



Chippenham Hockey Club



Captains' Guidance

Description:

The Captain of each team has the clear responsibility for ensuring that, as part of the Selection Committee, they select the best possible and available team for each week's match¹. The teams will be assembled by the Section Chair of Selection (CoS) from the pool of available players.

The Captain is also responsible for the morale and team spirit within their side and the conduct of their players both on and off the pitch. As a Captain they will be the Club's "face" to the opposition, again both on and off the pitch, and should act accordingly.

The tasks of leadership and motivation are demanding and to ensure that we continue to soundly handle the administration of our sides it is suggested that the Captain shares the tasks with one or more Vice Captain's or alternatively the duties could be rotated among the team members on a week-by-week basis.

The main duties throughout the week are listed below and although delegation of duties may take place, the Captain will retain overall responsibility. The list below will not cover every aspect of the role but is meant to give a broad understanding of the requirements. Further guidance on any issue may be sought from the Section Playing Committee (PC) Chairs.

General:

The Captain will act as a full member of the PC and attend the monthly meetings.

Pre-Match:

- Take part in the selection process to select team(s) for following week and ensure all players selected are eligible to play within the League rules.
- Liaise with the Fixtures Secretary to confirm details of matches. Other than pitch conditions on the day (see the Annex), Captains are not to cancel games without notifying the Section PC Chair and the Fixtures Secretary (for League games).
- Players will be notified of their selection by team Captains by phone call, email, text or through CHC endorsed social media including Club-Ed. Captains should call or speak to 'in person' any player being de-selected to a lower side, giving them clear direction on the reason for their de-selection. Captains should complete the EH GMS Team sheet (League) before pushback, with shirt numbers and include the details of the Club appointed umpires for home fixtures.

¹ In accordance with Selection Principles - Issue 1-2.



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- The Club Umpire Co-ordinator will notify the Captains where Club umpires have been appointed for their home games. The External Umpire Co-ordinator will make arrangements for any externally appointed umpires.

Match Day:

- When appropriate open up the pitch and close on exit, including the ISO container.
- Ensure that the opposition are welcomed to Club facilities and that changing rooms/toilets are unlocked/locked.
- Ensure that a First Aid Kit is available and complete.
- Manage and motivate the team during the match including substitutes.
- Take responsibility for conduct of players both on and off the field.
- Ensure that they are the only person who communicates with the Umpires during the match, and record any yellow or red warning cards issued to players.
- Ensure that tea is provided for the opposition team and Umpires. The Fixtures Secretary sends the Sports Club a list of fixtures as a guide for the season. Visiting teams should notify the Fixtures Secretary in advance if they are not staying for teas. Likewise, Captains should inform the opposition by the Wednesday before a fixture if their team does not intend to remain for teas after the game.
- Collect any cash on the day from players and check availability for the coming weeks. If possible, pass cash to the Treasurer on the same day. Remind players about any outstanding match fee or subscription debt on Club-Ed.
- Report the match result through EH GMS application by 8pm on the match day.
- Ensure that the EH GMS Match Card is completed correctly (including goal scorers, times of goals, type of goal and any cards awarded) by 8pm on the day after the match day.
- Attend selection meetings.
- Liaise with the Section CoS when squads have changed from original selection due to changes in availability. The Section CoS will manage movement of squads to maintain the Club ethos and will contact the Club Membership Secretary to update the EH GMS panels as necessary.
- Late changes shall be managed through the Section CoS to ensure a measured approach and is in accordance with the Club goals set at the start of the season.

The Captain's Pack should contain the following:

- A set of keys to enable access to the pitch, the floodlight control panel and the toilets outside the Sports Club Air Dome.
- First-aid kit (see Section PC Chairs for replacement items).
- Practice balls (see Section PC Chairs for playing equipment supplies) for away fixtures.
- At least 2 facemasks for U18s defending at penalty corners.



