

## Cambridge City HC: Drop-Off and Collection Policy U18s

Cambridge City Hockey Club is committed to ensuring the safety and well-being of all junior players during club activities. This Drop-Off and Collection Policy outlines the procedures for the safe drop-off and collection of junior players (under 18) to and from training sessions, matches, and other club events, in line with safeguarding best practices.

This policy applies to all parents/guardians, coaches, volunteers, and club officials involved with junior players at Cambridge City Hockey Club.

### Drop-Off & Collection - General

- It is the responsibility of the parent/carer to transport their young person(s) to and from the club.
- U18s must not be left unattended at Wilberforce Road Sports Ground at any time. If players arrive at the designated venue before the scheduled drop of time for training, or the meet time for matches, a parent/guardian must wait with them.
- Emergency Contact Information: It is the responsibility of the parent/carer to ensure that all medical and emergency contact information for their young person(s) is up-to-date in Teamo.
- Parents/carers are expected to notify the relevant team club official or coach if someone other than themselves is collecting their young person(s).
- Parents/guardians must collect players promptly at the end of the session or match, within 10 minutes of the scheduled finish time.
- In case of emergency, Parents/guardians must remain contactable during any session or match or provide details of an alternative contact.

### Age Group

#### U6s

- Supervised Drop-Off: Players must be dropped off directly to a designated club official or coach at the venue. This will usually be the age group team manager or assistant manager.
- Parents/guardians are required to stay for the duration of their young person's session.
- Designated Collection Point: Players will be released from the pitch to a parent/guardian or an authorized adult listed on the player's registration form.

#### U8s

- Supervised Drop-Off: Players must be dropped off directly to a designated club official or coach at the venue. This will usually be the age group team manager or assistant manager.
- Parents/guardians are required to stay for the duration of their young person's session.
- Designated Collection Point: Players will be released from the pitch to a parent/guardian or an authorized adult listed on the player's registration form.

#### U10s

- Supervised Drop-Off: Players must be dropped off directly to a designated club official or coach at the venue. This will usually be the age group team manager or assistant manager.
- Designated Collection Point: Players will be released from the pitch to a parent/guardian or an authorized adult listed on the player's registration form.

#### U12s

- Supervised Drop-Off: Players must be dropped off directly to a designated club official or coach at the venue. This will usually be the age group team manager or assistant manager.
- Designated Collection Point: Players will be released from the pitch to a parent/guardian or an authorized adult listed on the player's registration form.

#### U14-U18s

- Players must sign in with a designated club official or coach at the venue and sign out at the end of the session. This will usually be the age group team manager or assistant manager.
- Where a parent/guardian allows an U18 player to travel to and from hockey unaccompanied, they should arrive at the designated time. U18s are not allowed to wait unaccompanied at Wilberforce Road Sports Ground if they arrive early.

### Uncollected Players – Late Collection Policy

- If a player is not collected within 30 minutes of the session's end and no contact has been made, the club will:
  - Player will remain under the supervision of at least two club officials until collected.
  - Attempt to contact the parent/guardian using the provided emergency contact details.
  - If unsuccessful, contact a secondary emergency contact (if provided).
  - As a last resort, notify local authorities or child welfare services to ensure the player's safety.
  - Remind parents/guardians of the club policy in relation to late collection.
  - Report the issue to the club safeguarding officer if it recurs; repeated late collections may result in a meeting with the safeguarding officer & club management to discuss solutions.

### Parent/Guardian Responsibilities

- Ensure timely drop-off and collection.
- Update the club with any changes to contact details or authorized collectors.
- Communicate any special requirements (e.g., medical conditions) that may affect drop-off or collection.
- Adhere to the club's Code of Conduct and Safeguarding Policy.

## Club Responsibilities

- Maintain a register of attendance for all sessions and matches.
- Communicate any changes to session times or venues to parents/guardians in advance.
- Provide a safe and welcoming environment for all players.
- Ensure all players have left the venue safely at the end of each session or match.

## Safeguarding and Compliance

- This policy aligns with the England Hockey Safeguarding Good Practice, Policy & Procedure Guidelines.
- All club officials and coaches are trained in safeguarding procedures and undergo background checks.
- Any concerns regarding drop-off or collection should be reported to the Club Welfare Officer immediately.

## Review and Updates

This policy replaces the previous 'CCHC - Late Collection Policy - U18 Players'.

This policy will be reviewed annually or as needed to ensure compliance with best practices and regulatory requirements. Feedback from parents/guardians is welcome to improve our processes.

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## Contact Information

For questions or to report issues related to drop-off or collection:

- Club Safeguarding & Welfare Officer: Sharon Ely, [welfare@cambridgecityhc.org](mailto:welfare@cambridgecityhc.org), 07724 386672

## Related Documents

- [England Hockey Safeguarding Policy](#)
- [Code of Conduct](#)