



ENGLAND HOCKEY

# COUNTY PACK

INFORMATION AND GUIDANCE

A SINGLE SYSTEM FOR HOCKEY  
ONE SPORT, ONE VISION, ONE SYSTEM

**Derbyshire Hockey**

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## **BUDGET FORM INFORMATION**

The budgeting spreadsheet will enable you to keep an accurate electronic record of the county's finances in relation to the JDC/JAC activity.

The spreadsheet enables you to input income from each gender and/or age group, and also income from other sources, ie external funding/grants.

To fill in the database, simply insert the age groups in the top row, and beneath each age group insert the amount of income generated.

It also allows you to keep a record of expenditure. As above enter the amount of money spent by each age group into the relevant field.

If you wish to add other headings for income or expenditure, simply place the cursor in an empty box and add the new heading.



BUDGET SHEET

Cash Flow

Summary	Insert age groups here	U14G	U14B																	Year's Total
---------	------------------------	------	------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--------------

**Income**

Insert which JDC/JAC here																				
JDC/JAC here		500	500																	1000
PLAYER CONTRIBUTIONS		1500	1500																	3000
INCOME FROM OTHER SOURCES		500	500																	1000

**Expenditures**

PITCH HIRE		1000	1000																	2000
LEAD COACHES		500	500																	1000
ASSIST COACHES																				
MENTORS																				
TRAVEL		100	100																	200
BALLS		50	50																	100
T-SHIRTS																				
BIBS		30	30																	60
stationery/postage																				
admin																				



## **COACHING OVERVIEW**

This section of the pack provides you with the tools to appoint coaches to your programme, and to ensure the correct legal papers are provided to both parties to ensure a professional agreement is made.

The first document in this section is a template of a Role Description for your prospective coaches. It provides the coach with a detailed overview of what is required and expected from them if they were to be appointed.

The coaching agreement which follows, is a suggested document, which both parties should read fully and sign in order to create a fair agreement. The document outlines processes and procedure relevant to both the county and the coach.

**ROLE DESCRIPTION**  
JDC/JAC Contracted Coach

Job Description		
1.	Job title	Contracted Coach
	Location	Junior Development and/or Academy Centres
	Responsible to	County Hockey Association
	Responsible for	Other coaching staff and players
	Contractual Status	Contracted as directed by county
2.	Role summary	<ul style="list-style-type: none"> <li>• To deliver high quality performance coaching to the players</li> <li>• To provide feedback on each player as required by the county</li> <li>• Ensure the principles of the Single System are applied throughout the player and coach pathway</li> </ul>
3.	Key responsibilities and main tasks and activities	<p>The Coach will:</p> <ul style="list-style-type: none"> <li>• Ensure a safe training and playing environment is maintained at all times</li> <li>• Ensure the selection and evaluation criteria defined by England Hockey is applied</li> <li>• Participate fully in the review of the programme with the County Association</li> <li>• Have a responsibility for young players welfare during coaching sessions</li> <li>• Attend coach development and training as required</li> <li>• Act as a mentor to other coaches as and when needed</li> </ul> <p>Other duties commensurate with the level of the post, as determined by the County Associations.</p>

Person specification	DESCRIPTION
<b>1. Qualifications</b>	
	<p>Level 2 Coach or above</p> <p>Current First Aid Certificate</p> <p>Current Child Protection Certificate SCUK Safeguarding young people needs to be taken within last 3 years.</p> <p>A satisfactory enhanced CRB condition of employment to be undertaken with England Hockey</p>
<b>2. Experience and Knowledge</b>	
	<p>Minimum of 3 years relevant coaching experience</p> <p>Experience of coaching young players (U18s)</p> <p>Experience in the development of individuals including; auditing of strengths and weaknesses, producing personal development plans, monitoring performance, producing feedback and reports.</p> <p>Awareness of the current performance standards and techniques in performance hockey.</p> <p>A sound understanding of good practice in relation to child protection</p> <p>Knowledge of emergency operating procedures</p> <p>An understanding of the philosophy of the implementation of The Single System</p>
<b>4. Skills and abilities</b>	
	<p>Ability to:</p> <ul style="list-style-type: none"> <li>work with young players</li> <li>work as part of a team.</li> <li>monitor, reflect and report on the programme.</li> <li>communicate, influence and inspire young players and staff.</li> <li>prioritise the players needs.</li> <li>work with others to plan a prioritised development programme.</li> <li>work with assistant coaches in order to deliver an integrated development programme</li> <li>document reports/feedback</li> <li>manage and resolve conflict</li> </ul> <p>Good observational skills</p> <p>Good analytical skills</p> <p>Good verbal and written skills to liaise with young players and staff.</p> <p>Good inter-personal skills.</p> <p>An understanding and commitment to equal opportunities and equity issues.</p> <p>An understanding of, and commitment to their individual responsibility to comply with Health and Safety Policy and Arrangements.</p> <p>An understanding and commitment to safeguarding children within hockey and to comply with England Hockey's child protection policy and procedures.</p> <p>The ability to be flexible, and be adaptable to perform tasks</p>



## COACHING AGREEMENT

**Date:**

**Parties:**

**“The Organisation”:**   **Name**  
                                  **Address**

**“The Coach”:**           **Name**  
                                  **Address**

### 1           Coaching Services

The Organisation engages the Coach to provide coaching services to the Organisation and the Coach agrees to provide such services upon the terms and conditions mentioned hereinafter.

