

Timperley
Hockey
Academy
Parent &
Player
Handbook
2018-19

TIMPERLEY HOCKEY CLUBA SECTION OF TIMPERLEY SPORTS CLUB

Welcome

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. Welcome to new members and a warm welcome to all returning players and families, coaches, umpires and volunteers.

Please take time to read through our 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, umpires, supporters and volunteers. We hope you will gain an insight into how we operate, what you can expect from us, and what we expect of our members. Full details about the club can be found at www.timperleyhockeyclub.com

STAY CONNECTED AND UP TO DATE!



All Academy parents are required to sign up to be a member of our website hosted on the Pitchero Platform http://www.timperleyhockeyclub.com/ - the platform is used to store player and team information, fixtures, club information, on line shop and is used for communications,

club news and selection. (See details of how to register and set your child up on the system late in the handbook). Once signed up you can manage your privacy setting and data.

Download the **PITCHERO CLUB APP** for your mobile device

Follow and tag us on Twitter: @timperleyhockey

....and on our Club Facebook Page

https://www.facebook.com/groups/TimperleyHC/

ABOUT US



Timperley Hockey Academy organises and delivers Timperley Hockey Club's programme of coaching and matches for young players and young leaders (under 16 / up to school year 11). Timperley Hockey Club (founded in 1886 is the hockey section of Timperley Sports Club a Community Amateur Sports Club run by volunteers providing hockey, cricket, lacrosse, junior football and a range of community activities. We're a not for profit organisation.

Timperley is the only club in the North West of England to have two one site astro-turf pitches and we benefit from having a large clubhouse on site and parents and players are encouraged and use the facilities. The hockey section is managed by a #OneClub Committee (see below) that overseas the running of the section for all ages and genders, including the academy.

'Be a part of your local hockey club' www.englandhockey.co.uk

OUR ACADEMY VOLUNTEERS: Coaches, Team Managers, Young Leaders and more!

We have a dedicated team of volunteer coaches made up primarily of current players and parents. They are lead by our Head Coach Albert Marcano, who is employed by the hockey section. Our coaches either have or are working towards England Hockey accredited qualifications or development course.

Timperley is committed to delivering high quality, fun and enjoyable sessions for all. With that in mind we offer Young Leaders (ages 13 -18) the opportunity to gain experience coaching, umpiring and officiating for junior teams. We also provide coaching workshops/development sessions to ensure our coaches are utilising the most up-to-date methods.

Parents are encouraged to get involved in the coaching on Sundays and will be supported by Albert and the team of coaches. Or as Team Manager's to help run teams, or organize tournaments or events. Through our #GrowOurOwnVolunteers initiative we provide a range

of support, mentoring and funding for training courses. If you are interested, please speak to Nisha Sathi on the Registration Desk.

#ONECLUB HOCKEY COMMITTEE

THC Committee	Role holder		
Chair	Shelagh Entwisle		
Vice Chair	Vacancy		
Treasurer	Malcolm Tucker		
Secretary	Robert Judd		
Academy Co-ord. (Admin)	Nisha Sathi		
Hockey Dev. Co-ordinator	Caroline Small		
Men's Club Captain	Kieran Jeffery		
Ladies Club Captain	Helen Cue		
Sponsorship / Fundraising	Jackie Lord		
Other Roles			
Child Welfare Officer	Steph Ashworth - with		
	Ruth Brown (DBS liaison)		
Fixture Secretary	Kieran Jeffery		
Umpire Co-ord.	Will Reynolds		
Umpire Dev Co-ordinator	Nick Burnett		
SilverFX Kit Co-ordinator	Steph Ashworth		
Head Coach	Albert Marcano		

OUR PRINCIPLES whilst looking after your child

As a club we are accredited by England Hockey under the Club's First/Club Mark Scheme. This sets out the best practice and standards for hockey clubs in England. We are governed by the rules, policies, procedures and guidance they set out for clubs. Please refer to www.englandhockey.co.uk for further information, or alternatively visit our club website 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!

Timperley Hockey Club has adopted England Hockey's Safeguarding and Protecting Young People policy to ensure that the welfare and safety of young people in the care of THC is always the primary consideration.

Our policies are based on the following three principles:

- A child's welfare is of paramount importance.
- A child, regardless of age, ability, gender, racial origin, religious belief and sexual orientation has a right to be protected from abuse.
- 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.
- 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.
- special care is needed in dealing with children whose age, inexperience or physical state makes them particularly vulnerable to abuse.
- THC is committed to providing an environment where children can learn about, participate in and enjoy hockey free from harassment or abuse.

