

ANU Women's Hockey Club



Coaching Handbook
2024



Welcome

Hello Coaches,

We wanted to take a moment to thank you for joining us for the 2024 season. We appreciate everything you do for us during the season. It takes time and dedication, something we understand as volunteers.

This season we have decided to undertake a few changes which will affect the way we have done specific tasks in the past. This document will help to update you on these changes and who to contact if you have any concerns.

In this document you will find our club procedures, player and coach expectations and a coach assistance pack for your perusal. We will require you to sign and send back the final page in this document for our records.

If you have any comments or feedback on this handbook please let us know when you return the signed page

We welcome and wish you all the best for the season ahead.

Kind regards,

Morgan Hill

Vice President

ANU Women's Hockey Club

Nina Gannon

Vice President

ANU Women's Hockey Club



Grading Process

This season the Executive is changing the grading process on the administrative side and due to field scheduling it will be different for members as well this season.

Due to scheduling conflicts and the Taylor Swift concert we were unable to book a field for easy grading so the following is the plan.

On **Saturday 10th February 2024** we will be holding a grading for primarily returning members. This will be the week prior to O Week (Market Day is where the majority of our new members find us). This will be a 3 hour block of time over two fields. All coaches are to arrive by 0830 to be instructed for the days proceedings.

We are looking to give returning players a chance to be pulled up if the ability warrants it. While we assume that the majority of players will be returners, we also welcome any new players who are able to attend.

SL2-5 0900-1100 on Watt field

CL1-SL1 1000-1200 on Carter field

On **Monday 19th February 2024** we will be holding a grading day for new members. The priority will be new members during this time, but this will also be a second chance for returning members who believe they were in the wrong grade in previous years. This training will run from **1900-2000 on Powell field**.

The first half hour will be to split them into squads. The second will be to compare them within the squads.

Training in between this time and the start of the season has yet to be finalised due to HACT. We will keep you informed.

Teams are to be finalised by the 18th of March in anticipation for the first scheduled week of team training on the 25th March.

Grading will no longer be done by just the coaches. The executive is creating squad grading committees with set meeting times in order to ensure transparency for players. For the first two grading sessions there will be a CL1-SL1 committee and a SL2-SL5 committee. Afterwards, there will be three committees purely focusing on finalising teams.

The grading committees will be comprised of the coaches of those grades, 1-2 Executive members and 1-2 outside parties. Coaches will not be informed on which team they will be receiving prior to the week of the first team training (CL Coaches will know).

The Executive will have final say on team lists with recommendations from the coaches and squad grading committee.



Weekly Expectations & Process

Team Training

It is your responsibility as a coach to run training in accordance with your teams' skill and needs. During university breaks (in particular the winter break), the Executive, with coaches advising, may decide to reduce training due to the number of players in attendance. This will be confirmed during the season and may last the full six weeks.

This season, the Executive created a [Google Drive Folder](#) for coaches to pull drills from if you are looking for a drill to help improve a certain aspect of field play. We welcome you all to add to the file and help us organise the file to make appropriate drills easier to find.

In this folder you can also find a copy of this Handbook as well as the on boarding document you will have already submitted. This is also where we will ask you to submit your 2024 Coaches Report the Friday after your last game of the season, or the Tuesday after your last Finals game.

Training Times

Training times for 2024 are Monday 6:30 - 7:30 and Wednesday 7 - 9. The below allocations are the current working draft and are subject to change due to limited coaching staff. The Executive will modify these allocations as the season closes, in order to avoid teams in the same grade training with those they will be playing in finals. This will be discussed later in the season.

Monday 6.30-7.30	Wednesday 7-8	Wednesday 8-9
Half One: CL2	Half One: CL1	Half One: SL1B&W
Half Two: SL4/5	Half Two: SL3W, SL2W	Half Two: SL3B, SL2B

Week Before Game

We ask all members to update their availability to the best of their ability by 12PM the Tuesday before the weekend's game. If your team has a midweek game, we ask for the members to update their availability by 12PM Thursday the week prior. This is to ensure any clearances you may need can be communicated and accepted with Hockey ACT (HACT).

This gives you, our coaches, time to organise substitutions (subs) and invite the subs to the weeks training. This is to ensure any clearances you may need can be communicated and accepted with Hockey ACT (HACT). Our Competition Secretaries (Comp Sec/s) will be monitoring team subs within the first **six weeks** to give equal opportunity to grades with multiple teams. They will be monitoring the number of subs pulled and which teams they are coming from. We need to make sure all teams have the opportunity to fill their teams each week.