The Coach agrees to deliver the JAC and JDC Programme to the best of his/her ability and with all due care and diligence.

### 2           Duration (11 months)

The consulting services shall commence with effect from .....and shall terminate upon .....the “Coaching Period”), unless otherwise agreed in writing by the Organisation and the Coach.

Subject to the provisions below, the contract shall continue unless terminated by either the Organisation or the Coach giving 4 weeks notice in writing to the other or by the Organisation paying the Coach an amount equal to the fee payable for the period of notice accompanied by a summary notice terminating this contract with immediate effect.

During the period of this agreement the Coach shall make him/herself available to the Organisation up to the equivalent of .....days over the contract period and at such times and at such locations as agreed with the organisation.

### 3           Coach’s Obligations

The coach shall work in accordance with the role description as advertised.

The Coach shall maintain a training/development log, and submit training reports as reasonably required by the Organisation

The Coach shall wear the designated team clothing and use designated team equipment as required by the Organisation whilst carrying out any Services as part of the programme.

Such clothing and equipment remain the property of the Organisation. They may not be amended in any way and must be returned to the Organisation at the end of the Coaching Period.

The Coach will be responsible for providing their own coaching equipment for training sessions although they may be permitted to use that of the Organisation, where appropriate.

### 4           Fees



## COACHING AGREEMENT

The Organisation shall pay to the Coach the rate of upto xxxx/hour, such fee to be exclusive of value added tax if applicable. The Coach shall submit an invoice to the Organisation on a monthly basis to cover work undertaken in the preceding month. The Organisation will pay such invoices within 30 days from the date of receipt

The coach is responsible for paying their own tax and NI contributions - see point 10

### 5 Termination

Continuation of this Agreement will normally be dependant upon:

- continued funding of the programme
- satisfactory performance by the Coach.

Without limitation the Organisation may by notice in writing immediately terminate this agreement if the Coach shall:

- be in breach of any of the terms of the Agreement which in the case of a breach capable of remedy is not remedied by the Coach within 21 days of receipt by the Coach of a notice from the Organisation specifying the breach and requiring its remedy;
- be incompetent, guilty of gross misconduct and / or any serious or persistent negligence in respect of his/her obligations under the agreement;
- be in material breach of this Agreement;
- fail or refuse after written warning to carry out duties reasonably and properly required by him/ her under the Agreement.
- shall have conducted him/herself in any manner which, in the reasonable opinion of the organisation of the Organisation has brought or is likely to bring the Organisation into disrepute or has or is likely to impair his ability to provide any of the Services.
- the Coach, in agreeing to deliver the programme, has made a declaration that is untrue;
- the Coach has seriously misled the Organisation in applying for any programme

This Contract shall terminate automatically without any requirement for notice in the event that the Coach becomes unable to provide the Services for longer than one month.

The Coach shall be entitled to terminate this Agreement at any time subject to discussing his intentions beforehand and thereafter giving written notice of 4 weeks to the Organisation.

On termination of this contract for any reason:

- the Coach shall immediately refund to the Organisation (without set-off or deduction) that proportion of the funding or programme awards of which the Coach is already in receipt and which is intended by the Organisation to relate to any period of time running after the date of termination; and
- the Coach will deliver up to the Organisation or make available for collection all the property or information (including confidential information) which was provided or made available to the Coach under this agreement (and in the case of confidential information relating to the Organisation shall destroy or delete the same from any computer or other information storage device).

### 6 Other Work



## COACHING AGREEMENT

During the Coaching Period the Coach may accept and perform engagements from other organisations, companies, firms or persons which do not impinge upon his ability to provide the Services.

### 7 Confidential Information

The Coach agrees to treat as secret and confidential and not at any time for any reason to disclose or permit to be disclosed to any person or otherwise make use of or permit to be made use of any information relating to the Organisation's technology, technical processes, business affairs or finances or any such information relating to a participant, subsidiary, supplier, or customer of the Organisation where knowledge or details of the information was received during the period of this agreement and upon termination of the agreement for whatever reason the Coach will deliver up to the Organisation all working papers or other material and copies provided to him/her pursuant to this agreement or prepared by him in pursuance of this agreement.

### 8 Intellectual Property

The Organisation warrants and the Coach acknowledges that the Intellectual Property and all rights in, attaching to or relating to the programmes, events, initiatives and marketing and promotional materials is owned by the Organisation and that the Coach will not make use of such Intellectual Property, except where permitted or required to do so in accordance with his obligations under this Agreement. The Coach agrees that he/she will not use the Trade Marks of the Organisation or the Commercial Partners in conjunction with any personal commercial arrangements of the Coach without the prior written approval of the Organisation (which shall not be unreasonably withheld or delayed).

### 9 Data Protection

The Coach agrees to the processing by the Organisation and its designated sub-contractors and agents of all personal information, whether of a sensitive or non-sensitive type, for the purpose solely of this Agreement.

### 10 Tax Liabilities

It is agreed that it is the intention of the parties that the Coach shall have the status of a self-employed person and shall be responsible for all income tax liabilities and National Insurance or similar contributions in respect of his fees and the Coach indemnifies the Organisation in respect of income tax or National Insurance or similar contributions relating to the Coach's services under this agreement.

### 11 Compliance

The Coach agrees to abide by all England Hockey policies related to coaching, including but not exclusively Safeguarding Young People, Equity and Code of Conduct.

The Coach agrees that he/she will at all times conduct him/herself both professionally and personally in a manner consistent with the Organisation's policies and any other rules imposed by the Organisation from time to time.

