



# **Coach's Handbook**

**2014 – 2015 Season**



## **Introduction**

Harpenden Hockey Club is committed to providing the opportunity for young people to try and experience hockey in a positive, fun and safe environment.

This pack aims to provide all coaches and assistant coaches with the information required to coach on behalf of Harpenden Hockey Club (HHC), enabling them to deliver effective, quality hockey activities whilst ensuring the safety of all participants. It also communicates the standards of behaviour expected by Harpenden Hockey Club.

Within this pack you will find a copy of the Volunteer Agreement Form. Please ensure you read all the relevant documents before signing this and returning it to me. Coaches who have not signed and returned this document will not be allowed to lead coach any sessions if I feel that this may be detrimental to the wellbeing of the young people in their care.

Kind Regards  
David Thomas

Director of Hockey  
Harpenden Hockey Club  
September 2014



## Contents

Section		Content	Page Number
1 – Coaching at H.H.C	1.1	<a href="#">Volunteer Agreement Form</a>	<a href="#">3</a>
	1.2	<a href="#">Junior Coach Rules</a>	<a href="#">4</a>
	1.3	<a href="#">Coach’s Code of Conduct</a>	<a href="#">5</a>
	1.4	<a href="#">Guide to Effective Coaching</a>	<a href="#">6</a>
	1.5	<a href="#">Coaching Topics by Age Group</a>	<a href="#">7</a>
2 – Child Protection Guidance	2.1	<a href="#">Child Protection Policy</a>	<a href="#">8</a>
	2.2	<a href="#">Child Protection Guideline</a>	<a href="#">9</a>
	2.3	<a href="#">Child Protection Definitions</a>	<a href="#">10</a>
	2.4	<a href="#">Child Protection Incident Report Form</a>	<a href="#">14</a>
3 – Anti Bullying	3.1	<a href="#">Anti Bullying Policy</a>	<a href="#">16</a>
	3.2	<a href="#">Anti Bullying Definitions</a>	<a href="#">16</a>
4 – Safety Guidance	4.1	<a href="#">Emergency Guidelines</a>	<a href="#">17</a>
	4.2	<a href="#">Incident Report Form</a>	<a href="#">20</a>
	4.3	<a href="#">Safety Procedures</a>	<a href="#">21</a>
	4.4	<a href="#">Risk Assessment Form</a>	<a href="#">22</a>
5 – Other Policies	5.1	<a href="#">Equality Policy</a>	<a href="#">23</a>
	5.2	<a href="#">Photographic &amp; Recorded Images Policy</a>	<a href="#">24</a>
	5.3	<a href="#">Transportation Policy</a>	<a href="#">25</a>
6 – Useful Contacts	6.1	<a href="#">Useful Contacts</a>	<a href="#">26</a>



## **Coach & Volunteer Agreement Form**

Dear Coach / Volunteer

All coaches and volunteers are encouraged to work to high standards in line with Harpenden Hockey Club's policies and recognised best practice.

Within this pack you will find a number of documents that you are required to have read thoroughly. Should you have any questions on any of the areas covered please bring these to the attention of the Director of Hockey so that your query can be addressed.

Please complete the sections below and return to the Director of Hockey as soon as possible.

I confirm that I have read and understood the following policies of Harpenden Hockey Club and will ensure that I adhere to these at all times:

Policy	Tick Here
Coach and Volunteer's Code of Conduct	
Child Protection Policy, Definitions and Guidelines	
Anti-Bullying Policy and Definitions	
Equality Policy	
Safety Procedures	
Photographic & Recorded Images Policy	
Transportation Policy	

I also confirm that I am willing to undertake, or have undertaken in the last 3 years, a Disclosure & Barring Service (DBS) check through England Hockey and know of no reason why I should not be fit and proper to fulfil my role within Harpenden Hockey Club.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **Junior Coach Rules**

