



Whitchurch(Shropshire) HC

Academy Welcome Pack



Welcome to **Whitchurch Hockey Club**. Please take your time to read and understand this pack, which hopefully contains all the information needed to become an active member of our successful Academy.

The aim of this pack is to provide you with all the information you need to make Hockey as enjoyable as possible for players, helpers, coaches and spectators. We hope you will gain an idea of how we function, what you can expect of us, what we expect of our members, how to order kit and importantly how parent/carers can become more involved in the Academy. We are always keen to listen to new ideas and if you feel there is information we should include for future reference please tell us.

We are very proud to be at the final stage of applying for Clubs First Accreditation and we expect to be visited shortly as part of this process and I hope that the assessors will speak to you about the contents of this pack as well as how we run our club.

All Members need to read and understand the contents of this Welcome Pack, complete the WHC Membership Application Form at the rear, preferably prior to, or on your first visit. We then look forward to meeting you and making you welcome at **Whitchurch Hockey Club**.

Information regarding club policies and standard documentation can be found on the club website at www.whitchurchockeyclub.com

If you have any questions, please do not hesitate to contact us.



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Academy Section Guidelines

Whitchurch Hockey Club is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and be encouraged to be open and honest and to share any concerns or complaints that they may have about any aspect of the club with either the Academy Coach, club Welfare Officer or the club secretary.

As a member of **Whitchurch Hockey Club** you are expected to abide by the following club guidelines:

- All members must play within the rules of hockey and respect officials and their decisions.
- All members must respect opponents and team mates. If players are unable to do this then the coaches will warn them and the player could be withdrawn from the match or competition.
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Members should wear suitable kit and coaches have the right to withdraw players who do not have the appropriate personal equipment-
 - Shin pads suitable for hockey
 - Mouth guard
 - Suitable footwear for playing on Astroturf - for training and match sessions, as agreed with the coach/team manager.
- Members must pay any fees for training or events promptly.
- Junior members are not allowed to smoke, consume alcohol or take drugs on club premises or whilst representing the club at competitions.
- Junior members should bring a drink and a snack to all sessions and always have suitable clothing for wet/ cold weather.



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Whitchurch Hockey Club has adopted the England Hockey Child Protection and Equity policy to ensure that the welfare and safety of children in the care or custody of Whitchurch Hockey Club is always our primary consideration. Full versions of these are available at www.whitchurchhockeyclub.com

Our Club Welfare officers are:

Mark Sugden	07919 912450
Kirsty Dixon	07737 225326

Our policies are built upon on the following three principles:

1. Your child's welfare is of paramount importance
2. Your child, regardless of age, ability, gender, racial origin, religious belief and sexual orientation has a right to be protected from abuse.
3. The rights, dignity and worth of your child will always be respected.

Whitchurch Hockey Club believes:

- That the safety and welfare of children should always be of paramount importance, whatever the circumstances.
- That everyone with a role working with children has a moral and, arguably, a legal responsibility to safeguard and promote a child's welfare particularly when it comes to protecting children from abuse.
- That special care is needed in dealing with children whose age, inexperience or physical state makes them particularly vulnerable to abuse.
- It is committed to providing an environment where children can learn about, participate in and enjoy Hockey free from harassment or abuse.

Information on players

Information on young players is collected via registration forms. It is then collated on a database by Alex Fry, Academy head coach and shared with the club secretary. The leader of each coaching session has a register which contains all relevant medical information and is accessible to all representatives of **Whitchurch Hockey Club** at the session or match. Our **Club Data Privacy policy** can be found on the website explaining how the club uses and protects your data.



