

Whitley Bay Ice Hockey Club

Junior Development



Club Handbook

2014 / 2015

Club Constitution

Effective Date: January 2002, updated July 2014

Name

The name of the Club shall be Whitley Bay Ice Hockey Club Junior Development ('the Club').

Base

The Club is based at Whitley Bay Ice Rink, Hillheads Road, Whitley Bay, Tyne & Wear NE25 8HP

Objectives

The objectives of the Club are to;

- Organise, develop and promote Junior ice hockey consistent with the aims of the English Ice Hockey Association (EIHA) or any successor body
- Develop ice hockey players for the mutual benefit of the individual and the Club
- Raise and provide financial support for the benefit of Junior ice hockey and the Club

A Development Policy will support these objectives.

Playing Membership

Membership shall be open, regardless of sex, nationality, religion, race or colour to;

Competition of registration to Whitley Bay Ice Hockey Club Junior Development makes the player and parents/guardians responsible for all requirements of the 2014/15 club handbook and any enforcements therein.

- Persons who qualify by age to participate in junior ice hockey organised by EIHA and/or other governing bodies of the sport
- Persons who are duly registered following payment of registration fees and up to date subscriptions
- Membership will be organised in accordance with age groups determined by EIHA and shall remain open until disqualified by age or another clause in this Constitution.
- The Club shall operate a maximum limit of members per age group, to be periodically determined by the Club's Management Committee after consultation with other interested parties.

Termination of Membership

Unless otherwise agreed by the Management Committee membership of the Club will automatically terminate once membership subscriptions are more than one month in arrears.

Reinstatement of membership following late or non-payment of subscriptions shall be at the sole discretion of the Management Committee.

The Management Committee retains the right to terminate membership of any member for other just reason provided that the member along with a parent or other representative is given the opportunity to be heard by the Club's Management or Disciplinary Committees prior to a final decision being made. Subject otherwise to the terms of the Club's Disciplinary Policy.

Subscriptions

Each member shall pay a monthly subscription at a rate periodically agreed by the Management Committee.

Notice of any change in subscription rate will be given at least one month in advance. The Management Committee does however reserve the right to levy supplementary subscriptions in exceptional circumstances without prior notice.

Membership of the Club runs from 1st August to 31st July.

Management Committee

The policy and general management of the Club shall be the responsibility of a Management Committee, which shall meet at least once a month.

The Rink Manager shall have automatic membership of the Management Committee and retains ultimate responsibility for selection of the Management Committee, which shall comprise;

- Chairperson
- Vice Chair
- Secretary
- Treasurer
- Child Protection Officer
- Head Coach
- Team Representatives

Team representatives will be selected on an annual basis. In the event of interest from more than one person the appointment will be determined by majority vote at team level.

Issues raised at Management Committee or other Club meetings shall be decided by majority vote. No person shall have more than one vote other than the Chairperson who, if necessary, can exercise a casting vote.

The Club shall retain minutes of all Management Committee meetings and appropriate parts will be made available for any inspection by any member having reasonable cause to see them.

The Management Committee shall be responsible for appointment of Coaches and Managers.

Team Managers shall be directly responsible to the Management Committee for off ice issues.

Annual Open Meeting

A meeting open to representatives of all members will be held annually in order to;

- receive a general progress report and consider future plans
- receive reports from the Club Treasurer and Head Coach
- address queries from members, representatives and other interested parties

Finance

All monies raised by, or on behalf of the Club, shall be applied to further the objectives of the Club.

The Treasurer shall keep proper accounts of the finances of the Club which shall be available for inspection and/or audit within a reasonable notice period.

The Treasurer shall open and maintain such accounts as deemed necessary at recognised Banks and other financial institutions in the name of the Club.

The Treasurer and at least one other member of the Management Committee shall sign all financial transactions on the Club account(s).

Affiliation

The Club shall be entitled to affiliate to any appropriate National body or other organisations with similar aims and objectives.

Standing Orders

The Management Committee shall be empowered to add, change or modify this Constitution and/or other Club policies and procedures at any time. Such amendments shall come into effect immediately provided that they are not contrary to the general aims of the Club.