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ANNEX TO CAPTAINS' GUIDANCE

BAD WEATHER ROUTINE

1. If there is a red weather warning issued by BBC Weather, then both travel to the fixture and the game itself is unlikely to be safe. It is the safety of players and travel that should be the foremost consideration when determining the actions to be taken in the event of bad weather. When a red weather warning has been issued then this will usually be at least 24 hours in advance and the Fixtures Secretary in conjunction with the PC Chair will inform both the home and visiting teams.
2. Whilst heavy rain is unlikely (but not impossible) to cause a fixture to be cancelled, the prevailing conditions should also be taken into consideration, i.e. even if the pitch is playable if the surrounding roads are flooded then getting to a fixture or a team getting to Chippenham may be in doubt. The Team Captain should contact the opposition Team Captain or their Club Point Of Contact (details available on the EH GMS Team Sheet) to advise the opposition of the CHC departure time (i.e. the latest time which CHC needs to know that a game is cancelled) or what time the opposition is planning to leave (i.e. the latest time that they need to know that a game is cancelled). If there is **standing water on the pitch** it will not be safe to play. If there is a risk of a thunderstorm with lightening, then it will be down to the Umpires to decide if the game is safe to continue.
3. The most likely cause of a fixture cancellation on the day of the fixture is overnight snow, frost or a frozen pitch. The decision to cancel a fixture is always likely to be a subjective judgement. However, Captains and PC Chairs can consider the overnight prevailing conditions i.e. the depth of the frost (temperature) and the forecast conditions for the following morning (temperature & cloud cover). Having established with the opposition the latest notification time, the Captain should arrange a pitch inspection at least 40 minutes before this notification time. If you can get the Umpires or the PC Chair at the same time that will make any decision easier.
4. Pitch Inspection:
 - a. Surface: If the **pitch surface is still white with frost or a light covering of snow**, then the shock mat will also be frozen and **it will not be safe to play**. Even with sun on the pitch it will usually take at least 1.5 hours for the surface frost to clear with no mechanical intervention. Even then there may be patches of the pitch where it doesn't clear and not only the pitch, but the runoff areas should also be frost free to be safe. If you have a decent pair of trainers try running at speed and turning with a stick and ball, as if in a game, if there is no perceptible slippage, then the surface is probably ok to play on.
 - b. Shock Mat: Even if the surface is free from frost, the **shock mat may still be frozen** and **any fall on the pitch will still be dangerous**. Get a ball and drop it from shoulder height onto the pitch. If there is a dull thud sound, the ball doesn't bounce and there may even be an indentation in the surface, then the **shock mat is frozen** and **the**



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pitch is not safe to play on. If you can take a video of this on a mobile phone this can be useful in seeking guidance from the Umpires or PC Chair. There is no mechanical intervention to thaw out the shock mat and it will usually require at least 2.5 hours of sunshine or a temperature above 5°C to thaw it out.

5. If the Captain, at their pitch inspection, in the absence of the Umpires or PC Chair, decides that the pitch is not safe to play on and there is no possibility of it becoming safe before the push back time, then the Captain may cancel their fixture, but not for later teams, although they may wish to advise later games of their findings. In the event of cancelling a fixture, the Captain should inform the opposition Team Captain or their Club Point of Contact first and get an acknowledgement from them that they understand that the game is cancelled. The Captain should then inform the following Club Officials/Players in the following order:
 - a. Home team players via team social media or email.
 - b. PC Chair – to consider arrangements for later home games.
 - c. Fixtures Secretary – to contact and inform the League Secretary.
 - d. Social Media Manager - (Mark Knight) to put up a notice on the Club Facebook page.
 - e. Sports Club Manager to cancel teas for their fixture.
 - f. Other CHC Team Captains with home games that day.
6. If in doubt, the best course of action is to cancel the fixture, it is the safest option and fixtures can always be rearranged.
7. Lastly, if a Team Captain following a pitch inspection, decides to take the risk that the pitch will be safe to play on, they may still be overruled by the Umpires prior to push back, who can deem the pitch unsafe to play on. In this instance the visiting Club may approach the League for a ruling on suitable recompense for their travel expenses to a cancelled fixture.
8. **If in doubt, ask for help from the Umpiring Co-ordinator, PC Chair, Secretary or Chair**