When working on the Organisation's premises or those being hired by the organisation, the Coach must take all reasonable steps to observe health and safety, security, child welfare, NOP, EOP and any other relevant policies in place.

The coach will also undertake appropriate site risk assessments for any facility they are using as part of this programme.

The coach must arrange their own insurance for coaching activities undertaken for the organisation



## COACHING AGREEMENT

The Coach must indemnify the organisation for any loss caused through their negligence and must also carry Professional Liability Insurance of at least £5,000,000.

### 12 Notice

Any notice required by this agreement to be given by either party to the other shall be in writing and shall be served by sending the same registered post or recorded delivery to the last known address of the other party and any receipt issued by the postal authorities shall be conclusive evidence of the fact and date of posting of any such notice.

### 13 Status of Parties

Nothing in this agreement shall be construed or have any effect as constituting any relationship of employee and employer between the Organisation and the Coach.

### 14 Governing Law

This contract will be subject to and governed by English Law.

Signed on behalf of the county Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

Signed on behalf of the Coach Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

Witness Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

## SAFEGUARDING – AN INTRODUCTION

England Hockey's new Safeguarding and Protecting Young People in Hockey Guidance will include information on the recruitment and CRB checking. The two new policies are entitled:

- Recruitment, selection and retention policy of persons with access to young people
- Policy on the use of Criminal Records Bureau (CRB) disclosures

The policies should operate in parallel, with CRB checks being used as part of an overall recruitment process. CRB checks should not be used in isolation.

The principles of safe recruitment are as follows:

### SAFE RECRUITMENT

As good practice and to prevent unsuitable people from working within hockey, it is important that all reasonable steps are taken to ensure that all individuals working with young people in hockey, either paid or unpaid, are appropriate and able to do so. This can help to:

- Protect both the young people and adults in your county, and in so doing, protect the county/county itself
- Help to ensure that your county/county offers opportunities for young people to play hockey in a safe and enjoyable environment
- Demonstrate your county's/county's commitment to protecting young people to potential members and their parents or guardians
- Help deter the small minority of people who are unsuitable to work with young people from using sport as a means of gaining access to young people
- Demonstrate to other partners your county's commitment to safeguarding and protecting children. These might include distributors of public funds, potential sponsors and local authorities hiring pitches
- Demonstrate a commitment to open, fair and consistent selection processes

Under the Protection of Children Act 1999 all those working with young people within hockey are treated as employees whether paid staff or volunteers. As such, all counties should adopt and implement recruitment and selection procedures, providing consistency when appointing staff, members and volunteers.

### Implementing good practice guidance on safe recruitment

There are a number of steps to good practice guidelines in recruitment, as follows:

#### A. Planning

It is important to have clear roles and responsibilities for all paid and voluntary positions you are recruiting to. A job description should list the duties that the position fulfils, and a person specification can be used to highlight the skills and experience that are needed.

## SAFEGUARDING – AN INTRODUCTION

### B. Advertising

When any post within a county is vacant, it is important to ensure that the role is advertised. Advertising the post on notice boards at the facility that you use, or through county newsletters or contacting the local volunteer bureaux can help to attract new volunteers to your county.

Essential inclusions within any advertising will be:

- Aims of the county
- Job description/role
- Experience and skills required, particularly if experience of working with young people is an advantage
- The County's Safeguarding and Protecting Young People in Hockey Policy and Procedures
- Codes of Conduct
- The use of CRB disclosures as part of the selection process
- Details on how to obtain an application form

### C. Applications

Anyone who shows an interest in fulfilling a role/vacancy needs to complete an application form. Applicants will be required to complete a self-disclosure form, declaring any convictions or cautions. When applying for a role working with children or young people, all convictions spent or unspent must be declared.

Applicants will need to be made aware that they will need to complete a CRB Disclosure, if appointed (see section below).

The application is designed to elicit information about the individual, their employment history, relevant experience, qualifications and training. The candidate will be asked to provide:

- Name, address and the right to work e.g. through a national insurance number
- Confirmation of identity
- Relevant experience, qualifications and training undertaken
- Listing of past career or involvement in sport/hockey (to confirm experience and identify any gaps)
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with young people.
- Details of any former involvement with hockey
- A signed agreement to abide by England Hockey Code of Ethics and Conduct and Safeguarding and Protecting Young People in Hockey Policy and Procedures. Failure to adhere and comply may result in disciplinary action and possible dismissal/exclusion from hockey

### Short listing

Once you receive completed application forms, a small group of county officials should review them and identify a shortlist of applicants.

## SAFEGUARDING – AN INTRODUCTION

### D. Meeting/interview

It is highly recommended that county meet with applicants before making recruitment decisions (perhaps using the same group as short listing). The meeting/interview provides an opportunity to explore in greater detail information gathered on the application form.

It is also recommended that:

- Applicants are asked to bring official photographic proof of identity such as a passport or driving licence
- Questions are prepared in advance that will give the applicant an opportunity to demonstrate their relevant experience
- As well as considering an applicant's ability to fulfil a position, it is also important to assess their attitudes and commitment to child welfare.