1. All Harpenden Hockey Club (HHC) junior coaches are expected to have:
  - A Level 1 hockey coaching certificate or above
  - An up to date First Aid certificate
  - A valid DBS Disclosure check
  - An up to date Safeguarding & Protecting Children certificate
2. Coaches without one or more of the above will be expected show evidence of working towards achieving these in the near future.
3. It is also recommended that all coaches have their own Personal Liability insurance (please see the England Hockey Gold membership for a suitable policy).
4. Copies of all certificates should be handed to the Director of Hockey prior to the first training session of the season, or as soon as possible after they have been achieved, whichever is the latter.
5. All coaches are expected use the 'Coaching Topics by Age Group' detailed elsewhere in this pack as a guide to the areas to be covered in their sessions.
6. All coaches must endeavour to attend the pre-season Coach Education session to receive information for the following season (if one is held).
7. All coaches are expected to be pitch side no later than 10 minutes before the scheduled start time of their session. This is to allow the Director of Hockey or Junior Co-ordinator to pass on any required information, and to ensure that any players who turn up early are supervised.
8. If a coach is unavailable for one of their sessions they are expected to inform the Director of Hockey as soon as they are aware of their unavailability in order to ensure that cover can be arranged in good time.
9. During each coaching session all coaches should endeavour to:
  - Educate all players
  - Check that all players understand the drills
  - Set standards in terms of the quality of the practice
  - Continually monitor and assess the players and set achievable goals
  - Provide feedback to all players
  - Have Fun!
10. The Director of Hockey will regularly assess coaches, and will provide feedback on the coaching provided if wanted or deemed necessary.
11. All coaches are responsible for the club's equipment during their session. The men's, ladies and junior sections share the same equipment so lost or missing equipment will effect others in the club who may require it before it can be replaced.
12. The coaches are responsible for ensuring all the equipment used by them in their session is packed away before they leave the pitch. Please do not leave it for the coach of the next session to clear up. They should not have to waste time doing this instead of running their own coaching session. Likewise the coach of the last session of the day should not need to spend excessive time packing away equipment they haven't used.
13. Each coach must ensure that no children from their session are left unattended at the pitch after the session has ended. Please follow the guidelines in the Transportation Policy if this happens.



## **Code of Conduct for Coaches and Volunteers**

Harpenden Hockey Club recognises the valuable job that our coaches and volunteers do for our club and wishes to maintain their enjoyment whilst ensuring that they represent the club in an appropriate way.

Our club believes that it is important that all coaches and volunteers representing the club conform to an expected standard of ethics and conduct. It is imperative that all coaches & volunteers read, understand and agree to abide by this code before acting on behalf of Harpenden Hockey Club in any capacity.

The following are the guidelines all coaches and volunteers are expected to adhere to:

- Set a good example by displaying high standards of behaviour and appearance.
- Respect the rights, dignity and worth of everyone and treat everyone equally.
- Take responsibility for everyone in your care until they have left the activity safely.
- Maintain confidentiality when dealing with personal information.
- Promote the positive aspects of Hockey (e.g. fair play) and never condone the negative aspects (e.g. rule violations).
- Ensure the level of all activities run are appropriate for the age, maturity, experience and ability of the individual(s) taking part.
- Put the players' well-being and safety before the development of performance at all times.
- Encourage and guide players to accept responsibility for their own behaviour and performance.
- Ensure all players respect their opponents and officials at all times.
- Develop an appropriate working relationship with players based on mutual trust and respect.
- Never exert undue influence on a player to obtain personal benefit or reward.
- Follow all guidelines and policies laid down by England Hockey and Harpenden Hockey Club.



## Guide to Effective Coaching

We want to ensure that not only do our players enjoy their hockey, and therefore remain with the club, but that they all understand the basics of the game. Being competitive is more important than winning, particularly for the youngest age groups. Below are some general suggestions that may be useful for your coaching:

1. **Planning:** Plan your session prior to the day, don't make it up as you go along. Better still, plan a series of sessions in advance so there is a gradual progression from week to week in the skills being coached.
2. **Control:** As coaches you need to maintain control in order to establish discipline and conduct effective training sessions. Pick a clear method of gaining attention (e.g. a whistle) at the start of the season and always use the same method.
3. **Safety:** Parents assume their children are safe when under our control. Only set up drills that are appropriate for the ages involved, and ensure the children are well supervised at all times. This is particularly important when the players are not directly involved in a drill so may start to entertain themselves such as hitting a ball into the fence / a goal. However, rather than ban potentially unsafe practices it is better if you can educate them with the safest way to go about the activity.
4. **Drills:** Try to use drills where the players are involved to a high degree rather than standing around for long periods of time, and which are of a level that allows the players to achieve the aim of the drill. If the drill is too difficult make it easier to ensure success.
5. **Small Games:** Children love games, however don't play them for the sake of it. Use games to focus on the skills coached previously, especially those covered in the same session. Always try to accentuate the involvement of the players, so rather than play 8 v 8 play 2 games of 4 v 4.
6. **Teaching Skills:** The accepted format for skill development is:
  - a. Identify the skill.
  - b. Demonstrate the skill. Ensure the demonstration is given by someone who performs the skill correctly. Children are very good at copying, so they need to copy an ideal model.
  - c. Ask the players what they noticed about how the skill was performed.
  - d. Get the children to mimic the skill using the demonstrator as a model.
  - e. Point out the important aspects of the skill. Simplify the techniques where possible, and only concentrate on the key / critical aspects of the skill. Too much detail will confuse the players.
  - f. Set up appropriate practices. If necessary vary the practice difficulty for different players to ensure they all achieve some success.
7. **Correcting technique:** It is imperative that players perform techniques correctly if they are to reach their full potential. If a player is performing the skill incorrectly in front of you, don't ignore it, show them the correct method. This is particularly important with the younger players as teaching correct technique is easier earlier rather than later. However, when correcting techniques, always acknowledge the positives and then suggest improvements. We do not want to develop players who are afraid of making mistakes, so never use a negative approach.



