



Volunteer for Hockey



Leadership Awards
(organisers portfolio)

Contents

Contents	Page 2
Introduction	Page 3
Course Outlines	Page 4
Course Organisation Process	Page 8
Course Forms	Page
Course Registration Form	10
Regional Contacts List	11
Leadership Course Register	12
Candidate Registration Form	13
Tutor Evaluation Form	14
Participant Evaluation Form	16
Leadership Plus Awards	Page 18
Tutor Application Form	Page 19
Additional Documents	
Advertising Poster (PDF)	
Marketing Power Point Presentation	
Volunteer Database (excel document)	

Introduction

Welcome to the Hockey Leadership Award Programme. This programme has been developed by a team of professional and volunteer hockey personnel. It aims to provide parents, students, teachers, players and other potential leaders with a basic knowledge of the key areas of hockey (umpiring, coaching and managing) alongside the confidence to introduce and develop aspects of the game safely to players.

There are no pre-requisites to participating in the programme (other than minimum age of 13yrs) as it is specifically designed for potential leaders who have little delivery or playing experience. The programme consists of practical and theory sessions intended to allow participants the opportunity to develop their leadership skills in a structured learning environment.

The programme may be delivered as a stand alone course called the **Hockey Leadership Award** or, as independent **bolt-on** modules alongside the SL UK LI Community Sports Leadership.

You don't need to be a sporting superstar to get involved. No qualifications are required to start the course, and while there are challenges and some tests, it's all fun, it's all rewarding and it will genuinely support your development and enjoyment of hockey.

It can really boost your confidence and help you in work, education, sport and life.

"The Hockey Leadership Award is the start of getting you involved in learning by doing. Hockey Leaders, having gained this award will have developed a variety of new and important skills that span our sport"

(Mindy Dhanda - England Hockey Youth Panel)



Regional Office Contact Information

East Office	east@englandhockey.org	01284 756930
Midlands Office	midlands@englandhockey.org	01509 228676
North Office	north@englandhockey.org	01924 369909
South Office	south@englandhockey.org	01628 890462
West Office	west@englandhockey.org	01392 264031

Please also see Education & Schools section at www.Englandhockey.co.uk

Course outlines

General Course Aims

The Leadership course is intended to help leaders progress to a stage where they:

- Have an understanding of the structure of England Hockey and how valuable the volunteer structure is to the delivery & implementation of hockey initiatives.
- Have an understanding of the roles & responsibilities of umpiring, coaching and managing players and teams.
- Have an understanding of ways to assist others in the delivery of hockey.
- have an interest in furthering their development in one or more of the areas within hockey

Specific Module Aims

Module A - Principles of Leadership. This module aims to provide leaders with:

- An understanding of effective ways to share information and lead groups.
- Knowledge and understanding of the role a leader has to play.
- Knowledge of best practice and safety in hockey.
- Increased confidence to deliver/ lead in a specific role through development of essential skills.

Module B - Foundation Umpire. This module aims to provide leaders with:

- An opportunity to develop a better understanding of the roles & techniques of the umpire and the rules of Hockey.
- Knowledge of best practice and safety in hockey.
- increased confidence to lead in a specific role through development of essential skills.

Module C - Foundation Coach. This module aims to provide leaders with:

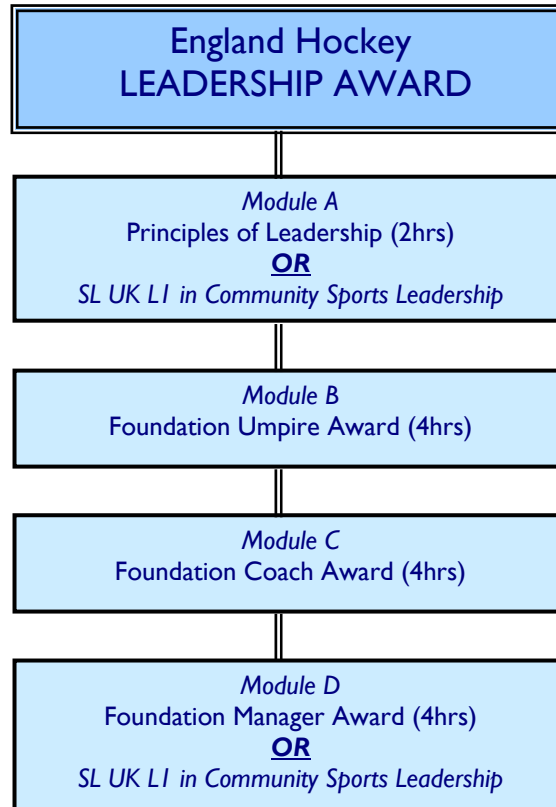
- An understanding of the coaching points and practices that encourage core skill development.
- Methods of structuring small-sided games to develop skill and understanding of the principles of play.

