



Cobham Lacrosse Club Handbook

2010

Introduction

The handbook gives guidance to coaches and managers to enable them to undertake their roles and responsibilities in a safe and effective way. In so doing, the handbook:-

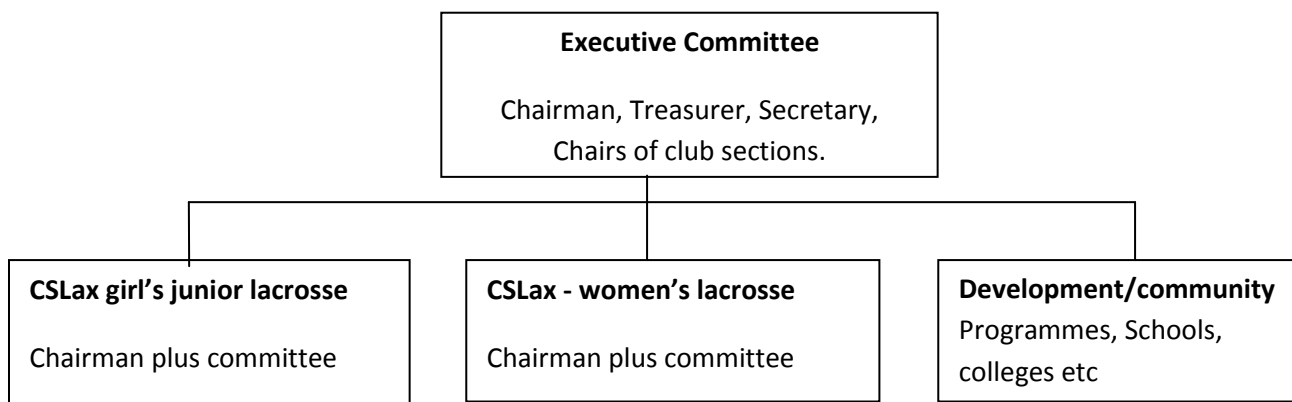
- Provides good practice for Cobham Lacrosse Club (CLC) coaches and managers to follow
- Meets the requirements of the CLC Health and Safety Policy.
- Delivers the requirements of the Lacrosse Club's Risk Assessment
- Meets the requirements of the CLC code of conduct for managers and coaches

A key feature of the Lacrosse development programme is the use of overseas Lacrosse Development Officers (LDOs) in developing the game of lacrosse both at the Club and in nearby primary schools. This handbook contains general guidance on the use of this resource.

Despite best endeavours, the information contained in this handbook will inevitably contain some errors or omissions. As the handbook is a "living" document, it is hoped that these will be updated during the season. This document will however be reviewed annually along with the review of the Risk Assessment document.

Cobham Lacrosse Club (CLC)

The Club is run through a management committee



English Lacrosse Association (ELA)

Women's lacrosse is played under ELA rules and Pop Lacrosse is played under ELA Pop lacrosse rules – copies of both sets of these rules are available from the ELA. The ELA produces an annual handbook that serves as a useful point of reference and provides useful contact details for other Clubs.

Public Liability and Insurance

It is a requirement of the ELA that lacrosse is conducted within the ELA rules/constitution and the ELA insurance cover (refer to ELA Handbook). This requires that all players are to be registered with the ELA to ensure that they are adequately insured. At CLC, this is achieved via the Membership Secretary, who will ensure that the correct player details (captured on the membership application/renewal form) are registered with the ELA. **Until the player is registered, the player is not insured.**

By registering with the ELA, CLC comes under the £10,000,000.00 public liability insurance of the ELA. This means that, all staff (coaches, managers and helpers) carrying out work on behalf of CLC in terms of coaching and managing teams, running tournaments and camps, are insured by the Association to undertake such work. They must also hold the proper and valid qualifications to undertake the work (see later in handbook).

Note that this refers to public liability. Coaches and players should make their own arrangements for their own personal insurance.

General

Managers and Coaches Codes of Conduct

Objectives:

Sports' coaching helps the development of individuals through improving their performance.

This is summarised by three key objectives:

- To identify and meet the needs of individuals.
- To improve performance through a progressive programme of safe, guided practice, measured performance and/or competition.
- To create an environment in which individuals are motivated to maintain participation and improve performance.

Coaches will hold (or are in the process of achieving) an appropriate coaching qualification, or have demonstrated their competence by an appropriate level of experience.

