



## Document Control Guidelines

<i>Document control</i>	
<b>Document Title</b>	Aylesbury Hockey Club CV-19 Member Records
<b>Current Status</b>	PUBLISHED
<b>Prepared By</b>	Chairman Junior Section
<b>Authorised By</b>	AHC Management Committee
<b>Source Location</b>	
<b>Published Location</b>	<a href="https://www.aylesburyhc.com/d/documents.html?group_id=10838">https://www.aylesburyhc.com/d/documents.html?group_id=10838</a>
<b>Intended Audience</b>	All AHC committee members, coaches and assistants All participants in AHC activities
<b>Other documents referenced</b>	<a href="https://www.aylesburyhc.com/contact">https://www.aylesburyhc.com/contact</a>
<b>Related documents</b>	<a href="https://www.aylesburyhc.com/">https://www.aylesburyhc.com/</a> <a href="https://www.pitchero.com/">https://www.pitchero.com/</a>
<b>Acknowledgements</b>	

Version control			
Version Number	Date issued	Author	Update information
1.0	2020-08-19	Ian Foster	Initial draft

AH Club website  
AH Club senior Facebook group  
AH Club juniors Facebook group

<https://www.aylesburyhc.com/>  
<https://www.facebook.com/groups/182804671765005/>  
<https://www.facebook.com/groups/772535526141684/>



This document is intended to cover the following types of participation membership:

1. New / trial members
2. Casual members
3. Shared team members (where seniors or juniors share team members with another club)

The information / registration requirements are for **Casual Players, New/Trial members & Shared Team members for both juniors & seniors** under CV-19 Step4 (and likely ongoing beyond).

This document doesn't address the financial or insurance aspects here, that's for others to address elsewhere.

The core requirements cover two sets of player registration information:

- AHC Pitchero
  - For seniors - the participant must be registered on AHC's Pitchero instance
  - For U18s - both the parent and child must be registered on AHC's Pitchero instance
- England Hockey
  - All participants must have a confirmed EH Consent Agreement with AHC listed as one of their clubs

The AHC team coach / captain / manager must also ensure that:

- Any & all participation in training, friendlies or matches is recorded within a register
- The activity register is reported to AHC Covid Office on the same day as the activity
- The register also is sent to the relevant section head for both participation tracking and financial reconciliation

Key information we need registered in AHC's Pitchero (for AHC club own safety register and CV-19 Track & Trace) - full contact info, date of birth & gender, emergency info & verified receiving email.

Participants can do this at any point, but need to allow 48hrs for the process to complete, and they **cannot participate until this is all done**.

Pitchero registration info can be found here:

[https://www.aylesburyhc.com/d/documents.html?group\\_id=10838](https://www.aylesburyhc.com/d/documents.html?group_id=10838)

EH Consent Agreement can be found here:

[https://forms.office.com/FormsPro/Pages/ResponsePage.aspx?id=NvkYmuiQxU--asEa8eSc6g-NqKCAUipGoe\\_luyiEaiZUMIE4NUVKRDZENzJGnUtNVEE5NVIXME9ETC4u](https://forms.office.com/FormsPro/Pages/ResponsePage.aspx?id=NvkYmuiQxU--asEa8eSc6g-NqKCAUipGoe_luyiEaiZUMIE4NUVKRDZENzJGnUtNVEE5NVIXME9ETC4u)