Should the Club cease to function for any reasons funds and assets, net of outstanding liabilities, will be distributed equally between current members.

Signed: *(Chair)* Dated:

For and on behalf of Whitley Bay Ice Hockey Club Junior Development

Junior Development Policy

WBIHCJD seeks to provide a caring and friendly environment in which members can learn and improve their playing skills and develop to their full ability.

The Club aims to maintain EIHA Division 1 status across all age groups. To achieve this there is a need to balance team requirements with individual development needs.

In support of these aims;

- A Head Coach will be appointed to oversee the Training & Development programme and ensure structured progression between age groups.
- The Head Coach will appoint a suitably qualified Lead Coach per age group to deliver the Programme at team level.
- One or more Assistant Coaches and a Team Manager will support Lead Coaches.
- Registered players may also be called on to provide additional on ice support.
- The Head Coach is responsible for the continued development of all Coaches and assistants.
- Players must demonstrate a reasonable level of skating ability before being allowed to train with Club teams.
- New Under 10, Under 12 and Under 14 players must have attained at least Grade 4 of the rink's 'Learn to Skate' (Rookie) programme.
- New Under 10, Under 12 and Under 14 players are required to fully complete the rink's 'Learn to Skate' (Rookie) programme i.e to Grade 12 after they have joined their age group.
- The relevant Lead Coach will determine the degree of ability required for other age groups.
- Players will be encouraged to work on skating skills in their own time i.e. public sessions in order to ensure maximum progression.
- Players may be invited to train up an age group at the discretion of each Lead Coach, subject to demonstrating commitment to their own age group and an appropriate level of skill and fitness. This privilege may be withdrawn at any time.
- Players may also be requested to train down an age group where it is considered that it will aid overall development.
- Lead Coaches will select teams for games according to players' ability, attitude and attendance record. (Note - players missing training sessions without good cause immediately prior to games will not be eligible for team selection).
- Notice of intended absence from training or games must be given to the Team Manager as soon as possible.
- Teams for league matches will generally be restricted to 3 lines of players and Lead Coaches will make every effort to ensure that selected players receives regular, but not necessarily, equal ice time during games. Being picked for a team does not automatically qualify for ice time during the game.
- Lead Coaches will give priority to own age group players games - players 'training up' will only be selected to play at the higher age group where they are particularly skilful or if the team is short on numbers and their involvement will not prejudice own age group players.
- Players will not be expected to travel to away games where there is no realistic prospect of ice time.
- Reasonable attempts will be made to arrange additional challenge games and tournaments for players not selected for regular season fixtures.
- Lead Coaches will undertake player evaluations and provide constructive feedback to players / parents at periodic intervals.
- The Club will support participation in regional (Conference) teams as a means of development provided it does not prejudice own team needs.

Players Code of Conduct

When I register as a player, not only am I signing to agree my membership of the WBIHCJD, but I am also signing to say that I understand, and will to the best of my ability, adhere to this Code of Conduct.

- I will participate because I want to and for the fun of it, not just because my Parents or Coach want me to.
- I will co-operate with and respect my Coach, match officials, team mates and opponents, because without them there would not be a game for me to participate in.
- I will play to the rules of the game.
- I will always try to control my temper – both my team, and I will benefit. I understand that competition is stressful and can provoke powerful emotions but fighting and “mouthing off” spoils the game for everyone.
- I will not use inappropriate language.
- I will be a team player and encourage others to work together; if I work hard my team will benefit.
- I will set a positive example for others, particularly younger players and supporters.
- I will remember that my Coaches and other officials are volunteers and are there to help me.
- I understand that while they can and will make mistakes from time to time, I must still respect their decisions.
- I will let my Coach and Captain ask any necessary questions to match officials.
- I will remember that while it is great to win, it should be fun to play at all times.
- I will thank my Coach, the Officials and my parents/supporters for their time and support.
- I will respect the facilities and the property of others.
- I will behave appropriately in the changing rooms and ice rink including travel to/from the venues (both home and away).
- I will accept consequences, as deemed appropriate, from my coach as a result of any poor behaviour on or off the ice, which may be a warning, eg 2 laps, sit out 2 minutes, sit out 5 minutes, miss rest of session/game, miss next session/game etc. More serious breaches of discipline or persistent bad behaviour could result in expulsion from the Club.