### E. Checks and references

Before an appointment offer is made:

- At least two references should be requested from individuals who are not related to the applicant. One should be work related and the other demonstrating previous involvement of working with young people, ideally in a sporting setting.
- Check references to confirm identity using appropriate official documents, ideally photographic identification
- All references should be in writing and followed up by telephone
- If any reference or information on a self declaration gives cause for concern please contact the Child Welfare Officer at England Hockey on 01908 544644 for further advice
- Check any relevant qualifications are substantiated through England Hockey

### CRB Disclosures

- Applicants who have significant access and or responsibility for working with young people must complete an Enhanced CRB Disclosure.
- All CRB checks must be conducted through England Hockey. CRB Disclosures processed through other organisation are not acceptable.
- CRB disclosures should be completed every three years.
- England Hockey has the jurisdiction to manage and deal with any matters arising from any disclosure.
- Counties/organisations must not engage people in contradiction of England Hockey sanctions.

### F. Appointment

The successful applicant should be issued with an offer letter, which should specify the details of the position. The applicant should also be informed that the position is subject to a satisfactory CRB check and two references.

## SAFEGUARDING – AN INTRODUCTION

### G. Induction

All staff or volunteers should undergo an induction (formal or informal) to include:

- signing up to the county's Safeguarding and Protecting Young People Policy and Procedures, best practice guidelines and any codes of ethics / conduct that are appropriate
- confirming and agreeing roles and responsibilities
- any training needs are established and actioned
- an initial period of supervision or mentoring could be introduced to support the volunteer
- expectations on roles, responsibilities are clarified on both sides

### H. Training

Your Development Officer will be working with the County Sports Partnership to provide training opportunities. Your D.O. will advise you of courses being run.

Ongoing training should be provided to support the individual to fulfil their role. Appropriate Child Protection training will enable an individual to recognise their responsibilities with regard to good practice and reporting poor practice or concerns regarding young people.

England Hockey recommend all adults working with children and young people attend sports coach UK's 'Safeguarding and Protecting Children in Sport' three hour awareness course. See [www.sportscoachuk.org](http://www.sportscoachuk.org) for further details.

England Hockey will be offering other training opportunities to people involved with working with young people, details of which will be communicated directly and updated periodically. This will include 'Time to Listen' Training, aimed at Designated Welfare Officers. Roll out is expected to be offered to counties/organisations from 2008.

### I. Monitoring and Appraisal

Appraisals/supervision meetings should be offered at regular intervals and more informal mentoring opportunities can support the individual on an ongoing basis. All staff or volunteers should be given the opportunity to:

- receive feedback
- identify training needs
- set new goals
- highlight any concerns about inappropriate behaviour

**SAFEGUARDING / CHILD PROTECTION CHECKLIST**

The county will ensure that:	Standard met Y/N	How is it monitored and reviewed?	Action
The county have adopted England Hockey's Child Protection Policies			
The county have recruited a Welfare Officer			
The County have identified individuals who are working with young people that require a CRB check and have a plan in place for these to be checked through EH			
The county have registered with England Hockey Criminal Records Bureau (CRB) checking service			
The county have sent relevant staff to a scUK "Safeguarding and Protecting Young People in Sport (previously Good Practice and Child Protection) Workshop"			
The county agree to seek appropriate consents from players involved in the programme			
All coaches, players, staff and volunteers are aware of how to report a concern			
The policies and procedures are available to parents upon request			

## CRIMINAL RECORDS BUREAU GUIDANCE

England Hockey offers Clubs/Organisations access to the Criminal Records Bureau (CRB) Disclosure service.

Clubs/ organisations should use CRB checking as part of an overall recruitment process and should not use it in isolation. Clubs / organisations should apply good recruitment practice to any person working with young people, including interview and taking up references.

In order to access the service, Clubs/Organisations must first register with England Hockey using the CRB Service Registration Form.

Clubs/Organisations will be expected to provide the following:

- Full Club/Organisation contact details
- Name and contact details of a nominated Club/Organisation Welfare Officer. This welfare officer must be checked through the England Hockey CRB Disclosure service.
- A registration fee of £5 for EH Affiliated Clubs/Organisations.

Once registered, any members, volunteers or professional staff working with young people (under 18) in a training, supervisory or caring capacity within the Club/Organisation may apply for a Disclosure using England Hockey as the CRB Registered Body.

### CHARGES

There will be a small charge to the registered Club/Organisation for each Disclosure carried out. This will cover all administrative costs required to complete the application process. The charges will be as follows;

Disclosure: Volunteer	£5
Disclosure: Paid position	£40

### PROCESS

Once a Disclosure has been carried out by the CRB the individual and England Hockey will receive a copy of the certificate. England Hockey will then assess the information on the CRB form in relation to the role the person is applying for. Once this assessment has been carried out the Club/Organisation will receive confirmation from England Hockey that the Disclosure has been received and if appropriate, that the Disclosure does not contain information that give cause for concern when working with young people.

England Hockey operate in accordance with the CRB Code of Practice and have Policies relating to the Rehabilitation of Offenders and Safe Storage of Information.

Records will be stored securely by England Hockey.

For further information and to receive a CRB Registration form please contact Ellie Stevens at [Ellie.Stevens@englandhockey.org](mailto:Ellie.Stevens@englandhockey.org) or call Ellie on (01908) 544608.

