



Kalahockey

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Kalamunda Districts Hockey Club
Morrison Road
Hartfield Park
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kalahockey.org.au

Clubrooms Phone: 9453 2860

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INTRODUCTION

The Kalamunda Districts Hockey Club (KDHC) began with a single men's side back in 1967, growing to two teams in 1969 and introducing their first junior side in 1970. The club moved from Maida vale to Hartfield Park in 1977, although clubrooms (The David Scanlon Pavilion) didn't eventuate until 1987, thanks to close cooperation (and subsequent merger) with the Lesmurdie Ladies club. In 1995, the Forrestfield Women's Hockey Club also merged to give us the club we know today.

Hockey in Perth has always had a predominance of clubs in the western suburbs, and the KDHC has existed primarily to provide the option for locals to play and train locally, being hockey's foothold in the foothills. While many other eastern suburbs clubs have folded or been absorbed by larger clubs, we have survived and grown, although without aspiring to reach a size that would see us lose our family feel. We see ourselves as an Elite pathway club, and take great pride in our juniors who have played at state level (e.g. Andrew Scanlon, Chris Tyrie, Tyler Lovell) and have then moved to other clubs to play at Elite level. Our adult members have also had success, such as Jo Trembath being part of the WA State Over 35's women's team, and the late Bob Sturgeon representing Australia at Over 70s level.

Hockey is a sport for all age groups and skill levels. As a club we endeavour to provide opportunities for those who want to play in high level turf-based grades, as well as more social (but still competitive) grass grades.

To grow the sport, we also run programs within many of the local schools, introducing hockey to the children. More than anything else, the KDHC encourages participation at all levels and ages. Our fast growing Saturday morning HookIn2Hockey program for 4-9 year-olds provides an excellent preparation for those who then move on to full-field junior hockey. In 2011 we added a fourth men's veteran's side, encouraging many parents of juniors to either return to or take up the game.

One of our biggest successes has been through our women's teams. We've managed to get many mothers back to the game (even playing alongside their daughters) and in 2013 our top Ladies team enter the Metro Competition on a Saturday afternoon with great success. We currently have 10 Senior and 7 Junior teams, and with our H2H program, this takes our membership to nearly 300 players,. This figure does not include the many parent coaches, volunteers and non playing committee members that makes our club so successful.

CONTACT DETAILS

Contact Details

My Volunteer Coordinator/Manager is _____

Contact phone number is _____

Please see our website for current information:

www.kalahockey.org.au

President: _____

Vice President: _____

Treasurer: _____

Secretary: _____

Senior Men's Coach: _____

Ladies Contact: _____

Masters Contact: _____

Hook in2 Hockey :

Co-ordinator: _____

Junior Hockey:

Co-ordinator: _____

Club Registrar: _____

As a volunteer you have the right:

- To work in a healthy and safe environment
- To be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation
- To be given accurate and truthful information about the organisation for which you are volunteering
- To be given a copy of the organisations volunteer policy and any other policy/procedures that affect your role
- To have a role description
- To be provided with orientation to the organisation and the role
- To have your confidential and personal information dealt with in accordance with the principles of the
- Privacy Act 1988 and
- To be provided with appropriate training and support to carry out your role.

As a volunteer you have the responsibility to:

- Be reliable
- Respect confidentiality
- Carry out the specified position description according to the position description
- Be accountable for your actions
- Be committed to the organisation
- Undertake training as required by the organisation
- Ask for support when you need it
- Let the organisation know as early as possible if unable to attend
- Be courteous to clients, staff and other volunteers
- Raise any issues you may have with the organisation and not denigrate the organisation to clients, staff and other volunteers
- Value and support other team members

The organisation has the right to:

- make decisions about appropriate placement of its volunteers
- review volunteer performance according to organisational policies and procedures
- expect volunteers to perform the given tasks to the best of their ability, be prompt and reliable
- expect from all volunteers, respect and courtesy towards all clients, paid and voluntary staff
- set the parameters and guidelines of the volunteer work positions
- release a volunteer who is not appropriate for the volunteer work.

The organisation has a responsibility to:

- provide a clear outline of duties
- provide orientation and necessary training
- set clear lines of communication about complaints and conflict resolution procedures
- provide safe, healthy working conditions
- include volunteers in relevant decision making processes
- provide supervision and support
- provide emergency procedures guidelines
- provide required documentation relating to the volunteer work to be undertaken.

Volunteer Protection Act 2002

The Volunteers (Protection from Liability) Act 2002 was proclaimed on 1 January 2003.

Through the *Volunteers (Protection from Liability) Act 2002*:

- Someone who is volunteering for an organisation and operates in good faith when doing community work and within the organisation's guidelines has protection from liability.
- The intent is that the liability will transfer to the community organisation with which they are involved.

This means that volunteers cannot be sued for something they did or failed to do, if they are acting within the scope of the work and directions given to them by the community organisation.

The **definition of a volunteer** for the purpose of the *Act* means:

... a person who does community work on a voluntary basis if they receive no remuneration other than what they may receive whether or not they did the voluntary work or for reasonable expenses they may incur undertaking the community work.

An organisation that is either a:

- body corporate,
- local government authority,
- State agency, or
- An incorporated organisation, such as many sport and recreation groups.

Code of Conduct

It is important to be aware of the code of conduct for staff and volunteers of the organisation you are volunteering with.

Insurance

Memo from Hockey WA.

