

Hockey Ireland



Coaching Pack 2016

Proudly supported by



SPÓRT ÉIREANN
SPORT IRELAND



Hockey Ireland Tricks 4 Sticks Coaching Pack 2016

Thanks for coming on board as one of our Tricks 4 Sticks coaches. The aim of this support pack is to help you to plan your coaching sessions effectively and to ensure the players on the programme have a great hockey experience. It will also help you with ideas on how to link the school players to the club.

Tricks 4 Sticks Coach: Job Description

- To represent all of the Tricks 4 Sticks programme partners to the best of your ability at all times. This includes but is not limited to the club you are representing, Hockey Ireland, Women In Sport and the Irish Sports Council
- Contact schools to schedule your coaching sessions (unless your club is doing so)
- To take full responsibility for your group's coaching sessions
- Contact the school in a timely manner if you cannot make your coaching session
- To uphold the principles of the Code of Ethics for Hockey for Young People at all times
- To ensure that your group are coached in-line with HookedforLife. This includes providing guidance on technical, tactical, physical, mental and health considerations.
- To ensure that the correct game formats are being played with your group according to HookedforLife.
- To ensure that winning is in perspective for all players and that the emphasis of coaching is placed on fun and an enjoyment of hockey
- To maintain high ethical standards in coaching, ensuring you keep up-to-date with your knowledge, skills and qualifications and prepare all coaching sessions in advance.
- Offer advice to your local club in terms of running an event in the club venue
- To complete a Session Report Form (as supplied by your Hockey Ireland contact) after each session which must be signed by the teacher in attendance and subsequently returned to Hockey Ireland
- To complete an Accident Report Form (as supplied by your Hockey Ireland contact) if or when required
- Ensure that a representative from the school is in attendance during your coaching session at all times
- Report any issues or concerns to your Tricks 4 Sticks contact in Hockey Ireland
- To invoice Hockey Ireland in an efficient and speedy manner

If you are unsure about any aspect of the job description, please don't hesitate to get in touch with your contact in Hockey Ireland.

Contacting Schools

In Tricks 4 Sticks, the club must make the initial contact with any school they wish to work with. From then on, it is up to you to tie down the details of the coaching sessions with the school. All schools must register online at the following link with Hockey Ireland before you begin any coaching in a school - <http://registration4s.questionpro.com>

In any correspondence with schools, you can mention that you are working in partnership with Hockey Ireland and the Women in Sport Programme (for all-girls/mixed schools) which is an Irish Sports Council initiative. Our logo can also be added to any correspondence.



Who is best to contact within schools?

This varies from school to school. As the club is making the initial contact, they will pass on the relevant contact to you. Make sure you have a phone number for this person or for the school before you go there for the first time. This is useful if you get lost on your way to the session, if you have any last-minute questions or if you have to call in sick.

Safety / Code of Ethics

Code of Ethics Requirements

In working with young people in hockey our first priority is their welfare and we are committed to providing an environment that will allow participants to perform to the best of their ability, free from abuse, neglect, bullying and intimidation. Every individual in hockey should at all times, show respect and understanding for participants' rights, safety and welfare and conduct themselves in a way that reflects the principles of our sport and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport.

<h3>Code of Ethics</h3> <p>If you have any concerns about Code of Ethics when you are in the school, you will need to get in touch with the Designated Liaison Person in the school. Hockey Ireland will provide you with their name and contact details before the start of your programme.</p>	<h3>Supervision</h3> <p>Part of our policy for schools programmes is that any Tricks 4 Sticks coach must have a school staff member with them AT ALL TIMES on a school premises. If the school do not abide by this, they are not abiding by the Terms and Conditions they signed up to as part of the programme. If this is an issue, please phone your point of contact in Hockey Ireland immediately.</p>
<h3>Recruitment</h3> <p>If a school asks how you were recruited (i.e. questions around Garda Vetting etc.) you can inform them that you have been recruited through Hockey Ireland's Code of Ethics Recruitment and Selection Policy. If you get any further queries on this, put them in touch with Hockey Ireland on 01 716 3261.</p>	<h3>Reporting Accidents</h3> <p>It is vital that any accident is reported using our Accident Report Form (as supplied by your Hockey Ireland contact). It is important to follow the procedure for reporting accidents (included in the Accident Report Form document) as well as following or assisting with any procedures the school have in place. If you fill in an accident report form, please keep this in a secure place and submit a copy to Hockey Ireland immediately after the accident has occurred.</p>

Coaching

It is vital that the school children and schools have a fantastic experience when you are delivering the Tricks 4 Sticks coaching sessions. Most schools taking part in Tricks 4 Sticks will be new to hockey and therefore, we want them to have a great impression of our sport. This means all sessions should be fun, dynamic and engaging!

We have included your coaching sessions as part of this pack. If you are working with beginners or U12's – Hooked on Fun is perfect! If you are working with kids who are over 12 years of age, Hooked on Games is the resource you should utilise. Check with the teacher to see if there are any children who will be with special needs and be prepared to adapt your session. Ask the teacher for advice when working with children with special needs.

All coaching sessions must be:

Engaging

- Ask open questions and keep explanations brief and to the point. Keep warm-ups short

Planned

- Consider some of the restrictions you will have such as space / ability of children / duration of session

Challenging

- Add a competitive element into your coaching

Dynamic

- Minimal standing around / queuing. Keep explanations brief and to the point

FUN

- Children enjoy hockey more and learn more when they're actually playing!

Resources

Video

As of September 2016, we will have a video for you to bring to each school/class to show them what hockey is! This video can be shown before your first session (to get them excited about playing), or after the first/second coaching session. This video will also be available on YouTube. Schools will also have received a 'School Welcome Pack' with more resources and information about the programme.

If you are unable to show the children the video prior to your sessions, please hand the video to one of the students at the end of your session and ask them to ask their teacher to show it.

Coaching

Use the enclosed coaching session plans to help you design your coaching sessions in the school. You can also use Hockey Ireland's Core Skills DVD resource (http://hockey.ie/contentPage/125168/video_listing) to brush up on the technical side of coaching skills and techniques.

There is also a session online that is specifically designed for coaching boys (http://sportlomo-userupload.s3.amazonaws.com/uploaded/galleries/8089_uploaded/Development/Tricks%20%20Sticks/Coaching%20Session%20for%20Boys.pdf).

An online version of Hooked on Fun is available here: http://sportlomo-userupload.s3.amazonaws.com/uploaded/8089/hookedonfun_15_session_plans_for_69_year_olds.pdf

Equipment needs

Each child should have 1 stick and 1 ball to play with in each coaching session you do. Ideally all equipment for Tricks 4 Sticks would be

provided for by the club; however, Hockey Ireland has a limited supply of equipment that you can borrow short-term. If you require equipment from Hockey Ireland, this must be planned for well in advance of your first coaching session in a school. Get in touch with your Hockey Ireland contact to arrange equipment.

Club Event

The main aim of Tricks 4 Sticks is to get the school children to visit or join the club you are representing. Therefore, it is vital to tell them about when their local club train, the '**Club Event**' (the club must



run an open event to invite Tricks 4 Sticks participants to the club) and any other upcoming hockey events they could get involved with.

Hockey Skills Challenge

Hockey Skills Challenge (HSC) is a set of skill challenges to challenge young players. There are 12 individual skill obstacles ranked from easy (bronze) to difficult (gold). Coaches can take several of the obstacles to build a challenge course based on the experience and ability of their players. The HSC also includes some suggested courses to suit a range of abilities. All schools taking part must sign up at the following link:

<http://hscregistrationschool.questionpro.com>

Once the HSC is complete, schools will be able to fill in an online form and Hockey Ireland will post completion certificates to the school.

Part of the Tricks 4 Sticks programme is to encourage schools to participate in the HSC and schools can request a HSC visit, where you would run a HSC for the school. This can be done in the final session your run with the school or as a follow up session afterwards. Please encourage the schools you visit to run a HSC at the end of their programme.

Promotion of Tricks 4 Sticks

Promoting the local club

As mentioned before, the main aim of Tricks 4 Sticks is to introduce children to hockey and to promote the local club and any activities they are running in conjunction with the programme.

Ensure you have all the details of times and dates of youth coaching sessions in the club, the **‘Club event’** (the club must run an open event to invite Tricks 4 Sticks participants to the club) and any other upcoming hockey events they could get involved with. The club can also provide you with promotional material to give out to the children.



Hockey Ireland

Make sure you send any photos or information from your Tricks 4 Sticks programme to your contact in Hockey Ireland! We would love to promote the work you are doing at your schools sessions or club events. Remember to always get permission from any school and parents to take or use photographs. For

Proudly supported by



SPÓRT ÉIREANN
SPORT IRELAND



more information on the use of photography see our Photographic Policy under our Good Practice Guidelines here: http://hockey.ie/contentPage/141355/code_of_ethics

Use of Social Media

Use club social media / personal accounts to promote your Tricks 4 Sticks programme. If you are tweeting, hashtag @irishhockey and your local branch (@leinsterhockey1, @ulsterhockey, @munster_hockey, @connachthockey). You could also tweet to your local council or sports partnership.

Insurance

Once you have been officially signed off as a Tricks 4 Sticks coach, you will be covered by the insurance policy of Hockey Ireland for coaching work in registered Tricks 4 Sticks schools. If asked by the schools, you can provide the following information with regard to the cover provided:

Public Liability* €6,500,000 limit of indemnity any one occurrence.

Professional Indemnity** €1,300,000 limit of indemnity any one occurrence and in the aggregate

*A Public liability policy protects an insured person in respect of their legal liability to third parties for bodily injury and for any loss or damage to material property which happens in connection with the business of the insured under the policy and occurs during the policy period.

**Professional indemnity insurance, often referred to as professional liability insurance or PI insurance, covers legal costs and expenses incurred in your defence, as well as any damages or costs that may be awarded, if you are alleged to have provided inadequate advice, services or designs that cause your client to lose money.

Hockey Ireland Reporting Requirements

After each coaching session you must fill in a Session Report Form as supplied by your Hockey Ireland contact. This must be signed by a school representative and then returned to your contact in Hockey Ireland at the end of the programme. This form includes participation numbers per session which are vitally important to Hockey Ireland.

Invoices are submitted monthly and must be submitted to your contact in Hockey Ireland. Invoices must be sent in before or on the 20th of each month in order to be paid before the end of the month. Invoices for coaching that took part in a calendar year must be submitted, at the latest, by the end of January of the following year. **Please note that payment will not be processed until Session Report Forms are also received by Hockey Ireland.**