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# OLD CRANLEIGHAN HOCKEY CLUB COLTS SECTION



## HANDBOOK SEASON 2018/19





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## Welcome note from the OCHC Colts Chairman

Whilst it seems like only yesterday that I wrote a welcome to the '17/18 season, here we are, a new season up and running and a new home pitch to enjoy.

It is a real pleasure to welcome newcomers to our club, just as it is to 'welcome back' those many returning players, volunteers, parents, guardians and others who make our wonderful club and junior section what it is. We have continued to grow and should be rightfully proud of our record membership numbers. But at the same time proud that we have continued to restrict numbers in various age groups and categories as we strive for that balance between access to the sport for as many as possible and the right coaching, development and game opportunities for our existing members.

I'd urge you, as always, to closely familiarise yourself with the contents of this handbook as it should make life easier for you and yours but also for the various club administrators and volunteers. And signing up to follow us on Facebook at @ochockeyclub and on twitter @ocranleighnhc will ensure you keep bang up to date, not least with those last minute inclement weather warnings!

As I write I look forward to hearing of yet more successes as 'our kids' make their mark in Surrey, Middlesex and beyond. But also of the stories of newfound love for a sport close to all our hearts. Thank you all for your support. I wish you all an enjoyable and fruitful 2018/19 year at OhhhhhhCCCCCCs.....

Gavin Adair  
Colt Chairman

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## Welcome note from the OCHC Director of Hockey

It gives me great pleasure to welcome you to Old Cranleighan Hockey Club ahead of the 2018-2019 season on a brand new, blue and shiny pitch. Thank you to all your fundraising efforts in making our pitch dream a reality.

This year, we will continue to create memorable experience for junior players across all ages. I have no doubt that they will flourish in our inclusive, welcoming and high-quality coaching offered here at OC's. We are now offering an unprecedented amount of hockey with the introduction of a Monday Night Academy and an additional weekend goalkeeper session with Fortitude. We are offering the most hockey ever to our junior members and with the support of our volunteer coaches, we hope to have an even more successful year.

I hope you all have a wonderful season and should you have any questions on coaching please don't hesitate to get in touch.

Best wishes

George Pettitt  
Director of Hockey



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## 1.0 - KEY CONTACTS

<b>Position</b>	<b>Name</b>	<b>Email/Phone</b>
Chairman	Gavin Adair	<a href="mailto:gsadair@yahoo.co.uk">gsadair@yahoo.co.uk</a> 07841 673597
Secretary	Cato Choi	<a href="mailto:catochoi@gmail.com">catochoi@gmail.com</a> 07970 655 207
Treasurer	Kate Tanner	<a href="mailto:ochccolts@gmail.com">ochccolts@gmail.com</a>
Committee Member, Kit and Safeguarding	Helen Hawes	<a href="mailto:Helen.hawes@btinternet.com">Helen.hawes@btinternet.com</a>
OC Director of Hockey	George Pettitt	<a href="mailto:georgepettitt@icloud.com">georgepettitt@icloud.com</a> 07944 223649
Administrator	Emma Robinson	<a href="mailto:ochcfixtures@gmail.com">ochcfixtures@gmail.com</a>



## 2.0 - OBJECTIVES OCHC COLTS

*'OCHC aims to create an inclusive and high-quality coaching environment where junior players can flourish and grow through their junior careers. The quality of coaching will ensure players take an enjoyable experience from playing at OCHC, with the hope that their involvement will be sustained into adult hockey. Colts coaching will be consistent across all age groups and the principles covered will be suitably differentiated to make for any easy transition between age group years. Overall, OCHC will aim to provide a welcoming, friendly and enjoyable hockey experience for all Colts and their parents'.*

## 3.0 - AGE GROUPS

Currently we have age groups ranging from U6s (from age 5 plus: school year 1) through to U16s.

A child's age group is determined by their age on 1<sup>st</sup> of September, in the same way as school years. For the avoidance of doubt the correct groupings are listed below:

Year 1 = U6  
Year 2 = U7  
Year 3 = U8  
Year 4 = U9  
Year 5 = U10  
Year 6 = U11  
Year 7 = U12  
Year 8 = U13  
Year 9 = U14  
Year 10 and 11 = U16

Each age group will be led by a head coach (see below for contact details) supported by a number of other coaches, many of whom are volunteers

**We could not operate without all of these volunteer coaches; team managers and others and we do expect all families to get involved in administration even if it is only to help on a kit desk or with sign in processes on an occasional basis. Obviously the more help the better!**

If any new parents are hold coaching qualifications and are interested in joining the ranks, please speak to Gavin or Cato on a Sunday morning or email us using the contact details at the beginning of this handbook.



