

Wilmslow Hockey Club Rules And Policy Documents

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Wilmslow Hockey Club
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1 WHC Code of Conduct for Players

- The following Code of Conduct has been written to help and protect players, umpires and spectators involved in the playing of hockey regardless of whether it is in league games, friendly matches, tournaments or training. It should be read in conjunction with the rules of the relevant Hockey Leagues, the Rules of Hockey, the England Hockey Code of Discipline and Wilmslow Hockey Club's Discipline Rules. All players should also follow all guidelines laid down by England Hockey and Wilmslow Hockey Club.

Obligations towards the game – *a player should:*

- Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina
- Give maximum effort and strive for the best possible performance during the game
- Set a positive example for others, particularly young players and supporters
- Always have regard for the best interests of the game, including where publicly expressing an opinion on the game and any aspect of it, including others involved in the game
- Not use inappropriate language

Obligations towards one's own team – *a player should:*

- Make every effort consistent with Fair Play and the Laws of the Game to help the team win
- Resist any influence which might, or might seem to, bring into question his/her commitment to the team
- A team can consist of 16 players; hence rolling substitutions should be expected. Substituted players are expected to act with dignity, and to contribute to the team's efforts by supporting their teammates without abusing opposing players, officials or the umpires.

Respect for the Laws of the Game and competition rules – *a player should:*

- Know and abide by the Laws, rules and spirit of the game, and the competition rules
- Accept success and failure, victory and defeat, equally
- Resist any temptation to take banned substances or use banned techniques and equipment
- WHC recommends the use of shin guards and gum shields for training and matches

Respect towards Opponents – *a player should:*

- Treat opponents with respect at all times, irrespective of the result of the game
- Safeguarding the physical fitness of opponents, avoid violence and rough play and help injured opponents

Respect towards Match Officials – *a player should:*

- Accept the decision of the Match Official without protest
- Avoid words or actions which may mislead a Match official
- Show due respect towards Match Officials

Respect towards Team Officials – *a player should:*

- Abide by the instructions of their coach and team officials, provided they do not contradict the spirit of this code – *and if they do, report this to the Chairman or Welfare Officer.*
- Show due respect towards the team officials of the opposition

Obligations towards the Supporters – *a player should:*

- Show due respect to the interests of the supporters

Obligations towards WHC – *a player should:*

- Keep agreed timings for training and games or inform their coach/team manager/captain if they are going to be late
- Pay match fees and annual subs promptly
- Respect the decisions of the team selection committee, if a player would like to question a decision they first contact their captain or coach, then if not satisfied their club captain
- Ascertain the details for weekend games from their respective captains
- Look presentable by ensuring that playing kit is in line with that requested by the club



- Junior members are not allowed to smoke on the premises or whilst representing the club at competitions
- Junior members are not allowed to consume alcohol on the Club premises or whilst representing the Club unless the circumstances deem it to be legal under British law, and the parent, guardian or carer is present.
- Take personal responsibility for his/her actions
- Members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the Welfare Officer, the Chairman, or any other senior member of the Club as appropriate
- Members must remember at all times that they are representing Wilmslow Hockey Club and that they should behave in an appropriate manner
- Aspire to make Wilmslow Hockey Club the safest and most respected Hockey Club in the region

2 Code of Conduct for Junior Members

Three R's - **R**espect yourself, **R**espect others and take **R**esponsibility for your actions

As a Junior member of Wilmslow Hockey Club, you are expected to show high levels of sportsmanship and behaviour, and to abide by the Code of Conduct above. In addition the following guidelines are also provided specifically for juniors members:

- **R**espect yourself, **R**espect others and take **R**esponsibility for your actions
- Members must wear appropriate clothing and suitable kit. Shin pads are **COMPULSORY** for all sessions and gum shields are recommended.
- Ensure that you have a drink with you (not fizzy drinks and not glass bottles).
- If you are going to be out for a long time, ensure you have brought food (or money to buy food) and have additional suitable clothing
- Junior members are encouraged to stay for tea after both away and home matches. Hockey is a sociable sport and it is important that you become involved in this aspect of hockey
- Junior members are not allowed to smoke on Club premises or whilst representing the Club at competitions
- Junior members are not allowed to consume illegal substances of any kind on the Club premises or whilst representing the Club
- Junior members are not allowed to consume alcohol on the Club premises or whilst representing the Club unless the circumstances deem it to be legal under British law, and the parent, guardian or carer is present
- Junior members must remember at all times that they are representing Wilmslow Hockey Club, and that they should behave in an appropriate manner

