



Coaches and Volunteers

Handbook

Abingdon Hockey Club

Autumn 2025



Coaches, Captains and Volunteers

Handbook

- 01** **Welcome**
- 02** **Our Club**
- 03** **Role and Responsibilities**
- 04** **Safeguarding & DBS**
- 05** **The Facilities**
- 06** **Tools and Services**
- 07** **Your Induction Checklist**

Welcome

Thank you so much for supporting our club. Whether as a coach, casual helper or umpire, we could not function without your time and support to enable us to delivery quality hockey training for our members. 55% of the general public do not know that community sport is run by unpaid volunteers but 5.6M people volunteer in sport annually.

So thank you for being a part of this community.

This guide is aimed at providing an overview of expectations, and act as a signpost to useful information and resources to support you in your role. It includes an overview of our club and our sections and of our committee, who are the key people to talk to on all topics from training guidance, reimbursement, safeguarding and ED&I.

You will also find an outline of the training opportunities for our volunteers and the requirements for certain roles, from starting as a casual helper, through to becoming an England Hockey Coach.

If you have any questions as you move through this guide, please do not hesitate to get in touch, either contacting your section lead directly or email us at abingdonhc@gmail.com

Thank You...

02

Our Club

Abingdon Hockey club is a friendly and welcoming club, aiming to provide accessible hockey to all ages and all abilities. Over the years, the club has moved, morphed and grown to what it is today, a community of over 300 active players and volunteers from 4-year-olds to 60+ year olds and supporting complete beginners up to ex-national league and Masters internationals.

Abingdon Hockey club is formed of 4 sections:

- Avengers: 4-12 years olds
- Eagles Academy: 12- to 18-year-olds
- Women's Senior Squad: 12 years+
- Open/Men's Senior Squad: 12 years+

Under "A Structure Fit for the Future", England Hockey arranges itself into eight areas, which are responsible for the leagues, development pathways, officiating, regulations and governance for junior and senior hockey. Abingdon Hockey Club is part of South Central covering Hampshire, Berkshire, Oxfordshire and Buckinghamshire. More information can be found at:

 <https://southcentral.englandhockey.co.uk/>.



**ENGLAND
HOCKEY**



**SOUTH CENTRAL
HOCKEY**

As a club we are very dependent on our volunteers. All of our committee posts are voluntary as are our umpires and many of our coaches. Our committee is formed of our Administrative Committee and our Players Committee and our Membership Committee with a Social and Community team supporting activities beyond match day..



Key Committee Members (2025/26)



Laura Cardy
Chair



Ollie Morris
Treasurer



Stephanie Liggins
Secretary



Hattie Taylor
Welfare Officer



Rachel Fernandez
Womens Club Captain



Ed Carver
Open Club Captain



Jess Longman
Youth Coordinator



Chris Jones
Fixtures Secretary



Michelle Lewis
Membership Secretary



Josh Glass
Umpire Secretary



Josh Glass
Development Lead

Other useful contacts:

DBS Coordinator and Verifier – Stephanie Liggins

GMS Club Administrators – Stephanie Liggins, Ed Carver and Rachel Fernandez

SportSmart Administrator – Stephanie Liggins

Junior Administrators – Kathy Clarke and Lizzie Jones

A full list of elected members can be found on our club website:

Coaching and Volunteering | Welcome Guide

<https://abingdonhockey.org.uk/ourCommitteeAndCoaches>

All of our committee members can be directly contacted through Teamo or via the addresses below:

General enquiries - abingdonhc@gmail.com

Treasurer – treasurer.abingdonhc@gmail.com

03**Role and Responsibilities**

Our volunteers are essential to the success of the club. Volunteers have the right to

- Know what is expected of them
- Understand the lines of support and supervision
- Be confident that they are working in a safe environment
- Be insured
- Know their rights
- Be trained and have opportunities for personal development
- Be free from discrimination

And our club expects our volunteers to:

- Ensure a safe space for our members
- Be reliable and punctual
- Be trustworthy
- Respect confidentiality
- Respect the rights of people you work with
- Have a non-judgmental approach
- Carry out the specified job description
- Give feedback (i.e. participate in evaluations when asked)
- Be accountable and accept feedback
- Abide by our code of conduct, policies and procedures

Coaches

2-5 hours per week

Our coaches are our primary deliverers of training, responsible for developing our skills and knowledge. This is by leading or supporting the leadership of safe and inclusive training or other related activities. They are responsible for the planning and delivery of these sessions across our sections and working with our section leads and captains to identify key development areas. We expect our coaches to have a good understanding of the skills of hockey and how to communicate these effectively, how the games and tactics of hockey work (appropriate to level) and of our club policies and procedures relating to safeguarding and protecting young people. We expect our coaches to remain up-to-date with the latest England Hockey guidance on best practises to deliver safe and inclusive coaching.