## COUNTY PACK



### ENGLAND HOCKEY CRIMINAL RECORDS BUREAU (CRB) SERVICE REGISTRATION FORM

This registration form must be completed in full by all organisations wishing to access the England Hockey CRB Disclosure Service. Successful registration will enable the organisation to use England Hockey as the registered CRB body. (Subject to terms and conditions of the service)

Please complete in **BLOCK CAPITALS & BLACK INK**

<b>ORGANISATION DETAILS</b>		
<b>NAME:</b>		
<b>ADDRESS:</b>		
<b>COUNTY</b>		
<b>POSTCODE:</b>		
<b>WEBSITE:</b>		
<b>ORGANISATION WELFARE OFFICER CONTACT DETAILS</b>		
<b>NAME:</b>		
<b>ADDRESS:</b>		
<b>POST CODE:</b>		
<b>TEL (DAY):</b>	<b>TEL (EVE):</b>	<b>MOBILE:</b>
<b>EMAIL:</b>		
HAVE YOU ATTENDED A CHILD PROTECTION WORKSHOP? (IF YES, WHEN?)		
HAVE YOU BEEN CHECKED THROUGH CRB DISCLOSURE? (IF YES PLEASE ATTACH A COPY OF YOUR CERTIFICATE)		

Please return this form together with a registration fee of £15 (£5 for England Hockey Affiliated Clubs) - (cheques made payable to England Hockey) to:

**The National Welfare Officer, England Hockey, The National Hockey Stadium, Silbury Boulevard, Milton Keynes MK9 1HA.**

FOR OFFICE USE ONLY

RECEIVE DATE:	BY:
APPROVED DATE:	BY:
ORGANISATION NOTIFIED DATE:	BY:
ORGANISATION EH CRB REGISTRATION NUMBER:	



**INCIDENT REPORT FORM**

Please ensure that this form is completely legible and is signed and dated.

1.	Name and location of facility		
2.	Full name of coach supervising the session		
3.	Full name of the injured person		
4.	Full address of the injured person		
5.	Age of the injured person		
6.	Date of accident	Time of accident	
7.	Nature of injury, including location on body		
8.	Nature of any injuries/after-effects which developed later		
9.	FULL details of the accident including;- how it happened; what activity was being performed; where it happened (if off pitch);		
10.	Witness name(s) and address(es)		
11.	Action taken:		
	Police called:	Yes / No	Ambulance called: Yes / No
	Facility manager informed:	Yes / No	Facility accident book completed Yes / No
	Parent informed	Yes / No	
12.	Details of first aid given		
13.	Other actions?		

**Section to be completed by supervising coach/leader**

I confirm that the above details are correct and accurate to the best of my knowledge

Print name:	
Signature:	Date:

## INTRODUCTION TO THE COUNTY PACK

England Hockey has produced this pack with the aim of assisting your County Association in the collection of key data, which we are required to report to Sport England upon, to secure your grant funding. The pack will also to aid you in formalising safeguarding processes. The pack includes information on three key areas, reporting, coaching and safeguarding.

### REPORTING

The reporting section will provide you with a spreadsheet for easy data collection, and automatic data analysis, thus enabling you to easily report upon data such as age by gender, gender by ethnicity etc.

Also in this section you will find player registration forms, and a budgeting spreadsheet, which, again, will provide you with an easy way to collect and analyse your data.

### COACHING

The coaching section gives a template for a Role description for the coaches who will work within your JDCs/JACs, and to accompany this, a coaching agreement defining the roles and responsibilities of the coaches with whom you may choose to work.

### SAFEGUARDING

The safeguarding section begins with a fairly detailed overview of safeguarding. Further documentation on this subject can be found in the downloads section of the England Hockey website and it is recommended that further reading may be of benefit. Please see [www.Englandhockey.co.uk](http://www.Englandhockey.co.uk). Go to the downloads section and then click on the link to “young people”.

The section includes a safeguarding checklist, which details the key areas of the topic to cover in order to offer a safe environment for children.

You will find the necessary guidance and forms in order to ensure that your coaches are appropriately CRB checked by England Hockey, again, ensuring a safe environment for children.

Finally, there is a section of contact numbers, for County Associations, parents and children which may prove useful.

## CHILD WELFARE INCIDENT REPORT FORM

Your Organisation's name:
Your name:
Your position:
Are you reporting your concerns or passing on those of somebody else? (Give details)
Brief description of what has prompted these concerns: include dates, times etc. of any specific incidents.
What are the names, age, date of birth, parents/carers names and home address of the child/children involved?
Have you spoken to the child/children and/or parent/carer of the child/children involved? If so, what was said?
Has anybody been alleged to be the abuser? If so, give details.

**CHILD WELFARE INCIDENT REPORT FORM**

Action taken so far:	
External agencies contacted (date & time)	
<b>England Hockey</b>          yes/no	Name and contact number: Details of advice received:
<b>Police</b>          yes/no	If yes – which: Name and contact number: Details of advice received:
<b>Social services</b>          yes/ no	If yes – which: Name and contact number: Details of advice received:
<b>Local authority</b>          yes/no	If yes – which: Name and contact number: Details of advice received:
<b>Other</b> (eg NSPCC)	Which: Name and contact number: Details of advice received:

Signature:
Print name:
Date:

**Remember to maintain confidentiality on a need to know basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.**

**THIS FORM SHOULD BE RETURNED TO:  
(Please mark your envelope CONFIDENTIAL)  
England Hockey Child Welfare Officer  
England Hockey  
National Hockey Stadium  
Silbury Boulevard  
Milton Keynes  
MK9 1HA**

## USEFUL CONTACTS

The following organisations offer specialist support and advice to young people, parents, individuals and organisations.

