Role Acceptance Form

Updated March 2022

Click or tap to enter a date.

Dear insert\_name

insert\_club\_name Hockey Club Role Acceptance Form.

We are delighted that you have accepted to undertake the role of insert\_job\_role with insert\_club\_name Hockey Club.

All volunteers, coaches, team managers, technical delegates and officials are required to work to high standards in line with insert\_club\_name Hockey Club’s policies and recognised best practice. Please note that this role is offered subject to all the necessary checks being completed to the satisfaction of insert\_club\_name Hockey Club.

Please find enclosed 2 copies of this Role Acceptance Form, together with a number of documents you are required to have read thoroughly. Should you have any questions on any of the areas covered, please bring these to the attention of insert\_contact\_name so that your query can be addressed.

Please indicate your acceptance of this role by completing the sections below and returning one copy to insert\_club\_secretary (Club Secretary) by specific date.

We look forward to welcoming you to insert\_club\_name Hockey Club.

Yours sincerely,

insert\_name

Name: insert\_name

I confirm that I accept the role of insert\_job\_role and have read and understood the following policies of insert\_club\_name Hockey Club and will ensure that I adhere to these codes and policies at all times.

The policies I confirm having received and read are:

* England Hockey’s Code of Ethics and Behaviour (Respect)
* England Hockey’s Safeguarding & Protecting Young People in Hockey Policy
* England Hockey’s Equality Policy
* Safety Procedures (facility specific details)
* insert\_club\_name Hockey Club Specific Documents / guidance

The following section needs completing if the role involves working with young people:

If the role you are in or are accepting involves frequent or regular contact with or responsibility for young people you will also be required to complete or provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see EH guidance about eligibility for DBS checks).

For completion by the individual (named above)

Have you ever been known to any Children’s Services department or Police as being a risk or potential risk to children? Yes No

if Yes, provide information here

Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children? Yes No

if Yes, provide information here

Confirmation of declaration

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|  | I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of work (voluntary or paid) may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention. |
|  | If the role requires it, I agree to provide or complete a valid DBS certificate (this must be done in accordance with England Hockey procedures). (The DBS will be processed through the club / organisation you are working for. Any information disclosed will be assessed by England Hockey to consider suitability). |
|  | I agree to inform the organisation I am working for within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people |
|  | I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children. |

Signature: 

Print Name: Click or tap here to enter text.

Date: Click or tap here to enter text.