

SECTION 1: Junior Management Guidelines

Purpose

The Melville City Hockey Club ('the Club') recognises that junior participation within the club is a fundamental component of its operations.

The Club also recognises the many physical and psychological benefits associated with participation in junior sport. The Club believes that fostering a positive and engaging environment and Club image for junior players to participate in will be advantageous in attracting new members as well as positively promoting the Club to the wider community.

This guideline has been developed to provide a framework for the efficient management, operation and development of junior participants (ages 4-18) as well as providing the following:

- Create a safe and supportive environment for enjoyable participation and to encourage lifelong involvement;
- Provide an environment for the development of skills, and cardiovascular and musculoskeletal health;
- Foster social benefits and encourage good sporting behaviour;
- Equal opportunities for all players to participate in hockey programs and competitions;
- Encourage and actively cater for talented young sportspeople;
- Develop a consistent and coordinated approach to all hockey programs within the Club and the community.

Early hockey experiences impact greatly on continued participation. It is important to understand what motivates players to stay involved in hockey to develop and conduct programs which best cater for them. The Club seeks to:

- Make hockey experience for all players a safe and positive one;
- Listen to players views and encourage constructive feedback to improve junior hockey;
- Make decisions based on principles of equity, so that individuals are not affected negatively by ability, body shape, disability, ethnicity, gender and sexuality, geographical location and socioeconomic status.

Scope

This guideline applies to all members, administrators, officials, coaches, players, volunteers and spectators involved in junior hockey at the Club.

Guideline

1. Age Specific Management Principles

Players are grouped according to their relevant school years. For the purposes of this document, all age groups are identified according to the Hockey WA Competition age groups e.g. 7/8's is those students in school years 7 and 8.

1.1. J 5/6's and under

In the younger age groups, 5/6's and under, the emphasis is always on enjoyment. There are a variety of aspects important to children of these ages in maximising enthusiasm and enjoyment.

The first of these is the inclusion of fun activities in all sessions. Whilst at this fundamental age, learning skills is extremely important, carefully planned sessions that provide the players with a range of opportunities to explore these skills in different settings (individual, small groups, or game based) can help facilitate their learning, whilst keeping their interest and attention.

Another important factor for children of these ages is playing with friends. It is therefore vital that an environment is set up to enable young players to participate in the hockey experience with their existing friends, as well as develop new friendships with new teammates.

1.2. J 7/8's & 9/10's

In these age groups, it is important to not get too focused on the elite pathway. The success of those children participating at the top level, generates continued enthusiasm amongst players and their friends, so whilst clubs should continue to look for further opportunities for these children to extend themselves, be it at a regional level, or beyond, emphasis must also be placed on the more social grades, and providing pathways for future development of those players at this level.

1.3. J 11/12's

This age group represents the last years of junior hockey. For this age group, the focus shifts to identifying pathways, and accommodating their shifting priorities. As these maturing adolescents reach the culmination of their school life, their studies, part-time work and social commitments take greater precedence. As such, the Club attempts to show greater flexibility with training and match attendance to assist these children in managing their workload.

2. Codes of Behaviour

The Club has a separate Junior Sport Codes of Behaviour guideline that is reviewed regularly in conjunction with the Junior Management Guideline.

3. Selections

The Club has a separate Junior Selection guideline that is reviewed regularly in conjunction with the Junior Management Guideline.

4. Juniors in Senior Competitions

The Club has a separate Juniors in Senior Competitions Guideline that is reviewed regularly in conjunction with the Junior Management Guideline.

5. Junior Playing Time

The Club has a separate Junior Playing Time Guideline that is reviewed regularly in conjunction with the Junior Management Guideline.

Review of Guideline

The Club will review this guideline annually or as often as it determines necessary and will make changes it determines necessary or desirable.

Access to Guideline

This guideline will be available for viewing by any member of the club via its website or a copy will be provided upon request.