8. **Tactics:** All children can be taught tactics, irrespective of their skill standard. Different age groups will obviously require different levels of sophistication, however they can all understand what the team is trying to do.

## Suggested Coaching Topics by Age Group

Topic		Under 8s	Under 10s	Under 12s	Under 14s	Under 16s
Movement & Agility	Hopping & skipping					
	Straight line running technique					
	Fast feet ladder work					
	Core agility					
	Balance					
	Sprinting technique					
	Fast skill patterns					
	Fatigue resistance					
Explosive reactivity						
Ball possession	Unopposed ball carry					
	V drag					
	Pull back					
	Rollout					
	Open stick receiving					
	Reverse stick receiving					
	3D skills					
	Pointing at pressure					
Receiving a lifted ball						
Ball position around the pitch						
Tackling	Open stick block tackle					
	Jab tackle					
	Reverse stick tackle					
	Shave tackle (open side)					
	Shave tackle (reverse side)					
Passing	Push pass					
	Upright hit					
	Baseball hit					
	Reverse stick pass					
	Slap hit					
	Short handle hit					
	Reverse stick slap					
	Lifted pass					
	Reverse stick hitting					
	Drag pass					
Aerials						
Goal Scoring	Deflections					
	Flicks (inc. Penalty Flicks)					
	Shooting off the back foot					
	Upright reverse stick hit					
	Ice hockey slap					
Attacking tactics	Maintaining possession					
	1 v 1 attacking					
	2 v 1 attacking					
	2 v 2 attacking					
	Creating a numerical advantage					
	Attacking space					
	Support & depth / Outletting					
	Height & width / Penetration					
	Goalscoring / Close in shooting					
	Small unit linking					
	Mobility					
	Attacking in the final third					
Circle entry						
Defensive tactics	1 v 1 defending					
	2 v 1 defending					
	2 v 2 defending					
	Double teaming					
	Defensive interceptions					
	Man to man marking					
	Channelling					
	Pressing					
	Zonal marking					





	Defensive balance / Risk management					
	Control, restraint & patience					
Set Plays	Attacking penalty corners					
	Defensive penalty corners					
	Understrength play					

## **Child Protection Policy**

Harpenden Hockey Club 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.

This policy applies to any person acting on behalf of Harpenden Hockey Club. For the purposes of this policy a young person or child is defined as any person under the age of 18 years, and anyone over the age of 18 who may be vulnerable by nature of impairment or disability.

The Children's Act 1989 states that anyone who is involved in the care of children should: "do what is reasonable in the circumstances for the purpose of safeguarding or promoting the child's welfare".

### **Principles**

Harpenden Hockey Club adopts the Safeguarding and Protecting Young People in Hockey policy proposed by England Hockey ([EH Safeguarding & Protection Policy](#)) which states that:

- 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.
- Everyone with a role in working with young people has a moral and legal responsibility to safeguard and promote a child's welfare particularly when it comes to protecting children from abuse.
- Special care is needed in dealing with young people whose age, inexperience or physical state makes them particularly vulnerable to abuse.



## **Child Protection Guidelines**

Harpenden Hockey Club acknowledges that good practice when dealing with children is essential. All people dealing with young players on our behalf are expected to adhere to the following guidelines:

- Always be publicly open when working with young players.
- Ensure that wherever possible there is more than one adult present during activities involving young people.
- Be aware that any physical contact with a young person may be misinterpreted. As manual support is rarely required in the sport of hockey if you feel that it is necessary the reasons should be clearly explained to the child beforehand.
- Treat all young people with respect.
- Respect a young person's right to personal privacy.
- Encourage young people to feel comfortable enough to point out attitudes or behaviour that they do not like.
- Remember that someone might misinterpret your actions, no matter how well intentioned.
- Recognise that special caution is required when dealing with sensitive issues with young people.
- Always challenge unacceptable behaviour and report all allegations or suspicions of abuse.
- Do not spend time alone with young people without the full knowledge and consent of their parents.
- Do not allow allegations of a young person to go unchallenged, unrecorded or not acted upon.

### **What to do:**

If a child says or indicates that he / she is being abused or you have concerns about the wellbeing of a child you should:

- Take the time to listen seriously to what the young person is saying. Do not jump to conclusions without checking the facts or exaggerate or trivialise the issues raised.
- Reassure the young person that they have done the right thing in telling you, but do not make promises about what you can and cannot do.
- Quietly state that as you take this seriously you will have to talk to someone else about it. This may distress them but it is vital that you do take the information to the appropriate place.
- Do not cross examine the young person or ask specific questions about details. Ask questions for clarification only and avoid asking questions that suggest a particular answer.
- Make a full record of what has been said, heard or seen as soon as possible, taking care to use the child's own words where possible. Always tell the young person that this is what you will do.
- Ask the child if immediate protection is needed.
- If the child requires immediate medical attention, call an ambulance and inform the control room there is a child welfare concern.
- Complete the Child Protection Incident Report Form and contact the club's Welfare Officer (or Director of Hockey if the Welfare Officer is not available) as soon as possible.



## **Child Protection Definitions**

### **What is Abuse**

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Children can be abused by adults or other children. It is generally accepted that there are four main forms of abuse. The following definitions are taken from Sportscheck:

- **Physical Abuse:** Physical abuse may involve hitting, shaking, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or a carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after (Munchausen syndrome by proxy). Physical abuse, as well as being a result of a deliberate act, can also be caused through omission or the failure to act to protect.
- **Emotional Abuse:** Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe that they are worthless or unloved, inadequate or valued only so far as they meet the needs of another person. Emotional abuse may feature age or developmentally inappropriate expectations being imposed on children. It may also involve causing children to frequently feel frightened, or in danger, or the exploitation or corruption of a child.
- **Sexual abuse:** Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities whether or not the child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex, or non-penetrative acts such as fondling. Sexual abuse may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways. Boys and girls can be sexually abused by males and females alike and by adults and other young people.
- **Neglect:** Neglect is the persistent failure to meet a child's basic and / or physiological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter or clothing, leaving a young child home alone or the failure to ensure that a child gets the appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

It is accepted that in all forms of abuse there are elements of emotional abuse, and that some children are subjected to more than one form of abuse at any one time. These four definitions do not minimise other forms of maltreatment.

Recent interagency guidance draws attention to other sources of stress for children and families such as social exclusion, domestic violence, the mental illness of a parent or carer or drug or alcohol misuse. All of these areas may have a negative impact on a child's health and development and may be noticed by an organisation caring for a child. If it is felt that any one of these areas adversely affects a child's wellbeing the same procedure should be followed.



### **Recognising Signs of Abuse**

Recognising child abuse is not easy and it is not your responsibility to decide whether or not a child has been abused or is at significant risk. You do, however, have a responsibility to act if you have a concern.

The following information might help you to be more alert to the signs of possible abuse.

#### **Physical abuse**

Most children will collect cuts and bruise in their daily life. These are likely to be in places where there are bony parts of their body, like elbows, knees, shins and knuckles.

Some children, however, will have bruising which can almost only have been caused non-accidentally. An important indicator of physical abuse is where:

- Bruises or injuries are unexplained.
- Or if they are explained the explanation does not fit the injury.
- Or where the injury appears on parts of the body other than those mentioned above.

A delay in seeking medical treatment when it is obviously necessary is also a cause for concern.

Bruising may be more or less noticeable on children of different skin tones or from different racial groups and specialist advice may be needed.

Physical signs of abuse may include:

- Unexplained bruising, marks or injuries on any part of the body.
- Bruises which reflect hand marks or fingertips.
- Cigarette burns.
- Bite marks.
- Broken bones.
- Scalds.

Changes in behaviour which could also indicate physical abuse:

- Fear of parents being approached for an explanation.
- Aggressive behaviour or severe temper outbursts.
- Flinching when approached or touched.
- Reluctance to get changed.
- Wearing inappropriate clothing for the weather conditions.
- Depression.
- Withdrawn behaviour.
- Running away from home.

Examples of physical abuse in sport include when the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body or where drugs are used to enhance performance or delay puberty

#### **Emotional abuse**

Emotional abuse can be difficult to measure, and often children who appear to be well cared for may be emotionally abused by being taunted or belittled. They may receive little or no



love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to play or mix with other children.

The physical signs of emotional abuse may include:

- A failure to thrive or grow, particularly if the child puts on weight in other circumstances (e.g. in hospital or away from the parent's care).
- Sudden speech disorders.
- Developmental delay either physically or emotionally.

Changes in behaviour which can also indicate emotional abuse include:

- Neurotic behaviour (e.g. hair twisting, rocking).
- Being unable to play.
- Fear of making mistakes.
- Self harm.
- Fear of parents being approached regarding behaviour.

Examples of emotional abuse in sport could include constant criticism, name calling and sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.

### Sexual Abuse

Usually in cases of sexual abuse it is the child's behaviour which may cause you to become concerned although physical signs may be present. In all cases children who talk about sexual abuse do so because they want it to stop.

*IT IS THEREFORE VERY IMPORTANT TO LISTEN TO THEM AND TAKE THEM SERIOUSLY.*

Physical signs of sexual abuse may include:

- Pain or itching in the genital / anal areas.
- Bruising or bleeding in the genital or anal areas.
- Sexually transmitted diseases.
- Vaginal discharge or infection.
- Stomach pains.
- Discomfort when walking or sitting down.
- Pregnancy.