Clubs and Regional Association members should note that the Amateur Sports Injury Policy component, part of the Hockey WA group plan, extends accident/injury cover to their non-member Voluntary Workers.

Working with Children

The Working with Children Check (WWC Check) is a compulsory and rigorous criminal record check for certain people who carry out child-related work in Western Australia. A person is in child-related work if the usual duties of their work involves, or is likely to involve, contact with a child in connection with specified categories of work (see the website below for further details). It includes child-related work carried out by paid employees, volunteers, unpaid people and the self-employed. Parents volunteering in connection with their child's activity are exempt (although this does not apply to overnight camps); however, they should still be required to complete the non-WWC Check screening process. There are other exemptions (e.g., volunteers under 18 years of age). Further details about exemptions can be found on the website below. Only those in child-related work under the Act may apply.

Applicants will be issued with either:

- an Assessment Notice in the form of a WWC Card enabling them to be in all types of child-related work for three years unless there are new offences of concern
- an Interim Negative Notice, which prohibits them from child-related work until a final decision is made on their application
- a Negative Notice, which prohibits them from child-related work.

There are set obligations and strong penalties for non-compliance, including for employers/volunteer coordinators. For more information:

www.checkwwc.wa.gov.au

or call 1800 883 979 (toll free).

Privacy

Your privacy and that of everyone in the organisation, is protected under the Privacy Amendment Act 2000 which came into effect on 21st December 2001.

Please be mindful of the information you share with others whilst carrying out your volunteering duties. Do not divulge or seek personal information from other colleagues, unless it is of mutual consent and outside of your volunteering environment.

If you have any questions please contact your Volunteer Coordinator/ Manager.

Confidentiality

As a volunteer you may have access to personal information about clients/customers. Under common law people have the right to have their confidentiality respected and can pursue legal action if a significant breach of confidentiality occurs.

No information about clients/customers, including their identity, should be given to any person or agency outside of your organisation without the permission of the organisation and the client, unless there is a legal requirement to do so. These matters should be discussed with your Volunteer Coordinator/Manager.

Volunteers should not during their time with the organisation or after leaving the organisation, use or disclose any confidential information about a client/customer, fellow volunteer or co-worker.

At times discussions will occur about a client/customer. Sharing of information should be limited to those with whom there is a need to discuss such details, and who are authorised to receive client/customer information. This may include your Volunteer Coordinator/Manager. Consideration should also be given to the privacy of the environment.

For further information regarding Privacy/Confidentiality practices within your organisation, please speak to your Volunteer Coordinator/Manager.

VOLUNTEER POSITIONS

CLUB POSITIONS

Primary Responsibility:

The President is responsible for the overall management of the club and all of its operations. This involves running club meetings and ensuring effective management of the Board and its sub-committees.

Key Roles:

- To be well informed of all club activities including, financial position, programs run by the club, who is charge of the programs and the number of teams / players.
- Be aware of the future directions and plans of club members.
- Ensure the Board adheres to the proposed action plans and goals of the membership.
- Have a good understanding of the club constitution, club rules, policies and the duties of all office holders and the various sub-committees.
- Manage Executive Committee and or sub-committee meetings. The President should ensure that all club matters are discussed and the best decisions are made, without the meeting lasting longer than necessary.
- Manage the clubs Annual General Meeting (AGM) by following the agenda, completing all business, making awards or presentations, and if applicable, introducing and welcoming a guest speaker.
- Act as chairperson of all General and board meetings
- Represent the club at local, regional and national levels. Serve as the clubs representative in the community and attend functions at which the club is to be represented.
- Be a supportive leader to **all** club members. The President should listen to other people's suggestions (not just committee members) and bring them to the Executive Committees attention if required.

Primary Responsibility cont.

- Act as a facilitator for club activities such as fundraising or social events.
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the club members.
- See that information requested by the Association or state body and all correspondence from the Association
- Ability to delegate tasks or action points
- Be able to work effectively as part of a team.
- Be a motivator, who encourages and recognises the work of the various committees and all club volunteers.
- Good leadership qualities

Practical Tips

- Be unbiased and impartial on all issues – if a situation arises where there is a possible conflict of interest, the President, as chair should temporarily step down.
- Avoid repetition, arguments, interruptions and deviation from the matter under discussion.
- Be well informed about the purpose of a meeting(s) and the items to be covered.
- Be well versed in the rules or procedure for the particular type of meeting being held.
- Allow for and encourage relevant discussion and debate.
- Make decisions based on informed discussion and majority agreement.

Personal Attributes:

- Be a good listener who will be able to summarise the main points of a discussion.

Primary Responsibility:

In many instances, the Vice-President will become the Club President. Thus it is the requirement of the Vice-President to be acquainted with all club duties of the President in order to prepare for a term in office.

Vice- Presidents also have their own portfolios. Some examples of these can include:

- Overseeing of other board members
- Coordination of special projects
- Event management
- Recruitment and welcoming of new members

Key Roles:

- To be well informed of all club activities including, financial position, programs run by the club, who is charge of the programs and the number of teams / players.
- In the absence of the President, chairing meetings and representing the club whenever such occasion arises.
- Liaising between the President and certain committee members.
- Fulfilling the requirements of the portfolio assigned.
- Assisting and advising other Board members on their portfolio.
- Leadership role

Practical Tips:

- Be concise and direct
- Supportive of the President
- Be organised

Primary Responsibility:

The club Secretary is responsible for the overall administration of the club. The Secretary is the link between the Board and club members. One of the most important positions in any hockey club and embraces far more than keeping minutes of a meeting.

