



Junior Section - Roles & Responsibilities

Lewes Hockey Club 2018/19 Season



JUNIOR SECTION - ROLES & RESPONSIBILITIES

The following roles fall under the Junior Section of the Club:

<i>Head of Junior Coaching</i>	<u>2</u>
<i>Head of Junior Age Group (u12G, u12B, u10G, u10B, u8s and u6s)</i>	<u>4</u>
<i>Matchday Manager</i>	<u>5</u>
<i>Junior Club Captain (Girls and Boys)</i>	<u>6</u>
<i>Junior Secretary</i>	<u>7</u>



JUNIOR SECTION - ROLES & RESPONSIBILITIES

HEAD OF JUNIOR COACHING

What you can do for your club:

- Make sure each Junior team has adequate coaching staff to grow and develop
- Ensure that each Training session has a plan and that Coaches are briefed in delivery of this plan
- Promote coach education and development
- Proactively identify new prospective coaches and ensure they have the support they need to succeed
- Work with the Junior Chair and Club Development Officer to ensure clear pathways and opportunities are developed to enable every player to achieve their full potential

The role:

- Identify, recruit and develop coaches ensuring sufficient and appropriate coaching staff are assigned to each Junior team, u12g&b, u10g&b, u8s, (including illness cover)
- Ensure that Junior Coaches are adequately trained and prepared to lead training sessions
- Ensure that a coaching plan is developed for each training session and that the Junior Coaches are briefed on their roles.
- Oversee the training session and ensure that the pitch is set up and that there is adequate equipment is available for Junior coaches to run sessions.
- Establish the needs of Junior coaches and signpost them to relevant courses and continuing personal development
- Act as a point of contact for all Junior age group managers and club junior coaches
- Understand and publicise the England Hockey coaching courses and local coaching events
- Encourage the sharing and spread of best practice between coaches at different levels
- Support the Club Development Officer in the design and implementation of a suitable club coach development plan
- Support the development of the Lewes HC Coaching Book of Knowledge/Manual

At training

- Briefing Junior Coaches with Training plan and allocate to specific Drills or Exercises
- Brief the Head of Age Group with Session Plan and deployment of coaches – ask for support if short of coaching resources
- Ensure that Junior coaches have resources, balls, cones, goals etc. and that they know how pitch will be set up
- Keep a watching brief on the training delivery and supporting as required – ensure that all know timescales and objectives for the drills
- Ensure all resources are returned to store/lockers and nothing is left on the pitch
- Ask for feedback from Head of Age Group and Parent Volunteers on each session



JUNIOR SECTION - ROLES & RESPONSIBILITIES

Ideally, you'll need to be:

- A player or ex-player who can recognise good coaching skills
- Enthusiastic and persuasive
- Enjoy working with Junior players
- A good communicator
- Well-organised and resourceful
- Approachable, encouraging and good with people

What you'll get out of it:

This role directly influences success and the standard of hockey at all Junior levels within the club. Recruiting the right coaches, setting up clear pathways and seeing young players develop under them takes real skill and knowledge of the game. You will be an integral wheel in the development of individuals and junior teams, working to uphold the values of the club.

How much time will it take up?

If directly involved with the coaching between 4 - 5 hours per week.



JUNIOR SECTION - ROLES & RESPONSIBILITIES

HEAD OF JUNIOR AGE GROUP (U12G, U12B, U10G, U10B, U8S AND U6S)

What you can do for your club:

- Ensuring the smooth running of Sunday morning training and acting as the on-pitch contact point for all participating Children and Parents in your Age group
- Organising additional training sessions, games and tournaments. (in conjunction with the Junior Secretary)
- Liaison with the Junior Head of Coaching and Club Development Officer regarding their training plans and resources
- Identifying additional Parental support to assist with training and Match management.
- Organising Parent Volunteers to support the Junior Coaches as required.
- Ensuring that the Children and Parents know about forthcoming events and matches
- Assigning a Match Manager for forthcoming matches for each team.
- Selecting a team for forthcoming matches and tournaments

What else can you tell me about the role?

- Liaison with Head of Junior Coaching re plan for the day
- Assign roles to Parent Volunteers
- Act as focal point for Children as they arrive on the pitch
- Check shin pads and mouth guards
- Confirm new members parents have completed membership form and consents (should be Reception Responsibility)
- Manage or Lead warm up (allowing Junior coaches to set up pitch and drills etc.)
- Introduce and explain the structure of session (as briefed by Junior Coach) and divide children into appropriate groups/teams allocate bibs
- Ensure all children are participating and intervene and support junior coaches as necessary
- Deal with injuries and assign to Parent or Parent Volunteer for off pitch treatment
- Ensure completion of incident report if and when required (Reception)
- Wrap up session and communication to Children and Parents regarding upcoming events
- Ensure that Match Day manager is assigned to future games and work with them in selecting side
- Liaise with Junior Secretary regarding membership or admin issues

Ideally, you'll need to be:

- Enthusiastic and supportive
- Organised and resourceful
- Approachable, encouraging and good with people
- Enjoy working with Junior players
- A knowledge of team games, not necessarily hockey, a player or ex-player.



JUNIOR SECTION - ROLES & RESPONSIBILITIES

What you'll get out of it:

This role directly influences the success and enjoyment of junior hockey within the club. Guiding coaches and engaging with Parent Volunteers building a team to provide the support and infrastructure to allow our Juniors to thrive, develop and enjoy their time at Lewes HC. You will be an integral wheel in the development of individuals and junior teams, working to uphold the values of the club.

MATCHDAY MANAGER

What you can do for your club:

- Organise and manage a Teams participation in a match or tournament
- Communicate arrangements for the match or tournament with Players Parents
- Ensure that you have all match day resources (checklist available)
- Liaison with opposition or tournament manager (supported by Junior Secretary)
- Organise the team pitch side and run substitutions

What else can you tell me about the role?

- Advise opposition of location and timings of home games and confirm with opposition details for away games
- Agree umpiring arrangements also ensure no colour clashes
- Provide a match ball for all home games.
- Ensure First Aid kit is present at each game.
- Ensure you have access to Emergency contact details for all participating children (Junior Secretary will support)
- Provide on pitch guidance and structure to your team with the advice and guidance of your team coach. (Support available)
- Maintain records of who played and collect match fees and pass to Junior Secretary or Reception
- Inform the Junior Secretary of the score following each home match where necessary.
- Inform players, umpires and tea supplier in the event of cancellation.
- Inform opposing Captain in the event of home cancellation.
- Confirm numbers for teas for visiting teams (Junior Secretary will arrange)
- Follow England Hockey child protection guidelines
- Ensure that all players are collected by their Parents after the game
- Complete incident report if and when required.
- Write a short report and submit to Junior Secretary

Ideally, you'll need to be:

- Enthusiastic and supportive



JUNIOR SECTION - ROLES & RESPONSIBILITIES

- Organised and resourceful
- Approachable, encouraging and good with people
- Enjoy working with Junior players
- A knowledge of team games, not necessarily hockey, a player or ex-player.

What you'll get out of it:

This role is vital in ensuring that our Junior Players are able to participate in matches and tournaments. The ups and downs of a Team Manager! Working with the wider team and other Parent Volunteers to provide the support and infrastructure to allow our Juniors to thrive, develop and enjoy their time at Lewes HC. You will play an important role in the development of individuals and junior teams, working to uphold the values of the club.

JUNIOR CLUB CAPTAIN (GIRLS AND BOYS)

Who will I be responsible to?

The Club Committee via the Club Captain and Junior Chair

What is my role?

- To provide a representative view of the junior club membership
- To instil the love of hockey with the junior membership
- To provide a role model

What else can you tell me about the role?

- Be an effective communicator
- Be able to provide advice and guidance from an athlete perspective
- Be able to provide advice and guidance from a team management and development perspective
- You will need to have confidence to work with adults to support development of the junior section of the club

How much time will I need to give to the role?

Approximately one/two hours a week and regular attendance at Sunday morning Junior Sessions and Junior Training to liaise with players

Training needed/recommended

Awareness of the EH single system and player pathway with Lewes Hockey Club. Previous experience of developing through the club themselves and have transitioned now to play senior hockey. Relevant age appropriate training available from EH to be advised depending on age at appointment.

What tasks are involved?

- Attend sub group meetings with Ladies Captain, Men's Captain and the Junior Club Captain at least 4 times a year



JUNIOR SECTION - ROLES & RESPONSIBILITIES

- Provide support to Team Managers to ensure the juniors section are engaged with the non-playing aspects of the club
- To liaise with the Comms. Co-ordinator to provide Communication to Junior Members
- To help co-ordinate club awards and social events with the Youth Development Officer

This role may fit with aspects of the Duke of Edinburgh Award Scheme.

JUNIOR SECRETARY

Who will I be responsible to?

The Junior Chair and the Welfare Officer

What is my role?

- Responsible for managing Lewes HC CRB process and acting as the main contact with England Hockey (EH) regarding CRB checks.
- Supporting Junior membership database
- Assisting with Tournaments and Fixtures for Junior matches

What else can you tell me about the role?

Tasks will include:

Welfare

- To be the main contact with EH regarding to CRB checks.
- To ensure the club is registered with EH's CRB checking service
- Be the lead contact with EH for CRB checking and updates
- Update the Welfare Officer/Club with updates from EH
- Update CRB records
- To support the Welfare Office to ensure all relevant volunteers and new volunteers are CRB checked and existing volunteers every 3 years
- To sign off volunteer evidence for CRB checks

Junior Membership

- Ensuring that the Junior Membership database is kept up to date
- Supporting new member registrations
- Issuing membership and match fee requests
- Reporting payments for the Junior Section to Southdown Reception
- Maintaining a database of Volunteer resources



JUNIOR SECTION - ROLES & RESPONSIBILITIES

Fixture Secretary

- Liaison with League organisers re league and tournament fixtures and updating Pitchero
- Liaison with Age Group Manager re existing and additional fixtures
- Ensure that junior players Emergency are available to Age Group Managers and Match Day Managers
- Maintaining records of who played and issuing match fees requests
- Organising Lewes HC Junior Tournament

What else can you tell me about the role?

- You will need an understanding of EH's Safeguarding and Protecting Children policies
- Knowledge of CRB processes
- Be CRB checked through EHB

How much time will I need to give to the role?

Approximately 6 - 8 hours per month.

Ideally, you'll need to be:

- Organised and resourceful
- Enthusiastic and supportive
- Approachable and good with people
- Enjoy working with other volunteer supporters
- Comfortable with computers, word and excel (training provided)

What you'll get out of it:

This key role directly supports the success of junior hockey within the club. Ensuring that we meet our Safe Guarding standards and engaging with and supporting our Volunteers to ensure that we are able to provide the support and opportunities for our Juniors to thrive, develop and enjoy their time at Lewes HC. You will be integral to the smooth running of the Junior section supporting the development of individuals and junior teams, working to uphold the values of the club.