

FOOTSCRAY HOCKEY CLUB ('The Club')

JUNIOR SECTION POLICIES (Last amended – January 2010)

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1. INTRODUCTION

1.1 STATEMENT OF PURPOSE

The Club's Junior Section purpose is to:

- Be a community based junior sports organisation run primarily by parents for the development and enjoyment of young people.
- Provide an environment that is safe, friendly and inclusive for all.
- Create a culture that
 - Seeks to positively develop all players' self-esteem
 - emphasizes the primacy of learning co-operative skills within a team environment
 - promotes a sense of good sportsmanship and respect for others
 - ensures that participation in the club is accessible to all regardless of gender, ability or background
 - encourages all players to develop their sporting skills to their fullest potential
 - promotes active, healthy living amongst young people.

1.2. KEY VALUES

- Fulfilling a role in our community by introducing children to the benefits of a healthy sporting life.
- Promotion of a healthy mind and body through sport and social contact with club members of all ages and backgrounds.
- Gracious in victory and dignified in defeat.
- Promotion of hockey as one of the finest athletically based team sports.
- Promotion of our juniors into senior ranks
- Ensuring that officials that make our sport possible are treated with due respect.

1.3. YOUNG ATHLETES AND WORKLOAD

Physical activity is essential for the normal growth and development of children. However, there are potentially harmful effects for young athletes through the impact of over-training. This can adversely affect the dynamics and timing of growth and physical maturation. Determining when junior participants are ready for additional training and competition is a duty of care required of hockey providers and parents.

Growth is a complicated process because parts of the body mature at different rates, and periods of growth vary considerably between individuals. This differential growth of various body parts has a major influence on the performance of motor skills.

ISSUES TO CONSIDER

- Children should be encouraged to participate in a wide range of sporting activities.
- Growth and maturation vary greatly in junior participants making chronological age a poor indicator of developmental status.

- During growth spurts, training and competition need to be planned carefully to avoid injury.
- The risk of bone fracture, growth plate injuries, and soft tissue injuries increases during rapid growth.
- Girls who under-eat while training intensely run the risk of stress fractures and in later life, osteoporosis.
- Training and competition schedules need to be planned around the holistic needs of each individual athlete.
- Inappropriate and over-training can have an adverse effect on the growth, development and maturation of junior participants.
- Early specialisation reduces athleticism (competence in a broad range of motor skills) and can lead to early burnout.
- Taking care of junior participants regarding training schedules is important to :
 - o Keeping junior participants in hockey for the long term
 - o Making sure no potentially talented junior participants are lost from hockey.

STRATEGIES TO THINK ABOUT:

Via various strategies FHC will attempt to:

- Educate coaches and parents/guardians on issues related to growth and maturation of junior participants.
- Focus on junior participants having fun so that their interest is maintained until they are at an age and stage to specialise.
- Plan and adjust training schedules based on individual growth and maturation.
- Monitor for changes indicating a growth spurt (e.g. faster increase in height, the onset of puberty, and input from parents/guardians) and alter training and competition based on individual needs.
- When under-eating is suspected in junior participants who are training intensely, we will advise parents to seek professional advice on healthy nutrition.
- Focus on personal improvement not comparison against others.
- Consider skills, physical maturation and psychological development and allow boys and girls to participate together when these are similar.
- Expose junior participants to as many different hockey experiences as possible (e.g. rotate positions, etc).

KEY MESSAGE

Junior participants grow and mature at different rates. Understanding the implications of this can make hockey participation more rewarding and safer for junior participants. Our club will attempt to:

- Adapt activities to children's changing needs especially during periods of rapid growth;
- Judge performance according to a child's stage of development, and not by what others of the same age can do;
- Leave decisions about specialisation as late as possible so the best choices are made for junior participants.

1.4. CONDITIONS OF INVOLVEMENT – PERMISSIONS AND INDEMNITIES

Any child/family that takes part in any activity associated with the Club are subject to and are taken to have agreed to the various permissions and indemnities published by the various divisions of the Club from time to time.

These permissions and indemnities include but are not limited to:

- Those contained in the current registration form
- Those published on the Club’s website
- Those advised from time to time.