Key Roles:

- Attend and record minutes of all General and Board meetings.
- Prepare meeting agendas (in consultation with the President).
- Often the Secretary is the clubs first point of contact for information or details regarding its activities and operations.
- Communicate information to the members.
- Receive, distribute and keep a record of all correspondence. Direct it to the Board members concerned and Reply promptly where necessary.
- Maintain club administration files e.g. correspondence, financial records, minutes, competition details and results etc.
- Maintain membership records i.e. names, contact and personal details
- Organise meeting details, notify and distribute documentation to relevant personnel.
- Distribute minutes promptly and follow up on 'action' items from previous minutes.

Primary Responsibility cont.

- Coordinate and compile the Annual Report.
- Immediately after the election of the board members, notify both regional and state executive directors of the names, address and phone details of the newly elected Board.
- Develop a club procedures manual.
- Maintain confidentiality on relevant matters.
- Write up minutes as soon as possible after meetings

Equipment:

- Notebook and pen for recording initial meeting notes.
- Diary for the schedule of events, meetings, activities, fundraising, etc.
- Minute book or file where printed copies of previous minutes can be stored.
- Files for records.
- Phone and fax contact numbers.
- Access to a computer preferably with access to an email address (this is a very cheap method of communicating with members, other clubs, associations etc).
- Other stationery e.g. club letterhead, business cards etc.

Practical Tips:

- Use checklists.

Primary Responsibility:

The club Treasurer is responsible for the overall financial management of the club. And manage all income and expenditure pertaining to the club.

Key Roles:

- Maintain a working level of petty cash.
- Ensure monies received are banked promptly and recorded correctly.
- Pay bills.
- Invoice groups / members for rentals, e.g. buildings, equipment, uniforms etc.
- Prepare budgets for the forthcoming year detailing all sources of income and expenditure. Work with the Club President to set the annual budget.
- Maintain accurate records of current income and expenditure.
- Prepare annual financial accounts for auditing and provide the auditor with information as required.
- Make arrangements for signing officers for the club accounts usually the Treasurer, the President and one other appointed person.
- Ensure annual returns are filed with the relevant Government department of the state, if required.
- Manage club investment programs. Set up accounts for general and trust funds.
- Submit all approved accounts to the Board for final approval.
- File tax returns and income tax payments for employees, as required.
- Regularly file business activity statements (including GST) where applicable.

Primary Responsibility cont.

- Prepare and present regular financial statements to the Executive Committee.
- Acquit funds received from government grants where applicable.
- Source and investigate financial grant or funding opportunities.
- Collect membership fees, and notify those with outstanding invoices.
- Keep a tight control on all expenditure ensuring that no budgets are overrun.
- Arrange through the Board to appoint auditors for financial statements at years end.
- Payment of fees/levies to the Association or State Body running the competition.

Equipment:

- Ledger for inward and outward money.
- Calculator.
- Receipt book for monies received.
- Index filing system for invoices and statements paid.
- Club deposit books and cheque books.
- Petty cash tin.
- Copies of previous financial records (from predecessors).
- Access to a computer with basic spread sheet capabilities

Primary Responsibility:

To recruit and manage volunteers in the club and provide the link between the Executive Committee, members and other volunteers.

Key Roles:

- To be a member of the Executive Committee, where required by the club.
- Assist in the planning, implementation and evaluation of a volunteer management program.
- Assist in the development of a policy on volunteering in conjunction with the Executive Committee.
- Plan and develop a recruitment strategy in alignment with the club planning process.
- Assist in the development of a budget for the volunteers in conjunction with the Treasurer and Executive Committee.
- Assess the human resource needs of the club for general running and special events and determine where volunteers are needed.
- Seek out, recruit, select, appoint and allocate volunteers.

Primary Responsibility cont.

- Provide job descriptions for all tasks and revise volunteer duties regularly.
- Organise orientation and training of volunteers where appropriate.
- Hold regular planning and review meetings with volunteers.
- Ensure appropriate recognition of the volunteers and make volunteers feel "special" by public and personal acknowledgments.
- Keep up-to-date records of volunteers.
- Ensure that the right person is found for the particular job and that where there is a mismatch that the
- Volunteer's feelings are considered and valued

Practical Tips:

- Be aware of the nature of volunteering and be able to keep volunteers motivated and enthusiastic.
- Have an understanding of the organisational goals and structure of the club.
- Know the roles that volunteers play within the club.
- Supervise, evaluate and make necessary changes to the volunteer programs as appropriate.
- Assist volunteers work together as a team.
- Create a social and friendly environment for volunteers and members.
- Produce written material for posters, newsletters etc.

Primary Responsibilities:

- To increase junior player numbers.
- Improve club / school liaison and recruitment.

Key Roles:

- Liaise and work in conjunction with Regional / State Development Officers where applicable.
- Compile data of contacts at schools, Regional / State Departments of Sport and Recreation and the State Education Department.
- Seek feedback from club personnel on coaching availability in school hours and compile a data list of helpers and hours per day that they are available to assist.
- Approach the Executive Committee for incentives to assist schools run development programs to encourage children to join a local club e.g. reduce fees for teachers or children joining clubs from targeted schools.
- Seek local community support through Council, Members of Parliament, Businesses, Police Clubs or Service Clubs to advertise your club and development programs.
- Keep parents and schools informed and involved where ever possible.
- Ensure contact details are up to date and correct for all hand-outs.
- Promote junior hockey where possible through flyers, newsletters, media etc.
- Ensure that all schools are aware of visiting coaches or teams eg the State or Australian team playing matches in the local area.

