



Coaches Pack- 2007

Author Dafydd Jones

Welcome to the Chester Hockey Club coaching team. This pack has been designed to inform you about the club's policies on Child protection, equity and includes a code of conduct which the club expects you to abide by whenever you are in a coaching capacity at Chester Hockey Club. You will also find the procedure for reporting accidents and what to do in case of emergencies.

Please take some time to read this information as it is designed to help you complete your professional duties and offers guidance about how to deal with various situations as they arise. It is the clubs aim that the information within this pack will be reviewed on an annual basis and new advice may be offered periodically. If you have any questions or suggestions about any of the information within this pack please contact any member of the club committee and they will endeavour to help.

Once you have read the information and are happy with our expectations please sign the declaration at the end of the pack and return it to your appropriate coaching co-ordinator.

Contents

1. Child protection policy
2. Equity policy
3. Code of conduct for coaches
4. Risk Assessment
5. Junior Club Rules
6. Emergency Procedures
7. Declaration



Child Protection Policy September 2007-2008

Child Protection officer: Richard Evans

Chester Hockey club 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 and arguably a legal 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.

Chester Hockey Club:

- Has therefore adopted this Child Protection Policy to ensure that the welfare and safety of children in the care or custody of Chester Hockey Club is always the primary consideration.
- Is committed to providing an environment where children can learn about, participate in and enjoy hockey free from harassment or abuse.

The Policy is predicted 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.

The Children Act 1989 states that anyone who is involved in the care of children should "do what is reasonable in the circumstances for the purpose of safeguarding or promoting the child's welfare".



Chester Hockey Club Equity Policy September 2007-2008

Statement of Intention

At Chester Hockey Club we are committed to the principles of equality of opportunity. We aim to ensure that all people, irrespective of age, gender, ability, race, religion, ethnic origin, creed, colour, social status or sexual orientation have a genuine and equal opportunity to participate in hockey at all levels and in all roles. This includes, job applicants, employees, participants, volunteers and spectators.

At Chester Hockey Club we shall:

- Ensure that there will be open access to all its services.
- Eliminate prejudice against any group by removing barriers.
- Select, recruit, promote and train all personnel working for or on behalf of Chester Hockey Club solely on the basis of merit & ability and by adapting facilities and equipment where necessary.
- Communicate to all employees and volunteers its commitment to equal opportunities.
- Fulfill its social responsibility to all employees and volunteers, ensuring that appropriate support is given.
- Make every reasonable effort to prepare, produce and market materials that are appropriate for all persons in respect of language, format and approach.
- Modify any existing rules and regulations that may inhibit the inclusion of any groups, provided this does not result in the deterioration of equality required by Chester Hockey Club.
- Chester Hockey Club recognises its legal obligations and will take account of:
 - Equal Pay Act 1970
 - Rehabilitation of Offenders 1974
 - Sex Discrimination Act 1975, 1986, 1999
 - Race Relations Act 1976
 - Disability Discrimination Act 1995
 - Human Rights Act 2000

Or any subsequent amendments or re-enactments thereof.

Direct Discrimination

Direct Discrimination is defined as treating a person less favorably than others would be treated in the same circumstances.

Indirect Discrimination

Indirect Discrimination occurs when a job requirement or condition is applied, which, whether intentional or not, has an adverse effect on one sex or racial group or marital status because fewer representatives of that group are able to comply with it, and that requirement or condition cannot be justified on grounds other than race, gender or marital status.

Harassment

Harassment can be described as inappropriate actions, behaviour, comments or physical contact that are objectionable or cause offence to the recipient. It may be directed towards people because of their age, sexuality, disability or some other characteristic

Conduct

Chester Hockey Club regards discrimination and harassment as outlined above as gross misconduct and any employee of Chester Hockey Club, participant or volunteer who so discriminates against any other person shall be liable to appropriate disciplinary action.

Implementation

- A copy of the policy shall be available to all professional staff and volunteers working for Chester Hockey Club via the club website. All these persons shall respect, act in accordance with and thereby support and promote the spirit and intentions of this policy.
- A planned approach shall be adopted to remove discrimination against any group if it arises.
- Chester Hockey Club shall be committed to working only along side those individuals or organisations who are prepared to demonstrate the principles and practice of equity as laid out in this document.

