**Southern Districts Hockey Club**



**Coach Pack**

**Coach’s Folder Contents**

**Coach’s Pack Contents**

Thank you for volunteering as a Team Coach,

This folder contains information to help you in this role:

**Contents**

|  |  |
| --- | --- |
| 1. | Job Description |
| 2. | SDHC Committee Members |
| 3. | SDHC Code of Conduct & Strategic Plan |
| 4. | Club info and Useful Links:  - Newsletter  - Links (Auckland Hockey, Facebook, Twitter, etc) |
| 5. | Useful bits and pieces:  - Processes around new registrations and transferring players  - Location of turfs in Auckland & where to find match cards at each turf  - Print/photo copy ready turf outline |
| 6. | PSCCT Code of Conduct and Wet change rooms rules of use |

***Information that will be made available electronically via email:***

* Print/photo copy ready turf/outline
* Team List and contacts, training roster
* Links to social media and website

***Additional resources included in this pack:***

* ‘Hockey Coaching Drills & Modified Games’ – By Rick Child (A5 book)

**Team Coach – Task Description**

**TITLE:** Team Coach

**RESPONSIBLE TO:** The Club Management Committee

**FUNCTIONAL RELATIONSHIP**

- Team Manager

- The Players

- Supporters, parents and sponsors.

**SKILLS/QUALITIES REQUIRED:**

* Knowledge of hockey, coaching and match play as appropriate to grade coaching
* Well organised and enthusiastic
* Prepared to make a regular time commitment
* Decision making skills
* Can communicate effectively

**MAIN DUTIES:**

* Meet with relevant committee to understand your role
* Develop a successful hockey team
* Use your coaching skills, develop and enhance those players under your control.
* Develop your own coaching skills as appropriate to the grade or age group level coached
* Plan each training / practice session in advance
* On match day organise proper warm up/downs
* Ensure all players meet all requirements for your competition as per SDHC and AK Hockey policy
* Make sure all injuries are properly treated
* With the manager make sure all judicial matters and responsibilities of the players concerned are organised (Senior/Youth)
* At the end of the season; prepare, with your manager, a full team report
* Instil pride in the Club by high team performance at all levels
* Along with Manager ensure game results are sent through each week to appropriate person
* Be aware of all rule changes or AK Hockey policy related to matches and competition
* With team manager, arrange for all pre match / competition activities,
* Communicate at all times with Club Captain on requirements from Club
* Along with the manager, set team standard with respect to dress, behaviour, expectations, sponsor obligations (where applicable)
* Assist with team selection as part of SDHC designated Selection Panel

### TIME COMMITMENT

The estimated time commitment required as the Team Coach is 3 hours per week



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| **Club Contacts** | | |
| President | **Hira Jasmat** | [wilks-jasmat@xtra.co.nz](mailto:wilks-jasmat@xtra.co.nz)  021448008 |
| Chairman | **Rick Child** | [rchild.slaw@xtra.co.nz](mailto:rchild.slaw@xtra.co.nz)  0272280962 |
| Secretary | **Sheryl Law** | [secretary@sdhc.co.nz](mailto:sheryl.law@xtra.co.nz)  0294370656 |
| Treasurer | **Jax Smith** | [sdhctreasurer@xtra.co.nz](mailto:sdhctreasurer@xtra.co.nz) |
| Men’s Club Captain | **Will Tuilotolava** | [tuilotolava@xtra.co.nz](mailto:tuilotolava@xtra.co.nz)  021331550 |
| Women’s Club Captains | **Jane Stone**  **Kristen Ross** | [stonesfamily@vodafone.co.nz](mailto:stonesfamily@vodafone.co.nz)  [krissyross@hotmail.com](mailto:krissyross@hotmail.com) |
| Junior Club Captain | **Rochelle Vendt-Utakea** | [rochelleutakea@yahoo.com](mailto:rochelleutakea@yahoo.com)  0211801232 |
| Youth Club Captain | **Liz Russ** | [ceruss@ihug.co.nz](mailto:ceruss@ihug.co.nz) |

|  |  |  |
| --- | --- | --- |
| **Committee Contacts** | | |
| Fundraising, Transfers, Database, Results | **Heather Miller** | [miller.family@xtra.co.nz](mailto:miller.family@xtra.co.nz)  021627032 |
| Communications/ website/facebook | **Scott Miller** | [scottymil31@gmail.com](mailto:scottymil31@gmail.com)  0211869072 |
| Gear Custodians | **Celia Talbot** | [thetalbots@xtra.co.nz](mailto:thetalbots@xtra.co.nz)  0274921795 |
| Youth and Junior | **Sarah Markwick** | [sjmarkwick@gmail.com](mailto:sjmarkwick@gmail.com) 0211840495 |
| Divisional Men | **Rohan Cooke** | [rohansarahcooke@gmail.com](mailto:rohansarahcooke@gmail.com)  021338436 |



