



Junior Player & Parent's Handbook

2015 – 2016 Season



Dear all current and new members,

Welcome to another season at HHC juniors! We're looking forward to another successful season for juniors at the club. This season's training schedule remains as last year's – therefore, the Sunday training schedule at Woollams is as follows:

09:00 to 10:00 Under 8s – head coach – Debbie Liles
09:00 to 10:30 Under 10s – head coach – Vijay Patel
10:00 to 11:30 Under 12 boys – head coach – Ali Hutson
11:30 to 13:00 Under 12 girls – head coach – David Thomas
13:00 to 14:30 Under 14 / 16 girls – head coach - David Thomas
14:30 to 16:00 Under 14 / 16 boys – head coach - Peter Kneale

We're very happy for those new to hockey to come and try it out in September – we hope your children enjoy it! It's a great team sport for both boys and girls and provides an opportunity to play in matches so they can enjoy playing together against other clubs.

In the event of needing to contact everyone quickly (e.g. if training is cancelled due to adverse weather conditions), the immediate means of communication will be via the Twitter account, at: @hhc_juniors – so if you're on Twitter, it's a good idea to follow the account.

There is also new hockey kit this season, which can be purchased through the club shop tab of the website – here's the link to the website to make purchases: <http://www.hockeycentre.com/Catalogue/Club-Orders/Hockey-Clubs/Harpenden-HC>. The club discount code is HARP36BB. All the juniors also have a player number which you should have printed on the shirt – we'll separately provide the shirt numbers.

Please read on for further important information on the junior section of the club (such as relating to child protection, code of conduct and other supplementary information).

Finally, Dave Thomas, Director of Hockey, and I wish you all a great season and if you need any further information then please feel free to contact us.

All the best,

Steve Holmes
Head of Juniors



Junior Section Guidelines

Harpenden Hockey Club (HHC) is fully committed to safeguarding and promoting the wellbeing of all its members. As a member of HHC you are expected to abide by the following junior section guidelines:

- All members must play within the rules of hockey and respect officials and their decisions.
- All members must respect their opponents and team mates. HHC coaches reserve the right to warn, or withdraw, any members from training or matches who are unable to do this.
- Members should wear clothing appropriate for the weather conditions at all times. Players may be withdrawn from training or matches if it is felt that they are ill equipped for the conditions. As coaches will not abandon training sessions or matches for bad weather unless absolutely necessary this will mean assistants having to leave the coaching activity to act as supervisors for the withdrawn player(s) until they are picked up, so affecting the quality of the coaching offered to the remaining members.
- Members are requested to wear suitable hockey shoes for playing on Astro turf pitches:
 - Hockey specific Astro turf shoes are favoured due to the extra grip and protection they provide, however some trail running shoes are suitable.
 - We strongly recommend against wearing casual or running trainers, and also football style Astro turf trainers. Running shoes and trainers will have inadequate grip for Astro turf, particularly in wet conditions, and offer little protection. Football Astro turf trainers will offer sufficient grip, but frequently offer little or no protection.
- Members are requested to wear suitable protective equipment at all time while training or playing.
 - Hockey shin pads are compulsory. Members not wearing these may be withdrawn from training or matches if it is felt that they are at risk of injury as a result.
 - Fitted mouth guards are strongly recommended.
 - For older junior members, protective left hand gloves are also recommended.
- Members must pay any fees for membership or events promptly.
- Junior members are not allowed to smoke on club premises or whilst representing the club.
- Junior members are not allowed to consume alcohol or drugs of any kind on club premises or while representing the club.



Training Sessions

All training sessions are held on the AstroTurf pitch at the Woollams Playing Fields, 160 Harpenden Road, St Albans, Herts, AL3 6BB.

The sessions are run every Sunday on the following dates:

Term	Start Date	No Training Dates	End Date
Autumn Term	6 th September 2015	25 th October 2015	13 th December 2015
Spring Term	10 th January 2016	14 th February 2016 27 th March 2016	3 rd April 2016

No training is held on the first Sunday of half term.

The session timetable is as follows:

Age Group	School Years	Gender	Start Time	End Time
Under 8	1, 2 & 3	Mixed	09:00	10:00
Under 10	4 & 5	Mixed	09:00	10:30
Under 12	6 & 7	Boys	10:00	11:30
Under 12	6 & 7	Girls	11:30	13:00
Under 14 and 16	8, 9, 10 & 11	Girls	13:00	14:30
Under 14 and 16	8, 9, 10 & 11	Boys	14:30	16:00

The above age groups are based on school years for the 2015 – 2016 intake.