Module D - Foundation Manager. This module aims to provide leaders with:

- An understanding of the competitive structures within the county, region and country.
- Opportunities for administration and management within hockey.
- Methods of organising a tournament and an understanding and experience of the management involved on the day of a tournament.
- An understanding of the duties, skills and qualities required when managing a team.

Course structure

The course consists of a blend of practical sessions with supporting theory. When delivered solely as a Hockey Leadership Award it should be a minimum of 14 hours contact time, with a large part of this pitch based.



The awards can be delivered in a variety of ways and by a variety of institutions. A delegate need not study all modules alongside each other, and may have a variety of delivery mechanisms. E.g. via the curriculum, extra-curricular studies, School Sport Partnership, County Sport Partnership, Local Education Authority, Clubs etc.

Delivery example 1: Candidates undertake all four EH modules A, B, C & D and achieve the England Hockey Leadership Award (14hrs).

Delivery example 2: Candidates undertake a SL UK LI in Community Sports Leadership and modules B and C. Candidates will be awarded the England Hockey Leadership Award, if in conjunction they have achieved the SL UK award (8 hrs plus SL UK LI course).

Delivery example 3: Candidates undertake a SL UK LI Community Sports Leadership and one module (B or C) as a specified bolt-on. They stop and take no further modules, and are awarded a foundation certificate in their chosen area (Umpiring or Coaching) by England Hockey, if in conjunction they have achieved the SL UK award (4hrs plus SL UK LI course). From here SL UK LI Community Sports Leaders **only** could go on to study the remaining foundation module and achieve the England Hockey Leadership Award.

Delivery example 4: Candidates undertake a 2hr generic leadership/volunteer module (A) and one module (B, C or D) as a specified option. They stop and take no further modules, and are awarded a foundation certificate in their chosen area (Umpiring, Coaching or Management) by England Hockey (6hrs).

From here they **could** go on to study the remaining two foundation modules and achieve the England Hockey Leadership Award (8hrs).

Certification

On completion of the course, participants will be presented with an Award Certificate. Each module of the Leadership Award will be signed on behalf of the NGB by the lead tutor at the various stages of completion.

All awards with exception to the Foundation Umpire are attendance and experience based and will not be competency driven or assessed. The Foundation Umpire Award has an examination and a chance to gain practical experience within the full leadership course.

Registration guidelines

There is a fixed registration cost of £30 per candidate, as all candidates will be registered for the full award (essential should they wish to progress from a foundation award at a later time). A full set of resources will be sent to all candidates upon registration. Because of the costs of the resources which are given to all candidates regardless of whether attending a module or the full course there are no opportunities to reduce the price. We are confident that the resources are extremely worthwhile to the candidates especially if they are gaining voluntary hours for their leadership plus awards. As can be seen from the list of resources below, the course price truly reflects the quality of course and resources.

