

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, and the Club encourages the development of all volunteer coaches, managers, umpires and helpers, through appropriate courses.*

*Winchester is an accredited "ClubsFirst" 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:-*

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

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			

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

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		Name:	Date:
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*The following information should be provided to you, in one format or another, to help you. Please tick box to show how this was received:-*

Help Guide	Document ref No:	Printed copy	By email	From Website	Y/N
EHB 'Proud to Protect' Safeguarding & Protecting Young People in Hockey Policy	EH2				
EHB Equality Policy	EH3				
Winchester Emergency Procedures & accident report form	WHC9				
Winchester Child Welfare Policy	WHC1				
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, who in the current season (2010-11) is:- Andy Craig, whose contact details are on the web.

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

- I also confirm that I am willing to undertake a Criminal Records Bureau (CRB) 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.

Signed:	Date
Name	Club Position

Please forward this signed acknowledgement to:-  
 Senior Club:- Winchester Hockey Club’s Club Secretary.  
 Junior Club:- Junior Chairman or CWO.

**Thank You.**

The Club will advise if it needs to take a crb 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 crb form will be handled by the club’s nominated Club Welfare Officer.

NB: This acknowledgement should be re-confirmed on an annual basis, as information, guidelines and legislation can change, and where they do, will be re-sent to all coaches and Leaders, and these signed acknowledgements will be retained by the Club Secretary.

