

August 2006

# Welcome to Bolton Hockey Club



[www.boltonhc.co.uk](http://www.boltonhc.co.uk)

## Parental Information Pack



# Bolton Hockey Club Parental Welcome

August 2006



## Welcome to Bolton Hockey Club

Dear Parent/Guardian

Welcome to Bolton Hockey Club! This season promises to be very exciting with our growing partnership with Bolton Indians Sports Club, Darcy Lever who have made us very welcome. We are actively trying to improve Bolton Hockey Club, particularly in growing our junior section. With that in mind we are entering a number of teams into the Greater Manchester Junior Hockey League as well as entries into the England Hockey Youth Cup Tournaments.

As an accredited club we feel it is important to inform you of the club developments and have included with this letter are a number of important club documents which include:

- Club rules
- Codes of Conduct for Parents and Spectators
- Equity Policy
- Child Protection Policy
- Child Protection Procedures Flow Chart
- Membership and Monitoring Form

We would also require completion of the membership form, which will enable us to collect important information about your child and also the monitoring form which is used for information and statistical purposes only.

The club also has a small membership fee which is £12 for Sunday Junior League matches or £30 if playing on both Saturday & Sunday Games. This fee is due by October 31<sup>st</sup>. The cost difference is due to the club overheads of pitch hire for Saturday matches.

You can find further information about Bolton Hockey Club on our website [www.boltonhc.co.uk](http://www.boltonhc.co.uk). If you have any direct questions do not hesitate to speak to any of the coaches or alternatively call me on 07720 716222.

I look forward to seeing you throughout the season.

Yours faithfully

Vicky Hirst  
Club Development Officer

## The Rules

- All members will be subject to the regulations of the constitution & by joining Bolton Hockey Club (hereafter "The Club") will be deemed to accept these regulations & codes of conduct adopted by The Club.
- Members will be enrolled into one of the following categories:
  - \*Full Member
  - \*Associate Member
  - \*Junior Member
  - \*Life Member
  - \*Family Member
- Annual subscriptions should be paid no later than 31<sup>st</sup> October of each year. There will be subscription increases if not received by the above date unless other arrangements have been made. (Individuals may approach the Treasurer and/or Member of the Management Committee if they are facing financial difficulties).
- All members are entitled to attend the Annual General Meeting.
- All members are entitled to stand for positions on The Clubs Management Committee.
- The Club members have a responsibility to oppose discriminatory behaviour & promote equality of behaviour.
- All members are expected to behave in a sportsmanlike manner. Players receiving cards on the field of play will be fined/suspended according to the terms set at the beginning of each season by the League & The Management Committee.
- Each individual is accountable for his or her own actions. Whether you are playing, a spectator, coach or umpire in any match, it is your personal responsibility to treat your own team, Opposition Players, Coaches, Spectators, Umpires & any other Official(s) with respect before, during & after the match. Abuse Will Not Be Tolerated by The Club in any way shape or form & may be subject to disciplinary action by the Management Committee.

Players are expected to turn up for games with correct kit to play in, thus representing The Club with pride.

### Brief Outline

Hockey can have a very powerful and positive influence on people – especially young people. Not only can it provide opportunities for enjoyment and achievement; it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if sport is in the right hands – in hands of those who place the welfare of all young people first and adopt practices that support, protect and empower them.

These guidelines will help you as parents to be aware of the good practice that you should expect in relation to your child's involvement in hockey

### Teaching Sportsmanship

If you have been a youth sport parent for a number of years, the likelihood is that too many times the media are ready to blame out of control parents for the ills of youth sport. Screaming on the sideline, abusing the young athletes, yelling at the officials, and displaying poor sportsmanship.

One piece of advice that is handed out regularly to parents is to set a good example for your children, and most parents DO try to be positive and encourage their children as they climb the competitive ladder, but to have a positive influence on those around us, including children and other parents, we need to do more than just clap and cheer for our kids.

#### 1. Cheer for all the children, even those on the other team

When parents make an effort to applaud a good effort or fine play – no matter who makes it, the difference on the side and on the pitch is surprising.

#### 2. Thank the officials

All too often the only words a volunteer official hear are harsh words of criticism such as "get some glasses ump" or "your ruining the game ump", which inevitably won't improve the concentration of the official and lead to further mistakes. Make sure that the official for your child's game always hears at least one sports parent thanking them after the game – you. If you keep it up your example will surely spread to other parents of the team and the young athletes.

#### 3. Talk to parents of the other team – they are not the enemy

Sometimes we get so caught up in an in-town rivalry, or big match against another team, that we forget that that the other team is made up of a bunch of young athletes very similar to our own, and their parents care about them as much as you do about yours. Showing your children that you can interact with parents from other teams in a friendly manner sets them a good example to interact with their opposition in very much the same way, win or lose.

#### 4. Be a parent, not a coach: resist the urge to critique

It's well documented that some athletes dread the journey home with their parents after a match, because win or lose they know their parent will go over their performance in detail pointing out all their mistakes. In most cases they don't get angry and don't shout but with the very best of intentions just want them to know how they could improve. The problem with this is that of course the young athlete probably already knows every error that has been pointed out and more, but for obvious reasons didn't need them pointing out. Don't take their quiet stoicism in the face of a poor performance for lack of caring.



# Bolton Hockey Club Equity Policy Statement

August 2006



## BOLTON HOCKEY CLUB

- This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:
- Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
- The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

SIGNED:

DATE: 02/06/06

NAME: C WILLIAMS

POSITION: Club Chairman

SIGNED:

DATE: 02/06/06

NAME: C Philbin

POSITION: Club Secretary

# Bolton Hockey Club Child Protection Policy

Adopted on 6<sup>th</sup> October 2004  
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## Brief Overview

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff (paid/unpaid) working in sport have a responsibility to report concerns to the appropriate officer.

## Bolton Hockey Club Child Protection Policy Statement

Bolton Hockey Club has a duty of care to safeguard all children involved in hockey from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. Bolton Hockey Club will ensure the safety and protection of all children involved in hockey through adherence to the Child Protection guidelines adopted by the club committee. A child is defined as a person under the age of 18 (The Children Act 1989).

## Policy Aims

**The aim of the Bolton Hockey Club Child Protection Policy is to promote good practice:**  
Providing children and young people with appropriate safety and protection whilst in the care of Bolton Hockey Club  
Allow all staff/volunteers to make informed and confident responses to specific child protection issues.

### Promoting good practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child enters the club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the club must work with the appropriate agencies to ensure the child receives the required support.

### Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

### Good practice means:

- Always working in an open environment avoiding private or unobserved situations and encouraging open communication.
- Treating all young people/disabled adults equally with respect and dignity.
- Always putting the welfare of each young person first.

## Policy Aims... Cont.. Good Practice Guidelines

Cont....

- Maintaining a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust and empowering children to share in decision making.
- Making sport fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme. If it is difficult to maintain hand positions when the child is constantly moving, young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Keeping up to date with technical skills, qualifications and insurance.
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs.
- Ensuring that if mixed teams are taken away for the day or night, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment. (see Junior membership form)
- Keeping a written record of any injury that occurs, along with the details of any treatment given. (See accident/incident report form)
- Requesting written parental consent if club officials are required to transport young people in their cars. (see transport form and club guidelines)

## Practices to be Avoided

The following should be **avoided** except in emergencies. If a case arises where these situations are unavoidable (e.g. the child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session), it should be with the full knowledge and consent of someone in charge in the club or the child's parents.

### Otherwise, **Avoid:**

Spending excessive amounts of time alone with children away from others.

Taking or dropping off a child to an event.

Practices never to be sanctioned

### The following should **never** be sanctioned. You should **never:**

- Engage in rough physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.

# Bolton Hockey Club Child Protection Policy

Adopted on 6<sup>th</sup> October 2004  
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## Practices to be Avoided... Cont... The following should never be sanctioned

- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or disabled adults that they can do for themselves.
- Invite or allow children to stay with you at your home unsupervised.

**NB** It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the players involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

## Incidents that must be reported/recorded

- If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed:
- If you accidentally hurt a player
- If he/she seems distressed in any manner
- If a player appears to be sexually aroused by your actions
- If a player misunderstands or misinterprets something you have done.

## Use of photographic/filming equipment at sporting events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. All clubs should be vigilant and any concerns should be reported to the Child Protection Officer.

Video as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be made aware that this is part of the coaching programme and such films should be stored safely.

Permission should be sought from parents if photographs/images are taken specifically for publicity or press use.

## Recruitment and training of staff and volunteers

Bolton Hockey Club recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children

## Pre-selection checks must include the following:

- All volunteers/staff should complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- Consent should be obtained from an applicant to seek information from the Criminal Records Bureau.
- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity should be provided (e.g. passport or driving licence with photo).

## Interview and induction

**All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction, during which:**

- A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- They should sign up to Bolton Hockey Club's Code of Ethics and Conduct.
- Child protection procedures are explained and training needs are identified.

## Training

**In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:**

- Analyse their own practice against established good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children

## Bolton Hockey Club requires

- Coaching staff to attend a recognised 3-hour good practice and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- Non-coaching staff and volunteers to complete a recognised awareness training on child protection.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Relevant personnel to undergo national first aid training (where necessary).
- Attendance of update training when necessary. Information about meeting training needs can be obtained from sports coach UK, the NSPCC and Sport England.

## Responding to allegations or suspicions

It is not the responsibility of anyone working in Bolton Hockey Club, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

Bolton Hockey Club will assure all staff/volunteers that it will fully support and protect anyone who in good faith reports his/her concern that a colleague is, or may be, abusing a child.

**Where there is a complaint against a member of staff there may be three types of investigation:**

- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

## Responding to allegations or suspicions... Cont

### Action

#### 1. Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice, the Child Protection Officer will deal with it as a misconduct issue.
- If the allegation is about poor practice by the Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the Assistant Child Protection Officer or Club Chairperson who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

#### 2. Concerns about suspected abuse:

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The Child Protection Officer will refer the allegation to the social services department, which may involve the police, or go directly to the police if out-of-hours.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- The Child Protection Officer should also notify the relevant Committee officer (Chairperson if possible) who in turn will deal with any media enquiries.
- If the Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the Assistant Child Protection Officer or in his/her absence the Club Chairperson who will refer the allegation to social services.

## Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

### This includes the following people:

- The Child Protection Officer
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social Services/Police
- England Hockey Regional Development Manager
- The alleged abuser (and parents if the alleged abuser is a child).

Seek social services advice on who should approach the alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

## Internal Enquiry & Suspension

- The Bolton Hockey Club Child Protection Officer another member of the Disciplinary Committee (Chairperson if possible) will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries
- Irrespective of the findings of the social services or police inquiries the Bolton Hockey Club Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. Cont...

## Internal Enquiry & Suspension... Cont...

This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Bolton Hockey Club Disciplinary Committee must reach a decision based upon the available information, which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

(Disciplinary Committee to be composed of the Child Protection Officer, Assistant Child Protection Officer and Club Chairperson as a minimum)

## Support to deal with the aftermath of abuse

Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The

- British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189
- [www.bacp.co.uk](http://www.bacp.co.uk)
- Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

## Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).

Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

## Action if bullying is suspected

If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.

### Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully or bullies separately.
- Reassure the victim that you can be trusted and will help them, although you **cannot promise not** to tell anyone else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Child Protection Officer or the school (wherever the bullying is occurring).

## Action if bullying is suspected... Cont...

### Action towards the bully or bullies:

- Talk with the bully or bullies, explain the situation, and try to get the bully or bullies to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully's parents.
- Insist on the return of 'borrowed' items and that the bully or bullies compensate the victim.
- Provide support for the victim's coach.
- Impose sanctions as necessary.
- Encourage and support the bully or bullies to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

## 3. Concerns outside the immediate sporting environment (e.g. a parent or carer)

- Report your concerns to the Child Protection Officer, who should contact social services or the police as soon as possible.
- See 4. below for the information social services or the police will need.
- If the Child Protection Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately.
- Social services and the Child Protection Officer will decide how to involve the parents/carers.
- The Child Protection Officer should also report the incident to the England Hockey if appropriate. The governing body should ascertain whether or not the person/(s) involved in the incident play a role in England Hockey and act accordingly.
- Maintain confidentiality on a need to know basis only.

See 4. below regarding information needed for social services

## 4. Information for social services or the police about suspected abuse

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following (try to use a Bolton Hockey Club incident form if possible):

- The child's name, age and date of birth of the child.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Have the parents been contacted?
- If so, what has been said?
- Has anyone else been consulted? If so, record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so, what was said?
- Has anyone been alleged to be the abuser? Record details.



# Bolton Hockey Club Child Protection Policy

Adopted on 6<sup>th</sup> October 2004  
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## 4. Information for social services or the police about suspected abuse... Cont...

- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

If you are worried about sharing concerns about abuse with a senior colleague, you can contact social services or the police direct, or the **NSPCC Child Protection Helpline on 0808 800 5000**, or **Childline on 0800 1111**.

## DECLARATION

1. I have Read and understood the child protection policy of Bolton Hockey Club Yes  No

I, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to. On behalf of Bolton Hockey Club.

Signature		Date	D	D	M	M	Y	Y
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Print Name	
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Position within Bolton Hockey Club	<b>Chairman Of Bolton Hockey Club</b>
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Signature		Date	D	D	M	M	Y	Y
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Print Name	
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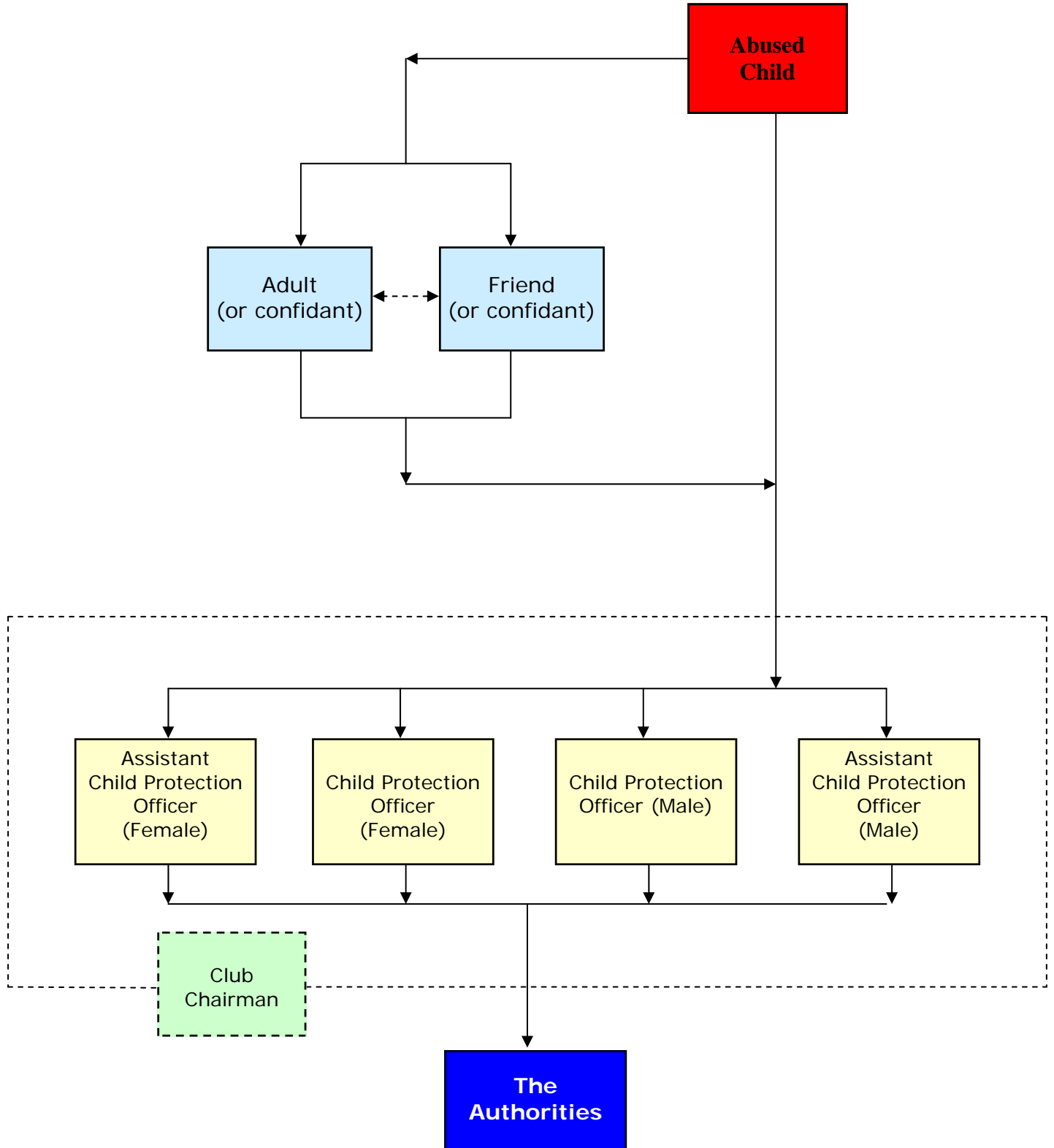
Position within Bolton Hockey Club	<b>Secretary of Bolton Hockey Club</b>
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## DATA PROTECTION DECLARATION (Please read carefully)

The information provided in this form is for the sole use of Bolton Hockey Club & its Management Committee & will not be passed onto any third party for any reason whatsoever, unless legally required to do so by any law enforcement agency ( i.e. Police). All data is held & processed in accordance with the requirements of the Data Protection Act 1988 & within the limits of The Bolton Hockey Club Management Committee.  
**This information is only accessible to The Bolton Hockey Club Management Committee and Authorised Personnel.**

Thank You to the CPSU for the initial template for this Child Protection Policy.

## Child Protection Procedures Flow Chart





# Bolton Hockey Club

## Application for Membership

Please complete both sides in **Block Capitals** with **Black Ink** Thank You.  
**If Under 18** This form MUST be completed by a Parent or Guardian



### PERSONAL INFORMATION (Must be completed)

Title		First Name																		
Last Name																				
Gender			Age		Date of Birth	D	D		MONTH		Y	Y	Y	Y						

### CONTACT INFORMATION (Must be completed)

Home Address																				
Post Code																				
Home Phone																				
Mobile																				
E-mail Address	>																			
	@																			

### EMERGENCY CONTACT AND MEDICAL INFORMATION (Must be completed)

Title		First Name																		
Last Name																				
Relationship to above ?																				
Emergency Contact Address																				
Post Code																				
Home Phone																				
Mobile																				
Other Contact																				

### MEDICAL (This information will be kept with the strictest of confidence)

Bolton Hockey Club would like to ensure, a positive experience with regards to health & safety of its members, within a sports environment. In order to do this to the best of our ability it would be useful to know the following and also be informed of any changes in the future.

A. Do you suffer from any of the following medical conditions? (Please tick as appropriate)

None  Diabetes  Asthma  Epilepsy

Other (Please Specify)

B. Please could you state if you are on long term medication that the club should know about, in the interests of your health & safety?

C. Do you require any additional needs which Bolton Hockey Club could provide to aid your participation in club activities?

**Please Turn Over To Complete the Form**

## GENERAL INFORMATION (To be completed by Parent/Guardian or proposed Adult member)

A. Would you be prepared to help out with any of the following ? (Please tick the appropriate box or boxes)

Coaching	<input type="checkbox"/>	Junior Transport	<input type="checkbox"/>	Team Manager	<input type="checkbox"/>	Fundraising	<input type="checkbox"/>	First Aid	<input type="checkbox"/>
Umpiring	<input type="checkbox"/>	Child Protection	<input type="checkbox"/>	Other (Please Specify) _____					

Do you hold any qualifications in the above? (If so please state) \_\_\_\_\_

Are you CRB checked ?      Yes       No

B. (Completion of this question is optional) Is there a skill you can offer the club i.e. Web Designer, Painter, Electrician, Architect ?

\_\_\_\_\_

Previous Hockey Experience    Beginner       School       College       Club       County       Other

## Bolton Hockey Club Code Of Conduct

- All members will be subject to the regulations of the constitution & by joining Bolton Hockey Club (hereafter "The Club") will be deemed to accept these regulations & codes of conduct Adopted by The Club.
- Members will be enrolled into one of the following categories:
  - \*Full Member
  - \*Associate Member
  - \*Junior Member
  - \*Life Member
  - \*Family Member
- Annual subscriptions should be paid no later than 31<sup>st</sup> October of each year. There will be subscription increases if not received by the above date unless other arrangements have been made. (Individuals may approach the Treasurer and/or Member of the Management Committee if they are facing financial difficulties).
- All members are entitled to attend the Annual General Meeting.
- All members are entitled to stand for positions on The Clubs Management Committee.
- The Club members have a responsibility to oppose discriminatory behaviour & promote equality of behaviour.
- All members are expected to behave in a sportsmanlike manner. Players receiving cards on the field of play will be fined/suspended according to the terms set at the beginning of each season by the League and The Management Committee.
- Each individual is accountable for his or her own actions. Whether you are playing, a spectator, coaching or umpiring any match, it is your personal responsibility to treat your own team, opposition players, coaches. Spectators, the umpires & any other official with respect before, during & after the match. Abuse will not be tolerated by The Club in any way shape or form & may be subject to disciplinary action by the Management Committee.
- Players are expected to turn up for games with correct kit to play in thus representing The Club with pride.

## DECLARATION AND UNDER 18 CONSENT (Please read carefully before signing)

**1. UNDER 18 CONSENT (Must be completed by Parent or Guardian if under the age of 18) \* delete as appropriate.**  
 I am pleased to allow my **\*Son/Daughter** to participate & to be transported by a responsible adult of the team, to the following in my absence, Bolton Hockey Club's Fixtures, Tournaments, Coaching and Training sessions. I consider my **\*Son/Daughter** to be physically fit and capable of full participation (Unless stated above). In the event that **\*He/She** should be injured when I am not present, I give my permission for the team Captain/Manager/Coach to obtain emergency medical treatment on my behalf.

2. I have read & support the code of conduct as stated above in relation to Bolton Hockey Club      Yes       No

3. I certify that the information I have given is accurate & complete to the best of my knowledge      Yes       No

4. I consent to this information being stored & used by Bolton Hockey Club & understand that it will not be given to any third party for further distribution for any reason whatsoever (please read the Data Protection Declaration below)      Yes       No

5. (Must be Completed by adult if under 18) I consent for my **Photograph** to be taken only by appointed members of Bolton Hockey Club, will be used solely by the club & will not be passed on to any third party without my prior consent. I also understand that it may be used on the official website to encourage participation & to promote the game of hockey.      Yes       No

Signature _____	Date	D	D	M	M	Y	Y
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## DATA PROTECTION DECLARATION

The information provided in this membership application form is for the sole use of Bolton Hockey Club & its Management Committee & will not be passed onto any third party for any reason whatsoever, unless legally required to do so by a law any enforcement agency ( i.e. Police). All data is held & processed in accordance with the requirements of the Data Protection Act 1988 & within the limits of the Bolton Hockey Club Management Committee.  
**This information is only accessible to the Bolton Hockey Club Management Committee.**



# Bolton Hockey Club Monitoring Form



Please complete in **Block Capitals** with **Black Ink** Thank You.  
If **Under 18** This form **MUST** be completed by a Parent or Guardian

## EQUAL OPPORTUNITIES DECLARATION

This form is used for monitoring and statistical purposes only and will be filed, kept on a database separately from the Bolton Hockey Club Membership Application Form.  
This information will be kept with the strictest of confidence and will not be passed onto any third party for any reason whatsoever.

## PERSONAL INFORMATION (OPTIONAL)

Title		First Name																		
Last Name																				

## GENERAL INFORMATION (Must be completed)

Gender																				
Age	5-10		11-15		16-18		19-21		22-34		35-49		50+							
Marital Status			Single				Married				Divorced									In a Relationship
How did you find out about Bolton Hockey Club (please specify)																				

## ETHNICITY (Please tick the appropriate box)

**A. Nationality.**

British  Pakistani  Indian  EU/EEA  Other please specify

**B. Religion.**

Christian  Muslim  Hindu  Jewish  Sikh  Buddhist  None - Prefer not to say

Other (please specify)

**C. Ethnic Origin.**

White British  White Irish  Other White Background

Mixed-White Afro-Caribbean  Mixed-White Native African  Mixed-White Asian

Other Mixed Background (please specify)

Asian British-Indian  Asian British-Pakistani  Other Asian Background (please specify)

Afro-Caribbean  Native African  Other Africana Background

Chinese  Japanese  Not Known

Other Ethnic Background (please specify)

## DISABILITY (please read the Disability Act Information before filling out the relative sections)

The Disability Discrimination Act 1995 defines a disability as a physical or mental impairment, which has a substantial long-term (more than 12 months) adverse effect on a person's ability to carry out normal day to day activities.

Do you consider yourself to have a disability? Yes  No

If yes, what is the nature of your disability?

Visual Impairment  Hearing Impairment  Physical Difficulty  Learning Disability  Multiple Disabilities

Other (please specify)

## DATA PROTECTION DECLARATION (Please read carefully)

The information provided in this monitoring form is for the sole use of Bolton Hockey Club & its Management Committee & will not be passed onto any third party for any reason whatsoever, unless legally required to do so by any law enforcement agency ( i.e. Police). All data is held & processed in accordance with the requirements of the Data Protection Act 1988 & within the limits of The Bolton Hockey Club Management Committee.  
**This information is only accessible to The Bolton Hockey Club Management Committee and Authorised Personnel.**