Resources

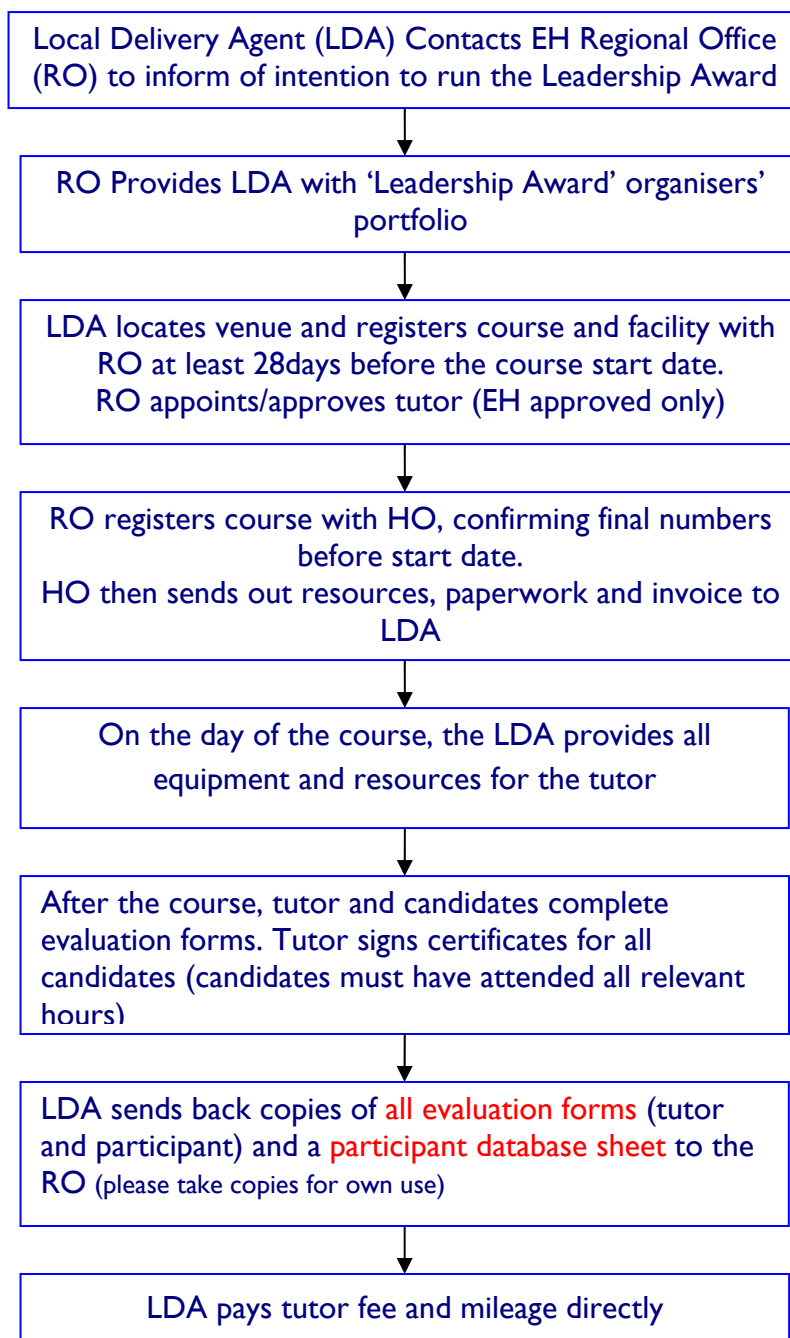
All candidates registered on any part of this course will receive:

- o Leadership Award Resource Pack.
 - o Core Skills DVD
 - o Whistle.
 - o 'Sport Plan'-Individual access (via voucher code) to on-line Hockey Leaders site incorporating, electronic versions of candidate packs, all templates, skills coaching points to support the core skills DVD, skill practices and small games, plus session planners.
- Also included are downloads such as umpire presentations from the foundation umpire module and the FIH Rules Book 2005 for Outdoor & Indoor Hockey plus the EH 2006 Outdoor & Indoor Hockey Rules update. Also available on the site is the Mini-Hockey and Zone Hockey Rules Books.

Potential other costs to be covered are pitch hire, tutors fees and expenses, publicity and promotion costs and administrative costs. These should ideally be covered by the Local Delivery Agent (course organiser; club, school, local authority) but may be passed onto the candidates.

There is no minimum or maximum criterion for the number of candidates on the course; however care should be taken to make sure that the learning environment for all candidates is highly productive. Discussion between the LDA and tutor should take place regarding the number of candidates predicted on the course.

Organisation process



Key

LDA = Local Delivery Agent. (This can be any organisation which could organise and finance the course delivery; E.g. Local Education Authority, Local Sports Council, County Sports Partnership, County, School Sport Partnerships, Schools, Clubs *(as part of Club School Links)*).

RO = England Hockey Regional Office.

HO = England Hockey Head Office.

Venue, equipment and facilities required on the day:

A suitable flat hockey playing area is required. Ideally this should be half an artificial turf pitch; however other areas may well be suitable, such as a good indoor sports hall. Preferably, the practical space will have an indoor meeting/teaching area close by.

The following equipment and facilities are required for all courses:

- 40 balls, a set of 50-100 markers, two different coloured sets of bibs
- Room available close by for registration and theory sessions
- Marker board or flip chart
- Possibly an overhead projector and screen, video player and TV.