## 4.0 - LEAD COACHES

The provisional list for the key coach contact per age group for a Sunday morning is below. This is subject to change depending on availability of our coaches.

MIXED	Coaches	Contact Details
U6	Nick Aston	<a href="mailto:Nickaston1@live.co.uk">Nickaston1@live.co.uk</a>
U7	Darran Smith	darranproperty@outlook.com
U8	Matt Close	mclose01@gmail.com

GIRLS	Coaches	Contact Details
U9	Jon East	jon.east@yahoo.com
U10	Paul Redwood Doug Dodson	<a href="mailto:paulredwood76@gmail.com">paulredwood76@gmail.com</a> <a href="mailto:douglascdodson@gmail.co">douglascdodson@gmail.co</a>
U11	Toby Stevenson	<a href="mailto:tobyastevenson@googlemail.com">tobyastevenson@googlemail.com</a>
U12	Alice Thorneycroft Jon East	<a href="mailto:Alice@Harveythorneycroft.co.uk">Alice@Harveythorneycroft.co.uk</a> ; <a href="mailto:Jon.east@yahoo.com">Jon.east@yahoo.com</a>
U13/14	Nick Ripley	Rippers107@hotmail.com
U16	Alice Durrans	alice.durrans@btinternet.com

BOYS	Lead Coaches	Contact Details
U9 / 10	Richard Fox	foxnonsense@gmail.com
U11/12	Claire Thomson	claire@clairethomson.co.uk
U14/U16	Paul Smyth Adrian White	<a href="mailto:psmyth@pksproperty.co.uk">psmyth@pksproperty.co.uk</a> adojkwhite@gmail.com

Up to and including U7s, the children will be playing non-competitive, friendly hockey; we will focus on fun and skills with some friendly match play within the group but will not be playing competitive matches against other clubs at this age.

Older age groups play matches according to the Surrey Hockey League age groupings, whereby competitive matches are played in age groups covering two school years i.e. U8s, U10s, U12s U14s and U16s. This often involves players playing out of their specific age-group for competitive matches as this can allow us to field a full team on the day and allow both year groups within the Surrey Hockey League grouping to play.



Up to and including U8s, hockey is normally played in mixed sex groups however from U9s / U10s onwards it can be single sex or mixed groups.

OCHC will also organise friendly matches with other clubs, to help the children to become more confident with competitive match play and learn the pre and post-match etiquette.

These matches may be organised in the strict year age groups (U8, U9, U10, U11, etc) and could be mixed or single sex.

Due to these many variations of competitive and non-competitive match restrictions, some specific team selection can take place during the season based on ability, age and sex and a combination of availability of players and positions. This selection is at the discretion of the coaches and ultimately the chairman. Parents/guardians (and coaches) are kindly requested **not to** move children to a different age group without discussing this with the chairman and director of hockey first.

## 5.0 - SUBSCRIPTION FEES 2018/19

All membership queries should be directed to the Treasurer, Kate Tanner on [ochccolts@gmail.com](mailto:ochccolts@gmail.com). We are at capacity in almost all age groups so will only be accepting new members other than at the mid point of the season unless agreed in advance by the Director of Hockey in consultation with the Chairman

This season the yearly subs are set as detailed on the website, with discounts applied to all siblings. For the avoidance of doubt, the OC Colts is non-profit making and with very limited exceptions, everyone involved is a volunteer.

Any annual surplus is invested back into the club for the benefit of the children including further investment in coaching, equipment (including goalkeeping equipment), sticks and balls.

OCHC aims to be a club that is fully inclusive of all members of the local community, and we do not want to exclude anyone based on their financial situation. Should you wish to discuss this in more detail please contact Kate Tanner, Colts Treasurer, who can refer to the Committee as appropriate.

All subs should have been paid before the start of the season. If subs have not been paid, then your place is not confirmed and will be offered to those players currently on the wait list. If joining later in the season, within the first week.

Whilst we do not offer trial sessions as such, we are a friendly community club and if within the first 2 weeks, your child is not up to it or up for it and you email Kate on [ochccolts@gmail.com](mailto:ochccolts@gmail.com) with your cancellation request, we are happy to refund subs paid.



