



This Mini Handbook contains important Member information and is an extract from the WHC original Fixture Card book. Our website – www.winchesterhc.co.uk provides all up-to-date information – please check it frequently!

Welcome to you, as a Member of Winchester HC this season.

Introduction

The Club's ethos is to provide hockey for All and to encourage everyone to reach their own potential in the sport – player, official, coach and helper.



The Club plays a full programme of League and Cup fixtures, with 8 men's, (including two Vets), 5 ladies and 12 Junior teams, and look to extend this further with full participation in Indoor, Mixed, Summer, Back2Hockey, Flyerz and floodlit hockey programmes!



The Senior Fixtures this season will see the Men's 1st XI in Division 1 of the Premier League whilst the newly promoted Ladies 1st XI will play in the South Prem League. Our Juniors will once again enter national Cup competitions, and coaching is delivered from U8 Minis to U18's



The Club is now a Member of England Hockey's '500 Club' which means we are now one of the largest Hockey Clubs in England with just over 600 Members. We are also recognised as a well organised Club having achieved Clubmark.

This "Handbook" continues the tradition of the fixture card by setting out important information that Members should be aware of. You are strongly encouraged to read the Handbook as Club Policy, Insurance and Health & Safety matters are addressed; all of which are important for your wellbeing.

MEMBERSHIP OF THE CLUB

REGISTRATION & ANNUAL SUBSCRIPTIONS:

Registration for the new season starts from **1st July** each year, and the payment of Subs are due from that point. Registration and payment can be undertaken via the Club Website; just complete the Forms and pay the Subs using the code electronically.

The club bank account is held with Lloyds TSB, and the details are:

Sort Code	30-99-71
Account Number	00099974
Please make a note of your allocated Membership Number:	



Membership Annual Subscriptions

All Subscriptions must be paid by the 1st October because otherwise you will not be insured by the Club. For this reason, you will not be eligible for selection either. You can register online from the website.

See: <https://www.winchesterhc.co.uk/join-the-club>

The full membership fee structure is shown on the Club website – “Join the Club” page.

Should you encounter problems with registration please email the Membership Secretary, **Ed Hallett**, who will be pleased to help.

MATCH FEES:

Match fees must be paid immediately prior to or following every match, without exception. Please help by always bringing the right money.

Players playing in more than one match in a weekend, subject to league rules, are entitled to a 50% reduction on their second and subsequent match fees.

NB: Match fees cover home teas, but do not cover transport costs or beer subsidy.

Transport: Where one player drives to matches it is strongly recommended that this role is shared, and or other passengers offer to make fair contribution to petrol costs.

GROUNDS

The club's principal ground is at Kings' School in Winchester. The artificial turf pitch at the Winchester Sports Stadium in Winchester will also be used extensively. The artificial turf pitch at Thornden School in Chandler's Ford will be used occasionally.

All venues have changing rooms available.



- **KINGS' SCHOOL** - Ground Allocation **K**
Romsey Road, Winchester, SO22 5PN. Tel: 01962 855324
- **WINCHESTER UNIVERSITY SPORTS STADIUM** – Ground Allocation **U**.
Milland Road, Winchester, SO23 0QA. Tel: 01962 841515
- **THORNDEN SCHOOL** - Ground Allocation **T**.
Winchester Road, Chandlers Ford, SO53 2DW. Tel: 02380 269722



HOSPITALITY

Hospitality for home games will be provided at:
The Fulflood Arms, 28 Cheriton Rd, Winchester SO22 5EF

MEETING PLACE FOR TRAVEL TO AWAY GAMES

The meeting place for away games will be Kings' School car park.

CANCELLATIONS

MEMBERS:

It is the player's responsibility to ascertain if a match is cancelled due to adverse weather conditions. Please contact your captain at an appropriate time on the morning of the match and check the website.

SELECTION

All playing members are assumed to be available unless team captains have been otherwise notified. The pool/squad system will operate throughout the season and captains will advise selection. Selection committee meetings are held monthly to review pools/squads and adjust if required.

WITHDRAWALS

Players wishing to withdraw from a match must notify their own team Captain. Under no circumstances should players arrange their own replacement. Members are particularly warned against withdrawal later than Wednesday evening. Such action causes great inconvenience to other members and can jeopardise fixtures. [#Belnittowinit](#)

DISCIPLINE

All players should acquaint themselves the EH's Code of Conduct and Discipline. WHC has adopted the policy of a one match ban following the issue of 4 yellow cards by any single individual during the winter season October to March. Any individual finding themselves in this position will be able to appeal against such a ban to the Club's Discipline Officer in consultation with the Chairman.