Ice Hockey is a fast and often physical sport but there is a big difference between playing and training competitively, and the intimidation and abuse of others. WBIHCJD has a policy of ZERO TOLERANCE towards verbal and physical abuse. Any individual found to be involved in the verbal or physical abuse of another club member may, at the discretion of the Disciplinary Committee, be suspended or excluded from the Club.

Parents Code of Conduct

When I register my child as a member of the Whitley Bay Ice Hockey Club, I am signing to say that I understand, and will to the best of my ability, adhere to this Code of Conduct.

- I will also, where necessary, explain to my child the Code of Conduct for players and ensure my child understands what is expected of them.
- I will avoid forcing my child to participate in this sport and remember that my child is playing for his/her enjoyment not mine.
- I will encourage my child to play by the rules and to resolve conflict without resorting to violence. I will always lead by example.
- I will teach my child that although it's fun to win, trying hard and doing one's best is really the "name of the game".
- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will always offer constructive advice and assurance that continued effort would make for improved performance next time out.
- I will have realistic expectations for my child. I will acknowledge their limitations if they are new to the game and avoid making unfair comparisons against more experienced players.
- I will accept that in competitive games they may not always get the same amount of ice time as other players.
- I will make sure I support my child in what he or she feels is important. I will praise their achievements that make my child feel good.
- I will support the Coach. I realise that they are dedicated volunteers who are committed to ensuring the best possible experience for my child.
- I will never question the Match Official's judgement or honesty in public.
- I will never question the coaches judgement throughout training or games.
- I will be a supportive and fair spectator when attending my child's games.
- I will discuss playing fair and encourage my child to understand that violence is as unacceptable in professional sports as it is in their own league.
- I will remember that children learn best by example. I will applaud good play by members of both teams.
- I will respect my child and everyone involved in their sport for their efforts and commitment. I will remember that the people who work to support my child in sport are also supporting me.
- I will not shout "at" my child – I will shout for them!!

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Coaches Code of Conduct

When I register as a coach for the season with the WBIHCJD I am signing to say that I understand, and will to the best of my ability, adhere to this code of conduct.

- I will never take chances with young people's safety. I will make sure that equipment and facilities are safe and that they match player's ages and abilities.
- I will not encourage or allow the taking of any performance enhancing drugs. I must inform the parents if I believe that a player is taking any form of illegal substances.
- I will not encourage injured players to return too early or play while injured.
- I will follow the advice of a doctor in determining whether an injured player is ready to play again.
- I know that I have a duty to protect my players from all harm or abuse, which includes verbal and physical abuse.
- I will not put players at risk by playing them just on their ability but will take into account both physical and emotional maturity as well as experience.
- I will avoid, where possible, overplaying talented players and make sure, where possible, newer and weaker players have similar playing time to each other in games.
- I will respect my players and will be responsive to their individual needs.
- I will help reduce stress for players by reminding parents that too much pressure on children can detract from the fun and personal growth that sport can bring.
- I will be generous with praise and set a good example.
- I will remember that children need a coach that they can respect.
- I must not conduct myself in an aggressive or derogatory manner towards any other coach, players, parent, officials or spectators at any time.
- I will avoid ridicule or yelling at players for making mistakes or for losing.
- I will remember that children play to have fun and should be made to feel good about themselves.
- I will encourage my team to respect the opposing team and to accept the judgements of officials and opposing coaches without argument.
- I will teach my players to be fair and respect the rules of the game at all times

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Social Media Policy

Facebook and similar social media sites provide a great way for family and friends to keep in touch and share information BUT it is all too easy to post things that are later regretted or that it may not be appropriate for others to see.

Parents and players are therefore asked to think carefully before posting messages that might be seen as being harmful to the Club's reputation or represent a personal attack on individuals. The Club reserves the right to take disciplinary action in such cases.