Managers/Coaches will:

- Work within the ELA rules/constitution and the ELA insurance cover (refer to ELA Handbook)
- Operate within the Club's child protection policy.
- At the outset clarify with players (and where appropriate their parents) exactly what is expected of them and what players are entitled to expect from their coach.
- Cooperate with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
- Place the well being and safety of the players above all other considerations, including the development of performance.
- Be well organised and prepared for the training sessions or matches.
- Be enthusiastic and approachable, and display high standards of behaviour and appearance.
- Be well prepared and suitably equipped in case of accidents in training or matches.
- Be responsible for the actions and for the behaviour of players and spectators before, during and after the game.
- Develop an appropriate working relationship with players based on mutual trust and respect.
- Encourage and guide players to accept responsibility for their own behaviour and performance.
- Ensure that the activities they direct or advocate are appropriate to the age, maturity, experience and ability of the players.
- Promote the positive aspects of the game such as fair play etc. and never condone rule violations or the use of prohibited substances.

Coaching competence, qualification, experience.

All coaches should have adequate training and/or experience to enable them to undertake their role competently. Therefore all individuals involved in coaching/Supervising activities must be approved by the Junior Committee.

The Junior Committee will be responsible for assessing competency and must enter the name on the register of coaches and managers. This register must be kept up to date and held on file and stored for reference if required in the future. No individual may coach/ supervise an activity without first being approved to do so by the Junior Committee. A copy of the register is attached to this handbook as Appendix A. Once a person is approved as a coach or manager for the Club, appropriate insurance will be provided by the ELA. Coaches will be encouraged to achieve a coaching qualification, with the Preliminary Coaching Award (PCA) as a minimum. All coaches/activity supervisors must be familiar with the First Aid and Accident Reporting procedures contained within this handbook, or of the local arrangements, if playing away from CLC. All coaches/managers/activity supervisors must also be familiar with the Child Protection Policy and be aware of the requirements for the supervision of children, also contained within the document and this handbook. Where individuals are new to supervising activities they must not be left in sole charge of a group until the Junior Committee is satisfied they are competent to do so and the name has been entered onto the register. Similarly where helpers are used (unqualified or in training) they should not be left in sole charge, but should remain as a helper to the qualified person in charge at the time.

General safety and well being of players

It is a requirement in law that risks are adequately assessed and measures put in place to control those risks. CLC regularly reviews its assessment of these risks associated with playing lacrosse and in turn the adequacy of the control measures. The following guidance shall be followed in order to ensure that these risks are properly controlled.

To avoid injury from not warming up or lack of fitness, coaches and managers should ensure that:

- All players follow an appropriate and thorough warm-up routine.
- All players have appropriate levels of fitness to play in a match and that there are enough substitutes in case of injury or exhaustion

To avoid injury from balls and equipment, coaches and managers should ensure that:

- Trained or experienced referees and coaches are used with the support of the parents, to ensure mouth guards (girls) and full personal protective kit is worn by players, incl goalie.
- Parents have been informed via the Players Handbook of the correct kit. Parents' responsibility to purchase it.
- Spectators are kept off the pitch and made aware of the dangers of loose balls

Note: ELA guidelines on the use of protective equipment must be followed. The provision of protective equipment should be considered to players who may not as yet have their own personal equipment. Where equipment is provided by the Club it must be checked that it is appropriate and is properly maintained.

To avoid injury from flying balls from adjacent pitches, coaches should ensure that:

- Goals and line drills are located/taking place not facing onto adjacent pitches
- Players who arrive early / stay late during training to play in designated area(s) only.

To avoid injury from transport or traffic related issues, managers to ensure that:

- Cars transporting players are not over laden
- People should not be forced to drive if tired or otherwise concerned
- All drivers to have clear set of directions or know the destination
- At parents and drivers drive at responsible speeds and park in car park spaces, not obstructing roadway or footways

To avoid injury from inappropriate or faulty kit and equipment, managers to ensure that:

- The condition and legality of sticks (incl butt end) and kit is checked by the coach before play
- Jewellery is not to be worn
- Footwear is appropriate to the surface (i.e. astro pitch or grass) and laces tied

- Sports clothing is checked free from dangerous projections eg buckles, rings, spikes
- In Pop, rules are enforced prohibiting physical contact
- The referees have checked the goals are secure from falling over and the netting is intact

To avoid injury from poor ground conditions, coaches to ensure that:

- Along with the referee, the surface is checked free of tripping hazards and slipping hazards (eg ice, water)
- On astro pitches, during wet weather, slippery patches of mud/slimy sand are cleared prior to play.

