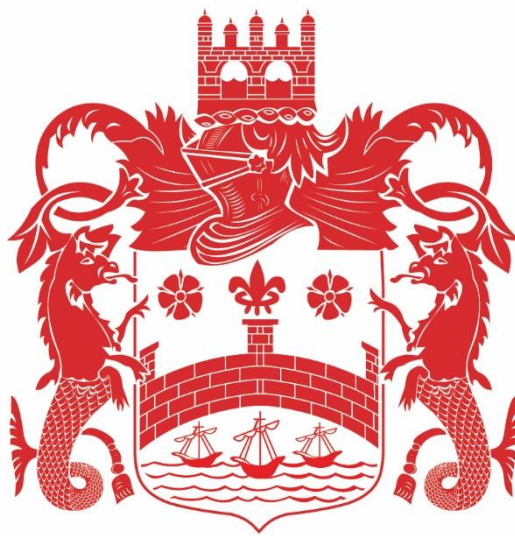


# Cambridge City Hockey Club



**CCHC**

## Young People Playing Hockey - Guidance for Captains & Coaches

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## Introduction

Safeguarding and Protecting young people is about creating a safe and positive environment for all young people involved in hockey. This guide intends to make captains and coaches aware of the main issues they should consider when young people are playing in their teams. It is not a substitute for reading the policies in full – these are available on the [club website](#), on the [England Hockey](#) website, or via individual links below

- [England Hockey Code of Ethics & Behaviour](#) - section relevant to role
- [Safeguarding and Protecting Young People in Hockey](#)

Remember, the term ‘young person’ or ‘junior player’ means those under 18 years old.

*Age Restrictions.* England Hockey has introduced a policy which has put a lower age limit on young people who can play adult hockey. You must not play young people under the age of 13 (under 15 in the National League).

## Your Role as a Captain/Coach

- Be a good role model for young people
- Look out for their welfare and report any concerns
- Make sure you know what to do if things go wrong
- Report concerns to the Club Welfare Officer

## Essential Checks/Training for Team Captains & Coaches

### DBS Check

All captains/coaches of teams containing young persons must have completed a Disclosure & Barring Service (DBS) Check through the England Hockey system within the last 3 years. England Hockey does not recognise DBS checks completed through any other organisation but does now accept DBS checks through the DBS Update Service. **For further information/advice please contact the Welfare Officer on [welfare@cambridgecityhc.org](mailto:welfare@cambridgecityhc.org).**

### Safeguarding Training

This is required for all captains/coaches of teams containing young persons and must be updated every 3 years. Your role will dictate what level of safeguarding training is required.

**Team Captains.** Team captains are required to have completed England Hockey's 'Online Safeguarding and Protecting Young People in Hockey Course'. This provides basic awareness of safeguarding and can be found on the [EH Hockey Hub](#). You need to register with the Hockey Hub to take the course. It takes about 20 minutes to complete and has a cost of £10 which will be refunded by the club on completion of the training. This must be updated every 3 years.

**Coaches.** Coaches should contact the Welfare Officer on [welfare@cambridgecityhc.org](mailto:welfare@cambridgecityhc.org) to discuss their Safeguarding requirements. In general, those coaches in a more senior role will need to complete the UK Coaching 'Safeguarding and Protecting Children' (SPC) workshop every three years. For unqualified coaches, England Hockey's 'Online Safeguarding and Protecting Young People in Hockey Course' may suffice (See above).

## General guidance

Full best practice guidance is available on the [England Hockey Website](#).

Be publicly open when working with young people. Ensure that whenever possible there is more than one adult present during activities with young people, or at least that you are in sight or hearing of others.

- Treat all young people with respect
- Be aware that some young people are additionally vulnerable, this could be due to a number of factors including disability, sexual orientation, their elite status, language, or culture
- Avoid physical contact including rough games with young people
- You should challenge bad language and unacceptable behaviour
- Do not show favouritism towards any individual
- Make sure there is a first aid kit available at matches and at training
- Know how to contact the qualified First Aider on site and ensure there is access to a phone to contact the emergency services if required

## Specific Guidance

### Permissions & Consent

The child protection policies adopted by the Club mean that consent must be sought from parents regarding a number of issues at the time of registration. Parents/legal guardians of all junior players who would like to participate in senior training sessions and/or matches must also complete an additional consent to confirm they are happy for their child to participate in adult hockey, which is available for coaches to check in the player's profile on Teamo. Consents relating to injury, transport, photography, and data protection, and an agreement to abide by the CCHC Player Code of Conduct, are covered in the general Declaration completed as part of registration.

