

Devon County Hockey Player & Parent Handbook

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JUNIOR PLAYERS CHARTER

The aim of Devon County Junior Hockey is to promote healthy participation in sport in a performance environment. It is hoped that everyone will play to the best of their ability and that teams are successful. However, we believe that it is more important to enjoy sport, have fun, play fairly, and offer training opportunities to all selected.

We aim to develop self-thinking young athletes, who can play and react under pressure to perform to the best of their ability and help their team whilst remaining positive at all times.

The following Code of Conduct and Rules have been written to uphold the aims of Devon County Juniors and to help and protect all junior players, umpires, spectators and parents involved in the playing of hockey regardless of whether it is in West league games, friendly matches, or training sessions.

The County believes that it is important that its members, coaches, administrators, volunteers, and parents associated with the County should, at all times, show respect, be encouraged to be open and to share any concerns or complaints about any aspect of the County with the coach, Welfare Officer or the appropriate Devon committee member. Please see the welfare officer's contact details below.

Each individual is accountable for his or her own actions. Whether you are playing, watching, coaching or umpiring any match, it is your personal responsibility to treat your own team, opposition players, coaches, spectators and the umpires with respect and consideration before, during and after the match.

WHAT MEMBERS CAN EXPECT FROM THE COUNTY

Devon County Hockey will endeavour to provide all junior players and their families with:

- Agreed Codes of Conduct which adhere to England Hockey Guidelines.
- Respect for all members regardless of age and ability.
- Good quality playing and practice facilities provided.
- Coaches and managers that are DBS cleared and have up to date first aid training.
- Six organised training sessions during the season from Selection in September to the end of March with the appropriate coaches in attendance.
- A selection policy for matches whereby teams will be selected from players that have made themselves available using the following criteria: ability, attitude and attendance at training
- Access to the County Welfare Officers for any concerns regarding child safety. We are fully committed to safeguarding children and promoting their wellbeing
- A good social media presence, both internally and externally, which publicises team and individual successes. Share your news with us so that we can in turn share it with the wider County.
- Training programme fees will be as low as possible to cover costs. Players will be charged when selected for matches and that payment is expected promptly prior to the match.
- The County is compliant within GDPR regulations and will not retain information if not playing

If children have any concerns with regards to bullying of any kind, please tell your coach or the Welfare Officer: Email: dcjhwelfare@gmail.com

WHAT THE COUNTY EXPECTS FROM ITS JUNIOR MEMBERS AND THEIR PARENTS/GUARDIANS

- Adhere to the Club's Codes of Conduct and the England Hockey guidelines. We take our codes of conduct very seriously and will take action in the Devon Committee.
- Respect your teammates, opponents, coaches, umpires and officials.
- Commit to a good team spirit and foster a camaraderie amongst fellow players celebrate the good times but reflect constructively on the defeats.
- Train regularly and arrive on time. Please also make sure you are collected from the pitch. Parents / guardians will deliver children to, and collect from, the pitch area on time. If another responsible person is to collect/transport your child, please inform the Coaches or Managers via Teamo chat.
- Wear suitable kit (including shin guards, glove and mouth guards) for training but no school kit at training and match sessions. Wear the County playing shirt provided at each fixture in all matches.
- Offers of transport from parents to matches for the younger coaches would be most appreciated
- Parents/Guardians will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others. In addition coaches need to be informed of mental health issues or learning needs which could affect the way information needs to be delivered.
- Parents /Guardians (and guests) will be a positive role model for children and encourage sporting behaviour by showing respect and courtesy, and by demonstrating positive support for all players, coaches, (respect the decisions) of officials and spectators at every game, practice or other sporting event. We want our parents, guardians and spectators to play a positive role in the holistic and athletic development of their child leading to a lifetime in sport.
- Parents/Guardians will let the coaching team coach their child and not interfere during training sessions or match play. If it is necessary, please take time to speak to coaches at an agreed time and place, usually at the end of the coaching session.
- Parents/Guardians will should not force their children to participate in sports.
- Be responsible for the transport of their own children to and from matches and arrive at the appointed meet time.
- County members are not allowed to smoke on club premises or whilst representing the County at competitions.
- Junior members under the age of 18 are not allowed to consume alcohol or drugs of any kind whilst representing the County
- Pay their annual subscriptions and match fees on time
- Prioritise County hockey once selected and be available for the 3 or 4 dates and prioritise county fixtures over other sports and events.
- If a player is unwell, injured or has to withdraw from a match the parent needs to contact the coach directly via the Teamo app.