To avoid injury from poor light, cold or heat, managers and coaches to ensure:

- Matches are scheduled so that they can be played in proper light (may need to consider use of floodlight pitches)
- In bright light, players may need to be careful of balls being difficult to see when looking into sun
- Appropriate sports clothing is worn by everyone
- Water and shelter is readily available
- Match or training is cancelled/postponed in extremely adverse conditions – giving due notice to opposition (alternative may be to shorten playing time)

First Aid and accidents

Accidents, incidents and ill health occurrences will be reported, recorded, fully investigated and reported to the Club Executive by the Club Manager. In the event of a major accident or incident occurring, the circumstances will be assessed with causes and remedial actions reported to the main Club Executive committee meeting. In certain circumstances it is a legal requirement that the accident or incident is reported to the HSE or Local Enforcing Authority.

LDOs

In the case of the LDOs undertaking coaching at schools, arrangements should be made with the school itself for a first aid kit and first aid arrangements. See appendix. These arrangements, including any special arrangements, should be made clear to the LDO. For coaching CLC players, the following arrangements apply.

First aid kit

Each coach should have access to an equipped first aid kit which should be maintained up to date and contents maintained within their expiry date. This should only be used for “simple injuries” otherwise the first aider should be called as described below.

First aiders

First aid treatment should only be given by a qualified first aider. Good practice indicates that a qualified first aider should be present whenever organised activities are in progress or more than 50 people are on site. Arrangements must therefore be made to ensure first aid cover is available wherever possible when such numbers are anticipated. At CLC, the LDOs and nominated bar staff are qualified first aiders. Wherever possible a qualified first aider will be on site to assume responsibility for first aid in the event of an incident. Following any incident where the first aider has provided first aid, one of the Committee members should be notified. Parents are encourage to attend first aid course and will support funding for this.

Recording of Accidents

All accidents should be recorded and full details taken, this is particularly important because in some cases what appears to be a minor injury at first can become more serious. All accidents occurring at the Club’s facilities must be recorded on the accident form within the accident book held at the club bar.

Action to take in the event of an Accident

In the event of an accident occurring, the following procedure must be followed:

- a) Summon the Duty First Aider
- b) No treatment must be given (except in extreme emergency) before the arrival of the first aider.
- c) If necessary the first aider will make the decision to summon an ambulance and will nominate an individual to go to the Clubhouse and make the telephone call.
- d) Following treatment or removal to hospital of the casualty, the manager/coach/activity supervisor/captain must complete an accident form. If the injured player is a junior, the player should be accompanied to hospital by an adult.
- e) In the case of the casualty being a junior member the parents should be contacted.
- f) In the event of an accident occurring to a junior during an away match, details and emergency contact numbers will be available by telephoning the Membership Secretary.

Other Requirements

The first aid and accident procedure detailed above, centres around access to the Clubhouse. Therefore the Clubhouse telephone, first aid boxes and accident reports and junior emergency contact numbers will be accessible at all times when activities are taking place at the Club.

Organisation and arrangements for practice sessions

It is essential that all practice sessions are undertaken in an organised and disciplined way. Not only could the failure to do so result in accidents, but the opportunity to learn becomes less effective. To assist in the smooth running of the practice sessions, it is important to have a coaching plan that details the structure and content of the sessions. This should cover the skills, knowledge and behaviours to be coached and also in the case of juniors, ensuring that the correct ratio of junior players to coaches is achieved (see later).

Organisation and arrangements for matches

Selected players should be contacted by email with details of teams and logistics. A list of the players should be taken to away matches as confirmation of the team to the opposition: it also enables a check that no players get lost!

Other checks should include:-

- Enough water for the players
- Provision of a referee
- What are the catering arrangements
- Any kit required
- Are there enough goals
- Type of playing surface grass or astro turf

Self organisation of coaches and managers – training plan

The key to successful coaching and managing is good organisation. This includes turning up on time to practices and matches. Being disorganised, including poor time management, conveys the wrong messages to the players. Coaches and Managers should in some respects aim to be the role model in terms of organisation, behaviour and attitude. As referred to above, successful coaches plan their sessions. This plan should spread the focus across the range of the team i.e. Goalie, Defence, Midfield and Attack.