Positive action

Chester Hockey Club may take positive action or introduce special measures for a group that is currently under-represented in its membership.

Monitoring & evaluation

- Chester Hockey Club shall regularly monitor and evaluate the policy, practices, procedures and operations on an ongoing basis and inform employees, members and partners of their impact.
- The Chairperson shall have overall responsibility for the implementation of the equity policy.
- Chester Hockey Club management committee shall be responsible for implementing this policy.

Code of Conduct for Coaches 2007-2008

Principles of the Code of Ethics and Conduct

Chester Hockey Club expects all coaches to conform to ethical standards in a number of areas.

These areas are clearly laid out in this document and it is imperative that all coaches have read and understood this code before working with any group of players.

Contents

- Introduction
- Personal Standards
- Relationships
- Safety
- Expectations
- Equity
- Competency and England Hockey License to Coach
- Complaints Procedure
- Terms of Reference

Chester Hockey Club has a duty to its members to provide guidelines within which hockey coaches work. Thus ensuring that all those involved within the game are acting in the best interests of the players at all times. It is important that the expected standards of ethical behaviour in coaching practice are widely publicised and maintained. It is essential that people within the sport and members of the public who are using the services of hockey coaches are informed of the code of ethics and are protected through its application.

Introduction

Hockey is one of the most popular sports for young people. It is important therefore that all who take part are exposed to positive experiences and protected from negative ones.

The role of the coach within the sport is a very important one. The coach is any person who is responsible for the development of an individual or group of individuals within a specific sport. As well as the sporting development the coach is also tasked with the all round development of the player, or group of players, within the sporting context.

The coach is the mentor, the confidante and the teacher, and therefore must demonstrate exemplary behaviour at all times. The coach also has to maintain this level of behaviour when dealing with parents, assistant coaches, managers and other personnel involved in the sport.

Sports publications detailing and providing guidance relating to good conduct include sport coach UK's 'Code of Ethic and Conduct for Sport Coaches', 'Working with Children', 'The Coach in Action' and 'Protecting Children'. Coaches are strongly advised to read and apply the Chester Hockey Club's 'Child Protection Policy Document'.

Coaches who accept and work to the guidelines within this document are accepting their responsibility to the players they coach and their families, to other colleagues within the sport and to Chester Hockey Club.

Procedures are in place to deal with any situation, which could arise, where a coach's application of the 'Code of Conduct for Coaches' may be called into question. Should such a situation occur it shall be considered in an objective and confidential manner.

The following sections set out the overriding principles that coaches are expected to adhere to, so as to ensure that taking part in hockey is a positive and worthwhile experience for all.

Personal Standards

- Personal appearance is of great importance when coaching, and although individual taste will affect differences in appearance, the coach has a responsibility to look clean and project a positive image at all times.
- Coaches should never smoke while coaching.
- Coaches should never coach under the influence of alcohol under any circumstances.
- Coaches should avoid using profanities during coaching sessions.

It is recommended that coaches should:

- Consistently project a favourable image of the sport and of coaching to the players they are working with, their parents/families/guardians, officials, spectators and the general public.
- Try and encourage performers to work within Discipline Guidelines contained in the England Hockey Articles of Memorandum.
- Make sure that the level of activity carried out by the performers is suitable for their age, strength, maturity and the ability of each individual performer.
- Encourage appropriate behaviour by the performers during both training and competition.
- Encourage the performers to abide by the rules of the sport. All performers should be encouraged to uphold the spirit of the sport.
- Make a positive effort to educate the performers as to the improper use of substances that are on the sport's banned drugs and substances list.
- Help the performers to deal with victory and defeat in a sporting manner, and encourage them at all times to treat opponents with due respect.

