



Coach & Manager Induction

February 2011

To enhance your season as a coach of a Bellbowrie hockey team, to **help build (and preserve) BHC club values and culture** and to **protect and assist our coaches and managers**, the BHC Management Committee has compiled this guideline. This guideline is intended to provide further clarity on the role you agreed to perform when applying to be appointed as a coach or manager of a BHC team.

Club Culture	<ul style="list-style-type: none"> To provide our members fun, friendly, competitive participation opportunities & recognise volunteers contributing to our club
Core Values	<ul style="list-style-type: none"> Foster participation in, and the development of, enjoyable opportunities for competitive and social hockey experiences across all ages and genders Provide “pathways to the pitch” at a level appropriate to player skills Provide young people with enjoyable opportunities to develop, improve skills and learn good sporting behaviour Provide the resources needed to assist our people to be effective on and off the field of play
Strengths	<ul style="list-style-type: none"> Reputation as well organised, friendly and supportive club where member participation and club loyalty is strong Focus on junior development & player retention – a key to our success and sustainability (member participation & ongoing membership) of BHC. Modern governance and management systems - reward & recognise effort Energetic and committed volunteers within BHC
Systems	<ul style="list-style-type: none"> BHC's culture is reflected in the systems, decisions and services provided. Our management systems and policies have been designed to be bigger than one person - so the Club can look to the systems, rather than an individual, for correction when issues arise. This provides for ongoing consistency in the implementation of club values, irrespective of changing personnel, and ensures the longevity and sustainability of the club.
Communication	<ul style="list-style-type: none"> Communication (at the club and individual level) remains one of our biggest challenges given our diverse membership, comprising both male and female teams across junior and senior age groups. Communication was one of the key areas identified for improvement in our strategic planning project. As visible and active leaders we rely upon our coaches and managers to communicate effectively (and often) with players, parents, teams and the BHC management committee to facilitate the smooth running of our club
Guiding Rules (Rules of Association)	<ul style="list-style-type: none"> Bellbowrie Hockey Club, as an Incorporated Association, is bound by the requirements of the <i>Associations Incorporation Act 1999</i>. Bellbowrie Hockey club's Rules of Association dictate BHC's legal obligations for managing and administering the delivery of hockey to our members. The Rules also outline the obligations of all members... Rule 26(6)(a) “<i>The duty of All Members to the Organisation is to follow the rules of association, rules of the activity, codes of conduct and codes of</i>”