Please remember do not try and live your DREAMS through your children, they are trying their best and lecturing them will not improve their skills

Any parent, who in the current climate has financial difficulties that prevent a child participating, may approach a member of the County to discuss issues.

PRIVACY POLICY

By submitting Personal Information to this website, you agree that Devon County Hockey may process it in the manner described in this policy, which describes our current practices with regard to Personal Information that is hosted by Teamo Ltd. As a result of changes in the law and technology, our practices will change over time. When this happens, we will post the changes on our website as soon as is practicable and, therefore, we encourage you to check the site frequently. We will always deal with your Personal Information fairly and in accordance with your instructions.

Use of Personal Information The term 'Personal Information' refers to information about you personally that you have submitted, or may be asked to submit to Devon County Hockey in order for them to process your membership of the club and in order to receive or use services on our website.

Examples of Personal Information that Devon County Hockey may request include (but are not limited to):

1. Name
2. Sex
3. Age
4. Medical and contact information

Devon County Hockey complies with the General Data Protection Regulation (GDPR).

Data will be:

- Used fairly and lawfully.
- Used for limited, specifically stated purposes.
- Used in a way that is adequate, relevant and not excessive.
- Accurate and kept for no longer than is absolutely necessary.
- Handled according to people's data protection rights.
- Kept safe and secure.
- Not transferred outside the European Economic Area without adequate protection.

1.

Ways that Devon County Hockey may use your Personal Information include (but are not limited to):

- To maintain our membership database and to contact you with information pertinent to your membership or application for membership.
2. To ensure you play for the correct team(s), and to contact you for availability and selection matters relating to those teams.
3. To report match results and other news on this website or in the media.

Disclosure

Any information you provide to us will only be used by us and possibly passed to our partners for the purpose of dealing with payments and using communications portals. It may also be disclosed to your organisation's Governing Body or League. You should also be aware that your information may be disclosed where we are obliged or permitted by law to do so.

Timescale

We will hold your Personal Information within our systems for as long as you remain a member of the County. When you cease to be a member all personal data will be deleted within 6 weeks of the date of your resignation.

- **Cookies** A 'cookie' is a small amount of information that is placed on your computer's hard drive when you visit a website. It collects details of visitor behaviour, which can be used to improve the service delivered to you on a website.

- Your computer can be set to accept or reject cookies if you visit the "help" menu on your web browser. However, by rejecting cookies, you will not be able to use the "members' area" of the site and you will not be able to complete the registration process.
- When you visit this site, your Personal Information may be collected using 'cookies'. Such information is subject to data protection laws and is dealt with in accordance with this Policy. For more information please visit : <http://www.aboutcookies.org>.
- This site uses Google Analytics to collect usage data and Google also uses cookies for this purpose. Google has its own Privacy Policy which can be viewed at
 - <http://www.google.com/intl/en/privacy/privacy-policy.html>.
- Here the site links to other websites and services these may also involve cookies. You are advised to check the privacy policy of each of these sites before using them.

Security

Your data will be managed by ClubBuzz Ltd who manage data for other clubs and Counties in a secure hosting environment. Your information is securely stored the United Kingdom, or any location where an adequacy agreement is in place. requirements. You can request erasure of your data at any time and upon leaving the club it will be erased.

Questions?

If you have any questions about how Devon County Hockey handles your data, please contact us on DevonCounty20@gmail.com

You also have the right to complain to the ICO.

The ICO's address:

Information Commissioner's Office
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire
 SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

DEVON COUNTY HOCKEY WELFARE POLICY

Devon County Hockey adopts all England Hockey Safeguarding and Welfare policies

Acting on Safeguarding Concerns

What to do if you have concerns about a County member:

County members, volunteers, coaches and umpires are not expected to be an expert in recognition of a safeguarding concern; however, all adults working, volunteering and participating within hockey have a duty of care to be vigilant and respond appropriately to suspicions of poor practice, neglect, abuse or bullying.