**CODES OF CONDUCT**

**PLAYER CODE OF CONDUCT**

 **RESPECT yourself, other players, coaches, spectators, officials, and equipment.**

 **COMMIT to your team, and tell your coach if you have an injury or are ill and cannot make the game or training.**

 **WORK HARD for your team and for yourself, come to games and training with a positive attitude.**

 **ABIDE by the rules and respect the decision of an official.**

 **CO-OPERATE with other players, coaches and officials.**

 **HAVE FUN playing hockey.**

**COACH CODE OF CONDUCT**

 **POSITIVE Be positive and encouraging when reinforcing actions of players.**

 **LEAD by example.**

 **HONEST Be honest with yourself and the players.**

 **FAIR treat all players fairly.**

 **CO-OPERATE with players, coaches and officials.**

 **RESPECT players, spectators and officials, including their decisions.**

**Develop team respect for officials.**

 **REASONABLE Be reasonable of the demand on player’s time, energy and enthusiasm.**

**Set activities that are suitable for your team.**

 **ENJOY Create an enjoyable environment for both you and your team.**

**SPECTATOR/PARENT CODE OF CONDUCT**

 **POSITIVE Be positive with players, coaches and officials.**

 **APPLAUD the performance of both teams.**

 **PRAISE efforts and not results.**

 **ENCOURAGE players to play hard but fair.**

 **LEAD by example.**

 **RESPECT players, coaches and officials including their match decisions.**

 **PLAY Let players play their own game, it is not your game.**

 **ENJOY Create an enjoyable environment for both you and the team.**

**SOUTHERN DISTRICTS HOCKEY CLUB**

**STRATEGIC PLAN 2014 – 2018**

**OUR VISION**

**To be NZ’s leading hockey club, providing the benchmark in sustainable governance, performance, development and facilities.**

**OUR MISSION:**

**To provide, promote, encourage and develop hockey at all levels in the community by:**

* **Demonstrating strong governance and management.**
* **Providing pathways and programmes to enable players, coaches, umpires at all levels to reach their full potential.**
* **Develop positive relationships with partners, funders, sponsors, families and the community.**
* **Striving for and celebrating success and excellence.**
* **Providing a positive social and family friendly environment**
* **Promoting the “Southern Way” – high standards, sportsmanship, fair play and inclusiveness.**

**KEY ACTIVITY AREAS**

* **Governance**
* **Financial**
* **Club Development**
* **Player Development and Performance**
* **Volunteers**
* **Facilities and Equipment**

**OUR PLAN**

|  |  |
| --- | --- |
| **Goal** | **Strategic Initiatives** |
| ***Governance***  *To have policies and structures in place to ensure strong and robust management and governance.* | * To have a Strategic Plan as a working document – to be reviewed every 3 years * To have an Annual Plan aligned to the Club Strategic Plan * To review the club constitution * To have a properly elected competent committee * To have Club Job Descriptions and succession planning procedures in place * To have strong club representation and relationships with key partners * To review PSCCT User agreement annually to ensure it is current and relevant. . * To update club policy documents and effectively communicate to club members |
| ***Financial***  *To be financially sustainable with robust accounting practises and strong financial management* | * To have a financially knowledgeable and committed person appointed to the Treasurer’s position * To establish and maintain a cash reserve fund * To produce an annual budget and to have regular monthly reporting against it. * To develop and implement a sponsorship and funding plan |
| ***Club Development***  *To create a family-friendly club environment offering TOTAL hockey opportunities to members and the community* | * To provide a friendly-family orientated club environment –the “Southern Way” * To create a social sub committee * To promote our club in our community * To create a club values document * To create a club communication plan that promotes interaction with and between all areas of the club. * To provide a support process for coaches, managers and players. |
| ***Player Development and Performance***  *To deliver development pathways and*  *programmes at all levels to enable players to reach their potential.* | * To create a Coaching Sub Committee * To provide specialist player development opportunities * To develop a selection policy * To develop a player management policy * To continue Kiwisport in-school delivery programmes aligned to HNZ Small Sticks * To develop a consistent club playing style * To promote player representative opportunities |
| ***Volunteers***  *To attract, develop and retain a robust base of talented and committed volunteers* | * To create a Volunteer Coordinator role on the Management Committee * To develop Job Descriptions for volunteers * To create a Coach Development Plan * To provide Umpire development opportunities * To ensure volunteer contributions are recognized * To promote development opportunities for committee members and volunteers |
| ***Facilities & Equipment***  *To ensure all club members have access to first class facilities and equipment.* | * To ensure strong representation on PSCCT and member group. * To work with the Trust to ensure the turf and facility meet the on-going needs of the Club. * To develop the role of Gear custodian on the Management Committee * To provide all teams with required gear and equipment |