You **must not** play a young person in a team until they have completed the online registration process on the club website.

You **must not** play a young person in an adult team unless their parent/guardian has given specific consent.

You **must** make sure that you have access to any young person's medical information and emergency contact details at matches and training.

Junior players **are not** allowed on the pitches until the coach, captain or another responsible club officer is present.

### Safety Equipment

Each player (or their parent/guardian) is responsible for providing their own safety equipment in the form of gum shield, shin pads, gloves and face masks in line with England Hockey guidance.

- It is your responsibility to ensure junior players are appropriately attired and have the correct protective equipment, or they cannot participate in a session.
- It is club policy that U18 players must wear a face mask to defend a penalty corner. If they cannot wear a face mask for any reason (they don't want to, it doesn't fit, no mask is available, or other) they should be told to step out, and another player defend instead.

## Reporting of Concerns

Everyone has a responsibility to consider the welfare of young people and to take action where necessary.

It is NOT your responsibility to decide if a situation is poor practice, abuse or bullying, but IT IS your responsibility to report your concerns to the Club Welfare Officer [welfare@cambridgecityhc.org](mailto:welfare@cambridgecityhc.org).

For more information on best practice and how to report any concerns, please see the [CCHC](#) or [England Hockey](#) websites.

## Photography

In accordance with England Hockey's Safeguarding Policy, Cambridge City Hockey Club does not permit photographs or video content of young people to be taken without the consent of parents/carers and the young person.

Consent is taken at the time of online registration as part of the 'Declarations' (see individual member registration on Teamo to check that this has been completed). This gives consent to officers of Cambridge City Hockey Club to take photographs or video during matches and training sessions. Such images must only be used for publicity/training purposes, and in accordance with [England Hockey's](#) and [CCHC's](#) policies on taking and using photographic/recorded images of young people.

Team Managers and coaches will be informed of any young person for whom consent has been withheld.

- Challenge anyone who is taking photos at the side of the pitch who is not known to the team.
- Don't identify young people in images.
- Please remind your adult players that photographs/videos of any young person should NOT be posted on their personal social media.

## Communication with young people & use of social media

A parent/carer should be the main contact point.

You MUST HAVE consent from a parent/guardian to contact a young person directly.

Where you have consent to contact a young person directly, do so only when necessary AND copy parents into all written communication (i.e., letters or emails).

Speak directly with a player and their parents if there is a need to communicate information in relation to playing, training or competition.

**NEVER** allow any young person to be part of your personal social networking sites.

**AVOID** using text as a medium of contact with a young person individually.

## Teamo

Teamo provides a safe platform for us to involve junior players in communications. With parental consent, CCHC allows & encourages young players to join the App from the U16 age group up (our U12 and U14 age groups are parent only). If a parent provides contact details for their young person:

- Young players can download & use Teamo to co-manage their account with a parent(s).
- Young players can start to take on responsibility for their hockey.
- Young players can participate in team chats, & will be included on Teamomail & emails sent via messaging.
- Simple and effective way to communicate; parents automatically included on all conversations, and copied in on all emails sent via the App.

## WhatsApp

The age limit for the use of WhatsApp is now 16 in order to comply with General Data Protection Regulation (GDPR). In addition, WhatsApp carries particular risks as it gives every group member access to the telephone number of every other group member. In some environments this may allow individuals to contact each other in a negative way e.g. bullying in a performance environment.

As a result of these factors, and because CCHC cannot guarantee that content posted by club members will always be appropriate, CCHC does not currently allow Junior players to participate in any of the official CCHC senior team WhatsApp groups ([see website for Guidance](#)).