Changes in behaviour which can also indicate sexual abuse may include:

- Sudden or unexpected changes in behaviour (e.g. becoming aggressive or withdrawn).
- Fear of being left with a specific person or group.
- Having nightmares.
- Running away from home.
- Sexual knowledge which is beyond their age or developmental level.
- Sexual drawings or language.
- Bedwetting.
- Eating problems such as bulimia or anorexia.
- Self harm.
- Saying they have secrets which they cannot tell anyone.
- Substance or drug abuse.



- Suddenly having unexplained sources of money.
- Acting in a sexually explicit way towards adults.

In sport coaching techniques that involve physical contact with children could potentially create situations where sexual abuse could go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations.

#### Neglect.

The physical signs of neglect may include:

- Constant hunger.
- Constantly dirty or smelly.
- Loss of weight or being constantly underweight.
- Inappropriate dress for the weather conditions.

Changes in behaviour which might indicate neglect may include:

- Complaining of being tired all the time.
- Not requesting medical assistance or failing to attend appointments.
- Having few friends.
- Mentioning being left alone or unsupervised.

Neglect in sport could include a teacher or coach failing to ensure that children are safe, exposing them to undue cold or heat or to unnecessary risk or injury.



## Child Protection Incident Report Form

<b>Section 1: Details of the Young Person</b>		
Name of Young Person:		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:	Date of Birth:
Young Person's Address (inc. Postcode)		
Parent's / Carer's Name(s):		
<b>Section 2: Your Details</b>		
Your Name:	Your Position:	Date & Time of Incident:
<b>Section 3: Your Report</b>		
I am: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else (please provide their name and position here)		
Please provide details of the incident or concerns you have, including times, dates and other relevant information (description of any injuries ; whether you are recording fact, opinion or hearsay etc):		
Please provide the Young Person's account, if it can be given, of what has happened and how:		
Please provide details of the person(s) alleged to have caused the incident / injury including, where possible, their names, addresses and approximate age:		
Please provide details of any witnesses to the incident(s) if any are known:		





Have you spoken to the parents: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details of what was said:
Have you spoken to the child: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details of what was said:
Have you spoken to the person the allegations are against: <input type="checkbox"/> Yes <input type="checkbox"/> No – if no please don't approach them	If yes, please provide details of what was said:
Please provide details of any further action taken:	
Have you informed anyone of your concerns: Club Welfare Officer: <input type="checkbox"/> Yes <input type="checkbox"/> No Social Services: <input type="checkbox"/> Yes <input type="checkbox"/> No Police: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please provide the name of the person contacted and his / her contact details:	
<p><b>Data Protection</b></p> <p>Harpenden Hockey Club and England Hockey (EH) will each use the information in this form (together with any other information obtained as a result of any investigation) to investigate the alleged incident, to follow the EH 'Safeguarding and Protecting Young People Complaints and Disciplinary Regulations', and to take whatever action is deemed appropriate.</p> <p>This may involve disclosing certain information to a number of organisations and individuals including relevant clubs, county boards, individuals that are the subject of an investigation and / or government authorities such as the police, children's social care, the Courts and / or probation officers and, potentially, to legal and other advisors involved in an investigation.</p> <p><b>As the person completing this form you must notify each person whose information you include about what will happen to their information and how it may be disclosed, except to the extent that doing so would prejudice either the prevention or detection of a crime, or the apprehension or prosecution of an offender.</b></p>	
Your Signature:	Date & Time:

**What to do next**

A copy of this report should be passed to the club's Welfare Officer. The Welfare Officer's contact details can be found on the Useful Contact's list in the HHC Policies and Procedures handbook.

If the Welfare Office is not contactable, please contact the Director of Hockey who will advise on the next course of action as per the club's Child Protection Policy and Guidelines.

Please ensure that this document is always posted in an envelope marked 'Private & Confidential'

Please retain the original copy of this document, along with any other notes you may have made, in a private and secure location.





## **Anti-Bullying Policy**

Harpenden Hockey Club is committed to creating and maintaining an environment in which all young people involved in hockey are free from bullying. Harpenden Hockey Club is also committed to ensuring that concerns relating to bullying of young people in hockey are taken seriously and acted upon swiftly and appropriately.

### **Principles**

- Anyone acting for, or on behalf of, Harpenden Hockey Club should have an understanding of what bullying is, and act in accordance with England Hockey's anti-bullying policy ([EH Anti-Bullying Policy](#)).
- Bullying of any kind is not acceptable in hockey and should not be tolerated by anyone within Harpenden Hockey Club.
- Harpenden Hockey Club promotes a telling culture and anyone who knows, or suspects, that bullying is happening must take the matter seriously and report it to either the club's Welfare Officer or Director of Hockey.
- All incidents or concerns of bullying must be acted upon swiftly.

## **Bullying Definition**

Bullying is anything that is done with the intention of hurting or intimidating, frightening or upsetting another person. Bullying is not always physical but it always results in distress to the victim. Instances of bullying can occur not only between young people but also between adults and young people.