Extract from Junior Registration Form

I/We hereby give permission for information contained within this registration form and other details to be provided to other clubs and organizations and distributed in team lists;

Information and contact details of parents/guardians acting as a Footscray Hockey Club coach, team manager or other official or volunteer to be published on the club web site and other publications;

Photos taken during activities to be published on the web site and other publications;
My child/children to receive first aid/medical attention and to pay all expenses and transport costs.

I/We have read this form and understand the risks involved in playing hockey and other club activities and in the knowledge of these matters, I/We hereby release, discharge and hold harmless the Club, its Officers, Officials and Volunteers from any liability whatsoever and agree to indemnify the Club, its Officers Officials and Volunteers for all such liabilities.

SIGNATURE(s): Parent/Guardian.....

It should be noted that your coverage under Hockey Victoria’s insurance is not clear if you have not completed a club registration form and paid your fees.

2. SPECIFIC POLICIES

2.1 TEAM GRADING

Hockey Victoria provides junior competitions in the Under 17, Under 15, Under 13, Under 11 and Under 9 age groupings. Within those age groupings (except for Under 9) the following divisions are available:

- 'A' (Shield) Grade
- Pennant Grade
- Regional Grade (groupings of relatively close proximity).

The Club encourages all teams to be entered into the highest possible grade in which the team will be competitive. For this purpose, 'competitive' is defined as unlikely to finish in the bottom two or three placings in that grade. In deciding on the appropriate grade level, the emphasis is on the overall team level of competitiveness rather than either the higher or lower skilled individual players.

As further explanation, the Club's values and objectives will not be fulfilled through teams either being 'flogged' by or 'flogging' the other team every week. Developing co-operative team skills, self-esteem, social and sporting skills are more likely to be extended and developed in an environment in which players are being both challenged and are having some 'scoreboard' success.

2.2 SELECTION POLICIES

2.2.1 INTRODUCTION

Playing junior hockey provides children with many opportunities such as:

- Having fun and making friends;
- Learning the value of sportsmanship;
- Developing basic skills and learning the rules of the game;
- Improving physical fitness;
- Developing an appreciation of teamwork and team spirit;
- Introducing children to competitive sport.

Our Statement of Purposes, Club Values and Policies are targeted at capturing these opportunities.

Consistent with this focus, our primary measurement of a coach's performance will be how positive his / her players are about their continuing interest in hockey at the end of each season. In addition to this emphasis on participation and enjoyment, through the selection of highly knowledgeable coaches and thoughtful selection of grades to play in, we also aim to maximise player development and team competitiveness.

2.2.2. TRAINING

Attendance at training is an important part of player/team development. Commitment to quality training allows, amongst other things, the development of match skills/technique, the improvement of fitness, and the enhancement of team bonding.

All players are expected to train each week unless exceptional circumstances occur (injury, illness, family / school commitments). If any of these circumstances do occur, players should advise their coach **before** the training session affected.

Because FHC is concerned about the potential danger of over-working young athletes, junior training is restricted to one night per week and the emphasis of these sessions should be on player / team skill development, and not on hard physical work-outs.

Junior team sport is a valuable way to prepare young people for the levels of reliability, commitment, listening and learning required to function effectively through their education and in the workplace. FHC coaches will expect punctuality, attention and effort at all training sessions.

2.2.3. TEAM SELECTION

- For the younger age groupings, the club promotes the development of skills in preference to the competitive aspects of hockey. Consequently, the selection of Under 9 teams will be on the basis that each team is of approximately equal strength, and selection shall take into account friendships and the home addresses of players. This is intended to encourage participation by players and parents and simplify transport arrangements.
- In older age-groups team selection is necessary in grades where FHC will be fielding more than one team in an age group. In such grades, pre-season selection trials will be conducted.
- All registered players eligible to play in a certain age group, and who wish to play in the first eleven, must be given an opportunity to participate in the trial process.
- The selection of players for all underage teams is the responsibility of the coaches in that age group (working together to select the highest squad). Coaches may be aided by invited independent senior players where available, but it is club policy that parents (unless they are one of the coaches involved) are generally not selectors in age groups in which their own children are playing.
- The selection panel will be looking for physical attributes such as speed, strength, agility, endurance, power and flexibility; and skill attributes such as technique, tactical awareness, potential, coachability, positional qualities and specialist skills.
- The Panel will take into consideration:
 - Previous form (e.g. last year for those who played for FHC – see below)
 - Attendance at training.
 - Performance at training.
 - Performance in Selection trials.