**Club Info**

**Club Newsletter**

This is produced bi-monthly and includes information on upcoming events, a report from the chair and key dates for the season. It is distributed to each team manager to then pass onto team members and is also available via our website.

**Social Media and Website**

**Scott Miller** looks after our website and social media accounts, and keeps them up to date throughout the year, with results, videos and photos from the games.

The reasons behind setting these up are:

* To see how other teams are getting on in their respective competitions
* Create a good club vibe
* Ensuring the message for social events is getting out to all our club members
* Give our juniors and youth inspiration
* To let the hockey community know we are actively promoting our sport
* To let our community know what our club is up to, to aid with funding and grant applications
* To be leading club in Auckland and New Zealand (part of our strategic plan) by using social media to promote our club

*Here’s a list of useful links:*

SDHC Website

[**http://www.sdhc.co.nz/**](http://www.sdhc.co.nz/)

Z:\Sara\SDHC\Volunteer Packs\FB.pngFacebook

*Southern "Sting" Districts Hockey Club*

[**https://www.facebook.com/groups/10160256243/**](https://www.facebook.com/groups/10160256243/)

Z:\Sara\SDHC\Volunteer Packs\Twitter.pngTwitter

[**https://twitter.com/S\_D\_H\_C**](https://twitter.com/S_D_H_C)

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[**http://instagram.com/s\_d\_h\_c#**](http://instagram.com/s_d_h_c)

Z:\Sara\SDHC\Volunteer Packs\YouTube.pngYouTube

**https://www.youtube.com/user/SouthernDistrictsHoc**

Z:\Sara\SDHC\Volunteer Packs\GooglePlus.pngGoogle +

[**https://plus.google.com/107533553374647859153/posts?hl=en\_US#107533553374647859153/posts?hl=en\_US**](https://plus.google.com/107533553374647859153/posts?hl=en_US#107533553374647859153/posts?hl=en_US)



Auckland Hockey

**http://www.akhockey.org.nz/**



New Zealand Hockey

[**http://www.hockeynz.co.nz/**](http://www.hockeynz.co.nz/)

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Papatoetoe Sports Centre (PSCCT)

**http://www.papatoetoesports.org.nz/**



Sport New Zealand

[**http://sportnz.org.nz/**](http://sportnz.org.nz/)



Just Hockey NZ

[**http://www.justhockey.co.nz/**](http://www.justhockey.co.nz/)



Counties Manukau Sport

**http://www.cmsport.co.nz/**

**New Registrations and Transfers**

* All players must be registered before they play and players are registered through the database at the start of the season. You can only play the players listed on your team list (see notes on nominated players in Grading Senior division)

*To view notes on nominated players: go to Auckland Hockey website, then ‘competitions’, ‘winter competition’, ‘senior’; the options for downloads should appear on the R)hand side – look for ‘Competition Rules for current year”.*

* If you want to register a new player after the start of the season, you must contact Heather Miller (Data Base Manager) at: [miller.family@xtra.co.nz](mailto:miller.family@xtra.co.nz); by the Wednesday preceding the match with all the players details i.e.:
* *Full name*
* *Gender*
* *D.O.B*
* *Address*
* *Phone number*
* *Email*
* If the new player is transferring from another club or association, their transfer must be completed before they can play (applicable to Senior and Youth teams only); failure to do so will result in points being deducted by AHA