Organisation	Contact details	Website	Further information
<b>General Advice</b>			
NSPCC - Child Protection in Sport Unit	01162 34 7278 Email: cpsu.nspcc.org.uk	<a href="http://www.cpsu.org.uk">www.cpsu.org.uk</a>	Sport specific advice on safeguarding and protecting young people.
NSPCC – 24hr helpline	0808 800 5000	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>	
Victim Support	Helpline: 0845 3030 900	<a href="http://www.victimsupport.org.uk">www.victimsupport.org.uk</a>	Provide emotional support, information and practical advice for victims and witnesses.
The British Association of Counselling and Psychotherapy	0870 443 5252	<a href="http://www.bacp.co.uk">http://www.bacp.co.uk</a>	
Local Safeguarding Children's Board			Education and training opportunity

### Advice for children and young people

<b>NSPCC</b>	0808 800 5000	<a href="http://www.thereforeme.com">www.thereforeme.com</a>	Support and advice for 12-16 yr olds via the website
<b>Childline</b>	0800 1111	<a href="http://www.childline.org.uk">www.childline.org.uk</a>	Free helpline for children and young people
<b>Kidscape</b>	0207 730 3300	<a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a>	Support on bullying

Please discuss the database with your Development Officer, who will be able to offer you support with this database

### **Why do we need this?**

As a condition of releasing Club and Coach funding, Sport England require some information from you, the county. National Governing Bodies of Sport and Sport England are trying to build a comprehensive picture sports participation to influence increased investment from government. The participation information we need to report on includes:

- Age
- Gender
- Ethnicity
- Disability

All counties will normally have a database on participants in some form; it is used for collecting together player details such as age, gender, medical conditions, contact numbers etc.

You may want to continue using your own database, or simply adapt what is already in place to allow you to report your information.

The database has been put together to make the reporting of this information as easy as possible. Your county will need to collect these details in order to report to your England Hockey Regional Office.

### **How do we use it?**

There are 3 pages (tabs) to the excel worksheet.

#### **PAGE 1 - Contact Details**

The Contact Details page contains all of the usual data collected. Please add to this sheet any other fields you may want to use.

When you enter data into the “names” columns, this automatically updates the other three sheets in the workbook, to save you having to enter this data 4 times. Please note – some fields are hidden as they are of little use in the following sheets.

Adding gender – to add gender, simply place number “1” in the correct field. Leave all other fields blank. The same rule applies to ethnicity, if the player is mixed – other for example, simply place a number “1” in that cell and leave all other cells blank.

Age - note that the ages are all listed as 107. Please ignore this. When you enter the date of birth, the spreadsheet will automatically list the age.

#### **PAGE 2 - Emergency Details**

The second tab is for emergency contacts and medical data. Again, please add any fields you may use in addition.

#### **PAGE 3 - Reporting Data**

The third tab is reporting data. The data on this page will be updated automatically from the information you have entered on pages 1 and 2. **YOU DO NOT NEED TO ADD ANYTHING TO THIS PAGE.**

## COUNTY PACK

## PLAYER DATABASE



This is the sheet you will need to send to England Hockey in order to report your key data.

This sheet will serve the following purpose:

- Once sheet 1 is filled in, the reporting data will give you the data needed to report to England Hockey automatically.
- It will give you total number per gender, age group totals and age group totals per gender, ethnicity (white and BEM) per gender, ethnicity per gender per age group, all at the click of a button.
- The sheet will also automatically fill in postcodes, which Sport England will use to gain further insight into participation. Please note Sport England will not be given any individuals full details. They will only receive a summary of ages, gender, ethnicity and disability and a list of postcodes that can not be matched to any individual.



## **PLAYER REGISTRATION FORM**

All prospective players of JDCs and JACs are required to complete the registration form and return it as soon as possible. All details will be kept in a secure database with access restricted to authorised club officers. The details may be passed onto England Hockey and Sport England.

All contact details are to be collected, and in addition, it is recommended to ask for a photograph. This can be used as you wish, for example to make a handout for coaches showing a picture of a child with a medical history for quick and easy identification.

Section two is the medical section and requires a signature from the parent/guardian of the child, and includes the emergency contact details, and a clause stating that coaches/team managers may conduct emergency medical treatment in the absence of the parent.

Section three deals with the legalities of transportation, photography consent, storage and passing on of details. These are the current recommendations from England Hockey regarding safeguarding. Again, this section requires a signature from the parent/guardian.

Section four covers ethnicity and disability. Sport can and does play a major role in promoting the inclusion of all groups in society. However, inequalities have existed within sport particularly in relation to gender, race and disability. Sport England and England Hockey are committed to promoting and developing sports equity, which is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. By monitoring the profile of all participants, national governing bodies of sport and Sport England can identify any issues relating to under representation of different groups and can develop strategies to ensure that all people have the opportunity in the future to develop and progress in sport.

England Hockey requests this data from counties as part of the registration process and completing this data accurately enables the county to give an accurate picture to England Hockey on our membership.

Please complete the section at the bottom marked "XXXXX" by inserting the person to whom you wish the form to be returned.



## **PLAYER REGISTRATION FORM**

All prospective players of JDCs and JACs are required to complete the registration form and return it prior to attending. All details should be kept in a secure database with access restricted to authorised officers. The details may be passed onto England Hockey and Sport England.

All contact details are to be collected, and in addition, it is recommended to ask for a photograph. This can be used as you wish, for example to make a handout for coaches showing a picture of a child with a medical history for quick and easy identification.