Regarding previous form, it is essential that coaches seek / receive feedback from coaches of the children in the previous season, and other recent programs.

- The prior knowledge any selectors have of a player may be considered as a factor in selection, but will be balanced against the performance of the player during the trial process. New players to FHC will be given a full and fair opportunity to display their skills and abilities.
- The 'First Eleven' in any age group is the flagship for the Club and is the indicator of our strength in that age-group. This team has first call on players in that age group all year. Players should be shared equally (numerically) between teams in the same age group, i.e. if we have 21 players, the first eleven will consist of 11

players and the second eleven will consist of 10 players, with the gap to be filled by a 'double up player' from the next below age level. If we have 22 players, each team will consist of 11 players. If we have 23 players, the first eleven will consist of 12 players and the second eleven 11 players. The first eleven will always have a minimum of 11 players, but no more than 14.

- Within an age group, players can be moved between teams, depending on their form and development. While it will be desirable to stabilise a squad of players early in the season, players may still be moved between teams anytime during season.
- All player movement decisions will only be communicated with the players involved following discussion between all coaches in the relevant age group and the age group coordinator. It is the responsibility of the age-group coordinator to constructively explain to the player and the coach of the team from which the player is being moved the reasons for the move. The Age Group Coordinator will also communicate with the parents explaining the reasons for the movement.
- For this system to work, correct communication is essential;
 - o We must always know well in advance if a player is going to be unavailable for a match (tell us by the training night immediately prior to a match at the very latest)
 - o The coach of the 1st eleven should first advise the Age Group Coordinator and the 2nd eleven team coach of the need for a top-up player/players, and ways of minimising the disruption to the second eleven team (if at all possible) should be discussed. The player/players so selected will only be approached after the above discussions have taken place.
- If a player / parent is not happy with the result of the selection process, the matter should be discussed with the Age Group Coordinator. It is important for players and parents to remember though that the selection process is sometimes painful for both players and officials. Some players set themselves unrealistic goals. Frequently an athlete's own assessment, or more commonly, their parent's assessment is not objective. Our aim with this policy and the Selection Trials is to be as objective about each child as is possible.

2.2.4. GIRLS IN MIXED GRADES

This policy is about maximising the hockey development opportunities for young female hockey players. There are several key elements:

- o This issue is relevant at the Under 13, Under 15 and Under 17 age levels as Under 7, Under 9 and Under 11 teams consist of both boys and girls playing on a mixed basis.
- o FHC is happy for girls to play in either a girls-only competition, the boys ('mixed') competition, or both where fixturing allows.
- o Individual girl's cases should be reviewed on their merits, but broadly:
 - girl's grades are a lot less demanding / competitive than 'mixed' grades
 - this provides a less-pressured learning environment for girls, and an environment in which they can play more dominant roles / positions.
 - playing in boys / 'mixed' grades can be the right option for a girl who:
 - wants to play / socialise with boys as well as girls, or
 - has a level of hockey skills, physical strength, competitiveness and ambition that will allow them to be competitive in that environment.
- o If asked by parents, the Club (through the Junior Sec.) will provide an opinion on a particular girl's hockey development, and her team options.

2.2.5. JUNIORS PLAYING SENIORS

Where appropriate, and taking into account a player's playing / training workload, players playing in U15 age levels and higher will be approached and encouraged to make themselves available for selection in senior teams for FHC. The FHC senior divisions are very proactive in welcoming young players into their ranks and providing support and mentoring for those juniors.

Any players younger than U15 will be considered only where there are exceptional circumstances.

2.2.6. REPRESENTATIVE TEAM PLAYER NOMINATIONS

Nominations for VPSSA (State Primary Schools) and VSSSA (State Secondary Schools) are coordinated through schools and FHC have no involvement in this process. It is therefore the responsibility of the player/parents to follow the nomination process through the player's school.

Invitations for nominations for Hockey Victoria's Under 11 / 12 Development Squads are sent to the relevant players from Hockey Victoria after Hockey Victoria receives notification of recommended players from FHC.