Relationships

- Coaches have a responsibility to set and uphold the boundaries between a working relationship and friendship between themselves and the performers. This is especially important when the performer is a young person.
- It is recommended that coaches should be concerned at all times with the safety and well being of the performers. There should be a sensible balance between performance and the emotional, physical, social and developmental needs of the performers.
- If any part of the coaching process requires physical contact between coach and performers, it is recommended that coaches ensure that no action on their part could be seen as inappropriate. It is essential that all coaches are aware and adhere to the England Hockey guidelines with regard to such situations.
- As the relationship between coach and performer is based heavily on trust it is important that all coaches can offer proof of experience and qualification.
- Coaches will undoubtedly build up strong relationships with performers, and in some cases will travel and reside with them during the course of competition. At no time is a coach to use this privilege to place undue pressure or exert influence over performers to gain personal benefit for themselves or their club.
- Coaches will, in the course of a working relationship, gather much information about performers.

It is important that an appropriate degree of confidentiality is maintained and that personal information is not divulged without the permission of the performer. At times coaches will be asked to provide relevant information concerning a player's performance and development and an agreement must be made between the coach and the performer with regard to the passing on of such information.

Safety

- Coaches have a responsibility to make sure that performers have a safe environment to work and play within.
- If an accident occurs it is recommended that coaches follow the steps laid out in the Chester Hockey Club and Safety guidelines.
- Coaches have a responsibility to protect children from any form of abuse during training sessions, competition and whilst in their care.
- It is recommended that coaches carry out their work in keeping with the regular and approved practice adopted and laid out by the England hockey association.
- It is strongly recommended that coaches arrange adequate insurance to cover their coaching practice.
- It is recommended that any activities carried out by coaches should be suitable for the age, maturity, strength and ability of the performer.
- It is essential that coaches do not attempt to coach techniques or skills that have not been covered in their specific level of coach award qualification. Any attempt to do so will invalidate their insurance cover.

Expectations

- Coaches should clarify the level of commitment expected from performers at the outset of any agreement. Details should include number and length of sessions, attendance at matches or competition, fees and method of payment. In the same respect, the performers/employers should state the expectation of the outcome of the coaching.
- It is strongly recommended that some form of written agreement acceptable to all parties is drawn up at the beginning of any coaching undertaken.
- It is recommended that coaches declare any other coaching commitments they already have before working with new partners.
- Coaches who start to experience conflict between obligation to their performers and to other parties must make all parties aware of the conflict in an attempt to solve it.
- It is up to each individual to ensure that any monies earned during coaching should be declared to the Inland Revenue in line with current taxation laws.

Equity

- It is recommended that coaches respect the rights of every human being they work with, and treat all as equals within the context of their activity and ability. This must be regardless of age, ethnic origin, gender, religion, sexual orientation, cultural background or political affiliation.
- Coaches should try and ensure that any activity under their supervision is free from any form of non-equitable behaviour.

Competency and the England Hockey Coach License

- Competency to coach should be verified through the proof of qualification and should not be inferred from evidence of prior experience.
- It is recommended that coaches confine themselves to carrying out sessions in accordance with the experience gained whilst obtaining their highest qualification.
- It is recommended that coaches are able to recognise when to pass performers on to other clubs, teams or agencies. It is important that coaches have the performers' best interests at heart at all times. It is also the responsibility of coaches to verify, as far as possible, the integrity of any club or agency, which they are referring the performers to.
- It is important that coaches take responsibility for their own continuous professional development, making the most of opportunities offered to them through Chester Hockey Club the England Hockey association or other education agencies.
- It is important for coaches to be objective about their coaching ability. If at any time they feel concerned about their ability to coach at a certain level, or about their effectiveness in a certain situation it is up to them to find help or withdraw if necessary.

- On the introduction of the proposed 'England Hockey Coach License Scheme' all coaches will be required to undergo continuous professional development to maintain their license to coach.

All necessary support will be offered to them to do so.

Complaints Procedure

Anyone wishing to make a complaint about any person acting in the capacity of hockey coach within the context of these guidelines must follow the set procedure.

1 Report the matter to Chester Hockey Club.

2 If the complaint involves a minor a report should also be made to the Police and Social Service if appropriate.

3 On receipt of a complaint procedural guidelines will be issued to all parties.

For further information or for any queries concerning the 'Code of Conduct for Hockey Coaches' please contact Chester Hockey club's management committee.

Terms of Reference within the Document-

Professional - This does not necessarily imply a paid position or person, but refers to the coach in role.

