

<b>Role Title:</b>	<b>Centre Manager – for Performance Centre Programme 2021-22</b>
<b>Performance Centre Locations:</b>	<b>Durham, Manchester, Fylde, Yorks, Tonbridge, Reading, Weybridge, Guildford, Southampton, Bury, Northwood, Taunton, Bristol, East Midlands, West Midlands, South Midlands</b>
<b>Contract Term:</b>	<b>June 2021 to July 2022</b>
<b>Contract Fees:</b>	<b>£3200.00 (Paid in three instalments)</b> <b>Travel expenses to training venues paid at 24p per mile in excess of 50 miles per trip</b>
<b>Contracted to:</b>	<b>England Hockey</b>
<b>Contractual Status:</b>	<b>Self Employed</b>

#### **PERFORMANCE CENTRE Programme**

- The 2021-22 Performance Centre cycle will run from September 2021 to July 2022. There are 16 Performance Centres across the country to maximise opportunity and player development.

Performance Centres aim to:

- Develop an oversupply of high caliber players for England Age Group Squads
- Provide frequent, exceptionally high-quality contact time for a targeted group of players
- Provide appropriate competition to support player development
- Provide high quality education that effectively prepares young players for performance environments

#### **ROLE SUMMARY**

- England Hockey is looking for talented administrators who can work with a team of coaches to create an intensive and pressurised training environment.
- This role will be required to organise all performance centre activity on the specified dates and, as a minimum, attend training days, Monday evenings optional. Dates attached in Appendix 1.

#### **KEY RESPONSIBILITIES**

- Organise all logistical arrangements for the performance centre including venues and equipment
- Manage all administrative processes relating to the coaching team
- Manage all communications relating to players, coaches, and additional workforce
- Be responsible for player welfare
- Manage all administrative processes and communications relating to player selection
- Organise inter performance centre competition events
- Liaise with England Hockey regularly to report on performance centre programme implementation

Further details available in the task list in Appendix 2.

### **PERSON SPECIFICATION**

#### **Essential:**

- A can-do attitude and solution focused approach
- IT competence, especially with Microsoft and use of the Player Pathway online system
- A strong communicator, able to share information clearly and accurately
- An ability to relate and work with young athletes
- Self-motivated and able to work independently and as part of a team
- Have completed an enhanced DBS check through England Hockey within the last three years
- Have attended a UK Coaching Safeguarding and Protecting Young People in Sport workshop within the last three years

Appointments will be made based on suitability against the job specification, evidenced experience, and appropriate references. Interviews will take place 28 June to 9 July 2021.

Please apply by explaining why you would be suitable for this role and your preferred centre.

Email to Emma Faraday [emma.faraday@englandhockey.co.uk](mailto:emma.faraday@englandhockey.co.uk)  
attaching:

- Evidence of a current DBS
- Scanned copy of current UK Coaching Safeguarding & Protecting Children certificate

**Closing date: Sunday 27 June 2021**

Appendix 1 – Performance Centre dates (Academy Centre dates for information)

Performance Centre Girls	Performance Centre Boys	Academy Centre
Sunday 12 September 21	Sunday 12 September 21	Sunday 12 September 21
Sunday 19 September 21	Sunday 19 September 21	
Monday 27 September 21	Monday 4 October 21	
		Sunday 10 October 21
Monday 11 October 21	Monday 18 October 21	
Sunday 24 October 21	Sunday 24 October 21	
Monday 1 November 21	Monday 8 November 21	
		Sunday 14 November 21
	Monday 15 November 21	
Monday 22 November 21		
		Sunday 12 December 21
Sunday 2 January 22	Sunday 2 January 22	
		Sunday 9 January 22
Monday 24 January 22	Monday 17 January 22	
Sunday 30 January 22	Sunday 30 January 22	
	Monday 7 February 22	
		Sunday 13 February 22
Monday 14 February 22		
	Monday 21 February 22	
Monday 7 March 22		Sunday 13 March 22
	Monday 14 March 22	
Monday 21 March 22		
Sunday 10 April 22	Sunday 10 April 22	Sunday 10 April 22
Sunday 1 May 22	Sunday 1 May 22	Sunday 1 May 22
		Sunday 8 May 22
		Sunday 15 May 22
Sunday 19 June 22	Sunday 19 June 22	
Sunday 3 July 22	Sunday 3 July 22	
Sunday 10 July 22	Sunday 10 July 22	
Black – Training Evening	Black – Training Evening	
Red – Training Day	Red – Training Day	
Blue – Competition Day	Blue – Competition Day	
Green – Assessment Day	Green – Assessment Day	