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Accidents

Coaches plan all sessions to be as safe as possible, however due to the nature of the game and the playing surface accidents can and do occur. We have an established first aid assessment procedure and accident reporting system. We will always inform you of any first aid incident involving your child and the actions that we took:

Academy Coach: Alex Fry 07770 623471
alex.fry@whitchurchhockeyclub.com

Club Secretary: Craig Hockenhull 07971 865223
secretary@whitchurchhockeyclub.com

Academy Training Details - see website for details
Saturday mornings 10.00- 11.30

Whitchurch Leisure Centre - pitch details
Shropshire, SY13 2BY 01948 660660

During the Academy session children attend training that is appropriate for their age group, where their skills and abilities are assessed and if it is appropriate they may be asked to train with a more experienced group. It often takes the coaches a couple of sessions to assess new players and we take a great deal of care ensuring that children are in the most appropriate group to maximise their enjoyment and build their confidence.

- **On Arrival:** **Please accompany children to the pitch and sign in your child,** as proof of attendance, and pay training fees (£2). Entry to the playing surface is only allowed following registration and a coach being present on the playing surface.
- **At the end of Training:** Children are expected to help collect equipment and leave the pitch as soon as possible after training. **Parents/Guardians who do not remain at the club are asked to be prompt to collect their child from the pitch.**



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• **Bad Weather:** We do play in most conditions. However, poor weather or frost may mean that a session may need to be cancelled. If so, we will contact parents, by text, twitter and put information on the club website and Facebook page. Alternatively, you may contact the leisure centre on 01948 660660.

Check for updates on our website at www.whitchurchockeyclub.com or Facebook: www.facebook.com/WhitchurchHockeyClub and Twitter : @whitchurchhc

Training sessions, apart from teaching hockey, are used to assess your child's skill level and all-round ability, usually in preparation for a place in a team, therefore we are looking for commitment, willingness to learn, concentration, enthusiasm and any other positive attributes your child may have and the team requires. We are very proud of our training sessions and a great deal of preparation goes into them and the coaches always appreciate good behaviour and a nice thank you at the end!

Match Details

We aim to ensure that all children get the opportunity represent **Whitchurch Hockey Club**. We hope that it will be a positive experience that they will look back on with pride. We expect all representatives of the Club to act at all times in accordance with the Club Rules.

The Manager/Coach will inform you of all necessary match details (i.e. venue, meet time, pushback, kit requirements and match fee) using email, text or telephone. You will need to respond to confirm your child's availability and any transport arrangements as soon as possible.

Parent/Guardians as Volunteers

We rely heavily on volunteers giving their time, skills and experience and not just on the pitch! At **Whitchurch Hockey Club** we are grateful for all those who support us in any way from taking registers, collecting fees, assisting coaches or helping with transport. If you can help us in any way, no matter how small please do not hesitate to contact us.

As a responsible Club we will request proof of competency in working with children, including DBS checks.

Whitchurch(Shropshire) HC MEMBER REGISTRATION FORM 2018/19



All prospective members of Whitchurch Hockey Club are required to complete this registration form and return it with payment prior to selection for the league season. All details will be kept in a secure database with access restricted to authorised club officers only in line with Clubs Data Privacy Policy.

SECTION 1: MEMBER CONTACT INFORMATION

TITLE	Mr/Mrs/Miss/Ms (Please circle)		
FULL NAME			
ADDRESS 1		DATE OF BIRTH	
ADDRESS 2		HOME PHONE	
TOWN		MOBILE PHONE	
POST CODE		EMAIL	

MEMBERSHIP IS DUE AS OF 1ST JULY EACH SEASON.

DEADLINE FOR PAYMENT IS 1ST OCTOBER AFTERWHICH AN ADDITIONAL £5 ADMIN FEE WILL BE DUE.

PLEASE NOTE: FROM THE 6TH OCTOBER NON-MEMBERS WILL NOT BE ELIGIBLE FOR SELECTION

SECTION 2: MEMBERSHIP TYPE

MEMBER TYPE	DESCRIPTION	FEE	Please Tick
SENIOR (EMPLOYED)	Full Senior Membership (Match Fee = £6)	£85	
STUDENT	Full time students, U18s playing Senior Club Matches (Match Fee = £5)	£45	
JUNIOR (16-18)	Players aged from 13-16 (Match fee = £5) - badgers / juniors	£30	
ASSOCIATE/NON PLAYING	For non-playing, parents & friends of Club (includes subscription to newsletter)	£20	
ACADEMY	Players aged 6 to 12 (Match fee = £4)	£15	