Like most clubs we are run by volunteers who give up many hours a week to the delivery of hockey at THC — please remember this when working with our volunteers and parents support and help in a range of roles is always encouraged to ensure we can offer as much hockey as possible.

THE HOCKEY STUFF

COACHING GROUPS AND SESSION TIMES

All training sessions are held at Timperley Sports Club on the astro-turf pitches. Players are allocated to groups that are appropriate for their age group and ability / current and potential level of development.

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 (age being one factor) are considered as part of this process and parents should discuss these with coaches if they wish to understand the approach taken.

Training Checklist:

- ✓ Arrive in good time to ready on pitch 5 mins before start time
- ✓ All players to Sign In on register before going on the pitch
- ✓ Dress for weather layers and waterproofs as required
- ✓ Bring named protective equipment shin pads, mouth guards, glove if worn
- ✓ Bring a full named water bottle
- ✓ If frost or snow check on website, twitter, facebook to check training is on

SUN	Cubs (5 years +) Entry level for those new to hockey. Parents to stay with players on pitch.	11.00 – 12noon
	Under 8/ 10 Building on the basics for players that have progressed from Cubs, EH Golden Thread, team play	11.00 – 12.30
	Under 12 /14's Consolidation of core skills, with greater levels of competence and confidence during game-play. A greater emphasis on game play and the transition from 7-a-side to 11-a-	11.00- 12.30
	side hockey. Academy GK's Specific Goalkeeper training and drills	11.00 – 12.30

TUES	Under 16's Coach:Albert Marcano & Mark Talbot Honing core skills, greater emphasis is placed on decision making / styles of play / game play for full-sided games. Continue to build confidence in all core skills applied during game- play.	17.45 - 19.00
	Academy GK's Specific Goalkeeper training and drills (by invite 1 in 3 weeks)	19.00 – 20.00
	Development Session* (tbc / by invitation)	19.00 - 20.00
	Senior Club Training (academy players by invitation / various sessions)	Times vary 19.00 – 22.00

^{*}Academy Development Groups (on rotation with different Academy groups /teams / player being invited across the season. Sessions are offend linked to squad preparation to EH competitions)

ACADEMY TEAMS

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.

We now run 17-20 teams mixed, boys or girls teams from U10 to U16 in the academy to give all players the opportunity to develop playing in matches from:

- √ fun introductory mini tournaments under 8/10 (Sundays)
- ✓ Greater Manchester tournaments (GMJHL) U11/13 and 15 (Sundays)
- ✓ regular fixtures Badger, Blue Badgers and Beavers v North West Clubs (Saturdays)
- ✓ England Hockey Regional and National Championships - U10/12/14 and 16 (Sundays)
- √ Senior hockey (Saturdays)

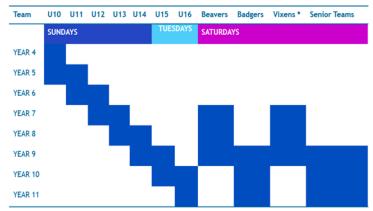
Beavers/Badgers are mixed gender, mixed ability teams playing full pitch 11-a-side hockey. This year we have added an additional team to be know as Blue Badgers and sits age / ability wise between Beavers and Badgers.

Players will often be rotated to give all an opportunity to play – coaches will look at Saturday and Sunday fixtures to try and offer as many players a game as is feasible.

The only teams we select purely on merit and picking our strongest squad are those competing in England Hockey Championship Games.

Details of all fixtures and teams can be found on www.timperleyhockeyclub.com Players are tagged to teams on the website (Pitchero) and it is used of team communications including availability and selection.

We allocate every team a coach and a parent manager to support on the logistics. Without volunteer coaches and parents managers we could not offer 17-20 team opportunities so please consider stepping up to help (support and training given) and helping our volunteers on match days with some of the jobs and by responding to communications promptly



^{*}Currently we are not planning to run Vixens in 2018-19 as other teams cover this age group and few clubs run Vixens teams.

HOCKEY RULES AND RESOURCES

As players develop understanding the Rules becomes a key part of the game and this is also helpful for parents! There are resources on the England Hockey Website https://hockeyhub.englandhockey.co.uk/ and players and parents can sign up for free and tap in to tips, guidance and resources on playing, coaching and umpiring.

