

# LANSDOWN HOCKEY CLUB

[www.lansdownhockey.co.uk](http://www.lansdownhockey.co.uk)



## JUNIOR HEAD COACH ROLES & RESPONSIBILITIES

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**NAME:**

**REPORTING TO:** Lansdown Hockey Club Committee

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### ***Role Purpose***

*To take full responsibility for Lansdown Hockey Clubs (LHC) junior coaching sessions.*

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### **Main Duties**

- To maintain high ethical standards in coaching and prepare all coaching sessions in advance
- Conduct sessions throughout the hockey season as agreed by LHC committee
- To work with and include any assistant coaches in the preparation and running of each session
- To attend LHC coaches team meetings and report on progress
- To offer feedback on the LHC teams and any degree of success of teams in leagues and competitions
- To inform the Chairperson in advance of any sessions that cannot be attended, and determine a coach available to run the sessions
- Ensure all equipment is present at training sessions
- Be responsible for the behaviour of players
- Report to the Publicity Officer any information for inclusion on the website or any other LHC publications
- Ensure all necessary information is available at all coaching sessions, ie players details. This information must be passed onto anyone deputising for the Head Coach
- Keep up to date player records, ie. telephone numbers and medical information etc
- Ensure a first aid kit is available at all sessions
- Ensure that access to a mobile telephone is available for players and the coach in an emergency

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- Ensure necessary forms are completed as and when required, eg. registers are taken each session, accident and incident reports forms are filled out as required etc
- Ensure a visual safety check is carried out before the start of every training session

**This role description is not to be regarded as exclusive or exhaustive and in consultation with the Lansdown Hockey Club Committee, may be altered at any time.**

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## Special Conditions

- England Hockey Level 2 or above coaching qualification -
- England Hockey coaching register -
- Coaching Insurance -
- Up to Date Enhanced CRB Disclosure -
- Attendance on the sports coach UK 'Equity in your Coaching' Course -
- Attendance of the sports coach UK 'Safeguarding and Protecting Children' Course -
- First Aid Qualified -

Signed (Chair Person): ..... Date .....

Print Name: .....

Signed (Club Secretary):.....Date .....

Print Name: .....