

WELCOME

Thank you for organising the county/regional rounds of the Investec Schools Championships for Girls.

This information pack is designed to provide you with the information you need to administer the local rounds of the tournament as well as forms to give details of your qualifying teams for subsequent rounds of the competition.

For the second year we are delighted to announce Investec are continuing their support for this season's competition. As you will be aware Investec are fantastic supporters of women's hockey, sponsoring the England & Great Britain women's team, the Investec Women's Hockey League and the Investec Women's Knockout competitions. It is exciting that they are also helping to bring the next group of talented players.

As well as strongly supporting the competition finals, to be held at Lee Valley Hockey & Tennis Centre Investec will also enhance the experience of players from the qualifying teams. We would very much appreciate your help in engaging schools with both England Hockey and Investec to provide extra benefits at all stages of the competition. A great example of this is using the hashtag #InvestecHockey and twitter handle @Investec_Sport.

To celebrate the continued involvement all competing schools have the chance to win a training session with some of the stars of GB and England Hockey. It would be great if you could draw the teams' attention to this opportunity and encourage them to enter. The online entry form and full terms and conditions are at investecwin.co.uk/schoolsports

We will be in touch about further support from Investec once the season gets underway.

As last year we would be grateful if the competition could be referred to as the Investec Schools Championships for Girls in correspondence. Also if you can assist with any requests for information in support of the competitors to ensure that we can maximise any opportunities to grow the competition that would be appreciated.

We are particularly keen to get details of participating teams so that we sure they are aware of any changes to our competitions structures for 2017-18 as part of our on-going Junior Competitions review. This data will also help us accurately record entry levels in the competitions which are key statistics to asses our participation levels in the sport. Please ask County Organisers to use the relevant form below (FORM INSCG2) to supply this information. Please could Regional Organisers advise England Hockey Competitions Department of details of their County Organisers.

NATIONAL & REGIONAL ORGANISERS

Emma Gutteridge

Competitions & Events Administrator

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East - Fiona Wheeler, fmwheeler@o2.co.uk

Midlands – Jeanne Freeman, jeannefreeman.hockey@gmail.com

North – Simon Schofield, simonschofield@silcoates.org.uk

South – Josephine Carr, josephine@southhockey.org.uk

West - Liz Powell, thepowells298@virginmedia.com

DATES OF ROUNDS

Please note that the dates for the 2016-17 National Finals are as follows:



Under 14s – Tuesday 28 February 2017

Under 16s & Under 18s – Wednesday & Thursday 01 & 02 March 2017

These will be held at Lee Valley Hockey and Tennis Centre.

The dates of earlier rounds of the competitions are as follows:

County Finals Play By Date – Wednesday 02 November 2016

Regional Finals Play by Date – Wednesday 23 November 2016

National KO Play by Date – Friday 28 January 2017

FORMAT

- Two schools will progress from each county to the regional round and two schools will progress from the regional round to the national finals/knockout stages.
- From the five regions (East, Midlands, North, South, West), ten schools will progress to the national stage of the competition. Each region's winner will qualify for the national finals, the runner up from last year's winning region will also qualify for the national finals and the final four runners up will play off for the final two places, making a **total of 8 teams at the national finals.**
Last season's winning regions were U14 - South, U16 – South, U18 - Midlands.
- The play-by dates for each round are as above and should be adhered to.
- Counties and Regions may set the format for their competitions. It is recommended that qualifying matches should be played as a series of triangular/quadrangular fixtures, with the results forming a league to determine who qualifies for the final stages. It is recommended that knockout matches should only be used for semis, finals and any classification matches.

COUNTY & REGIONAL COMPETITIONS

Organiser	Information
County Organiser	Details of County competitions.(Form – INSCG1) to Regional Organiser & National Organiser
County Organiser	Details of County winners & runners up.(Form – INSCG3) to Regional Organiser & National Organiser
County Organiser	Details of participating teams (Form – INSCG2) to National Organiser
Regional Organiser	Contact details of County Organisers- name, email.
Regional Organiser	Details of Regional Finals in advance of event (Form – INSCG4) to National Organiser
Regional Organiser	Details of Regional winners & runners up (Form – INSCG5) to National Organiser.