## Transport

In general, it is the responsibility of parents to transport their young person to and from the club or activity, and to away matches. However, sometimes it is necessary for a parent/carer to ask for help with a lift to training or matches.

A young person should not make their own arrangements to travel with adult players; parents are responsible for making the decision and are responsible for making the arrangements for their young person.

Transport cannot be provided by Cambridge City Hockey Club, which may include travelling in other players' private cars, unless parental consent has been given (check individual member registration is complete, covered in 'Declarations').

Captains should provide clear information on the expected time of departure and arrival to relevant people, i.e. parents/ carers.

Parents are expected to ensure their young person is dropped off and picked up promptly from the venue, and to inform the relevant team captain/manager if someone other than themselves is collecting their young person(s).

Captains should provide parents/carers with a contact number for use if they will be late to collect their young person(s).

Drivers should not be alone with a young person in the car at any time.

U18s must not be left on their own at Wilberforce Road. If a parent/carer is late then wait with the young person at the club, wherever possible with other club members, volunteers or parents. CCHC has a [late collection policy](#) which is available on the CCHC website.

## **NEVER**

Take the young person home or to any other location.

Ask the young person to wait in a vehicle or the club with you alone.

Send the young person home with another person without permission.

## **Changing**

All young players can use the changing facilities as much or as little as they wish.

Many junior players prefer to arrive changed and to shower at home. If young people are uncomfortable changing or showering in public, no pressure should be placed on them to do so. Encourage them to do this at home.

Adults working with young teams, including coaches, volunteers, umpires or team managers, should not change or shower at the same time when using the same facility as young players. The changing room is sometimes used as a de facto meeting room for team talks. In this case the coach will wait to join the team until everyone is changed.

If you have young leaders (under 18) involved in running sessions for other young people it is not appropriate for them to change together as they are in a position of trust. Alternative arrangements should be made for them to change (i.e. before / after other young people or change at home).

Where a young person is playing in an adult team, it is club policy that adults and young people do not share a facility while changing. The captain and/or coach should ensure they have access to a separate changing area if required. The changing room is sometimes used as a de facto meeting room for team talks. In this case the coach or captain will ask any young person(s) to join the adult team members once everyone is changed.

Mixed gender teams must have access to separate male and female changing rooms (or arrange to use them at different times).

If your club has disabled players, involve them and their parents / carers in deciding how, if applicable, they wish to be assisted to change

## **Injury to a Young Player**

Always make sure there is a first aid kit available at matches and at training, and all parts are present and in date.

Know how to contact the qualified First Aider on site and ensure there is access to a phone to contact the emergency services if required.

If the event of any illness or injury to a young person during a match or training, you as the responsible Club Officer should take all reasonable steps to obtain emergency medical treatment on the young person's behalf.

If a parent or guardian is not in attendance it is really important to ensure any incident or injury is communicated appropriately. Any serious injury should be notified as soon as is reasonably possible, but minor injuries can be communicated at pick up.

### **Injury Reporting**

CCHC is strongly committed to ensuring the safety and integrity of hockey and all those who participate in the sport. To ensure the continued safety of all members, CCHC has adopted the England Hockey Injury Reporting Policy.

It is really important that the club holds a record of any injuries to its players. A '[CCHC Injury Reporting Form](#)' MUST be completed for any player who has to leave the field of play as a result of injury, or who requires treatment during any CCHC hockey activity. This will be reviewed by the welfare officer, and reported to England Hockey (this report is anonymous) if required.

LINK: [CCHC Injury Reporting Form](#)

### **Concussion**

Coaches and Captains should be aware that young people are more susceptible to concussion, and England Hockey has strict guidelines on how concussion is managed in young players (any player under the age of 18). All young players diagnosed with a concussion must go through a graduated return to play (GRTP) program as outlined in [The GB & EH Concussion Policy](#) with a minimum of 23 days to return to competitive play. Specific guidance for Parents and Coaches is also available on the [England Hockey](#) and [CCHC websites](#).

If you have any questions about the information here, or have any concerns, you should contact the Club's Welfare Officer, Sharon Ely, at [welfare@cambridgecityhc.org](mailto:welfare@cambridgecityhc.org)