



REGISTRATIONS AND CHECKING OUT POLICY

1. Purpose and scope

This policy sets out Richmond Hockey Club's procedures for registering children at training sessions and ensuring they leave safely at the end of sessions. It forms part of the club's safeguarding arrangements and applies to all junior players, parents/carers, coaches, team managers and volunteers involved in junior hockey activities.

The club will review this policy periodically and update it where appropriate in line with England Hockey guidance and club safeguarding policies.

2. General principles

Richards Hockey Club has a duty of care to all children and young people while they are participating in club activities.

Parents and carers also have a responsibility to support safe registration and collection arrangements by being punctual and communicative.

Registration and checking-out procedures are age-appropriate and proportionate.

Coaches and team managers must be aware of who is present at each session and how each child is leaving at the end of training.

3. Registration for training

Registration for each training session is the responsibility of parents/carers and must be completed via Teamo by updating availability in advance where required.

On arrival at training:

- Team Managers or Coaches will confirm attendance by asking parents (or the children directly in older age groups) to confirm that registration has been completed.
- No child should take part in training unless their attendance has been confirmed.

4. Checking out by age group

Under 6 / Under 8 / Under 10

- Children must be checked in and out of each training session.
- At the end of training, children will be asked to line up.



- Children will only be allowed to leave the pitch when their parent or authorised carer is waiting for them at the pitch gate.
- Children must not leave the pitch to look for a parent.

Under 12s

- Registration, entry to the pitch and exit arrangements follow the same procedure as Under 6 / Under 8 / Under 10.
- If parents/carers wish to make alternative collection arrangements or allow their child to make their own way home, this must be communicated clearly to the Team Manager or Coach at the start of the session.

Under 14s and above

- Registration and entry to the pitch follow the Under 12 procedure.
- Children may leave the pitch independently at the end of training to find parents or make their own way home unless parents/carers have informed the Team Manager or Coach that alternative arrangements are required.

5. Late collection and parental responsibility

While Richmond Hockey Club has a duty of care to children during training sessions, parents and carers are responsible for ensuring **timely drop-off and collection**.

Persistent late collection causes safeguarding concerns and places pressure on volunteers. The club does not have the staffing capacity to provide extended supervision beyond training times. Where late collection becomes a recurring issue, the matter may be referred to the Club Welfare Officer and managed in line with the club's Safeguarding Policy.

6. Safeguarding concerns

Any concerns relating to registration, supervision, collection arrangements or safeguarding must be reported immediately in line with the club's **Safeguarding Policy and England Hockey SafeGuarding and Reporting Procedures**.

Dated April 2026 by Richmond Hockey Club Committee