Working relationships with players, team spirit, player motivation

A successful squad and team is one with a good team spirit and this comes through generating the right attitude and commitment along with a good amount of fun! Expectations should be clearly set by the coach and manager, who should encourage a positive attitude amongst the players and discourage any negative attitude. In particular, the girls should be encouraged to mix with other girls, outside of their school friend groupings. During the season, managers should consider encouraging this team spirit by arranging activities/events/games to generate this team bonding.

Other specialists

There may be occasions when the help of other specialists is required. Examples of this include fitness instructors or coaches brought in to teach specific skills.

Juniors

All junior activities should be undertaken with due consideration of the needs of young people and their parents whilst taking regard to child protection and supervision best practice. This includes ensuring that all players wear, where appropriate, suitable safety equipment. For the purposes of this handbook children and young people (juniors) are defined as anybody under 18 years old. No child may take part in any activity without formal written parental consent having been obtained.

Junior Club Rules

1. All members must play Lacrosse within the laws and in the spirit of the game.
2. All members must respect colleagues, opponents and officials. Do not make derogatory comments or gestures about your colleagues or opponents. Never try to intimidate the opposition by threats or excessive triumphalism.
3. Be polite to referees and respect their decisions. **Do not show dissent!** Do not throw tantrums or Lacrosse equipment. Such behaviour invites sanctions from club officials.
4. Members should keep to agreed timings for practice and matches or inform their coach or team manager at the earliest possible opportunity if they cannot play or are going to be late.
5. All members must wear the appropriate kit – properly! Lacrosse Helmet, Gloves, Pads, Sticks and suitable trainers or Lacrosse boots should be worn for matches but tracksuits are permitted for practising.

Supervision

The Lacrosse Club actively encourages children and young people to take part in sporting activities. It is vital that these children are adequately supervised in line with the good practice guidelines (and appropriate to the experience of the coach) and that their parents are made aware of the inherent risks of the sport.

The following guidelines are derived from best practice guidance from the ELA and Child Protection in Sport Unit (CPSU). It is the responsibility when planning or providing sessions/activities to ensure that those running the activity are suitable to do so. For example, ensure that they:

- Have undertaken an appropriate recruitment and selection process, including a recent CRB check (see later in handbook)
- Have appropriate insurance
- Have adopted codes of conduct (copy included in this handbook and Players Handbook)
- Have an appropriate qualification
- Understand their responsibility to safeguard children

Under 18 coaches

CLC encourages under 18's to undertake coaching or officiating awards. This creates opportunities for these young people to develop their coaching or technical skills and sense of responsibility. Once registered as an ELA qualified coach, U18s are covered by the ELA public liability insurance and are regarded as a qualified adult coach, however, this should not result in these young people being given full or lead responsibility for managing groups of children. Under 18 coaches or officials should only supplement those appropriate adults with responsibility for supervising the activity.

Thus a Level 1 or Level 2 qualified U18 coach should be monitored by a Level 2 qualified adult or experienced Level 1 adult. In cases where under 18s in coaching roles are given responsibility for groups of children and monitored as described above, it is not necessary to have the young coaches CRB checked. However, if these young people are given overall responsibility or sole access to children, then regardless of their age, the appropriate checks (including CRB) should be undertaken to ensure their suitability for this role.

Supervision Ratios

Whatever the recommended ratio of adults to participants is a minimum of two adults should be present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity (eg following an accident that requires the attention of one of the adults). In the planning of all activities, a risk assessment should be undertaken to decide appropriate supervision levels. Key factors to assess include:

- Age of children
- Additional supervision/support needs of some or all participants (for example due to disability)
- Competence/experience of participants
- Nature of activities/drills
- Nature of venue (whether closed and exclusive, or open and accessible to members of the public)
-

The following guidelines are considered as minimum requirements for supervision within CLC:

Children under 5 years old.

- No child under 5 years old may be allowed to take part in any activity unless under the direct supervision of a parent or guardian

Children under 8 years old:

- One adult (or U18 ELA qualified coach) to eight children (with a minimum of two adults)

Children over 8 years old:

- One adult (or U18 ELA qualified coach) to twelve children (with a minimum of two adults)

Taster/Training Sessions

For children who are taking part in 'taster' sessions or are attending training sessions prior to applying for membership, the emergency contact information detailed below, must be obtained. This information, **together with the written parental consent**, will be retained by the Club and available, whenever the child takes part in an activity.