Related Policies

- Junior Sport Codes of Behaviour
- Selection Guideline

- Juniors in Senior Competitions Guideline
- Junior Playing Time Guideline

Related External References

- Hockey Australia Member Protection Policy
[Click Here](#)
- Hockey WA Junior Coordinators Handbook

Revision History

Guideline Description:	Junior Management Guideline		
Document No:		Version:	
Approved By:			
Issue Date:		Review Date:	
Version	Dated	Distribution	
		Club Governance	
		Website	
		Membership	
		Umpires	

SECTION 2: Junior Sport Code of Behaviour

Purpose

The purpose of the Junior Sport Code of Behaviour Guideline is to encourage young people to be involved in sport whilst maintaining their right to participate in a safe and supportive environment. We believe everyone has the right to enjoy their sport however at times the passion that ignites us can create unpleasant situations. The following codes serve as key principles that the Melville City Hockey Club ('the Club') expect our coaches, spectators and umpires to abide by.

Over-zealous parents, boisterous spectators, opinionated players and quick-tempered coaches may need to be reminded of appropriate behaviours when involved in junior sport.

The Australian Sports Commission has developed the Codes of Behaviour to remind and encourage all Australians involved in junior sport to support and nurture all our young players. The Codes of Behaviour provide the basis for fair play for young people and encourage fun, friends and safe environments.

The Club fully supports and endorses the initiatives of the Australian Sports Commission and the Department of Local Government, Sport & Cultural Industries in the development of a code of behaviour for Junior Sport.

Scope

These Codes of Behaviour identify a series of key principles by which young players, parents and coaches, administrators, officials, and spectators should base their sporting involvement.

These Codes will ensure that young people develop good sporting behaviours and have an enjoyable experience in sport, which will encourage them to remain involved throughout their lives.

Guideline

1. Coaches

- Remember that the example you set is critical. Asking players and spectators to display appropriate behaviour will be disingenuous if coaches and other leaders are not demonstrating appropriate behaviours.

- Remember that young people participate for pleasure, and winning is only part of the fun;
- Never ridicule or yell at a young player for making a mistake or not coming first;
- Be reasonable in your demands on players time, energy and enthusiasm;
- Operate within the rules and spirit of your sport and teach your players to do the same;
- Ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities;
- Avoid overplaying the talented players, all players need and deserve equal time;
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players;
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, media, parents and spectators. Encourage players to do the same;
- Show concern and caution towards sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition;
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people;
- Any physical contact with a young person should be appropriate to the situation and necessary for the players skill development; and
- Respect the rights, dignity, and worth of every young person regardless of their gender, ability, cultural background or religion.

2. Administrators

- Involve young people in planning, leadership, evaluation and decision-making related to the activity;
- Give all young people equal opportunities to participate;
- Create pathways for young people to participate in sport, not just as a player but

also as a coach, referee, administrator, etc.;

- Ensure the rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of young players;
- Provide quality supervision, support and instruction for junior players and young or less experienced coaches;
- Remember that young people participate for their enjoyment and benefit. Do not over-emphasise awards;
- Help coaches and officials highlight appropriate behaviour and skill development, and help improve the standards of coaching and officiating;
- Ensure that everyone involved in junior sport emphasises fair play, rather than winning at all costs;
- Give a code of behaviour sheet (See Section 7 below) to spectators, officials, parents, coaches, players and the media, and encourage them to follow it;
- Remember, you set an example. Your behaviour and comments should be positive and supportive;
- Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action; and
- Respect the rights, dignity, and worth of every young person regardless of their gender, ability, cultural background or religion.

3. Officials

- Compliment and encourage all participants;
- Be consistent, objective and courteous when making decisions;
- Condemn unsporting behaviour and promote respect for all opponents;
- Emphasise the spirit of the game rather than the errors;
- Encourage and promote rule changes that will make participation more enjoyable;
- Be a good sport yourself. Actions speak louder than words;

- Keep up to date with the latest trends in officiating and the principles of growth and development in young people;
- Remember you set an example. Your behaviour and comments should be positive and supportive;
- Place the safety and welfare of the participants above all else; and
- Respect the rights, dignity, and worth of every young person regardless of their gender, ability, cultural background or religion.