Or download the **FIH Rules of Hockey App** that breaks down the rules in easy chunks and has a quiz section that gives a great was to learn for younger players.

We offer a full programme to support the development of Young Umpires, and adults, with our own Club Umpire Developer, Nick Burnett. Speak to Nisha if interested.



THE PRACTICAL STUFF

CONTACT WITH PARENTS AND PLAYERS

The hockey website www.timperleyhockeyclub.com is the 'hub' for club news, information and updates. We also produce Academy Newsletters and communicate via the Pitchero Communications System via Email or Message via the APP.

Once registered on Pitchero (club website) please opt into receiving emails and for the weekly roundup when you are setting up your personal settings and privacy settings.

Match and Team availability, selection and information will be sent out using Pitchero (in the majority of cases) to parents by coaches and parent managers. Pitchero provides us a secure platform to communicate with you and you can control your data and preferences.

As with all modes of communication it only works if used by all involved, so please ensure you sign up to Pitchero, respond to Pitchero requests asap and at the latest by the Wednesday before the fixture as your place may be offered to someone else. Pitchero also has a free APP you can download. We've set out basis guidance later in the handbook however, if unsure of how to use Pitchero please ask at the registration desk.

HOCKEY FEES

Hockey Fees are due in September and the easiest way is to pay at our Academy Registration Day. If you are unable to make Registration, please see the Academy Registration Team (Nisha and others) on a Sunday morning or at the start of U16 training on a Tuesday (5.45pm)

Fees go towards the cost of running of our facilities (pitches, clubhouse etc) and hockey programme.

2018-19 hockey fees:

LOTO ID HOCKEY ICCS.					
Under 16 Fees					
Reception to Year 2	£65				
Year 3 to 6	£120*				
Year 7 to 11	£130*				
2 nd sibling discount	£5 per child				
Match Fees					
Under 18 playing senior or	£5 per match				
U18 matches					
Under 16 playing Academy	£3 per match /				
matches / tournaments	tournament				
*Timperley Sports Club					
*U16 fees include £65 to	*if TSC cricket or lax				
cover membership of TSC	member reduced by				
	£65				
*Includes Gift Aid Donation	Please sign up if you				
	are a UK tax payer				

Everything from affiliation fees, competition entry fees, equipment, balls cones, coaching costs, pitches, umpire costs, volunteer training and development costs, teas, printing right through to our annual presentations is all funded by our fees.

If you have any personal circumstances that may impact your ability to meet hockey fees please contact the Academy Registration Desk (Nisha Sathi) and we will review circumstances on a case by case basis.

TRAINING ARRIVAL / COLLECTION

All young players must sign in, as proof of attendance, and will be issued with a sticker, at the registration table in the club entrance **before entering the playing areas**.

Sunday Registration commences from 10.45am (we aim to start training promptly by 11:00am). Players must show the sticker to their coach once on the pitch as proof of registration.

At the end of training, players 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. If parents are late players will be taken into the clubhouse to wait for collection. Please park up and come in to collect your child.

We play in most **weather 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. **If the weather may be doubtful** – parents neeed to check on the website, twitter or facebook to see if training is going ahead. **Parents must not leave children at the club until they have confirmed with a coach that training is going ahead.**

TRAFFIC AND PARKING

- ✓ Bike racks are available at the club entrance and if possible please walk or ride to the club
- Please use the parking area nearest to Stockport Road to drop players off (drop and go) players must use pavement to access the club.
- Please do not drop players off by the Astro-Turf pitches; or use as a turning area as this can cause congestion and can be dangerous. Please do no obstruct access to the pitches in an instance.
- ✓ If staying at the club or parking ideally use the top Wood Lane Car Park. Please park considerately.
- Exit club via Stockport Road entrance on busy days a one way system will be used and Exit by the Wood Lane Gate.
- ✓ Please help keep the club safe for young players when accessing / leaving the club by car.

HOW TO SIGN YOUR CHILD UP ON PITCHERO

- ✓ **TOP TIP** best done through a PC not a mobile device and go to www.timperleyhockeyclub.com
- ✓ Top right-hand corner click "Join this club website"



- ✓ Fill in your name (as a parent), email and password. Don't forget to tick I'm not a robot!
- Choose your role: you will need to tick the parent box ONLY - unless you are involved in any other way ie parent manager/player/coach, add all that apply
- ✓ You should start type the name of the first child you are applying to be a parent of.

