

**LINLITHGOW  
ACADEMY  
SCHOOL HOCKEY  
CLUB  
INFORMATION  
PACK  
SEASON 2024/25**



# CONTENTS

1. Introduction
2. Registration and Membership Fees
3. Training
4. Matches
5. Additional Information
  - a) Training Kit
  - b) Match Day Kit
  - c) Communication
  - d) Home & Away Matches
  - e) Parent Helper Support – Matches
  - f) Fundraising
6. Parent Committee 2024/2024
7. Falkirk and Linlithgow Hockey Club

Appendix 1 – Fixtures

Appendix 2 – Parent Helper Match Day Guide

# 1. INTRODUCTION

Welcome Linlithgow Academy Hockey Club!

The Club is open to all pupils from S1 to S6, with an emphasis on participation and aiming to provide a safe and welcoming space for pupils to enjoy hockey at a level appropriate to their skill set and ambition.

The club itself is parent led with a volunteer committee with some admin support from the school and Active Schools Co-ordinator.

The school hockey club has partnered with Falkirk and Linlithgow Hockey Club, since 2023, who provide coaching to support the growth and development of the players.

This partnership allows teams to play within the school competition structure, playing matches on a Saturday morning and some tournaments.

Access to junior club hockey sessions is included too and allows a progressive pathway into senior club hockey for older pupils.

In addition to the coaching, the partnership with Falkirk and Linlithgow HC (FALHC) sees them organise player registration and fees.

Everything else you need to know can be found in this pack.

We look forward to seeing you on the hockey pitch this season!

*The Parent Committee.*

## 2. REGISTRATION AND MEMBERSHIP FEES

Pupils can trial out for a few weeks to see if they would like to play hockey. After the initial trial period all pupils that wish to join the School Hockey club must register on the Teamo app with FALHC , via a parent or guardian, using the following link:

<https://www.teamo.chat/club/register/flhc>

This will give all members access to FALHC membership support and allow Team Managers to create training and match information, send reminders as well as collate essential contact information and medical details in case of emergency (all securely held).

All U18s must have a guardian registered on the app, and all communication with U18s is shared with the guardians.

The annual membership fee for the 2024/2025 session is £120.

This is payable via your account on the Teamo App that FALHC use and is taken by standing order at £10 per month, allowing cost to be spread over a 12 month period, from Sept to August each year.

This covers all training sessions (pitch booking), matches, Scottish Hockey registration, insurance and any FALHC tournament entry, as well as the provision of training kit (hoodie & t-shirt, shinguards and gumshield).

We seek to promote participation, and the removal of barriers for young people in sport. Anyone who may have difficulty paying the annual fee should speak in confidence to the school or school club treasurer @ treasurer.linlithgowacademyhockey@outlook.com

### 3. TRAINING

Session times at Linlithgow Academy for the 2024/25 season are:

DAY	S1-S4	S5+
TUESDAY	4PM – 5PM	5PM – 6PM
WEDNESDAY	7:15PM – 8:15PM	8:15PM-9:45PM (Age 14+)
SATURDAY	10:30AM – 12PM	9AM – 10:30AM

We understand that pupils may have other interests and may not manage certain sessions or be able to stay for a full session. Members can attend any/all sessions, and also have access to FALHC training at Falkirk High School on Thursdays from 6PM to 7:30pm.

Training sessions will be led by FALHC coaches with support from Guardians and Senior players.

There is the opportunity for Seniors (14+) to take part in FALHC Senior Ladies training, with a view to playing Ladies League matches on a Saturday afternoon.

### 4. MATCHES

The school fields junior teams (S1&S2 combined and S4&S3 combined) and a senior team (S5-S6) which is dependent on the availability of players and opposition teams. Matches for S1/S2 players are 8-a-side. S3+ matches are 11-a-side.

The school fixtures schedule for the season can be found in Appendix 1 at the end of this document. Where there is no Saturday match, training will usually be offered in its place.

Players should aim to attend at least one training session per week and are encouraged to attend more. Players can be chosen for match team regardless of which training session they attend during the week.

Through the partnership there will also be opportunities to play East District Sunday League and age group Scottish Hockey youth competitions. For Seniors (those aged 14+) taking part in FALHC Senior Club Training there is the chance to play Senior Club hockey on Saturday afternoons.

## 5. ADDITIONAL INFORMATION

### a. Training Kit

On registration and set-up of the standing order, new members will be provided with an FALHC training top, hoodie and shin guards and a gumshield for new members and those that require them.

This ensures all players are starting from the same position with the correct safety equipment.

The club has a number of hockey sticks which can be used by the players until they wish to buy their own.

