely to work best, i.e. year 8/9/10 and 12
- If you would like to volunteer to help organise please let us know
- Venues and dates are up for discussion but experience suggests Easter or May half term would work well and that a UK venue will help to limit the cost



Anglian Eagles

- Not England Hockey organized but organized by UK Lions @UKLionsHockey1
- For U13 boys and girls (year 7 and 8)
- Squad selected towards end of season
- Play a festival in the summer against other regions
- Keep an eye on Anglian Eagles twitter for trials @AnglianEagles



Summary of points to communicate to parents



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


- Send out the link to parent induction pack and put it in group description for easy reference
- Please highlight the following
 - Registering and paying subs via Pitchero
 - Training times, pitch and start date
 - Match/tournament dates for diaries
 - Essential welfare info including
 - Gumshields & shin pads
 - Collection procedure, staying for toilet trips (U8s/U10s)
 - Consent from parents for child to leave pitch unaccompanied for U12s and above (noting we are in a public park and it will be dark for evening training)
 - Additional needs, relevant medical conditions
 - Preloved clothing donations ASAP & kit sale date
 - GMS for U14/16s and transitioning guidance



Roles, Responsibilities, Discounts



Summary of Coach & Manager Requirements & Discounts

	Managers	Lead Coaches	Assistant Coaches	Parent Helpers
1. DBS certificate	Required	Required	Required	Required
2. Safeguarding	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 but encouraged	Required - lasts 3 years	Required - lasts 3 years	Optional but encouraged
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	Once you have completed all requirements you will be assigned a discount sub to pay. If you haven't met all requirements by end of Oct (or have them in progress) then you pay full subs.			 <p>The logo for Chelmsford Hockey Club is circular with a green border. Inside, it features a stylized hockey stick and puck at the top, a hockey rink in the middle, and wavy lines representing water at the bottom. The text 'CHELMSFORD HOCKEY CLUB' is written around the top inner edge, and 'EST. 1898' is at the bottom.</p>

Job Descriptions & Policies

Job Descriptions for all roles can be found [here](#)

These job descriptions contain all links to relevant policies

For direct links to **Policies** see below

[England Hockey Policies](#)

[See Pitchero and look under Documents for all club policies](#)



Ways of Working



Ways of Working & Communication

Whatsapp CHC Junior Community :

1. Announcements: Messages to directly copy and paste to parents
2. Lead coaches & managers group for more informal info / chat (other coaches can join this if they want to but no obligation)
3. Coaches only group for sharing coaching info and Q&A
4. U10/12 group for tournament info
5. U14/16 group for match co-ordination

WhatsApp Groups

1. Your own age group coaches/manager group
2. Your parent group

NEVER MESSAGE / EMAIL A JUNIOR. IF YOU NEED TO, ALWAYS INCLUDE PARENT

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 Stef, Gemma Butterworth and helpers
- U10B Gregg Clarke, Craig MacKenzie and Cath Allen
- U10G Sally Holmes, Matt Calderwood, Gordon McCarty, Ed Route, Jamie Holland, David Ormrod, Nick Bastian, David Phillips, Kat Hales, Sarah Hurst, Tom Sampson
- U12B Phil Carden, Paul Gumber and Graham Storey and Mahendra Patel
- U12G Neil Hurrell, Glenn Kirkham, Ed Todd, Mark Wright, Sarah Fernandez-Grandon, Jamie Tunnicliffe
- U14B Tom Dalton, Richard Hamilton, Stella Jenkins, Sally Dalton, Rob McKay, James Lomas and Hugh Fillingham
- U14G Richard Ross, Gavin Richards, Kat Hales, Jas Goddard
- U16B: Harry Wells and David Ireland, Dean Rogers, Gordon Young
- U16G: Karen Wells (Matt Calderwood)
- Pay and Play: Nigel Seager and Sam Durdle
- Skills Boosters: Sam Durdle, Sue Rhodes, Ben Farmer, Jess Tuff, Ben Wheadon and Matt Blair
- GKs: Carl Wright (U10/12s), Ashwin Raj (Youth)

Managers

- U8s Alp Kostem
- U10B: Tim Renshaw
- U10G Lauren Hayes
- U12B Nicole Neubelt
- U12G Charlie Hingston
- U14B Nic Seed
- U14G Paul Kitson
- U16B: Claire Gore
- U16G: Kate Ashton
- Pay and Play: Rachel Ready
- Skills Boosters: Rachel Ready , Lianne Almond, Nicole Neubelt, Sally Dalton
- U10/12 Keeper Manager: Charlie Hingston
- U14/16 Keeper Manager: Oliver Parker



Junior Committee & Other Roles

Committee

- Chair and U14/16 fixtures: Sally (U14B)
- Head of U10/12s incl Sunday mornings: Sally Holmes
- Coaching reps: Deb Chambers (U8), Ben Maddison (U16G)
- Parent reps: Nicole Neubelt (U12B, U14G)
- Welfare: Gemma Butterworth (U8s) and Louise Wright (U14B)
- Pitch bookings and Umpire support for U10/12: Susan Maclachlan (U14G, U10G)

Other roles

- Fixtures secretary U8-U12s Gordon McCarty (U10G)
- Kit/Merchandise: Annabel Rout (U10G)
- Tea hut Co-ordinator: Christina Lee
- Camps: Deb Chambers
- Schools Coaching Co-ordinator: Vacant
- Socials: Vacant
- Year 8/9/12 Tour: Vacant
- Indoor Co-ordinator: Vacant