Bullying can be:

- Emotional - persistently being unfriendly, excluding, tormenting or threatening gestures.
- Physical - pushing, kicking, hitting, punching or any use of violence.
- Racist - racial taunts or language, graffiti or gestures.
- Sexual - unwanted physical contact or sexually abusive comments.
- Homophobic - because of, or focusing on, the issue of sexuality.
- Verbal - name-calling, sarcasm, spreading rumours or teasing.

Bullying may not only occur through face to face contact. Increasingly bullying may occur through other forms of communication such as internet, email and text messaging.



## **Emergency Guidance: Woollams Playing Fields**

### Useful Information

#### First Aid Kits

- A First Aid kit can be located on the pitch, by the main entrance gate, at every junior session
- Alternative First Aid kits can be located:
  - In the school building
  - In the OA's clubhouse

#### Telephones

- The nearest landlines are located:
  - In the school building
  - In the OA's clubhouse

#### Current First Aiders

David Thomas (mob: 07939 587237)

Ali Hutson

Vijay Patel

### Contacting the Emergency Services

- When contacting the Emergency Services it is important they are given the full information. The control room for 999 will not be local so do not expect the operator to know where you are.
- The address and postcode for Woollams is:  
Woollams Playing Fields  
160 Harpenden Road  
St Albans  
Herts  
AL3 6BB
- Ensure directions are given to the school part of the site, or where the incident is located, to avoid delays with the emergency service vehicles arriving.
- When speaking to the control room operator, remember:
  - Keep calm and speak clearly.
  - Give your name and state the service you require.
  - Give the full name, address and postcode of the site.
  - Give a contact number for the site, whether that is your mobile no., the mobile no. of the person in charge, or the no. of the landline being called from.
  - Give the location, details and time of the accident / incident.
  - Provide details of the number of casualties (if any) and their condition along with the details of any treatment which has been administered.
  - Provide details on the access point for the emergency vehicle(s), particularly if this is off road.
- Instruct someone to meet the emergency vehicle(s) to help them reach the correct location as quickly as possible.



#### In the event of an injury

- Stay calm but act swiftly and observe the situation. Is there any danger of further injuries?
- Listen to what the injured person is saying.
- Alert the First Aider who should take the appropriate action for the severity of the injury.
- Minor Injuries (e.g. small cuts, grazes, sprains, bumps and bruises)
  - Take the appropriate First Aid action to treat the injury.
  - If the injured person is unable to continue playing or training contact the injured person's emergency contact as on the membership list and arrange their collection.
  - If the injured person is able to continue playing or training ensure their parent or guardian is informed of the injury and any potential further treatment that may be required before they leave.
  - Complete an Incident Report form and return this to the Junior Co-ordinator as soon as possible after the incident.
- Major Injuries
  - Take the appropriate First Aid action to treat the injury.
  - Contact the Emergency Services if necessary, or arrange for the injured person to be taken to the nearest A&E Department if possible.
  - Do not leave the injured person alone, ensure they are kept warm and check regularly for signs of shock.
  - Move the rest of the group away from the injured person and ensure they are adequately supervised.
  - Contact the injured person's emergency contact as on the membership list and:
    - Inform them of the nature of the injury.
    - If the player is to remain at the pitch, arrange for the player to be collected.
    - If the player is to go to hospital, inform them which hospital the player is being taken to.
  - Complete an Incident Report form and return this to the Junior Co-ordinator as soon as possible after the incident.

#### In the event of a fire

- Alert the person in charge immediately the fire is discovered.
- Contact the Emergency Services.
- Do not attempt to tackle the fire unless safe to do so (i.e. the fire can be easily extinguished with the minimum of risk to yourself).
- The person in charge should alert everyone on the pitch by blowing short, sharp blasts on a whistle continuously for 30 seconds, or until everyone is making their way off the pitch.
- On hearing the alert whistle the Lead Coaches should ensure that everyone in their care (including all assistants and helpers) evacuates the pitch immediately. Please remember:
  - Do not panic – keep a clear head.
  - Ensure those in your care keep calm also.
  - Ensure no one stops to collect personal belongings



- Ensure no one re-enters the pitch until given the all clear by the person in charge.
- Record any accidents or injuries on an Incident Report form and return it to the Junior Co-ordinator as soon as possible.
- Those evacuating the pitch should be taken to the Assembly Point in the car park.
- Once at the Assembly Point the Lead Coaches must take a registers to account for all players and assistants who registered at the beginning of the session.

#### In the event of a lost / missing person

- Inform the person in charge as soon as the person is noticed as missing.
- The person in charge should notify the lead coaches only of the missing person and should try to find out where and when the missing person was last seen.
- Organise a search for the missing person using available coaches and assistants only, preferably those who are known to the missing person.
- Do not request the assistance of parents and / or spectators in the search.
- If the missing person is not located after an extensive search, consider contacting the emergency services, particularly if the person is felt to be vulnerable.
- Contact the parents, guardians or emergency contact of the missing person as on the membership list.