	<p><i>behaviour of the Association and the associations national, state and/or regional governing bodies' and facility owners/managers".</i></p> <ul style="list-style-type: none"> • It's therefore the responsibility of every BHC member to be aware of, and abide by, the BHC rules, IHA rules and Hockey QLD and Hockey Australia Rules. The following pages provide a snapshot of key rules to assist you in abiding by these requirements. • The BHC Rules of Association can be found on the forms and policies page of our website, and are attached to the Committee Induction booklet.
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Who's Who?	<p><u>BHC Management Structure</u></p> <p>Our website Contacts page contains photographs and contact details for our Management Committee members, coordinators and key volunteers.</p> <p>Your key contacts (for equipment, assistance with skills sessions, enquiries) are your coordinators and our Vice President (Operations) – Julie Ellett.</p> <p>Our management committee generally meets on the first Wednesday of the month – and also conducts business via phone and email connections.</p> <p>Our committee comprises President, Secretary, Treasurer, Vice President (Policy and Procedure) and Vice President (Operations). There is also a non-voting position that is currently vacant.</p>
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IHA Rules	<p><u>IHA Turf Rules</u> – Refer Attachment 1 (IHA Sporting Pulse link).</p> <p>It's our responsibility to instil an attitude of pride and awareness within our players, coaches and managers, to ensure that the condition of the new artificial fields, and that of the grass fields, is preserved. Things like no jewellery, no bobby pins or metal items, washing shoes when entering the fields, no jumping fences etc are worthy of reminding our players before training and games.</p> <p>It is important that we, as a club, adhere to these guidelines. IHA FINES APPLY for breaches of the rules.</p> <p><u>IHA Use of Sprinklers (new water Field 1)</u></p> <ul style="list-style-type: none"> • IHA have placed easy to follow operating instructions for the sprinklers on Field 1. • The instructions are located on the downstairs clubhouse wall, adjacent to the entry door next to the umpires meeting room. • For training we do not need to soak the fields so please chose the most conservative watering option and ensure you switch the sprinklers back to the OFF position when the watering is complete. <p><u>IHA Clubhouse and Field entry keys</u></p> <ul style="list-style-type: none"> • BHC are issued with keys to access the grounds (front gate key) and clubhouse (downstairs changerooms). • Senior Coordinators and/or some senior coaches will be issued with a key. If you have a key – please ensure the clubhouse and grounds are locked when you leave (or delegate to someone responsible). • BHC also have a key to the green equipment shed at IHA (this contains
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	<p>alternate strip uniforms, when our green and gold teams play each other). Contact a coordinator or committee member for access (IHA reps have a duplicate key at the carpet choice shed but you must be a club official to gain access).</p> <p><u>IHA Code of Behaviour</u> for Players, Spectators & Coaches - Refer Attachment 2 (IHA Sporting Pulse link)</p> <ul style="list-style-type: none"> • This code of behaviour is drawn from Hockey Australia's Member Protection Policy - all club members sign that they will abide by these codes when they complete their registration forms. • The aim is to ensure the promotion of good sportsmanship within teams, clubs and with officials. • Players and parents can be directed to BHC's Forms & Policies webpage to review the codes of behaviour and HA policies. <p><u>IHA bylaws</u> - Refer Attachment 3 (IHA Sporting Pulse link)</p> <p>BHC requests that Coaches and Managers abide by the following to ensure the risk of losing points as a result of breaching IHA bylaws is minimised:</p> <ul style="list-style-type: none"> • All players names must be listed on the card before play begins. • Junior Coordinators must be notified before any junior player is asked to sub into a higher junior grade. • Coaches must notify Junior <u>and Senior</u> Coordinators before any junior player is asked to sub into a senior grade. • Senior Coordinators must be notified before any senior player plays for a team which is not their registered team. • Coaches are encouraged to discuss (and work with) Coaches of lower grades to help identify suitable subs (who are compliant with BHC's selection policies, fee schedules etc); <p>The above approach will also assist with:</p> <ul style="list-style-type: none"> • Rewarding good sportsmanship, where possible; • Ensuring only players compliant with BHC's selection policies and fee schedules are rewarded; • Ensuring capable players are invited to sub into higher grades; and • Minimising player burn out / injury from too much hockey. This is especially important within our juniors and developing athletes. <p><u>Umpires performance sheets</u> (IHA Sporting Pulse link)</p> <ul style="list-style-type: none"> • Available for download from the IHA website & White shed; • Send any feedback forms to BHC's Secretary for issue to IHA (all club correspondence goes to IHA via Secretary). This also ensures that the Executive is aware of issues and can support, where necessary. • Please take special note of the requirements regarding "approaching an umpire" before, during and after matches.
<p>BHC Policies & Requirements</p>	<p><u>Player Registrations</u></p> <ul style="list-style-type: none"> • Trisha Harley (BHC's registrar for 2011) needs the names of players (seniors) you want registered in each of your teams by no later than Tuesday 22nd March.

	<ul style="list-style-type: none"> • All players must be registered with IHA (and BHC) before they take the field. • Applications for new BHC memberships (ie didn't play the year beforehand) must be approved by pit management committee (<i>Rule 8</i>). This is to ensure the appropriate financial checks are undertaken prior to registration with BHC. <i>The previous practice of handing rego forms to the white shed the day of the player's first game is therefore no longer acceptable.</i> • Players who wish to join BHC mid-season must also "work their way up" though the grades and demonstrate compliance with the Senior Selection Policy (rather than waltzing into the highest grade). <p>Fees (refer 2011 Fee & Discount Sheet on the Fees & Discounts page of our website)</p> <ul style="list-style-type: none"> • In accordance with Hockey QLD requirements, no un-financial players are permitted to take the field. BHC must notify IHA if we know of an un-financial player within our club. • Fee collection is the biggest administrative burden on our volunteers. We therefore ask that Coaches and Managers be pro-active in reminding players (regularly) to ensure compliance with the Fee payment requirements. In particular: <ul style="list-style-type: none"> ○ no player is permitted to take the field until they have paid the relevant deposit; and ○ <i>players who have not paid their fees in full by 17th April 2011 will not be permitted to play after this date until they have paid.</i> ○ <i>Players who are unlikely to be able to meet these requirements can make an alternative payment plan (prior to the first fixture match) by contacting bellbowrie's treasurer.</i> <p>Senior Selection Policy & Junior Team Handbook– Refer Attachment 4 (BHC Senior Selection Policy and Junior Team Handbook links)</p> <p>Aims are outlined at the beginning of each policy, with the focus being:</p> <ul style="list-style-type: none"> • Protect our coaches by providing a consistent framework for making equitable and transparent and defensible decisions about player/team selections; • Provide players with an understanding of what is expected when selected to a BHC team (note: with seniors - selections are intended to be made on an ongoing basis throughout the season, based on compliance with the policy); and • Ensure BHC's club values and visions are preserved <p>Hockey Australia Member Protection Policy– Refer Attachment 5 (HA Codes of Conduct and Member Protection Policy)</p> <p>BHC, through its affiliation with IHA and Hockey Queensland, is governed by the Hockey Australia Member Protection Policy. This policy provides useful advice on Grievance procedures, codes of conduct and tips relating to good sporting behavior and anti-discrimination.</p>
BHC Training	<ul style="list-style-type: none"> • Junior training (U13 and below) is run at Bellbowrie Sports and Rec club (BSRC) – closer for parents and maintains a "Bellbowrie" presence. • The Committee requests that coaches and managers consider holding meetings, functions, fitness sessions etc. at BSRC, where suitable.