Key Roles cont.

- Ensure that schools have access to hockey programs and to local club contact details.
- Coordinate senior club players to get involved with development coaching sessions.
- Seek coaching help to upgrade teachers at school in their hockey skills and levels e.g. Level 0 or Level 1.
- Delegate authority by setting up simple guidelines, establishing team leaders, keeping coaches and development officers etc informed including club teams and executives.

Practical Tips:**Establish a Development Plan:**

- Identify geographical area
- Design letters of introduction
- Set time, dates and targets
- Arrange volunteer meetings to assist with development sessions
- Invite Regional Development Officers, teachers and umpires to be involved
- Contact the media to promote development sessions

Primary Responsibility:

To act as the liaison person within the team and between the club administration and the team by keeping accurate records, communicating information effectively and providing positive support.

Key Roles:

- Collect and keep a record of and collect registration fees / team levies.
- Work with the coach to maintain team harmony and develop team unity.
- Discuss with the coach any specific requirements they may have.
- Put together an "odds and ends" container, including such items as safety pins, tape, hair clips, scissors, shoe laces, pencil, pens, spare uniforms etc.
- Liaise with players on team matters, including information being passed on regarding details of practices and matches for any who may be absent when information is originally given out.
- Keep an attendance role of players at training, including record of those who have explained absence.

Key Roles cont.

- Keep an availability list and have contact details of all players and officials involved with the team.
- Ensure that a first aid kit is available and fully stocked.
- Check with selectors / coach which players have been selected in the team.
- Write up match cards / reports, according to selection and making sure all names are spelt correctly.
- Make sure all drink bottles / cups are filled up.
- Check match card / report is filled out correctly at conclusion of match and get the Captain to check the score card before signing.
- Control any players / coaching staff who may require pacifying.
- Make sure that the "dug out" / bench area is kept neat and tidy during and on completion of the match.
- Assist with injured players where needed, by knowing where assistance can be obtained and arrange transportation as required.
- Assist with organising club fundraising and social activities.

Primary Responsibilities:

Coaches of children should remember that:

- children's sport should be FUN!
- children need lots of opportunities for unstructured
- play, a broad range of activities, and the opportunity for creativity
- early sports specialisation is not recommended for young children
- the social aspects of sport are highly valued by children
- coaches should focus on skill development and individual improvement, rather than winning as the outcome
- all children deserve time and attention, not just the most talented

-

Children's characteristics

Note: these characteristics may vary among children

Children's social characteristics

- concerned with themselves
- learning social roles and skills
- learning how to cooperate
- come from different cultural and social backgrounds
- learning how to cope with winning and losing

Coaches should:

- promote cooperation, teamwork and fair play during activities
 - reinforce the contribution all children make to the group
- provide a supportive environment and show sensitivity to individual differences

Primary Responsibilities cont.

Children's level of understanding

- learning the best way to do things
- unable to process too much information
- do not do things automatically

Coaches should:

- use role models to demonstrate good performance
- introduce one thing at a time, keep instructions or questions short and simple

allow time for children to absorb information and practise skills

It's a good idea to also provide a copy of this to the participants you are coaching.

Primary Responsibilities cont.

Children's physical characteristics

- very active
- lack fine motor control
- develop at different rates
- have different levels of ability
- growing rapidly
- less tolerant of heat and cold
- children develop at different rates
- coaches may have both early and late developers in any group

Coaches should:

- plan a variety of activities
- allow time to learn skills
- cater for varying ability levels
- be aware that growth periods will alter the child's coordination and skills

ensure children wear adequate clothing, drink enough fluids

Primary Responsibilities cont.

Children's personality characteristics

- easily motivated
- wide range of reasons for playing sport
- sensitive to criticism and failure
- short attention span

Coaches should:

- listen to what the children say
- be positive, compliment effort and the parts of the skill that were performed correctly
- maintain interest with a variety of activities, maximum participation and limited talk

Practical Tips:

When planning for the season, it's a good idea to ensure you include the following on your calendar:

- Training dates
- Competition dates
- Camps
- Club meetings or events
- Social events
- Fundraising events
- Dates for coach education courses, seminars or workshops (for your own training and development)
- If you have a mentor, include regular meeting dates with them

Coaching Skills Checklist

Self Evaluation Questionnaire

Coaching style

- 1 Did I smile, praise and encourage to reinforce the actions of the participants when they performed correctly?
- 2 Did I reward effort as well as outcome?
- 3 Was I consistent and fair in my treatment of all participants?
- 4 Did I encourage the participants to have an input into team decisions and did I listen to them when they had something to say?
- 5 Did I reinforce team rules fairly and consistently?
- 6 Was I patient and supportive of the participants as they learn?
- 7 Did I show the enthusiasm while coaching that I expect from the participants?
- 8 Did the participants have fun during the training/game?
- 9 Did I emphasise winning too much?
- 10 Did I exercise self-control in situations that made me angry?
- 11 Was I sensitive to the individual needs of all the participants?
- 12 Did I personally demonstrate good sporting behaviour?
- 13 Did I argue with, or complain about, officials?
- 14 Did I encourage parents to attend games?
- 15 Was I patient and tolerant with all participants, regardless of individual skill levels?
- 16 Did the participants have equitable game time or did I over-play the more skilled participants?

