**Volunteer Application Role Process**

Torbay Hockey Club has adopted England Hockey’s policy for appointing players and non-players to roles within the club.

If you have volunteered for a role, this is the procedure:

1. Applicant completes the England Hockey Application Form which includes any **relevant** training and two referees’ names and contact details.
2. Upon receiving an activation e-mail, the applicant completes an online Disclosure and Barring Service (DBS) check which includes selected identification documents, originals of which must be shown to the DBS checker (Welfare Officer). This information is destroyed after the check is complete. A DBS check is not required for all roles.
3. On being offered the role, the applicant will be asked to complete a Role Acceptance Form.
4. The applicant may also be asked to complete relevant Safeguarding training which could include England Hockey’s Online Safeguarding Basic Awareness course. If the role is assistant coach the applicant may be asked to attend a Time to Listen (TTL) session, renewable every three years. If the position is Coach Level 1 or above the applicant will be asked to attend ScUK Safeguarding and Protecting Children / SPC2 which is also renewable every three years.

This process is not as complicated or intrusive as it sounds and can be completed for most people fairly quickly.