

# WEST HAMPSTEAD HOCKEY CLUB

## Member Coach Policy



Last reviewed: December 2025

## Introduction

The club relies upon members giving up their time in order to organise and coach teams across the club. The club cannot afford to keep membership rates competitive and pay outside coaches for all its teams, and as such recognises the importance of the contribution of its member coaches.

## Scope

This document aims to set out a structure for member coaches assigned to coach a team (or teams) for a season. It should be a framework for the coaching officer(s) to work from, and help ensure a consistent approach for all.

## Approach

The club aims to support and develop coaches wherever possible. The intention is for all playing members to receive a level of coaching and for coaches to feel comfortable and supported. The club contributes financially towards member coaches, although it is recognised that this is a token thank you for voluntary efforts.

The club does also endeavour to assist with any financial expense a coach incurs for coaching courses, though this will be at committee discretion and awarded based on the coach's commitment and length of service.

## Member Coach role

### Attendance

A coach is expected to attend all training sessions that run between September and March (full dates specified in contract) to qualify for payment/match fee exemption. The club recognises this might not always be possible due to other commitments, and would generally accept that a coach missing up to **two sessions per half season** is still eligible for agreed payment.

If the coach cannot attend a training session, they should try wherever possible to find a replacement (who can claim a free match fee for that week instead of

the coach) and give the coaching officers and team captain as much advance notice as possible.

The club does not expect member coaches to attend any of their team's matches, but recognises and appreciates that many member coaches also give up additional time at the weekend.

### **Responsibilities**

Member coaches are responsible for individual player and total team development. To this end, the club expects the coach to arrive at each training session having done the necessary preparation for the session, incorporating feedback from prior games and preparation for the coming weekend.

All coaches should cooperate, as necessary, with other hockey coaches using the pitch at the same time. If working alongside a Session Lead, the member coach is expected to lead on drill and exercise planning to meet any goals set out by the Session Lead.

Player welfare is a shared responsibility with captains and the club appreciates coaches taking time to help captains with selection. Coaches should always give their honest and fair answers to any questions asked and where appropriate, help provide feedback to players that they coach on an ad hoc basis.

In addition, if a coach is of the view that a player is clearly playing in too high a team, the coach should proactively express their view to the relevant captains for consideration.

### **Selection of member coaches**

A coach should be prepared to contribute and commit to the above on a weekly basis, in order to be considered for a coaching position. Any variation should be discussed and agreed with the team captain at the start of the season.

It is advised, particularly for higher teams, that the wider team should be consulted ahead of the selection of a new coach; trial sessions are encouraged where possible.

If circumstances change during the season, the team's captain and the coaching officer should be notified, such that a mutual resolution can be found.

## **Coaching officer role**

The coaching officer is responsible for the pool of coaches (including their contracts, where applicable). They should endeavour to ensure that all playing

members receive an appropriate level of coaching, albeit with priority from highest to lowest team.

If a coach or team has any issue or concern, then the coaching officer is also there to assist throughout the season (see below). The coaching officer should also work with the club fixtures secretary such that each team has a regular pitch slot for training sessions.

### **Responsibilities of Coaching Officers 2025-26**

With two coaching officers – Will Teagle and Emily Kaye, for the upcoming season, responsibilities will be shared across the men's and women's sections of the club.

Will Teagle will be responsible for men's coaches, both member and external, and Emily Kaye will be responsible for coaches on the women's side. For any queries, coaches should contact their respective coaching officer.

If issues arise for coaches or between coaches and teams, all coaches should follow the procedure set out in the main policy in the first instance.

Where there are issues affecting the club as a whole, both coaching officers will work together to find a resolution, with committee input if necessary.

## **Captain role**

The team captain is responsible for weekly communication with their coach, including but not limited to player availability, player performance, feedback from matches, and feedback on training sessions. They are the main conduit between the team and the coach.

Should a coach choose to step down at any point (particularly between seasons), then the captain and coaching officer should work together to find a replacement for the team.

## **Resolving coaching conflicts**

Should a team (or subset thereof) have any issue or concern with their coach or the coaching that they are receiving, this should be channelled (where possible) through their captain in the first instance.

The captain should inform the relevant club captain and coaching officer who will facilitate an initial conversation with the coach in question. An understanding of

the concerns raised should be achieved, and a path put in place to work towards amelioration.

If, after an agreed period of time, there are still concerns on either side, then further action may be discussed. This could include moving the coach to a different team that may be a better fit for their ability and/or style, or removing the coach from the coaching pool altogether.

Should a coach have any issue or concern related to the team they are coaching, they should raise it with the coaching officer in the first instance, who will determine the relevant course of action and stakeholders to include. For example, if the concern is related to difficulties working with the captain, the respective club captain would be involved.

The welfare of both coaches and players is always of utmost importance, and a shared responsibility across those in leadership positions. The club welfare officer is always available should any coach, captain, or playing member feel the need for additional support or an independent ear.

## Member coach reward structure

Below are the guidelines to be used for coaching contracts, based on length of coaching service.

Years of coaching	Payment
1 <sup>st</sup> season	£12 per week coached
2 <sup>nd</sup> season	£12 per week coached + £175
3 <sup>rd</sup> season	£12 per week coached + £350
4 <sup>th</sup> season	£12 per week coached + £400
5 <sup>th</sup> season +	£12 per week coached + £500
Session Lead / Assistant Performance Coach	£12 per week coached + Tenure Payment + £250 minimum (increment dependent on coaching qualification)

### Additional Benefit

- Coaches who have contributed for more than one season will be eligible to claim for club kit up to the cost of **£62.00**.
- This benefit can be claimed **once every three years**.
- Claims should be submitted to the coaching officer for approval and then processed in line with the club's expenses process.

Club-wide training starts the first week of September. Member coaches conducting training sessions before this date will be paid at a rate of £20 per training session.

Coaches must submit invoices monthly for their services by the last day of the month. Payments will be made on a monthly basis. Any invoice submitted more than 60 days after the coaching date may not be paid.

Coaches are required to pay their own membership fee, in line with the policy for all members.

## Coach Development

We have a small coaching course budget available each year. Contributions to a coaching course should not form part of the coaching contract and will be at the committee's discretion, based on the coach's commitment, the number of coaches applying for financial support, and future coaching needs. If you wish to apply for a coaching course, please contact the coaching officers in the first instance.