## 6.0 - SEASON TERM DATES

Training sessions run at the club every Sunday as follows:

Term 1 - 9 September 2018 – 2 December 2018 (excluding half term 1 week – 21st October)

Term 2 – 6 January 2019 – 31 March 2019 (excluding half term 1 week – 17th February)

## 7.0 - PITCH LOCATIONS

We have three pitches available for use by the OCHC colts as follows:

MAIN PITCH – OCHC CLUB (“Thames Ditton”)  
Portsmouth Road  
Thames Ditton  
KT7 0HB

SECOND PITCH - SURBITON HIGH SCHOOL/ROWAN HILL SCHOOL SPORTS PITCH (“Oaken Lane”)  
85 Oaken Lane  
Claygate, Esher  
KT10 0RQ  
*(Opposite the junction for Manor Road South)*

THIRD PITCH – HINCHLEY WOOD (“Manor Road South”)  
49 Manor Road South  
Esher  
KT10 0QA

Please note that training sessions will take place at either Thames Ditton, Oaken Lane or Manor Road South depending on age group. Whilst training will normally be at a fixed location matches could be at different locations or times home or away.





## 8.0 - TRAINING SESSION TIMES/ADMINISTRATION

Sunday morning training sessions times are divided by age group to allow each age group to fully utilise the space and allow for maximum match play.

Start	Finish	OCHC	Hinchley Wood	Oaken Lane
09:00	10:15	GU12	GU11	GU13 (First 2 weeks)*
10:30	11.45	Mixed U8	GU9/GU10	GU14(First 2 weeks)*
12:00	13:15	Mixed U6 & U7**	BU10/BU12	BU14/BU16

PLEASE NOTE:

\* Individual training times for the GU13 & GU14 are subject to change, after the initial two weeks, as a result of the girls being placed into their playing squads. Parents will be advised of the squads after the initial two weeks and each squad will be reviewed at half termly intervals.

\*\* Mixed U6 & U7 training ends at 13:00

Parents/guardians are requested to arrive **15 minutes before the relevant session start time.**

Anyone arriving more than 10 minutes after the start of the session time will only be allowed on to the pitch at the lead coaches discretion as late joiners to the session can sometimes be disruptive to the rest of the players.

Children in age groups U7 and below must be registered with their coach at the beginning of the session and initially will receive a name badge. This also allows the coaches to quickly identify the children in their group.

Parents/guardians **must remain on site at all times or arrange for another parent to take responsibility for their child.** The child should always know who is responsible for them on the day. It is not possible for the coaches or volunteer administration team to be responsible for your child should they wish to stop training or need to use the bathroom.

Following the training sessions at Thames Ditton, free chips/squash are provided for all players from the kitchen in the clubhouse. The bar will also remain open throughout the session and afterwards for the purchase of tea/coffee, bacon rolls etc.

Dogs are allowed at the club however, we ask that when down beside the pitch they are kept on the lead and, of course, that you clean up any mess. Dogs are never allowed on the all-weather pitch at any of our locations.



## 9.0 - MEMBERSHIP ADMINISTRATION

Please note that information collected through the PaySubsOnline application form is used for purposes of contacting you with news about fixtures, upcoming events, important medical information and also arrangements regarding future membership arrangements, so we kindly request that you ensure that we have your most up to date and frequently used email address.

## 10.0 - KIT

For training, children should wear warm and comfortable clothing suitable for the weather conditions on the day. Shorts, leggings, skorts, or tracksuits and a t-shirt, jumper, waterproof jacket. Trainers **must** be worn, if possible astro-trainers/hockey trainers. The boot brushes located next to pitches must be used to ensure no mud is taken onto any of the all-weather pitches.

For matches the correct kit must be worn.

Girls	Boys
Match shirts Navy blue skorts OCHC socks	Match shirts White shorts OCHC socks

Foot wear should be either trainers or astroturfs



All children (in particular the younger ones) should come adequately equipped to cope with the weather conditions that can occur during the winter months; importantly gloves (allowing for holding the stick) and hats. If children are freezing, they are unlikely to enjoy themselves and may be put off hockey.



OC kit is available for sale each Sunday from 9.30am – 12.30pm by the club house, but there is no obligation for you to buy this other than for matches as set out above. We also operate a stick exchange where you can swap sticks that have been out-grown or purchase a second hand stick for £5. (All sticks should be in good condition – please don't ask us to buy back a rotten stick that you or anyone else would not want).

We have available personalised hoodies, training tops, match tops, sticks, gum shields, shin pads, gloves, beanies and base layers. For all your kit requirements please see Helen Hawes.