Nominations for regional teams (such as the Western Wildcats and Western Metro Under 18 girl's representative teams) will be determined by FHC. In such cases the Junior Administrator, or their nominee, will ask the junior coaches at each relevant age level to review available selection criteria and identify children to the junior section committee for nomination. Only players deemed to match the suggested skill set will be nominated.

2.3. INTERCHANGE / PLAYER ROTATION

2.3.1. Interchange/playing time.

- Where a team consists of more than 11 players, each player is considered a full member of that team.
- No player is to commence consecutive games on the interchange bench, unless a particular player is consistently late for a game.
- In Rd 1-18 matches all players must be given the opportunity to play a minimum of 75% of the game time (no more than a total of 15 mins 'on the bench' in any one game). The exception is a finals match in which case all players must be given the opportunity to play for a minimum of 50% of the game.

2.3.2. Playing Positions

It is important to a player's long-term sporting development that they are encouraged to play in a range of positions.

2.4. SKILL DEVELOPMENT

2.4.1. Coaches.

- FHC will provide every support to help coaches learn and understand proven generic coaching principles for juniors, and hockey- specific teaching and coaching skills.
- FHC Junior team coaches will be given every support in seeking new or upgraded coaching qualifications.

2.4.2. Field Players

- FHC will provide the highest quality coaching available.
 - In addition, FHC will secure external expertise as required to assist with specialist skill development.

2.4.3. Goal Keepers

- FHC believe that good goalkeepers are essential to individual team and Club success. Unlike in previous eras when often less athletic field players were sent to be the goalkeeper, FHC Juniors seek to encourage athletic and skilful children into this role.
 - FHC will ensure that goal keeper development is a high priority and will secure and resource top quality junior goal keeper coaching on a regular basis.

2.4.4. Umpires

- FHC will encourage as many young players as possible to take up umpiring and will secure and resource high quality coaching and mentoring on a regular basis.

2.5. BEHAVIOUR

2.5.1. Codes of Conduct

FHC fully supports the ‘Codes of Conduct’ introduced by Hockey Australia, Hockey Victoria and the Australian Sports Commission. The specific policies applicable for FHC juniors are:

a) Players Code of Conduct

- Behave in a sportsmanlike manner at all times – win graciously and lose with dignity.
- It’s not winning that’s important but playing your best and striving to improve.

- Treat team-mates, opposition players, coaches and umpires with respect at all times
- Play by the rules at all times.
- Set goals about the process rather than about the result.
- You only play as well as your preparation allows – practice hard and play well.
- Be a good team player – think and act positively and always encourage team mates.
- Greet opposition players before and after the game and acknowledge good play.
- Above all – have fun.

b) Coaches Code of Conduct

- Promote the laws and rules of our game.
- Maximise enjoyment before winning.
- Group players competitively and develop their confidence.
- Avoid the trap of overplaying talented players just to win.
- Ensure player welfare as a priority – above winning
- Set goals about the process rather than about the result.
- Remember the age of your team – keep things in perspective.
- Lead the way with respect for opponents, umpires and officials.
- Attain coaching accreditation and keep up with new ideas.
- Avoid aggressive behavior and derogatory and insulting language – set the right example.
- Sportsmanship above all – win graciously and lose with dignity.

c) Parents and Spectators Code of Conduct.

- Encourage participation but don't force it.
- Teach the message that it's not whether you win or lose but how you play the game.
- Seek to understand the rules of the game.
- Never ridicule mistakes or defeats – you will destroy confidence very quickly.
- Remember you are there to support the children's enjoyment before your own.
- Lead by example and respect all players, coaches, umpires and spectators.
- Personally acknowledge all volunteers who are giving their valuable time.
- Never publicly criticize umpires.
- Lead the way in stamping out all racial, verbal or physical abuse.
- Support FHC social functions.
- Get involved in off-field support roles such as committees, team management, age-group coordination and canteen duty.
- Become an Associate Member of the Club.