Session Planning and Implementation

17 Was I well prepared and organised for training sessions?

18 Did I keep the participant's level of maturity in mind when planning the session?

19 Was I prompt in arriving at training/competition?

20 Was the equipment organised and did the session run smoothly?

21 Was my training session varied and interesting so that it challenged all participants and developed their confidence?

22 Were the demonstrations appropriate? (i.e. was a good model provided, could everyone see, did everyone understand the instructions)

23 Was I able to assist participants to correct errors when they occurred?

24 Did the participants have a chance to play with minimum guided instruction?

25 Did I use a variety of teaching / coaching methods?

26 Did I group participants appropriately, and give everyone the chance to develop their skills?

27 Did I give constructive and specific feedback?

28 Did what I said to the participants match my non-verbal actions towards them?

29 Did I over-coach during training/game by giving too many instructions?

30 Did I change my communication methods to suit the needs of the participants?

Primary Responsibilities:

Umpiring hockey is a challenging but rewarding way to participate in the game.

Umpires contribute to the game by :

- helping to raise the standard of the game at all levels by ensuring that players observe the Rules
- ensuring that every game is played in the right spirit
- helping to increase the enjoyment of the game for players, spectators, and others.

These objectives can be achieved by umpires being :

- consistent : umpires maintain the respect of players by being consistent
- fair : decisions must be made with a sense of justice and integrity
- prepared : no matter how long an umpire has been officiating, it is important to prepare thoroughly for every match
- focused : concentration must be maintained at all times ; nothing must be allowed to distract an umpire
- approachable : a good understanding of the Rules must be combined with a good rapport with the players
- better : umpires must aim to become even better with each and every match
- natural : an umpire must be themselves, and not imitate another person, at all times.

Umpires must :

- have a thorough knowledge of the Rules of Hockey but remember that the spirit of the Rule and common sense must govern interpretation
- support and encourage skilful play, deal promptly and firmly with offences and apply the appropriate penalties
- establish control and maintain it throughout the match
- use all the available tools for control
- apply the advantage Rule as much as possible to assist a flowing and open match but without losing control.

Dart fish TV is a website that FIH have links to which outline some basic, and new, interpretations of field hockey rules played at the international level. As they are based on international interpretation, you may need to view the Hockey WA website to see what directives are also in place for particular grades.

HockeyEd is Hockey Australia's National Accreditation Scheme for both Coaches and Officials

For umpires there are five different levels starting at the very basic right through to the National and International levels of accreditation.

Where do I start?

Community Level

Never umpired before and just wanting to get a basic accreditation??

Then Community Level is for you!

Community Level accreditation is free and requires you to complete an online test and then a basic practical competency checklist. Once you have completed the online component, just get one of your clubs registered assessors, club umpire manager or a Hockey WA approved assessor to assess you during a game and complete your checklist.

Games at this level could be training games, junior games (J5/6, J7/8, J9/10B or C) or one of your clubs senior weekend fixtures in a lower Metropolitan grade.

Level One

Have you previously completed your Community Level and want to take the next step?

Umpired before but have never been accredited?

Then Level One could be for you!

Level One is the second level of accreditation offered through the HockeyEd program.

This level of accreditation can set you on the pathway to becoming a panel umpire for Hockey WA and is the minimal accreditation required to nominate for National panels depending on your experience. This level requires you to register and pay a \$40 registration fee which must be paid annually to keep your accreditation current. Umpires will complete an online test, a practical game evaluation and a one day course through Hockey WA or their club. You only need to complete the online and practical education components once every 4 years.

This level of accreditation is the one recommended by Hockey WA for all umpires to strive to achieve to, regardless of the grade they are umpiring. With this level of accreditation you will have a greater understanding of the game, the rules and of managing the environment. Players holding a Level one accreditation will have the opportunity to apply for panel status and also to apply for National umpiring panels.

The more experience you have, the better you will become and the more opportunities you can create for yourself.

VOLUNTEER POSITIONS

JUNIOR TEAM POSITIONS

Junior Hockey:

Co-ordinator: Dave Meier 0423 291 676
davidmeier@kumho.com.au 9255 4116 (home)

My Volunteer Coordinator/Manager is: _____

Contact phone number is _____

Job: Team Manager

Estimated Time Required: Training & Game days

Primary Responsibility:

To act as the liaison person within the team and between the club administration and the team by keeping accurate records, communicating information effectively and providing positive support.

Job Description:

- Liaise with players on team matters, including information being passed on regarding details of practices and matches for any who may be absent when information is originally given out.
- Assist with injured players where needed, by knowing where assistance can be obtained and arrange transportation as required.

Junior Hockey

Co-ordinator: Dave Meier 0423 291 676
davidmeier@kumho.com.au 9255 4116 (home)

My Volunteer Coordinator/Manager is: _____

Contact phone number is: - _____

Job: Team Support

Estimated Time Required: Initially 1 hour
 Then 15 mins per week

Job Description:

- Work with the coach to maintain team harmony and develop team unity.
- Put together an "odds and ends" container, including such items as sunscreen safety pins, tape, hair clips, scissors, shoe laces, pencils, pens, spare uniform etc.

Full reimbursement of supplies available, please keep receipts and submit to the Club Treasurer.