Junior Members

Junior members must complete an application form that must be signed by their parent or guardian. Completion by the Club and will be available whenever the child may be taking part in an activity at the Club. Due to the changing circumstances of children's membership forms for juniors, this information must be checked/completed annually.

Emergency Contact Information

Coaches, Managers and Activity Supervisors will be responsible for ensuring that no child takes part in an activity without their parents having provided some basic information to the Club, specifically:

- name , address, date of birth
- telephone number, doctors contact details, any health issues
- name and contact details of their parent and/or guardian
- an emergency number which must be retained by the coach, manager or activity supervisor.

This information must be kept up to date and kept by the coaches, managers or activity supervisors at all times (alternately, this can be collated and filed behind the bar) where it is readily available in the unfortunate event of a junior member being involved in an accident.

Information for Parents

All the information necessary for a parent to assess the risk associated with a child taking part in sporting activities is contained within the membership form.

Code of conduct for parents/carers



1. Encourage your child to learn the laws of the game and to play within the spirit of those laws.
2. Discourage unfair play and disputes with officials/coaches.
3. Help your child to recognise good performance, not just results.
4. Never force your child to take part in any sport.
5. Set a good example by recognising fair play and by applauding the good performances of all.
6. Never punish or belittle a child for losing or making mistakes.
7. Publicly accept the judgement of officials without argument or comment.
8. Support your child's involvement and help them to enjoy Lacrosse and to develop within it.
9. Use correct and proper language at all times.
10. Do not forget, children are involved in organised sport for **their** enjoyment and **not yours**.

Open Access Policy

CLC operates an open access policy to all junior sporting activities including lacrosse which means that participants will be supervised whilst taking part in the specified activity but will not be confined to the grounds or be prevented from coming or going as they please.

Coaches/Activity Supervisors

All coaches/managers/activity supervisors should be competent to undertake their role –see elsewhere in this handbook.

Sports Governing Body Guidelines - ELA

CLC should follow all relevant national sports governing body guidelines that are relevant to the health and safety of junior members – see elsewhere in this handbook. The Club should raise any conflicts that may arise with the CLC Committee.

Playing and training within appropriate age and capabilities

At all times players should play within their capabilities. This applies particularly to juniors but does not preclude the development of players by “pushing” them within reason to develop their skills and abilities. The transition from under 16 to under 19/senior needs managing with care to ensure that the player copes with the change from junior to senior culture and behaviour. In instances where a junior player shows an interest and the competence to play for a senior team, managers from both teams should be kept informed. It may be possible for the player to play for both sides or to make a complete move to the seniors. However, in normal circumstances where both teams play at the same time or on the same day, the player is obliged to play for the side that matches his/her age group. The emphasis is on good communication between managers.

Child Protection

All lacrosse coaching will be in line with the ELA Child Protection Policy. All coaches and managers should be aware of the requirements of this policy. There are two main responsibilities:

- 1 To promote good practice in the care of children
- 2 To recognise signs of abuse and take the necessary action to help the child. **All coaches and managers should undergo a Criminal Records Bureau (CRB) check as a minimum. Other helpers should complete a self declaration form as a minimum.**

A list of CRB checked and self certified coaches, managers and helpers will be maintained and regularly updated, by the CLC Child Welfare Officer.

Specific examples of good care include:-

- Always be publicly open when working with children
- Find other ways of correcting technique rather than physically handling a child.

- Some parents are increasingly concerned about physical contact. Where possible, parents should have responsibility for their children in the changing rooms. If groups have to be supervised, always ensure that adults work in pairs
- Where there are mixed teams away from home, they should be accompanied by a male and female coach/manager/responsible adult

It does **not** make sense to:

- Spend excessive amounts of time alone with children away from others
- Take children alone on car journeys, however short
- Take children to your home where they will be alone with you

Managers and coaches should never:-

- Engage in rough, physical or sexually provocative games
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for children which they can do for themselves (in the case of disabled children, parental discussion and consent must be obtained)
- Invite or allow children to stay with them at their home unsupervised

Lacrosse Development Officers (LDOs)