### b. Match day kit:

For matches, the school club play in:

- Blue club top (supplied by club ahead of match day). Ask Team Managers if you need one.
- Black or Navy sports skirt, skort, shorts or leggings. Players own.
- Black or Navy hockey/football socks. Players own.

### c. Communication

Communication will be via Teamo and will be co-ordinated by the year group team managers, to parents and guardians. This includes invites to training sessions, club updates, and any cancellation or change of event details.

Invites for training and matches set up on Teamo require you to respond to confirm availability, be it for training sessions or matches. Early responses are appreciated, especially for matches, as it helps with planning and organising.

Teams will be picked early in the week don't wait until the last minute to sign up.

## 5. ADDITIONAL INFORMATION (cont)

### d. Home and Away Matches

Matches organised on Teamo will also include the meet time which is normally 30minutes before the match starts, to allow for warm-up and team organisation.

Players should arrive ready to play, with warm clothes in case of delays/bad weather, for the start of the warm-up.

Parents/Players are required to make their own way to Away matches. Lift sharing is common and can be co-ordinated via Teamo chats or amongst parents. If you do not know any parents contact the Team Manager who can make introductions for lift sharing.

### e. Parent Helper Support - Matches

On a match day, there are normally 3 or 4 games.

Team Managers and Parent Support is essential to allow these games to flow and finish on time with one match starting quickly after the other finishes.

While Team Managers coordinate player availability & communications, they are not be in a position to attend every match. Additional parent support for the Team Managers is needed and appreciated on match days.

This usually involves:

- arriving at same time as players 30 minutes before start;
- check and confirm all players have arrived;
- support pre-match warm up;
- assist goalkeeper to put on kit if required;
- ensure all players are collected after match or walking home.

Traditionally parents have taken turns in providing parent support and there is a useful info sheet with tasks involved.

Please volunteer to take your turn to support. Thanks in advance!

## **5. ADDITIONAL INFORMATION (cont)**

### **f: Fundraising**

Our new partnership with FALHC is enabling us to keep the annual membership fees as low as possible. While the fee aims to cover most of the running costs of the club, additional funding may be required for strips, tours, or equipment. The club will aim to hold 1 fundraising event during the season, as well as an awards event at the end of the year. If any guardian knows of any business that would be interested in supporting the club through sponsorship, or has any fundraising ideas, please let the committee know.



## 6. SEASON 24/25 PARENT COMMITTEE

ROLE	REPRESENTATIVES
MATCH CO-ORDINATOR	JOHN-MICHAEL HOWISON
CHILD WELFARE PROTECTION OFFICER	ALASTAIR GAULT
PARENT COACHES	ALASTAIR GAULT & VACANT
SENIOR TEAM MANAGERS	VACANT & VACANT
S3 & S4 TEAM MANAGERS	JEAN O'HARA & SHABNAM ABDUL
S1 & S2 TEAM MANAGERS	JOHN-MICHAEL HOWISON & VACANT
FIXTURES CO-ORDINATOR	JOHN-MICHAEL HOWISON
KIT CO-ORDINATOR	PAULINE MARSHALL
SCHOOL FUND CO-ORDINATOR	PAULINE MARSHALL & RACHEL BREMNER
SCHOOL SUPPORT	ALI NEILSON & STEWART LIVINGSTON

## **7. FALKIRK AND LINLITHGOW HOCKEY CLUB (FALHC)**

FALHC is a community sports club, which is West Lothian Council Assured and Gold Accredited by Scottish Hockey. One of only 4 Gold standard clubs in Scotland, the clubs accreditation recognises their good governance, that develops strong relationships with community partners, and promotes progression and development pathways for players, coaches & umpires.

With the integration of the school team FALHC will have 300+ members from 5 to 75, comprising of 3 ladies teams, 4 mens teams and 180 juniors playing age group hockey at East District and Scottish Hockey festivals and competitions.

The FALHC ethos is very much on participation, inclusivity and promoting hockey as a "Sport for All".

The club aim to provide access to hockey at all ages from primary school upwards and have a thriving junior section in Linlithgow that offers age-appropriate coaching and access to distinct pathways to youth and senior hockey. The club offers excellent opportunities for player development.

