

# Hillhead Junior Hockey Club



October 2020

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## Parent Welcome Information

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Dear Parent/Guardian,

Welcome, finally, to the next season with Hillhead Juniors! Whether new to the club or returning, we are pleased to outline our plans for the coming year. As we proceed into this season during a coronavirus pandemic, the safety of players and volunteers will be priority and we will abide by the SHU guidelines and recommendations. The committee has worked hard to prepare as best as possible for the return of hockey, however we must work together for this to be successful. On the following pages you will find details of the season ahead and other important information. Please take time to read this through, paying particular attention to the Covid-19 guidelines.

### Club Details

Hillhead Junior Hockey Club (HJHC) provides opportunities for all young people, their parents and volunteers to become involved in hockey. The club encourages fun, participation, sportsmanship and the social aspects of sport to anyone interested in participating. All we ask in return is that you respect the other members of the club, other teams and officials who support the game.

HJHC is registered and provides insurance through Scottish Hockey, and is part of a 'family' of clubs that also includes Hillhead Ladies Hockey Club and Hillhead Men's Hockey Club, both of which use Woodend Bowling and Lawn Tennis Club as their base. These close links provide a pathway for young people to learn about hockey and progress to adult development teams when they are ready, usually at around 14 years old.

We have a paperless online registration this season, to ensure that we have all the necessary details, medical information and emergency contact numbers please complete the Registration Form available on the Members section of the website. Only registered members will receive Clubbuzz information regarding training sessions. We also have a link to the online version of the Safe in Care form find it at <https://forms.gle/e3tSrPfkow6bW75f9> this form must be completed by every U18 player.

### Club Training / Match Details

Training is held at the following times and venues.

<b>Age groups</b>	4 - 16
<b>Day</b>	Sunday
<b>Time</b>	staggered start times - please arrive and depart at your indicated times (see Covid-19 Guidelines).
<b>Venue</b>	The Glasgow Academy, Windyedge Pitch, Ryvra Rd, Glasgow G13
<b>Cost</b>	Annual Membership waived for the 2020-2021 season. Each training session is <b>£6.00 per player per session</b> . Due to current guidelines, spaces will be limited and entrance is with a ticket purchased in advance from Ticket Tailor. Details will follow shortly.

Sessions are led by UKCC Level 1 qualified volunteer coaches as a minimum and are supported by various club members who have playing knowledge. Sessions follow a specially designed progressive curriculum, planned according to the principles of the Scottish Hockey Stronger Game model. This allows young people to develop at a pace appropriate to their experience and physical maturity. We encourage the application of a 'Growth Mindset', and players who understand that failure is part of learning and that to 'try, try and try again' helps us to succeed in the long-term.

At HJHC we understand that young people have many other commitments that they enjoy, but we are confident that hockey is an activity that provides life-long holistic skills and friendships.

## Calendar 2019-2020

Training is scheduled to take place on the following dates, subject to current Government guidelines:

Oct	Nov	Dec	Jan	Feb	Mar
X	1	6	x	X	7
x	8	x	10	x	14
x	15	x	17	21	21
25	22	x	24	28	28
	29		31		

Currently, there are no plans for West District Festivals, however if this changes details will be available on our website.

### Clothing

All sessions are run outdoors, so please ensure that players arrive to training wearing clothes that are appropriate to the current and forecasted weather conditions. Due to restrictions, there are no changing facilities available. Remember, we recommend players wear shin pads and a mouth guard/gum shield at every session. Due to hygiene considerations these cannot be provided by the club and must belong to your child.

### How you can help us: Support and Volunteering

As an amateur sport club, the Club relies on support from volunteers to operate. This season we are interested in hearing from anyone who could help with leading the coaching sessions for particular age-groups, and to help to administer teams. We have a volunteer coordinator, so anyone interested please contact us via email. There are many other areas where help would be appreciated, such as:

- Assisting with Sunday morning training
- Running a fundraising event
  - Organising a raffle
  - Donate an item for a raffle
  - Organising / supervising a bag packing session
  - Running a virtual quiz night

### Sponsorship and Advertising Opportunities

There are sponsor and advertising opportunities always available at the Club and all proceeds are re-invested in the Club's future. However, in these uncertain times we realise sponsorship may not be a priority, if its something that may be of interest, please contact the email address listed.

Please note our additional information regarding [our Covid-19 Policies](#), Privacy Notice, Safeguarding Policy and Code of Conduct on the following pages. If you do have any further questions then please pass them to the club committee via email.

Yours in hockey,

The Hillhead Juniors Hockey Club Committee

[hillheadjuniors@gmail.com](mailto:hillheadjuniors@gmail.com)

## **Hillhead Junior Hockey Club Privacy Notice (GDPR)**

Hillhead Junior Hockey Club will be the “controller” of the personal information that you provide to us i.e. we will look after your information and not pass it on, in accordance with the guidelines set out in this policy document.

When you provide information about yourself or your child to join the club, for official or coaching courses, training or volunteering opportunities, we will ask for the following information: contact details including name, address, telephone number, email address, emergency contact information.