4. Spectators

- Remember that young people participate in sport for their enjoyment and benefit, not yours;
- Applaud good performances and efforts from all individuals and teams. Congratulate all participants on their performance, regardless of the game's outcome;
- Respect the decisions of officials and teach young people to do the same;
- Never ridicule or scold a young player for making a mistake. Positive comments are motivational;
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players;
- Show respect for your teams' opponents. Without them, there would be no game;
- Encourage players to follow the rules and officials' decisions;
- Do not use foul language, sledge or harass players, coaches or officials; and
- Respect the rights, dignity, and worth of every young person regardless of their gender, ability, cultural background or religion.
- General support is encouraged but do not shout instructions from the side-lines. It can be inconsistent with the Coaches messaging and can confuse the players.
- If you have an issue with an umpire, coach or player (or other) raise the issue

calmly with your Team Manager who can consider appropriate escalation if necessary. (As an example, if you consider that an umpire has not interpreted a rule correctly, do not approach the umpire directly).

Related External References

- Hockey Australia Member Protection Policy [Click Here](#)
- Hockey WA Junior Coordinators Handbook

Revision History

Guideline Description:	Junior Sport Code of Behaviour		
Document No:		Version:	
Approved By:			
Issue Date:		Review Date:	
Version	Dated	Distribution	
		Club Governance	
		Website	
		Membership	
		Umpires	

SECTION 3: Junior Team Selection Guideline

Purpose

The Melville City Hockey Club ('the Club') is committed to providing a fair and equitable selection process for all junior participants competing in Hockey WA Competitions.

The purpose of this document is to provide an open and transparent process that expressly avoids and/or limits disagreements within the framework of junior selections.

Scope

This guideline applies to all coaches, managers, administrators and players in the J 5/6's age group and above.

Guideline

1. Selection Criteria

- Basic Skills – Players who can consistently demonstrate basic skills appropriate to playing level
- Understanding of position play – Players who clearly understand the attacking and defensive requirements of the positions they play
- Team Skills – Players who communicate and support their teammates
- Attitude – Willingness to Learn
- Commitment – Regular attendance and attentiveness at training and games
- Potential
- Athleticism
- Availability

2. Selection Panel(s)

a. Initial Grading Sessions

Initial Grading will be conducted by a group of independent selectors.

Parents/Guardians will not be directly involved in evaluation of their child or children. However, parents may be involved in the running or management of skills sessions that form part of the evaluation and/or grading process.

b. Grading During the Season

Weekly selections if required will fall to coaches in consultation with the Junior Development Coordinators.

3. Weekly Selections (if required)

Selections are considered final for that round, but players may be offered the opportunity to play up a grade should the opportunity present itself. Relevant coaches will consult between themselves on player movement.

All player movements will be subject to and conform to Hockey WA Junior League Rules. Player evaluation throughout the playing season is an important part of the coaches' role and player development shall be constantly reassessed based on the selection principles of the Club.

4. Playing out of Age Group

Players will only be permitted to play outside of their regular age group, where one or more of the following conditions are met;

- Players are offered the occasional game outside of their regular game in the interest of player development or to manage team numbers in the older grade;
- Players are granted a Hockey WA permit to compete in the older competition in addition to their own regular grade on a regular basis. Permits are applied in instances where additional players are required to compete in the higher age group;
- Players from the older age group are **NOT** displaced as a result of the younger players' inclusion, and the playing numbers for the younger age group are not compromised in that players' absence; and
- Parent/Guardian Approval is granted

A request for a player to be graded in an older age group (with the exception of Year 4's want to play 5/6's) will not generally be supported but will be considered on merit having regard to any specific exceptional circumstances. Any such request must be supported

by the Junior Vice President and Club President. Where any junior requests a younger year group than they are eligible for, the Club is required to apply in writing to Hockey WA for a permit. This is usually only granted for individuals with higher support needs.

5. Other Considerations

Considerations are made where requests to play together with another child, e.g., Siblings, in the same age group. Higher grades are selected on merit; where children from the same family are graded differently, both would be required to play in the lower grade.

6. Codes of Behaviour

The Club has a separate Junior Sport Codes of Behaviour guideline that is reviewed regularly in conjunction with the Junior Selection guideline.

7. Juniors in Senior Competitions

The Club has a separate Juniors in Senior Competitions Guideline that is reviewed regularly in conjunction with the Junior Selection Guideline.

