A logo of a hockey club

Description automatically generated with medium confidence**CHELMSFORD HOCKEY CLUB**

**JUNIOR SECTION**

**JUNIOR LEAD COACH ROLE**

**(VOLUNTARY WITH DISCOUNTS UNLESS NOT A MEMBER OR PARENT)**

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 according to the junior club mission.

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 LEAD COACH RESPONSIBILITIES**

1. **Lead delivery of training sessions**

* Prepare in advance for all sessions
* Prepare sessions that are appropriate for the age range, that are fun and safe and with differentiation for different ability levels
* Co-ordinate any assistant coaches and parent helpers to help you deliver the sessions, giving them notice of the session plan. Agree responsibilities with the assistant coaches and how you will divide the squad into sub groups.
* Ensure all children get equal access to quality coaching
* Ensure that each session has enough coaches/parent helpers to meet ratios (1:12 for over 8s to 18) with a minimum of 2 adults.
* Ensure you conduct risk assessments ahead of each session and follow Safe Hockey guidance

1. **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, assistant coach or parent helper at each tournament venue
* Abide by the  [Junior Developmental Selection policy](https://www.pitchero.com/clubs/chelmsfordhockeyclub/d/documents.html) (click on this link and scroll down – don’t confuse with CHC selection policy which is for senior club)
* At fixtures provide positive support to teams

1. **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 enough first aid kits for training and all fixtures which may take place across multiple venues.
* Ensure you have details of children’s medical details and any additional needs
* 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

1. **Feedback and recognition**

* Provide regular feedback to the group and individuals
* 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 in given to all players in line with the end of season award ceremony

1. **Working with the club as a whole**

* Work with Head of Junior Coaching who willl support you in this role
* Flag any issues or concerns to the Junior committee via the Head of Junior Coaching Head of Minis, Head of Youth or Junior Chair
* For U14 and U16 lead coaches read the ‘junior to senior transition guidance’ and discuss with juniors turning 13 and their parents when the junior is ready to attend senior training. If and when they are ready liaise with Chairs of selection and senior club coaches to let them know.
* For U14 and U16 lead coaches, ensure you are aware of which team each junior in your squad is playing for. If you have concerns over the level feed this into the Chair of selection. Please keep discussions within the club and don’t make promises to parents about senior selection.

**REPORTS TO**

Head of Junior Coaching

**REQUIREMENTS OF A 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.

**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/safeguarding-in-hockey-workshop)
* 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 lead coaches to complete either a Sessional Course and/or a Hockey Coach Course. These courses were known previously as “Level 2”. 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 go the [England Hockey Hockey Hub](https://hockeyhub.englandhockey.co.uk/?login=login) (you will need to create an account) to access a course. For Hockey Heroes Lead coaches then a Hockey Heroes Champion course is required.

**TIME REQUIRED**

At least, time required for planning and delivering sessions, for selection and coaching at matches. Ideally also time for coach development.

**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. P he 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.