England Hockey strongly recommends that coaches who are responsible for leading sessions should be qualified at UKCC Level 2/ EH Session Coach/ EH Coach or above. The following ratios are recommended for safe delivery of training:

- Under 8's: 1 adult: 8 children (with a minimum of 2 adults)

Coaching and Volunteering | Welcome Guide

- Over 8's: 1 adult: 12 children (with a minimum of 2 adults)
- Over 18's: 1:16

The club commits to supporting the development of our coaches by providing support to achieve recognised qualifications within the England Hockey framework and providing financial reimbursement for courses and memberships as appropriate to their coaching level.

Helpers

2-8 hours per month

Our helpers are essential in supporting our coaches in delivering safe training, supporting the roll out of activities to players as well as their set-up and pack down. Our helpers must uphold our clubs policies and procedures and ensure the safe and inclusive delivery of session.

The club commits to provide the support required to fully execute their roles and to support the development of helpers who may wish to explore routes to becoming a coach.

Captains

4-8 hours per week

Our captains are the externally facing representatives of our club to opposition teams and are responsible for the day-to-day leadership and administration of our teams. They are expected to ensure attendance for training and matches and to be a visible leader of the behaviours expected of all Abingdon Hockey Club members. Captains are also key in recognising key development points for teams, working with Coaches and Club Captains to couple these areas into training.

The club commits to supporting our Captains in the execution of their roles, providing safeguarding and discipline support where required and the tools and training to execute their responsibilities.

Umpires

2-8 hours per month

Our umpires are key to ensuring the club can deliver its commitments as part of South Central hockey to provide officiating representation at league matches. Our umpires are externally facing representatives of our club to oppositions teams and must uphold the behaviours and values of the club of respect and fairness. We also expect our umpires to support one another in their development, sharing best practices and learning from their own experiences.

The club commits to provide the support required to fully execute their roles and to support the development of helpers who may wish to explore routes to becoming qualified to a higher level. The club aims to create a value of respect amongst its players and umpires and for all those who support the delivery of hockey.

Full role descriptions for our key positions can be found on our club website and in the club documents section of Teamo.

 <https://abingdonhockey.org.uk/clubDocuments>

04

Safeguarding, DBS and Training

We believe in the right for all our members to be able to enjoy hockey safely. We all have a duty of care to protect young and vulnerable people from harm and create a safe environment.

Safeguarding is everyone's responsibility.

Abingdon Hockey Club is committed to follow the policies of England Hockey relating to safeguarding and we require all of our captains, coaches and volunteers to complete the basic England Hockey Safeguarding training and DBS checks as a minimum. It is also worthwhile familiarising yourself with the good practice, policies and procedures outlined by England Hockey which create our minimum standards as a club.

The policies and procedures of England Hockey are the minimum standards we hold ourselves to in the delivery of hockey. These can be found through the England Hockey portal and a selection have been republished on our club website together with some Abingdon Hockey Club specific policies.

Once on-boarded, please take some time to have a look at these and discuss with your section leader.

 <https://abingdonhockey.org.uk/clubDocuments>

Safeguarding

There are a number of different safeguarding options available dependent on your role within the club. For those leading sessions, you are required to access one of the sport specific safeguarding courses listed below. Please remember it is important to keep up to date and renew your safeguarding training every three years. England Hockey does accept the UK Coaching Safeguarding and Protecting Children and Young People Renewal training¹.

For our general coaches, the England Hockey Online Safeguarding training provides a sufficient grounding to start your coaching journey.