8. Junior Playing Time

The Club has a separate Junior Playing Time guideline that is reviewed regularly in conjunction with the Junior Selection guideline.

Complaints / Review

Whilst all attempts are made to be objective in the selection of teams, by the nature of player assessment and selection, subjective decisions are made. If a parent and/or player has queries about the selection process then they have recourse via a selection review process detailed below:

Step 1 – Seek feedback from the Year Group Coordinator.

Step 2 – Discuss selection with representatives of the Junior Committee.

If a player and/or parent has had a discussions with their Year Group Coordinator but has not been satisfied with the outcome of those discussions, then that player and/or parent can discuss the situation with the Managers Coordinator and the Vice President (Junior Coordinator) as representatives of the Junior Committee. The Junior Committee representatives will review the

situation taking input as required from the coach, grading representatives and Junior Development Coordinator.

Review of Guideline

The Club will review this guideline annually or as often as it determines necessary and will make changes it determines necessary or desirable.

Access to Guideline

This guideline will be available for viewing by any member of the club via its website (melvillehockey.com) or a copy will be provided upon request.

Related Guidelines

Related External References

- Hockey Australia Member Protection Policy [Click Here](#)
- Hockey WA Junior Coordinators Handbook [\[Link\]](#)

Revision History

Guideline Description:	Junior Team Selection Guideline		
Document No:		Version:	
Approved By:			
Issue Date:		Review Date:	
Version	Dated	Distribution	
		Club Governance	
		Website	
		Membership	
		Umpires	

SECTION 4: Juniors in Senior Competitions Guideline

Purpose

The Melville City Hockey Club (The club) is committed to providing appropriate pathways for player development for our junior participants. A significant part of pathways development is the introduction to senior hockey for players. The purpose of this document is to provide a documented pathway to achieve development whilst provides clarity and transparency.

Scope

For the purposes of this Guideline, a junior player is defined as any player currently attending a Secondary Educational institution (i.e. Year 12 or below); or aged 17 or less on December 31st in the preceding competition year.

As per Hockey WA Junior Rules, no player under the age of 12 on January 1st in the competition year will be permitted to play in senior competitions with the Club.

Guideline

A junior player who expresses interests to play in the senior competition should register their interest with the Junior Development Coordinator. The Junior Development Coordinator will discuss this with the relevant Senior Coaches and Coordinators to find appropriate opportunities where possible.

Premier League coaches may invite players up to their training sessions as developmental opportunities; this needs to be discussed with the Junior Coordinator and should not be an expectation by players.

If selected for Senior games they will be in one of the following categories:

1. Player Categories

A Junior member playing in a Senior Competition shall fall into one of the following categories;

- a. Juniors playing on a less than regular basis (Fill in player) with a senior side**

Junior members may be invited to play in a senior team as a fill in player by the

relevant team's manager or coach. Provided that a regular full time senior member is not displaced.

b. Junior playing both junior and senior competitions on a full-time basis

Any junior player that elects and has been selected to play in both their junior age group competition and a senior competition will be subject to the entitlements and expectations of a regular full time senior team member.

- In the rare occurrence of a competition clash, the junior competition **MUST** take priority unless they are playing in the club's top squad. Senior Coach/Manager/s will discuss ramifications with Junior Coordinator if the need arises.
- Junior training takes priority, and juniors will only be required to participate in one senior training session a week.

c. Juniors playing Seniors only

A request for a junior aged player to only play seniors (or to play seniors as a priority) will not generally be supported but will be considered on merit having regard to any specific exceptional circumstances, player safety and the players and Club best interests. Any such request must be supported by the player's parent / guardian, the relevant senior coach and the Club President. The Junior Development Coordinator and the Junior Vice President should be consulted.

Year 11 and 12 players may experience high school work loads. These should be openly discussed with the player's coaches (senior and juniors) alongside the player's parents/guardians. All parties must all agree on an attendance commitment from the player. After the first 6 rounds of the season, the commitment can be re-assessed to ensure it continues to be in the best interest of the player.

2. Umpiring Duties

Any junior member playing on a full-time basis (see 1.1 and 1.3 above) in a senior team will

be expected to complete umpiring duties, as assigned by Hockey WA and their senior team. However, in the event that the junior is not an experienced umpire, considerations for alternate arrangements will be available.

