



Phoenix Reading Hockey Club 2023/24

**Coaches, Volunteers, Members
and Parents Pack**

Junior and Senior Section

www.prhockeyclub.co.uk



1. TRAINING DATES AND TIMES

Programme dates for the season (please see website for any changes to published dates)

2023/24 Junior Training Times and Dates

Junior Training is split into 'Mini' (U8s to U12s) and 'Junior' (U14s to U16s) sessions.

Session 1: 9:00 – 10:30 'Mini'

Session 2: 10:30 – 12:00 'Junior'

Training will be held at Reading University's Astroturf pitch.

The Coaches

Age group	Lead Coach(es)	Assistant Coach(es)
U8's	Caley Gardiner	
U10's	Sally Ilderton	
U12's	Deese Pointon	
U14 boys	Adrienne Hardy	Zak Watkins
U14 girls	Kate Griffin-Birch	Martin Davis, Amanda Richards



2023/24 Junior Fixtures

The Girls and Boys U14 teams will play competitive league matches on regular Sundays throughout the season.

Minis play in the Thames Valley Minis mixed tournaments which usually run on the first Sunday in each month from October to March.

Fixture dates will be published on Pitchero as soon as possible or circulated by the Junior Fixture Co-Ordinator.

We use Pitchero for availability and fixture notifications, and the Pitchero app is available for parents to have on their devices.

2023/24 Adult Training Dates

Adult training will also be at Reading University and will be run as follows:

Ladies

Wednesdays from 8pm to 9.30pm from 16th August to 13th December 2023. There will be a Christmas break and training will start again on 10th January 2024.

Men

Thursdays from 8pm to 9.30pm from 17th August to 14th December 2023. There will be a Christmas break and training will start again on 11th January 2024.

Senior fixtures will be published on the Club website (hosted by Pitchero) and notifications to all players will be made via that method.

Senior fixtures will also be published on the South Central League website.

Junior players who reach the age of 13 are allowed to attend adult training if the coaches have confirmed that they are ready to do so and want to.



2. JOB DESCRIPTIONS

2.1 JUNIOR COORDINATOR – (DEESE POINTON)

Main Responsibilities

- Overall responsibility for the club's junior coaching sessions at Phoenix Reading Hockey Club to be held at Reading University Astroturf on Sunday mornings throughout the season.
- Review coaching plan before the start of the session.
- Support the coaches in delivering their sessions and arrange any additional coach education as required.
- Ensure all relevant policies (including Code of Ethics and Behaviour and Safeguarding Young People) are being adhered to by the coaching team.
- Offer the Club feedback on the organisation and degree of success of junior coaching and competitions.
- Inform the Club Volunteer Co-ordinator in advance of any sessions that cannot be attended.
- Welcome new members and induct them into the club.
- Report to Phoenix Reading Hockey Club Committee and attend meetings as necessary as the Junior Club representative.
- Coordinate (in conjunction with other coaches) with senior team captains as to whether any juniors may be ready to play senior matches, and ensure parents are included / informed.
- Ensure Coaches and Helpers have completed the correct Safeguarding training for their role.
- Ensure all new Coaches and Helpers have been notified to the Club Welfare Officer so that DBS checks can be arranged.



2.2 LEAD COACH

Main Responsibilities

Training Sessions

- Review coaching plan before the start of the session and ensure it is adhered to.
- Prepare coaching plans for each session and work with and include the Assistant Junior Coaches in the preparation and running of each session.
- Ensure that planned activities are appropriate for the age, maturity, experience and ability of all individuals in a group.
- Provide a safe, enjoyable, fair, structured, challenging, rewarding and positive experience for all individuals.
- Have an assistant present, in case they are required to leave the group to attend an emergency.
- Arrive at least fifteen minutes before each session.
- Identify players' strengths and weaknesses and work on these to develop and improve the individual's game.
- Ensure that at the end of each coaching session, no child under 14 is left at the venue unattended.
- Ensure there is sufficient equipment for each session, (for example coaching plan, balls, cones, bibs, spare sticks, whistle, watch, shirts, and goal keeping kit).