¹ <https://www.ukcoaching.org/>

Role	Training Accessed (See coaching training)	EH Online Safeguarding Training ²	Other Safeguarding Courses
Lead Coach	EH Hockey Coach	Not Sufficient	UK Coaching Workshop (Safeguarding & Protecting Children) ³
	EH Hockey Sessional Coach	Not Sufficient	Or from other NGB The FA Safeguarding Children Course ⁴ Safeguarding & Protecting in Tennis ⁵
	Previous UKCC England Hockey L2 or L3	Not Sufficient	Swim England Child Safeguarding ⁶
Coach/ Helper	Introduction to Hockey Coach	Required	If you wish to extend your safeguarding knowledge, then the above are optional additions.
	GB Coaching Club Programme Workshop eg. EGFC or CFCP	Required	
	Previous UKCC England Hockey L1	Required	
	UK Coaching Inclusion Workshops	Required	

GB Hockey also offer a free, 1 hour online Safe Hockey Module through the hockey hub. Whether gaming or training, this module helps to inform how to create a safe and inclusive environment for everyone involved and is highly recommended.

Any costs incurred for completing training required for the execution of your role, will be reimbursed by the club. Once the training is completed, please forward your completion certification and payment receipt to treasurer.abingdonhc@gmail.com and abingdonhc@gmail.com.

Communication

All communications relating to the delivery of hockey by Abingdon Hockey Club should be routed through the Teamo chat platform. We discourage the use of WhatsApp and other platforms for general communications but recognise the need on occasion for increased flexibility. We therefore recognise the guidance set out by the NSPCC – CPSU (Child Protection in Sport Unit) on the use of WhatsApp and other platforms and the recommendations for its safe use.

² <https://hockeyhub.englandhockey.co.uk/>

³ <https://www.ukcoaching.org/>

⁴ <https://learn.Englandfootball.com/>

⁵ <https://www.lta.org.uk/>

⁶ <https://www.swimming.org/>

Coaching and Volunteering | Welcome Guide

- The permission of the young person and their guardian must be sort before addition to any group, agreeing to the code of conduct and a safe use/online safety policy
- The naming of group chats must be carefully considered
- Group chats must have at least 2 volunteers part of the group responsible for and trained to monitor and moderate the group chat. These individuals are:
 - DBS checked
 - Have safeguarding training
 - Understand our safeguarding procedures, code of conduct and safe use/online safety policy
- Guardians should be invited to the group or be a part of a guardian specific group as appropriate
- Let young people and guardians know who they can go to with any concerns or if they need help and provide sign-posts to useful resources on online safety and support

 <https://thecpsu.org.uk/media/41fmxdkp/whatsapp-go-to-guide.pdf>

Disclosure and Barring Service (DBS) Checks

The DBS is a government run organisation which aids organisations in making safer recruitment choices for our club volunteers. The DBS issue checks that disclose any criminal convictions, warnings, cautions or reprimands held in England and Wales and maintain the adult and child barred lists.

A DBS check is required by anyone who is working or volunteering in a role that is a regulated activity (defined by the type and frequency of engagement) with anyone under the age of 18. As a club, we have a legal requirement to not knowingly employ anyone into one of these roles who is on the child barred list.

All DBS checks can be completed through the club. England Hockey employ a third party organisation to coordinate these checks and within the club, we have nominated verifiers who will manage the checks from start to finish (see Administrative Committee).

DBS checks must be verified for our club but can be ported from other clubs within England Hockey or from organisations outside of England Hockey, so long as the original check has been registered on the DBS Government Update Service and is enhanced with a child barred list check included. All status checks are performed through England Hockey centrally.

The following outlines the level of DBS check required. Note, U16's are not eligible.

Role	Enhanced DBS	Child Barred List	Notes
Coach	Yes	Yes	
Team Captain	Yes	Yes	All teams involved U18's must nominate a responsible person which will likely be the team captain.

Team Manager	Yes	Yes	
Welfare Officer	Yes	Yes	
DBS Coordinator / Verifier	No	No	
Parent Helper	Yes	No*	*Required if weekly or >4 times per month.
Young Leader	Yes	No	Must be 16 or over
Umpire	No	No	Requirements to be reviewed based on level of regulated activity.
Technical Official	Yes	No	
Umpire Coach	Yes	No	
Junior Administrator	No	No	
Photographer	No	No	
Chairperson	No	No	
Secretary	No	No	
Membership Secretary	No	No	
Treasurer	No	No	
Web-Admin	No	No	

It is the club's responsibility to ensure that all those eligible, complete a DBS check to the appropriate level and maintain the 3-year validity. There are four options when applying under a new role:

1. **No valid DBS check is held from either within or external to England Hockey** – a new application is required. Contact the DBS verifier to launch an application
2. **A valid DBS check is held for another role within Abingdon Hockey Club** – If the correct level of checks have been completed, no further action is required; else a new application will be needed.
3. **A valid DBS check is held for an equivalent role within England Hockey but outside of Abingdon Hockey Club** – These can be easily ported by England Hockey through completing the following form
<https://www.englandhockey.co.uk/download?documentId=016QX2LWQJQP75RJ54PJC3JAWC6DZQ4ULG>
4. **A valid DBS check is held for a role outside of England Hockey which is active on the DBS Update Service and includes a child barred list enhancement** – This can be verified by England Hockey following a brief call with their Ethics and Welfare team. To begin the process, complete this short form
https://uk.surveymonkey.com/r/DBS_eligibility_checker

Which ever option is suitable, please contact the DBS verifier to help support and track your application and ensure club records are correctly updated. Any costs incurred as a result of completing a DBS check will be reimbursed by the club. Please forward payment receipts to treasurer.abingdonhbc@gmail.com and abingdonhbc@gmail.com.



Training

The Hockey Hub⁷ is a great resource compiling other useful training and awareness signposts for all roles. There are specific “Need to know” sections for the following roles:

- Coaches
- Parents
- Junior Organiser
- Umpires and Officials
- Club Committee Members
- Welfare Officer
- Young People
- Adults on teams with young players

Coaches

The following documents provide a great overview of the training available to coaches.

-  Great Britain Coaching - <https://joom.ag/kSPa>
-  Menu of Learning - <https://joom.ag/klve>

The table below outlines the recommended training courses for each coaching level and some additional training to consider.

Please contact your section lead if you are interested in completing any of the programmes ahead of any financial commitment.

Role	Recommended	Other Support
I help out coaching children	Introduction to Hockey Coaching Workshop	Integrating Goalkeepers Workshop
	Engaging Games for Children Workshop	Coaching for Club Players Workshop
I lead coaching session with children	Sessional Coach Course	Practice Design Workshop
	Engaging Games for Children Workshop	Coaching Conversations In Possession Workshop
I lead a coaching programme with children	Coach Course	Out of Possession Workshop
	Engaging Games for Children Workshop	Goalscoring Workshop
		Goalkeeping Workshop
		Integrating Goalkeepers Workshop
		Coaching for Club Players Workshop

⁷ <https://www.englishhockey.co.uk/governance/safeguarding/safeguard>

I help out coaching adults	Introduction to Hockey Coaching Workshop	Integrating Goalkeepers Workshop
	Coaching for Club Players Workshop	Engaging Games for Children Workshop
I lead coaching sessions with adults	Sessional Coach Course Coaching for Club Players Workshop	Coaching Conversations Practice Design Workshop In Possession Workshop
I lead a coaching programme with adults	Coach Course Coaching for Club Players Workshop	Out of Possession Workshop Goalscoring Workshop Goalkeeping Workshop Integrating Goalkeepers Workshop Engaging Games for Children Workshop Advanced Coach Programme
I lead or support session in the Player pathway or with talented athletes	Sessional Coach Course Coaching for Club Players Workshop	Coaching Conversations Practice Design Workshop In Possession Workshop Out of Possession Workshop
I lead programmes in the Player pathway or with talented athletes	Coach Course	Goalscoring Workshop Goalkeeping Workshop Integrating Goalkeepers Workshop Engaging Games for Children Workshop Advanced Coach Programme

Any costs incurred for completing training required for the execution of your role, will be reimbursed by the club. Once the training is completed, please forward your completion certificate and any payment receipts to treasurer.abingdonhc@gmail.com and abingdonhc@gmail.com.

Umpires

Regardless of age or ability, if you have a passion for hockey and wish to be involved in ways beyond playing or coaching, umpiring may be for you. There are multiple resources available to help get started hosted and accessed via the Hockey Hub.

Course		Suitable for
Introduction to Umpiring	For those with little or no experiences	Helpers, young leaders, new umpires
Level 1 Umpiring	Aimed at those looking to umpire lower level 11 a-side games for their clubs	Umpires with some basic level of experience
Online workshops	Shorter sessions designed to cover specific umpiring areas. Opportunity to share best practise and solutions	All
Umpiring the small-sided game	Aimed at those looking to umpire lower level 7 a-side games for their clubs	Umpires with some basic level of experience
Practical Umpiring Sessions	Time with tutors and other umpires putting theory in to practise	Anyone having completed any other EH umpiring course
Umpire Developer Course		Umpire development officer

Moving beyond a Level 1 Umpire is done via continual assessment. To be assessed, you must umpire neutrally appointed games and assessment is carried out by your local area umpiring organisation.