This does not mean that it is your responsibility to decide if a situation is poor practice, neglect abuse or bullying, but it is your responsibility to report your concerns. If you feel that your concerns are not being dealt with properly you can contact England Hockey's safeguarding lead or the local authority.

The County still has a responsibility to act on concerns outside the hockey environment. Further Contact information can be found at the end of the document.

Useful contacts:

Devon Hockey Welfare Officer:

Email: dcjhwelfare@gmail.com

England Hockey Ethics and Compliance Manager – Alison Hogg Bisham Abbey National Sports Centre, Marlow, Bucks SL7 1RR Email: Alison.hogg@englandhockey.co.uk / safeguarding@englandhockey.co.uk Tel: 01628 897500

Devon County Council Multi-Agency Safeguarding (MASH) 03451551071

Email: mashsecure@devon.gov.uk

Offices open Monday to Thursday 9am-5pm and Fridays 9am-4pm

Out of hours Emergency Duty Service 03456000388

Police contact 999 or 101 NSPCC Helpline (free 24-hour helpline) Tel: 0808 800 5000

Please read the England Hockey Safeguarding Young People Policy - Safe D

Policy : https://assets-eu-01.kc-usercontent.com/d66c6a48-e05a-01b8-e0ec-59ee93833239/e6e8d939-ac5d-46e8-9975-e531dcf90393/EH%20Safeguarding%20Child%20and%20Young%20Person_V3.pdf

England Hockey Policies:

<https://www.englandhockey.co.uk/governance/rules-and-regulations/regulations-and-policies>

PHOTOGRAPHIC AND RECORDED IMAGES OF YOUNG PEOPLE

Devon County Hockey has approved a policy of recorded images which includes cameras, digital cameras, video recorders, Ipads, mobile phones or Personal Assistant devices (PDAs.)

The County's Policy:

- Any photographers will have had a Full Criminal Records Disclosure.
- Images will convey the best principals and aspects of hockey, such as fairness and fun.
- Care will be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse.
- All images of young people will be securely stored to avoid inappropriate use.
- Particular care will be taken with website images to ensuring that no identifying details facilitate contact with young people by an abuser.
- We will make players and their parents aware that when photography takes place during coaching that it is part of the coaching programme, and we will make it clear that the filming is a coaching aid.
- If we suspect inappropriate taking of photographic or recorded images we will challenge and report it in accordance with England Hockey's guidelines.

The County has identified the following circumstances under which photographic images of young people may be taken. This is meant to be an indicative list of circumstances provided for guidance and is not exhaustive or complete:

Video – coaching session for training purposes.

- Action shots – general photographs of players during a game.
- Team photographs – posed group photographs.
- Award ceremonies.
- Press coverage – local newspapers and specialist hockey press.
- Head and shoulder shots for registration purposes.
- Tours and festivals at other Counties and grounds.

The Club will not be responsible for photographic images being taken by or used by any third party.

If a parent/guardian chooses not to agree to the declaration or changes their mind at a later date, then the Club reserves the right not to allow the relevant player to participate in events where they could be expected to be photographically imaged, or they could be withdrawn from a team photo.

EQUALITY, DIVERSITY AND INCLUSION AT DEVON COUNTY HOCKEY

Devon County Hockey support the England Hockey's Equality, Diversity & Inclusion Framework (ED&IF) to address inequalities that exist within the game. The four key outcomes are moderated and reflected in the demographics of Devon:

- To reflect society and ensure hockey remains relevant in the 21st century;
- To ensure safe, respectful, inclusive cultures valuing and welcoming everyone;
- To create access for anyone from any background to participate in hockey; and
- Ensure the reputation of hockey is regarded as excellent in its commitment to (ED&IF).

The County has a welcoming policy to players, coaches, officials and members of all backgrounds with regard to ethnicity, sexual orientation, religious persuasion and treats everyone with respect.

We aim to maintain an inclusive environment beyond the protected characteristics to include all aspects of life including geography (we have rural transport issues- we are mindful to ensure some players can train and play in competition), status, education, and economics.