Disciplinary Procedure

- Minor breaches of discipline by players will whenever possible be dealt with promptly by the Coach, employing sanctions such as benching or suspension from a training session. Undisciplined behaviour may also lead the Coach to consider that the offending player is unfit for match selection.
- More serious breaches will be referred to the committee and a meeting will take place with the player, the team coach and the parent if they are U16. For U18 players it is their decision whether to have their parents at the meeting.
- The committee is empowered to suspend an offending player from all Club activities for as long as it sees fit, and in extreme cases be expelled from the Club.
- The committee will hear verbal evidence and consider written submissions if facts are in dispute or if required to determine the level of punishment. The committee may consult informally as soon as an incident comes to light, and may decide to impose an immediate suspension until such time as evidence can be fully heard.
- The committee will decide on expulsion from the Club. It may also consider appeals against decisions of the committee, but in such cases may decide to increase rather than reduce any punishment.
- Unacceptable behaviour by a parent of a player will be dealt with along the above lines.
- Independent of these Disciplinary Procedures, the Management of Whitley Bay Ice Rink have the right to refuse admission to any player or family member it considers guilty of unacceptable behaviour.
- Any incident by the player or parent considered to be a gross misconduct will result in instant dismissal. There will be no appeals procedure in this case.

Complaints Procedure

Rumours can be a terrible thing, misleading and unfair to all concerned. Occasionally we hear of rumours of complaint but that is all they are rumours. They grow as they spread. No one seems prepared to put complaints in writing. Everyone, player, parent/guardian, coach, manager, team official has the right to bring to our attention their worries and concern's. We hear that they are frightened to complain in case it is detrimental to their child's future hockey career. THIS IS NOT THE CASE. No child should be penalised in this way and WILL NOT BE. It also follows that team officials have the same rights. Complaints have to be justified and valid.

Should you feel you have a justified complaint the following procedures will apply.

1. Put your complaint in writing (or in an e-mail), explaining all the issues concerns.
2. Hand the complaint (or e-mail) to the TEAM MANAGER. (If the complaint is against the Manager hand the complaint to the team rep or team Rep Coordinator and the Chairman to review.
3. For all complaints, a copy of the complaint shall be e-mailed to the team rep coordinator and the Chairman to review.
4. The Team Manager will arrange a meeting between team officials to discuss the issues raised and try to resolve them.
5. Once the issues have been resolved the appropriate Manager/Coach will write via e-mail to the complainant with the outcome of their decision or a solution to the problem. The emailed to be copied to the Chairman and team rep coordinator. Note: For "team related" issues the Head Coach to be copied on the e-mail.
6. Should the complaint be raised by a Team Manager, Coach or Team Official they then send their complaint via e-mail to the Chairman or team rep coordinator

Note: For "team related" issues the Head Coach to be copied on the e-mail.

Any complaints that cannot be resolved, using the above methods will be handed over to the Chairman. This may possibly lead to getting everybody around the table to find a solution. Nobody should be unfairly criticised through rumour or innuendo. Not player or official.

If you have a justified complaint or concern then please raise the point not start an avalanche of rumours. If you don't let us know how can we correct the situation and improve the system.

If you are not prepared to put in writing your concerns then please do not start these rumours in the first place it is not helping the sport and causing untold problems for players and officials concerned.

Anti-Bullying Policy

Whitley Bay Ice Hockey Club Junior Development will:

- Recognise its duty of care and responsibility to safeguard all participants from harm
- Promote and implement this anti-bullying policy in addition to the safeguarding policy and procedures
- Seek to ensure that bullying behaviour is not accept or condoned
- Require all members of the club to be given information about, and sign up to, this policy
- Take action to investigate and respond to any alleged incidents of bullying
- Encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying
- Ensure that coaches are given access to information, guidance and training on bullying

Each participant, coach, volunteer or official will:

- Respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- Respect the feelings and views of others
- Recognise that everyone is important and that our differences make each of us special and should be valued
- Show appreciation of others by acknowledging individual qualities contributions and progress
- Be committed to the early identification of bullying, and prompt and collective action to deal with it
- Ensure safety by having rules and practices carefully explained and displayed for all to see.
- Report incidents of bullying they see by doing nothing you are condoning bullying