## Appendix 2 – Task list

### Logistics

- Liaise with the venue(s) to ensuring that pitches are booked, other required facilities are available and that bad weather cancellation routines are in place.
- Be responsible for the purchase, storage, and regular stock-taking of equipment and for ensuring that a member of the coaching team is appointed for each session to be responsible for the checking out and in of centre equipment.
- Ensure that first aid kit is complete and playing kit clean and usable

### Coaching team

- Work with all coaches to ensure that all sessions have an appropriate compliment of contracted coaches in attendance. and that all their administrative obligations are fulfilled
- Work with the Head Coach to ensure that, as far as possible, contact ratios are achieved.
- Ensure all coach contractors have valid DBS, SCUK & First Aid certificates, and that these are recorded on the Player Pathway system (PPS).
- If required provide support and training to coaches in the use of the PPS.
- Ensure that any others working with the centre who have access to the athletes, or their personal details has a current DBS certificate.
- Check that session plans are produced by Head Coaches after consultation with the centre coaches and that the finalised plans have been shared with the centre coaches.
- Check that coaches provide feedback and then record it on the PPS. Also ensure that the Head Coach, or coach so delegated, provides a record of player attendance after each session. These are then to be entered onto a master summary.
- Ensure that the Head Coach, or coach so delegated, provides a record of coach attendance after each session and then maintain a master register of coach attendance working with England Hockey to ensure that all contractor invoices are validated.

### Communications

- Work with the coaches to ensure that all the players maintain their personal records on the Player Pathway System (PPS), this includes emergency contact information, the consent of parents or persons with legal responsibility, photography consent and medical information.
- Ensure that players & parents are aware of the activity programme and location of events.
- Be prepared to develop and expand the available data downloads to meet any specific need of the PC.
- Call and chair Centre meetings when required.

### Player welfare

- Attend full day development sessions or competition events as necessary, taking responsibility for the wellbeing and behaviour of the players from arrival to departure. Attendance at evening sessions is optional.
- Act as the centre Welfare Officer and players/parents are informed. Where required welfare concerns should be reported to England Hockey.
- The Centre Manager is the immediate point of contact should a complaint be received. Where appropriate, or at the parents' insistence, complaints should be referred to England Hockey who will then be responsible for processing the complaint and determining the outcome.

### Player selection

- Work with Academies' coaches, the Centre coaching teams, led by the Head Coach, to manage the process of selection or reselection to the Centre in preparation for the forthcoming season and for in-season promotions or demotions to or from the centre. (Centre Managers must remain independent and have no input on player selection – the role essentially is one of quality control ensuring openness and transparency).

- Manage all player selection processes to ensure that offer letters are issued to players nominated to the centre; ensure that for all accepting offers that all fees are paid and that the required summaries are reported England Hockey.

#### Competitions

- Liaise with other PCs for match competition day. This may include on the day taking lead responsibility for a particular venue. If designated as the organising centre manager, in advance of the day, ensure that arrangements will be in place for catering for officials, for the purchase, whenever possible, of refreshments for parents, agreement of the playing programme, for the pitch side provision for table officials, for the appropriate provision of first aid facilities and liaise with other centres involved in the day and with the umpire coordinator to ensure that appointments have been made.

#### England Hockey reporting

- If so requested, by EH, provide data reviews for enrolments and attendance of players, for the attendance of coaches, including the Head Coach.
- Attend regular meetings (Microsoft Teams) with England Hockey – dates to be agreed

The Centre Manager will have overall responsibility to ensure that the centre runs smoothly and that any issues are directed to and resolved by those responsible.