Lead Coaches

The Lead Coaches for the 2015 – 2016 season will be:

Age Group	Lead Coach
Under 8s	Debbie Liles
Under 10s	Vijay Patel
Under 12 Boys	Ali Hutson
Under 12 Girls	David Thomas
Under 14 / 16 Girls	David Thomas
Under 14 / 16 Boys	Pete Kneale

All coaches are expected to hold a current First Aid qualification and Safeguarding and Protecting Children certificate. They also all hold an EH Level 1 or Level 2 coaching qualification, or are working towards achieving this.



Subscriptions

All members are required to pay an annual subscription fee to become members of HHC. For the 2015 – 2016 season these will be:

School Years	Annual Fee
1, 2 and 3	£135 (discounted to £115 if paid by 31 Oct 2015)
4 and above	£150 (discounted to £130 if paid by 31 Oct 2015)

Please pay the membership fee into the Harpenden Hockey Club bank account with sort code: 40-23-11 and bank account number: 81447874. Please include your child's or children's names in the reference for the payment.

As a voluntary, community sport's club HHC is run for the benefit of its members and so the membership fees go towards the cost of hiring the pitches, buying training equipment, balls, coach's insurance / DBS checks, fees for coaching courses and entry fees to competitions and leagues.

Leaving Procedures

At the end of training the children will be expected to help clear up any remaining equipment and leave the pitch as soon as possible so it is free for the next age group to use. However we will not allow children to leave the premises until collected by a responsible adult unless permission has been provided by a parent / guardian for them to do so. Please try to be prompt on collection your child, however in the event that you are running late please contact the Head of Juniors or Director of Hockey informing them of you late arrival. They will then inform your child's coach who will ensure that your child is not left unaccompanied until you arrive.

Under 8's and Under 10's Parents

All children who attend our training sessions will be carefully looked after, however it is a condition of admission to a coaching session that the parents / guardians of Under 8s and Under 10s remain on site in the unlikely event of an emergency.

Under no circumstances will our coaches leave their group unattended to care for a child who is sick, injured or otherwise distressed for any reason, although obviously First Aid will be provided where necessary.

If the parent / guardian is unable to remain on site they must appoint a substitute adult prior to the session beginning, and notify the lead coach of this.

Insurance

HHC do not provide Personal Accident insurance for its members, so it is a wise precaution to take this out for your child yourself. Herts County Council operates a Personal Accident Insurance scheme for pupils at Herts schools. Details can be obtained from Herts county Council on 0300 123 4040.



Competitions Entered

Each age group / team will also play matches throughout the season. For 2015 – 2016 we are entering the following competitions:

Age Group	Competition
Under 8s	Herts League
Under 10s	Herts League
Under 12 Boys	Herts League
Under 12 Girls	Herts League
Under 14 Boys	England Hockey Development Lge
Under 14 Girls	England Hockey Development Lge
Under 16 Boys	Friendlies
Under 16 Girls	Friendlies

Teams may also play friendlies against local clubs in addition to the above competitive matches.

While we will endeavour to give every player equal opportunity to play in matches, where necessary we will favour those players who have shown the most:

- Commitment to playing and training
- Willingness to learn
- Concentration

Our junior section also works closely with the senior sections to review and assess player development to help transition players in to the senior teams. A range of factors will be considered as part of this process and parents should discuss this with either Head of Juniors or Director of Hockey if they wish to know more.

Kit

For training, players are expected to wear a suitable shirt, either shorts or a skort and football / hockey style socks as a minimum. They should also bring tracksuit bottoms and a warm sweatshirt / tracksuit top for cooler days. As Woollams is fairly exposed, warm, waterproof gloves and a waterproof jacket are also recommended during the colder months.

Footwear should be appropriate for Astroturf, however Astroturf football trainers are not recommended due to the lack of protection they provide.

Hockey shin pads must be worn for both training and matches, and a fitted mouth guard is advised. For older players a left hand protective glove is also recommended.

Each member is advised to have their own stick, however these are available for borrowing if required.

