

# ACADEMY PLAYER & PARENTS HANDBOOK

September 2013

[www.timperleyhockeyclub.com](http://www.timperleyhockeyclub.com)

## Welcome to Timperley Hockey Club Academy

Welcome to Timperley Hockey Club's Academy – as one of the North West's premier hockey clubs we are very proud to have over 160 young players regularly training and playing in the Academy's teams.

Please take your time to read and digest this pack which hopefully contains all the information needed to become an active member of our successful Academy and Timperley Sports Club.

The Aim of this pack is to provide you with all the information to make the season as enjoyable as possible for players, helpers, coaches and spectators.

We hope you will gain an idea of how we function, what you can expect of us, and what we expect of our members.

In 2012 we were successful in being re-accredited as an England Hockey Club First Club

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## 1 CODE OF CONDUCT/RULES FOR JUNIOR PLAYERS

The aim of Timperley HC Junior Section is to promote healthy participation in sport. It is hoped that everyone will play to the best of their ability and that teams are successful. However, we believe that it is more important to enjoy sport and play fairly.

The following Code of Conduct and Rules have been written to uphold the aims of THC and to help and protect all junior players, umpires, spectators and parents involved in the playing of hockey regardless of whether it is in league games, friendly matches, or training sessions

The club believes that it is important that its members, coaches, administrators, volunteers and parents associated with the club should, at all times, show respect, be encouraged to be open and to share any concerns or complaints about any aspect of the club with the coach or the appropriate committee member.

Each individual is accountable for his or her own actions. Whether you are playing, watching, coaching or umpiring any match, it is your personal responsibility to treat your own team, opposition players, coaches spectators and the umpires with respect and consideration before, during and after the match.

### As a member of Timperley Hockey Academy you are expected to comply with the following junior code of conduct and rules.

- Compete for enjoyment.
- Do their best.
- Show positive sporting behaviour and do your best
- Play within the rules at all times
- Respect colleagues, coaches, opponents and the decisions of officials.
- Keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Wear suitable kit (including shin pads and gum shields) for training and match sessions, as agreed with the coach/team manager.
- Pay any fees for training or events promptly.
- Junior members are not allowed to smoke on club premises or whilst representing the club at competitions.
- Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.

## 2 CODE OF CONDUCT FOR PARENTS/GUARDIANS/SPECTATORS

Timperley H.C. encourages parents/guardians/spectators to take an active interest in their child's development within hockey and ask that every parent/guardian/spectator observe the following:

- Encourage your child to learn the rules and play within them
- Discourage unfair play and arguing with officials or players
- Help your child to recognise good performance and players, not just results
- Never force your child to take part in sport
- Set a good example by recognising fair play and applauding the good performances of all
- Never punish or belittle a child for losing or making mistakes
- Publicly accept officials' judgements
- Support your child's involvement and help them to understand that the enjoyment of sport and fair play are more important than winning
- Use correct and proper language at all times

### Child Welfare Officers

If parents or children have any issues they wish to discuss please address them to one of **Timperley Hockey Club's Child Welfare Officers:**

**Sophie Robinson,**  
[sophie.robinson@timperleyhockeyclub.com](mailto:sophie.robinson@timperleyhockeyclub.com) 07809 724075 (Lead coach)

**Sarah Marsh,**  
[sarah.marsh@timperleyhockeyclub.com](mailto:sarah.marsh@timperleyhockeyclub.com) 0161 973 8559 (Committee member)



Sophie Robinson



Sarah Marsh

## 3 OUR PRINCIPLES WHILST LOOKING AFTER YOUR CHILD

Timperley Hockey Club has adopted a Child Protection Policy and Equity policy to ensure that the welfare and safety of children in the care or custody of Timperley Hockey Club is always the primary consideration.

### Our policies are based on the following three principles:

- 1 A child's welfare is the paramount consideration.
- 2 A child, regardless of age, ability, gender, racial origin, religious belief and sexual orientation has a right to be protected from abuse.
- 3 The rights, dignity and worth of a child should always be respected.