3 Code of Conduct for Club Officials, Coaches and Volunteers

- The Club is responsible for the conduct of their teams and spectators for the duration of the game
- Team Captains should ensure that their playing uniform and those of their team meet the requirement to identify clearly individuals of their team. Team Captains should ensure that suitable alternative uniforms are available for away games where colours clash. In league games, players' uniforms should show clear numbers, with no duplicates
- Positive discussion between the club officials, players and the umpires is actively encouraged during the post-match refreshments within WHC and with the opposition

Club officials, coaches and volunteers should:

- Consider the well-being and safety of participants before the development of performance
- Develop an appropriate working relationship with performers, based on mutual trust and respect
- Make sure all activities are appropriate to the age, ability and experience of those taking part
- Promote the positive aspects of hockey (e.g. fair play)
- Display consistently high standards of behaviour and appearance
- Follow all guidelines laid down by England Hockey and Wilmslow Hockey Club
- Hold the appropriate, valid qualifications and insurance cover
- Never exert undue influence over performers to obtain personal benefit or reward
- Never condone rule violations, rough play or the use of prohibitive substances
- Encourage performers to value their performances and not just results

4 Code of Conduct for Parents, Guardians/Carers and Spectators

As parents or guardians/carers of junior members of Wilmslow Hockey Club, we would expect you to:

- Encourage your child to learn the rules and play within them
- Encourage your child to improve their skills through coaching sessions on offer
- Encourage your child to win and lose with equal dignity
- Get to know your child's coach as the coach will play an important role in your child's development. Tell the coach before the start of the session anything you think may be important or relevant about your child
- Help your child recognise good performance, not just results
- Never force your child to take part in sport
- Never punish or belittle a child for losing or making mistakes
- Support your child's involvement and help them to enjoy their sport
- Pay any fees for your child's training or events promptly
- Respect the coach and club officials to set your child an example. Most of the people at Wilmslow Hockey Club are unpaid volunteers
- Encourage your children to respect club equipment and property
- Please ensure your child does not come to a session late, unprepared, unhealthy, hungry or wearing inappropriate kit and clothing
- Please accompany your child to the playing area and make sure the coach or other officials are present, and that the session is going to go ahead before you leave, and ensure that arrangements have been made for them to return home safely
- Contact the WHC Committee if you have any concerns about a coach or other club member. The Safeguarding Policy and reporting pro forma are on the website
- The club welcomes help with transport for away games and providing lifts to others for training if required. Please do not assume a lift will automatically be available for your child to away fixtures. (note: you may be required to complete a self-declaration form or DBS check prior to being permitted to help)

As spectators involved with Wilmslow Hockey Club we would expect you to:

- Discourage unfair play and arguing with officials
- Set a good example by recognizing fair play and applauding the good performances of all
- Use correct and proper language at all times
- Publicly accept the match official's judgments

5 Membership Application Policy

- All new applicants to the Club must complete a membership application form, either Senior or Junior as appropriate, via the club's online membership system. This must be submitted to the membership secretary, together with the correct annual subscription, before the new applicant can train or play for the Club. This is to satisfy insurance requirements and to meet England Hockey requirements.
- The membership secretary will present the names of new applicants to the committee at the next available opportunity, normally the following committee meeting. In the interim period, the new applicant will be accorded temporary membership (but without voting rights), and will be able to train and play for the Club. In accordance with the club's constitution, the committee will consider each application for membership, and will approve, reject or defer the application by a simple majority vote.
- The decision of the committee will be communicated as swiftly as possible to the applicant, together with reasons and requirements for a successful application in the case of a deferred application, and reasons and details of an appeal process in the case of a rejection.
- An applicant whose application for membership has been rejected may appeal the decision at a general meeting of the Club whose decision shall be final and binding on all parties.
- Existing members of the Club shall re-apply for membership at the start of each season, and before they start training or playing for the Club. This is to satisfy insurance requirements. Annual subscriptions must be paid in accordance with the constitution. Existing members will normally automatically qualify for membership, unless they are subject to an on-going disciplinary procedure, in which case their membership may be deferred or suspended in accordance with the terms of the disciplinary procedure.
- Due to COVID restrictions and prior to participation, all players and officials must complete an England Hockey Participation Agreement prior to taking part in any Club playing or training activities – this can be found [here](#).

