



CLUB PROCEDURES

RECRUITMENT

In accordance with the Club Constitution, Membership shall be open to any person completing a membership application form and paying the relevant subscription as determined at the Annual General Meeting of Club Members.

Young players may hear about the Club from their friends, through press advertisements or through their school – either via communication from their teachers or through posters displayed within the school.

Posters have been distributed to Exeter Schools by the Exeter Schools Sports Partnership School Sports Co-ordinator and to Schools in East Devon (Exmouth, Ottery St Mary and Colyton) via club members.

All new members must complete a membership form and parents/guardians must complete a form of consent for all players under 18 years of age.

MEMBERSHIP DATABASE

Membership forms are completed every year by every member.

On receipt of membership forms, all personal information is transferred onto a database maintained by the Club Membership Secretary (for all players playing senior League hockey) and by the Junior Co-ordinator (for all players attending Junior only training).

Information on the database includes name, address, telephone & email contacts, medical information, ethnicity & disability information and emergency contact details.

Information on the database is shared as follows:

- Club Hon. Secretary – receives contact information (address and email) for all players playing in senior league hockey.
- Senior Team Captains – receive telephone contacts, emergency contact numbers, medical information for all players and dates of birth for players aged under 18.
- Lead Coaches receive a copy of all junior players' details. The Junior Co-ordinator/Lead Coach is responsible for passing on any relevant information to Assistant Coaches/Team Managers as necessary. *All coaches are required at the start of each session to check for any medical conditions which may affect the players' ability to train.*

No information on the databases is shared with any person/organisation unless authorised in writing by the individual member.

On renewal of membership each year, the new membership form replaces the old membership form, details are updated on the database as necessary and the old membership form is shredded.

The databases are password protected stored on a USB stick which only the Club Membership Secretary/Junior Co-ordinator have access to.



TRANSPORT/TRAVEL

For all home matches, players are expected to make their own way to the pitch or to make arrangements for a lift from a fellow member.

For Senior Club away matches, players are advised of the meeting arrangements – time and venue. The Club will reimburse car drivers, at the mileage rate agreed at the previous AGM, providing the driver transports other team members. The travel arrangements will be communicated to the parent/guardian of any players aged under 18 years together with destination and estimated time of return.

For Junior Club matches/tournaments, parents should arrange to transport their child to and from the venue. They should also be encouraged to stay and support their child. When this is not possible, the Team Managers should ensure that, if other coaches/volunteers are transporting the child, other adults and/or children are present.

Whether senior or junior hockey activity, no player under the age of 18 years must be left alone at the pitch, in the car park or at any meeting/drop off point.

COMMUNICATION WITH PARENTS

A handout detailing matches/tournaments will be given to all parents at least 5 days before any event. The handout will detail start time, venue, meeting arrangements, kit, duration of match/tournament and food/drink requirements.

FIRST AID

All teams have their own first aid kit and it is the Team Captains/Managers responsibility to ensure that this is present at all activity i.e. training and matches.

In accordance with the Club's 'Guidelines for dealing with an incident/accident', any incident/accident must be recorded on the accident/incident report form and a copy given to the Club Secretary.

A trained First Aider must be present at all activities.

RISK ASSESSMENT

A check of the pitch, surrounds and pitch furniture must be undertaken prior to the commencement of any activity. In the event of any problems being identified, a risk assessment form must be completed detailing the problem. The problem must be reported to the Carillion Duty Manager.

EVACUATION PROCEDURES AT ST LUKES

In the event of an incident at St Luke's when evacuation is necessary, members should assemble at the marked Fire Assembly Points within the Car Park and follow any instructions issued by the Carillion Duty Manager or the emergency services.