Junior Hockey

Co-ordinator: Dave Meier 0423 291 676
davidmeier@kumho.com.au 9255 4116 (home)

My Volunteer Coordinator/Manager is: _____

Contact phone number is: _____

Job: Team Registrar

Estimated Time Required: Initially 1-2 hours
Then 15 mins per week

Job Description:

- Collect the completed and signed Registration Forms from every Team Member.
- Submit a Team list with contact details etc to the Club Secretary by the first week of play.
- Update the team list with changes during the season.

Junior Hockey

Co-ordinator: Dave Meier 0423 291 676
davidmeier@kumho.com.au 9255 4116 (home)

My Volunteer Coordinator/Manager is: _____

Contact phone number is: _____

Job: Team Match Card

Estimated Time Required: 30mins per week

Job Description:

- Ensure the Match card is filled out correct at conclusion of the match and the Umpires have checked and signed the score card.
- Ensure that any injuries, disputes and cards have been recorded properly.
- Enter details onto the Hockeynet site by the Monday following the game.
- If you cannot make a game day, you must ensure that someone else will
- fill this position on the day.

Full training is available, but must have internet access.

Junior Hockey

Co-ordinator: Dave Meier 0423 291 676
davidmeier@kumho.com.au 9255 4116 (home)

My Volunteer Coordinator/Manager is: _____

Contact phone number is _____

Job: Team Match Report

Estimated Time Required: 15 mins per week

Job Description:

- Submit a weekly match Report to the Club webmaster.
- General roundup of the game and any photos*

**Photos must be in line with the Kalamunda Hockey Club photo policy which is available from the Club Secretary.*

Club Webmaster _____

Junior Hockey

Co-ordinator: Dave Meier 0423 291 676
davidmeier@kumho.com.au 9255 4116 (home)

My Volunteer Coordinator/Manager is: _____

Contact phone number is _____

Job: Team Uniforms

Estimated Time Required: Initially 1-2 hours
Then 15 mins per week

Job Description:

- Ensure that every Team member has the complete uniform.
- Liaise with the Club Uniform Manager regarding requirements
- throughout the season.

Club Uniform Manager _____

VOLUNTEER POSITIONS

Junior Hockey:

Co-ordinator: Dave Meier 0423 291 676
davidmeier@kumho.com.au 9255 4116 (home)

My Volunteer Coordinator/Manager is: _____

Contact phone number is _____

Job: Team Equipment

Estimated Time Required: Initially 1-2 hours
Then 15 mins per week

Job Description:

- Ensure the Goalie has the right sized equipment and that it is in good order. Teams may rotate this role so it is important to monitor.
- Make sure that all team members have shin pads and mouthguards.
- Make sure the coach's bag is correctly equipped with balls, cones etc.
- Supplies are available through the Club Equipment's Officer.

Club Equipment's Officer _____

Junior Hockey

Co-ordinator: Dave Meier 0423 291 676
davidmeier@kumho.com.au 9255 4116 (home)

My Volunteer Coordinator/Manager is: _____

Contact phone number is _____

Job: Team First Aid

Estimated Time Required: Training/Game Days

Job Description:

- Ensure the First Aid kit is available and fully stocked.
- There is always plenty of stock available at the club rooms, please ask.
- *Are you interested in gaining extra knowledge, we can make this happen,*

Just let us know.

Junior Hockey

Co-ordinator: Dave Meier 0423 291 676
davidmeier@kumho.com.au 9255 4116 (home)

My Volunteer Coordinator/Manager is: _____

Contact phone number is _____

Job: Team Umpire

Estimated Time Required: Game Days 1 hour

Primary Responsibilities:

Umpiring hockey is a challenging but rewarding way to participate in the game.

Umpires contribute to the game by:

- helping to raise the standard of the game at all levels by ensuring that players observe the Rules
- ensuring that every game is played in the right spirit
- helping to increase the enjoyment of the game for players, spectators, and others.

Full training and mentoring program is available, see Volunteer handbook for details or talk to your Junior Co-ordinator.

MEMBER PROTECTION POLICY

January 1st 2014

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MEMBER PROTECTION POLICY

1. Introduction

Hockey is a sport for all age groups and skill levels. As a club we endeavour to provide opportunities for those who want to play in high level turf-based grades, as well as more social (but still competitive) grass grades.

2. Purpose of Our Policy

The main objective of our Member Protection Policy (policy) is to maintain responsible behaviour and the making of informed decisions by participants in this club. It outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from abuse. Our policy informs everyone involved in our club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are required. It also covers the care and protection of children participating in our club's activities.

3. Who Our Policy Applies To

Our policy applies to everyone involved in the club including committee members, administrators, coaches, officials (umpires/referees/judges), players, parents and spectators.

4. Extent of Our Policy

Our policy covers unfair decisions (e.g. team selection) and actions, breaches of our code of behaviour and behaviour that occurs at practice, in the club rooms, at social events organised or sanctioned by the club (or our sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings our club or sport into disrepute or there is suspicion of harm towards a child or young person.

5. Club Responsibilities

We will:

- implement and comply with our policy;
- promote our policy to everyone involved in our club;
- promote and model appropriate standards of behaviour at all times;
- respond to breaches or complaints made under our policy promptly, fairly, and confidentially;

- review this policy every 12-18 months; and seek advice from and refer serious issues to HockeyWA or Hockey Australia

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national body request to be referred to them.

6. Individual Responsibilities

Everyone associated with our club must:

- comply with the standards of behaviour outlined in our policy;
- treat others with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour;
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour.

7. Protection of Children

7.1 Child Protection

The Kalamunda Districts Hockey Club is committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

Kalamunda Districts Hockey Club acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. Kalamunda Districts Hockey Club aims to continue this and to take measures to protect the safety and welfare of children participating in our sport by:

7.1.1: Identify and Analyse Risk of Harm

The Kalamunda Districts Hockey Club will develop and implement a risk management strategy, which includes a review of existing child protection practices, to determine how child-safe and child-friendly the organisation is and to determine what additional strategies are required to minimize and prevent risk of harm to children because of the action of an employee, volunteer or another person.

7.1.2: Develop Codes of Conduct for Adults and Children

The Kalamunda Districts Hockey Club will ensure that the organisation has codes of conduct that specify standards of conduct and care when dealing and interacting with children, particularly those in the organisation's care. The organisation will also implement a code of conduct to address appropriate behaviour between children.

The code(s) of conduct will set out professional boundaries, ethical behaviour and unacceptable behaviour. (See Part B)

7.1.3: Choose Suitable Employees and Volunteers

The Kalamunda Districts Hockey Club will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions).

This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

The Kalamunda Districts Hockey Club will ensure that working with children checks/criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law.

If a criminal history report is obtained as part of their screening process, the Kalamunda Districts Hockey Club will ensure that the criminal history information is dealt with in accordance with relevant state requirements. (See Part C)

7.1.4: Support, Train, Supervise and Enhance Performance

The Kalamunda Districts Hockey Club will ensure that volunteers and employees who work with children or their records have ongoing supervision, support and training such that their performance is developed and enhanced to promote the establishment and maintenance of a child-safe environment.

7.1.5: Empower and Promote the Participation of Children In Decision-Making And Service Development

The Kalamunda Districts Hockey Club will promote the involvement and participation of children and young people in developing and maintaining child-safe environments.

7.1.6: Report and Respond Appropriately To Suspected Abuse and Neglect

The Kalamunda Districts Hockey Club will ensure that volunteers and employees are able to identify and respond to children at risk of harm.

The Kalamunda Districts Hockey Club will make all volunteers and employees aware of their responsibilities under respective state laws if they have suspicion on reasonable grounds that a child has been or is being abused or neglected. (See Part E)

In addition to any legal obligation, if any person feels another person or organisation bound by this policy is acting inappropriately towards a child or is breaching the code'(s) of practice set out they may make an internal complaint. Please refer to our complaints procedure outlined in attachment [C1] of this policy. This will explain what to do about the behaviour and how the Kalamunda Districts Hockey Club will deal with the problem.

7.2 Supervision

Members under the age of 6 must be supervised at all times by a responsible adult. Our club will provide a level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member finds a member under the age of 6 is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found.

Parents must turn up on time to collect their child for reasons of courtesy and safety. If it appears a member will be left alone at the end of a training session with just one child, they will ask another member to stay until the child is collected.

7.3 Transportation

Parents/guardians are responsible for transporting their children to and from club activities (e.g. practice and games). Where our club makes arrangements for the transportation of children (e.g. for away or over night trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and appropriate safety measures are available (e.g. fitted working seatbelts)

7.4 Taking Images of Children

Images of children can be used inappropriately or illegally. The club requires that members, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used. We also require the privacy of others to be respected and disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets.

If the club uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. We will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. We will not display information about hobbies, likes/dislikes, school, etc as this information can be used as grooming tools by pedophiles or other persons. We will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc.

8. Anti-harassment, Discrimination and Bullying

Our club opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers. Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status.

Our club takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the club (see Responding to Complaints).

Inclusive practices

Our club is welcoming and we will seek to include members from all areas of our community.

9.1 People with a disability

Where possible we will include people with a disability in our teams and club. We will make reasonable adaptations (e.g. modifications to equipment and rules) to enable participation.

9.2 People from diverse cultures

We will support and respect people from diverse cultures and religions to participate in our club and where possible will accommodate requests for flexibility (e.g. modifications to uniforms).

9.3 Sexual & Gender Identity

All people, regardless of their sexuality, are welcome at our club. We strive to provide a safe environment for participation and will take action over any homophobic behaviour.

Pregnancy

Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision making about the way they participate in our sport. We recommend pregnant women to consult with their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation.

Girls playing in boys teams

If there is not a separate sex competition, our club will support girls playing in boys teams up until the age of 15 years (when federal sex discrimination law says if differences in strength, stamina and physique are relevant, then single sex competition is required). After this age our club will consider each request on an individual basis including looking at the nature of our sport and other opportunities to compete.

10. Responding to Complaints

10.1 Complaints

Our club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on the principles of procedural fairness (natural justice), that is:

all complaints will be taken seriously;
both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story);
irrelevant matters will not be taken into account; decisions will be unbiased and fair; and any penalties imposed will be fair and reasonable.

More serious complaints may be escalated to HockeyWA or Hockey Australia

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our club will need to report the behaviour to the police and/or relevant government authority

10.2 Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g. President, Member Protection Information Officer) will:

- listen carefully and ask questions to understand the nature and extent of the problem;
- ask what the complainant would like to happen;
- explain the different options available to help resolve the problem;
- take notes; and
- maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the person complaining to talk to the person being complained about
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- referring the complaint to HockeyWA or Hockey Australia; and/or
- Referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to HockeyWA or Hockey Australia and an investigation is conducted, the club will:

- co-operate fully;
- ensure the complainant and respondent are not victimised;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on HockeyWA or Hockey Australia recommendations.

At any stage of the process, a person can seek advice from or lodge a complaint with an anti-discrimination commission or other external agency.

10.3 Disciplinary Measures

Our club will take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- Be applied consistent with any contractual and employment rules and requirements;
- Be fair and reasonable;
- Be based on the evidence and information presented and the seriousness of the breach;
- Be determined by our Constitution, By Laws and the rules of the game.

Possible measures that may be taken include:

- verbal and/or written apology;
- counselling to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club;
- suspension or termination of membership, participation or engagement in a role or activity;
- de-registration of accreditation for a period of time or permanently;
- a fine; or
- any other form of discipline that our club considers reasonable and appropriate.

10.4 Appeals

The complainant or respondent can lodge one appeal against decisions of or disciplinary measures imposed by our club to HockeyWA or Hockey Australia. Appeals must be based on either a denial of natural justice, because of unjust or unreasonable disciplinary measure(s) being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/club.

Attachment 1. WORKING WITH CHILDREN CHECK REQUIREMENTS

The following information was updated in April 2011. It is subject to change at any time.

WESTERN AUSTRALIA

The Working with Children Check (WWC Check) is a compulsory and rigorous criminal record check for certain people who carry out 'child-related work' in WA. A person is in 'child-related work' if the usual duties of their work involves, or is likely to involve contact with a child in connection with specified categories of work (see the website below for further details) It includes child-related work carried out by paid employees, volunteers, unpaid people and the self-employed. Parents volunteering in connection with their child's activity are exempt (although this does not apply to overnight camps); however they should still be required to complete the non-WWC Check screening process. There are other exemptions, for example volunteers under 18 years old. Further details about exemptions can be found on the website below. Only those in child-related work under the Act may apply.

Applicants will be issued with either:

An Assessment Notice in the form of a WWC Card enabling them to be in all types of child-related work for three years unless there are new offences of concern.

An Interim Negative Notice, which prohibits them from child-related work until a final decision is made on their application.

A Negative Notice, which prohibits them from child-related work.

There are set obligations and strong penalties for non-compliance including for employers and volunteer co-coordinators.

For more information:

www.checkwwc.wa.gov.au or call 1800 883 979 (toll free)

Attachment 2: CODES OF BEHAVIOUR

For All Players, Supporters, Officials and Representatives of the Club.

Offensive behaviour by Players, Supporters, Officials and Representatives of the Club towards Umpires, the Opposition, their own team or the Spectators will not be condoned or tolerated.

The Club expects you will;

Behave in a sporting manner at all times to all players, officials and spectators.

Not make any detrimental statements in respect of the performance of any Umpires

Always play by the Rules, ensuring your actions do not bring the game of hockey into disrepute.

Not engage in inappropriate and/or physical contact with players, officials, or spectators

Not use obscene or insulting language/gestures which may insult other players, officials or spectators.

Attachment 3: REPORTING FORMS

RECORD OF COMPLAINT

Name of person Receiving complaint	
Complainant's Name	<input type="checkbox"/> Under 18 <input type="checkbox"/> Over 18
Complainant's contact details	Phone: Email:
Complainant's Role/status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Spectator <input type="checkbox"/> Other
Name of Person Complained about	<input type="checkbox"/> Under 18 <input type="checkbox"/> Over 18
Person Complained about role/status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Spectator <input type="checkbox"/> Other
Location/event of alleged issue	
Description of alleged issue	

<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than on box</p>	<ul style="list-style-type: none"> ◇ Harassment or ◇ Discrimination ◇ Sexual/sexist ◇ Sexuality ◇ Selection dispute ◇ Personality clash ◇ Race ◇ Bullying ◇ Religion ◇ Disability ◇ Pregnancy ◇ Child Abuse ◇ Coaching methods ◇ Verbal Abuse ◇ Physical abuse ◇ Victimisation ◇ Unfair decision ◇ Other
<p>What they want to Happen to fix issue</p>	
<p>Information provided to them</p>	
<p>Resolution and/or action Taken</p>	
<p>Follow up action</p>	

<http://www.hockeywa.org.au>

Whistler Editions — umpire@hockeywa.org.au

<http://aussiehockey.com.au/>

<http://www.ausport.gov.au/participating/coaches/tools>

<http://www.hockey.org.au/Participate/Club-Resources/Resources-Policies>

<http://www.hockey.org.au/Participate/Coaching/Skill-Drill>

Hockey Australia's coach training programs will operate within the Australian Sports Commission's National Coaching Accreditation Scheme (NCAS).

The Coach Training Program structure is focused on delivering programs with quality presenters/assessors, resources and ongoing professional development.

These training programs will see a shift in the focus towards developing practical coaching skills and self-development and therefore better trained coaches to meet the demands of the game.

Hockey Australia together with our State and Territory Associations recognise that quality coaching has a significant influence upon players and their hockey experience, hence the recommendation for all coaches to be accredited at an appropriate level.

The four coaching accreditation's will be:

[Community Coach](#)

[Level 1 Coach](#)

[Level 2 Coach](#)

[Advanced Coach](#)



Working with Children Screening Unit

Website address: www.checkwwwc.wa.gov.au



www.playbytherules.net.au

To enrol in the *Play by the Rules* online training course go to

www.playbytherules.net.au/interactive-scenarios/free-onlinetraining

and follow the instructions on how to register on the ASC's eLearning System



www.volunteering.communitydevelopment.wa.gov.au