# APPENDIX 1 - FIXTURES 2024/25 –

DATE	JUNIORS	SENIORS
17 AUG	-	TRAINING @ LA
24 AUG	TRAINING @ LA	TRAINING @ LA
31 AUG	TRAINING @ LA	TRAINING @ LA
07 SEPT	TRAINING @ LA	TRAINING @ LA
HOLIDAY		
21 SEPT	BOROUGHMUIR (H)	BOROUGHMUIR (H)
28 SEPT	FIRHILL (A)	FIRHILL (A)
05 OCT	NO FIXTURES OR TRAINING	NO FIXTURES OR TRAINING
HOLIDAY		
26 OCT	ROSS HIGH (H)	ROSS HIGH (H)
02 NOV	TRINITY (H)	TRINITY (H)
09 NOV	CLIFTON HALL (A)	CLIFTON HALL (A)
16 NOV	FIRHILL (H)	FIRHILL (H)
23 NOV	BALERNO (A)	BALERNO (A)
30 NOV	NO FIXTURES OR TRAINING	NO FIXTURES OR TRAINING
DECEMBER	NO FIXTURES	NO FIXTURES
25 JAN	DUNBAR (H)	DUNBAR (H)
01 FEB	BOROUGHMUIR (A)	BOROUGHMUIR (A)
HOLIDAY		
22 FEB	NO FIXTURES OR TRAINING	NO FIXTURES OR TRAINING
01 MAR	BALERNO (H)	BALERNO (H)
08 MAR	MES (H)	MES (H)
15 MAR	ROSS HIGH (A)	ROSS HIGH (A)
22 MAR	CLIFTON HALL (H)	CLIFTON HALL (H)
29 MAR	TRINITY (A)	TRINITY (A)

## Appendix 2 – Parent Helper Match Day Guide

This guide should help explain the main things to do on home match days, but there are no hard and fast rules and things can change from week to week.

### General tips....

- Be prepared for any weather - it can be wet, windy and cold standing pitch-side. Having a hat, scarf and gloves, for you, is a good idea!
- It can help to review and/or print out a team list from Teamo before you go along, but this is but not essential - sometimes teams can change at the last minute.
- You might want to bring a flask of coffee/some water

### Before the match

- **Meeting point:** Unless advised otherwise, meet at the pitch/outside the pavilion (home games) half an hour before the game is due to begin. The players may not all be there yet, and the coaches may already be involved in other matches.
- **Check attendance:** Check that all the players down to play have arrived – use the Teamo app fixture which should cover last minute cancellations/changes. Let the coaches know if anyone is missing.
- **Check the Goalie kit:** Check where the kit is – it may already be up at the pitch if there's already a match on, or in the pavilion (huge black bag in first cupboard on the right when you go in – not as heavy as it looks!). If it is not in use, help the goalie to get kitted up...this takes time. Also a good idea to get a couple of the team to help!

## Appendix 2 – Parent Helper Match Day Guide (continued)

- **Goalie ready?** Make sure Goalies know who they are (can vary week to week if no set goalie) and that they will need to get their kit on in good time (after warm up, before play) – it takes time to get the goalie kit on (c 10mins).
- **Check match tops:** Check that everyone has a match top.
- **Jewellery:** Check that any necklaces/bracelets etc are removed
- **Try to keep the players together:** If there is already another match on, it can help to keep the players as a group at the bottom of the steps. If they are pitchside, make sure they keep a safe distance from the game and face the pitch in case of stray balls.
- **Warm-up:** if other matches are on, coaches can be busy. Remind players to do their pre-match warm-up about 15 mins before the match is due to start. Warm-ups are on the pitch if there's not another match in play, or at the bottom of the steps.
- **First aid kit:** Locate the first aid kit (small dark holdall) usually in the pavilion or already pitchside.
- **Which pitch?** Check where the team/s will be playing and send them over to the coach

### During the Match

- **Start time and goals:** Take note of when the whistle blows for the start of the match and help keep track of goals scored.
- **Subs:** Make sure subs are close to the coach/es and ensure they are watching the match. Remind them to have an extra warm up if it's a while since they've been on. Note: players must come on/off at the half-way line.
- **Water:** Make sure players drink plenty of water at half time/whenever needed
- **First Aid:** Help with any first aid if needed, likely to be bumps and knocks needing an ice pack.

## Appendix 2 – Parent Helper Match Day Guide (continued)

### After the Match

- **Help put away the goalie kit:** back into the bag and take it back down to the pavilion.
- **Collect Balls:** Help gather stray balls/ensure players do this.
- **Pick-Ups/Collections:** Check all the players are either collected by parents/carers or happy to walk home.
- **Check nothing has been left behind**

### Other Info

- The only adults in the pitch area should be coaches, umpires, committee members and parent helpers.
- Spectators should stand outside the fences. If there are any problems with this please speak to the coaches or any Team Managers/committee members who may be there.
- Any other questions, please ask, and please let us know if after helping you think anything should be added to this guide.