Key points of contact for umpire development are our Umpire Secretary, Development Lead (see Administrative Committee) and South Central.

05**The Facilities**

Abingdon Hockey Club is homed at Tilsley Park in Abingdon but also uses the facilities of Radley College to add capacity for training.

Tilsley Park (Dunmore Road, Abingdon OX14 1PU)

Managed by Abingdon School on behalf of the Vale of White Horse District Council, this is the location for senior training and league matches and Avenger training. 2 full-size, floodlit, all-weather artificial hockey pitches with spectator seating are available for use, with booking requests being managed with Tilsley Park through our Fixtures Secretary (see Administrative Committee). Tilsley Park also provides full changing facilities and some storage facilities for our club kit. All pitches must be pre-booked before use.

Parking is readily available on site during the opening hours of the facilities:

- Monday – Thursday: 9am-10pm
- Friday – 9am – 9pm
- Saturday - 8.30am – 5pm
- Sunday - 9am – 4pm

Radley College (Kennington Road, Radley, Abingdon OX14 2HR)

Radley College is renowned for its sporting excellence and has a number of world-class facilities to support that. With three astroturf pitches, it is home to our Eagles squad and Men's 5s team training. All booking requests are managed with Radley College through our Fixtures Secretary (see Administrative Committee).

First Aid Provision

At Tilsley Park...

For all events at Tilsley Park, the central reception is the primary contact for first aid support and the coordination and any required emergency services. Tilsley Park have a defibrillator which can be accessed through calling 999 and seeking the help of the operator or Tilsley Park.

We welcome volunteers to qualify as first aiders to support the club and all teams and training squads are provided with first aid kits to support events. These can be coordinated through contact the treasurer.

At Radley College...

For sessions at Radley College, Abingdon Hockey Club must provide our own first aid kit and appointed first aider. There is available an Automated

Coaching and Volunteering | Welcome Guide

External Defibrillator (AED) situated at the back of the Bursary (code: C123X) and by the Athletics Track (code: C159X) in the covered area opposite the toilets, next to the track start/finish line. In the case of an emergency, contact a member of staff on duty, by calling the Sports Centre (01235 543111) If no members of staff available, contact:

Security (between the hours of 7pm and 7am only) – 07774 249601.

Porters Lodge - Monday – Sunday: 7am – 7pm External switchboard number: 01235 543000 Internal, from a school landline, 3000 or 0.

Bursary Reception (9am – 5pm, term time only) – 01235 543106.

Head of Sports Centre 07715994656

When attending away matches, teams should travel with their own first aid kit for minor incidents. Opposition teams should provide guidance on local procedures and contacts.

06**Tools and Services**

A variety of tools and services are used in the day-to-day management of our club.

Teamo

Teamo is our club management app. All players, guardians and volunteers are required to create an account on Teamo and link to Abingdon Hockey Club. It provides a simple interface for players to sign up to training and events, communicate availability and selection of matches, a child-safe platform for chat and club communications, payment management and website interfacing.

It also provides our membership contact information, giving the route to find an ICE information in the event of an incident, critical medical information on participants and preferences around imagery consent.

To create a Teamo account register at <https://www.teamo.chat/club/register/ahc1>.

On receipt of your application, a club administrator will assign you to the relevant squad with appropriate access rights for your role. From there, the calendar of training, matches and events will be visible. Please select the green tick or red cross to indicate your availability for events. As a coach or volunteer where appropriate, will be able to see who has signed up for events related to you to help guide attendance and activities for sessions.

For any questions, please contact our Membership Secretary (see Administrative Committee).

Game Management System (GMS)

GMS is the home for England Hockey's player and club data. It holds all club team and player records as well as game data of the leagues. Only relevant for league fixture participation, all league players and umpires are required to be registered on GMS and are not eligible for selection unless this has been completed. Registration is outlined below.

Players/Umpires Over 18

1. Go to <https://gms.englandhockey.co.uk> and click 'Register'. A unique email address must be used.
2. Select 'player' or 'officiating', add your details and select your club as Abingdon Hockey Club (get this right!)
3. You'll get emailed a code to validate your address before proceeding
4. Complete your full profile
5. Wait for approval from your club - confirmation will be sent once approved

Players under 18 must be registered by a parent

1. Go to <https://gms.englishhockey.co.uk> and click 'Register'.
2. Select 'parent/guardian', add your details, select your club as Abingdon Hockey Club (get this right!)
3. You'll get emailed a code to validate your address before proceeding
4. Complete your full profile including the details of your players
5. Wait for approval from your club - confirmation will be sent once approved

(Note that when players are 18, full profiles can be created and transferred to players)

Players can associate with multiple clubs but must select their primary club in their profile. Players with specific club roles will be assigned additional access rights and responsibilities once registered.