## Incident / Accident Report Form

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

<i>Name of facility</i>	
<i>Name of coach supervising the session</i>	
<i>Name of the injured person (if applicable)</i>	
<i>Date and time of incident</i>	
<i>Full details of the incident including how it happened, where it took place and what activity was taking place:</i>	
<i>Nature and extent of any injury (including location on body), action taken and treatment provided:</i>	
<i>Witness name(s) and address(es):</i>	
<i>Emergency Services called:</i> Yes / No	<i>Parent Informed:</i> Yes / No
<i>Other relevant information:</i>	

**To be completed by the supervising coach or first aider**

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

<i>Print name:</i>	
<i>Signature:</i>	<i>Date:</i>



## **Safety Procedures**

Prior to every training session and home match the coach and / or manager should confirm the following:

- They have in their possession, or access to:
  - A copy of the Coach's Handbook.
  - A copy of the latest membership list containing contact numbers and medical information for all the players.
  - Copies of the Parental Consent forms for all the players.
- An adequate first aid kit, including clean water and fresh ice packs, is pitchside.
- They have access to a phone and / or know the location of the nearest landline.
- They know the location of the nearest A&E department.
- That the pitch and its surroundings are safe and free from obstructions.
- That all equipment required is fit and sound for the planned activities, and is suitable for the age group and abilities being coached.
- That the participants in the session are appropriately attired for the conditions.
- That emergency vehicles are able to access the facilities.



## Risk Assessment Form

Prior to the first training session of the day, the following form should be completed by one of the coaches.

Venue: .....  
 Name of Checker: .....  
 Position of Checker: .....  
 Date of Check: .....

1) Confirm that the access to the playing area is safe and free from obstacles Yes / No  
*If no, please outline the hazard, who may be at risk and any action taken*  
 .....  
 .....  
 .....

2) Confirm that the playing area is safe and free from obstacles Yes / No  
*If no, please outline the hazard, who may be at risk and any action taken*  
 .....  
 .....  
 .....

3) Confirm that all equipment is safe for use Yes / No  
*If no, please describe the unsafe equipment, who may be at risk and any action taken*  
 .....  
 .....  
 .....

4) Confirm that emergency vehicles are able to access the location, and that a working telephone is available with access to emergency numbers. Yes / No  
*If no, please outline the issue and any action taken*  
 .....  
 .....  
 .....



## **Equality Policy**

Harpenden Hockey Club is committed to ensuring that all people have a genuine and equal opportunity to participate in hockey at all levels and in all roles. Everyone will also be treated fairly, equally and with respect.

England Hockey defines Sport's Equality as:

- Fairness, equality of access, recognising inequalities and taking steps to address them.
- Evolving the culture and structure of hockey to ensure that it becomes equally accessible to all members of society, whatever their age, gender, ability, race, religion / belief, ethnic origin, colour, nationality, social status or sexual orientation.
- An individual's and organisation's responsibility to challenge discriminatory practice and promote inclusion.
- Treating everyone equally.

Further details on the England Hockey Equality Policy can be found on the England Hockey website ([EH Equality Policy](#)).

### **Principles**

Harpenden Hockey Club will:

- Respect the rights, dignity and worth of every person.
- Treat everyone equally within the context of Hockey regardless of their age, gender, ability, race, religion / belief, ethnic origin, colour, nationality, social status or sexual orientation.
- Ensure everyone has the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- Communicate to all member's their responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- Deal with any incidence of discriminatory behaviour seriously according to the club's disciplinary procedures.





## **Photographic & Recorded Images Policy**

Harpenden Hockey Club does not wish to prevent parents or other spectators being able to take legitimate photographs or recorded images, however the club is committed to providing a safe environment for young people under the age of 18. Included in this commitment is ensuring that all necessary steps are taken to protect young people from the inappropriate use of their images in resources and media publications.

This policy covers the following key areas:

- The taking and / or publishing of photographic images of young people.
- The use of photographic or recorded image equipment at hockey events organised by the club.
- The use of photographic or recorded image equipment as a coaching aid by the Club.

### **Principles**

- Anyone acting on behalf of Harpenden Hockey Club will have an understanding of the issues relating to the taking, and use, of photographic and recorded images of young people and England Hockey's policy on this ([EH Policy for Taking and Use of Photographic and Recorded Images of Young People](#)).
- Young people, and their parents, have the right to decide whether images of them may be made and how these may be used.
- Parents or Guardians must provide written consent for the young person's images to be taken and used.
- Care will be taken to ensure that any images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse.
- Care will be taken to ensure that no identifying details will be stored alongside any images, including those used in print media or on websites, that may facilitate contact with a young person by a potential abuser.
- All images of young people will be securely stored to avoid inappropriate use.
- Where images are used for coaching purposes players and their parents will be made aware that this is part of the coaching programme and are to be used for coaching purposes only.
- Suspected inappropriate taking of photographic or recorded images will be challenged and reported.
- Photographers wishing to take images of Harpenden Hockey Club members will be required to register their details with the club in accordance with good practice guidance on photography and recorded images.