All communication about subs must be on the coaches Facebook Page. If you do not have Facebook or access to the page, coaches/managers are required to send an email to the Comp Secs. This can be a comment after a verbal conversation or private message. The Executive requires transparency in case of complaints or concerns from players.



We ask for all availability to be updated with subs to please be entered into the availability spreadsheet by 9PM Thursday for the Club email to be as accurate as possible. We understand there will be changes in availability between this date and game day. If there are any last minute updates which require clearance, please reach out to your Comp Sec as we may require a retrospective clearance. If possible, please keep these to a minimum.

Game Day

As a coach it is your responsibility to run subs and coach on the sideline. We ask for you to keep things calm and positive. If you are giving criticism to a player, we ask you to also give them advice on how to change their field behaviour. If you do not have a manager, you are required to input your team list and final game score on RevolutioniseSport (RevSport). This requires you to keep track of the score and the goal scorers were (your team only). If you are covering for another coach, please keep track and message them with the details.

If you have a player disrespecting the opposition or umpires, we request you to pull them from the field and inform the Executive. We pride ourselves on being a club with good sportsmanship and being respectful to those around us.

After Game Day

It is a team requirement for there to be a post summary in the private [Facebook Group](#) to share results & highlights. We welcome the use of nicknames and photos in these posts. They are just something fun to share the game with the rest of the Women's and the Men's club. These posts must be in accordance with ANU Sports [Social Media Policy](#). We recommend having a volunteer from your team to do this each week.

HACT requires the results for each game to be input on RevSport each week. These have deadlines which are monitored by HACT and we ask for you to please keep to them. When required your Comp Secs will endeavour to send you a reminder via email or Messenger.

The following is required for RevSport;

- Official game results
 - Goals scored
 - Goal scorers
 - Cards
 - Final list of players (Every player who took the field; no more than 16)
 - Incident reports (Injuries)
- Incident reports (injuries)
- DEADLINE: 5PM Monday for **SL Grades**
- DEADLINE: 7PM Game day (weekends) or 1 hour after games (weekdays) for **CL Grades**
- Best & Fairest

After each game nine Best & Fairest points are awarded between the two teams. These are split by 5 points, 3 points and 1 point. Both 5 points & 1 point go to the winning team, 3 points to the losing team to be awarded to player/s chosen by the opposition. This will need to be a discussion between you and the other coach directly after the game. If the game is a draw you and the opposing coach/manager



decide how to split the points. This is different to the club best & fairest your team votes on after the game.

Please ensure the availability spreadsheet is updated with the final team list to ensure our internal count is correct for milestone games and finals eligibility.

We request you send a quick email to the following club email with some of the RevSport information: anuhc.results@gmail.com. This is specifically for our Social Media and weekly emails to the club as well as informing our sponsors the best & fairest for the week. If this email is not sent your team's scores may not make it into the Club Tuesday email, club socials and your B&F recipient may not receive their vouchers. More to be communicated on the vouchers.

Please use the following outline;

Subject: Team Name

Body:

- Opposition (Including Colour)
- Score with loss/win/draw at the end
- Full name of goal scorers
- Full name of best and fairest winner (only the winner)

If you wish to submit a complaint to HACT we require you to contact the club President. HACT now requires all complaints to come from Club Executives and not individual representatives. Please email them at anuwhcpresident@gmail.com with the complaint and preferably the names of two witnesses for evidence.

Guidelines & Policy

Fill-Ins Guidance

Coaches are required to source subs when required. The aim is to name a minimum of 14 players each week. We understand sometimes this isn't achievable. Fill-ins are to be taken from lower grades before pulling from above. HACT's competition rules do not allow for players to play across teams within the same grade. Once a player has played for a team they may not play for another in the same grade.

When choosing fill ins, the Executive recommend the following procedure;

- The coach seeking players asks coaches for a list of players that could fill the field position required.
- Coaches from other teams put forward a list of players who are best suited to play that position and performance based on the previous round.
- The coach seeking players reviews the list and selects their preferred fill-in.
- The coach/es of the fill-in player approach the player to see if they are available and happy to play.



- All communication around fill-ins is to be conducted on the Facebook Group to ensure transparency and so the Executive can understand what changes have been made.

HACT have confirmed teams are allowed to field 13 players' minimum by using no more than 2 players from a higher grade if there are no available players from the grade below. If you require more due to game clashes please contact your Comp Sec, as they may be able to request a dispensation for the round.

ANUWHC prioritises the development of players. With this we ask you to invite your fill-ins to join you for training the week of the game. If you begin using the same players over the course of the season we recommend coaches invite those players to permanently join your weekly training.

Escalation Points-of Contact

If coaches have any concerns or issues within our club administration throughout the season your first point of contact is the Comp Secs. If they are unable to resolve they will escalate to the Vice President's (VP).

If coaches have any concerns or complaints about players or the club throughout the season your first point of contact is to the VP. If they are unable to resolve, it will escalate to the President.

If players have any concerns or issues their first point of contact is the comp sec. If they are unable to resolve it, they will escalate it to the appropriate Executive member.

If coaches have Executive member/s in their team you may not go to them with any formal complaints. This is the same policy for players.

As a club we require written complaints to be able to escalate. The Executive will not be able to formally action any issues if there has been no written communication

First Aid

In 2021 HACT ruled the responsibility of first aid was to now be on the team and club, not HACT or Officials. This means we will need to have a first aid qualified person on each team. The Executive will endeavour to ensure this is the case for all teams.

Your coaches' kits will include a first aid kit. It is your responsibility to ensure it is at all games and training unless you have a designated member willing to undertake the task. First aid should only be undertaken by someone with a first aid certificate. If you do not have a **current** certificate, we ask you not to undertake any first aid. If an ambulance is required, HACT can help with procuring it but that is the full extent of their involvement.

If you have any questions, or an interest in undertaking a first aid course, please contact the Vice President's.



Concussion Protocol

Hockey can be a dangerous sport with the risk of concussions. If there is a concussion in your game, Hockey Australia requires their [Concussion Reporting Form](#) to be completed and returned. This can be done by the member, but we ask it to be completed by the coach or manager who attended the game. When returning the form, please send it to the club for our Secretary to forward onto the correct institutions.

Injuries and Incident Reporting

All injuries and incidents that occurred during a game must be logged in Revolutionise and notify the Executive (this can be done in your results email). If a player would like to seek an insurance claim, they will need to submit a form through [HACT's Insurance](#) company ([Honan Sport](#)). Please find forms linked at the end of this document.

Round Complaints

If you have any complaints arising from a round, they must be submitted to the President (CC Vice President and Secretary) by 12pm the Monday after that round. The President of the Club must notify HACT that a complaint report has been received and are looking at the incident more closely by 5pm on the first Monday following the incident. The club will then review the complaint with the coach/player for final report submission on the Wednesday following the incident. The President will submit the report to HACT no later than 12pm the first Wednesday after the club having informed HACT of the incident.

Additional HACT information about round Complaints can be found on the HACT [Publications Page](#)

Red Card Reporting Form

If one of your players receives a Red Card during a game HACT requires a form to be completed. The Executive asks you to please also inform us of any Red Cards. This can be done in your results email.

HACT's [Red Card Reporting Form](#) can be found on linked at the end of this handbook and on HACT [Publications Page](#) where you can also find additional information about HACT's Disciplinary Tribunal and Appeals.

HACT Senior Competition Rules

As a club we are required to follow the competition rules set out by Hockey Australia and HACT. We recommend reading the [HACT Senior Competition Rules](#) prior to the season, if you have not done so before.



Club Communication Guidelines & Policy

Administrative Team Communication

Each team will have a central location for communication. Previously Facebook Messenger and WhatsApp have been used. This is up to you and your team to decide on. The main uses of this chat is to organise subs for other teams, social events and team bonding. The team is required to abide by ANU Sports [Social Media Policy](#). Teams will often create alternative chats without the coach, we recommend each team having a representative to monitor communication when you aren't present. If any problems arise which cannot be resolved, we ask for you or the representative from your team, contact the Executive for further assistance.

Communicating with Difficult Players

We know sometimes coaches struggle to communicate with difficult players. You are the first point of contact and the Executive will support you as best as possible with the situation you are in. Our recommendation is set your tone early. Communicate with the entire team your expectations from them in terms of behaviour and communication. While this will not always work the following tips are recommended by Sport Australia;

- Constant Feedback
- Tailored Training Programs
- A Variety of Training
- Confidence Management
- Continuous Communication

If the situation continues throughout the season and none of the safeguards you have in place work, please reach out to the Executive for us to action. If the player is affecting the team environment, have a representative also reach out.