	<ul style="list-style-type: none"> • BSRC fields – please leave them the way you find them. We have standing arrangements with Soccer & other sporting users of the BSRC fields in order to share use harmoniously. i.e. Wheel the goal boxes back to where they were stored and lock them up. • If you notice issues with any of our equipment (at BSRC or elsewhere) please report it to the Committee ASAP) • Seniors - refer to the Training and Fixtures page of our website. • If coaches are noticing dwindling numbers, or if you need to organise additional turf for special training, please let the committee know ASAP (so we can either save on the \$100/hr turf hire or assist with some solutions). • Refer to previous item about IHA clubhouse and field access keys. • Wet weather. <ul style="list-style-type: none"> ○ The BSRC don't close the fields but we need to consider our player safety and the preservation of the fields for other users and our future use. The decision to cancel training is therefore common sense & is often up to individual coaches. Contact BSRC delegate (lives local in Bellbowrie) to get an update on field condition. ○ The IHA only generally call matches off if there is lighting. You can phone IHA ((07) 3288 6985) to get an update on the day.
Equipment	<ul style="list-style-type: none"> • Each team is kitted out with at least 24 balls, 20-30 cones and bibs (as required) at the commencement of the season (balls cost ~\$6-8each so please instil an attitude of “retrieving runaway balls” amongst your players). • Contact John Kelly (Equipment officer) via your coordinator or Julie Ellett if you need additional equipment throughout the season. All expenditure needs to be approved by the Committee & if our teams need it. • Ensure club equipment (goalie kit, balls, cones, fitness equipment etc) are returned to your coordinator or equipment officer at the end of the season.
References	<p>BHC website: www.bellbowrie.ipswichhockey.com</p> <ul style="list-style-type: none"> • home page has up to date information on current fundraisers, club events, discounts and news articles. • There are other dedicated pages for contacts, fundraising, Forms & policies, fees and discounts and photos etc. • There are links from the BHC website to the IHA fixtures and results pages • International Hockey Federation links to the rules of hockey and drills etc, Refer also to <i>Attachment 6 – 2011 Rules of hockey</i> <p>IHA website: www.ipswichhockey.com</p> <ul style="list-style-type: none"> • Linked to the HockeyNet (sporting pulse) website where you can find fixtures, results, representative information, IHA forms, policies etc.
Feedback & Lessons Learned	<ul style="list-style-type: none"> • In order to continually improve our processes, & maintain the success of the club, BHC welcomes all / any feedback. Any bright ideas you may have on what could work better for the current year (and future years) are warmly welcomed. • In addition, we encourage you to talk to other club coaches, managers and our committee (refer to the Contact Us page of our website)