### Timperley Hockey Academy believes:

- That the safety and welfare of children should always be of paramount importance, whatever the circumstances.
- That everyone with a role in working with children has a moral responsibility to safeguard and promote a child's welfare particularly when it comes to protecting children from abuse.
- That special care is needed in dealing with children whose age, inexperience or physical state makes them particularly vulnerable to abuse.
- It is committed to providing an environment where children can learn about, participate in and enjoy hockey free from harassment or abuse.

## 4 CONTACT WITH PARENTS AND PLAYERS

We aim to send out a regular newsletter to parents and players by email. This contains information about training, social events and matches as well as match reports. We usually email this out to you, so please ensure your email address is up to date!. We also have a website: [www.timperleyhockeyclub.com](http://www.timperleyhockeyclub.com) containing a wide range of information including fixtures. Please visit on a regular basis to check on the latest information. We use [www.teamer.net](http://www.teamer.net) to support the management of the majority of teams.

## 5 TRAINING SESSIONS

All training sessions are held at Timperley Sports Club using the astro turf pitches:

Day	Age Group	Time
SUNDAY	ALL AGE GROUPS	11:00 – 12:30
TUESDAY	YEAR 7 & 8 (BOYS & GIRLS)	18:30 – 19:30
TUESDAY	YEAR 9-11 (BOYS & GIRLS)	19:00 – 20 :00

During the Sunday session, children attend training that is appropriate for their age group/ability. Training sessions, apart from teaching hockey, are used to assess your child's skill level and all-round ability, usually in preparation for involvement in a team. Therefore we are looking for commitment, willingness to learn, concentration and any other positive attributes your child may have and the team requires.

The Academy also work closely with the senior sections to review and assess player development and to transition players to the senior teams. A range of factors are considered as part of this process and parents should discuss these with coaches if they wish to understand the approach taken.

## 6 COACHING GROUPS

GREEN PITCH				SUNDAYS			
Group		Overview		Lead Coach		Coaches	
Cubs		Entry level for those new to hockey. Ages 5 – 7 (up to school year 2) A parent / adult must stay on the pitch with the child during training		Ruth Brown		Dan Caborn	
Rabbits		Building on the basics for players that have progressed from ‘Cubs’. + entry level for those new to hockey (school year 3–5) Ages 6–10 (up to school year 5)		Jo Robinson		Danny Higgin Tim Lucas	
Otters		Core Foundation skills for players that have progressed from ‘Rabbits’ or have played hockey before. + entry level for those new to hockey (school year 5 – 7) Ages 8 – 12 (up to school year 7)		Jo Nicholson Jim McCall		Dominic Kay	
Goalkeepers		All ages		Mikey Marsh		Phil Marsh	
BLUE PITCH				SUNDAYS			
Group				Lead Coach		Coaches	
Boys Group 1		Transitional stage developing to playing 11 a side / full pitch and increasing competence for all core skills for players that have progressed from ‘Otters’ or have not played much hockey before.		Duncan Brown		Joe Higson	
Boys Group 2		Consolidation and development for players that have progressed and are competent in all core skills and are working to achieve higher level personal and team performance		Matt Curnow		Matt Horan Michal Nowakowski	
Girls Group 1		Transitional stage developing to playing 11 a side / full pitch and increasing competence for all core skills for players that have progressed from ‘Otters’ or have not played much hockey before.		Leonnie Molloy		Phil Marsh	
Girls Group 2		Consolidation and development for players that have progressed and are competent in all core skills and are working to achieve higher level personal and team performance		Shiarn Briggs		Jay Mortimer Michal Nowakowski	
TUESDAYS							
BLUE PITCH				TUESDAYS			
Group				Lead Coach		Coaches	
Year 7 & 8 (mixed)		6.30 – 7.30pm		Sophie Robinson		Ruth Maddocks	
Year 9 – 11 (mixed)		7.00 – 8.00pm		Sophie Robinson		Matt Curnow	
Senior Coaching		Players invited to attend senior training should not attend Academy training on a Tuesday, but are very welcome to attend on a Sunday					
BLUE PITCH							
Group				Contact			
Mens Training		Tuesday (1st & 2nd XI) Wednesday (others)		Matt Curnow/ Derek Pittaway			
Ladies Training		Wednesday		June Brassington			

## 7 ACADEMY TEAMS

We run a large number of teams to give all players the opportunity to develop playing in matches from fun introductory mini tournaments with other clubs through to regional and national competitions.