- d) Regulations Supporting the Players, Parents and Supporters Codes of Conduct.
- Players and Parents will be advised of the Club's Codes of Conduct at the time of registration via a specific reference (and signed declaration) on the annual registration form.
 - Players will not be permitted to play in a game for FHC unless they and their parents/guardians have signed the annual registration form which indicates their acceptance of the Codes of Conduct.
 - Prior to the commencement of the fixtured season the Coach and/or Team Manager will discuss with players and parents the expected levels of behaviour by officials, coaches, players and parents.
 - Players and parents acting in any manner contrary to the Codes of Conduct will be cautioned regarding the inappropriateness of their behaviour.
 - A player, parent or supporter failing to heed this caution will be asked to leave the playing venue.
 - Player, parents or supporters asked to leave the venue will be required to provide a written acknowledgement of their failure to adhere to the Code of Conduct and an assurance that they will abide by the Code of Conduct before being permitted to return to the club to train/play or spectate.
 - Repeated behaviour contrary to the Codes of Conduct will be dealt with by the FHC Junior Section Committee, and / or the Club's Board of Management.

2.5.2. DISCIPLINARY CARDS

The following policy is to be adopted in relation to players receiving disciplinary cards during a game:

GREEN CARD (general warning): Players should be spoken to by the Coach to ensure that they understand why they received the green card warning.

YELLOW CARD (temporary suspension): Once a player is eligible to rejoin the game, the player is to be put on the bench for a minimum period of five minutes or longer if the coach considers extra time is warranted. If there are only 11 players this further penalty is not mandatory and is at the coach's discretion.

RED CARD (permanent removal from the game): The player is not to be selected for any FHC junior team for the next round that they are available to play. They will be required to attend the match of their normal team and support that team.

In exceptional circumstances and upon the production of written documentation, this automatic penalty can be appealed to and reviewed by the junior section committee.

2.5.3. BULLYING

FHC will not tolerate bullying. Bullying is any form of verbal abuse, physical aggression, 'humor' which humiliates and/or 'puts down' another, e.g. on the basis of skin color, height, weight, disability.

Bullying harms individuals and damages team spirit.

Individuals witnessing bullying or hearing about bullying **MUST** report it to their team manager. The team manager will be required to act in accordance with the protocols shown below.

PROTOCOLS ON BULLYING

- At the start of the season (first training session) the coach and manager will discuss this policy with all players.
- Any person experiencing any form of bullying or witnessing it or being told about it **HAS A DUTY** to report it to the Team Manager.
- The Team Manager will speak with the perpetrator and draw their attention to the policy. The perpetrator will be asked to apologise to the person(s) they victimised. They will also be warned that further incidences of bullying will warrant stronger sanctions.
- Where the behaviour of the perpetrator persists and any further incident of bullying or harassment occurs (in whatever form) in addition to again apologising to the person(s) directly involved, the player concerned will be required to :
 - Publicly apologies to the team (for letting them down) at the next training session.
 - Miss at least one match.
- Where this fails to alter bullying behaviour the player will be suspended and called before the FHC Junior Section Committee.

2.5.4. ALCOHOL

Where alcohol is a part of an FHC Junior Section event:

- Alcoholic drinks will be served in standard drink measures.
- The club will discourage excessive or rapid consumption of alcohol.
- The club will display posters on liquor license regulations and education.
- The club will abide by an appropriate code of behaviour that complies with liquor licensing laws and acceptable community standards of behaviour.

2.5.5. SMOKING

a) Introduction

FHC recognizes that passive smoking (inhaling second-hand smoke) is hazardous to health and that non-smokers should be protected from tobacco smoke. Passive smoking can lead to other serious illnesses such as bronchitis, lung cancer, cardiovascular disease, and chest illnesses in children

All FHC Junior Section events will be substantially 'Smoke Free', this being seen to be an important component of our desire to provide a healthy 'family friendly' environment.

Legislation and the legal duty of care provide reasons to have a SMOKE FREE club. Under common law FHC has a legal duty of care to ensure that employees, volunteers, players and officials are not exposed to potentially harmful situations. The Occupational Health and Safety Act also stipulates that employees and working volunteers must have a safe environment to work in. Victorian SMOKE FREE dining legislation also states that enclosed dining areas must be SMOKE FREE.

b) Designated SMOKE FREE areas at the Footscray Hockey Centre:

- Club and social rooms
- Administration and office areas
- Changing rooms
- Toilet blocks/showers
- Indoor spectator viewing areas
- Playing areas
- Eating areas
- Spectator viewing areas inside the painted white lines that have been established to protect the pavilion doorways / surrounds.

c) Behavioral Expectations

FHC recognizes that role modeling can have a significant impact upon the junior members of the club. Hence the following individuals and groups are to refrain from smoking while they are acting in an official capacity for the club or while in club uniform:

- Coaches (when coaching or representing FHC)
- Officials (when representing FHC)
- Volunteers (when representing FHC)
- Junior Players (when at FHC or when representing FHC elsewhere).