For matches the kit is a white club shirt, navy blue shorts or skort and navy blue socks. Each member is required to have their own club shirt. Kit can be purchased from the Hockey Centre in St. Albans via the club shop tab on the hockey club website or through this link to



the website: <http://www.hockeycentre.com/Catalogue/Club-Orders/Hockey-Clubs/Harpenden-HC>.

The Hockey Centre have premises in St Albans (200 Beech Road, AL3 5AX) however it is advised that you arrange an appointment before visiting as it is run from a house (tel: 01727 226128 or email: stalbans@hockeycentre.com)

Below are specialist shops where other hockey equipment can be purchased if required:

Barrington Sports www.barringtonsports.com
Hockey Centre www.hockeycentre.com
Hockey Factory Shop www.hockeyfactoryshop.com.uk

Our Principles Whilst Looking After Your Child

HHC has adopted Child Protection and Equity policies to ensure that the welfare and safety of children in our care is always the primary consideration.

Our policies are based on the following key principles:

- The child's welfare is the paramount consideration.
- All children have the right to be protected from abuse, regardless of age, gender, racial origin, religious beliefs or sexual orientation.
- The rights, dignity and worth of the child should always be respected.

HHC is committed to providing an environment where children can learn about, participate in and enjoy hockey free from harassment or abuse.

Club Contact With Parents

The club will use email as the main form of communication if required as this is the simplest form of mass communication available. The junior section of the club's website will also be updated regularly with any relevant information and news. Twitter (@hhc_juniors) will also be used to send out updates and any urgent messages.

Occasionally training or matches will need to be cancelled at short notice due to adverse weather conditions. We will endeavour to give as much notice as possible on these occasions, however often the decision to cancel is not made until the day. In these instances we will use Twitter as the main form of communication so please check this if there is any doubt about the weather. Emails will be sent as well, however as it is not easy to send an email to multiple people from a phone, these are likely to be sent later than any tweets.

Coach Contact With Parents

All of our coaches are volunteers who give a considerable amount of personal time to the running of their age groups for no personal reward. It is understandable therefore that they are unlikely to spend a lot of time trying to contact parents, and instead will often choose the easiest option available to them. Please support them and make it as easy as possible for them to organise teams etc. by checking your provided email / phone number on a regular basis and responding promptly to any communication they may make.



If your child becomes unavailable to play for any reason, please inform the coach as soon as possible, preferably by phone if at short notice. Players not turning up or dropping out at short notice impacts the whole team, so the more notice that is given the easier it is for a replacement to be found if necessary.

Codes of Conduct

The main aim of HHC juniors is to promote healthy participation in sport. It is hoped that everyone will play to the best of their ability, so the teams are successful; however we believe that it is more important to enjoy sport and play fairly.

The following Codes of Conduct have been written to uphold the aims of HHC and to help and protect all junior players, umpires, spectators and parents representing the club, whether this is during training or while playing matches.

The club believes that it is important that its members, coaches, administrators, volunteers and parents should at all times be encouraged to be open and to share any concerns or complaints they may have with either the Director of Hockey or the Head of Juniors.

The club also believes that each individual should be accountable for his or her own actions. Whether playing, watching, coaching or umpiring, it is your personal responsibility to treat your own team mates, all opposition players, coaches, spectators and umpires with respect and consideration before, during and after any training session or match.

Player's should:

- Learn and play by the Rules of Hockey.
- Play for fun and enjoyment – not just to please your parents and / or coach.
- Win with modesty and lose with dignity.
- Recognise and applaud all good play.
- Respect all coaches, team mates, officials and opponents.
- Arrive for all training and matches in good time.
- Warm up and cool down properly as instructed by the coach.
- Wear clothing suitable for the expected conditions.
- Bring adequate protective equipment to every training session or match (shin guards as a minimum, but a mouth guard and padded left hand glove are recommended).
- Inform the coach of any injury or illness as soon as possible.
- Inform the coach if you will be arriving late or need to leave early.
- Inform the coach in good time if you are unavailable for any match.
- Never smoke, consume alcohol or take drugs of any kind on club premises or whilst representing the club in any way.

Parents / Spectators should:

- Encourage their children to learn and play by the rules of hockey.
- Respect the opinion and decisions of officials, coaches and managers.
- Encourage instead of force their children to play.
- Discourage unfair play and arguing with officials or other players.
- Praise your child's efforts whether they win or lose.
- Get to know you child's coach and / or manager.