England Hockey recommend using the 7 a side format (half pitch) to develop younger players and core skills prior to the transition to 11 a side full pitch. We recognise that young players develop at different paces and have differing needs so we try to use the variety of teams and formats to help all players develop.

Team	U 10	U11	U12	U13	U14	U15	U16	Beavers	Badgers	Senior Teams
	SUNDAYS							SATURDAYS		
Year 4										
Year 5										
Year 6										
Year 7										
Year 8										
Year 9										
Year 10										
Year 11										

Go to [www.fixtureslive.com](http://www.fixtureslive.com) and search Timperley HC teams to see latest fixtures, directions to away games and results.

## 8 COACHES & MANAGERS

All coaches either have or are currently working towards or have EHA level 1 or level 2 accreditation, and include:

### Coaching Team

Sophie Robinson (2)	Leonnice Molloy (1)	Duncan Brown (1)	Ruth Brown
Jessica Mortimer	Danny Higgin (1)	Ruth Maddocks	Matt Curnow (1)
Shiarn Briggs (1)	Dominic Kay	Mikey Marsh (2)	Jim McCall (2)
Jo Nicholson (1)	Jo Robinson (1)	Andrew Foster (1)	Phillip Marsh
Michal Nowakowski	Tim Lucas	Matt Horan (1)	Joe Higson

Coaching level (1) (2)

### Team Managers

We aim to have in place a team manager / coach supported by a parent acting as admin managers for all of our teams. The managers who travel with teams to games / tournaments and may differ from the coaches who work with players at training.

## 9 SIGNING IN PROCEDURE - SUNDAY TRAINING

Children will be asked to sign in, as proof of attendance. Children must sign at the registration table in the club entrance before entering the playing surface. **Registration commences from 10.50am** and players hands are stamped, they must show the stamp to their coach once on the pitch as proof of registration. At the end of Training: Children are expected to help collect equipment and leave the pitch as soon as possible after training and Parents/Guardians who do not remain at the club are asked to collect players promptly. We do play in most conditions however we will cancel the session if the pitch is frozen or we feel that the conditions could potentially expose the players to undue risk. Parents should not leave children at the club until they have confirmed with a coach that training is going ahead.

Our 2012 survey identified concerns about the parking and safety. We are introducing some new arrangements for the season to help the situation and we call on all parents and people dropping or collecting young players to follow some basic rules for the benefit of all.

### Dropping-off Players

- Please use the parking area nearest to Stockport Road to drop players off
- Please do not drop players by the AstroTurf pitches this is causing congestion and is dangerous
- Enter the club, take the first left into the car park
- Drop players near the clubhouse / groundsman's store
- Players to walk to along side the clubhouse to sign in
- Exit club via Stockport Road entrance

### Parking and staying at club

- Please use the parking area nearest to Stockport Road
- If this is full please drive up the top car park nearest Wood Lane and the golf course
- The spaces outside the astro turf pitches will be coned off on a Sunday please do not try to park there or on the drive way
- Parents are welcome to use the clubhouse and facilities during training

### Player safety

- Wooden bollards have been fitted over the summer to stop cars parking on the footpath adjacent to the clubhouse
- This will make a safe walkway from Stockport Road car park to the clubhouse for players to use to go and sign in

- The areas by the pitches will be coned off and there will be no parking before and during Sunday training
- A crossing point will be set up with cones for players to use to cross to the pitches
- Players should use the crossing point at all times to enter /exit the pitches

