



## **Banbury Hockey Club Captains Pack**

### **Pack Pre-Match Checklist**

#### **Match details**

- Confirm time of the match via Fixtures Live.
- Contact opposition – If away, check team colours in case you need to wear white shirts/socks, check pitch location and let them know if you are staying for teas. If home, confirm pitch venue and time and that they are staying for teas.
- Calculate meeting time to travel for away games.

#### **Selection**

- Confirm availability of players, if not already known.
- Liaise with other team captains.
- Select your team.
- Notify players if they are to be dropped to a lower team.
- Notify all team members of meet time and place and any relevant match details i.e. Change of colours, pitch venue.
- League games – Ensure all selected players are registered with the relevant league. If not, there may be time to register before the Saturday.
- Home games – Ask a player to do teas.
- Away games – Ensure that there are enough players or parents to drive. Some players may go direct.

#### **Umpires**

- Ensure that you have suitably qualified umpires for the match. League games must have at least a Level 1 umpire. The Umpire Co-ordinator will usually notify you of your allocated umpire, either a League Appointed umpire or a Club umpire (sometimes the opposition will provide 2 for away games and Banbury will provide 2 for home games).
- If relevant, notify umpires of meet times for away games.

#### **Administration**

- Team sheets – Ensure that you have a BHC team sheet for each match (templates are on the BHC website)
- Ensure that you have the relevant League team sheets and player registration numbers. League packs are distributed to Captains at the start of the season.
- Arrange for teas for at least 25 people and where possible provide HOT teas for players, coaches and umpires

## **Equipment**

- Shirts – Make sure that all selected players have a red club shirt (new members may need to borrow or buy a new one). If white shirts are required, ensure you have the club away strip available.
- First Aid kit – Ensure that it is fully stocked, particularly of ice packs.
- Match balls and practice balls.
- Captain's arm band
- Emergency contact details of any players, particularly junior members.

## **Match Day Check List**

This will of course differ whether you are home or away.

- Greet the opposition and point them in the right direction of the clubhouse and/or the pitch.
- It is suggested that ALL teams use the dug-out side for their base for the game

## **Be a Good Captain**

- Set the right standards – turn up on time and have the right kit
- Use the facilities at NOA for a relevant warm up – speak to your coach for ideas over what constitutes a relevant warm up.
- Where possible always look to be positive

## **Half-time**

- Have a structure to the half-time talk
- It should really be the captain and or the coach that do the talking and players should only communicate their thoughts if invited to do so by captain/coach
- Whatever the score line or performance try and finish the h/t talk with a positive
- If there is a coach, discuss points to be raised on the way to the goal

## **Full-time**

- 3 cheers and thank opposition and umpires
- Make sure areas used by teams is clear of rubbish
- Show opposition to the club house

## **Post Match**

- Make sure that the right process is followed in relation to result notification
- Make sure that tea is ready within 20 minutes of getting back to the clubhouse
- Invite opposition and umpires to get their food before home players
- Collect match fees and any outstanding subs and/or kit money
- Make sure the clubhouse is cleaner than you found it so the next team can enjoy pleasant surroundings after their match – this includes washing up.
- Make email contact with Craig Irvine/Communications Officer before Sunday 18:00 with details of the result and scorers and match report (compulsory for 1<sup>st</sup> XI's).

### **Captain's Pack – Generic Section**

#### **Subscriptions:**

It is vital to the club that all members pay their subscriptions within the time limit set at the start of each season – you may want to appoint the person in your team who is nominated to collect match fees on your behalf to cover this responsibility as well.

#### **Socials:**

Club social evenings are a great way to gel team spirit and mix with the rest of the club. Make sure you encourage your team to attend – and also be aware that at some time during the season your team will be responsible for running one of the social events. Check with the Social Secretary regarding your team evening as well as the website for details of events during the year.

#### **Facilitate Development**

One of the most important aspects of the role of captain is to develop the players in your team – especially the younger players who we need to develop for the future of the club. It is essential that you lead them as a mentor and a captain and ensure that young players are welcomed in your team and given encouragement and coaching during games so that they can develop into strong players. You need to display patience as well as motivational skills – at a young age the wrong type of captaincy can ruin an aspiring player's confidence or understanding of the game. Do it well and they will respect you for years to come!

#### **Communication with Captains & Players**

In the process of selection it is essential that you keep in contact with your fellow captains regularly – providing information on your players' strengths and weaknesses as well as their potential and character traits. If players are being dropped to your team – make sure they are made welcome and are valued. Make sure you call them ahead of the game, after they have been informed by their previous captain that they are transferring to your side, so that they feel motivated and welcome.

For players being promoted to your team – you still need to call them before the game to make sure they feel comfortable and motivated as they may be feeling nervous.

### **Team Training**

If you want your team to enjoy their hockey, improve team spirit, and be successful on the pitch – then attendance at weekly training is essential. Make sure you get all of your team along to training – lead by example and attend regularly yourself.

Communication with coaches is just as important as you need to use the coaching staff to help you to improve your team's performance from a technical and game play perspective. You need to email or call your coach before the training sessions with some ideas on areas you want the session to focus upon, or specific players you want the coach to concentrate on.

### **CRB Checks**

If you have young players in your team then you will need to complete a CRB check. This is a simple and quick procedure which the club will fund and help you to complete. Just contact the club's Youth Welfare Officer (see web site) and they will organise the application for you.

### **Andy's Handy Hints**

- Enjoy your captaincy – it's a privileged and important position, but also challenging. Make your life easier by using your team to take on the various jobs that need doing each week. Appoint them at the beginning of the season.
- Lead by example – if you are seen to be a great role model then dealing with issues in your team will be so much easier and your players will perform so much better. Be organised, communicate well, give 100%, and behave as a leader on and off the pitch – and your team will follow your example.
- Use your Club Captain to help you with disciplinary problems – don't let them fester; make sure you seek advice as soon as possible. The Club Captain is very experienced and will help to get the issue resolved, making sure you can concentrate on the matches.
- Use the Banbury Hockey Club website to publish and communicate your team selection; meet times; training and social commitments – speak to the club communications manager to set this up at the beginning of the season – or give it to one of your team to do along with the match reports!
- Use your coach to help you improve the team – but make sure they know what you want to work on – email them after every game with some notes for the training session the following week.
- All contact details, club captains, team captains, league result notification, welfare and other important club contacts can be found via the website.