CLC uses LDOs, to support the Club's lacrosse development programme and to support the drive to raise the profile of lacrosse in local schools through the coaching of Pop Lacrosse. In addition to the focus on teaching Pop Lacrosse, the LDOs also will coach specific girls/women's teams and play as a member of the appropriate senior team. The LDOs are selected during May/June through the ELA selection process and will then usually arrive at the Club in early September having been inducted by the ELA. A CLC induction will explain the organisation and arrangements within the Club. The LDO work schedule is centred on the local schools programme and is managed through the Chairman of Cobham Lacrosse Club by the Development Programme. LDOs will establish a professional working relationship with the schools with a clear understanding of responsibilities e.g. first aid, supervisions etc. Weekly worksheets enable the work to be monitored and appropriately directed; they also enable the invoices to be submitted to the schools in a timely manner. During the course of their time with the Lacrosse Club, the LDOs are members of the Club and as such shall undertake their role in accordance with the Club's rules and codes of conduct. Further information can be found in the "British Lacrosse Development Programme" – a pack issued to LDOs when they attend the ELA induction course. This pack contains guidance on rules, record keeping, forms to complete (by the LDO and CLC) and sample time sheets.

Seniors

Generally senior players will either have been juniors at CLC or at another club, so should be aware of the requirements of the game. It is important however, that seniors are reminded of the Club rules. Seniors should see themselves as role models for the juniors and ambassadors for the sport of lacrosse. Consequently, they should be encouraged to join in with the junior side, by for example helping with coaching, managing or refereeing.

Appendix - School Coaches Protocol

This is aimed specifically at coaches going into schools to undertake lacrosse coaching and gives practical application of the guidance contained with this handbook.

Coaches should:-

- Wear the CLC kit whilst representing the Club
 - Act in a professional manner, adhering to the Managers and Coaches code of conduct
 - Have their identification card with them at all times
 - Arrive at the school 15-20 minutes before the session commences
 - Sign in at the school reception
 - Inspect the playing surface to determine suitability for use
 - Set up for the session and take the opportunity to discuss any concerns or matters that have arisen with the head teacher or PE coordinator
 - Wait outside the classroom for all children to be ready for the session, and then sensibly walk the children to the playing area (at least in the first week)
 - Take a session register of all participants
 - Check the children's suitability to participate
 - Instruct the children of the rules during all sessions
 - Explain the aim and objectives of the session, identifying any safety requirements
 - Conclude all sessions by referring to how the group achieved the aims and objectives of the session
 - Wait with the children until all pupils are collected by their parent or carer (except at secondary school)
 - Sign out of equipment -
 - Lacrosse balls school, thereby representing the end of the session.
- Provide the appropriate, cones, bibs goals
- Goal keeping Equipment
 - Spare sticks

Key Rules

- No mouth guard – no play
- Keep track of the players by regular head counts
- All coaches, managers and helpers to have a copy of the schedule/plan
- All goalkeepers must wear full protective equipment
- All players must follow coaches/adult instructions
- Fire procedures (if indoor) must be outlined and followed at all times
- All players must register on arrival and departure

Injury, first aid

- Fully stocked first aid kit
- Report all injuries, accidents immediately in accordance with local

[Specimen Consent letter \(attached\) for school coaching](#)

Appendix - Officers 2010

Chairperson: Paul Reynolds

President: Jan Kiddle

Secretary: Barbara Walters

Treasurer: Nathalie Yip

Information Officer: ?

Junior Lacrosse Chairman: Catharine Boardman

U14/15 Head Coach – Charlotte Kiddle

U13 Head Coach – Sam Bingham

U12 Head Coach - Alex

U10 Head Coach – Nikki/Maddie

Referees

Jan Kiddle

Catharine Boardman

Club Role Descriptions

Club Chairperson

This person most commonly is one of the more senior members of your club, and would have done most of the jobs listed below in their time with the club. The Club Chairperson/President should be a well-respected individual who is viewed as someone who represents what your club is meant to signify.

Skills:

- must be well spoken
- good organiser
- good interpersonal skills

Tasks:

- promote club and act as club figurehead
- present awards at club functions
- oversee all club activities and committees
- represent club at external lacrosse events
- sounding board for new club initiatives

- manage LDO
- raise funds via grants and sponsorship

Treasurer

The club committee must identify a person willing and able to take on the role of Club or Honorary Treasurer. The treasurer's role is vital to ensure the club's finances are in good order and no debts outstanding.

The treasurer must report to the main committee and is responsible for collecting subscriptions, match and training fees.