Matches

- Assist in the selection of teams and ensure early notification of selection and fixtures to parents.
- Travel to competitions with the junior team(s) when required.
- Ensure the match pack, including full first aid kit and accident/incident forms, is taken to every home and away fixture.



- Ensure all players are given advance notice of their selection, and precise details of the pitch times and travel arrangements for away games. Players who are not selected must also be informed and be given an explanation as to why they will not be playing.
- Ensure all players picked play for some of the game. Players who are unlikely to take a large part of a match should be informed prior to the game starting.
- Ensure there is an umpire. If the coach umpires, then a nominated assistant must be present to arrange substitutions.
- Collect and account for any match fees.

Communication

- Offer the club feedback on the organisation and degree of success of junior coaching and competitions.
- Inform the Junior Coordinator in advance of any sessions that cannot be attended.
- Provide constructive feedback to players.
- Attend junior club meetings and report on progress when required.

Administration

- Ensure all players have registered at the start of each session and have the sufficient equipment to take part.
- Ensure that a register of names, accident forms, new starter forms and any publicity materials are taken to each session.
- Be aware of and adhere to all relevant club policies, including Safeguarding and Protecting Young People, Code of Ethics and Behaviour as well as the club disciplinary procedures.
- Hold up to date nationally recognised England Hockey coaching qualification and First Aid Certificate
- Keep up to date with current coaching practices and methods.
- Hold appropriate insurance cover.



- Be subject to Disclosure & Barring Service checks.

Level 1 coaches are all qualified to administer basic first aid.

2.3 ASSISTANT COACH

Main Responsibilities

- Work with the Lead coach of their section.
- Assist Lead coaches in taking responsibility for their coaching sessions at Reading University Astro Pitch on Sundays throughout the season.
- Review coaching plan before the start of the session.
- Assist in the selection of teams.
- Travel to competitions with the junior team(s).
- Attend junior club meetings and report on progress when required.
- Ascertain the designated first aider for each session.
- Inform the Lead Coach and the Junior Coordinator in advance of any sessions that cannot be attended.
- Be aware of and adhere to all relevant club policies, including Safeguarding and Protecting Young People, Code of Ethics and Behaviour as well as the club disciplinary procedures.

Note: Assistant coaches will be required to complete the EH Online Safeguarding Course which is valid for 3 years. They are not required to be DBS checked unless they will be coaching without supervision, or travelling to competitions with juniors without a Lead coach present.



3. SAFE GUARDING & PROTECTING YOUNG PEOPLE

3.1 PURPOSE

We believe that all young people have the right to be safe and enjoy their involvement in hockey. This policy applies to all players and anyone working within hockey (in a paid or voluntary capacity).

This policy sits alongside other policies, including (but not limited to), the Code of Ethics and Behaviour.

3.2 POLICY OBJECTIVES

Phoenix Reading Hockey Club accepts that its main responsibility is to promote the welfare and safety of the young players who are members of the club. This is done in the belief that by placing their welfare at the centre of our concerns we are ensuring that all necessary steps are taken to protect them from harm.

The club adopts the Safeguarding young people procedures and good practice guidelines issued by England Hockey. All of our coaches are expected to adhere to the procedures outlined in these documents.

It is also recognised that Safeguarding is a mutual commitment between coaches and parents/guardians. Notwithstanding the procedures laid out below, coaches will work with parents/guardians to develop a mutually beneficial relationship. As part of their training, all coaches are given Child Protection Awareness Training.

The club will appoint at least one "Child Welfare Officer" (CWO) who will have the responsibility for ensuring that the club's procedures below are carried out in the correct manner. In the event of any incident involving a CWO, the Junior Section Head will act in his/her place. At the core of all our procedures is the overriding principle that no child(ren) will be put at any further risk. (Names of the CWO and Junior Section Head are detailed in section 7.3).

3.3 GENERAL PRINCIPLES

- Safety and welfare is paramount.
- The views and opinions of young people are sought, considered and integrated into the club.



