

OLD CRANLEIGHAN HOCKEY CLUB COLTS SECTION



HANDBOOK SEASON 2019/2020





Welcome note from the OCHC Colts Chairman

Hi everyone,

Welcome back to another season at OCs and it's a real pleasure to welcome newcomers to our club. Hockey didn't stop over the summer of course, and we enjoyed everything from summer leagues to kids camps and county successes. But it's great to be ready to go with the season proper!

You'll see from our Director of Hockey's welcome note below that much work has gone on over the summer to strengthen and expand our coaching. But as I say every year, we remain at heart a volunteer driven and community based club. Thank you to everyone who helps out: it is the breadth of support and depth of commitment that gives OCs that unique feel.

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!

Whatever your association with the club, I wish you all an enjoyable season and look forward to seeing many of you on and off the pitch through the course of the year

Best wishes,
Gavin
Colts Chairman

Welcome note from the OCHC Director of Hockey

It gives me great pleasure to welcome you to another season at Old Cranleighan Hockey Club. Last year we experienced unprecedented success; the colts section expanded to over 500 members and two teams reached the South Finals – a tremendous achievement! On the back of these successes, I am confident we can create another exciting and memorable season of hockey.

Over the summer, we have worked hard to further increase the quality of coaching provision across the colts section and have made two extremely exciting appointments. I would like to welcome Lauren Moors and William Marshall to the club, who have been appointed as Girls and Boys Performance Coaches respectively. Both arrive with a proven track record in maximising the potential of junior players at school and club level. These appointments, combined with the dedicated support of our brilliant lead and volunteer coaches, will enable us to provide greater inclusivity and quality to our coaching programme. I urge you to familiarise yourself with the coaching programme to ensure every member takes advantage of



the opportunities available in our extensive midweek and weekend sessions.

I look forward to seeing our junior members flourish over the season and if you have any questions about coaching I would be delighted to hear from you.

Best wishes
George Pettitt
Director of Hockey



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1.0 - KEY CONTACTS

Position	Name	Email/Phone
Chairman	Gavin Adair	gsadair@yahoo.co.uk 07841 673597
Secretary	Cato Choi	catochoi@gmail.com 07970 655207
Treasurer	Kate Tanner	ochcolts@gmail.com 07971 835317
Committee Member, Kit and Safeguarding	Helen Hawes	Helen.hawes@btinternet.com 07771 557900
OC Director of Hockey	George Pettitt	georgepettitt@icloud.com 07944 223649
Coaches and Parent Rep Liaison	Jon East	ochcoltsliaison@gmail.com 07958 662135
Safeguarding	Matt Close	mclose01@googlemail.com 07801 428107
Membership Secretary	TBC	
Administrator	TBC	ochcfixtures@gmail.com



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 U18s.

A child's age group is determined by their age on 1st 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 and 9 = U14
Year 10 and 11 = U16
Year 12 and 13 = U18

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 hold coaching qualifications and are interested in joining the ranks, please speak to Gavin Adair, George Pettit or Jon East on a Sunday morning or email any one of us using the contact details at the beginning of this handbook.



4.0 - LEAD COACHES

Detailed below is a list for the key coach contact per age group for a Sunday morning is below.

MIXED	Coaches	Contact Details
U6	Nick Aston	Nickaston1@live.co.uk
U7	Ollie Street	oliver.street@eamesconsulting.com
U8	Mark Preston	mp@skagenservices.com

GIRLS	Coaches	Contact Details
U9	Matt Close	mclose01@gmail.com
U10	Jon East	jon_east@yahoo.com
U11	Paul Redwood Doug Dodson	paulredwood76@gmail.com douglascdodson@gmail.com
U12	Toby Stevenson	tobyastevenson@googlemail.com
U14 / U16 & U18	Lauren Moors	laurenmoors@icloud.com

BOYS	Lead Coaches	Contact Details
U9 / 10	Toby Yonge	tobyong29@hotmail.com
U12 / U14 & U16	Will Marshall	wbeamin14@hotmail.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, U16s and U18s. 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 is normally single sex.

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 lead coaches for the age groups. Parents/guardians (and coaches) are kindly requested **not to** move children to a different age group without discussing this and reaching agreement with the Colts Chairman or director of hockey first.



5.0 - SUBSCRIPTION FEES 2019/2020

All membership queries should be directed to the Treasurer, Kate Tanner on ochccolts@gmail.com. We are at capacity in almost all age groups so will only be accepting new members at the mid point of the season unless specifically agreed in advance by the relevant members of the Committee.

Each 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 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 the 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, payment will need to be made within the first week of membership.

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 the Colts Treasurer on ochccolts@gmail.com with your cancellation request, we will be happy to refund subs paid.

6.0 - SEASON TERM DATES

Training sessions run at the club every Sunday as follows:

Term 1 - 15 September 2019 – 15 December 2019 (excluding half term 1 week – 20 October)

Term 2 – 12 January 2020 – 29 March 2020 (excluding half term 1 week – 16 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 be at a fixed time and normally be at a fixed location, matches could be at different locations or times home or away.

ADVERSE WEATHER CONDITIONS – Please note we have a clear policy for communicating changes to training or matches in the event of adverse weather conditions i.e. freezing temperatures, snow or torrential rain. This can be found at <https://www.ochockeyclub.org/adverse-weather-conditions/>



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.

	Slot 1	Slot 2	Slot 3	Slot 4
OCHC	U12 Girls GKs – Fortitude (U8-U11 week 1) (U12-16 week 2) 8:45-10:00	U11 Girls 10:15-11:30	U6 Mixed U7 Mixed 11:45-12:45	U10 Boys* U8 Mixed* 12:45-14:00
Oaken Lane		U14 Boys <i>No play before 10am</i> 10-11:15	U16 Boys 11:30-12:45	U12 Boys 13:00-14:15
Manor Road	U9 Girls U10 Girls <i>No play before 9am</i> 9:00-10:15	U14 Girls Typhoons/Cyclones/Storm 10:30-11:45*	U14 Girls Tornadoes/Hurricanes 11:45-13:00	U16 Girls 13:00-14:15

* No 15minute turnaround

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. For the first two weeks the U13s should train at 10.30am and U14s at 11.45am.

Parents/guardians are requested to arrive with their children **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 and other pitches. However, we ask that they be kept on the



lead at all times, especially at the Oaken Lane and Manor Road South pitches. Dogs are never allowed on the all-weather pitch at any of our locations.

Midweek Timetable

All midweek training starts w/c 16 September 2019 and takes place at OCHC as per the timings shown below. There is an additional cost of £75 for the season for Colts wishing to take up this option.

The number of players who can attend these sessions is limited by the number that can be accommodated on the pitch at one time. Spaces will be allocated on a first come first served basis.

Goalkeeper training is available to both genders on Wednesday evenings too.

PLEASE NOTE: Attendance of the Girls and Boys academy is by invitation only. The training sessions will not commence for this group until w/c 24th September.

	Slot 1 @ OCHC	Slot 2 @ OCHC	Slot 3 @ OCHC
Monday	- Girls U10 & 11 – LMO & KTA 18:30-19:30	- Ladies 3XI, 4XI & U16 Girls– LMO & KTA - Ladies 5s/Martlets/B2H - MCO 19:30-21:30	- Ladies 3XI-5XI – LMO & KTA - Ladies 5s, Martlets & B2H - MCO 19:30-21:30
Tuesday	- Girls Academy – LMO 18:30-19:30	- Ladies 1XI-2XI – ASN & LMO 19:30-21:30	- Ladies 1XI-2XI – ASN & LMO 19:30-21:30
Wednesday	- Boys U10 – GPE - Boys Academy – WMA - GK Coaching – AHO, KTA & CPA 18:30-19:30	- Men's 1XI – 2XI – GPE & ASN 19:30-21:30	- Men's 1XI – 2XI – GPE & ASN 19:30-21:30
Thursday	- Boys U12- 14 non-academy – WMA - Girls U12 – U14 non-academy – LMO & KT 18:30-19:30	- Men's 3XI - 5XI, Warriors & U16 Boys – WMA (whole pitch until 8:15pm) 19:30-20:45	- Men's Vets Free Session (whole pitch from 8:45pm) 20:15-21:30

9.0 - MEMBERSHIP ADMINISTRATION

Please note that information collected through the LoveAdmin 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. Ideally children will wear astro-trainers/hockey trainers but if not then they **must** wear trainers (e.g. no black shoes, cricket shoes, rugby or football boots). 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	Match shirts
Navy blue skorts	White shorts
OCHC socks	OCHC socks

Foot wear should be either trainers or astro-trainers/ hockey trainers.

All children (in particular the younger ones) should some 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 8.45am – 1pm by the club house, until half-term, and then it will move to an online system. 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.



Penalty Corner Face Masks are provided for each team from U10 upwards to be worn when defending penalty corners. The Face Masks are held by the team coach for that match and they are responsible for taking them to the match. It is our Club policy that all children **MUST** wear a Face Mask when defending a penalty corner. Refusal to do so will result in the child being sent to the half way line and a replacement player, who will wear the Face Mask, defending the penalty corner. In the event the Coach should accidentally forget to take the Face Masks then any penalty corners must go uncontested unless alternative Face Masks can be sought.

Should you wish to buy your child their own face mask then we would strongly recommend it, especially if your child plays in defence and therefore regularly defends penalty corners.

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 U18 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 (likely to be WhatsApp or Teamo – an App specifically designed to help with the administration of sports teams/ clubs). 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 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 age group (and particularly those with teams playing competitive matches) will require at least one of the parents of the children within the age group to take responsibility for organising the teams for the matches 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 speak to the lead coach for your child's age group or email Jon East (at ochcoltsliaison@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!). Below is a short summary of what the role involves.

- Providing admin support to the age group's lead coach and (where necessary) assistant coaches – often through WhatsApp or Teamo.
- Assisting with organising fixtures, liaising with opposition teams and arranging OCs teams/ squads.
- Helping to organise and run home tournaments/ block fixtures.
- Liaising with the other parents to gauge numbers for training, getting feedback etc.

A detailed list of the team reps for the age groups will be released soon.

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 LoveAdmin form.

14.0 - COMMUNICATIONS

The primary method of 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.

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

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 newsletters, 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

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 Helen Hawes, Club Captain with queries relating to any of these.



15.0 – FIRST AID

The welfare of our children is paramount and therefore we ensure First Aid Kits are available at all of our training grounds. For matches each of our Goalkeeping kits contains a First Aid Kit.

Our coaches are trained in how to deal with an accident and what necessary steps should be taken. This includes the completion of Accident Report Form which is signed by the attending coach and parent / guardian. A record of this is held by the club in line with GDPR and H&S guidelines on records retention.

In respect of head injuries, our Coaches have been advised that where a child is hit in the head by a ball, stick or any other manner they **must** leave the field of play and no longer continue in the training session or match. The child's parent will be informed immediately and complete the Accident Report form along with the coach. Parents/ Guardians who do not remain at the club during training sessions and matches **must** ensure another parent is available to take responsibility for their child.

16.0 - 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 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 ochccolts@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.



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- 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.

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



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).