

YOUTH COACH

Key responsibility

To deliver within the programme of youth coaching at the club.

Role

- Input into the planning of the annual youth programme, in conjunction with other youth coaches.
- Deliver youth sessions as per the annual programme.
- Supervise and ensure the safety of young players when engaged in club activities.
- Supervise and mentor assistant coaches and volunteers within the youth programme.
- Keep up to date with coach development opportunities and child protection good practice.

YOUTH MANAGER (SUPERVISING CHILDREN)

Key responsibility

To manage a youth squad programme and ensure the welfare of the children and coaches involved.

Role

- Plan the annual programme for the squad, in conjunction with coaches.
- Organise activities for the squad, including games and tournament attendance.
- Communicate relevant information to parents.
- Ensure child protection policies and procedures are followed within all squad activities.
- Supervise the squad children during trips and activities.

PHYSIOTHERAPIST

Key responsibility

To advise and treat players within the club in relation to sporting injuries.

Role

- Communicate with and educate players to encourage good injury prevention techniques.
- Provide treatment to youth & senior players as required.
- Link with parents to agree the treatment programme for youth players.
- Maintain confidential records of treatment provided and progress.
- Carry out player profiles regularly.

PARENT HELPER

Key responsibility

To support coaches and club administrators in delivering youth activities and supervising children. Youth activities may include training, games, tournaments or social events.

Role

- Support the club in organising youth activities.
- Work with other club volunteers to supervise children at club activities and ensure the safety of children at these activities.
- Assist in the coaching of youth players at club activities, using positive coaching principles to make hockey participation fun.
- Transport youth players to tournaments, where applicable.

CHILD PROTECTION OFFICER – Club / District

Role

- Be supported and appropriately trained by Scottish Hockey.
- Implement and promote appropriate District or Club Child Protection Policy and Procedures.
- Regularly report to the appropriate District or Club Committee.
- Act as the main contact within the District or Club for the protection of children.
- Encourage good practice and support of procedures to protect children.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children.
- Communicate with the Scottish Hockey Child Protection Officer.
- Maintain confidential records of reported cases, action taken, liaise with the statutory agencies and ensure they have access to all necessary information.
- Report cases, concerns and action taken to the Scottish Hockey Child Protection Officer.
- Attend training on the protection of children and organise appropriate training for other members.
- Establish and maintain contact with local statutory agencies including the police and social work services.
- Monitor and review the Child Protection Policy and procedures for their club.
- Ensure there are mechanisms in place for quality assurance.

HOCKEY DEVELOPMENT OFFICER

Key responsibilities

Develop and implement a local Hockey Development Plan in partnership with clubs, the District, schools. Local Authority Sport Development Teams and Active Schools to ensure sustainable pathways are created.

Role

- Lead the development of hockey by establishing integrated systems at a regional and local level that result in regional and local hockey plans linked to Scottish Hockey plans, national plans and local plans.
 - Influence local partners to create annual plans that integrate national, regional and local priorities.
 - Develop positive relationships with key partners from the paid and voluntary sectors.
 - Draft a development plan in consultation with the hockey community.
 - Support partners to implement the plan as required.
 - Access resources to implement the plan.
- Attend, and lead as appropriate, groups that support the development of hockey.
 - In particular, Regional association meetings, Local Hockey development groups and other forums as appropriate.
- Organise and support local youth events, festivals and tournaments as appropriate.
- Line manage Scottish Hockey staff based in the region and manage Scottish Hockey programmes run in the region.
- Ensure appropriate reporting of activity within the region occurs, including the collection of monitoring information and publicity of outstanding achievements.

ASSISTANT DEVELOPMENT OFFICER

Key responsibility

To provide support to the local clubs, Active Schools and Sports Development Teams to develop the organisation of and increase participation in Hockey in the area allocated.

Role

- Support the organisation and delivery of the following activity:
 - Organisation and delivery of taster sessions in local primary schools
 - Organisation and delivery of after school clubs for Active Schools, Sport Development or the local Hockey Club.
 - Promotion of the local Hockey Club at local schools.
 - Monitoring participation in hockey
 - Ensuring all child protection procedures are followed
- Other general duties as required