Section two is the medical section and requires a signature from the parent/guardian of the child, and includes the emergency contact details, and a clause stating that coaches/team managers may conduct emergency medical treatment in the absence of the parent.

Section three deals with the permissions of transportation, photography, storage and passing on of details. These are the current recommendations from England Hockey regarding safeguarding. Again, this section requires a signature from the parent/guardian.

Section four covers ethnicity and disability. Sport can and does play a major role in promoting the inclusion of all groups in society. However, inequalities have existed within sport particularly in relation to gender, race and disability. Sport England and England Hockey are committed to promoting and developing sports equity, which is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. By monitoring the profile of all participants, national governing bodies of sport and Sport England can identify any issues relating to under representation of different groups and can develop strategies to ensure that all people have the opportunity in the future to develop and progress in sport.

England Hockey requests this data from counties as part of the registration process and completing this data accurately enables the county to give an accurate picture to England Hockey on our participants.

Please complete the section at the bottom marked "XXXXX" by inserting the person to whom you wish the form to be returned.



## PLAYER REGISTRATION FORM

All JDC/JAC players are required to complete this attendance registration form and return it with payment. All details will be kept in a secure database with access restricted to authorised county officers only.

### SECTION 1: PLAYER CONTACT INFORMATION

<b>FULL NAME</b>			
<b>ADDRESS 1</b>		<b>DATE OF BIRTH</b>	
<b>ADDRESS 2</b>		<b>HOME PHONE</b>	
<b>TOWN</b>		<b>MOBILE PHONE</b>	
<b>POST CODE</b>		<b>EMAIL</b>	

### SECTION 2: MEDICAL INFORMATION & CONSENT

(To be completed by PARENT or GUARDIAN if under 18)

In case of emergency and as part of the county's responsibility to its membership, ALL attendees are required to complete this medical information form as accurately as possible. Details will be held securely with access restricted to authorised county officers only.

<b>NEXT OF KIN</b>		<b>RELATIONSHIP</b>		<b>MOBILE PHONE</b>	
<b>DOCTORS NAME</b>		<b>SURGERY</b>		<b>PHONE</b>	
As far as you are aware, are you allergic to any drugs? (Please state)					
Are you taking any regular medication? If so, for what reason?					
Do you have any long term illnesses or injuries?					
Declaration: I consider myself (my son/daughter)* to be physically fit and capable of full participation and agree to notify the county of any changes to the medical information provided. Furthermore, in the event that I am injured I give my permission (for my son/daughter)* for the team managers/coaches appointed by the county to obtain emergency medical treatment on my behalf.					
<b>SIGNED</b>		<b>DATE</b>		<b>(RELATIONSHIP)</b>	

### SECTION 3: UNDER 18 MEMBER CONSENT (\*\*TO BE COMPLETED BY PARENT/GUARDIAN\*\*)

It is a requirement of county policy that parental consent is provided for participation, transportation and photography. The county Code of Conduct and Safeguarding and Protecting Young People in Hockey Policy are available in the county handbook.

Please delete as appropriate where indicated by a \* then sign and date at the bottom.

**TRANSPORTATION:** I consent to my son/daughter\* travelling to venues for matches and training by transport provided by the county which may include travelling in other players private cars.

**PHOTOGRAPHY:** In some environments, particularly adult competition it is impossible to control photography by external parties, however, I am aware that there may be times that photographs and/or footage maybe taken during matches and training sessions by approved agents and/or officers of the county. Such images shall only be used for publicity/training purposes in accordance with the county Safeguarding and Protecting Young People in Hockey Policy and Photography Policy and give consent for my son/ daughter to feature in such photos/ images. I hereby only grant approved agents the right to use the images resulting from the photo/film shoots. This includes any reproductions or adaptations of the images for all general purposes ie local newspapers, local magazines, other promotional articles (inc. flyers) and the county website.

**DETAILS:** I consent to these details being passed onto Regional and National Associations



**PLAYER REGISTRATION FORM**

<b>SIGNED</b>		<b>DATE</b>		<b>RELATIONSHIP</b>	
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**SECTION 4: ETHNICITY & DISABILITY**

**Whilst it is not compulsory for the following sections to be completed, the paragraph below explains why this personal information is considered to be important.**

Sport can and does play a major role in promoting the inclusion of all groups in society. However, inequalities have existed within sport particularly in relation to gender, race and disability. Sport England and England Hockey are committed to promoting and developing sports equity, which is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. By monitoring the profile of people in sports clubs, national governing bodies of sport and Sport England can identify any issues relating to under representation of different groups and can develop strategies to ensure that all people have the opportunity in the future to develop and progress in sport.

England Hockey requests this data from the county as part of The Single System JDC and JAC programme, and completing this data accurately enables the county to give an accurate picture to England Hockey on our membership.

**PLEASE TICK THE BOX THAT BEST DESCRIBES YOUR ETHNICITY**

**ETHNICITY OF CLUB MEMBERS**

	TICK BOX		TICK BOX
White British		Asian or Asian British - Pakistani	
White Irish		Asian or Asian British - Bangladeshi	
White Other		Asian or Asian British – Other	
Mixed – White and Black Caribbean		Black or Black British – Caribbean	
Mixed – White and Black African		Black or Black British – African	
Mixed – White and Asian		Black or Black British – Other	
Mixed – Other		Chinese	
Asian or Asian British - Indian		Other Ethnic Group	

**PLEASE TICK TO INDICATE ANY LEARNING OR PHYSICAL DISABILITIES**

**DISABILITY**

	TICK BOX
Deaf	
Visually impaired	
Hearing impaired	
Physical disability	
Learning disability	
Multiple disability	

Please add any additional relevant information:

To ensure that we have the correct contact details for you, please complete the information requested below and return the form to XXXXXXXXXXXX. This information will be used to keep you informed about county events and to contact you in the event of an accident or incident. Some of the information is required to comply with the England Hockey Equity Policy, which has been adopted by the county.