- Coaches and team managers will also speak to junior players about the effects of smoking on performance.

d) Non-Compliance Strategy

The following non-compliance strategy will be followed if anyone breaches the SMOKEFREE policy.

- Assume that the person is unaware of the SMOKE FREE policy.
- A Junior Section Committee representative will approach the person breaching the policy and politely ask them to refrain from smoking in a non-permitted area and remind them about the SMOKE FREE policy.
- If the offence continues, then the most senior club representative available will verbally warn them again. The offending patron must be made aware that if they don't stop smoking then they will be required to leave the Footscray Hockey Centre.
- If the offence continues the offending patron will be asked to leave the Footscray Hockey Centre.

e) Sale of Tobacco Products

FHC will refrain from selling tobacco products.

2.6. ADMINISTRATIVE ISSUES

2.6.1. Player Registration

- Players are not covered by relevant FHC/Hockey Victoria insurance policies until they have completed and submitted the relevant FHC Junior Player membership/registration form.
- This form includes a parental sign-off that allows FHC to use information from that form for the typical purposes and functions expected of a community sporting organization.
- No player is to take the field for any FHC junior team until a signed and completed (current) Junior Member Registration Form has been filled-in and received by the Club.

2.6.2. Uniforms/Protective Wear

All players (from Under 9 onwards) should wear the full team uniform to all games.

All players whether at training or during games **MUST** wear a mouthguard and shin guards at all times. All goalies **MUST** be fully kitted-out while in the net. No protective gear – no play.

2.6.3. Fees/Fund Raising

a) Introduction

FHC are a community-based amateur sporting body that operates on the presumption that all of its members / their families will contribute to our operations over and above their playing role.

Because we enjoy world class (but expensive!) playing facilities, and because we seek to keep fees to a minimum, all players / families are expected to support FHC by:

- Attending Club Social and or Fundraising functions as advertised.
- Attending Working Bees as advertised.
- Attend to one or two shifts (as advised from time to time by your Team Manager) in the canteen.

All fees are to be paid by Round 5. Failure to do so will class a player as an 'unfinancial player' and as such no unfinancial player may take the field from Round 6 onwards up to and including finals. The exception to this rule is where an arrangement is made with the Fee Collector to pay off fees over a longer period of time.

Any family experiencing financial difficulties are very much encouraged to establish a payment plan with the Fee Collector.

b) Kiosk

The kiosk is run purely by the use of volunteer labor and needs to operate, on average, 40 hrs per week to enable us to generate the level of funds that we require to subsidise fees, and service our substantial synthetic turf ground sinking fund.

Every adult member / family in the Club is expected to do 1 or 2 small shifts throughout the season to enable this function to be performed.

2.6.4. Award Voting

a) Best and Fairest

For Under 11 – Under 17 teams, each week the Coach and one other (to be rotated weekly amongst the parents) will vote separately (i.e. two voting slips). Voting will be 3 – 2 – 1 with 3 votes for the best FHC player. Team Managers are to select one parent before each game to vote and are to collect the votes at the end of each game, seal the envelope and keep the envelopes safe to be handed to the Junior Administrator immediately after the last game of the season.

Note 1: It is a Best and Fairest award not an encouragement award. There are other awards to recognize those who contribute to the team and the club in other ways.

Note 2: Players who ‘double up’ are only eligible for votes in the game played for the team they normally play in.

Note 3: For any Under 17 “A:” grade team there is an additional Hockey Victoria voting system where the Coaches votes for their own team are to be entered online to HockeyVictoria.

Note 4: Given the possibility of players moving between teams during a season, trophy eligibility relates to players that have played a majority of their season in the team / grade in question.

Note 5: At the U17 level, girls playing either U17 girls or U17 mixed are eligible for consideration for the Junior Girls Club Champion Award. This decision will be made, when necessary, by a sub-committee nominated by the Junior Section Administrator.

b) Coach’s Award

A further award will be made for each team in Under 11 and above known as the ‘Coach’s Award’ for one player in the team who, in the opinion of the Coach has contributed to the team and shown improvement over the season.

c) Vote Counting.