Once approved, no further compulsory action is required. The GMS does not replace any function on Teamo which will remain Abingdon HCs primary club management system.



Further information can be found here

<https://www.englishhockey.co.uk/play/gms-player>.

Players are able to transfer to or add Abingdon Hockey Club to their GMS account if required. This can be done through a player's home screen under "My Clubs" and selecting "Request to join new club". This will trigger the transfer process which will need to be approved by the original and new clubs before being completed.

For any questions on GMS, please contact a GMS Club Admin (see Administrative Committee).

England Hockey & Hockey Hub

This is the primary hub for information on the delivery of hockey. As our National Governing Body, they provide extensive resources valuable in the provision of hockey to our members.

Their website is home to vast amounts of information on governance, delivery and play, providing details on safeguarding, rules and regulations and ED&I which we use as the foundations of our behaviours and values.



<https://www.englishhockey.co.uk/>

An extension to the primary England Hockey site, is Hockey Hub. This is the main portal or the delivery of training and learning resources for hockey stakeholders. Go to Coaches > Learning Opportunities to discover the range of training programmes available to junior and senior coaches.



<https://hockeyhub.englishhockey.co.uk/>

Sport Smart

SportSmart, by Podium Analytics is a free application used to manage our injury reporting. Supported by England Hockey, it provides the framework to capture incidents that happen during hockey activities, as well as tools to support head and other injury assessments and onward recommendations. It will enable England Hockey to also track common injuries in our sport to support onward development of policies and procedures to ensure safe provision.

Each coach can be made an active user of SportSmart. Please contact the club SportSmart Administrator (see Administrative Committee) to initiate set up and download the SportSmart App from your apps provider.

07 Your Induction Checklist

Here is a useful checklist to guide ensuring you have all the information you need in your role. Please work with section lead during your onboarding to make sure you are happy with each of these areas.

Overview

- ☐ Why are volunteers a vital part of the hockey family?
- ☐ What benefits will you gain from volunteering?
- ☐ What support is available to volunteers?

Role and Expectations

- ☐ What are my responsibilities?
- ☐ What is the time commitment and expectations?
- ☐ Who is my main point of contact?
- ☐ Who should I contact with any questions or problems?

Leadership

- ☐ What culture are they aiming to achieve?
- ☐ What is the background and history of the club?
- ☐ What is the leadership structure and management?
- ☐ Where can you find the clubs policies and procedures?
- ☐ Where can I find the club's code of conduct?
- ☐ What documents are in place around managing health and safety and what would be my responsibilities?
- ☐ What requirements are there on me around insurance?
- ☐ What are the policies around confidentiality?
- ☐ What are the requirements relating to safeguarding and DBS?
- ☐ What are the club policies relating to ED&I?

My Training

- ☐ What training is required for my role?
- ☐ How is training organised?
- ☐ Can I reclaim expenses for training?
- ☐ Where can I find additional support?

People and Facilities

- ☐ Who are the key contacts in the club?
- ☐ What are the facilities associated with Abingdon Hockey Club?
- ☐ What systems will I need to be able to access and use?

Ways to Play

- ☐ What's the membership and training structure – age groups, timings, festivals, leagues?

Social

- ☐ What are the key channels for communication?

Community

- ☐ How is the club promoted in the community?
- ☐ What are the key local contacts in the community?

Key admin next steps

Coaches

- ☐ Complete the required DBS action
- ☐ Complete the England Hockey Online Safeguarding Training
- ☐ Complete on-boarding with section lead
- ☐ Request SportSmart Access and install app
- ☐ Ensure appropriate Teamo access

Helpers

- ☐ Complete the required DBS action if required for your role
- ☐ Complete the England Hockey Online Safeguarding Training if required for your role
- ☐ Complete on-boarding with section lead

Captains

- ☐ Complete the required DBS action
- ☐ Complete the England Hockey Online Safeguarding Training
- ☐ Complete on-boarding with Club Captain
- ☐ Request GMS Team Admin rights
- ☐ Request Teamo Captain rights
- ☐ Request SportSmart Access and install app



Photography by Gareth Bennett Photography