Please note that the course hours identified in the course descriptions relate to the time required delivering the hockey content and do not include breaks/lunchtime. Please confirm with the tutor or Regional Office the facilities to be used and the coaching equipment (e.g. bibs, balls and cones) that is available or required.

Candidate equipment:

Participants require appropriate sports wear, personal protective equipment (mouth and shin guards if playing) and a hockey stick. Where goalkeepers are used, please refer to the *Rules of Hockey*, which can be purchased from England Hockey Head Office.

Tutors

Leadership Tutors will be required to register with England Hockey via the Regional Offices, and in so doing provide information, with supporting evidence, of their experience in the game. The following points offer some guidance of qualifications and experience required.

Tutors must have

- Minimum Level 1 Coach Award
- Valid CRB certificate
- Good communication & organisational skills
- Proven hockey experience (via CV)

Desirables

- Coach award tutor
- Level 1+ umpire or umpire coach
- Coaching for Teachers Tutor
- Teacher/Lecturer with proven hockey experience

Tutors for this course where it is part of the SL UK Sports/ Community Sports Leaders Award will need also to satisfy the requirements of the British Sports Trust.

On being accepted by the Regional Offices (on behalf of England Hockey) to deliver the leadership course, tutors will become accredited Leadership Award Tutors, for a period of 3 years. All tutors will be evaluated throughout these 3 years to ensure consistency and competency in delivery of course content. Course evaluation forms will be collated by regional offices from all courses to manage this process.

Tutor application forms can be found on page 18 of this document. All potential tutors must complete a form for the regional office files.

Tutor fees:

The Tutor Fee is £15 per hour (in line with EH allocated hours). In addition travel will be paid at 16p per mile (Paid by Local Delivery Agent). The mileage rate has been set in accordance with travel guidelines by England Hockey.

Insurance:

England Hockey tutors are expected to source their own insurance. England Hockey does not provide additional cover unless tutors are being paid directly by England Hockey and working on behalf of England Hockey.

LEADERSHIP COURSE REGISTRATION FORM

REGISTERING YOUR COURSE

1. Complete Course Registration form and send to your Regional Office (please see page 11) 28 day prior to the Course Start Date.
2. Your Course will be allocated a Course Registration Number by England Hockey and you will be notified of this number by email or fax. PLEASE NOTE THAT YOU ARE REQUIRED TO INCLUDE YOUR COURSE REGISTRATION NUMBER ON ALL RELATED CORRESPONDENCE.
3. On receipt of the Course Registration Number the Course Organiser should either forward a cheque/PO or an Official Order Number to the Development Services Administrator at the National Office no later than 14 days prior to the commencement of the Course.

RESOURCE TYPE (Please enter number of resources required)

LEADERSHIP	£30	Total Cost for resources: £
Please ensure that the correct number of resources is ordered, postage and packing will be charged for additional resources at £3 per resource.		

(*Price is per candidate for resources only)

COURSE ORGANISER DETAILS

COURSE ORGANISER:	
DELIVERY ADDRESS:	INVOICE/RECEIPT ADDRESS:
POST CODE:	POST CODE:
DAYTIME TEL. NO:	FAX NO:
EMAIL ADDRESS:	

COURSE DETAILS:

MODULE DATES/TIMES: (Please provide a full schedule if available)					
	Date	Time		Date	Time
Module A – Principles of Leadership			Module C – Foundation Coach		
Module B – Foundation Umpire			Module D – Foundation Manager		
COURSE VENUE:					
COURSE TUTOR					
COST OF COURSE TO CANDIDATES: £			NUMBER OF CANDIDATES:		

TERMS OF DELIVERY

- No resources will be dispatched without payment in advance/or an official order number AND a course registration number
- Cheques/POs should be payable to ENGLAND HOCKEY
- Please allow 14 days for delivery – England Hockey cannot guarantee delivery unless this is given
- PLEASE NOTE THAT ENGLAND HOCKEY CANNOT ACCEPT RETURNED RESOURCES**

CONFIRMATION

I confirm that the information given on this form is correct and that I am responsible for notifying England Hockey of any changes. I understand that England Hockey or other organisations associated with England Hockey, may visit the course or assessment sessions for quality control purposes at any time. I have read and I do understand the Course Organisation Guidelines and I agree to abide by them.

Sign & Print Name: _____ Date: _____

COURSE REGISTRATION NUMBER: _____ RDM APPROVAL: _____ DATE: _____

AjP/July06

<p>EAST OFFICE Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Lincolnshire, Norfolk, Suffolk</p> <p>England Hockey- East Leisure Services St Edmundsbury Borough Council Angel Hill Bury St Edmunds, Suffolk IP33 1XB</p>	<p>Charles Farrow - Regional Development Manager Harriet North – Regional Administrator</p> <p>Telephone 01284 756930 Fax 01284 756931 Mobile 07811 336895 Email: east@englandhockey.org</p>
<p>MIDLANDS OFFICE Birmingham, Derbyshire, Worcestershire, Leicestershire, Northamptonshire, Nottinghamshire, Shropshire, Staffordshire, Warwickshire,Black Country</p> <p>England Hockey - Midlands Room HPC2.13, Loughborough University High Performance Athletics Centre Ashby Road Loughborough Leicestershire LE11 3TU</p>	<p>Steve Floyd - Regional Development Manager Elaina Leithead – Regional Administrator</p> <p>Telephone 01509 228676 Fax 01509 228678 Mobile: 07725 432018 Steve – 07904 546171 Elaina Email: midlands@englandhockey.org</p>
<p>NORTH OFFICE Cheshire, Cumbria, East Riding & Humberside, Lancashire, Manchester, Merseyside,Northumberland ,Durham,Isle of Man</p> <p>North & NE Lincolnshire, Tyne & Wear, Yorkshire</p> <p>England Hockey - North Silcoates School Wrenthorpe Wakefield WF2 0PD</p>	<p>Naomi Jones - Regional Development Manager Lewis Butcher – Regional Development Officer Jen Canon – Regional Administrator</p> <p>Telephone 01924 369909 Fax 01924 368693 Mobile (Naomi) 07725 432017 Mobile (Lewis) 07764 744152 Email: north@englandhockey.org</p>
<p>SOUTH OFFICE <i>Berkshire, Buckinghamshire, Hampshire, Isle of Wight, Kent, Surrey, Sussex, Oxfordshire, 33 London Boroughs,Middlesex</i></p> <p>England Hockey - South Bisham Abbey National Sports Centre Marlow Bucks SL7 1RT</p>	<p>Simon Letchford - Regional Development Manager Louise Riddle – Regional Development Officer Alex Teasdale – Regional Administrator</p> <p>Telephone 01628 890462 Fax 01628 890523 Mobile (Simon Letchford) 07793 955019 Mobile (Louise Riddle) 07725 432013 Email: south@englandhockey.org</p>
<p>WEST OFFICE Avon, Cornwall, Dorset, Devon, Gloucestershire, Herefordshire, Somerset, Wiltshire,Channel Islands</p> <p>England Hockey - West University of Exeter Reed Hall, Streatham Drive, Exeter EX4 4QR</p>	<p>Jane Cornelius - Regional Development Manager Jenny Mitchell – Regional Administrator</p> <p>Telephone 01392 264031 Fax: 01392 251033 Mobile 07880 555915 Email: west@englandhockey.org</p>

Candidate Registration Form

Please complete form in block capitals

Personal Details	
Name	Title
Permanent Address	Male Female
	Date of Birth
	Telephone Numbers:
	Home
Town	Mobile
County	Work
Post Code	Fax
Country	E-mail
Emergency Contact	
Name	Relationship (parent/partner etc)
Priority Telephone Number	Secondary Telephone Number

This enquiry is for monitoring purposes only. Please tick the appropriate box.	
White <input type="checkbox"/>	Black-African <input type="checkbox"/>
Black-Caribbean <input type="checkbox"/>	Asian <input type="checkbox"/>
Other _____ <input type="checkbox"/> (Please specify)	

To help us improve our support services, please indicate if you have any of the following:	
Asthma <input type="checkbox"/>	Diabetes <input type="checkbox"/>
Epilepsy <input type="checkbox"/>	Dyslexia <input type="checkbox"/>
Hearing Impairment <input type="checkbox"/>	
Are you registered as disabled? _____	
Please inform us of any other medical conditions as necessary _____	

Personal Accident Insurance will be the responsibility of the candidate.

Please tick if you do not want your name passed onto other organisations

Course Evaluation Report for Tutors

This report must be completed by the Tutor in partnership with the Course Organiser and upon completion it is to be forwarded to England Hockey Regional Office.

Course venue and date: _____

Name of Tutor: _____

How do you rate the course organisation?