Bullying

- All forms of bullying will be addressed
- Everybody in the club has a responsibility to work together to stop bullying
- Bullying can include online as well as offline behaviour (example: through social media, texting etc...)
- Bullying can include:
 - physical pushing, kicking, hitting, pinching etc...
 - Name calling, sarcasm, spreading rumours, persistent teasing, and emotional torment through ridicule, humiliation or the continual ignoring of individuals

Changing Room Policy

The aim of this policy is to provide coaches, managers, parents and players with guidance regarding conduct in changing rooms, whilst this list is not exhaustive; it will serve as a basic guide and will be reviewed annually.

The policy maybe subject to immediate change to reflect a change in legislation or particular circumstances that may arise.

Where possible WBIHCJD will work towards ensuring there is a good gender balance between coaching and management staff.

The decency of all parties is of paramount importance and appropriate steps should be taken to ensure that there is compliance with this policy.

- All children and young people (players) using changing rooms will be supervised by two (2) members of Club staff who have current enhanced CRB disclosures.
- Children should be supervised at all times and should not be left to their own devices within changing rooms or around the venue
- Separate facilities should be made available for mixed gender teams (In the case where separate facilities are not available, then each gender must be dressed to sweat-suit level before joining together).
- If you are involved in a mixed gender team, each group should be supervised by staff of the same gender. If this is not possible i.e. the only boy on the team with all female coaching and managing staff, steps should be taken to ensure that the young persons decency is considered. This should not preclude the individual from being a member of the team.
- Steps should be taken to ensure a good gender balance within teams and clubs to facilitate effective changing room supervision.
- Volunteers should not offer to do tasks of a personal nature which a young person could do for themselves, unless requested to do so by a parent/guardian, remembering that some young people may need assistance with tying laces, and fitting of helmets etc.
- Parents do not have an automatic right to be present in the changing room.
- Some clubs insist that children fasten their own skates and other equipment, whilst this is not an unreasonable expectation, there maybe a need for the child to have a parent, guardian, coach or manager helping them to get dressed. Clubs should act reasonably in complying with this point. This may include inviting parents etc into the changing room to dress the player.
- If a young person is uncomfortable changing and showering, no pressure should be put on them to do so.
- Adult staff (e.g. coaches, physios, match officials, other volunteers) should not change or shower at the same time using the same facility as the players.
- Children should not be allowed to change in public places, such as skate hire areas or seating areas within arenas.
- Whilst every effort should be made to accommodate safe changing spaces for young people it maybe necessary for establishments to erect temporary changing facilities. This should be in accordance with the points raised earlier.
- In the event of a child having to return to the changing room through injury or exclusion from the game they should be accompanied by their parent or guardian.
- In the event of young people having to share a changing room with senior's careful consideration should be given to the process of both teams having to change. This will depend on who is on the ice first, this should be avoided but should the situation arise, the team managers should discuss the situation and take appropriate action ensuring the decency of all parties are taken into consideration.
- In the case of mixed aged teams, (EPL/ENL/REC/Women) the Club must have consent from parents/guardians that their child can share a changing room with adults. A responsible person should take responsibility for ensuring that the welfare of the young person is addressed.

Rules & Regulations

The below detailed rules and regulations are for all players participating within the WBIHCJD programme. Please ensure that you read and fully understand the conditions and consequences of these rules and regulations.

The rules have been broken into three categories. Each category will have its own set of disciplinary actions for the breaking of the rules listed in that particular category, players can move from one class to another automatically depending on the severity of the offence committed. All disciplinary action will have a time scale attached and the player will be advised verbally or in writing if appropriate.

Class 1 Termination of a player's right to wear a WBIHCJD Shirt.

Class 2 Disciplinary action involving either physical or inappropriate activities.

Class 3 Suspension or expulsion from matches or training sessions.

CLASS 1 - RULES

1. Alcohol or drug possession, or use, whilst representing WBIHCJD in competition, training or travel, and to include the EIHA domestic league.
2. Theft.
3. Possession or use of a weapon.
4. Continued inappropriate behaviour following class 2 & 3 suspensions.
5. Causing grievous bodily harm to another individual through intent to harm.