## PLAYER REGISTRATION FORM

All JDC/JAC players are required to complete this attendance registration form and return it with payment. All details will be kept in a secure database with access restricted to authorised county officers only.

### SECTION 1: PLAYER CONTACT INFORMATION

<b>FULL NAME</b>	SOPHIE SMITH		
<b>ADDRESS 1</b>	5 HURON CLOSE	<b>DATE OF BIRTH</b>	29/08/1991
<b>ADDRESS 2</b>	HAWKES GREEN	<b>HOME PHONE</b>	01787879879
<b>TOWN</b>	CANNOCK	<b>MOBILE PHONE – PERSON RESPONSIBLE</b>	0787879879
<b>POST CODE</b>	WS11 2YL	<b>EMAIL</b>	

### SECTION 2: MEDICAL INFORMATION & CONSENT

(To be completed by PARENT or GUARDIAN if under 18)

In case of emergency and as part of the counties responsibility to its membership, ALL attendees are required to complete this medical information form as accurately as possible. Details will be held securely with access restricted to authorised county officers only.

<b>NEXT OF KIN</b>	KATIE SMITH	<b>RELATIONSHIP</b>	MOTHER	<b>MOBILE PHONE</b>	0787676786
<b>DOCTORS NAME</b>	DR BROWN	<b>SURGERY</b>	HAWKS GREEN	<b>PHONE</b>	0189887897
As far as you are aware, are you allergic to any drugs? (Please state) NO					
Are you taking any regular medication? If so, for what reason? INHALER					
Do you have any long term illnesses or injuries? ASTHMA					
Declaration: I consider myself (my son/daughter)* to be physically fit and capable of full participation and agree to notify the county of any changes to the medical information provided. Furthermore, in the event that I am injured I give my permission (for my son/daughter)* for the team managers/coaches appointed by the county to obtain emergency medical treatment on my behalf.					
<b>SIGNED</b>	K SMITH	<b>DATE</b>	05/09/2007	<b>(RELATIONSHIP)</b>	MOTHER

### SECTION 3: UNDER 18 MEMBER CONSENT (\*\*TO BE COMPLETED BY PARENT/GUARDIAN\*\*)

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Please delete as appropriate where indicated by a \* then sign and date at the bottom.

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**PHOTOGRAPHY:** In some environments, particularly adult competition it is impossible to control photography by external parties, however, I am aware that there maybe times that photographs and/or footage maybe taken during matches and training sessions by approved agents and/or officers of the county. Such images shall only be used for publicity/training purposes in accordance with the county Safeguarding and Protecting Young People in Hockey Policy and Photography Policy and give consent for my son/ daughter to feature in such photos/ images. I hereby only grant approved agents the right to use the images resulting from the photo/film shoots. This includes any reproductions or adaptations of the images for all general purposes ie local newspapers, local magazines, other promotional articles (inc. flyers) and the county website.

**DETAILS:** I consent to these details being passed onto Regional and National Associations

**PLAYER REGISTRATION FORM**

<b>SIGNED</b>	<b>K SMITH</b>	<b>DATE</b>	<b>05/09/2007</b>	<b>RELATIONSHIP</b>	<b>MOTHER</b>
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**SECTION 4: ETHNICITY & DISABILITY**

**Whilst it is not compulsory for the following sections to be completed, the paragraph below explains why this personal information is considered to be important.**

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**PLEASE TICK THE BOX THAT BEST DESCRIBES YOUR ETHNICITY**

**ETHNICITY OF CLUB MEMBERS**

	TICK BOX		TICK BOX
White British	<input checked="" type="checkbox"/>	Asian or Asian British - Pakistani	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Asian or Asian British - Bangladeshi	<input type="checkbox"/>
White Other	<input type="checkbox"/>	Asian or Asian British - Other	<input type="checkbox"/>
Mixed - White and Black Caribbean	<input type="checkbox"/>	Black or Black British - Caribbean	<input type="checkbox"/>
Mixed - White and Black African	<input type="checkbox"/>	Black or Black British - African	<input type="checkbox"/>
Mixed - White and Asian	<input type="checkbox"/>	Black or Black British - Other	<input type="checkbox"/>
Mixed - Other	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Asian or Asian British - Indian	<input type="checkbox"/>	Other Ethnic Group	<input type="checkbox"/>

**PLEASE TICK TO INDICATE ANY LEARNING OR PHYSICAL DISABILITIES**

**DISABILITY**

	TICK BOX
Deaf	<input type="checkbox"/>
Visually impaired	<input type="checkbox"/>
Hearing impaired	<input type="checkbox"/>
Physical disability	<input type="checkbox"/>
Learning disability	<input type="checkbox"/>
Multiple disability	<input type="checkbox"/>

Please add any additional relevant information:

To ensure that we have the correct contact details for you, please complete the information requested below and return the form to XXXXXXXXXXXX. This information will be used to keep you informed about county events and to contact you in the event of an accident or incident. Some of the information is required to comply with the England Hockey Equity Policy, which has been adopted by the county.



