



## **REGISTRATIONS AND CHECKING OUT POLICY**

Junior Section Best Practice Guidance related to registrations and checking children in and out of training.

We have developed the following guidance to team managers/lead coaches given the importance of this topic. We feel this guidance is proportionate, age-appropriate and in line with the club's policies around the protection of children. We will periodically review this process going forward and will adjust if appropriate.

U6s/U8s/U10s– Registration for each training is the responsibility of each parent via updating availability within Teamo appropriately. Team Managers/Coaches will ask parents (or the children directly when concerning older age groups) have they done this upon entry into the pitch to check in for training. At the end of training, team managers/coaches will ask children to line up and they will only be allowed to leave the pitch if one of their parents are waiting for them at the pitch gate; children will not be allowed outside the pitch if one of their parents is not waiting for them.

U12s–Similar to U6s/U8s/U10s for registration, entry to pitch and exit from the pitch at the end of training. However, if parents would like to make alternative pick up arrangements or allow their children to make their own way home, they should inform the team managers/coaches as appropriate at the start of training.

U14s and above- Similar to U12s for registration and entry to pitch. Children can exit the pitch freely at this age to find their parents or to make their own way home unless you tell the team managers/coaches you would like us to do otherwise.

For all ages–note that while Richmond Hockey Club has a duty of care to your children– as it is per its Welfare Policies – to ensure appropriate registration in and out of training, parents are also responsible to help the club make this process as smooth and efficient as possible by being on time for drop off and pick up. Failure to do this causes potential issues for all given the club is just not staffed to provide additional resources to help with this process. If this process does not work, the club will be obliged to hire additional resources to manage this process, which will mean that subs will inevitably need to be increased for all.

Dated October 2021 by Richmond Hockey Club Committee