Skills needed:

- Person must be well organised
- Able to keep records
- Careful when handling money or cheques
- Honest
- Able to answer questions in meetings
- Confident handling figures
- Prepared to make instant decisions when necessary

Tasks:

- Collecting subscriptions and all other monies due to the club
- Paying all bills and recording information
- Keeping up to date records of all financial transactions
- Ensuring that all cash and cheques are deposited promptly in the bank
- Ensuring that funds are spent according to the annual plan
- Issue receipts for all monies received
- Reporting regularly on the financial position of the club
- Preparing a year-end statement of accounts to present to auditors
- Arranging for the statement of accounts to be audited
- Presenting an annual financial report at the AGM
- Financial planning, including providing an annual budget and monitoring it through out the year

Secretary

A club secretary is an integral part of the club in communicating with members of the club.

Skills needed:

- Good organisational skills
- Note taking and writing
- Excellent communicator
- Able to take action quickly

Tasks:

- Attend club meetings
- Taking and writing minutes and copying them to club members
- Opening and sorting mail
- Distribute mail to relevant people
- Deal with correspondence
- Mail out information to members, i.e. renewal notices or notices of meetings and or events
- Represent club at County or Territorial Meetings
- Act as a point of contact for the club
- Produce a calendar of events

- Produce a newsletter and club handbook

Club Welfare Officer

The following outlines the core knowledge, skills and tasks for this role.

Knowledge

- Basic knowledge of core legislation, government guidance and national framework for child protection
- Basic knowledge of roles and responsibilities of statutory agencies (Social Services, Police and Area Child Welfare Committees).
- Knowledge of local arrangements for managing child welfare and reporting procedures
- Knowledge and understanding of poor practice and abuse – behaviour that is harmful to children
- Knowledge and understanding of the ELA's role and responsibilities to safeguard the welfare of children and young people
- Knowledge of the ELA's policy and procedures related to safeguarding children and young people
- Knowledge of the core values and principles underpinning practice
- Awareness of equity issues and child welfare
- Basic knowledge of how abusers 'target' and 'groom' organisations to abuse children.
- Best practice in prevention

Skills

- Basic administration – maintain records
- Basic advice and support provision
- Child focused approach
- Communication
- Ability to promote the ELA's policy procedures and resources
- Ability to provide information about local resources

Tasks

- Assist ELA to fulfil its responsibilities to safeguard children and young people at club level
- Assist ELA to implement its Child Protection Plan at club level
- The first point of contact for staff, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified.
- Be the first point of contact with the ELA Welfare Officer
- Implement ELA reporting and recording procedures
- Maintain contact details for local Social Services, Police and know how to obtain Area Child Protection Committee guidelines.
- Promote ELA Best Practice guidance – Code of Conduct and Ethics within the club
- Sit on the club's Executive Committee
- Promote and ensure adherence to ELA Child Protection training advice
- Promote and ensure confidentiality is maintained
- Promote anti-discriminatory practice
- Facilitate Criminal Records Bureau and Self-Declaration Forms within the club

Suggested Education/Courses:

- Child Protection (ELA Policy)
- Good Practice and Child Protection Course (Sports Coach UK)
- Club for All Workshop (Running Sport)
- Developing Junior Clubs (Running Sport)

Fixtures Secretary

The fixtures secretary takes on the responsibilities of organising the fixtures and making sure that each team knows when and where they are supposed to be playing.

Skills Needed:

- Good Organiser
- Able to sort matters quickly and efficiently
- Able to communicate effectively

Tasks:

- Contact schools and clubs to organise fixtures
- Communicate with team captains/team managers on all team fixtures
- Enter competitions on behalf of club's teams
- Communicate with treasurer on paying tournament fees
- Make sure travel arrangements are organised before matches

Team Captains

The team captain is usually someone voted and nominated by fellow club members and viewed as a good leader not only for the team but club also.

Skills Needed:

- Positive role model
- Leadership Skills
- Good understanding of the game
- Able to motivate players
- Good organisational skills

Tasks:

- Conduct team talks during games
- Organise team for league, tournament, and knock-out fixtures
- Implement strategies / coaching during matches
- Liase with team manager or coach on any issues

Suggested Education/Courses:

- First Aid/CPR (St John's Ambulance or Red Cross)
- Child Protection & Coaching Workshop (Sportscoach UK)
- Equity in Coaching (Sportscoach UK)
- Club for All Workshop (Running Sport)
- Development Coaching Award (ELA Course)
- Basic Referee (Men) or Umpire (Women) Qualification

Club Coach

The club coach is a well-respected individual who is very influential in the development of the players in the club.