At the end of the season each Team Manager will promptly deliver their voting envelopes to the Junior Section Administrator (or their delegate) who will pass them on to a nominated sub-committee for counting. This sub-committee will be nominated annually at the Junior Section Committee’s mid-season meeting.

To ensure that no anomalies occur in any teams voting, the vote count results will be provided to the Junior Section Administrator who will check them individually and confidentially with each team’s coach prior to trophies being ordered.

2.6.5. Grievance Policy/Procedures

a) Policy

The FHC Junior Section Committee requires that any issue/dispute that arises is resolved to the satisfaction of the members and Committee in a timely fashion. Accordingly, the following issue resolution procedures have been developed to enable this objective to be fulfilled. All members have a responsibility to participate in reasonable actions to resolve issues. The procedures below detail the level of involvement for expediting issue resolution.

b) Procedure

Any person wishing to raise an issue shall do so as follows:

- Hockey or team related should be raised with Coach/Team Manager.
- General should be raised with Age Group Coordinator.

As soon as possible after an issue has been reported, the Team Manager, Coach and/or Age Group Coordinator and the claimant, must meet and try and resolve the issue. Where possible the person reporting the issue should make suggestions that may resolve the issue.

Where the initial parties cannot resolve the issue, the Age Group Coordinator should refer the matter to the Junior Section Administrator, who will attempt to resolve the matter in a manner / via a response that is consistent with the policies of the FHC junior section.

In attempting to resolve an issue, all parties should take into account the following factors:

- The extent of the issue, i.e. if it is likely to have a wider effect in the Club.
- The number of players or teams affected.
- Whether appropriate temporary measures are possible or desirable.
- The expected time before the issue can be addressed.
- What resources may be needed to resolve the issue.

The consent of the Junior Section Committee must be obtained before any external parties are involved in the resolution of Club issues.

All involved will make every effort to ensure that confidentiality is maintained at all times during the grievance resolution process (and afterwards where deemed necessary).

2.6.6. Accident Reporting and Claim Procedures

The Team Official should –

- Ensure that the injury is reported on the match score / team sheet.
- The junior section registrar should ensure that the incident is noted on the Sporting Pulse report in the ‘Match Comments’ section.
- Ensure that the injury is reported in the Accident Report Book which is kept
- Report the incident to the FHC Accident Officer.

- Advise the player/parent to contact Sportscover to request a claim form.

The Player should –

- Report the injury (refer above)
- Obtain a claim form (within 30 days)
- Fill in and send the completed form to Sportscover (within 90 days)
- Complete all treatment.
- Get the medical practitioner to fill in the statement.
- Claim from Medicare and your private Health Insurance (if applicable).

2.6.7. Injury Prevention/Management

Injury Prevention – good preparation is important.....

- Eat a well balanced diet.
- Drink water before / during / after play.
- Undertake a training program to develop skills and techniques before competition.
- Undergo a fitness program to develop endurance, strength, balance coordination and flexibility.
- Avoid playing with a pre-existing illness / injury. If in doubt, talk to your doctor.
- Always warm up, stretch and cool down, especially the lower back.
- Use equipment appropriate to age and stage of development.
- Wear a mouthguard, preferably fitted, and shock absorbent shin guards at all times.
- Goalkeepers must wear headgear, leg guards and kickers during training and competition. They should also consider hand, body, upper arm, elbow, forearm and thigh protectors.
- Consider preventive ankle taping and bracing to reduce injury risks.
- Seek professional advice on footwear.
- Players and parents have an obligation to report as soon as possible to the club, any concerns they have regarding a player's excessive exposure to injury through over use and the club will address these concerns.
- The Club will do this through discussions with the player and the player's parents as to how this may be achieved *with the player's best interests as the sole concern*.
- The Club will implement any decisions made by the player and the player's parents.

