



WOKING HOCKEY CLUB

Role & Responsibilities of the **COLTS TEAM MANAGERS**

Responsible to

Their Age Group Manager

Responsible for

For example: The U14 Girls 'A' Team

The Role

The main purpose of the role is to lead the team at matches, giving them encouragement and coaching advice.

The Club's Development Strategy seeks to have team managers qualified as a Level 1 Coach if possible, and will assist Managers to obtain this award if desired. The club also encourages all Managers to attend a Child Protection and Best Practice Workshop and a First Aid Course.

A Club first aid kit will be issued to all team captains at the start of the season. This should be brought to every training session and match. It is the Team Captain's responsibility to ensure the first aid kit is fully stocked at all times. Replacement items can be obtained from the Club's Health and Safety Officer.

Time Requirements

Coaching and training sessions at the club each week take up around 2 hours. Other duties associated with the tasks outlined above are spread across the week, with telephone calls, emails etc., and will take around 4 hours.

What tasks are involved?

Pre-season:

- Confirm fixtures, (dates, venues and times) with fixtures secretary, and pitches have been booked
- Write and send newsletter and pre season information to parents and players
- Compile junior team file with register, medical/emergency contact forms, club rules, emergency procedures and all other relevant information
- Attend junior committee meetings
- Assist in writing coaching plan for the season

During season:

- Weekly Team selection in conjunction with the age group manager
- Assist at coaching/training sessions at club once per week
- Liaise with the opposing team prior to each fixture
- Organisation of transport for team matches
- Warming up, organising players into positions and coaching team at matches
- Keep junior team file up to date and take to all training and matches
- Email out fixture list
- Ask for and collate availability of each player
- Contact parents to find out who would be willing to assist with travel to matches/tournaments
- Attend junior committee meetings
- Keep first aid kit well stocked and take to matches
- Ensure goalkeeping kit is match-worthy
- Report results to Communications Officer and league secretary after matches

Training evenings:

- Take equipment, file, register, first aid
- Welcome players and take register of attendees
- Collect membership forms and subscriptions
- Assist with coaching and liaise with coach to select team
- Give out match details and make travel arrangements
- Deal with any questions/problems with parents

Match/tournament day:

- Take playing kit, equipment, first aid, junior file, whistle, spare sticks and water
- Organise and coach team
- Umpire match if no other umpire is available
- Take in kit at end
- Ensure that no kit or equipment is left behind at the end
- Ensure that all players are taken by their parents before leaving the venue