All children should also have a water bottle. **Most importantly, every child must have (and wear!) a gum-shield and shin pads. Please remember that hockey sticks are hard. Hockey balls are hard. Please be responsible for ensuring that your child is wearing the protective gum-shield and shin pads.**

**Whilst it remains a parent or guardian's responsibility for ensuring their children are appropriately protected, coaches may choose to stop a child participating in either matches or training sessions if this is not the case.**

## 11.0 - FIXTURES

During the season, there will be numerous hockey tournaments and competitive matches at Thames Ditton, Oaken Lane, Manor Road South and at other clubs. These matches are normally for the U16 down to the U8 age groups. U6 and U7 do not typically play competitive matches.

Full details of matches, instructions/squad selections etc. will be e-mailed out by the team representative of each age group with as much notice as possible.

For those teams playing competitive or friendly matches against other clubs, we have volunteer team representatives (aka parents) for each age group. The team rep will be responsible for communicating with parents regarding the location, time and details of the matches and in ensuring that OCHC can field a full team.

Parents are responsible for ensuring that they reply on a timely basis to the team representative to confirm their child's availability for the matches, through the team's elected method i.e WhatsApp, Teamo, Teamer etc.... Any delays may unfortunately result in your child not being able to play.

It is the club's intention that all players who regularly attend training sessions get the opportunity to attend as many of these fixtures as possible, regardless of ability.

Please refer to the website [www.ochockeyclub.org/colts](http://www.ochockeyclub.org/colts) for the competitive fixtures already confirmed. Please make a note of the dates and locations. These are however, subject to change and should be confirmed by your Team Rep by email nearer the time.



## 12.0 - TEAM REPS

Each team playing competitive matches will require one of the parents of the team members to take responsibility for organising the team for the match and letting all parents know when and where they should be for each match. WE NEED VOLUNTEERS FOR THIS ROLE SO THE CHILDREN CAN PLAY MATCHES. Please email ochcfixtures@gmail.com if you are interested to take on this role for the team this year (it's a bit like a class rep but without a lot less work!).

GIRLS	Team Representative	Contact Details
U9	Leigh Butterfield	leighbutterfield001@hotmail.com
U10	Claire Redwood	claireredwood@hotmail.co.uk
U11	Maddie McVeigh	<a href="mailto:andyandmaddie@googlemail.com">andyandmaddie@googlemail.com</a>
U12	Caroline Boyd Nicola Perrin	<a href="mailto:carolineboyd2@gmail.com">carolineboyd2@gmail.com</a> nicolaperrin@hotmail.com
U13/U14	Sara Goddard Karen Wright	<a href="mailto:sara.goddard@sky.com">sara.goddard@sky.com</a> karentlwright@gmail.com
U16	Catriona Riddell	catrionariddell@btinternet.com

BOYS	Team Representative	Contact Details
U9 / U10	Nikki Newbold Lucie Smith	<a href="mailto:jmieandnikkinewbold@btinternet.com">jmieandnikkinewbold@btinternet.com</a> lucie-smith@live.co.uk
U11 / U12	Claire Thomson	claire@clairethomson.co.uk
U13 / U14	Kate Holgate	<a href="mailto:nkholgate@yahoo.co.uk">nkholgate@yahoo.co.uk</a>
U16	Cath White	<a href="mailto:cathwhite@blueyonder.co.uk">cathwhite@blueyonder.co.uk</a>

MIXED	Team Representative	Contact Details
U8	TBC	TBC

## 13.0 - PHOTOGRAPHS

During the season, we do take photographs of the children in training, with their teams pre or post-match and action shots whilst playing in matches. These photographs are used in the weekly newsletter and also on the OC website, Twitter, Instagram and Facebook pages or other printed materials to promote the OC Club or the OCHC Colts section. If you would prefer us not to use images including your child, for any reason, please ensure you have correctly completed the PaySubsOnline form.



## 14.0 - COMMUNICATIONS

The communication from the club will be via e-mail, so it is very important that you inform us of any change in e-mail address, or if you are not receiving the weekly newsletter or match information. Sunday mornings can be hectic so please drop an email to [ochcfixtures@gmail.com](mailto:ochcfixtures@gmail.com).

Please also inform us of changes to mobile numbers/addresses through PaySubsOnline.

A weekly newsletter will be sent out including details of up and coming events and other information that may be of use. PLEASE LET US KNOW IF YOU ARE NOT RECEIVING THE NEWSLETTER AND PLEASE CHECK FACEBOOK, TWITTER, INSTAGRAM AND THE OCHC WEBSITE REGULARLY.