GUIDANCE TO MAXIMISE PRESS COVERAGE

Approximately one week before the County Final:

- Contact the Sports Editor of your local papers, and advise them of the date, time and venue for your county finals, and the teams taking part. Try to get the contact name so that you can send the information to a specific individual.
- Personally invite journalists along to watch the final.
- Arrange for a photographer to take black and white pictures of the match and/or presentation (any costs for this will have to be met from local funds). Photographic consent must be received from every school if photos of their players to be published.

On the day of the match:

- Organise an area for the presentations and make sure that the photographer has a good vantage point.
- Ask your photographer to let you have copies of the photographs.

After the Final:

- Always refer to the event as the **Investec Schools Championships for Girls**
- Prepare and send a brief press release covering basic details of the match and result to the same journalist and papers previously contacted together with a photograph of the match and one of the presentations.
- IMPORTANT** - always put a contact name, address and telephone number on press releases and photographs - they may wish to come back to you for further information (see enclosed sample press release and photograph caption).

SAMPLE PRESS RELEASE AND PHOTOGRAPH CAPTIONS

To assist Sports Editors it is important that any match/tournament report is clearly laid out.

A good breakdown of information included in a Press Release might be as follows:

Paragraph 1 - Should be a statement of who has won what.

Paragraph 2 - Should give the names of the teams involved and the final score.

Paragraph 3 - Details of the result of the other age group match.

Paragraph 4 - Should give details of the Regional Final and National Final i.e. dates and venues.

End the release with the line Ends. Underneath that include your contact details

Paragraph 5 - Contact Details: Should show your name, County Organiser, email address and a day time number..

SAMPLE PHOTOGRAPH CAPTION.

LOCAL SCHOOL ARE COUNTY HOCKEY CHAMPIONS

The photograph shows the *county* Under 14 final of the Investec Schools Championships for Girls, between *Anytown* School from *Anytown* and *Another Town* College from *Another Town*. *Anytown* won the match 5-3 to take the title for the first time.

For further information please contact:

County Organiser

Day time telephone number & email



TEAMSHEET

SCHOOL (Name as it should appear in tournament information): _____

AGE GROUP _____

Shirt [^]	Player's Name ~ (Forename & Surname)	D.o.B.	Honours*	Nationality # (if not British)

[^] Please list in number order - lowest first.

Please ensure this is the number to be worn at the event. ~ Please indicate captain (C) and goalkeepers (GK).

* Please indicate highest level, for either England (or another country) or JRPC, naming the Country/JRPC plus age group.

EH are researching information regarding non-British players' participation

Manager:		Coach:	
Captain:		Medical:	

	Team Colours	Alternative Colours
Shirts:		
Skirts/Skorts:		
Socks:		

I certify that the above school is affiliated to EH and the above players are eligible to play for this School in accordance with the current Rules & Regulations of the Investec Schools Championships for Girls.

nb Reg 4.4 Players shall not represent more than one age group for that School in any England Hockey competition in any one Season. The exception to this rule is that players will be eligible to play in both the U13 and U14 schools competitions.

Signed:		Position:		Date:	
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SAFEGUARDING

Hockey provides a fun, safe and positive experience for all people, but especially young people. It provides an opportunity for young people to fulfil their potential, as players, officials, leaders and volunteers and creates an environment to learn new skills, develop, socialise and have fun. It can teach discipline, leadership, communication, interpersonal skills and teamwork, all valuable tools for within the sport and beyond.

Everybody that is involved in hockey has a duty of care to others within the sport and a legal and moral duty for their safety and welfare. With this in mind we have a few points which we would like you to think about and share with all involved in your Championships:

- Fair Play:** Treat others with the same respect and fairness that you would like them to show you.
- Equity:** Demonstrate “fair play” on and off the field. Respect differences in gender, disability, culture, race, ethnicity, and religious belief systems between yourself and others. Challenge discrimination and prejudice.
- Inclusiveness and tolerance:** Appreciate that all participants bring something valuable and different to the Event. Value and learn from the diversity of people you meet and show patience with others and act with dignity at all times.

Helpful points:

- (1) Give clear guidelines of Welfare Procedures – who should managers, players, spectators approach if they would like to report a child welfare issue?
- (2) Ensure all team managers are aware of the need to have parent / guardian consent forms for all their players, this should include medical details, emergency contact details and photography consent (if applicable).
- (3) Team Managers should have consent forms with them at the event.
- (4) Have available photographic signing in forms on the day along with stickers for people to wear to identify that they are taking photographs for filming.
- (5) Make all team managers aware of first aid procedures – will there be first aiders present on the day?
- (6) Ensure that all team managers have complete details of the event so that they can ensure the parents/guardians of their players are fully informed.

Safeguarding at a hockey event is everyone's responsibility. It is not your responsibility to decide if a situation is poor practice, abuse or bullying but it is your responsibility to report your concerns to the EH Child Welfare Manager or an external agency such as the NSPCC.

For more information see <http://www.englishockey.co.uk/page.asp?section=1168>












CODE OF CONDUCT

Please include this code of conduct, outlined below, in your event programmes, and distribute to team managers. It is essential that we establish a code of conduct for behaviour at junior hockey championships at all levels of the competition:

PITCHSIDE CODE OF CONDUCT

FOR PLAYERS, OFFICIALS, SPECTATORS AND PARENTS FOR ALL EVENTS

PLEASE RESPECT THE ETHOS OF THIS TOURNAMENT

-  On the field of play, the team captain is responsible for the conduct of the players.
-  On the team bench, the team manager is responsible for the conduct of the substitute players, team officials, and coaches.
-  Vocal communications by team officials and players on the bench must not, in any way, be directed at the umpires or players of the opposing team.
-  Coaches, managers, and substitute players must remain in the designated area (within the width of the bench) throughout the game.
-  Any post match team talks are to be held away from the pitch.
-  Spectators must remain outside of the pitch area.
-  Spectators and parents are reminded that EH shall not tolerate the use of foul or abusive language directed at or towards the umpires, officials or players.
-  Young children must not be permitted to wander freely around the perimeter of the pitch while games are in progress and babies in push-chairs must not be left parked on the side of the pitch.
-  The Event Managers shall have the power to take any reasonable action in order to protect the players, the umpires and officials, and the game of hockey. **This includes the ejection of any individual from the tournament grounds.**

COUNTY ROUND DETAILS – FORM INSCG1

County _____

The county finals will be held as follows:

Under 14 Finals

Date _____

Venue _____

Under 16 Finals

Date _____

Venue _____

Under 18 Finals

Date _____

Venue _____

Details of Organiser(s)

Name _____

E mail _____

Telephone _____

Please complete and return to Regional Organiser & National Organiser



COUNTY ROUND WINNERS – FORM INSCG3

County

	U14 Champions	U16 Champions	U18 Champions
School:			
Contact Name:			
Tel :			
Email:			
	U14 Runners Up	U16 Runners Up	U18 Runners Up
School:			
Contact Name:			
Tel :			
Email:			

Organiser **Date:**

Tel :

Email:

Please complete and return to Regional Organiser & National Organiser



REGIONAL ROUND DETAILS – FORM INSCG4

Region _____

The Regional finals will be held as follows:

Under 14 Finals

Date _____

Venue _____

Under 16 Finals

Date _____

Venue _____

Under 18 Finals

Date _____

Venue _____

Details of Organiser(s)

Name _____

E mail _____

Telephone _____

Please complete and return to National Organiser



REGIONAL ROUND WINNERS – FORM INSCG5

Region _____

	U14 Champions	U16 Champions	U18 Champions
School:			
Contact Name:			
Tel :			
Email:			
	U14 Runners Up	U16 Runners Up	U18 Runners Up
School:			
Contact Name:			
Tel :			
Email:			

Organiser _____ **Date:** _____

Tel :

Email:

Please complete and return to National Organiser