- Set a good example by recognising and applauding all good play.
- Use proper language at all times.
- Never coach from the sidelines.
- Punish, ridicule or belittle a child for losing or making mistakes.

Data Protection

Information on our junior members is collected as part of the registration process. This is collated on a database administered by Head of Juniors and shared with the club's Director of Hockey and those assisting with running the junior section. The lead coach of each age group will be provided with a register containing key contact detail for the children in that age group, any relevant medical information provided and their emergency contact details.

All details held will be deleted within a year of the child leaving the junior section of the club.

Accidents

Coaches will plan all sessions to be as safe as possible, however due to the nature of hockey accidents can and do occur. HHC have established First Aid procedures and accident reporting processes. Parents, Carers or Guardians will always be informed of any first aid involving their child and the actions that were taken as part of this.

It is important to note that we can offer immediate First Aid only. An ambulance will be called to any emergency requiring this, but it is the responsibility of the parents or guardians to seek further medical advice in circumstances of injury or illness as complications may not be apparent immediately. Advice will be given by the First Aider who treated your child if the injury treated has known potential complications.

England Hockey 'Keep Kids Safe'

Harpenden Hockey Club is working with England Hockey to 'Keep Kids Safe'.

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 on your own
- Avoid going to other people's homes by yourself

*You have rights – Sports 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



- 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 pressurise you into sexual activity

- Does anything that makes you feel lonely, upset, worried, 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 try to:

- Be firm and tell the person to stop – if necessary make a lot of noise to attract attention.
- Get away from the situation quickly. Go to a public place to find help or call the police (dial 999)
- Tell your parents or an adult you can trust what has happened as soon as possible so they can help
- Keep a note of the date, time and place, what happened, how you felt and the name of anyone who may have seen what happened
- Use one of the free 24hr helplines
 - Childline 0800 1111
 - NSPCC 0800 800 5000
 - Herts Childrens Services 0303 123 4043

Don't ignore what is happening – always tell someone you trust. Police stations and social service offices will always 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.

Useful Contacts

Club Media

Club Website	www.harpendenhockeyclub.co.uk
Club Twitter	@harpendenhockey
Junior section Twitter	@hhc_juniors

Club Contacts

Role	Name	Contact Details
Welfare Officer	Tania Dempsey	Tel: 07960 828040 tania.f.greenfield@gmail.com
Director of Hockey	David Thomas	Tel: 07939 587237 davidthomas1974@gmail.com
Head of Juniors	Steve Holmes	Tel: 07968 612621 swpholmes@btinternet.com

Emergency Child Welfare Contacts

Organisation	Contact Details	Website
England Hockey Child Welfare	Tel: 01628 897500	www.englishockey.co.uk



Officer	childwelfare@englandhockey.org	
NSPCC Helpline	Tel: 0808 800 5000	www.nspcc.org.uk
Herts Social Services	Tel: 0300 123 4043	www.hertdirect.org.uk
Herts Social Services (out of hours)	Tel: 0300 123 4040	www.hertsdirect.org.uk
Herts Police Child Abuse Unit	Tel: 101	www.hertspolice.uk

Help, Support and Advice Lines

Organisation	Contact Details	Additional Information
NSPCC Child Protection in Sport	Tel: 01162 347278 www.thecpsu.org.uk	Sport specific advice on safeguarding young people
NSPCC 24hr Helpline	Tel: 0808 800 5000 www.nspcc.org.uk	National Society for the Protection of Children
Victim Support	Tel: 0845 3030 900 www.victimsupport.org.uk	Provides support for victims and witnesses
Government Guidance	www.everychildmatters.gov.uk	Government guidance on safeguarding young people

Advice for Children and Young People

Organisation	Contact Details	Additional Information
NSPCC	Tel: 0808 800 5000 www.thereforme.com	Support & advice for 12-16 year olds via the website
Herts Childrens Services	Tel: 0303 123 4043	Herts social services team
Don't Hide It	www.donthideit.com	Advice on what to do about abuse
Childline	Tel: 0800 1111 www.childline.org.uk	Free helpline for children and young people
Kidscape	Tel: 0207 730 3300 www.kidscape.org.uk	Support on bullying