

# Winchester Hockey Club New Volunteer / Helper – Registration Checklist



Thank you for volunteering to help Winchester Hockey Club – Your help is greatly appreciated.  
*The Club works closely with England Hockey to deliver great hockey, safely, across all our age groups, and makes available a number of helpful guides to help you. The Club encourages the development of all volunteer coaches, managers, umpires and helpers, through undertaking appropriate EH and Sport UK courses.*  
*Winchester is an accredited “ClubMark” SportUK recognised club, and all volunteers are required to adopt the Club’s best practice guidelines.*  
*Please complete the following info, and give this form to the Lead Coach of your group, or Club Secretary:-*

Your full name
I confirm all my contact details are in Teamo and are up to date :- YES / NO (If No – please complete details in appendix one)

Do you have any of the following qualifications or attendance certificates?.

	Date:		Date:
Coaching certificate: Level 1 / 2 / 3		Emergency First Aid	
Safeguarding & Protecting Children		Equity in your coaching	
EH Time to Listen Course		EH Foundation Skills Workshop	
EH Umpire: Level 1 / 2 / 3		EH Online Basic safeguarding course	

Role (please circle)	Coach / Team Manager / Helper / Umpire /		
Team / Age Group		Lead Coach Name:	

*The following information should be accessed from the Clubs website (public documents page) and read by you. These will help you. Please tick box to confirm access and that it has been read by you :-*

Help Guide	Document ref No:	Y/N
EHB “Safeguarding & Protecting Young People in Hockey Policy	EH1,2 &3	
EHB Equality Policy	EH5	
Winchester Emergency Procedures & accident report form	WHC9	
Winchester Child Welfare Policy (and referral form)	WHC1 & WHC2	
The Roles of Coaches and Leaders within WHC	WHC21	
Youth Development policy	WHC63	
Conduct of Coaches guide	WHC7	
Junior Player / Parent Rules	WHC4	

## Volunteer acknowledgement

- I fully support the guidelines and policies of Winchester Hockey Club, published on the Club’s website, and I can confirm that I will endeavour to apply these as required.
- I am aware that the full and latest set of Club guidelines and help sheets can be accessed from the Club’s Internet sites, or through the Youth Chairman / Club Secretary.
- I am also aware that the Club has an appointed Club Welfare Officer, to whom child protection concerns should be directed to, whose contact details are on the web.
- I acknowledge that if I am allocated access to the Clubs Teamo Management App, that the relevant members data must be kept confidential at all times, never passed on or transmitted, and that I will ensure the Club’s privacy policy (on the website), is complied with at all times.



**ClubMark**

WHC26 Volunteer Helper Registration Form V11.docx- checklist

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For all Coaches, Coaching assistants and Volunteers working with U18's:-

- I also confirm that I am willing to undertake a Disclosure Barring Service (DSB) check, or update, if required, and know of no reason why I should not be fit and proper to fulfil my role within Winchester H.C. I will undertake an EH approved online basic safeguarding course if I don't have a current safeguarding course certificate.

I confirm the accuracy of this information and understand that the club will need to retain this information internally, in order to prove conformity to the requirements of EH and Club Mark certifications.

Signed:	Date
Volunteer Name	Club Position

Please forward this signed acknowledgement (signed copy / photo / scan) which can be emailed to:-

Senior Club:- Winchester Hockey Club's Club Secretary. – [secretary@winchesterhc.co.uk](mailto:secretary@winchesterhc.co.uk)

Junior Club:- Junior Chairman or CWO. [juniorchairman@winchesterhc.co.uk](mailto:juniorchairman@winchesterhc.co.uk) or [cwo@winchesterhc.co.uk](mailto:cwo@winchesterhc.co.uk)

**Thank You.**

The Club will advise if it needs to take a DBS reference (a pre-requisite for all coaches or Managers leading junior U18 sessions, and coaches wishing to gain or enhance their coaching qualifications). In this case the DBS online process will be handled by the club's nominated Club Welfare Officer.

NB: Please be aware - information, guidelines and legislation can change. Where they do, the Club will endeavour to re-send updates to all Coaches and Leaders, and will ensure the website is up-to-date at all times – which should be your first point of reference, and we ask you to ensure you regularly check for latest versions.

These signed acknowledgements will be retained by the Club Secretary.



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**Appendix One**

Additional information

Title	First Name	Surname	Any previous names by which you may have been known:-
Address:          Postcode:                      Telephone Number(s):   E-mail address:    Male / Female			

To be completed by WHC

Address Check Proof (state what doc checked)	
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Group / Lead Coach:

I confirm the above details are correct, and I have checked the address with the above named person against a utility bill or similar proof.

Signed :		Name:	Date:
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