3. Match Fees & Other Payments

Any junior member playing on a full-time basis in a senior team will be expected to pay relevant match fees and the juniors playing seniors registration fee published on the clubs' fees schedule.

4. Player Safety

In all instances, a junior player shall not be selected to play in a senior grade unless the player is considered to have the experience and skill to safely participate.

5. Coaches & Managers Responsibilities

In cases where a junior member is playing in a more permanent basis in a senior team, the coach or manager shall agree to act as or appoint a teammate as a mentor to foster a healthy environment in which to develop that player.

Review of Guideline

The Club will review this guideline annually or as often as it determines necessary and will make changes it determines necessary or desirable.

Access to Guideline

This guideline will be available for viewing by any member of the club via its website (melvillehockey.com) or a copy will be provided upon request.

Related Policies

Related External References

- Hockey WA Junior Coordinators Handbook [[Link](#)]

Revision History

Guideline Description:	Juniors in Senior Competitions Guideline
------------------------	---

Document No:		Version:	
Approved By:			
Issue Date:		Review Date:	
Version	Dated		Distribution
		Club Governance	
		Website	
		Membership	
		Umpires	

SECTION 5: Juniors Playing Time Guidelines

Purpose

The Melville City Hockey Club (The Club) believes that every player has the right to consider themselves an important member of the team and have equal opportunity to improve and develop. Coaches are primarily development coaches, and the Club aims to have players develop a long-term love of the game of hockey. We aim to have players of all ability levels improve at an individual level and in team skills.

Scope

This guideline applies to all players playing in the junior competition (J3/4, J5/6, J7/8, J9/10 and J11/12)

Guideline

1. Playing Time Guidelines

Playing time guidelines fall into age group categories.

J3/4' s

As much as possible, there should be equal time for all field players. Ideally there will be a plan of rotation worked out before the game. Realistically though, children sometimes don't show up with little notice.

The coach has a difficult balancing act between maintaining a strong team presence and ensuring equality of playing time. Please be aware of this. It is expected that players will gain experience across all positions at this level.

If players are unable to play due to absence or injury this time should not be "made up" upon their return. Where a player has unacceptable behaviour either at training or during games that is disruptive, a time out process, including game time may be applied. It is expected that the child and parents will be informed that unacceptable behaviour has occurred. If this continues the child will be required to sit out for a nominated period at the coach's discretion.

J/5's & 7/8's

All of the playing time guidelines mentioned above for **a. Grads** also apply to this age group.

Unless there is a dedicated goalie, all players will be required to take turns. If it is a player's turn to be goalie, then he/she should train as a goalie. Ideally these rotations should be known in advance.

The exception to this is with regards to finals where game time will depend partly on unforeseen competitive factors but there must not be players off for consistently long times. The coach has a difficult balancing act between maintaining a strong team presence and ensuring equality of playing time. Please be aware of this.

J9/10's and J11/12's

All of the playing time guidelines mentioned above for b. **J/5's & 7/8's** also apply to this age group.

Every effort must be made to ensure that the development opportunities are similar for all players in the team. Rapid interchanges are an integral component of modern hockey and should be occurring at these age levels. Rotation of players can be done in several ways - e.g., within "lines" or within other categories (strikers, midfielders and defenders). This includes a coach rotating players between positions to ensure skills development for the players and the best outcomes for the team.

2. Parental / Child Concerns

If parents are concerned about the level of game time their child is receiving, they should discuss this with the relevant coach.

If this isn't a reasonable option or has been tried the parent should then raise the issue with the age group coordinator and they will discuss with the coach and respond to the parent.

If the concern still persists this can then be escalated to the Junior Development Coordinator to be presented to the Junior Committee at the next meeting.

All concerns raised are to be dealt with in a respectful and confidential way at all times

Review of Guideline

The Club will review this guideline annually or as often as it determines necessary and will make changes it determines necessary or desirable.

Access to Guideline

This guideline will be available for viewing by any member of the club via its website (melvillehockey.com) or a copy will be provided upon request.