### **Why we need your personal information:**

#### 1. Club purposes

We need to collect your personal information so that we can effectively run our club and manage our members. We will use your personal information to:

- enter members into competition;
- submit membership lists to Scottish Hockey & Scottish Hockey West District for insurance purposes and to ensure eligibility to compete in competitions;
- nominate individuals for representative teams;
- contact you should there be changes to training or match times or venues;
- contact you with regards to finance matters relating to yourself and the club.

#### 2. Legitimate purposes

We also process our members’ personal information in order to:

- inform you of our upcoming events such as social events, club or international matches or other events;
- develop and maintain our volunteers’ and officials’ skills and qualifications.

Should you be uncomfortable with any of the above, do contact us via [hillheadjuniors@gmail.com](mailto:hillheadjuniors@gmail.com) and we will ensure that your details are not used in relation to any of the above activity.

#### 3. Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with details on these additional purposes.

### **Who we share your personal information with:**

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

Where we do need to share personal information with third parties, we will only share the necessary and relevant personal information required for the specific purposes and take sensible steps to ensure the information is used only in the manner it is intended.

### **How we protect your personal information:**

Your personal information is stored on our electronic filing system. The data is password protected and is only accessed by the Club Coaches for any of the reasons set out above.

### **How long we keep your personal information:**

We will only keep your personal information for as long as you are a member of our club, and clear our mailing list annually.

### **Your rights**

You can exercise any of the following rights by contacting [hillheadjuniors@gmail.com](mailto:hillheadjuniors@gmail.com):

- the right to request access to the personal information that we hold about you by making a “subject access request”;
- the right to have your personal information corrected or added to, should you deem it to be incomplete;
- the right to request that we restrict the processing of your personal information for specific purposes;
- the right to request us to delete your personal information.

Any requests received by Hillhead Junior Hockey Club will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk).

## Safeguarding and the HJHC Code of Conduct

Parents will be aware of recent media reports around Child Protection in Sport. HJHC complies with all Scottish Hockey policies and procedures in order to ensure that we continue to be a club that people feel confident in.

We ask for your support in ensuring that all the children and those who give their time to coach them enjoy their sessions at the Club. We have developed the policies below in order to ensure that this happens, and that robust procedures are in place should any incidents take place.

### HILLHEAD JUNIOR HOCKEY CLUB – Child and Vulnerable Adult Protection Policy

#### Responsibilities

HILLHEAD JUNIOR HOCKEY CLUB will:

- Promote the health and welfare of children and vulnerable adults by providing opportunities for them to take part in Hockey safely.
- Respect and promote the rights, wishes and feelings of children and vulnerable adults.
- Promote and implement appropriate procedures to safeguard the well-being of children and vulnerable adults and protect them from abuse.
- Recruit, train, support and supervise its members to adopt best practice to safeguard and protect children and vulnerable adults from abuse and to minimise risk to themselves.
- Require members to adopt and abide by this Child and Vulnerable Adult Protection Policy and these Procedures.
- Respond to any allegations of misconduct or abuse of children or vulnerable adults in line with this Policy and these Procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.

### HILLHEAD JUNIOR HOCKEY CLUB – Coaches Code of Conduct

Hillhead Junior Hockey Club supports and requires the following good practice by coaches when in contact with children and vulnerable adults.

- Make sport fun, enjoyable and promote fair play;
- Always work in an open environment avoiding private or unobserved situations and encourage an open environment for activities;
- Treat all children and vulnerable adults equally, with respect and dignity;
- Put the welfare of each child or vulnerable adult first before winning or achieving performance goals;
- Be an excellent role model including not smoking or drinking alcohol in the company of children or vulnerable adults;
- Give enthusiastic and constructive feedback rather than negative criticism;
- Ensure that if any form of manual or physical support is required for a child or vulnerable adult, it is provided openly, the child or vulnerable adult is informed of what is being done and their consent is obtained;
- Deliver educational instruction first verbally; secondly role-modelled; and thirdly, and only if necessary, with hands on which must be accompanied by telling the child or vulnerable adult where you are putting your hands and why it is necessary and obtaining their consent;
- Involve parents, guardians and carers wherever possible;
- Build balanced relationships based on mutual trust that empower children and vulnerable adults to share in the decision making process;
- Recognise the developmental needs and capacity of children and vulnerable adults and avoid excessive training or competition and either pushing them against their will or putting undue pressure on them.
- Be responsible when posting team information on social media, and follow club regulations

### HILLHEAD JUNIOR HOCKEY CLUB – Participants Code of Conduct

Hillhead Junior Hockey Club is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, 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 **Linda Barry, Child Protection Officer**.

As a member of Hillhead Junior Hockey Club you are expected to abide by the following club rules:

- All members must play within the rules and respect all officials and their decisions.
- All members must respect opponents.
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Members must wear suitable kit for training and match sessions, as agreed with the coach or team manager.
- Members must pay any fees for training or events promptly.
- Members and their representatives must remember that the use of personal mobile phones is not permitted during training [including break], this includes all uses of the phone [ex, photos, videos, texting]. If you bring your phone, leave it in your kit bag.