Very Poor **Poor** **Fair** **Good** **Excellent**

How do you rate the contents of the course?

Very Poor **Poor** **Fair** **Good** **Excellent**

How do you rate the resources?

Very Poor **Poor** **Fair** **Good** **Excellent**

How do you rate the venue and facilities?

Very Poor **Poor** **Fair** **Good** **Excellent**

How do you rate the tutoring and learning strategies?

Very Poor **Poor** **Fair** **Good** **Excellent**

Please make any relevant comments overleaf.

Course Evaluation Report for Participants

England Hockey would welcome your comments on the Course that you have just attended. Your feedback will enable us to continue to develop and improve our Courses. Please complete the following questionnaire by ticking the appropriate boxes and provide supporting comments.

If you wish to comment confidentially please write to the Development Administrator, England Hockey, The Hockey Stadium, Silbury Boulevard, Milton Keynes, MK9 1HA.

Course Title _____

Course Venue _____ Course Date _____

Name of Tutor _____

How would you rate the information you received prior to the course?

Very Poor **Poor** **Fair** **Good** **Excellent**

How would you rate the organisation during the course?

Very Poor **Poor** **Fair** **Good** **Excellent**

How well was the course delivered by the tutor?

Very Poor **Poor** **Fair** **Good** **Excellent**

Have you gained more knowledge about hockey?

Yes **No**

If your answer is no, please advise us of how you would have added to or modified the Course

Have you developed greater confidence as a leader in umpiring and/or coaching and/or managing capacity?

Yes **No**

If your answer is no, please advise us of how you would have added to or modified the Course _____

Do you feel able to put theory into practice?

Yes **No**

If your answer is no, please advise us of how you would have added to or modified the Course

Did the Course match up to your expectations?

Yes **No**

If your answer is no, please advise us of how you would have added to or modified the Course

Was the venue satisfactory?

Yes **No**

If your answer is no, please advise us of how you would have added to or modified the Course

Is there any way in which you feel the Course could be improved, or are there any comments you would like to make?

Leadership Plus Awards

The leadership plus awards have been designed to reward voluntary activity within a hockey specific environment.

There are 3 awards based on voluntary hours completed –

Bronze 20 hours voluntary experience.

Silver 40 hours (Bronze Award plus an additional 20hrs) voluntary experience.

Gold 60 hours (Silver Award plus an additional 20hrs) voluntary experience.

On completion of the Leadership Award (attendance based) candidates will be eligible to apply for the relevant 'Leadership Plus' certificates. These are achieved by completing the Log of Voluntary hours on-line (using the voucher code for Sport Plan, given to you on the leadership award).

Candidates will complete the log which clearly identifies the elements of hockey with which they have assisted (coaching, umpiring or managing) alongside some self reflection of their role and personal development.

Candidates can either elect one specific area (umpiring, coaching or managing) or volunteer and log a variety of roles within a 20 hour period. This will allow some candidates to select a specific area of their development, rather than all three areas, should they so wish.

The log will be signed by the candidate and countersigned by the mentor, coach, teacher or tutor to confirm that the voluntary work has taken place.

On receipt of the completed log, England Hockey will forward the candidate the relevant certificate in recognition of their time and efforts for the game of hockey. The candidate's original log will also be returned.

Volunteer for Hockey - Leadership Tutor Application Form



All Leadership Tutors will be required to register with England Hockey via the Regional Offices, and in so doing provide information, with supporting evidence, of their experience in the game. The following points offer some guidance of qualifications and experience required.

Tutors must have

Minimum Level 1 Coach Award
Valid CRB certificate
Good communication & organisational skills
Proven hockey experience (via CV)

Desirables

Coach award tutor
Level 1+ umpire or umpire coach
Coaching for Teachers Tutor
Teacher/Lecturer with proven hockey experience

Tutors for this course where it is part of the SL UK Sports/ Community Sports Leaders Award will need also to satisfy the requirements of the British Sports Trust.

Name		Address	
Tel no:		Mobile no:	
Email address:			
Hockey Coaching Qualification(s) and date(s) awarded:			
Other related qualification(s) and date(s) awarded:			
Current First Aid Qualification Y/N		Current Child Protection Certificate Y/N	
Date:		Date:	
Employment Details (relevant to position)			
Please attach Current CV (showing current professional development for hockey): Y/N			
Return this form to your Regional Development Manager			