Employer- This refers to Chester Hockey Club who commissioned the coach to do the coaching, this could be paid or unpaid.



Risk Assessment document Chester Hockey Club September 2007

Completed by Dafydd Jones/ Chris Platts/ Matt Oakley

Pitch 1 and 2		Main pitches
Hazard	Risk	Action
Goals on side of pitch	Low-Player collision	Ensure goals are at a suitable distance from pitch
Dug out Height	Low - Bang Head	Liaise with club for warning sign/ high viz tape
Slippy Grid at entrance	Low – Slip/fall	Encourage use of side gate and liaise with club for warning sign
Ball hitting spectator	Medium	Encourage spectators to be vigilant and remain a safe distance from the playing area. Not to congregate around goals. Players on knocking up to are told not to do so near entrance.
Tripping over equipment	Low-Player falling over	Ensure equipment is stored against fence
Frozen pitch	High	Cancel session
Litter	Low- Trip hazard	Ensure that pitch is free from litter pre session
Loose turf/ fencing	High – trip hazard	Report to centre

Pitch 5 & 6		Mini pitches
Hazard	Risk	Action
Goals on side of pitch	Low-Player collision	Ensure goals are at a suitable distance from pitch
Tripping over equipment	Low-Player falling over	Move to area outside the pitch
Ball hitting spectator	Low	Spectators to remain outside playing area
Frozen pitch	High	Cancel session
Netball posts left on pitch	High- player collision	Move to area outside the pitch
Litter	Low- Trip hazard	Ensure that pitch is free from litter pre session
Loose turf/ fencing	High – trip hazard	Report to centre



Emergency procedures for accident handling

This aims to guide you through an appropriate course of action when dealing with an accident.

All accidents must be reported at the reception desk in the main clubhouse and to parents or carers of the children involved.

Accident forms should also be kept by the Junior Co-ordinator. Copies in coaching file.

1. Assess the injury – can it be treated pitch side with basic first aid? Yes – treat and note at sports centre – inform parent/carer
2. If No – (this includes all head injuries) Inform parents using emergency contact procedures on register – remain with child, seek advice from parents – If you feel collection is necessary – insist on collection.
3. If Ambulance is required – or you are unsure call one anyway – always urge on caution – do not attempt to move a serious casualty, inform first aider if not present send to sports centre for member of staff. If parent cannot make it to ground in time – one of the coaching staff must accompany child to hospital and remain there until parents/carers arrive.
4. If ambulance is called – contact sports centre as well to inform.
5. Always Complete an accident form and give to Dafydd or Stuart

Pitch Address + sports centre tel number Address/tel no: Cheshire Sports and Social Club, Plas Newton Lane, Upton, Chester CH2 1PR | 01244 318167



Junior section Rules 2007-2008

Chester Hockey Club is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with either Chris Platts or Matt Oakley.

As a member of Chester Hockey Club you are expected to abide by the following junior club guidelines:

- All members must play within the rules of hockey and respect officials and their decisions.
- All members must respect opponents and team mates. If players are unable to do this then the coaches will warn them and the player could be withdrawn from the match or competition.
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Members should wear suitable kit and coaches have the right to withdraw players who do not have the appropriate personal equipment–
 - Shin pads suitable for hockey
 - Mouth guard
 - Suitable footwear for playing on Astro turf – for training and match sessions, as agreed with the coach/team manager.
- Members must 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.
- We strongly suggest that a drink and a snack are brought to all sessions and that you always have suitable clothing for wet/ cold weather.



Declaration 2007-08

I have read the contents of the Chester hockey Club Coaches pack and agree to adhere to the guidelines set out within the below documents.

Contents

1. Child protection policy
2. Equity policy
3. Code of conduct for coaches
4. Risk Assessment
5. Emergency Procedures
6. Junior Club Rules

I understand that Chester Hockey club will also be seeking an Advanced Disclosure Criminal Bureau Check in accordance with accepted child protection guidelines.

Name of Coach (Print) _____

Signature _____

Date _____

Please retain all documents for consultation (copies are available in the coaching pack and on the website) and return this declaration to the youth Co-ordinator.