



OLD CRANLEIGHAN HOCKEY CLUB COLTS SECTION



HANDBOOK SEASON 2016/17



Welcome note from the OCHC Colts Chairman

Welcome to the Old Cranleighan Hockey Colts ("OCHC Colts") 2016/17 season.

An all-inclusive club, we provide the opportunity for boys and girls from age 5/6 (School Year 1) upwards to receive an introduction to hockey and coaching and development allowing them to progress and compete in both competitive and friendly matches as appropriate. All coaching is overseen by qualified & DBS checked coaches supported by a number of committed volunteer coaches.

This booklet contains key information you will need for the season. I trust you find it helpful and welcome any recommendations as to how we might improve it or the club in future. Please sign up to follow us on facebook at @ochockeyclub and on twitter @ocranleighnhc to ensure you keep up to date.

I look forward to seeing you at the club soon.

Gavin Adair



CONTENTS

1.0 – KEY CONTACTS

2.0 - OBJECTIVES OCHC COLTS

3.0 – AGE GROUPS

4.0 – LEAD COACHES

5.0 - SUBSCRIPTIONS

6.0 – SEASON DATES

7.0 – PITCH LOCATIONS

8.0 – TRAINING SESSION TIMES AND ADMINISTRATION

9.0 – MEMBERSHIP ADMINISTRATION

10.0 – KIT

11.0 – FIXTURES

12.0 – TEAM REPS

13.0 – PHOTOGRAPHS

14.0 – COMMUNICATIONS

15.0 – SAFEGUARDING



1.0 - KEY CONTACTS

Position	Name	Email/Phone
Chairman	Gavin Adair	gsadair@yahoo.co.uk 07841 673597
Secretary	Cato Choi	catochoi@gmail.com 07970 655 207
Treasurer	Kate Tanner	ochcolts@gmail.com
Committee Member, Kit	Helen Hawes	Helen.hawes@btinternet.com
Committee Member, Introduction to Hockey	Nick Aston	Nickaston1@live.co.uk
Committee Member, Administration	Kelly Adair	Kjadair123@gmail.com 07815 899337
OC Director of Hockey	George Pettitt	georgepettitt@icloud.com 07944 223649
Head of midweek coaching	David Rae	Davidrae98@outlook.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 U14s.

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 = U13
Year 9 = U14

Each age group will be led by a head coach (see below for contact details) supported by a number of other coaches. Many of our coaches are volunteers and all of our administration team are volunteers drawn from the parents of OC Colts.

We could not operate without all of these volunteers and we do expect all families to get involved in administration even if it is one-week sign in desk rota to ensure we can continue to provide a swift sign in process.

If anyone new parents are hold coaching qualifications and are interested in joining the ranks, please speak to Gavin, Cato or Kelly at the registration desk 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	Nickaston1@live.co.uk
U7	tbc	John_east@yahoo.com
U8	Matt Close/Jackie Waite	Mclose01@gmail.com ; Jackie.waite11@gmail.com

GIRLS	Coaches	Contact Details
U9	Dirk Smeed Toby Stevenson	dirksmeed@btinternet.com ; tobyastevenson@googlemail.com
U10	Alice Thorneycroft Jon East	Alice@Harveythorneycroft.co.uk ; John_east@yahoo.com ;
U11	Deepan Patel Chris James	Deepen_patel@hotmail.co.uk ; Chris.james@impendolo.co.uk
U12	Jon Hauck Debs Scott	Jonnyhauck@gmail.com ; Debscott74@hotmail.com ;
U13/14	Dan Osbourne Helen Hawes	Helen.hawes@btinternet.com ; dandan0_7@hotmail.co.uk

BOYS	Lead Coaches	Contact Details
U9 / 10	Barry Jones Jody Smith	Barryjones30@hotmail.com ; Jody.smith@montagu-evans.co.uk
U11/12	Adrian White David Rae	adrianwhite@blueyonder.co.uk ; Davidrae98@outlook.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 ie U8s, U10s, U12s and U14s. 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 are kindly requested **not to** move their child to a different age group without discussing this with the chairman first.

5.0 - SUBSCRIPTION FEES 2016/17

All membership queries should be directed to the Treasurer, Kate Tanner on ochccolts@gmail.com. We still have limited capacity at older age groups but 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 the exception of some of our coaches, 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 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 - 11 September 2016- 4 December 2016 (excluding half term 1 week – 23rd October)

Term 2 – 8 January 2017 – 26 March 2017 (excluding half term 1 week – 12th February)

7.0 - PITCH LOCATIONS

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

MAIN PITCH – OCHC CLUB

Portsmouth Road
Thames Ditton
KT7 0HB

SECONDARY PITCH - SURBITON HIGH SCHOOL/ROWAN HILL SCHOOL SPORTS PITCH

85 Oaken Lane
Claygate, Esher
KT10 0RQ

(Opposite the junction for Manor Road South)

Please note that training sessions will predominantly take place at OCHC main pitch with the Secondary Pitch used for competitive, friendly and training matches predominantly however, please do keep an eye on the colts section of the website www.ochockeyclub.org/colts, for the “where are we this week?” page which will provide the details of locations for each team, each week.