In addition to the newsletter more up to date info can be found on Facebook, Twitter and the OCHC Website. This is particularly important when we need to advise of last minute pitch inspections in the event of bad weather. We rarely lose pitch time but in all cases safety of the children is paramount and should the pitch be frozen or flooded we may have to cancel a session at short notice

Website: [www.ochockeyclub.org/colts](http://www.ochockeyclub.org/colts)

Twitter: @ocranleighanhc

Facebook page: @ochockeyclub

Instagram: @ocranleighanhc

Please note Twitter directly feeds our OCHC website page so if you are not linked into these social media sites you can still see our real-time updates.

Please contact Emma Robinson, Colts Administrator with queries relating to any of these.



## 15.0 - SAFEGUARDING

The club takes the safeguarding of children extremely seriously and have adopted England Hockey's [Safeguarding Young People Policy and Guidance documents](#).

Above all we strive to provide a safe environment for children to enjoy their hockey, and we would encourage anyone who has any concerns, no matter how small, to report them to Gavin Adair, who is the registered Head of Safeguarding for the club. You or your child can also discuss issues in confidence with Helen Hawes, the other nominated safeguarding officer at the club and Club Captain.

If necessary, you may complete the **Initial Issue/Concern Reporting Form** which can be found below.

If your child is involved in an accident whilst playing hockey at the club, the administration desk staff will complete an accident form and this will be shared with you as soon as possible. It is important that the administration team have your emergency contact phone number and that you let Kate Tanner or Emma Robinson know of any pre-existing medical conditions of your child at registration so that the coach can be made aware of this. If it is sensitive, please feel free to email confidentially on ochcolts@gmail.com.

All of our coaches follow strict codes of conduct and in addition we have the below codes of conduct for players and parents/spectators.

### Players Codes of Conduct

- Play for fun. Enjoy your hockey.
- Take training seriously.
- Never swing your hockey stick around for fun in confined spaces. It hurts.
- Always turn up for training and matches on time.
- Always play within the laws of the game.
- Play with and for your teammates.
- Aim to win but be prepared to lose with a grin.
- Never argue with referees or match officials, their decision is final.
- Do not get involved in foul play.
- Never show off or lose your temper.
- Acknowledge good play by both team mates and opposition players.
- Reject racism, sexism and violence.
- Strive to improve your skills every time you play.



## Parents/Spectators Codes of Conduct

- Encourage your child to learn the rules and play within them.
- Discourage unfair play and arguing with officials.
- Help your child to recognize good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognizing fair play and applauding good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgments.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Encourage and guide performers to accept responsibility for their own performance and behaviour.
- Please bring children suitably dressed for hockey and arrive on time for training and matches.
- Reinforce to your child that taking part and trying your best is the most important part of learning and playing hockey.
- Applaud good play by all.
- Support your coaches. They give up their free time to coach your children.
- Support the administration team. They give up their free time to help run the OCHC for your children.
- Any general worries please speak to the most appropriate official at the club. As found in the contact list.
- Parents must inform the club and lead coach of any medical problems their child may have.
- Parents must be present at training and matches for the duration. Coaches and assistants cannot act *in loco parentis* and cannot take legal responsibility if parents/guardians leave. Please make sure that if you cannot attend that you appoint a responsible person to look after the child. You must also notify the Coach or a Committee Member of this arrangement and ensure that the child knows.



# Initial Issue/Concern Reporting Form

Please provide information on this form, if you have a concern or an issue relating to someone or something at your hockey club.

<b>Name of child/adult :</b>  <b>Male/Female</b>	<b>Address:</b>
<b>Age/Date of Birth:</b>	<b>Club:</b>  <b>Age Grade:</b>
<b>What is the concern?</b> (include details of the person whose behaviour has raised concerns)	
<b>When and where did this concern/incident occur?</b>	
<b>Do you have any other comments?</b>	
<b>Your name:</b>	<b>Club:</b>  <b>Club Role:</b>
<b>Address:</b>	<b>Email address:</b>  <b>Mobile Phone No:</b>





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## What should be reported?

The welfare of the child is paramount. In order to assist your club in upholding this principle you are asked to complete the form for any issues/concerns or incidents. When completing the form please give full names and their club roles. Concerns may be about the behaviour of any child or adult involved or spectating at your club and *could* include:

- General concerns about a child's welfare
- Concerns related to a safeguarding incident e.g. bullying or poor practice
- Concerns, Suspicions or allegations of misconduct
- Breaches of our club Code of Conduct
- Allegations of abuse made by or against any child or adult

To discuss a specific concern or issue please contact Gavin Adair, the Club's Head of Safeguarding, or in exceptional circumstances the OC Hockey Club Captain Helen Hawes ([helen.hawes@btinternet.com](mailto:helen.hawes@btinternet.com)).