## **Transportation Policy**

Transportation to & from training and matches

- While the coaches and club will be responsible for young people in their care, it is the responsibility of the parents / carers to transport their child to and from training and matches.
- Private cars will not be used by coaches or other club representatives to transport young people (other than their own) to and from training or matches unless this is the only feasible method of travel. In these instances the driver must ensure the following:
  - Their vehicle is roadworthy and that they have a valid licence and insurance cover.
  - All passengers are wearing seatbelts.
  - Written permission has been received from the child's parents for their child to be transported in another adult's car.
  - Clear information on the expected time of collection and drop off by the driver has been communicated to the child's parents / carers.
  - If the driver is alone with the young person in the car at any time, the young person must always be seated in the back of the car.
- The club will provide a contact number to all parents and carers of young people registered with the club. This should be used by the parents or carers to notify the club if the parents or carers will be late to collect their child from any training session or match.
- If a parent or carer is late collecting their child from training or matches the club representative responsible for the young person will:
  - Check the club contact number for any information regarding the young person concerned.
  - Attempt to contact the parent or carer using the contact numbers provided on the membership form submitted if no notice of late arrival has been left.
  - Wait with the young person at the location the training or match took place.
  - Remind the parents or carers of the club's policy relating to late collection.
  - Report the situation to Social Services or the Police if the child's parents or carers remain uncontactable beyond a reasonable length of time.
- Club representative waiting with a young person due to the late arrival of the parents or carers to collect them should avoid:
  - Taking the child home or to any other location.
  - Asking the child to wait in a vehicle, or anywhere they are alone with the child.
  - Sending the child home with anyone other than the child's parents or carers without the permission of the parents or carers.



## Useful Contacts

### Club Contacts

Role	Name	Contact Details
Welfare Officer	Tania Dempsey	Tel: 07960 828040 <a href="mailto:tania.f.greenfield@gmail.com">tania.f.greenfield@gmail.com</a>
Director of Hockey	David Thomas	Tel: 07939 587237 <a href="mailto:davidthomas1974@gmail.com">davidthomas1974@gmail.com</a>
Junior Co-ordinator	Steve Holmes	Tel: 07968 612621 <a href="mailto:harpendehcjuniors@gmail.com">harpendehcjuniors@gmail.com</a>

### Emergency Child Welfare Contacts

Organisation	Contact Details	Website
England Hockey Child Welfare Officer	Tel: 01628 897500 <a href="mailto:childwelfare@englandhockey.org">childwelfare@englandhockey.org</a>	<a href="http://www.Englandhockey.co.uk">www.Englandhockey.co.uk</a>
NSPCC Helpline	Tel: 0808 800 5000	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
Herts Social Services	Tel: 0300 123 4043	<a href="http://www.hertsdirect.org.uk">www.hertsdirect.org.uk</a>
Herts Social Services (out of hours)	Tel: 0300 123 4040	<a href="http://www.hertsdirect.org.uk">www.hertsdirect.org.uk</a>
Herts Police Child Abuse Unit	Tel: 101	<a href="http://www.hertspolice.uk">www.hertspolice.uk</a>

### Help, Support and Advice Lines

Organisation	Contact Details	Additional Information
NSPCC Child Protection in Sport	Tel: 01162 347278 <a href="http://www.thecpsu.org.uk">www.thecpsu.org.uk</a>	Sport specific advice on safeguarding young people
NSPCC 24hr Helpline	Tel: 0808 800 5000 <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>	National Society for the Protection of Children
Victim Support	Tel: 0845 3030 900 <a href="http://www.victimsupport.org.uk">www.victimsupport.org.uk</a>	Provides support for victims and witnesses
Government Guidance	<a href="http://www.everychildmatters.gov.uk">www.everychildmatters.gov.uk</a>	Government guidance on safeguarding young people

### Advice for Children and Young People

Organisation	Contact Details	Additional Information
NSPCC	Tel: 0808 800 5000 <a href="http://www.thereforme.com">www.thereforme.com</a>	Support & advice for 12-16 year olds via the website
Herts Childrens Services	Tel: 0303 123 4043	Herts social services team
Don't Hide It	<a href="http://www.donthideit.com">www.donthideit.com</a>	Advice on what to do about abuse
Childline	Tel: 0800 1111 <a href="http://www.childline.org.uk">www.childline.org.uk</a>	Free helpline for children and young people
Kidscape	Tel: 0207 730 3300 <a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a>	Support on bullying