### Collecting players

- We recommend parents arriving to collect players park in the Stockport Road car park this will ease traffic flow and ideally come up to the pitches to collect players
- Coming to the pitches means that if coaches have any information for parents they can hear it / collect it
- Players will be told to walk down to the Stockport Road car park and wait on the path by the groundsman store for collection
- If parents are late for any reason, players should wait in the clubhouse

### Tournaments and busy days

- We are looking into how we manage traffic flow on busy days
- Parent volunteers to help manage the flow of traffic / drop off / collection will be essential at peak times

## 10 MATCH DETAILS

As all of our team managers and coaches are volunteers who give a considerable amount of personal time to the running of the Academy please support them and make it as easy as possible for them to get teams organised by checking your e mail / phone messages on a regular basis and respond promptly to confirm availability. It is much more efficient for everyone if players and parents can support the method of contact preferred by coaches / managers. If for any reason a player becomes unavailable to play please ensure you contact the manager / coach by phone ASAP as players not showing up or late cry off's impact the whole of the team

## 11 ACCIDENTS

Coaches plan all sessions to be as safe as possible, however due to the nature of the game and the playing surface accidents can and do occur. Timperley Sports Club has an established first aid assessment procedure and accident reporting system. We will always inform you of any first aid incident involving your child and the actions that we may have taken. All accidents must be recorded in the file held behind the bar.

## 12 KIT DETAILS

For training you should wear a suitable shirt and track suit bottoms, shorts or a skirt. You should also bring a warm sweatshirt and wet weather gear for colder days. Footwear should be appropriate for astro turf, studs or football boots must not be worn. You must wear shin pads, long socks and a gum shield for training and matches.

Our kit supplier is SilverFx, who are also providing kit to the senior teams, cricket and lacrosse sections. We will be phasing out polo shirts and introducing a new Academy shirt designed to match the senior shirts.

For matches, the kit is a Timperley Academy Shirt or polo shirt, black shorts (girls may also wear hockey skirts) and royal blue socks. Shirts may be borrowed from the team manager or coach on match days. All players year 6 and above are encouraged to buy a new shirt for matches.

Players should also bring a named water bottle for training and matches. All items of personal kit must be named. Water bottles are available to purchase for £1.

Club kit can be ordered throughout the year, see the club website for details, or go direct to [www.silverfx.co.uk](http://www.silverfx.co.uk) and go to the club pages. Sarah Marsh who is at training most Sunday mornings can also advise on kit. Sticks can also be borrowed.

Hockey items can be purchased from Silverfx or other specialist local hockey suppliers including:

Barrington Sports, Parkgate Industrial Estate, Knutsford WA16 8XJ  
[www.barringtonsports.com](http://www.barringtonsports.com)

Peak Sports, Peak Sports Ltd, Unit 4, Ford Street, Stockport, Cheshire, SK3 0BT.  
[www.peaksports.co.uk](http://www.peaksports.co.uk)

## 13 SUBSCRIPTIONS AND FEES

### 1. Membership of Timperley Sports Club

All Academy members are required to join Timperley Sports Club, irrespective of when during the season they join the Academy. The only exception is for Under 7s, as set out below. This element of the fee covers the use of clubhouse and a contribution to the general upkeep of the Club etc. If Academy members are also members of the Cricket section and have already paid their Club membership to the Cricket section earlier this summer, then these members need only pay the Academy training fees. All hockey players under the age of 16 as at 1 October 2013 are required to be registered with the Academy in order to comply with the provisions of the Clubmark/Child protection policies adopted by the Club and to pay the Club membership.

### 2. Payment of fees

All fees are payable on the registration day on 8th September, or by the 22nd September. By agreement, payment can be made £50 on either registration day and the balance by a post dated cheque (October or November) together with an administration fee of £3 per child.

### 3. Academy fees

There are two parts to the fees payable on behalf of academy members. The first element is the membership fee to join Timperley Sports Club (see above) and the second element is a contribution towards the costs of running the academy programme for the the season. We did not increase our fees in 2012-13. This year we have made some changes to reflect the amount of hockey available to different age groups.

### 4. 2012 - 13 season fees

In Reception, and Year 1, a one off training fee of £45 or £3 per week irrespective of the number of sessions attended. There is no club membership fee for this age group.