The questions on the signup form are then split into sections, depending on the number of children within the application.

- ✓ Fill in child's name emergency contact info and select ACADEMY as your team (parent managers will allocate players to specific team as things change through the season)
- ✓ Each child within the application will have a section with the same questions. These need to be completed by the parent for each specified child.
- ✓ When all questions on the form are complete, the Parent will click the Complete Application button to send the application to a webmaster for approval.

ONCE APPROVED

Log into your account (using the email and password you used to sign up) and from the top right corner click on your name and from the drop down select SETTINGS



You will see each child has their own tab

✓ You will need to add you gender/address/DOB/email for each child (and a photo if you like!)

NEARLY FINISHED.....

- ✓ You will then need to click on the emails tab (top toolbar) and select your email contact preferences and OPT IN to receiving emails and the weekly round up. You will need to do this to receive notifications about matches and your availability
- Download the APP to your phone or tablet YOU MUST stay logged on the APP to receive notifications of selection for games (and to update availability) and communications.

CLUBHOUSE

Parents are welcome to use the clubhouse:

- the bar is open for the sale of hot and cold drinks during all training sessions and matches
- ✓ at weekends bar meals are also available (subject to demand)
- ✓ there is free wifi (sign up to the cloud)
- we have Sky and BT Sports channels to watch all major sports events
- parents are welcome to visit to use the bar outside of training or match times
- ✓ we encourage parents to become social members of the club and apply for a bar card (with 10% uplift in value put on the card – available to over 18's)

Parents are reminded that they are responsible for their children whilst in the clubhouse / club grounds outside of coaching / match day sessions.



THC KIT AND MERCHANDISE

SilverFX is the club's official kit supplier. Our kit is bespoke and made to order with a delivery time of 6 – 8 weeks. Orders are placed throughout the season (see website)

Kit can be ordered:

- ✓ when SilverFX visit the club (usually at Registration Day and End of Season
- ✓ by following the link from the THC website

- ✓ or going direct to the online shop <u>https://www.silverfx.co.uk/category/sports-clubs/timperley-hockey-club/</u>
- we are trialling an express delivery service in 2018-19 for key playing items see SilverFX website for details
- when ordering playing shirts ask for Steph Ashworth at the Academy Registration Desk to be allocated a shirt number to avoid duplicate shirts numbers
- ✓ THC socks are available for purchase from the Academy Registration Desk
- ✓ Orders can be for home delivery (extra charge) or club delivery (free of charge)
- ✓ If you have any queries regarding your order, please contact SilverFX direct or discuss with Steph Ashworth Academy kit co-ordinator



Purchase of kit is optional – we do encourage players to buy a personal playing shirt and socks (available from the Academy Registration Desk).

Please name your child's kit and equipment to avoid loss.

We are also looking to run a second-hand kit sale / exchange and if any parents can help set this up and run with it please let the Registration Desk know.

HOCKEY EQUIPMENT

Sticks are available to borrow if required.
For training players should ideally wear layers and a suitable shirt, track suit bottoms or shorts/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. We also recommend a hockey glove or gloves

SAFETY AND ACCIDENTS

Coaches plan all sessions to be as safe as possible, however due to the nature of the sport, 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 and forms signed by parents when they collect their child. For more serious injuries coaches will endeavour to contact the emergency contact(s) provided for the child.

A defibrillator is located behind the bar. Bar staff are fully trained for its use.

Ice packs are located in the freezer. This is located in the main bar area behind the kit partition.

All sports are undertaken at the participants own risk. Please consult the TSC/THC Membership form and the website for more details.

DATA PROTECTION

Information on young players is collected via paper U18 TSC membership (Consent) forms and online systems and the website (Pitchero). Relevant information is provided by parents and is then collated on a database which is shared with the Academy Team, coaches and team managers for the purposes of running teams, medical information, emergency contact numbers. Information is used for the purposes of running hockey and keeping parents updated on a range of hockey and TSC related activities. This includes league and player registration where required.

The leader of each coaching session / team managers have details for players in their cohort 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.

CODES OF CONDUCT / POLICIES

Full details of all our Code of Conducts and Policies can be found at www.timperleyhockeyclub.com and it is important that all those involved in hockey on and off the pitch uphold the standards and behaviours of our sport.