- All young people have the right to be protected from harm, and the rights, dignity and worth of all young people is always respected.
- Safeguarding is everyone's responsibility, but it is the responsibility of the CWO and other experts as necessary, to determine whether any abuse has taken place.
- It is everyone's responsibility to report any concerns.
- Statutory agencies have a role in safeguarding young people and information should be shared with them as and if appropriate.
- The Safeguarding Policy applies to young people specifically and also where young people are involved within the adult game.

3.4 PROCEDURES

There are 2 parts to these procedures: 1) responding to concerns and 2) taking appropriate action.

3.4.1 RESPONDING TO CONCERNS

If a young person or adult has concerns it is important that they are able to discuss / report them to someone at the club. There are a number of reasons a person might need to report a concern: -

- Bullying
- A disclosure (something a young person has said)
- Signs or suspicions of abuse
- Allegations made against a member of staff, a volunteer or a parent
- Observation of inappropriate behaviour

If a young person or adult chooses to discuss their concerns with you, always:

- Stay calm.
- Reassure the person reporting their concerns that they have done the right thing in telling you.
- Keep an open mind and listen carefully to what is being said.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
- Tell them what you will do next and with whom the information will be shared.
- Report the incident to the CWO.



- Record in writing what was said.

3.4.1.1 BULLYING

Bullying in any form is unacceptable and will not be tolerated. It is anything to do with the intention of hurting or intimidating, frightening or upsetting another person. It can be verbal, written or physical and it results in distress to the victim. All incidents of concerns of bullying will be acted upon swiftly.

Coaches will follow the procedure below in the event of (alleged or suspicions of) bullying:

- Investigate allegations/suspicious fully.
- Inform the CWO.
- Separate the young people involved and ensure safety.
- Enlist additional adult support to gather the facts.
- Talk to those involved independently (this will usually be the CWO and an adult in a similar role) in a non-threatening environment.
- Ensure all the facts gathered are objective and accurately recorded.

3.4.1.2 ABUSE

It is not easy to determine where abuse has occurred. All adults have a duty of care to be vigilant and respond appropriately to suspicions of poor practice or abuse.

In the event of alleged or suspicions of abuse or neglect the following procedures should be followed:

- Listen to what is being said carefully
- If a child approaches you, listen to what the child has to say with patience, without comment or leading questions, without making any promises. Try to assess whether immediate protection is required.
- At the earliest opportunity, make notes of what has been raised, including what has been said or heard, details of dates and times (where possible). The Safeguarding Referral Form can be used to record this information.
- Inform the CWO immediately. He / she will be responsible for deciding the appropriate course of action.

It should be noted that every effort will be made to ensure confidentiality is maintained when an allegation or disclosure is being investigated. Information will



only be shared with individuals who need to know and who can help manage the concern.

3.4.2 TAKING APPROPRIATE ACTION

It is *not* your responsibility to decide if a situation is poor practice, abuse or bullying, but it *is* your responsibility to report it. Bring the matter to the attention of the CWO who will decide on the appropriate course of action. This may be handled at club level, or it may be escalated further depending on the seriousness of the issue.

In the event of bullying, action may involve:-

- Apology from bully
- Informing parents
- Return of any “borrowed” items
- Support for coach and/or victim
- Encouraging change in bully’s behaviour
- Considering sanctions against perpetrators
- Informing other coaches about incident and action taken
- Keeping a record of actions taken
- Arranging a follow up meeting with family members reviewing progress
- Monitoring the behaviour of all parties involved

Depending on the situation, the CWO may decide to speak generally to the whole team regarding respect and support of each other and highlight the benefits in doing so.

In the event of alleged or disclosed abuse or neglect, the CWO may:-

- Inform Reading Social Services on 0118 937 3641 (office hours only)
- Contact 01344 786 543 (Emergency Duty Team – out of hours only)
- Inform Thames Valley Police on 101 (the non-emergency number)
- Contact the police on 999 in an emergency situation
- Seek advice from England Hockey

If the matter involves the child’s parents, they will not be informed. The CWO will raise the matter with Reading Social Services, who will discuss the situation with parents.