Skills Needed:

- Effective communicator
- Excellent work ethic and attitude

- An ELA Club Coach Award
- Able to troubleshoot
- Create strategies or team plan for matches
- Organise training sessions

Tasks:

- Conduct and organise weekly training sessions
- Communicate with team captain on any issues that need addressing
- Present at team matches
- Make recommendations for players to join higher teams within club
- Make recommendations for players to represent county/territorial teams

Mandatory Education/Courses:

- ELA Club Coach Award
- First Aid/CPR (St John Ambulance/Red Cross)
- Child Protection & Coaching Workshop (Sportscoach UK)
- Equity in Coaching (Sportscoach UK)

Suggested Education/Courses:

- Club for all Workshop (Running Sport)
- Developing Junior Clubs (Running Sport)
- Basic Referee (Men) or Umpire (Women) Award

Junior Team Manager

This person needs to be well-organised and able to deal with both players and parents. An extremely important role and vital in the development of the lacrosse club.

Skills Needed:

- efficient organiser
- good communicator
- able to solve issues or identify shortcomings within team

Tasks:

- Introduce new players into the team/club
- Make sure players are aware of all training times and matches
- Ease transition of the older players to the next age level
- Support the team coach in his coaching responsibilities.
- To ensure that the welfare and safety of the players is maintained during training and match play.
- All players and parents are aware of meeting times and directions to venues for travel.
- Make sure parents/adults are insured to carry children in their cars
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Suggested Education/Courses:

- ELA Development Coach Award

- First Aid/CPR (St John Ambulance/Red Cross)
- Child Protection & Coaching Workshop (Sportscoach UK)
- Club for all Workshop (Running Sport)
- Equity in Coaching (Sportscoach UK)
- Developing Junior Clubs (Running Sport)
- Basic Referee (Men) or Umpire (Women) Award

Junior Team Coach

An enthusiastic and patient person who works well with children is best for this job. This role is vital to make sure the future senior players are coached properly and most of all enjoying their experience.

It is also imperative that appropriate screening measures are taken before a junior coach runs a training session or has any contact with children. Please refer to the volunteer application process and the ELA's Child Welfare Policy before employing anyone to do junior coaching.

Skills Needed:

- All coaches should have at least an ELA Development Coaching Award
- Positive attitude
- Able to motivate and encourage
- Must be responsible and reliable
- Communicate effectively to children and players
- Strong work ethic

Tasks:

- Conduct weekly training session
- Coach league matches and tournaments
- To create an environment in which players are motivated to maintain participation and improve performance

Mandatory Education/Courses:

- ELA Development Coach Award
- First Aid/CPR (St John Ambulance/Red Cross)
- Child Protection & Coaching Workshop (Sportscoach UK)
- Equity in Coaching (Sportscoach UK)

Suggested Education/Courses:

- Club for all Workshop (Running Sport)
- Developing Junior Clubs (Running Sport)
- Basic Referee (Men) or Umpire (Women) Award
- ELA Young Leaders Award (if coach 16-21 years of age)

Club Umpires/Referees

A responsible individual who can be a current club player to referee junior matches or someone towards the end of their playing career who still wants to be a part of the club and game.

Skills Needed:

- Must be reliable, fair, and unbiased
- Minimum ELA Basic Award Referee Qualification (Junior)
- Minimum ELA Level 1 "Local Umpires Award" (Women's, Mixed)

Tasks:

- Referee club matches
- Represent club to referee/umpire county or territorial matches and or tournaments
- Assist volunteer co-ordinator in spotting or scouting possible new referees/umpires or timekeepers
- Educate players at club to help the understand the "rules of the game"

Suggested Education/Courses:

- First Aid/CPR (St John Ambulance/Red Cross)
- Child Protection Policy (ELA Reference)
- Basic Referee (Men) or Umpire (Womens)

Information Officer

An individual whose responsibilities are to disseminate information about the club to all local agencies and ensure that local press and media have opportunities to engage with the club. The information officer also is responsible for the club website and database.

Skills Needed:

- able to communicate effectively
- competent computer skills (web design, excel, etc.)

Tasks:

- report scores to appropriate league contact
- report scores to local press
- produce leaflets and flyers for recruiting players for all teams
- foster relationship with local councils and county sports partnerships
- help produce club information guide
- maintain club website

Suggested Education/Courses:

- Funding and Marketing Your Club Workshop (Running Sport)
- Child Protection Policy (ELA Reference)