Injury Management – **If an injury occurs**

1. Injured or bleeding players should be removed from the field immediately.

2. If suffering a soft tissue injury the first 48-72 hours are vital in the effective treatment of the injury. Soft tissue injuries refer to all ligament sprains, muscle strains and muscle bruises (corks etc.) and most bumps and bruises which occur in sport.
3. The immediate treatment is RICER (see below).
4. RICER should be initiated immediately after injury and continued for 48-72 hours.
5. To ensure a successful recovery, NO HARM (see below) factors should also be followed in conjunction with RICER.
6. Injured Players should seek prompt attention from qualified first aid personnel or sports medicine professionals.
7. Players should be fully rehabilitated before returning to play.

RICER – Rest /Ice /Compression /Elevation /Referral

NO HARM – NO Heat /Alcohol /Running /Massage

Early and correct use of RICER and NO HARM factors is essential for the initial management of a soft tissue injury. RICER and NO HARM should be continued for 48 – 72 hours.

2.6.8. Working With Children Check

From the 1st of July 2009 it is compulsory for all FHC junior coaches, team managers and key administrators (junior section administrator, fee collector and uniforms officer) to have up-to-date Working With Children accreditation. This also applies to Senior Section coaches and team managers that might be coaching junior players.

2.6.9. Age Group Coordinator Role

- Coordinate the activities of teams in their nominated age group.
- Where necessary find team managers.
- Maintain audit data on players playing in their age group/area.
- Assist in recruiting for that Age Group (if and where necessary).
- Ensure that equipment needs are met (field players, goalies)
- Ensure collection of Registration Forms.
- Ensure distribution of newsletters and other information to players.
- Ensure good communication flow between Club > Families > Players and vice versa.
- Represent the interests of those players/families on the FHC Junior Section Committee.
- Liaise with the Junior Section Treasurer regarding any fees that remain outstanding.

2.6.10. Team Manager Role

- c) At the Start of the season:

- Check that the team basket contains
 - Team results/score book
 - Match balls (retrieve the match balls immediately at the end of each game)
 - Umpire whistle
 - Voting slips and envelope
 - Information pack (team manager role etc.)
 - Fully stocked First Aid Kit.
- Check the accuracy of the player / parent / coach / team manager contact list provided by the Junior Section Administrator.
- Inform players that it is their responsibility to the team to ensure that they inform the coach or team manager if they are not available to play or train (preferably some days prior to the event).
- Draw up (or have somebody else draw up) a canteen roster that ensures that all families take their turn contributing to canteen roster for all home games over the season.

d) Each game:

- Ensure that players are all wearing correct safety gear – e.g. mouth guards and shin pads.
- Check that appropriate FHC Uniform is worn.
- Take the supplied First Aid Kit to all matches and if necessary apply basic first aid to injured player (preferably get parent to apply first aid or a qualified first aid person).
- For serious injuries immediately contact the parents and help in seeking immediate professional medical assistance. Record the incident on the match report sheet.
- Supply the match ball for home games.
- Attend to the distribution/collection of weekly voting slips.
- Fill out the team sheet for the game. The junior section Registrar advises:
 1. Team sheets should be filled out in alphabetical order with SURNAME first, then Christian name.
 2. If you have a new player, as well as their name I require their BIRTHDATE to register them (this is called a field registration). As well as D.O.B., the home address and postcode are also required.
 3. a) Each week please indicate in the square next to their name – the Team Captain and the Goalkeeper.
b) If you have a player that has already played another game that weekend in a different team, you must put a 'D' for double-up against their name. An example is a player that fills in for the U13's on a Friday night, and then plays for their usual team on the following Saturday morning. This is not necessary for a girl who each week plays for both girls only and a mixed team – they are regarded as separate competitions.

4. Home and Away Games:
 - a) Make sure that the Umpires have signed off on the scores.
 - b) Swap **Blue** copies with the opposition.
 - c) Tear out the white sheet and place it in the JUNIOR RESULTS BOX located near the Junior Section noticeboard.

NOTES:

1. All White team sheets must be in the Results Box before 4.00 pm on the Sunday of the weekend that the game was played – not the following weekend!
2. If your game is an away game, please make sure that the White team sheet gets placed in Results Box that same weekend (by Sunday 4.00 pm).

If you have any problems in regards to filling out or delivering Team Sheets to the Club, please contact the junior section registrar. For the 2009 season, the junior registrar is:

Karen Veitch

veitch.karen.m@edumail.vic.gov.au

0419110943

93640200 (Monday mornings 8.00 – 9.00 am)

93640644 Fax (Monday morning after 9.00 am)