Class 1 rules will be administered in the following way.

The player and his/her parents/guardians will be suspended immediately from all club activities until a meeting with the Head of Coaching, Team Coaches & Team Manager can be arranged to discuss the future of the player, this meeting to take place no later than 2 weeks of the start of the suspension.

CLASS 2 - RULES

1. Harassment or abuse to other players coaches officials or parents/guardians including cyberbullying.
2. Any use of tobacco
3. Inappropriate and disruptive behaviour during travel.
4. Vandalism.
5. Bullying, teasing or name-calling.
6. Disrespect shown to coaches, team managers, fellow players and officials.
7. Un-sportsman like behaviour.
8. Not abiding by the rules and regulations.
9. Absence from training without notification or legitimate excuse.
10. Accumulation of too many penalty points in domestic league and competition games.

Rules & Regulations

CLASS 3 - RULES

1. Foul language.
2. Late for training
3. Failure to take directions from the coaches.
4. Poor attitude during training session both on and off the ice.
5. Failure to wear all of your ice hockey equipment for training sessions or games especially neck guards or helmets without chin straps.
6. The use of ice hockey sticks, pucks, balls an improvised balls within Whitley Bay Ice Rink.

Class 2 & 3 Rules will be administered in the following manner and split into areas, on ice and off ice.

For on-ice infringements of the class 2 and 3 rules

First occasion during a training session	sitting on the bench for 2 minutes
Second occasion during a training session	sitting on the bench for 5 minutes
Third occasion during a training session	sitting on the bench for 10 minutes
Forth occasion during a training session	informed not to attend the next training session.

For off-ice offenses or for use when a player has reached a forth occasion on-ice suspension

1st Occasion	Verbal warning (can be given by coach or manager and to be recorded by the manager noting the date and offence)
2nd Occasion	Written warning (can be given by coach or manager and to be recorded by the manager noting the date and offence) to be followed by a meeting with the player, parent, coach and manager within 2 weeks of the written warning being issued.
3rd Occasion	Suspension (only to be issued by Coaches, the period of suspension will be for a minimum of 2 weeks at the end of the 2 week period a meeting will take place with the player, parent, coach and manager when a date resumption of training and all club activities will be agreed.

The above set of rules and regulations have been devised to create a safer, more enjoyable and organised environment in which to further the development of young hockey players. The WBIHCJD is not only interested in developing their members as successful hockey players, but also as responsible successful people within society.

To participate in the WBIHCJD Team Programme from ENIHL and below a player must be registered, insured and playing in the EIHA league structure appropriate for that season.

Club Sponsorship

2014 – 2015 Sponsorship Opportunities

Main Club Sponsorship includes your branding and logo across all junior teams at U10, U12, U14, U16, U18 and U16 Girls age levels. This includes match day programmes, club sponsorship board (within Whitley Bay Ice Rink) and on the homepage of our website. Package starts at £1000.

Team Sponsorship includes your branding on all items relating to the team you have sponsored including the match day programme and your logo on the homepage of our website and also on the individual team site. Packages start at £200.

Individual Player Sponsorship includes your name mentioned in the programme under the roster page, as well as your company listed under the player profile on our website. The player gets half of the money to spend at the Ice Box shop within Whitley Bay Ice Rink. Packages start at £50.

All opportunities listed above are open to discussion and should you require, we will be happy to discuss your individual requirements. Please do not hesitate to contact the club via your team manager or by emailing sponsorship@whitleybayicehockey.co.uk

Notes

Club Contacts

Role	Name	Contact Information
Chairman	Bryan Ion	bryan@whitleybayicehockey.co.uk
Vice Chairman	Mansel Wetherell	mansel@whitleybayicehockey.co.uk
Secretary	Peter Head	peter@whitleybayicehockey.co.uk
Treasurer	Judi Shell	judi@whitleybayicehockey.co.uk
Child Protection Officer	TBC	cpo@whitleybayicehockey.co.uk
Head Coach	Terry Matthews	terry@whitleybayicehockey.co.uk
	Iain Finlayson	iain@whitleybayicehockey.co.uk