



## 1.1c JUNIOR TOURNAMENT/MATCH CHECK LIST

### Somerset HA Junior Tournaments/County Championships

*Actions required by:*

#### **Parents**

1. Confirm availability for the tournament dates for the season ahead and put them in diaries.
  - a. Advise coaches and Club Secretary/Junior Academy Administrator if circumstances change and junior player is no longer available as soon as possible.

#### **Club Secretary/Junior Academy Administrator**

2. Contact parents reference availability of junior players for published tournament dates.
3. Contact coaches reference team selection and availability of coaches to assist at tournaments.
4. Enter teams in Somerset HA tournaments as agreed with lead coaches (preferably when dates are published at the start of the season and by deadline specified).
5. Contact Umpire Co-ordinator reference availability of umpires for junior tournaments.
  - a. Each team to provide an Umpire Level 1 (Assessed) at County Championships.
6. Publicise junior tournament programme for the season, identifying coaches and umpires as soon as possible - details to Coaches, Academy Team Managers, Umpires, Website
7. Inform parents of final team selection at least 2 weeks prior to the tournament and remind nominated Coaches, Umpires and Volunteers of the arrangements for the day.
8. Send team lists and Junior Match Report Form to Academy Team Managers and Coaches for completion on the day.

#### **Team Managers**

9. See **YSHC 1.1d JUNIOR TEAM MANAGER AIDE-MEMOIRE**.

#### **Volunteer Coaches**

10. Confirm availability to assist at junior tournaments to Lead Coach and/or Club Secretary/Junior Academy Administrator.

## **Lead Coaches**

11. Confirm own availability for each of the junior tournaments.
12. Confirm players to be selected for each of the tournaments specified (Club Secretary/Junior Academy Administrator will provide membership lists which will detail availability of junior players).
  - a. Ensure that all children who want to play in a tournament have the opportunity to play in at least one during the season and the best team is selected for the County Championships.
13. Finalise the team list at least 2 weeks prior to the tournament and send to Club Secretary/Junior Academy Administrator for distribution.
14. Ensure goalkeeping kits are handed out to goalkeepers at the training session prior to the tournament and stocked team kit bag is issued to the coaches of the day. Make certain these items are returned to the store the following week.

## **England Hockey Championship Matches**

### *Additional actions required for England Hockey Championship Matches:*

15. A minimum of 2 officials (coach, team managers, physio's, assistant coaches) on the pitch with the team at each match.
16. Each team to provide an Umpire Level 1 (Assessed).
  - a. Home side may offer to provide both umpires, however, experience has taught us to take one of ours if we are able.
17. Information sent out to selected players, coaches, umpire, team manager reference venue, timings, kit, warm weather clothing, snacks, water.
  - a. Selected players invited to play: Need to check dates of birth carefully so they match the right school years.
18. If home match:
  - a. Book pitch.
  - b. Arrange post-match teas at Westlands Pavilion.
  - c. Contact visiting away team no later than 10 days in advance of the match to give details of venue, times etc (check any potential kit colour clashes and arrange for change shirts if away match).
19. Team sheets provided by England Hockey to be completed (detailing names, DofB, shirt numbers). Completed team sheets to be handed-in to opposition if away match, or collected from opposition at a home match and sent to England Hockey.
20. Match results recorded on Sportlomo by Club Secretary/Junior Academy Administrator.