If the matter involves a coach, he /she will not be put in a situation whereby they come into contact with any children until the issue has been investigated and resolved (this is for the safety of the coach as well as the welfare of the child).

3.5 ADDITIONAL POINTS OF GOOD PRACTICE

Everyone in a position of responsibility for young people should adhere to the following good practice guidelines:-

3.5.1 COMMUNICATION

- Contact players only when necessary.
- Copy parents into written communication (such as e-mails).
- Speak with both the player and the parent if there is need in relation to playing, training or competition.
- Avoid phone calls or texting directly to the individual.

3.5.2 SOCIAL NETWORKING

- Use social networking but set up your club as a 'page' not a personal profile.
- Consider the age of the people involved (the minimum age for most sites is 13).
- Do not use private messaging networks or applications (apps) to communicate with young people. Group messaging in apps such as WhatsApp should not include players under 18 unless their parent or carer is also in the group. The minimum age for WhatsApp is 16.
- Involve parents with parental responsibility in communication with young people.
- Be clear what the site is and isn't to be used for.
- Protect yourself, your privacy and all confidential information.
- Do not accept friend or follower requests on your personal account if you are in a position of trust.
- Do not use photos of players without gaining written consent from the player and parents in advance.
- Do not use inappropriate language.

3.5.3 TRAVELLING AWAY

Anyone travelling with a young person (including but not limited to Coaches and Managers) must:



- Provide parents and players with precise details of the trip.
- Have parents' written permission for the child's involvement and an agreed communication process, which will be either via the consent of our club membership form, or by e-mail or text. Ensure that there is sufficient transport in advance and there is an appropriate ratio of adults to young people.
- Always have mixed gender adults if the children are mixed gender
- Always be the first at the meeting point and be the last to leave.

It should be noted that it is the responsibility of the parent to transport their child / children to and from the club or venue – not the coach. Adults should avoid travelling alone with young people wherever possible. But if it is unavoidable, permission must be expressly given by the parent prior to travel. Young people must also travel as a passenger in the rear (not the front) of the vehicle, ensuring they wear a seatbelt.



4. CODE OF ETHICS AND BEHAVIOUR

4.1 POLICY OBJECTIVES

The Code of Ethics and Behaviour policy outlines the expected level of behaviour for everyone involved in hockey (which includes coaches, assistant coaches, administration staff and parents).

4.2 GENERAL PRINCIPLES

Everyone involved in hockey will:

- Respect the spirit of fair play. This isn't just playing within the rules; it also includes the concept of friendship, respect for others and participating with the right spirit.
- Conduct themselves in a way that takes all reasonable measures to protect theirs and others safety.
- Consider the welfare and safety of participants above all other considerations.
- Promote the reputation of the sport and take steps to stop it being brought into disrepute.
- Protect themselves and others from verbal or physical abuse and threatening or intimidating behaviour. Never use inappropriate behaviour, language or gestures.
- Abide by the Club's Safeguarding and Protecting Young People in Hockey Policy, along with the good practice guidelines.
- Never condone rule violations, rough play or the use of prohibitive substances.
- Encourage performers to value their performances not just results.
- Take personal responsibility to ensure suitable insurance is in place.
- Develop an appropriate working relationship with performers, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Respect and accept officials' judgements, as well as coaches, team members and coaches
- Be honest, consistent, and polite when applying the rules

The following apply to those set out below and are extensions to the above general Code of Behaviour.



4.3 COACHES

The club does not want to impose unrealistic targets on the coaches and wants to promote a friendly and fun attitude to coaching. However in these increasingly litigious times it is felt that all coaches must be aware of the standards expected of them as much for their own protection as the protection of the child.