TRAINING & COACHING

All players can access and attend their allocated training – see Club website for details of timing and location, and please attend promptly. All Juniors must be escorted to and from pitch by parents' guardians.

INSURANCE:

The club has insurance cover for public liability and has taken out **basic** personal accident insurance (including limited dental and eye treatment) covering matches, practice matches, coaching and training sessions, and direct travel to and from these events (except by motorbike).

All members who have paid their subscription **and only those members** are covered. Documented Coaches and Umpires are also covered. Details of the cover are available from the Club Treasurer. Members are encouraged to consider taking out increased cover personally if they deem it necessary.

HEALTH & SAFETY



PLAYING KIT

The Club Kit including numbered club shirts, shorts, skirts, shorts and socks are available by ordering through the website - www.winchesterhc.co.uk/kit, along with other sporting equipment you might require, such as shoes, sticks and safety equipment.

It is strongly recommended that you wear a mouth guard and shin-pads whilst playing for the club. It is also recommended to wear a facemask whilst defending penalty corners.



White shirts should be taken to all matches in addition to club shirts. The following clubs are known to be colour clashes (there may be others, so be prepared):

Alton, Bournemouth, Eastleigh, Fleet, Henley, Marden Russets, Merton, Purley Walcountians, Romsey, Salisbury, South Berkshire, Swindon, Tadley, Wanderers, Indian Gymkhana.

UMPIRES - #thirdteamwhc

Our Club is fortunate to have Graham Beck who has kindly agreed to lead the Club umpire development programme. Graham, a full HHUA accredited Umpire is also a qualified Umpire Development Officer, and Assessor – the Club is fortunate to have his expertise and commitment and will provide every support to this important area. Interested in Umpiring – contact Graham. Remember, no umpires, no matches!

CLUB UMPIRES

Currently, the Club has agreed that anyone willing and able to umpire a League or Cup Game, would be offered payment of £10. If the Club Umpire should accept the offer, any such payment must be recorded by the home team and submitted to the Club Treasurer for audit purposes using the match fee form.

The rationale is to encourage the younger members of the Club in particular, but not exclusively, to achieve Level 1 Umpire status and obtain experience; the supplement would also assist younger players with the payment of match fees and the system would remove the inequality of the more senior sides that enjoy appointed umpires for which the Club pays.



UMPIRE APPOINTMENTS

It is proposed to plan ahead (preferably at least 4 weeks) and arrange Club Umpiring Appointments to all league and cup games where appointed umpires are not made. If any Level 1 Umpire wishes to be considered for appointment, please contact Richard Macer or Graham Beck.



Umpires are an essential part of the game without whom there would be no fixture. WHC respects all umpires at all times regardless of level, appointed or otherwise. Please always respect the umpire at your game, accept decisions and THANK the umpire at the end of the game, and make them welcome to join in with your teams at post-match teas!



The Club's Umpire Liaison Officers (ULO's) are an important link between the club and Umpiring Organisations and, wherever possible they will be proactive and welcome all visiting umpires to the Club.

Please use this hashtag when appreciating our Umpires – appointed and Club. - **#thirdteamwhc**

THE 100 CLUB:

The Hockey Club has been raising funds for a Club House for several years now and whilst there are benefactors who are prepared to contribute funding to the project, the Club continues to raise funds.

The 100 club is an opportunity to contribute to club funds with a chance of winning a substantial prize. Each member makes a nominal monthly contribution by Standing Order, and the prize fund is drawn quarterly. If you would like to join, (see Club Website – Documents) the 100 Club **Lloyds bank account** details are:

Sort Code **30-99-71**
Account Number **00570197**

INTERNET INFORMATION:

Extensive hockey information, including fixtures, results, league tables and other hockey news, is to be found on the Hampshire Hockey Association website at

Club: www.winchesterhc.co.uk

Hampshire HA: www.hampshireha.co.uk

Hampshire Umpires: www.hhua.co.uk

CLUB WEEKEND #HOCKEYFEST – September 14th and 15th 2019

This year the Club will be extending CLUBDAY to Saturday and Sunday as part of England Hockey's HOCKEYFEST. There will be a BBQ plus a shop and drinks, hopefully a Bar if a license can be secured, and with ample opportunity for the whole Club to be involved, and also watch both 1st XI Ladies and Men's play.



MIXED 7s TOURNAMENT:

The club organises a Mixed 7s tournament at the end of the season. This is primarily a social event, with emphasis as much on the bar and barbecue area





as on the pitch. It is intended to raise funds for and attract new talent to the club. See website for booking details and date.