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

KEEPING YOU SAFE - INFORMATION FOR PLAYERS

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 pressurise 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 contact Timperley Hockey **Child Welfare Officer: Steph Ashworth** on 07786 868474 or steph.s.ashworth@gmail.com or alternatively speak to Childline 0800 1111

DATES FOR THE DIARY

Sunday training:

- Runs from 2nd September to 12th May.
- We have a two week break at Christmas / New Year (23rd and 30th December) and on all Bank Holiday weekends (Easter and May).
- Exceptionally, club training may be cancelled due to the weather or other major club events

Tuesday training:

- Runs from 4th September until Easter
- We have a break for Christmas / New Year (18th, 25th and 31st December)
- If weather means pitches are unfit some Tuesday sessions may be transferred to be classroom whiteboard sessions

Mini Tournaments

We will be running a number of mini tournaments for our younger player (U10 and below) during the season. These will be on Sunday afternoons usually at the club – dates tbc

Greater Manchester Junior Hockey League

Held at the Armitage Centre (Uni of Manchester) on Sunday afternoons (2pm – 5pm). 7 a side

Under 13 (bovs & girls)

This season's dates are:

Under 11 (boys & girls)

14th October7th October18th November25th November16th December9th December27th January20th January3rd February18th March

Under 15 (boys and mixed)

30th September 11th November 2nd December 13th January 3rd March

Beavers, Blue Badgers and Badgers (mixed)

Matches are played on Saturday afternoons against teams from across the North West and North Wales. 11-a-side. Players are encouraged to stay for teas (home and away) as part of the overall experience of playing club house.

Fixtures commence on 8^{th} September and run through to Easter – with games for each team most weekends.

Some fixtures are still being finalised and the matches will be loaded on to the team pages of the club website shortly. Fixture / Venue information can also be found on Fixtures Live: http://w.fixtureslive.com/club/830/teams/Timperley



ENGLAND HOCKEY CHAMPIONSHIPS

We enter a number of teams into the EH national competitions – depending on final player numbers we will enter the U18, U16 and U14 (boys and girls) competitions that commence in the autumn see dates below:

BOYS U18 CHAMPIONSHIPS TIER 1 TIER 2 TIER 3	GIRLS U18 CHAMPIONSHIPS TIER 1 TIER 2 TIER 3	BOYS U16 TIER 1 TIER 2 CHAMPIONSHIPS	GIRLS U16 TIER 1 TIER 2 CHAMPIONSHIPS	BOYS U14 TIER 1 CHAMPIONSHIPS	GIRLS U14 TIER 1 CHAMPIONSHIP
14 Oct (21 Oct)	14 Oct (21 Oct)	14 Oct (21 Oct)	14 Oct (21 Oct)	14 Oct (21 Oct)	14 Oct (21 Oct)
04 Nov (11 Nov)	04 Nov (11 Nov)	04 Nov (11 Nov)	04 Nov (11 Nov)	04 Nov (11 Nov)	04 Nov (11 Nov)
18 Nov (25 Nov)	18 Nov (25 Nov)	18 Nov (25 Nov)	18 Nov (25 Nov)	18 Nov (25 Nov)	18 Nov (25 Nov)
03 Feb (10 Feb)	03 Feb (10 Feb)	03 Feb (10 Feb)	03 Feb (10 Feb)	03 Feb (10 Feb)	03 Feb (10 Feb)
17 Feb (24 Feb)	17 Feb (24 Feb)	17 Feb (24 Nov)	17 Feb (24 Nov)	17 Feb (24 Nov)	17 Feb (24 Nov)
07 Apr (14 Apr)	07 Apr (14 Apr)	10 Mar (17 Mar)	10 Mar (17 Mar)	03 Mar (10 Mar)	03 Mar (10 Mar)
11 May	11 May	06-07 Apr	06-07 Apr	24 Mar (31 Mar) 11-12 May	24 Mar (31 Mar) 11-12 May

We will load up fixtures and match details onto the THC website once available, fixtures and match results can also be found on the England Hockey Website under the Competitions tab www.englandhockey.com

We also enter teams in the EH Cheshire Minis for U10 and 12's (boys and girls) usually held in April. Regional Finals are in April if progressing to that stage of the competition.

HELP MAKE HOCKEY HAPPEN AT TIMPERLEY!

Come along and find out more about what we do and the roles available from registration desk rota to coaching, umpiring and parent managers!

Academy Parent and Volunteer Drop in Session – Sunday 16th September from 11.15am Coffee and Pastries on us!

Parent Manager 'how to' workshop – Sunday 23rd September from 11.15am