From School year 2 all players need to pay the £50 Timperley Sports Club membership fee plus an academy fee as follows:

School year 2 - 6 £45 (total £95)  
School year 7 - 11 £55 (total £105)  
Family discount of £5 for second and subsequent children  
Cheques made payable to 'Timperley Hockey Academy'

### 5. Trial sessions

New members are welcome to attend 2 free sessions, before they decide to join the Academy/Club.

### 6. Academy members playing exclusively in the Senior sections

Register with the Academy for child protection purposes and to satisfy our obligations under Club Mark. Under 16's also pay their club subscriptions via the Academy and arrangements for training free will depend on the section / team that they play for.

### 7. Match fees

Match fees will remain at £3 per match for all matches and tournaments (except for mini tournaments held at club Timperley). Match fee will be collected by team managers and contribute to match related costs and fees.

## 14 DATA PROTECTION

Information on young players is collected via registration and consent forms. It is then collated on a database by Pippa Ravenscroft which is shared with the junior section chairman. The leader of each coaching session has a register which contains all relevant medical information and is accessible to all representatives of THC at the session or match. Extracts of the database are provided to team managers and coaches. Coaches and representatives of THC who have access to this information treat this information sensitively.

## 15 ACADEMY COMMITTEE

### Shelagh Entwisle

Chair Person

### Tricia Booth

Treasurer

### Ruth Brown

Secretary

### Phillip Marsh

Communications

### Jo Nicholson

Timperley Tournament Co-ordinator

### Vacancy

Fixtures Secretary / Clubmark Co-ordinator

### Sarah Marsh

Merchandising

### Angela George

Ladies Hockey Section Representative

### Pippa Ravenscroft

Sunday Morning Admin Co-ordinator

### Sophie Robinson

Coaching Group Co-ordinator

### Mike Innes

Parent Representative

We are developing a number of sub groups to support the Committee in running the Academy. These are an ideal way to get involved in supporting the Academy in a range of ways. Pippa Ravenscroft can provide more information about the opportunities available. These can be tailored to time available and interests / skills and range from supporting coaching, being a team manager through to communications or organising social events.

### KEEPING SAFE

*To keep safe always:*

- Tell someone you trust, so they can help you
- Trust your instincts about the people you meet
- Avoid being alone or with just one other person
- Carry a mobile phone, phone card or change.
- Travel with a friend, avoid travelling in someone else's car by yourself
- Avoid going to other people's homes by yourself

*You have rights – Sport should be fun. You should feel safe and enjoy your sport.  
You can't do this if you feel unhappy – if someone is bullying or abusing you.*

### WHEN DO YOU KNOW IF SOMETHING IS WRONG

*Something is wrong if someone:*

- Constantly teases you, shouts at you or calls you names
- Threatens, hits, kicks or punches you
- Damages or steals your belongings
- Touches you or does anything that makes you feel uncomfortable
- Makes suggestive remarks or tries to pressurize you into sexual activity
- Does anything that makes you feel lonely, upset, worried, unsafe, hurt or embarrassed?

*If any of the above happens to you, do not wait for it to happen again, act immediately.*

### WHAT TO DO

*If you are being bullied or abused, it is not your fault. If this is happening please address them to  
Timperley HC's Child Welfare Officers:*

**Sophie Robinson,**  
[sophie.robinson@timperleyhockeyclub.com](mailto:sophie.robinson@timperleyhockeyclub.com) 07809 724075

**Sarah Marsh,**  
[sarah.marsh@timperleyhockeyclub.com](mailto:sarah.marsh@timperleyhockeyclub.com) 0161 973 8559



Sophie Robinson



Sarah Marsh

**Childline 0800 1111 NSPCC 0800 800500**

Keep trying if you can't get through straight away.

*Don't ignore what is happening - always tell someone you trust. Police stations & social services offices  
will have staff who are specially trained to support young people who have been bullied or abused.  
Don't give up until someone helps you and you feel safe.*