**Auckland Hockey Turf Addresses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Shorthand Name on Draw** | **Grade** | **Name** | **Address** | **Where to find the match card (Senior/Youth only)** |
| Avondale | Senior, Youth, Junior | Avondale College Turf | Entry off Rosebank Rd, Avondale College Gate 3 | Upstairs in the bar/café area, right next to the café window |
| Hell 1 (RHS) / Hell 2 (LHS) | Senior, Youth, Junior | Lloyd Elsmore Hockey Stadium | Entry off Cascades Rd, Pakuranga | Upstairs on the wall right in the middle of the main area |
| PSCCT | Senior, Youth, Junior | Papatoetoe Sports Centre | Sutton Crescent, Papatoetoe | In the Referee’s dugout (smaller dugout between the 2 team dugouts) |
| Waitakere or HHS | Senior, Youth, Junior | Waitakere Hockey Turf (at Henderson High School) | Cnr Henderson Valley Rd and Smyth Rd (closest to the Great North Rd end of Henderson Valley Rd) | On the Sign as you walk through the gate, or in the office if open (in the corner on the inside of the fence) |
| AGS | Senior, Youth, Junior | Auckland Grammar School/Fuji Hockey Centre | Normanby Road, Mt Eden | Upstairs on the outside of the building that faces the main carpark |
| MRGS | Senior, Youth, Junior | Mount Roskill Grammar School | Entry off Frost Road, Mt Roskill | Between the changing rooms on the door, this should be open |
| DIO | Senior, Youth, Junior | Diocesan School for Girls | Entry off Clyde St, Epsom | N/A |
| Henderson | Junior | Henderson Valley Primary School | 389 Henderson Valley Rd, Henderson Valley | N/A |
| Kings | Junior | Kings School | Cnr Remuera and Portland Rd’s, entry to turf at Gate 5, Portland Rd | N/A |
| SKS | Junior | St Kentigern School | 82 Shore Road, Remuera, large carpark in front of turf. *NB: no right turn allowed into driveway.* | N/A |
| St Cuths | Junior | St Cuthberts College | 3 Wapiti Ave, Epsom. Entry to turf off Market Rd: walk through school grounds and tennis courts to access turf. Roadside parking only | N/A |
| Macleans | Junior | Macleans College | 2 Macleans Road, Eastern Beach. Turf located on corner of Macleans & Bucklands Beach Rd round-about | N/A |

**PSCCT Code of Conduct**

The following people are expected to behave in a respectful manner and comply with this code of conduct:

* Members
* Affiliated Members
* Management and Staff Members
* All other Users of the Centre

**PEOPLE**

* Treat everyone equally regardless of sex, disability, ethnicity or religion.
* Respect the talent, developmental stage and goals of each individual in order to help each individual reach their full potential.
* Refrain from any form of abuse, harassment or bullying towards others.
* Be considerate, fair & honest in all dealings with others.

**PROPERTY**

* Respect the building, environment, equipment and materials.
* Take care and abide by the rules in the use of the facilities to help maintain the playing surfaces, training areas and buildings in a pristine condition.
* All buildings and playing surfaces are all smokefree.
* Maintain a safe environment for others.

**OURSELVES**

* Act positively and be a positive role model for others.
* Ensure language, presentation and manner reflects high standards.
* Reasonable standard of dress is required at all times.
* Emphasise the Spirit of Fair Play
* Be professional in, and accept responsibility, your actions
* Encourage other members to demonstrate the same qualities

Check with your National Sport or Club Organisation to see whether they have established codes of conducts that are relevant to your sport.

**PSCCT Wet Changerooms – Rules of Use**

The following people are expected to behave in a respectful manner and comply with these rules:

* Members
* Affiliated Members
* Management and Staff Members
* All other Users of the Centre

**RULES**

* There will be zero tolerance for malicious damage and vandalism including graffiti to any part of this Changeroom.
* Rubbish bins have been provided for the disposal of all rubbish, please use these.
* Where possible, please remove mud from boots/shoes before entering the Changerooms.
* Under no circumstance can alcohol be taken into the Changerooms.
* These Changerooms are smokefree.
* Please keep the Changerooms clean and tidy – leave it the way you would want to enter it.
* Maintain a safe environment for others.

**RESPONSIBILITY**

* Managers/Captains of each team will be held responsible for the condition in which the Changerooms are left.
* Please encourage your visitors/visiting clubs to adhere by the rules.
* Disciplinary measures will be taken in the event of a breach of the Rules of Use, including fines, refusal of the use of the Changerooms or Trespass Notice.

N.B.: Please note all Wet Changerooms are unisex.