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.

Session 1 - 9.30am - 10.45am = U11s, U12s, U13s and U14s [School year 6 and above]

Session 2 - 10.45am – 12.00 noon = U9s and U10s [Year 4 and 5]

Session 3 – 12 noon – 13.00pm = U6s, U7s and U8s [Year 1, 2 and 3]

Parents/guardians are requested to arrive at the OCHC gazebo for sign in near the club house for the main pitch sessions **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.



All children must be registered at the beginning of the session at the sign in desk and receive a name badge. For safety reasons, we implement a policy of providing name labels to each child when they register each Sunday morning. This also allows the coaches to quickly identify the children in their group. We ask that all parents/guardians ensure that their child does not enter the pitch without signing in at registration each morning and obtaining a name label.

Children without a name label will not be allowed to participate in training sessions until they have returned to the registration desk.

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.

Following the training session, 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.

9.0 - MEMBERSHIP ADMINISTRATION

Application forms noting the details of the child, any pre-existing medical conditions and two emergency contacts should have been provided to Kate Tanner when the subscriptions were paid. If you have not done this, please speak to Kelly or Kate at the administration desk during the first week to provide the relevant emergency contact information.

Please note that this information is used for purposes of contacting you with news about fixtures, upcoming events and also the main or secondary pitch allocations 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.

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 by the registration desk, but there is no obligation



for you to buy this. 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 guardians 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 both at OCs, Oaken Lane and at other clubs. These matches are normally for the U14 down to the U8 age groups. U6 and U7 do not typically play competitive matches.

A calendar of these events will be included in the weekly newsletter, and full details of instructions/squad selections etc. will be e-mailed out by the team representative of each age group with as much notice as possible.

Parents are responsible for ensuring that they reply on a timely basis to the team representative and/or complete the Doodle poll (online form) to confirm their child's availability for the matches.

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.

When playing away, it is customary to enjoy a match tea after the game. OCHC offer this to teams joining us at our hockey club and we ask that all OCHC players attend the match tea with a polite and friendly attitude to the opposing team, regardless of whether they have won or lost!

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.

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.



It is important that you know who the team rep is for your child and let them know on a timely basis whether your child is available to play in the upcoming match. Any delays may unfortunately result in your child not being able to play.

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 Kelly Adair 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	Maddie McVeigh/ Andy McVeigh	andyandmaddie@googlemail.com
U10	Abi East/ Anna Hogg	annahogg@btinternet.com 07770 982713 Abigail_louise_east@yahoo.co.uk
U11	Ashleigh Crabtree	Ashleighcrabtree30@gmail.com 07970 022946
U12	Katy Stead/Sara Goddard	Sara.goddard@sky.com 07711 441300 Katy.stead@yahoo.co.uk
U13/U14	WE CURRENTLY NEED A VOLUNTEER FOR THIS AGE GROUP	

BOYS	Team Representative	Contact Details
U9 / U10	WE CURRENTLY NEED A VOLUNTEER FOR THIS AGE GROUP	
U11 / U12	WE CURRENTLY NEED A VOLUNTEER FOR THIS AGE GROUP	
U13/U14	Cathryn Scott	cathrynjs@yahoo.co.uk

MIXED	Team Representative	Contact Details
U8	Caroline Boyd	Carolineboyd2@gmail.com 07914416131

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 page and Facebook page or other printed materials to promote the OC Club and specifically the Colts section. If you would prefer us not to use images including your child, for any reason, please email Cato



Choi, the Colts Secretary at the start of the season or as soon as possible.

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. The registration desk can be hectic on a Sunday morning so please drop an email to the OCHC Colts Secretary, Cato Choi.

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

A weekly newsletter will be sent out including details of up and coming events and other information that may be of use, including where the fixtures are and where each team will be training, the main or secondary pitch. PLEASE LET US KNOW IF YOU ARE NOT RECEIVING THE NEWSLETTER AND PLEASE CHECK FACEBOOK PAGE AND THE OCHC WEBSITE REGULARLY.

In addition to the newsletter more up to date info can be found on Facebook & Twitter. This is particularly important if you want to be advised 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: Old Cranleighan Hockey Club @ochockeyclub

Please contact Cato Choi, Colts Secretary with queries relating to any of these.



15.0 - SAFEGUARDING

The club takes the safeguarding of children extremely seriously. 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 Child Protection Officer for the club.

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 Kelly Adair 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 and remain on the Old Cranleighan site for the duration. Coaches and assistant 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 (usually on the sign on desk) 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 Cubs Designated Person, or in exceptional circumstances the OC Hockey Club Captain Simon Marshall on Simon@eshp.com.