Coach Guideline

<p>Skills requirements / Relevant experience</p>	<p>Experience relevant to the level of coaching expected for your nominated team and National Coaching Accreditation System Level 0 to ensure you are aware of the basic coaching principles (case by case exceptions are available).</p> <p>The BHC committee encourages and supports adequate training for our club officials and will assist with financial support for appropriate training and accreditation programs, including:</p> <ul style="list-style-type: none"> • Attendance at a certified basic first aid training course; • Attendance at Level 0, 1 and higher coaching accreditation courses • Attendance at selected Hockey QLD and Hockey Australia seminars. <p>In accordance with Government requirements a Blue Card (working with Children) may be required. Our club secretary can assist with completion and processing of the form (which is free if you apply as a Volunteer through BHC).</p>
<p>Timeframe</p>	<p>Be available for training sessions and games for the entire playing season: Sign on day (1st weekend in February) until finals (September).</p> <p>Senior Coaches may also be required to run pre-season activities from part way through January, dependent upon the competitive level of the grade.</p>
<p>Responsibilities</p>	<ul style="list-style-type: none"> • Know the rules of hockey (& regulations in Ipswich) – there are new rules of hockey for 2011. • Provide a safe and fun environment with planned and well organised activities so that participants can improve and develop (regardless of their age / ability) • Strive to improve the standard of team work and team harmony / spirit • Encourage participation in club activities and support for other teams • Be a role model for good sporting behaviour and attitudes (BHC would like coaches and managers, particularly of Junior teams, to lead the “3 cheers for opposition” at the end of each game). • Attend all team training sessions & / or organise suitable replacement • Abide by and implement club policies and procedures • Attend coaches/managers/committee meeting at season commencement, and as required throughout the season • Coaches of Junior teams are to ensure fairness to all team members with reasonably even on-field game time for junior players (U15 and younger).
<p>Communication / Interaction</p>	<p>Communicate and interact with players, coaches and managers of the teams immediately above/below yours, BHC Coordinators, the Management Committee and parents / guardians of players.</p> <p>Communication is one of the most challenging areas for BHC’s management – please talk to your team’s Manager and players and work through whatever communications means are best suited to your team (this may require numerous methods).</p> <p>Challenging or difficult news, such as player non-selection to a team, should be delivered early and with discussion (rather than via email). This encourages players to seek feedback and discuss areas of improvement with their coach there and then and minimises the likelihood of miscommunication,</p>

	<p>confusion and bitterness.</p>
<p>Assistance and Resources Available</p>	<p>IHA generally runs sessions for representative coaches, which all club coaches and members are welcome to attend. In addition, representative teams coach at the IHA grounds – observing these sessions can provide invaluable ideas for new teaching techniques and drills.</p> <p>The IHA Regional Coaching Director is also more than willing to come and help our club coaches up-skill.</p> <p>BHC has a number of resources available to coaches, including goal keeper training DVD, coaching books & drill ideas. All this info is with our club secretary.</p> <p>Talk to your Coordinators, the Vice President Operations (Julie Ellett), other coaches and members of the executive if you need help with something, want to bounce some ideas around or think of areas where BHC can improve.</p> <p>In 2011 BHC are organising specialist skills sessions for goal keepers and other specialist positions. Julie is more than happy to coordinate (and find) the resources for these sessions – just sing out with your need.</p>

Manager Guidelines

<p>Skills, experience & timeframe</p>	<ul style="list-style-type: none"> • Good organisational skills, good communication skills (access to email & phone) • Available to attend all games and most/some training sessions during season (February – end August /early September)
<p>Responsibilities</p>	<ul style="list-style-type: none"> • Work with the coach to ensure your team’s admin tasks are completed • Ensure all BHC & IHA player registration forms are completed & handed to our Registrar (Trisha Harley) by Tuesday 22nd March 2011 • Assist with fee collection - Be proactive in communication with the BHC Treasurer and Coach to ensure that only players compliant with fee schedule (refer above) take the field. <ul style="list-style-type: none"> – The Treasurer (Erika Bellingham) will provide weekly (or fortnightly) updates with amounts owing & special arrangements etc. and will provide you (or coordinators) with receipts to hand to players outlining money paid / owed. – Player fees are due in full by 17th April. No player with outstanding fees will be permitted to take the field after this date unless the committee has notified you of alternative arrangements • Record all payments using the yellow envelope system (record player name, \$\$ & date in your master receipt book) and issue a receipt to anyone you take money from. • Bundle cash together (with the 2nd copy of the payment receipt) and hand to the treasurer within half a week of receiving the money. Alternatively you can bank the money and provide the receipt slips and email the itemised \$\$. • Maintain the Uniform Issue Register by recording all shirt numbers, sizes, etc. issued to players and return the register to our Uniform Officer before the end of March. <ul style="list-style-type: none"> – Junior players borrow club skirt / shorts and shirts. – Senior players borrow shirts and purchase shorts/skirts (\$20-\$25) – All players purchase socks \$10 – Organise collection of uniforms at the end of season (ensure players bring change of shirts to their last game) • Assist with Injured Players: <ul style="list-style-type: none"> – Ensure the first aid kit is up to date and available for each game – replacement equipment (and full kits) are available from John Kelly. – Ice is available from the chest freezer in the white umpiring shed. We suggest you have at least one bag ready prior to the game. Some managers bring a little esky with them to keep it cool. – Managers are permitted to go on the field to assist an injured player from the field after play has stopped and the umpires call them onto the field. – There is generally no “on duty” first aid officer at IHA so it’s worthwhile knowing who’s a qualified first aider, medical practitioner etc – Contact our secretary if you would like to do a basic 1st aid course (BHC can arrange this through a registered provider) – Ensure serious incidents and injuries are reported to the IHA white shed and BHC management committee ASAP