6 Disciplinary Rules And Procedures

1. The aim of this policy is to promote good conduct within WHC and to set a framework to allow WHC to deal fairly with breaches of discipline.
2. Members are expected to maintain a high standard of discipline at all times when on club premises or representing WHC (including but not limited to training, playing, spectating and socialising). Members must comply with the rules of Hockey and league rules.
3. Members must abide by the Club's Codes of Conduct, Safeguarding Policy and Equity Policy. Details of these are available for inspection on the Club website and upon request.
4. The categories of alleged conduct or behaviour that may be considered under the Disciplinary Rules include but are not limited to:
 - Violent or aggressive conduct
 - Verbal abuse or dissent
 - Bringing the club into disrepute.
 - Discriminatory behaviour
5. **MISCONDUCT ON THE PITCH:** Team captains are responsible for enforcing discipline on the pitch. Less serious incidents of unacceptable behaviour on the pitch shall be acted upon by team captain having a quiet word and frank discussion with the player concerned. If the team captain feels further action is necessary, he/she shall inform the relevant Club Captain who may put in place appropriate strategies to monitor the situation. If a junior member is involved, the relevant Club Captain shall inform the Welfare Officer and the junior member's parents or guardian. If a player repeatedly breaches discipline on the pitch, for example repeated yellow carding the relevant Club Captain shall consider reporting the matter to the Chairman (or in his absence, the President) who may wish to convene a Disciplinary Committee.
6. Serious disciplinary breaches on the pitch (such as a player receiving a red card or, in opinion of the team captain, umpire or coach, bringing club or game into disrepute) shall be reported as soon as practicable to the Chairman who may wish to convene a Disciplinary Committee.
7. **MISCONDUCT OFF THE PITCH:** Any member of the Committee may warn a member of the club if they consider that a minor breach of the Disciplinary Rules has occurred. The Committee member should then inform the Chairman (or in the case of a junior member the Welfare Officer and the parents or guardians of the junior member) as soon as practicable. Complaints regarding the behaviour of members off the pitch shall be reported to the Chairman and, if a junior member is involved, to the Welfare Officer. The Chairman (and if appropriate the Welfare Officer) shall consider what further appropriate action, if any, is necessary. This may include contacting other bodies, for example EH or Social Services. If serious misconduct is alleged, they shall refer the matter to the Disciplinary Committee. This will be communicated to the member (or in the case of a junior member, the parents or guardian of the member) under investigation by the Chairman or Welfare Officer as appropriate. On some occasions it may be necessary to give consideration at this stage to suspending the member while the investigation is carried out and the Disciplinary Committee considers matters. Should this occur, every effort will be made by the Disciplinary Committee to conduct matters as quickly and efficiently as possible. Further, the suspension of the member is taken as a precautionary measure, and is not any indication of guilt or of the likely punishment. This suspension will be invoked by the Chairman or in his absence by the President.

Appendix 1. Formation of the Disciplinary Committee

1. The Disciplinary Committee shall be made up the Chairman (or in his absence the President) and at least 3 but no more than 5 available committee members nominated by the Chairman (or in his absence, the President) and shall be chaired by Chairman (or in his absence, the President). If the incident involves a junior member, the Welfare Officer must be one of the nominated members of the Disciplinary Committee. Any Committee Member involved in the incident, or who has a conflict of interests, shall not sit on the Disciplinary Committee in relation to that incident.
2. Upon receiving a report for consideration by a Disciplinary Committee, the Chairman shall promptly make arrangements to convene the Disciplinary Committee. The Disciplinary Committee will then take such independent advice, gather and collate such evidence as seems appropriate, which may include interviewing witnesses, and meet to review the complaint in detail. At this meeting, the Disciplinary Committee will set a date for a Disciplinary Meeting to take place as soon as is practicable, but with reasonable notice being given to all parties. Notice of the Disciplinary Meeting shall be given to the member (and if the member is a junior member, to his/her parent or guardian) requiring their attendance at the Disciplinary Meeting. Such notice shall be given in writing or by email.
3. At the Disciplinary Meeting, the Disciplinary Committee shall discuss the incident(s) with the member (and, if the member is a junior member, their parent or guardian). The discussion at the Disciplinary Meeting shall be confidential to those attending the meeting. Having discussed the matter with the member (and their parent/guardian if appropriate), the Disciplinary Committee may then deliberate in private. If the member (or their parent/guardian if appropriate) fails to attend the Disciplinary Meeting without good reason, the Disciplinary Committee has the power to take such action as it deems appropriate, which may include continuing the hearing in the absence of the member. The Disciplinary Committee has power to take such action as it deems appropriate, which may include but is not limited to: issuing a warning to the member, imposing restrictions or conditions on his/her membership, fining the member, suspending the player (in addition to any ban which may be imposed by the league in the event of a red card) and withdrawing membership of the player from the club. The outcome of the Disciplinary Meeting shall be notified to the member (and his/her parent or guardian, if a junior member is involved) in writing or by email within 3 working days of the Disciplinary Meeting.
4. A member shall have the right to appeal to the general members of the Club against any disciplinary action imposed by the Disciplinary Committee. The member shall instigate an appeal by giving notice (in writing or by email) to the Chairman within 5 working days of receiving notification of the outcome of the Disciplinary Meeting. The Chairman (or in his absence the President) will then convene a General Meeting of Members in accordance with the Club Constitution to consider the matter. The outcome of that meeting will be final and binding. Any sanctions put in place by the Disciplinary Committee may remain in force pending the General Meeting, depending on the nature of the incident.

7 Equity Policy Statement

- WHC is committed to ensuring that equity is incorporated across all aspects of its development
- 'Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society'
- The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The club will deal with any incidence of discriminatory behavior seriously, according to club disciplinary procedures.

8 Procedures for Emergency First Aid at Matches & Training Sessions

- Each event has a qualified Club First Aider and a fully equipped First Aid Pack. The Club First Aider/Head of Coaching/Team must ensure a first aid kit is present
- Captain ensures that the First Aid Pack is present on the pitch side and that any items used are replaced
- The Club First Aider(s) is to deal with any incidents that occur. However, should one not be available the Head Coach/Captain/Qualified First Aider will take responsibility for the incident and ensure that the injured person receives the appropriate treatment.
- The Club First Aider/Head of Coaching/Team Captain will have access to medical records for members under the age of 18. *(For Security reasons these are to be kept in a secure file)*
- A mobile phone is available at pitch side in case of emergencies
- Any problems with the mobile phone signal, then the telephone system of the Sports Complex is to be used
- The Club Guidelines for dealing with an incident should be followed at all times.
- A follow-up call is made to enquire of the injured persons progress

9 Guidelines for dealing with an Accident / Incident

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the first aider who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent/carer.
- Complete an incident/accident report form (available from the club website) and return it promptly to the WHC Welfare Officer.

10 Procedures For Informing Coaches and Captains Of Medical Details and Emergency Contact Details

- Relevant medical details and emergency contact numbers are provided by club members to the Membership Secretary through the online WHC membership form
- The Membership Secretary has permission to pass on relevant medical conditions and emergency contact details to the WHC appointed coach or captain
- The appointed coach/captain must have undergone the required club checks and completed the club volunteer form
- The Membership Secretary and coach/captain must keep this information securely and confidentially
- The coach/captain must have these details accessible to them if required during a session
- The Membership Secretary and the coaches/team captains must between them ensure they have up to date contact information and medical details

11 Development Selection Policy

This policy demonstrates WHC's commitment to the development of young players as they are the future of our club and of hockey in general and that the club will always act in the best interests of the individual.

Our aim is to ensure that our young members are given every opportunity to reach their full potential whatever level that may be (international, regional, county, social or otherwise).

Our Development Selection Policy is:

- The club will take a long term view of the development of young players in line with the principles of Long Term Athlete Development adopted within England Hockey's Single System.
- The club will enforce that no young person under the age of 13 (on 1st January of the season being played) is to play in adult only competition.
- The club will enforce the England Hockey League (EHL) regulation stating that a player must have reached the age of 15 to be eligible to be registered to play in the EHL.
- Young players will not be called upon to play in adult only competition/matches until it is in the best interest of the young player. If an adult team is short and the only option is a young player who is not ready either physically, mentally or socially, then the adult team will play short.
- The club will abide by England Hockey recommendations regarding player eligibility and competition rules.
- The club will abide by the England Hockey centralised calendar and the priority this provides to ensure that young players at each stage of their development are given the opportunity to play and train at the right level for them without being overplayed.
- For young players eligible to be involved in adult teams, careful consideration will be given to ensure that the distance traveled is proportional to the likely pitch time for the young player. As a guide, it is suggested that players who will play less than half a game should not travel for longer than 60 minutes.
- All selection will be made in line with the principles outlined in the EH Equity Policy and EH Safeguarding and Protecting Young People in Hockey Policy adopted by this club.
- As much as practically possible, peer group teams will ensure that each member of the squad is given an equal as possible amount of pitch time per match or per event to ensure every individual has the opportunity to develop. Winning is important but is a short term gain.