SECTION 3: MEMBER INFORMATION

(Information in this section is optional and will be used for club development purposes only)

STUDENTS – What school/college or university do you attend?
NON-STUDENTS – What is your occupation?
Would you be interested in learning to coach and/or umpire? (Please state)
Would you be interested in being a Volunteer assisting with running the club? (Please state – what?)
What skills do you have that could help develop the club? (e.g. web design, accounting, printing, planning, sponsorship, etc)

SECTION 4: MEDICAL INFORMATION & CONSENT

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

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

NEXT OF KIN		RELATIONSHIP		MOBILE / HOME PHONE	
DOCTORS NAME		SURGERY		DOCTOR PHONE	
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 club 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 Whitchurch HC to obtain emergency medical treatment on my behalf.					
SIGNED		DATE		(RELATIONSHIP)	

PLEASE TURN OVER;

SECTION 5: UNDER 18 MEMBER CONSENT (TO BE COMPLETED BY PARENT/GUARDIAN**)**

It is a requirement of club policy that parental consent is provided for participation, transportation and photography. The Whitchurch HC members Code of Conduct and Safeguarding and Protecting Young People in Hockey Policy are available in the club 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 club 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 maybe times that photographs and/or footage maybe taken during matches and training sessions by approved agents and/or officers of Whitchurch HC. Such images shall only be used for publicity/training purposes in accordance with the Whitchurch HC 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 club's website.

SIGNED	DATE	RELATIONSHIP
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SECTION 6: 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 clubs as part of the annual affiliation process and completing this data accurately enables the club 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 your captain or club secretary. This information will be used to keep you informed about Club 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 Club.

By signing this you are agreeing to have read the Clubs policies and agree to abide by them. Policies are in 'Documents section' on website.

Signed (player): _____

Dated: _____

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WHITCHURCH HOCKEY CLUB – PLAYER CHARTER 2018/19

All players will have to abide by the following conditions for the forthcoming season, in order to take the club forward and provide support to the clubs captains and officials.

Player selection and availability:

- All games / times will be provided by captains or nominated person usually at games on the prior week or can be found on the WHC website.
- It is the responsibility of the player to inform the captain or nominated person of their availability for forthcoming fixtures either at the prior game or at the latest by Monday prior to the game. You will not be contacted other than to confirm selection.
- The teams will be selected on Monday evening from those who have confirmed availability. A selection panel will then select the teams and let players know who, when and where to meet.
- Players will commit to making themselves available each week for all teams home and away or give valid reasons to the selection committee.
- All players should stay after home games to entertain the opposition and officials wherever possible.
- All players to take on tasks to help out the captain and officials. Collection of match fees, getting out and putting away match balls and kit after/before matches, arranging food for opposition, writing match reports for website and newspapers etc.
- Club membership is due once you have played three games, after this you will be ineligible for selection. If you have financial issues come and discuss with us as we can arrange alternative ways of paying if required.
- Match fees are to be paid to the captain or nominated person prior to the game (no pay no play!) £6 for adults, £5 for students / juniors.
- Players should turn up at the agreed time, know where they are going and be in a fit state to play/travel to the game to allow time for a warm-up with the team and tactical discussion prior to the start.
- The league states that fielding a first team are the priority with subsequent teams then taking precedent, if sufficient players aren't available to field the lower teams the first will be given priority of available players providing they have the ability and are safe to play at that level and the others will team will be cancelled.
- All players should attend training or offer apologies to captain or nominated person

Discipline & code of conduct

- Any player who is yellow carded for verbal abuse of a player or official will be fined £10 by the club and will not be eligible for selection until paid.
- Any player who is red carded for verbal abuse or violence against a player or official will be fined £20 by the club and as well will cover any costs incurred by the club for any external fines imposed and will not be eligible for selection until paid.

PLAYER SIGNATURE:

DATE:

PRINT NAME: