

Bromsgrove Hockey Club



Information Pack

2009-2010 Season

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Chairman's Welcome Letter

Dear Member,

I have great pleasure in welcoming you to the 2009-2010 season.

This season has seen some changes in personnel so I would particularly like to welcome, and wish very good luck to, the new captains taking up the realm. Heather Nunnerley has taken over as Ladies First XI captain, Emma Cockbain as the Second XI captain and Sarah Cooper the Third XI captain. For the Men, Bevan Edwards is the new First XI captain and Alex Marginson the new Third XI captain. I know that you will all give them your support.

As usual the committee have been working hard to ensure everything is in place ready for the start of the season. As I write training will remain at Bromsgrove School on a Thursday and home matches again will be played at Trinity.

We are as always pursuing any lead when it comes to getting our own pitch but unfortunately we seem to meet obstacles at each turn. On saying that though this is something that we **will** continue our focus on, and won't leave any stone unturned until we do.

Again I am glad to say Alan Gormley will be the coaching the Ladies this season.

With regard to Men's coaching we have struggled to employ a suitable coach for the time we need. With the money put aside for this we have therefore tried to arrange a second slot, on just a third of the Bromsgrove pitch, for the first team to train themselves. This again is proving somewhat hard to negotiate as organisations that used the facility last year seem very keen to do so again this.

I hope you will all make use of the clubhouse this year as the social aspect of the club has improved with the good work of our social co-ordinators. Even if you just come back for one drink it helps team morale and forges great friendships.

I will finish then by wishing you all a very successful and enjoyable season.

Yours sincerely,

Mark Robinson
(Chairman)

Club Constitution

1. Name

The club will be called 'Bromsgrove Hockey Club' and will be affiliated to England Hockey, the National Governing Body.

2. Aims and Objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in the sport of Hockey
- To promote both the club and the sport of Hockey within the local community
- To assist with the management of Bromsgrove Cricket, Hockey, Tennis, and Croquet Club situated at St Godwalds Road, Bromsgrove, Worcestershire, B60 3BN. Tel 01527 878252.
- To ensure a duty of care to all members of the Hockey Club
- To provide all its services in a way that is fair to everyone
- To ensure that all present and future members receive equal treatment
- To adhere to the Club's Child Protection Policy

3. Membership

The membership will consist of officers and members of the Club

All members will be subject to the regulations of the Constitution and, by joining the Club, will be deemed to accept these Regulations and Codes of Conduct that the Club has adopted.

Full members will be enrolled in one of the following categories and have voting rights:

Adult member
Student member
Junior Member
Vice President

Individuals may also join as social members but this category of membership does not carry voting rights.

4. Membership Fees

Membership fees will be set annually and agreed by the Management Committee or determined at the Annual general Meeting.

Fees will be paid annually by no later than 31 October of each year.

5. Officers of the Club

The officers of the club will be drawn from the membership and will be

- Chairperson
- Vice Chairperson
- Treasurer
- Secretary
- Fixtures Secretary
- Membership Secretary
- Social Secretary
- Development Officer
- General Club Representative
- Men's Club Captain
- Ladies Club Captain
- Junior Club Captain

Other Officers may be appointed as deemed necessary/appropriate by the Club.

A member may hold more than one post on the Management Committee.

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment.

6. Committee

The Club will be managed through the Management Committee consisting of all the aforementioned officers. Only these posts will have the right to vote at meetings of the management Committee.

The Management Committee will be convened by the Secretary of the Club and hold no less than nine meetings per year.

The quorum required for business to be agreed at Management Committee meetings will be a minimum of six of the aforementioned officers.

The Management Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organization of the club.

The Management Committee will have powers to appoint sub-committees, working parties and appoint advisers to the committee as necessary to fulfill its business. The Management Committee will be responsible for disciplinary hearings of members who infringe Club rules/regulations/Constitution. The Management Committee will be responsible for taking action of any suspension or discipline following such hearings.

7. Finances

The Club monies will be banked in an account held in the name of the Club. The Club Treasurer will be responsible for the finances of the Club. The financial year of the club will end on 30 April each year.

The Treasurer, at the Annual General Meeting, will present a statement of the Annual Accounts. Any cheques drawn against the Club's funds should hold the signatures of the Treasurer plus at least one other Management Committee Officer.

8. Annual General Meeting

The Club Secretary will give notice of the Annual General Meeting (AGM) with no less than twenty-one clear days notice given to all members.

The AGM will receive a separate report from members of the Management Committee as appropriate to their post and a statement of the accounts.

Nominations for Officers of the Management Committee should be sent in writing to the Club Secretary prior to the AGM. Where none are received nominations can be taken from the floor of the AGM.

Elections of Officers are to take place at the AGM.

All fully paid up members of the Club, with the exception of Social Members, have the right to vote at the AGM.

The quorum at an AGM will be 25% of the current Club membership.

The Management Committee has the right to call an Extraordinary General Meeting (EGM) outside the AGM. Procedures for EGM's will be the same as for the AGM.

9. Discipline and Appeals

All complaints regarding the behaviour of members should be submitted in writing to the Club Secretary.

The Management Committee or an appointed Sub Committee will meet to hear the complaints within fourteen days of a complaint being lodged. The committee has the power to take disciplinary action including the non refundable termination of membership.

The outcome of a disciplinary hearing will be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within seven days of the hearing.

There will be the right of appeal to the Management committee following the disciplinary action being announced. The committee will consider the appeal within fourteen days of the secretary receiving the appeal.

The outcome of the appeal will be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within seven days of the hearing.

Note:- A full copy of the constitution can be obtained from the Club Secretary

Team Information 2009-2010 Season

Mens Section

We are running 4 men's teams this year

Mens 1 – 1st Team League, West Midlands 1

Mens 2 – 2nd Team League, West Midlands Premier

Mens 3 – 3rd Team League, West Midlands 1

Mens 4 – Fathom League

Two new captains this year - Bevan Edwards and Alex Marginson for Mens 1 and Mens 3 respectively.

Congratulations to Mens 2 and Mens 3 in gaining promotion at the end of last season.

Training starts 10 Sept at Bromsgrove School 8.00 to 9.00pm.

Ladies Section

We are running 3 ladies teams in the WWHHA (Worcs. Womens Hockey Association) Leagues

Ladies 1 – Division 1

Ladies 2 – Division 2

Ladies 3 – Division 3

Three new captains this year – Heather Nunnerley (Ladies 1), Emma Cockbain (Ladies 2) and Sarah Cooper (Ladies 3).

We are still looking for a Fixtures Secretary. Is there anyone out there who is interested in taking on this post?

There is a lot of support available to anyone who does take on the role.

We had a very successful Summer League running two teams with over 30 players involved. It gave us a chance to give some of our developing juniors a taste of senior hockey.

Training starts Thurs 10 Sept at Bromsgrove School 8.00 to 9.00pm.

Badgers and Juniors

The Badgers are playing in the Midlands South League. Matches are played on Saturdays.

There is no league for the Under 11 and Under 13 teams but they participate in a monthly tournament held at Droitwich Sports Centre.

All junior training starts on Sunday 13 Sept. 9.30 to 11.00 at Bromsgrove School. Training fees are £2.50 per person per session

We have just heard that we have been successful in obtaining £400 sponsorship from Homeserve to provide new shirts for the junior teams. Our thanks to David Bower for his help in getting this.

Our Junior Coaches do a sterling job at Sunday morning training. When you are asked to give some help at training please try to give your support.

Information about youth hockey at national level can be found at www.Englandhockey.co.uk/youth

Contact Details

Position	First name	Last Name	Mobile	Home	Preferred E-mail
Chairman	Mark	Robinson	07949 408574	01527 837748	chairman@bromsgrovehockey.org.uk
Vice Chairman	Libby	Joss	07854 761388	01527 835672	Libby.Joss@kpmg.co.uk
Secretary	Nigel/Mark	Johns	07792 576584	01527 876107	broms.hockey.secretary@hotmail.co.uk
Treasurer	David	Bower	07899 662484	01214452513	davidjbower28@aol.com
Membership Secretary	Ken	Buckley		01527 879703	rovermanic@tiscali.co.uk
Fixtures Secretary (Men)	Mark	Allington	07947 189238		mallington@hotmail.co.uk
Fixtures Secretary	Frank	Fawcett	-	01527 833658	-
Publicity Officer	Neil	Turner	07773 109853		
Club Development Officer	Alan	Gormley		01527 875170	alan@sports-edge.co.uk
Social Secretary	Keith	Harris	07833 645321	01527 835323	keithyharris@yahoo.co.uk
Social Secretary	Julia	Adams		0121 445 2287	
General Club Rep	Ian	Rooke	07962 257801	01527 875634	ianjrooke@yahoo.com
General Club Rep	Ken	Buckley		01527 879703	rovermanic@tiscali.co.uk
Men's Club Captain	Ben	Bevins	07723 389159		
Ladies' Club Captain	Jenny	Griffiths	07904 121182	01527835137	jenny_griffiths@msn.com
Junior Club Captain (B)	Tom	Williamson	07508 414203		Tomwilliamson112@hotmail.co.uk
Junior Club Captain (G)					
Men's 1st Team Captain	Bevan	Edwards	07862 734766		
Men's 2nd Team Captain	Simon	Clifton	07968 784324		
Men's 3rd Team Captain	Alex	Marginson	07816 516565	01527 837092	marginsonalex@yahoo.co.uk
Men's 4th Team Captain	Mark	Allington	07947 189238		mallington@hotmail.co.uk
Ladies' 1st Team Captain	Heather	Nunnerley	07796 175430		heathernunnerley@hotmail.com
Ladies' 2nd Team Captain	Emma	Cockbain	07734 867271		
Ladies' 3rd Team Captain	Sarah	Cooper	07540 555426		
Badger/Junior Coordinator	Graham	Johns	07886 290419		soup-a-man85@hotmail.co.uk

Subscription Fees

Subscriptions for the 2009/10 season have been set as follows: -

Senior	£99.00
Student	£54.00
Junior	£32.00
Unemployed/OAPs	£54.00

The fees will be collected via the main club with cheques to be made out in favour of:

BROMSGROVE CRICKET, HOCKEY AND TENNIS CLUB

The acceptable payment schedules are as follows.

- Single cash or cheque sum by 31st October
- Two cheques, each for one-half the total fee, post-dated in September and October.
- Standing order
- Other payment options are available to suit individual circumstances. These can be discussed either with the Hockey Club Membership Secretary (Ken Buckley) or the Hockey Club Treasurer (David Bower).

The monies may be paid to your captain, the Hockey Club Membership Secretary (Ken Buckley) or to the main Club Treasurer (John Phillips).

Where subscriptions are outstanding those members will not be eligible for selection.

LATE/NON PAYMENT

Without payment a player cannot become/remain a member of the hockey section or the main club and as such is not eligible to play for any Bromsgrove side. This is not only a financial imperative but also necessary for adhering to league and association rules and fulfilling our insurance requirements.

The General club has imposed a levy of £15 on those whose subscription remains outstanding in November. This WILL have to be paid where applicable.

Match Fees

Match fees are payable by every player in the team at the rate of quoted in the "Training and Match Fee" section of this document.

It is the responsibility of each player to assist their captain and club in the collection of match fees. All players should ensure that payment of match fees is made on the day of the game.

Players who do not pay match fees for two consecutive games will not be eligible for selection until all outstanding amounts have been cleared.

Pitch Details

Saturday Home Fixtures Including Badgers:

Address: Trinity High School,
Easemore Road,
Redditch,
Worcestershire.
B98 6HB

Main telephone: 01527 585859

Sunday Home Fixtures

Address: Bromsgrove School,
Worcester Road,
Bromsgrove,
Worcestershire.
B61 7DU

Main telephone: 01527 579679

Junior Tournaments

Address: Droitwich Spa Hockey Club
Salwarpe Valley
Westlands way
Droitwich
WR9 0AA

Main telephone: There is no telephone at the site.

All Junior & Senior Training:

Address: Bromsgrove School,
Worcester Road,
Bromsgrove,
Worcestershire.
B61 7DU

Main telephone: 01527 579679

General Information

Kit – Seniors

It is the responsibility of each player to ensure that they have all of the necessary kit in order to play. Moreover, the cost of such kit is, with the exception of items noted below, the responsibility of each player personally.

The Hockey Club, at the discretion of the Committee, will make a contribution towards the cost of the following kit worn by Goal Keepers equivalent to the mid range items:

1. Kickers
2. Leg Guards
3. Protective Shorts
4. Chest Pad/Arm Guards
5. Helmet
6. Gauntlets

Any upgrade to the mid range kit must be financed by the player. Players without the prior approval of the Committee must not purchase the above items. The player must submit a request to the Committee for the items of kit required, indicating the reason for purchase, the specification of the item, the price and the proposed supplier.

All amounts to be reclaimed must be supported by a VAT receipt.

The items of kit shall remain the property of the Hockey Club and must be returned should the player leave the club or is unable to play for whatever reason.

Kit – Juniors

Sticks, balls and keepers kit are provided. Shin pads are not provided but it is compulsory that they are worn to all matches, competitions and training sessions.

It is expected that juniors will attend all hockey activities in a suitable kit for playing hockey.

Insurance

The Hockey Club only carries limited insurance (sufficient to cover its statutory requirements). It is the responsibility of each player to ensure that they have the appropriate scope and level of insurance to cover their potential liabilities relating to the game of hockey.

Training and Match Fees

U11 & U13 Squads:

- Who? - Anyone aged 5 to 13 years old.
- Where? - Bromsgrove School - Astroturf pitch.
- When? - Sunday mornings from 9.30am to 11.00am
- Kit? - Sticks, balls and keepers kit provided.
Shin pads not provided but are compulsory.
Gum shields not provided but strongly advised.
- Cost? - £2.50 per tournament, £2.50 per training session.
- Main Contact?- Graham Johns

U16s & Badgers Squad:

- Who? - Anyone aged 14 to 16 years old.
Plus all those invited by the Badgers Head Coach.
- Where? - Bromsgrove School - Astroturf pitch
- When? - Sunday mornings from 9.30am to 11.00am
- Kit? - Sticks, balls and keepers kit provided.
Shin pads not provided but are compulsory.
Gum shields not provided but strongly advised.
- Cost? - £5.00 per game, free training.
£32.00 Annual subscription to Bromsgrove Cricket, Hockey & Tennis Club.
£1.00 reduction if you roll during a match
- Main Contact?- Graham Johns

Senior Squad:

- Who? - Any member of the club.
- Where? - Bromsgrove School's Astroturf Pitch.
- When? - Thursday evenings from 8.00pm to 9.30pm.
- Kit? - No kit provided apart from balls.
- Cost? - £8.50 per game free training
£5.00 OAP, unemployed or students/juniors.
Annual subscription to Bromsgrove Cricket, Hockey & Tennis Club, at relevant rate (see subscription fees Pg 9)
£1.00 reduction if you roll during a match
- Main Contact?- Mark Robinson (Club Chairman).

Code of Conduct for All Members

Bromsgrove HC expects all members to adhere to the following code of conduct:

- Members must play within the rules and respect the officials and their decisions.
- Members must respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion.
- Members should keep to agreed timings for training, matches and competitions.
- For all arranged matches, members should inform the coach or team captain as soon as possible if they are going to be late or cannot attend.
- It is compulsory that all junior participants should wear shin pads and suitable trainers/sports shoes to all matches, competitions and training sessions.
- Members are advised that it is within their best interests to wear a gum shield to all matches and training sessions.
- Members should attend training sessions in suitable kit for playing hockey. Jeans, casual footwear, baseball caps etc are not deemed as acceptable.
- Members must pay any fees for training or matches promptly.
- Members must ensure that they have paid their club subscriptions on time.
- Junior members under the age of 16 years are not permitted to smoke on club premises, at training sessions or whilst representing the Club.
- Junior members are not permitted to consume alcohol on club premises, at training or whilst representing the Club.
- Members are not permitted to take drugs of any kind (unless for a medical condition that your captain or coaching staff are aware of) on club premises, at training or whilst representing the Club.
- Members should respect and promptly adhere to all instructions given by team captains or coaching staff.
- **MEMBERS MUST AT ALL TIMES ENSURE THAT THEY ACT IN A SENSIBLE AND RESPONSIBLE WAY AND DO NOT ENDANGER THEMSELVES OR ANY OTHER PERSON PRESENT.**

Code of Conduct – Club Officers, Captains, Coaches and Volunteers

Bromsgrove HC expects all Officers, Captains, Coaches and Volunteers to adhere to the following code of conduct:

- Comply with the ‘Code of Conduct for All Members’.
- Consider the wellbeing and safety of participants before the development of performance.
- Develop an appropriate working relationship with all club members based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport. Eg. Fair play.
- Display consistently high standards of behavior and appearance
- Follow all guidelines set down by England Hockey and Bromsgrove Hockey Club.
- Hold appropriate valid qualifications and insurance cover to enable you to fulfill your role.
- Never exert undue influence over other members to obtain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibited substances.
- Encourage participants to value their performance and not just results.
- Encourage/guide participants to accept responsibility for their own performance and behavior.
- Encourage all members to participate in both the social and administrative side of the club.

Code of Conduct – Parents and Carers

Bromsgrove HC expects all parents and carers to adhere to the following code of conduct:

- Ensure that your child abides by the ‘Code of Conduct for All Members’
- Encourage your child to learn the rules and to play within them.
- Discourage unfair play and arguing with officials.
- Help your child to recognize a good performance and not just results.
- Never force your child to participate in sport.
- Set a good example by recognizing fair play and applauding good performance by all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials’ judgments.
- Support your child’s involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Encourage and guide performers to accept responsibility for their own performance and behaviour.
- Do not film or photograph any training or matches without prior approval of the session organizer.
- Ensure that all training/match fees and club subscriptions are paid in full and on time.

Equity Policy (extract)

Statement of Intent

Bromsgrove Hockey Club is committed to the principles of equality of opportunity. Bromsgrove HC aims to ensure that all people, irrespective of age, gender, ability, race, religion, ethnic origin, creed, colour, social status or sexual orientation have a genuine and equal opportunity to participate in hockey at all levels and in all roles. This includes members and spectators.

Bromsgrove HC shall:

- Ensure that there will be open access to all its services.
- Eliminate prejudice against any group by removing barriers.
- Select and train all members of the Club solely on the basis of merit & ability and by adapting facilities and equipment where necessary and reasonably possible.
- Communicate to all members its commitment to equal opportunities.
- Fulfill its social responsibility to all members ensuring that appropriate support is given.
- Make every reasonable effort to prepare and produce materials that are appropriate for all persons in respect of language, format and approach.
- Modify any existing rules and regulations that may inhibit the inclusion of any groups, provided this does not result in the deterioration of equality required by England Hockey.
- The Club recognizes its legal obligations and will take account of any legislation which affects equal opportunity.

Conduct

Bromsgrove HC regards discrimination, whether direct or indirect, and harassment as gross misconduct and any member of the Club who so discriminates against any other person shall be liable to appropriate disciplinary action.

Bromsgrove HC may take positive action or introduce special measures for a group that is currently under-represented in its membership or representative bodies.

Note – A copy of the full policy can be obtained from the Club Secretary

Club Policy – Safeguarding and Protecting Young People

Bromsgrove Hockey Club and their national governing body, England Hockey, believe;

- That the safety and welfare of children should always be of paramount importance, whatever the circumstances.
- A child, regardless of age, ability, gender, racial origin, religious belief and sexual orientation has the right to be protected from abuse.
- The rights, dignity and worth of a child should always be respected.
- That everyone with a role in working with children, has a moral and 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 ability makes them particularly vulnerable to abuse.

Bromsgrove Hockey Club and their national governing body, England Hockey, have therefore adopted this 'Safeguarding and Protecting Young People Policy' to ensure that the welfare and safety of all children within our care or custody are always the primary consideration.

- We are committed to providing an environment where children can learn about, participate in and enjoy hockey, free from harassment or abuse.
- We accept a moral and legal responsibility to implement procedures that will enable us to provide a duty of care for young people, safeguard their well-being and protect them from abuse.
- We will respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedure.
- We will respect and promote the rights, wishes and feelings of all young people and any individual with disabilities.
- We will recruit, train and supervise all employees and volunteers to adopt best practice procedures to safeguard and protect young people from abuse and themselves against false allegations.
- We require all employees and volunteers to adopt and abide by England Hockey's and Bromsgrove Hockey Club's Code of Conduct, Equity Policy, Health and Safety, Safeguarding and Protecting Young People and Disciplinary procedures.

The above policy applies to all members of the club without exception, as under the Children Act of 1989, anyone who is involved with the care of children should, "do what is reasonable in the circumstances for the purpose of safeguarding or promoting the child's welfare. A child is defined by England Hockey as any person under the age of 18 years and anyone over the age of 18 years deemed as being of a vulnerable nature through any impairment or disability."

The Club has an adult member who is specifically responsible for young people. He is the Club's Child Protection/Welfare Officer. His name is Richard Lawton and he can be contacted on 07889 479140.

Alternatively you can use 24 hour free helplines such as NSPCC 0808 800 500 or Childline 0800 111111

England Hockey. Summary of Policy - Safeguarding and Protecting Young People in Hockey

Bromsgrove Hockey Club adopts England Hockey's 'Safeguarding and Protecting Young People in Hockey Policy' and works in accordance with the following statement.

Bromsgrove HC is committed to creating and maintaining a safe and positive environment for all young people involved in hockey. It accepts its responsibility to help safeguard the welfare of all young people and protect them from poor practice, abuse and bullying.

Every individual and organization within the Hockey Family has a role and responsibility to help ensure the safety and welfare of young people. The Hockey Family is defined as "all individuals, clubs, associations and other organizations involved in any capacity in the game of hockey, and whether or not members of England Hockey. For avoidance of doubt, this includes all players and anyone working within hockey (in a paid or voluntary capacity, and whether as an employee or on a self employed or other work basis) including all coaches, umpires, referees and other officials."

Bromsgrove HC, as a provider of opportunities for young people in hockey, accepts that we are required to fulfill our duty of care which means that we must do everything that can be reasonably expected of us to help safeguard and protect young people from any reasonably foreseeable harm.

Obligations

Everyone within the Club must abide by and act in accordance with:

- The general principles set out in this policy
- The principles set out in the particular policies and supporting good practice documents including; The recruitment of persons working with young people; The use of CRB checks in recruitment and employment; Anti bullying; taking and use of photographic and recorded images of young people; England Hockey's Code of Ethics; England Hockey reporting procedures where there are concerns relating to the safety or welfare of young people.
- The Bromsgrove HC policy 'Safeguarding and Protecting Young People'

England Hockey Role

Publicise and promote within hockey its 'Safeguarding and Protecting Young People' Policy, procedures and Good Practice Guidelines.

Develop and operate procedures for reporting concerns.

Directly challenge conduct within hockey that is, or may be, harmful to young people. It may also instigate proceedings where complaints or concerns are raised.

General Safeguarding and Protecting Young People Principles:

- The safety and welfare of young people is paramount
- All young people, regardless of age, ability, sex, race, religion or belief, ethnic origin, social status or sexual orientation have the right to be protected from harm
- The rights, dignity and worth of all young people should always be respected
- Bromsgrove HC wishes to promote a telling culture. Everyone within hockey must therefore report all concerns in accordance with England Hockey's reporting procedures.
- It is the responsibility of child protection experts to determine whether or not abuse has taken place but it is everyone's responsibility in hockey to report concerns
- The roles and responsibilities of the statutory agencies in safeguarding young people must be recognised and the procedures of the Local Safeguarding Children Boards must be complied with
- Any policy or procedure is only as effective as the ability and skill of those who operate it
- Bromsgrove HC is committed to encouraging, and everyone within hockey must recognise and regard as essential, the effective and safe recruitment of all individuals working with young people in hockey
- All those working in hockey, in a paid or voluntary capacity, must abide by England Hockey's Code of Ethics

Note – The full version of this document can be found on the England Hockey website www.englishockey.co.uk or on request to the Club Secretary.

Code of Conduct – Complaints Procedures

Bromsgrove Hockey Club is fully committed to safeguarding and promoting the wellbeing of 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 understanding for the safety and welfare of others. Any person associated with the Club is encouraged to be open at all times and to share any concerns that they may have about any aspect of the club.

General Concerns.

Concerns of a general nature should be raised with the appropriate management committee representative. These representatives are as follows and their contact details can be found on the Club details contact list and in the Club Information Pack and in the annual fixture lists.

- Junior Club Co-ordinator
- Ladies Club Captain
- Men's Club Captain

Formal Complaints

Should you wish to make a formal complaint against another member of the club or against the club itself this will be dealt with in accordance with the procedures laid out in the Club Constitution. Any complaint of this nature should be forwarded in writing to the Club Secretary whose details can be found on the Club details contact list and in the annual fixture lists.

Safeguarding and Protecting Young People Complaints

If a parent/guardian/carer or a junior member of the Club wishes to make a complaint regarding a child protection issue then they should contact the Club's Welfare Officer who will advise how best to proceed with the matter. His details are:-

Child Protection Officer – Richard Lawton

Telephone – 07789 479140

Database Information

The database of members is held by the Club Membership Secretary on a personal computer. Security of the information held is maintained at two levels

1. Password to the computer
2. Additional password to the Database

The database holds the following information on each Junior member

- Full name
- Date of birth
- Address and contact number(s)
- School attended
- Emergency contact details (name, contact number(s), relationship)
- Medical information
- Doctor's name and tel. number
- Disability
- Equity monitoring information
- Signature of parent /guardian.

Members are required to complete a Membership Application Form which provides the above information.

Parents/guardians accept the responsibility to inform the club of any changes that occur during the season.

Control of Information

The following information is provided in hard copy form from the club database at the start of each season to selected club officers (Coach, Junior Co-ordinator, Junior Team Co-ordinators) to cater for any emergencies that may occur.

- Full name
- Date of birth
- Address and contact number(s)
- Emergency contact details (name, contact number(s), relationship)
- Medical information
- Doctor's name and tel. number

This information may be provided to other officers with the approval of the Club Committee.

Whenever there is any change to this information a new hard copy is issued and the previous issue collected and destroyed.

The only person with the authority to release any of the above information to a third party (other than emergencies) is the Club Membership Secretary.