



# Academy Parent and Player Handbook

Welcome to Timperley Hockey Club's Academy. As one of the North West's premier hockey clubs we are immensely proud to have over 200 young people training and playing regularly within our Academy set up. Please take your time to peruse this handbook which contains all the information needed to become an active member of our successful Academy and Sports Club. We trust you will find all you need within these pages to make the season as enjoyable as possible for players, coaches, supporters and volunteers. We hope you will gain an insight into how we function, what you can expect from us, and what we expect of our members.



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## Contents

1. Our principles whilst looking after your child	8. Signing in
2. Academy Committee	9. Match details
3. Contact with parents and players	10. Accident
4. Training sessions	11. Kit details
5. Coaching groups	12. Subscriptions and fees
6. Academy teams	13. Code of conduct
7. Coaches and managers	14. Data protection
	15. Volunteers

### Our principles whilst looking after your child

Timperley Hockey Club has adopted a Child Protection 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 of paramount importance.
- 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.

### **Academy Committee**

The academy is a key element of the club's main Hockey section . In order to ensure the smooth running of the academy on a weekly basis there are a number of key roles and the people responsible for these are outlined below.

<b>Role</b>	<b>Person Responsible</b>
Academy Co-ordinator	Jo Nicholson aka "Woody"
Tricia Booth	Academy treasurer
Ruth Brown	Secretary
Phil Marsh	Communications
Merchandising	Jo Nicholson aka "Woody"
Sunday Morning Admin	Helen Judd/Steph Ashworth
Parent Representative	Rob Judd
Head Coach	Duncan Rudge
Child Welfare Officer	Steph Ashworth

As a club we are affiliated to England Hockey. We are governed by the rules, policies and procedures they enforce. Please refer to [www.englishockey.co.uk](http://www.englishockey.co.uk) for further information, or alternatively visit our club website [www.timperleyhockeyclub.com](http://www.timperleyhockeyclub.com) which contains further information/links regarding safeguarding as well as other information pertaining to current roles/responsibilities, fixtures and social events . Feel free to login and see!

### Contact with parents and players

We aim to send out regular communication to parents and players by email. This contains information about training, social events and matches as well as match reports. Please ensure the Club has your relevant and most up-to-date contact information. As already noted earlier, our website contains a range of information too so please visit it on a regular basis to check out the latest information or follow us on Twitter [@TimperleyHockey](#)

To aid with the management of teams and selection we use Teamer ([www.teamer.net](http://www.teamer.net)) This service allows us to select players and send out relevant information via text or email with regard to details for fixtures. As with all modes of communication it only works if used to it's fullest, so please ensure you respond to Teamer requests asap. Teamer is a free app based service. If unsure please ask your coach/team managers to guide you.

### Training Sessions

Day	Age Group	Time
Sunday	Age 5 -7 (Up to Year 2)	11:00 -12:00
	Age 8 -14 (Year 3 to Year 9)	11:00-12:30
Monday	U14 and U16 Boys and Girls (Year 8 - Year 11)	18:30-20:00
Tuesday	Girls High Performance Group (HPG)	18:00-19:00
	Boys High Performance Group (HPG)	19:00-20:00
*Attendance to the HPG training is by invitation only		

All training sessions are held at Timperley Sports Club's astro-turf pitches. During the Sunday sessions, 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 works closely with the senior sections to review and assess player development and to transition juniors 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.

Green Pitch    Sundays	
Group	Overview
"Cubs" Age 5 -7 (up to Year 2)	Entry level for those new to hockey. A parent/adult must stay on the pitch with the child during training
"Rabbits" Ages 6 -10 (Year 3-5)	Building on the basics for players that have progressed from Cubs. Entry level for those new to hockey at this age
"Otters" Ages 8-12 (up to Year 7)	Core Foundation skills for players that have progressed from Rabbits or have played hockey before. Entry level for those new to hockey at this age
Goalkeepers	Specific goalkeeper training focused on basics

## Coaching Groups

Blue pitch	Sundays
Group	Overview
U12/U14 (Year 7 - 9)	Consolidation of core skills, continued development of these with greater competence and confidence during gameplay. A greater emphasis on game play and in some instances the transition from 7-a-side to 11-a-side hockey.

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Blue pitch	Mondays
Group	Overview
U14 & U16 (Year 9 - 11)	At this stage a greater emphasis is placed on the tactics and game play for full-sided games. Again continued development and confidence of core skills during gameplay.

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Blue pitch	Tuesdays
HPG	High Performance Groups. A small group of players selected by the Head coach to attend these sessions to aid their progress and if appropriate their transition into the senior game.

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## 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 on a 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.

## Academy Teams

Team	U10	U11	U12	U13	U14	U15	U16	Beavers	Badgers	Vixens *	Senior Teams
	SUNDAYS							SATURDAYS			
YEAR 4											
YEAR 5											
YEAR 6											
YEAR 7											
YEAR 8											
YEAR 9											
YEAR 10											
YEAR 11											

\* Vixens is a girls only team and play their fixtures on either Saturday/Sunday dependent on other fixtures and pitch availability.

Beavers/Badgers are mixed gender, mixed ability teams playing full pitch 11-a-side

## Coaches and Managers

We have a dedicated team of coaches made up primarily of current players and parents. They are lead by Head Coach Duncan Rudge (Level 3). All coaches have or are working towards England Hockey accredited qualifications.

Timperley is committed to delivering high quality, fun and enjoyable sessions for all. With that in mind we offer Young Leaders the opportunity to gain experience coaching and officiating for junior teams. We also embark on coaching workshops/development sessions to ensure our coaches are utilising the most up-to-date methods.

### Signing In

Children will be asked to sign in, as proof of attendance. Children must sign in at the registration table in the club entrance before entering the playing surface. Registration commences from 10.45am (we aim to start training promptly by 11:00am) and player's 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. 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.



#### 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 tends to cause congestion and can be dangerous
- Drop players near the clubhouse/ groundsman's store, use pavement to access the club
- 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
- Emergency access to the pitches is needed at all times. **Please do not obstruct in any instance.**
- Parents are welcome to use the clubhouse and facilities during training



### **Collecting players**

- We recommend parents arriving to collect players, to park in the Stockport Road car park. This will ease traffic flow.
- Parents/carers can then walk up to collect their child/children which means that if coaches have any information for parents they can hear it/collect it
- If parents are late for any reason, players should wait in the clubhouse

### **Tournaments and busy days**

- On these days we try and operate a one way traffic system whereby traffic can enter via the Stockport road entrance and leave by the 'temporary' Wood Lane entrance. Volunteers to help manage the flow of traffic/drop off/collection will be essential at peak times like these.

### **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 email/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 notification impacts on the whole team.



## 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.

## Kit Details

For training you should wear a suitable shirt and track suit bottoms, shorts or a skirt/skort. 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. For matches, the kit is a Timperley Academy Shirt, black shorts (girls may also wear hockey skirts/skorts) and royal blue /THC 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.

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. Any coaches at training on Sunday mornings can also advise on kit. Sticks can also be borrowed. Other 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)

## Subscriptions and Fees

- **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 the 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 that year 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.
- **Payment of fees** All fees are payable on the registration day at the start of September. Additional payment plans can be considered, please speak to the Academy Co-ordinator Woody to discuss these options.
- **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 as already noted above; the second element is a contribution towards the costs of running the academy programme for the season.



- **Current Fees** From Reception-Year 2 there is a one off training fee of £55. There is no club membership fee for this age group. From School year 3 all players need to pay the £55 Timperley Sports Club membership fee plus an academy fee as follows: School Year 3 - 6 £55 (total £110) School Year 7 - 11 £65 (total £115) Family discount of £5 for second and subsequent children. Cheques can be made payable to 'Timperley Hockey Academy'.
- **Trial sessions** New members are welcome to attend 2 free sessions, before they decide to join the Academy/Club.
- **Match fees** £3 per match for all academy matches and tournaments. £5 match fees for juniors playing in senior league games. Match fees will be collected by team managers/captains and help contribute to the cost of match teas, league fees, umpire fees, tournament entry fees, pitch hire etc.

### Academy Players playing exclusively in our Senior sections

These players must register with the Academy for child protection purposes and to satisfy our obligations under Club Mark.



## Code of Conduct

The aim of Timperley HC 's academy 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 your best.
- Show positive sporting behaviour
- 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 your coach or team manager if you 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.



### **Code of Conduct for Parents/Guardians and Spectators**

Timperley HC 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

### **Data Protection**

Information on young players is collected via registration and consent forms. It is then collated on a database which is shared with the Academy Co-ordinator. 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.

## Keeping You Safe!

*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.*

### 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

### 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. If you are being bullied or abused, it is not your fault.

**If you have concerns please address them to Timperley HC's Child Welfare Officers: Steph Ashworth . Contact details for her can be found on the THC noticeboard in the main reception or alternatively speak to Childline 0800 1111 or the NSPCC 0808 800 5000**