CLUB ARCHIVES:

The club archivist, **Richard Macer**, would be delighted to receive any documents that you think may be of historical interest to members of the club. Richard will look through the material and submit to the National Hockey Museum. He is seeking in particular any photographs, paper based or electronic based material such as tickets, programmes, dinner menus or anything related to the Club.

CLUB WELFARE OFFICER:

Everyone in hockey has a responsibility to safeguard and protect young people. The key role of the Welfare Officer is to support the organisation to promote good safeguarding practice across the organisation, to be the named point of contact for all members of the Hockey Family, to implement England Hockey's Safeguarding and Protecting Young People in Hockey Policy & Procedures where a concern has been raised. If you have any questions or concerns regarding young people within the club, please contact your team Coach, or the Club Welfare Officer.
Contact details are on the website.

VOLUNTEERS:

We need you! Please consider what you could offer the club and talk to the Executive Committee or Team Coaches and Captains.

We need marketeers, builders, finance expertise, coaches, managers, reporters, first aiders, planners, caterers, event organisers – and – just about every skill you could think of. Just ask!

Don't ask what the Club can do for you, but ask yourself what you could do for the Club!

CAPTAINS DUTIES & RESPONSIBILITIES

Team Captains are expected to:

- Act as the Executive Committee's and the Club Captain's representative
- to their team; to impart Winchester Hockey Club policy and, equally, collect team feedback and return it to the Executive Committee.
- Ensure that their team presents Winchester Hockey Club in the best possible light at all times.
- Ensure, where appropriate, that team tactics and style of play reflect those required by the club coaches and senior team management.
- Be responsible for team conduct and discipline on and off the pitch – the captain shall set and maintain high standards.
- Report the match result to the appropriate League/Competition Secretary, or load results online as needed, by the stated deadline and to the Club Press Officer within 24 hours. Contact numbers are given at the bottom of each page of the fixture card and issued by Club Captains.
- Ensure that the opposition is hosted post-match; if at home - serve teas.
- If a player should be awarded a red card, report the circumstances to the Club Captain as soon as possible after the match, but definitely within 24 hours.
- If a player should be awarded a yellow card, report the circumstances to the Club Captain after the match within 72 hours.
- Attend club team selection meetings or ensure that the team is represented. Team selection meetings will be held on the second Wednesday of September, November and January. - Inform the Club Captain if their team has a player surplus or shortfall, ideally by Wednesday each week.
- Develop any Under 18 players to the mutual benefit of the individual and the club – know the player pathway.





- Ensure that the team first aid kit is always available (**critical insurance cover requirement**); rehearse in your own mind what to do in case of an emergency and take the lead action and offer assistance to the away team for matches at home. See website documents for accident report which contains excellent guidelines.
- In the case of cancelled home games: inform the Fixture Secretary; ensure that the home pitch (Kings', the Sports Stadium or Thornden) and the teas are all cancelled.
- If games are cancelled, inform the Club Captain so that players can be re-allocated. Note: Do not cancel games without discussing with the Club Captain first (to do so has repercussions on lower teams, and potential League penalties)
- For Sunday fixtures - ensure early and continued liaison with the Fixtures Secretary, the Umpire Liaison Officer, the organising Association and the home pitch.
- Oversee their Vice Captain

VICE CAPTAINS

The Captain's key deputy, and are expected to:

- Deputise for their Captain as required, as directed above
- Ensure that umpires are hosted post-match; if at home - serve teas **#thirdteamwhc**
- Collect match fees and pay them into the club bank account each week. Send Team Sheet to the Club Treasurer each week as an audit trail of fees paid. (photo the form and email).



Sort Code	30-99-71
Account Number	00099974
Lloyds Bank	<i>Don't forget Team and date reference</i>

Match fees are payable for ALL club games (friendly and league) and are payable to the club and cannot be used to subsidise travel.

- Match fees may be sent to the Club Treasurer electronically if you wish. Please see the Club Treasurer for further details.
- Note that it is currently club policy that travel expenses to away games are paid for by the individuals. Where members are sharing lifts then it would be appropriate to agree with the driver an appropriate financial contribution towards petrol and so forth.
- If payments of match fees fall two weeks in arrears, unless paid immediately, this will render the player ineligible to play on the third occasion.
- Advise that annual subscriptions should be paid to the Membership Secretary before the beginning of the season or by the 1st October at the latest; if subscriptions are not paid, players will not be eligible to play.

*Wishing you an enjoyable and successful time with
Winchester HC.*

Andy Craig

Chairman



