**A logo of a hockey club

Description automatically generated with medium confidenceCHELMSFORD 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 according to the junior club mission and coaching philosophy.

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.

**JUNIOR ASSISTANT COACH RESPONSIBILITIES**

* **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
  + Support the Lead coach to conduct risk assessments before each training session, identifying and dealing with hazards and follow Safe Hockey guidance
* **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 developmental selection policy](https://www.pitchero.com/clubs/chelmsfordhockeyclub/d/documents.html), 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
* **Welfare**
* The following tasks are not exhaustive and there will be updates from the welfare team on responsibilities in this area:
  + Ensure children are wearing appropriate clothing for weather and have gum shields and shin pads. Do not allow any child playing to participate without a gum shield.
  + Ensure you have a first aid kits for any fixture where you are the main coach
  + Ensure you have details of children’s medical details and any additional needs if the lead coach is not present
  + Follow safe drop off and collection procedures
  + Ensure that children are never left unattended at training or at a fixture
  + Ensure that photos taken by club officials (coaches, parent helpers, managers) comply with the consent given by parents, i.e. if a parent has not consented to photos of their child being shared on WhatsApp groups, then all club officials must comply with this. However, note we cannot control what other parents do.
  + Report any accidents and injuries using the appropriate form
  + Report any safeguarding concerns to the welfare officer
* **Feedback and recognition**
  + Work with lead coach to provide regular feedback to the group and individuals
  + 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 to ensure that positive feedback in given to all players in line with the end of season award ceremony

**REPORTS TO**

Lead Coach and Head of Junior Coaching

**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. **Policies**

* Familiarise yourself with the policy section on the Chelmsford Hockey Club Pitchero site. There are [policies to comply with](https://www.pitchero.com/clubs/chelmsfordhockeyclub/d/documents.html?group_id=22296) including a Code of Conduct and other [important policies](https://www.pitchero.com/clubs/chelmsfordhockeyclub/d/documents.html?group_id=22294) to be aware of.
* Familiarise yourself with [England Hockey’s policies and code of conduct](https://www.englandhockey.co.uk/governance/rules-and-regulations)

1. **DBS**

* All volunteers must have a valid DBS check
* Our welfare officers will be in touch to process your DBS certificate. Please respond quickly. Their email address is [chelmsfordhcwelfare@gmail.com](mailto:chelmsfordhcwelfare@gmail.com)

1. **Safeguarding training**

* Read the [Safe Guard documentation](https://www.englandhockey.co.uk/governance/duty-of-care-in-hockey/safeguard) for your role as a Junior Coach
* Complete the [relevant course for your role](https://www.englandhockey.co.uk/deliver/coach/develop/coaching-courses/safeguarding-awareness-module)
* Complete the [Safe Hockey Online Module](https://hockeyhub.englandhockey.co.uk/safehockey)
* Safeguarding training needs to be renewed every 3 years

1. **First aid training**

* Complete a first aid course
* First aid training needs to be renewed every 3 years

Once completed please send all certificates to: [chelmsfordhcwelfare@gmail.com](mailto:chelmsfordhcwelfare@gmail.com)

**COACHING QUALIFICATIONS**

Chelmsford Hockey Club asks Assistant Coaches to complete the ‘Intro to Hockey’ course or the ‘Coaching Junior Hockey’ course before the start of the season. The ‘Integrating Goalkeepers’ course is also highly recommended to complete. Please go the England Hockey Hockey Hub (you will need to create an account) to access a course.

**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. The membership secretary will be in touch asking you to pay a discounted amount by bank transfer rather than via the website. Their contact details are: [membership@chelmsfordhc.org.uk](mailto:membership@chelmsfordhc.org.uk).

**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](https://hockeyhub.englandhockey.co.uk/coach_membership) provides greater cover for coaches and lead coaches who lead the delivery of coaching sessions and programmes independently in any environment.