12 Keeping Safe – Your Welfare as a Young Person

You have rights – hockey should be fun

You should feel safe and enjoy hockey. England Hockey and Wilmslow Hockey Club have a policy on safeguarding the protection of children and young people in hockey. Wilmslow Hockey Club has put into place measures to prevent bullying and abuse from happening and to stop it if it does. We want everyone to enjoy playing hockey at Wilmslow Hockey Club. You can't do this if you feel unhappy or if someone is bullying or abusing you.

You know there is something wrong if someone:

- Constantly teases you, shouts at you or calls you names
- Threatens, hits, kicks or punches you
- Touches you or does anything to make you feel uncomfortable
- Damages or steals your belongings
- Does anything to make you feel lonely, upset, worried, unsafe, hurt or embarrassed
- Makes suggestive remarks or tries to pressurise you into doing anything you don't want to do

If ANY of the above happens to you, do not wait for it to happen again – ACT IMMEDIATELY. If you are being bullied or abused it is not your fault. If this is happening to you, try to:

- Be firm and tell the person to stop. Make a lot of noise to attract attention.
- Get away from the situation quickly, go to a public place to find help or call the police on 999.
- Tell your parents/carers or an adult you can trust what has happened as soon as possible so they can help you. The Welfare Officer at Wilmslow Hockey Club will give further support to you.
- Keep a note of the time and place, what happened and how you felt and the name of anyone who may have seen what happened.
- Use the 24 hour free telephone helplines: Childline: 0800 1111 or NSPCC 0800 800 500. Keep trying if you can't get through.
- Don't ignore what is happening - always tell someone you trust. Police stations and Social Services offices have dedicated staff who have been specially trained to help young people if they have been bullied or abused. Don't give in until someone helps you or you feel safe.

To keep safe always:

- Tell someone you trust so they can help you
- Trust your instincts about people you meet
- Avoid being alone with just one other person
- Travel with a friend: avoid traveling in someone else's car by yourself
- Avoid going to other people's houses by yourself
- Carry a mobile phone or some change
- Tell our parents/carer/guardian where you will be and when you will be coming back

Details of WHC's Welfare Officer can be found on the club website or from any committee member. For further information of welfare in hockey, contact England Hockey.

What to do

If you are being bullied or abused, it is not your fault. If this is happening try to:

- Be firm and tell the person to stop - make a lot of noise to attract attention
- Get away from the situation quickly, go to a public place to find help or call the police (999)
- Tell your parents/carers or an adult you can trust what has happened as soon as possible, so they can help you
- Keep a note of the date, time and place, what happened, how you felt and the name of anyone who may have seen what happened
- Use the 24 hr free telephone helplines

Childline 0800 1111
NSPCC 0800 800500

Keep trying if you can't get through straight away.

Don't ignore what is happening - always tell someone you trust. Police station's & social services office's will have staff who are specially trained to support young people who have been bullied or abused. Don't give up until someone helps you and you feel safe.

Keeping safe

To keep safe always:

- Tell someone you trust, so they can help you
- Trust your instincts about the people you meet
- Avoid being alone or with just one other person
- Travel with a friend, avoid travelling in someone else's car by yourself
- Avoid going to other people's homes by yourself
- Carry a mobile phone, phone card or change.



'KEEPING KIDS SAFE'

Childline 0800 1111

NSPCC 0800 800500

A YOUNG PERSONS GUIDE TO CHILD PROTECTION

You have rights – Sport should be fun. You should feel safe and enjoy your sport. You can't do this if you feel unhappy – if someone is bullying or abusing you.

When do you know if something is wrong?

Something is wrong if someone:

- Constantly teases you, shouts at you or calls you names
- Threatens, hits, kicks or punches you
- Touches you or does anything that makes you feel uncomfortable
- Makes suggestive remarks or tries to pressure you into sexual activity
- Damages or steals your belongings
- Does anything that makes you feel lonely, upset, worried, unsafe, hurt or embarrassed.

If any of the above happens to you, do not wait for it to happen again, act immediately.

Approved By The
Wilmslow Hockey Club Committee

Also EH policies have been adopted as of 21/07/11

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