**A logo of a hockey club

Description automatically generated with medium confidenceCHELMSFORD HOCKEY CLUB**

**JUNIOR SECTION**

**JUNIOR MANAGER ROLE (voluntary)**

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 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 updating their information 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**
   * Manage the WhatsApp group for messages for parents of your squad.
   * Whilst much club communication will come out via Pitchero, there may be other messages to pass on to parents via WhatsApp
   * Use Pitchero to gather availability, communicate 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
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) 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 Pitchero 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 and teenage 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 Pitch side cafe manager and find parents to run the cafe during your allocated slot. Feel free to delegate this co-ordination to another parent!
* We often get requests from teenagers to volunteer as this counts towards their Duke of Edinburgh award. When this is the case:

1. Check with the coaches first that this can be accommodated
2. If so then send the teenage helper the guidelines before they start to have a read of (they are on pitchero under Information)
3. Allocate one of the coaches/parent helpers to be their assessor and get this agreed at the start. This person will need to write a very brief report on what the teenager did and the skills they learnt during their volunteering. Try to spread out the assessors so that not one person is doing lots of reports!
4. **Welfare**
   * The following tasks are not exhaustive and there will be updates from the welfare team on responsibilities in this area:
   * Ask parents to make you aware of additional needs, relevant medical conditions, make a note on the system and communicate these to the coaches and the welfare officer. Remember to ask this of new members who join half way through the season.
   * 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.
   * 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.
   * 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, even if just to the car park.
   * 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)
   * Report any accidents and injuries using the appropriate form
   * Report any safeguarding concerns to the welfare officer
5. **Trophies**
   * Support coaches by keeping a record of player of the week trophies to ensure these are spread around the group
6. **Fixtures**
   * Use Pitchero 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, ensuing 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.

**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 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)
2. **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
3. **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

**OPTIONAL FIRST AID**

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

**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.

Managers qualify for 25% off fee of child in group they are managing once have managed for at least a year. 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).

**REPORTS TO**

Head of Youth or Head of Minis