- Respect the rights, dignity and worth of every person and treat everyone equally within the context of the game or training session.
- Encourage and guide players to accept responsibility for their own behaviour and performance.
- Act as a role model and set a positive example.
- Never physically or verbally abuse or neglect players and actively stop such behaviour between players.
- Do not exert undue influence to obtain personal benefit or reward.
- Be committed to a full training and match programme and arrange for suitable cover when unable to attend.
- Promote a true understanding of all aspects of the game of hockey.
- Respect the confidentiality of participants at all times.
- Ensure a sensible balance between performance and the emotional, physical, social and developmental needs of the players.
- At the outset clarify with players (and where appropriate with their parents) exactly what is expected of them and what players are entitled to expect from the coach.
- Ensure everyone is aware of their responsibilities under the Code of Behaviour.
- Encourage players at all levels to help them improve their standard of play. Show patience towards people learning the game
- Accept success and failure, victory and defeat with dignity.
- Set and uphold boundaries between a working relationship and friendship between themselves and participants when in a position of trust.

4.3.1 Safety on the Field

- Coaches are responsible for the safety of the children whilst under their instruction. Any behaviour by the players that is likely to lead to an accident or injury must be stopped.
- Players must not be allowed to take part in sessions unless they are suitably protected.



- Field players must wear shin guards and (preferably) mouth guards. Goalkeepers must wear full protective equipment.
- Coaches are responsible for ensuring that the playing surface is safe and there are no dangerous objects on or around the playing area.
- Coaches must ensure that a first aid kit is present at all coaching sessions and games.
- Coaches must ensure that there is a means of contacting an ambulance in the event of an emergency.

4.4 PARENTS & GUARDIANS

- Encourage your child to learn the rules and play within them.
- Never force your child to take part in sport.
- Set a good example by recognising fair play and applauding the good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Focus on young people's efforts and enjoyment rather than winning or losing.
- Teach young people that honest effort and teamwork are as important as winning so that the result is accepted without undue disappointment.
- Encourage people to settle disagreements fairly and amicably.
- Leave the coaches to communicate with individuals on the field.

4.5 YOUNG PEOPLE (JUNIORS)

- Will keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Those playing in senior matches will confirm their availability to the Team Captain at least 4 weeks in advance and update the Captain with their latest contact details if it changes from their registration at the beginning of the season.
- Must wear shin pads and should wear a Gum shield and Astro Shoes for training and match sessions as agreed with the coach/team manager.
- Should wear the correct playing colours of the club during matches.
- Must pay any fees for training matches, tournaments or events promptly.
- Are not allowed to smoke on club premises or whilst representing the club at competitions.
- Are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.



4.6 SENIORS

- Should ensure that they comply with the playing colours of the Club.
- Will confirm their availability to the Team Captain at least 4 weeks in advance and update the Captain with their latest contact details if it changes from their registration at the beginning of the season.
- Are expected to take responsibility for bringing their own equipment to each fixture
- Should keep to agreed timings for training and competitions or inform their coach or team captain if they are going to be late.
- Must wear shin pads and should wear a Gum shield and Astro Shoes for training and match sessions as agreed with the coach/team manager.
- Must pay any fees for training matches, tournaments or events promptly.
- Are not allowed to consume drugs of any kind on the club premises or whilst representing the club. Smoking and consuming alcohol should be avoided where young people are present.

(Further details can be found on the Club website)



5. EQUALITY POLICY

5.1 POLICY OBJECTIVES

Phoenix Reading Hockey Club is fully committed to the principles of equality of opportunity and is responsible for ensuring that nobody involved in the club is unlawfully discriminated against because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including ethnic origin, nationality and colour), religion or belief, sex and sexual orientation.

5.2 GENERAL PRINCIPLES

The Club aims to:

- Ensure that there will be open access to all those who wish to participate in any aspects of hockey activities and that everyone involved in the club is treated fairly, equally and with respect.
- Recognise that we live in a diverse society and endeavours to ensure that everyone is given the same opportunities regardless of their backgrounds.
- Show full commitment to the elimination of unlawful and unfair discrimination and value the differences that a diverse group brings to the club.
- Ensure everyone involved adopts and demonstrates their commitment to the principles and practice of equality as set out in this Equality Policy.
- Respect people's individuality and so strives to offer flexibility to ensure adaptability to individuals' needs. Therefore shall 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.
- Follow England Hockey policies and guidelines on playing hockey during pregnancy, and for trans or transgender hockey players.
- Select and train all members of the club solely on the basis of merit and ability, and by adapting facilities and equipment where necessary and reasonably possible.
- Take positive action or introduce special measures for a group that is currently under-represented in its membership or representative bodies.



