

## Derby Hockey Club Captain's Information

Note the Captain is responsible for **ensuring** that the following happens. It can be delegated to vice/other players.

### Pre Match

- Comply with the Selection Procedure
- Get availability for next game (on a Saturday during team tea's)
- Work with other captains and club captain to ensure that we have balanced team numbers / made changes up or down as required.
- Confirm squad by agreed method i.e. email / Facebook / text / phone as required with meet point / kit colour. (check if anyone going direct)
- Check you have the required Umpires as early as you can.

### Match Days

- Team Sheets
  - Provide filled in league team sheet before the game to Umpire.
  - Get the league team sheet(s) signed as required after the game.
  - Send the completed sheet to the relevant secretary as per League Handbook
  - Men's teams: retain a photocopy or scan of team sheet until start of following season
- Results
  - Ensure the result is texted to the relevant person as per League Handbook
- Match Report & Result to be emailed through to Publicity officer by Monday for inclusion in the Derby Evening Telegraph. Also copy to website editor and social media for inclusion on associated media.
- After game ensure that pitch is tidied / no lost property.
- Host the opposition and Umpires at the Jonty Farmer. Pay for team teas and put receipt with match fees sheet for treasurer. Mark team on receipt from Jonty Farmer
- Match Fees & Expense
  - Ensure that Match Fees are collected and recorded for each player; ensure any outstanding match fees are paid.
  - Record any expenses are recorded in match fees sheet
  - Offer payment to any home organised umpires (not league appointed umpires)
  - Petrol fees for drivers to away matches (need to be with 3 players in each car minimum to qualify) at 15p per mile
  - Photograph or scan match fee sheet and send to Treasurer and Club Captain (Men's Section)
  - Include player's full name on sheet

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DHC Match Fees  
Template v2.doc

## Cancellations

- Inform team and umpire if match cancelled
- Inform opposition Captain/contact if home match cancelled due to weather/home team
- If any match cancelled notify the fixtures secretary; to make sure rearranged as necessary and if home to cancel pitch. Note 7 days' notice is required to avoid St Benedicts charging for the pitch
- If home match called off on morning of game cancel teas
- Inform Treasurer that match cancelled so not expecting any monies

## Finances

- Transfer/pay money into DHC account and provide associated match sheet to Treasurer.
- Update Team accounts spreadsheet
- Ensure that all players selected have completed their membership forms and paid to qualify to play League games. Updated membership list information will be sent to Captains and reminder letters sent to the individuals.

## Other items to manage

- Ensure you have first aid kit / manage the first aid kit replenishment as required
- Team balls / match balls status
- Clean / fill drinks bottles
- Check face guards for short corners available
- Fill in incident reports and provide to welfare officers (if required)
- Have player's emergency contacts available on match days; Awareness of player medical conditions in case of emergency.
- Away matches players meet; Remember if coming back late St Benedict's school may be locked

## New Players

- When a new player joins the club make them welcome but some administration is needed
  - Need to be registered prior to playing a league match
  - Ask if they have been registered for any other clubs previously and get transfer forms filled in if appropriate

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- o Make sure they have membership form and return ASAP and if mid-season agree membership fee; get advice from Treasurer if necessary. Players can play ahead of paying membership but Captain's should expect payment by deadline if beginning of season or within a couple of matches mid-season
- o Kit; the club has a limited amount of spare kit and policy is that it should be lent out after kit is ordered. Captains to keep track of any kit lent out.

### **U18s**

- Taking of Photo's/Videos
  - o Anyone wanting to take photo's or videos should get permission from both Captains. Those teams with players U18 need to ensure that parents have given permission
- Understand and adhere to club child protection policy
  - o Can be found at <http://www.derbyhockeyclub.co.uk/club-info/documents/>

## **Derby Hockey Club Captain's Information**

### **2016/2017 Information and Contacts**

#### **Fees and expenses**

##### **Match Fees £10 or £5 reduced rate**

Reduced rate for Students, unemployed and any other special circumstances – seek advice if not sure

##### **Travel Expenses for Away matches**

15p per mile – should have 3 players in each car to qualify/or number at meet not fit into one car

##### **Umpires**

Derby HC supplied umpires £10

##### **Teas**

£25 unless 4pm match then £20

#### **Bank details**

Sort Code 08-92-99 Account 65731754

### **2016/2017 Contacts**

#### **Men's Fixture Secretary**

Richard Johnson: [richardsjohnson@yahoo.com](mailto:richardsjohnson@yahoo.com) 07803 598067

#### **Women's Fixture Secretary**

Jackie Essex: [jackie\\_tate77@yahoo.co.uk](mailto:jackie_tate77@yahoo.co.uk) 07900 185516

Kelly Olubodun: [Kellyolubodun@live.co.uk](mailto:Kellyolubodun@live.co.uk) 07595 418899

#### **Treasurer**

Phil Wallace: [Philip.Wallace@yahoo.co.uk](mailto:Philip.Wallace@yahoo.co.uk) 07540 371300

#### **Publicity Officer**

Elinor Jordan: [elinor.jordan20@gmail.com](mailto:elinor.jordan20@gmail.com)

#### **Web editor**

Ellie Somerfield: [elrun@hotmail.com](mailto:elrun@hotmail.com)

#### **Jonty Farmer:**

01332 292312

07921 920 870

#### **St Benedicts:**

Security: 07833 536051

Caretaker Baz Allen: 07719 708414

Changing room code C1567

#### **Full Committee Contacts:**

## Derby Hockey Club Captain's Information

Committee  
Members.xlsx

## Derby Hockey Club Captain's Information

### Hockey First Aid Kit Checklist

Item	Quantity	Checked
Alcohol hand rub	1	
5mm Steri-Strips	10 per bag (come in 50 per box)	
Disposable Nitrile Gloves Box (100) (L)	10 gloves per bag	
Instant Ice Packs	Box of 20, split 4 per bag	
nasal sponges (pk5)	5 per bag	
Antiseptic/congealing Spray	1	
Non Sterile Gauze Swabs 7.5cm (pack 100)	1	
Vaseline	1	
Sterowipes	20 per bag	
Sterile bandage	3 per bag	
Plasters (pk)	1 Box	
Dressing Strip Adhesive Plaster 7.5cm	1	
Bandage Scissors	1	
Foil blanket	1	
Triangular Bandage	1	
Blood bag	1	
Sugar (from canteen etc)	FREE!	
Woven dressing small	3	
Woven dressing medium	3	
Woven dressing large	3	
Sterile pods	3 per bag	
Adhesive dressing small	5 per bag	
Adhesive dressing medium	5 per bag	
Adhesive dressing large	3 per bag	
Resuscitation face shield	1	