



Old Wulfrunians Hockey Club

Emergency procedures

These procedures are for all Coaches, Assistant Coaches, Team Captains and Vice Captains engaged in delivering coaching and/or managing teams for Old Wulfrunians Hockey Club at the two locations used for coaching sessions and playing competitive hockey (Aldersley Village, Wolverhampton, and Wolverhampton Grammar School).

Generic procedures

- Lead coaches should always have at least one assistant; the ratio of Coaches / Coaching Assistants to attendees should not exceed 1:12.
- Coaches and Captains must have Club membership data including emergency contact numbers with them at all coaching sessions/games (Performer's register).
- Coaches must maintain an attendance register for all coaching sessions.
- Coaches and Captains must ensure that they have access to a mobile telephone.
- Coaches and Captains must ensure that the facilities and equipment at the location are safe to use.
- Coaches and Captains must complete an accident report for any injury to a club member sustained during a coaching session or game (whether at home or away).
- Coaches and Captains must ensure that they have access to a basic first aid kit (provided by the club) during coaching sessions/games.

Site specific – Astro facility at Wolverhampton Grammar School

- The Grammar School will ensure that a member of staff is available in the sports hall during all coaching sessions and organised hockey games. The member of staff will be accessible via mobile telephone the details of which will be posted on the glass door at the sports hall entrance. It will be the responsibility of the relevant Coach/Captain to be aware of the contact number in case of any emergency.
- In the event that an ambulance is required, the member of staff on duty should be contacted to call the ambulance; however if in the judgement of the Coach/Captain the

incident is sufficiently serious an ambulance may be called directly and the staff member informed subsequently.

- The staff member will be responsible for directing the ambulance to the astro pitch. An ambulance can be driven down to the astro facility from the Sports Hall; however in wet conditions this may not be possible and any casualty may need to be stretchered to an ambulance parked at the rear of the Sports Hall. The school member of staff will advise the ambulance crew accordingly.
- Any defect in the facilities or equipment should be reported to the club liaison officer (Barrie Sheldon) for communication to the management at the Grammar School.
- In the event of an evacuation of the pitches for any reason, if under the direction of staff at the Grammar School their instructions must be followed. Coaches and Captains must account for all of the attendees/players at the coaching session/game.
- The Coach/Captain will be responsible for the completion of an accident/incident report form that must be submitted to the OWHC Secretary (via email) within 24-hours. The Club secretary will then ensure that the management at Wolverhampton Grammar School are furnished with a copy of the accident/incident report form.

Site specific – Astro facilities - Aldersley Leisure Village

- Any serious injury must be reported to reception at Aldersley (01902 556200) who will be able to provide a qualified first aider if required.
- In the event that an ambulance is required, reception should be contacted to call the ambulance; however if in the judgement of the Coach/Captain the incident is sufficiently serious an ambulance may be called directly and reception informed subsequently.
- Any defect in the facilities or equipment should be reported to the club liaison officer (Barrie Sheldon) for communication to the management at Aldersley.
- In the event of an evacuation of the pitches for any reason, if under the direction of staff at Aldersley their instructions must be followed. Coaches and Captains must account for all of the attendees/players at the coaching session/game.
- The Coach/Captain will be responsible for the completion of an accident/incident report form that must be submitted to the OWHC Secretary (via email) within 24-hours. The Club secretary will then ensure that the management at Aldersley Village are furnished with a copy of the accident/incident report form.