Communicating Criticism

Communicating criticism to players can be something which can affect their mental state. When giving feedback, think about your tone, the meaning behind what you are saying as well as the possible cultural differences. Players need to know not only what isn't working but how to improve the criticism. Avoid asking "why" questions and focus on specific instructions and positive reinforcement. During game time, only give corrective feedback if athletes are able to make changes right away. If they will not be able to please save it for training.

The Executive will not run your games or training. They will step in if there has been significant feedback from club members.



Juniors (Minors)

ANU Sport Policy

ANUWHC is an ANU Sport approved club to hold junior members. We must follow ANU Sports [Club Junior Members & Child Safeguarding Policy](#). In the policy ANU Sport defines a Junior as a person under the age of 18 but have an alternate policy if they are an ANU Student. In both instances the junior's parent or guardian must act as a guarantor prior to them turning 18.

ANUWHC offers a safe space for Juniors, primarily from UniJuniors Hockey Club, to develop their skills and gameplay in a matured and experienced environment. We wish to encourage juniors to feel included and comfortable in the team and club while helping them to progress and develop their hockey skills and knowledge.

It is a Club requirement for all coaches and Committee members to obtain and hold a Working with Vulnerable People (WWVP) card. If you have not previously held one you will be required to apply for one prior to the commencement of the 2024 season. If you are unable to obtain or hold a WWVP card, you will be released from the club due to ANU Sports policies and for the protection of vulnerable members.

If the ANU Sport policy is breached, please see below penalties which may apply;

- Direct that the offender attends counselling to address their conduct
- Recommend that the appointment of any role which the offender holds within the club is terminated.
- Suspend the offender from competition for such period as the club sees fit.
- Terminate the membership of the offender with the club.

New Committee Position

Development Officer

The aim of this position is to give all coaches the opportunity to work alongside our CL coaches, as well as with their players. This will allow you to be exposed to different structures/styles of play and also the ability to grow and develop their coaching skills and knowledge. In turn this will help close the gap between SL and CL and help create a more cohesive club structure.



Executive Committee Contacts

President: Maeve Galvin

Email: anuwhcpresident@gmail.com

Phone: 0459 605 010

Vice President: Morgan Hill & Nina Gannon

Email: anuwhc.vp@gmail.com

Phone: 0473 436 717 & 0434 880 754

Treasurer: Linda Nixon

Email: anuwhc.treasurer@gmail.com

Secretary: Charlie Mason

Email anuwhc@gmail.com

Competition Secretary CL1-SL2: Charli Weir

Email: anuwhc@gmail.com

Phone: 0449 948 188

Competition Secretary SL3-SL5: Olivia Cowell

Email: anuwhc@gmail.com

Phone: 0409 029 552



Helpful Links

Coaches Google Drive File

https://*****/drive/folders/1rAGO039ZoZxHK_qRMrA5Mszoazsq9bQh

ANU Hockey Club Facebook Page

<https://www.facebook.com/share/skaEnpixbJ75GXqp/?mibextid=K35XfP>

ANU Sport Policy & Procedures

<https://www.anu-sport.com.au/PolicyandProcedure>

ANU Sport Social Media Policy

<https://www.anu-sport.com.au/files/Documents/Policy/ANU%20Sport%20Social%20Media%20Policy%20%20-%20July%202021.1%20Board%20approved.pdf>

HACT First Aid Policy

<https://cdn.revolutionise.com.au/cups/hockeyact/files/ckmeuqvpxv0pljw3.pdf>

Concussion Reporting Form

<https://cdn.revolutionise.com.au/cups/hockeyact/files/in8xt9eeyfijmdff.pdf>

Injury Reporting Form

<https://cdn.revolutionise.com.au/cups/hockeyact/files/tucieuezi7dxr8xo.pdf>

Incident Reporting Form

<https://cdn.revolutionise.com.au/cups/hockeyact/files/e4e3eapltphbxqo.pdf>

HACT Insurance Information

<https://www.hockeyact.org.au/about/insurance/>

Honan Sport Insurance Form

<https://hockey.honansport.com.au/PersonalInjury/Claim>

Red Card Reporting Form

<https://cdn.revolutionise.com.au/cups/hockeyact/files/aq0p3mllylloeybh.pdf>

HACT Senior Competition Rules

<https://cdn.revolutionise.com.au/cups/hockeyact/files/zllvlcah7zpd9wjl.pdf>



Acknowledgement

Please sign below to acknowledge you have read and understood the 2024 Coaches Handbook. Then return to the Vice Presidents for club records.

Name: _____

Sign: _____

Date: / /