- Recognise its legal obligations and will take account of the Equal Pay Act 1970, Rehabilitation of Offenders 1974, Human Rights Act 2000, Equality Act 2010 or any subsequent amendments or re-enactments thereof.

5.3 DISCRIMINATION

- The Club regards discrimination, harassment, bullying or victimisation as serious misconduct. All complaints and / or allegations will be taken seriously and thoroughly investigated. Appropriate measures, which may include disciplinary action, will be taken accordingly.

5.4 MONITORING AND EVALUATION

- Phoenix Reading Hockey Club shall regularly monitor and evaluate the policy practices, procedures and operations on an ongoing basis and inform members of their impact.
- The Club Chairperson shall have overall responsibility for the implementation of the Equality Policy.
- The Club Committee shall be responsible for implementing this policy.



6. GUIDELINES FOR DEALING WITH AN INCIDENT / ACCIDENT

- Stay calm but act swiftly and observe the situation. Is there a danger of injury/further injuries?
- If necessary, evacuate the pitch in a calm and controlled manner.**
- If there is an injury, listen to what the injured person is saying.
- Alert the First Aider who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services. (**999 AMBULANCE**).
- Do not move someone with major injuries unless they are in serious danger of further injury. Wait for the emergency services.
- Contact the injured person's emergency contact. The Captain / Coach will have access to emergency contact details. If these people are not available, this information is available via the Pitchero website for team administrators.
- Complete an incident/accident report form. Ensure it is sent to Club Secretary Jackie Batten-Lincoln (battiejax@hotmail.co.uk). It will be filed and retained for a period of 10 years.

**In the event of evacuating the astro - children will be escorted to car park 1A, by the Sports Park Reception & register taken **

6.1 FIRST AID

- First aid is exactly that. The first aider should give no more First aid than he/she is qualified to do.
- If the casualty is able to be moved, but needs hospital treatment, ensure they are accompanied by a responsible adult, to the nearest hospital.
- If in **ANY DOUBT** ask a senior member of staff or phone for assistance (**999 AMBULANCE**).

6.1.1 First Aid Kits



- Held with each team coach, captain or nominated person. Every team has been supplied with one. It must remain fully stocked at all times.
- Juniors pack will be held with the Lead Coach or in the equipment bag.
- **These should be taken to the side of the pitch at EVERY pitch session – training or match.**
- There is a spare first aid kit kept in the Club Lockbox at the side of the University Astroturf pitch. The captain and/or lead coach should have access to this Lockbox. If an item is used please inform Vicki Batten-Lincoln so it can be replaced.
- Top up / replacement medical items for any first aid kits can be ordered from Vicki Batten-Lincoln (07801 949849).
- As well as first aid supplies, each first aid kit also contains:
 - Accident/Incident report forms
 - A leaflet about recognising concussion (in case of head injury)
 - A basic first aid leaflet to help with treatment
 - A leaflet about what to do in the case of a suspected cardiac arrest

6.1.2 First Aiders

- All level one coaches should be first aid qualified. There will always be a minimum of one first aider at every training session or match.
- There should be sufficient members of each senior team who are first aid qualified to ensure coverage on match days. Captains and vice captains will be offered first aid training as a minimum but other players can also request training which may be paid for by the Club.

6.1.3 Access to defibrillators

- At the University, the nearest defibrillator is in the Sports Park Reception. Call them on 0118 378 8799. If that number is busy call the Security Team: 0118 378 7799.



- There are trained staff who can use the defibrillator on both these University teams.
- Each first aid kit includes information about how to perform CPR and details of the defibrillator locations.