Related Policies

Related External References

- Hockey Australia Member Protection Policy [Click Here](#)
- Hockey WA Junior Coordinators Handbook [\[Link\]](#)

Revision History

Guideline Description:	Juniors Playing Time Guidelines		
Document No:		Version:	
Approved By:			
Issue Date:		Review Date:	
Version	Dated	Distribution	
		Club Governance	
		Website	
		Membership	
		Umpires	

SECTION 6: Juniors Awards Guideline

Purpose

The purpose of this guideline is to provide consistency of awards across all junior teams playing for the Melville City Hockey Club (The Club). The following guideline is to be strictly adhered to and any changes to awards must be approved by the Junior Committee.

Scope

This guideline provides framework for how all end of year junior awards are derived and selected and applies to the entire junior club from Minkey to J11/12's.

Guideline

Minkey and J3/4 - All players will receive a participation award.

J 5/6 and above –Coaches Award or Runner up player of the year– Awarded by the Coaches. Relating to training and games – up to coach to decide but could be someone who makes a consistent effort that has led to improved performance. We would expect this player would rarely miss training and give 100% during games.

1. Player of the Year- Voted by Coaches. Preferred method would be weekly voting by Coaches or the playing group.
2. If a player receives a yellow or red card, they cannot accrue points for that game.
3. Review of Guideline- The Club will review this guideline annually or as often as it determines necessary and will make changes it determines necessary or desirable.

Access to Guideline

This guideline will be available for viewing by any member of the club via its website (melvillehockey.com) or a copy will be provided upon request.

Revision History

Guideline Description:	Juniors Awards Guideline		
Document No:			

Approved By:			
Issue Date:		Review Date:	
Version	Dated	Distribution	
		Club Governance	
		Website	
		Membership	
		Umpires	

SECTION 7: Spectator Code of Behaviour

- Remember that children participate in sport for their enjoyment not yours;
- Encourage children to participate, do not force them;
- Focus on the child's efforts and performance rather than winning or losing;
- Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence;
- Never ridicule or yell at a child for making a mistake or losing a game;
- Remember that children learn best by example. Appreciate good performances and skilful plays by all participants;
- Support all efforts to remove verbal and physical abuse from sporting activities;
- Respect umpire decisions and teach children to do likewise;
- Show appreciation for your volunteer coaches, officials and administrators. Without them, your child could not participate; and
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background, or religion.
- General support is encouraged but do not shout instructions from the sidelines. It can be inconsistent with the Coaches messaging and can confuse the players.
- If you have an issue with an umpire, coach or player (or other) raise the issue calmly with your Team Manager who can consider appropriate escalation if necessary. (As an example, if you consider that an umpire has not interpreted a rule correctly, do not approach the umpire directly).

Club Resolution Process

In the instance of any behaviour deemed contradictory to the above **Parents Code of Behaviour** the Melville City Hockey Club (the Club) has developed the following staged process to resolve any issues.

The person or persons identified as the perpetrator will:

1. On the initial instance be given a friendly warning in private and asked to abstain from any further behaviour that is in breach with the Clubs Code of Behaviour. The perpetrator will be given a copy of the code of behaviour relevant and with mediation we expect most cases to be dealt with and closed in this manner.
2. On the second instance be give a “Please Explain” letter from the committee.
3. Third instance will result in a written warning from the Junior Committee. The written warning will advise the perpetrator that any further breaches in the Parents Code of Behaviour may result in the following bans being implemented.
 - a. The Club will issue the perpetrator with a one week ban from all club activities, games and playing fields. In junior parent/caregiver cases the parents will be required to stay in the car park or well away from the field of play.
 - b. The Club will issue the perpetrator a season long ban from all club activities, games and playing fields. In junior parent/caregiver cases the parents will be required to stay in the car park or well away from the field of play

Related Policies

Related External References

- Hockey Australia Member Protection Policy [Click Here](#)
- Hockey WA Junior Coordinators Handbook [\[Link\]](#)

Revision History

Guideline Description:	Parent Code of Behaviour		
Document No:		Version:	
Approved By:			
Issue Date:		Review Date:	
Version	Dated		Distribution

	Club Governance	
	Website	
	Membership	
	Umpires	