	<ul style="list-style-type: none"> - Download IHA Injury / Accident Report Form - Ensure the injured player has access to the Hockey Qld Insurance forms (OAMPS Laser Insurance) forms – links from BHC website – and assist, where possible, with the completion of this form. • Complete team card neatly with player names before each game (available from White Umpires Shed) & ensure captain hands to umpires. All players must be listed on the card before they take the field (if players come late, ask the tech bench to include their name). • Maintain a game register for your team & any subs (who plays which games and when, who's sick or injured) and send to your coordinators regularly (say monthly). This is very important within the last couple of months of the season, so we can ensure that players qualify for finals. Some managers ask players to let them know of their seasons availability right at the start of the season – issues can be identified early. • Be aware of IHA bylaws in relation to players subbing into higher grades (juniors, senior players the week before teams have byes, finals qualifications etc) - contact coordinators if in doubt. • Distribute Notices from the BHC Committee on upcoming club events, fundraising activities etc & assist with assigning team reps to coordinate your teams involvement • Assign a Fundraising / volunteering team rep who can do the legwork – issue the BHC volunteer / fundraising record to all players at the beginning of the season so they can record their own fundraising duty. When they have completed their equivalent hours / fundraising totals (as per fee sheet) they can apply to the management committee for their eligible refund. • <u>Junior Teams (suggested):</u> <ul style="list-style-type: none"> - Create & distribute fruit/lolly/ice etc roster, as applicable to your team - Send out a weekly team e-mail advising time and field for that weeks game and requesting any possible player absences - Contact the relevant Coordinator to request assistance with substitute players, if required due to team player absences • Assist the coach in implementing club policies and procedures • Attend coaches/managers/committee meeting at season commencement, and as required throughout the season
<p>Nearest Hospitals</p>	<ul style="list-style-type: none"> • If an ambulance is needed – send a responsible person to the white shed immediately, with details of the nature of the injury, so IHA can organise. • <u>Ipswich Public Hospital</u> Chelmsford Ave Ipswich QLD 4305 (07) 3810 1111 • <u>St Andrews Private Hospital</u> 12 Roderick St (Enter off Pring Street) Ipswich QLD 4305 (07) 3816 9999 – RING AHEAD • <u>The Wesley – 24hour emergency</u> 451 Coronation Drive (crn Chasley St) Auchenflower QLD 4066 (07) 3232 7333

<p>Communication / Interaction</p>	<p>Communicate and interact with players, coaches and managers of the teams immediately above/below yours, BHC Coordinators, the Management Committee and parents / guardians of players.</p> <p>Communication is one of the most challenging areas for BHC's management and we need Team Managers to be proactive in getting BHC's messages to players.</p>
<p>Assistance</p>	<p>Contact our Management committee if you need any assistance or can see areas for improvement.</p> <p>If you have challenges with players or parents/guardians please talk to your coordinator or a committee member to see if the issues can be resolved easily. The Hockey Australia Grievance procedure is on BHC's website</p> <p>If complainants cannot be consoled the BHC management committee can respond to complaints in writing.</p>



Attachment 1 - IHA turf rules



Attachment 2 – HQ code of Conduct (Players, Coaches, Spectators)



Attachment 3 - IHA Bylaws



Attachment 4 Junior Team Handbook, Senior Selection Policy



Attachment 5 – Hockey Australia Member Protection Policy



Attachment 6 – 2011 Rules of Hockey