7. HELPFUL INFORMATION

7.1 HOCKEY AND SUPPORT WEB LINKS

Online coaching resources	www.hockeyonline.co.uk
England Hockey	www.englishockey.co.uk
Disclosure & Barring Service	www.gov.uk/government/organisations/disclosure-and-barring-service
Child Protection in Sport	www.sportprotects.org.uk
Sport England	www.sportengland.org
Sports Coach UK	www.sportscoachuk.org.uk
Phoenix Reading Hockey Club	www.prhockeyclub.co.uk

7.2 CLUB INSURANCE

The Club is fully insured, to cover Liability, Personal Accident & Sports Equipment for all its members. This cover is provided by our England Hockey Membership + affiliation. Further information can be provided by contacting Catriona McCarron – Club Treasurer. The policy schedule is also available on the Club website.

7.3 USEFUL CONTACT DETAILS

Junior Co-ordinator (section head):

M: 07900 895452

E: deeseapointon@gmail.com

Child Welfare Officer (CWO): Laura Hodder

M: 07894 832685

E: laurahodder@hotmail.com

Club Secretary: Jackie Batten-Lincoln

M: 07764 746 450

E: battiejax@hotmail.co.uk

Club Volunteer Officer: Vicki Batten-Lincoln

E: vickilincn@hotmail.com

7.4 LOCATION

Reading University: SportsPark, The University of Reading (Whiteknights Campus), Shinfield Rd, Reading, RG6 6DJ.



8. SAFEGUARDING REFERRAL FORM

Your Club / Organisation's name:		
YOUR DETAILS		
Your name:		
Your position in organisation:		
Contact Tel No's: Home:	Mobile:	Work:
Address:		
Email:		
DETAILS OF YOUNG PERSON		
Name:		
Address:		
Date of Birth:	Male or female:	
Parent / carers name:	Parent / carer's contact number:	
Does the young person have a disability ?: If so, please detail:		
DETAILS OF ACCUSED / ADULT		
Name:		
Address:		
Date of Birth:	Male or female:	
Position in sport:	Contact number:	
Home address:		
CONCERN		
Please give a brief description of the concern (include dates, times, venues etc)		
Have you spoken to the young person(s)? Please provide details		



What is the relationship between the young person and the accused:	
Have you spoken to the parent / carer of the young person(s) involved?	
Action taken so far:	
Have you spoken to the person the allegations have been made against? If so, please give details of what was said and when:	
Action taken so far (please continue of a separate sheet if necessary):	
External agencies contacted:	
England Hockey yes/no	Name and contact number: Date and time: Details of advice received:
Police yes/no	If yes – which: Name and contact number: Date and time: Details of advice received:
Children’s Social Care (Social Services) yes/ no	If yes – which: Name and contact number: Date and time: Details of advice received:
Local authority yes/no	If yes – which: Name and contact number: Date and time: Details of advice received:
Other (eg NSPCC)	Which: Name and contact number: Details of advice received:



Signature:	
Print name:	Date:

Remember to maintain confidentiality on a need to know basis. Only disclose information if it will protect the young person. Do not discuss this incident with anyone other than those who need to know.



9. INCIDENT / ACCIDENT REPORT FORM

Please ensure that this form is completely legible and is signed and dated, attach additional sheets if necessary.

Name and location of facility			
Name of coach supervising the session			
Full name of the injured person			
Full address of the injured person			
Age of the injured person			
Date and time of accident			
Nature of injury, including location on body			
Nature of any injuries/after-effects which developed later			
FULL details of the accident including; how it happened, what activity was being performed, where it happened etc			
Witness name(s) and contact details			
Has the accident / incident been fully dealt with? How?			
Police called:	Yes / No	Ambulance called:	Yes / No
Facility manager informed:	Yes / No	Facility accident book completed:	Yes / No
Parent informed:	Yes / No		
Details of first aid given			



Is any further action needed? Yes / No. What?

Section to be completed by supervising coach/leader

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

Print name:	
Signature:	Date: