



# Members Handbook



The handbook contains information for all club members, including your membership responsibilities, welfare information and important club policies. This document is reviewed annually with further information available on our website

[www.horshamhockeyclub.com](http://www.horshamhockeyclub.com)



## Membership

All members of Horsham Hockey club must sign up to use our Teamo app, which we use to manage memberships, team squads and match selection. All availability and selection are carried out through Teamo (this is an App based system)



### Teamo

Link for new members: <http://web2.teamo.chat/club/register/horsham>  
Code for Horsham is **HMWKK**

If you need help setting this up, Adult members can request help accessing this from the membership secretary and Junior members through the Junior Co-ordinator

When you are connected, you can use this app to view:

- All training and games are shown on the calendar section
- Make yourself available for games by updating your availability each week
- Captains/Coaches will then select via the App and players are notified
- Access information of match locations, addresses and start times
- Access team communications and contact information for other players
- See match results from across the club
- See club social media posts
- Pay all outstanding match fees and membership fees All membership and match fees are also taken via the Teamo App.
- View all club social events, buy tickets and confirm dates



## Teams

- Horsham Hockey Club have 5 ladies sides, 5 mens sides, 1 mixed side and 2 development teams (boys and girls). Within the junior section of the club, we offer Boys and Girls sides at U8, U10, U12, U14, U16, U18.
- In the adult section of the club all teams have a weeknight coach and the M1/M2s and L1/L2s have a Saturday Coach that comes with the team also.
- In the Junior Section there is a head coach that monitors coaching and ensures all teams has a coach on Sundays. All age groups have a manager that supports the team and is in charge on game days.
- For contacts of individual teams and current league status please visit the Horsham website for up-to date information.

## GMS

All players playing league hockey must also be registered through the EH system, known as GMS. Details on how to register can be found below:

### Players who have played hockey recently:

Anyone that has played Club/EH comps/Uni over the last 3 years will be on GMS. If you have played for another club, please log onto your GMS account, and request a transfer. Any difficulties please email [gms.support@englandhockey.co.uk](mailto:gms.support@englandhockey.co.uk).

The previous club must email GMS to authorise the transfer, so please also email your previous club to request them to approve the transfer.

### New Players to hockey:

For players that have not been attached to a club since 2021 will need to register with GMS directly (different process if Junior or Senior)

Players over 18 must:

- Go to <https://gms.englandhockey.co.uk> and click 'Register'
- Select 'player', add your details and select your club (get this right!)
- You'll get a code sent so you can proceed
- Complete your full profile
- Wait for approval from your club

Players under 18 must be registered by a parent

- Go to <https://gms.englandhockey.co.uk> and 'Register'
- Select 'parent', add your details, select your club (get this right!)
- You'll get a code sent so you can proceed
- Complete your full profile including the details of your players



- Wait for approval from your club  
(Note that when players are 18 full profiles can be created and transferred to player)

## Membership fees

We offer a number of membership options at the club to ensure flexibility and suitable for individual members.

### Standard Membership:

This membership is available at different rates for different age groups and includes insurance, pitches, lights, coaches, training etc. (Discounted membership is available to all members if paid prior to 16th October.)

On top of this payment a weekly match fee is payable each time you play a game and this goes towards match teas, pitches etc.

### One-off Payment:

This type of membership allows players to pay both standard membership terms and match fees all at once. This payment option is cheaper overall assuming you play all matches. This option **must** be paid in full before 30 September.

### Social Membership:

A Social membership allows an individual to play up to 5 games of hockey a season but does not include training. It is aimed at individuals that fill in or are only available infrequently.

Any requests for variations to membership must go through the membership secretary to discuss and approve. No approval can be given from Captains / Coaches.

**At Horsham we encourage players to play and will work with individuals on membership when required.**

All details on yearly costs of membership can be found on Teamo.

## Kit

Horsham Hockey Club's kit is provided by FUEL. through FUEL's online platform:  
<https://www.fuelsport.shop/collections/horsham-hockey-club>

Members are expected to wear Horsham kit for all games played and all kit must be purchased from FUEL. Any requests for any additional kit must be approved and agreed by the committee prior to purchase. All kit is available for the whole club and is not team specific.



Home Kit\*: White Shirts, Black Skort/Shorts, White Socks

\*As home team, Horsham will always wear home kit. It is the responsibility of the away team to ensure they do not clash.

Away/Alternative Kit\*: Red Shirts, Black Skort/Shorts, Black Socks

\*Players to change shirts / socks or both if there is a clash with the home team.

Shirts – when ordering a playing shirt, a player can request a number, however, if this number is already allocated to another player the next available number will be issued.

A list of shirt numbers/players is shared between FUEL and Ladies/Mens/Junior Club Captains and reviewed and updated regularly.



## Team Management

### Captains / Managers

Each team has a dedicated captain (or Manager in the junior section) that is responsible for the selection of the team on a weekly basis.

Captains/Managers are responsible for ensuring fair selection of players, ensuring the players know they have been selected and providing all relevant information for the games.

Captains / Manager also act as correspondence between us, umpires and the opposition. For home games, providing details of the fixture, location, timing, kit and teas.

Captains / Managers are to provide tea numbers by Wednesday each week to ensure the club are able to cater for our requirements.

Where a team has a captain and manager (usually in the 1s team) – it is their responsibility to determine which role covers each task to ensure everything is completely in a timely fashion.

Captains / Managers are to complete GMS ahead of game each week by entering the team sheet, and then after the game completing the score card and umpire feedback (if required). Training on these tasks will be provided ahead of the first league games of the season.

All selection is carried out on Teamo. Once the captain/manager has selected the team they will need to confirm the team and allocated match fees at the end of the game. Captains should also check and chase match fees if these are not paid on time. Training for Teamo will be provided to captains ahead of the first league games of the season.

Captains/Managers are responsible for ensuring the team has a stocked first aid kit and balls for each game/training session.

Captains/Managers are to encourage players to participate in club socials, volunteering and crucially umpiring of other teams.

### Coaches

All teams have a coach that will provide mid-week or Sunday training to the team. Coaches' aims are to improve individual performance and create successful teams throughout the club.



Coaches should work together to ensure players are not overlooked within teams, are progressed as and when they are ready to be moved through the teams. Coaches should be involved in the selection of players and work with the captains to gain the best out of the teams.

### **Welfare / Safeguarding**

Horsham Hockey Club has a dedicated Welfare office whose details can be found on the main contact page of the website. On top of this we have a dedicated welfare email address which can be used: [welfare@horshamhockeyclub.com](mailto:welfare@horshamhockeyclub.com)

Horsham Hockey Club take the welfare and safeguarding of our club seriously and any concerns should be raised immediately.

Our welfare officer has undertaken appropriate EH approved training to support the role, and all our coaches will also have undertaken safeguarding training.

Horsham Hockey Club also have the support and advertise of England Hockey should we need any additional support.

All welfare and safeguarding issues will remain confidential.

### **First Aid / Accident Reporting**

All teams have a first kit provided to them at the start of the season. It is the captain's responsibility to request replacement items as and when items get used. All requests for new items can be raised to the club captains or welfare office.

Should an incident occur, an accident form needs to be completed. If the accident involves a head injury a full concussion assessment allows needs to be carried out and appropriate action taken.

Details on EH concussion policy can be found on our website in the document section: [Club Documents | Horsham HockeyClubV2](#). A condensed version can also be found on the door of the shed at the CH pitch.

The accident form can be found on the website in the document section also. These needs completing and sending to the welfare officer to store securely. If the accident involves a U18, a copy also needs to be sent to the parent/guardian.



## Policies

**Horsham Hockey Club have adopted England Hockey's Safeguarding Young People Policy and Procedures, Equality Policy and Code of Ethics and Behaviour (Respect).**

All links to relevant documentation can be found on our website. Further details on club policies can be found within the document.

### **Horsham HC Code of Ethics and Behaviour Statement**

Horsham Hockey Club will not tolerate bullying in any form. Every person within the club is accountable for their actions and should abide by the following:

- Treat all others with respect: learn and play by the rules
- Be independent and take responsibility for your own decisions on the pitch
- Co-operate with coaches, umpires, team-mates, volunteers and managers.
- Communicate effectively refraining from the use of foul language Never harass or argue with players, coaches, umpires, or other spectators
- Acknowledge, show patience & respect, and thank officials and opposing players
- Accept decisions of umpires or coaches without question
- Recognise the value and importance of coaches
- Speak out about concerning matters
- Not smoke, consume alcohol, or take drugs when representing the club

When working with junior members all personal shall:

- Be a role model to children by setting a good example and encourage 'playing by the rules'
- Support a child's involvement and learn what the child wants from the sport
- Teach the child about honesty and teamwork
- Be publicly open when working with children and avoid situations where coach and individual children are completely unobserved.
- Do not conduct meetings with children while they are changing nor be alone in a changing room with children
- Avoid taking children alone on car journeys or home, unless with parent consent
- Never engage in rough activities
- Not carry out sexually provocative games or sexually suggestive comments to a child
- Do not allow children to use inappropriate language unchallenged
- Do not do things of a personal nature for children which they are able to do for themselves
- Not invite or allow children to stay at their house unsupervised



- Make sure bad behaviour by children is challenged and not allow bullying
- Never punish or belittle a child for making a mistake or losing
- Breach of the code of conduct will be assessed on individual basis.
- Any breach relating to an U18/colt member will be referred to the Welfare Officer.
- Any adult breach of conduct will be referred to the Committee.

### **England Hockey's Policy**

- Supporting policy information can be found on the England Hockey website: [Code Of Ethics And Behaviour \(englandhockey.co.uk\)](http://englandhockey.co.uk)

## **Horsham HC Safeguarding and Protecting Young people Policy**

Horsham Hockey Club believes that all young people have the right to be safe and enjoy their involvement in hockey. We accept a responsibility to promote the welfare of young people and protect them from harm. A young person is defined as a child that has not reached their 18th birthday.

### **PURPOSE OF POLICY**

- This Policy has been produced to promote the welfare of young people and protect them from harm. The Policy sets out the commitments made by **Horsham Hockey Club and England Hockey** with regard to safeguarding young people and certain general principles and specific guidance that should be followed.
- We should also be aware of, and ensure compliance with other relevant good practice guidance relating to young people, including:
  - the recruitment of persons working with young people, including the use of Disclosure and Barring Service (DBS) checks in recruitment and employment
  - anti-bullying
  - taking and the use of photographic and recorded images of young people.
  - communication with and supervision of young people
  - social media guidance
  - planning events, competitions, tours

### **LEGAL REQUIREMENTS AND GOVERNMENT GUIDANCE**

- The practices, procedures, principles and guidance within this Safeguarding Policy and associated reporting procedures are based on the principles contained within UK and international legislation and government guidance with particular reference to the Protection of Freedoms Act 2012 and the requirements of DBS in relation to recruitment of those in regulated activity..



- England Hockey works with the NSPCC Child Protection in Sport Unit (CPSU) and is committed to maintaining and embedding safeguarding within EH.

### **HORSHAM HOCKEY CLUB COMMITMENT**

- Horsham Hockey Clubs Welfare Office will have knowledge of the following:
  - Knowledge of the EHB's 'Safeguarding Policy & Procedures
  - Knowledge of core legislation, government guidance and national framework for child protection
  - Basic knowledge of roles and responsibilities of local statutory agencies (social services, police and Area Child Protection Committees)
  - EHB's and the club's role and responsibilities to safeguard the welfare of children and young people and the boundaries of the club welfare officer role
  - awareness of equalities issues and child protection.
- Horsham Hockey Club will adopt England Hockey's Safeguarding Policy and associated guidance
- Horsham Hockey Club will have at least one named Welfare Officer, whose contact details are easily accessible to all club members and who has attended a 'Time to Listen' safeguarding workshop.
- Horsham Hockey Club will follow England Hockey's recruitment guidance by ensuring that their club/association is registered on England Hockey's DBS system
- Horsham Hockey Club will ensure that all coaches/ individuals who work regularly with young people have appropriate safeguarding training.
- Horsham Hockey Club will understand and follow England Hockey's reporting procedures and disseminate this information to their members. Provide an environment that is positive, safe, engaging and inclusive. The welfare and wellbeing of young people must be paramount.
- Horsham Hockey Club understand that safeguarding young people is everyone's responsibility, not just the Welfare Officer.

### **POLICY OBJECTIVES / ENGLAND HOCKEY'S ROLE**

- As the national governing body, England Hockey will publicise and promote within hockey its Safeguarding Policy, we will also support affiliated clubs and associations within The Hockey Family in adopting and implementing their own policies. This support will include producing template policies and procedures and good practice guidance and by providing access to training and education opportunities.
- England Hockey is also committed to directly challenging conduct within The Hockey Family that is, or may be, harmful to young people. England Hockey will take action against any person or organisation within its jurisdiction whose conduct is found to have harmed a young person in hockey or whose conduct (within or outside hockey) poses or may pose a risk of harm to young people in hockey. England Hockey may also refer matters back to a club, county or



regional association, league or other relevant organisations, with advice and support as appropriate, for resolution where appropriate.

## **GENERAL PRINCIPLES**

The following general principles regarding safeguarding and protecting young people will be applied:

- The safety and welfare of young people is paramount.
- The views and opinions of young people are sought, considered and integrated into all aspects of hockey.
- All young people, regardless of age, disability, gender reassignment, race (including ethnic origin, nationality and colour), religion or belief, sex (gender) and sexual orientation have the right to be protected from harm.
- It is recognised that some young people have additional vulnerability, which may be due to disability, language, sexual orientation, culture or for the fact that they perform in an elite environment.
- The rights, dignity and worth of all young people should always be respected.

## **FURTHER INFORMATION**

Any queries on child welfare should be direct to Horsham Hockey Club Welfare Officer. Details on who the current Child Welfare Officer can be found on the club website.

England Hockey Safeguarding Policy can be found: [SafeGuarding Policy 2021.pdf \(kc-usercontent.com\)](https://www.englandhockey.co.uk/usercontent.com)

For any concerns, England Hockey can be contacted at: [safeguarding@englandhockey.co.uk](mailto:safeguarding@englandhockey.co.uk)

## **Horsham HC Equality Policy**

### **Policy Objectives**

- Horsham Hockey Club are fully committed to the principles of equality of opportunity and is responsible for ensuring that no employees, job applicants, office holders, volunteers, consultants, members within its jurisdiction (together "Stakeholders") are unlawfully discriminated against because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including ethnic origin, nationality and colour), religion or belief, sex and sexual orientation (together the "Protected Characteristics").
- Horsham Hockey Club aims to ensure that there will be open access to all those who wish to participate in any aspects of hockey activities and those Stakeholders are treated fairly, equally and with respect.



- Horsham Hockey Club recognises that we live in a diverse society and will endeavour to ensure that all Stakeholders are given the same opportunities regardless of their socio-economic backgrounds.
- The policy sits alongside all other England Hockey policies and regulations including but not limited to the 'Respect' Code of Ethics and Behaviour and adherence will be managed through the "Respect" Code of Ethics and Behaviour.

### **Purpose of the Policy**

- This Policy has been produced to try to address and prevent any unlawful discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against Stakeholders that may preclude them from participating fully in any aspect of hockey.
- Equality is about respecting people's individuality. In doing so Horsham Hockey Club recognises that this Policy must provide flexibility in order to ensure a service, which is adaptive to individuals' needs, thus enabling all in our society to participate without prejudice or unnecessary barriers.

### **Legal Requirements**

- Horsham Hockey Club are required by law not to unlawfully discriminate against its Stakeholders and recognises its legal obligations under, and will abide by the requirements of, the Equality Act 2010, and any equivalent legislation (as amended) in any UK jurisdiction, Jersey, Guernsey or the Isle of Man and any later amendments to such legislation or subsequent equality related legislation that may be relevant to England Hockey.

### **Discrimination, Harassment and Victimisation**

Horsham Hockey Club recognises the following as being unacceptable:

- treating someone less favourably than you would treat others because of a Protected Characteristic.
- applying a provision, criterion or practice which, on the face of it, applies equally to all but which, in practice can disadvantage individuals with a particular Protected Characteristic. Such requirements or conditions are lawful only if they can be objectively justified.
- Harassment: engaging in unwanted conduct relating to a relevant Protected Characteristic or unwanted conduct of a sexual nature where the conduct has the purpose or effect of violating the recipient's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the recipient, or any other individual affected by such conduct.
- Bullying: the misuse of power or position to criticise persistently or to humiliate and undermine an individual's confidence.
- Victimisation: subjecting someone to a detriment because he or she has in good faith taken action under the Equality Act 2010 (or equivalent legislation) by bringing proceedings, giving evidence or information in relation to proceedings, making an allegation that a person has contravened the Equality Act 2010 (or



equivalent legislation) or doing any other thing for the purpose of or in connection with the Equality Act 2010 (or any equivalent legislation).

### **Reasonable Adjustments**

- When any decision regarding reasonable adjustments is made about an individual, the only personal characteristics that may be taken into account are those that are consistent with any relevant legislation and are relevant to the substance of the decision being made.

### **Transgender Athletes**

- England Hockey considers that hockey is a gender affected sport under the Equality Act 2010 and refers any transgender athletes to its policy relating to participation by transgender persons.

### **Responsibility, Implementation and Communication**

The following responsibilities will apply:

- Horsham Hockey Club Committee are responsible for ensuring this Equality Policy implemented, followed and reviewed when appropriate.
- Horsham Hockey Club Committee are also responsible to ensure this policy is enforced and any breaches are dealt with appropriately.
- Horsham Hockey Club will work with England Hockey to ensure the policy is fair and enforced correctly.
- All Stakeholders have responsibilities to respect, follow and promote the spirit and intentions of this Equality Policy along with adhering to this policy.

This Equality Policy will be implemented as follows:

- Horsham Hockey Club committee will regularly review its employment practices to ensure continuing compliance with relevant legislation, and where possible good practice.
- No applicant for any roles be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute unlawful discrimination.

This Equality Policy will be communicated in the following ways:

- A copy of this Equality Policy will be made available through the Horsham Hockey Club website. For additional information on Equality within England Hockey, links to link hockey documentation will also be included.

### **Monitoring and Evaluation**

- This policy will be reviewed every three years, unless any proposal to the committee, or legislation change, requires an interim review and/or amendment
- Horsham Hockey club will providing appropriate training opportunities as required



- This Equality Policy will remain in force until it is amended, replaced or withdrawn.

### **Disciplinary and Grievance Procedures**

To safeguard individual rights under this Equality Policy, any Stakeholder who believes they have suffered inequitable treatment within the scope of this Equality Policy may raise the matter through the appropriate procedure (club committee appeals).

Further information relating to equality can be found on the England Hockey website.

### **Horsham HC Selection Policy**

This selection policy applies to all adult teams and should be used to select team squads, match day teams and to manage the movement of players between squads in either direction.

#### **Squad selection – start of the season**

- The selection of squads will be chaired by the section Club Captain or an executive committee member to ensure balance decisions are made with the aim to settle the squads by mid-October.
- The purpose of squad selection is to identify the team in which each player is going to play for the majority of the season and to allow for Saturday match day squads to be confirmed.
- Selection should consider player ability, team structure, player combinations, discipline, fitness, training attendance, availability, player potential and junior player development opportunities.
- The Squads will start at the highest teams, with the 1XI selecting first and then subsequent players being assigned to teams on a target strength of 18 players per team.
- Where players are borderline, they may be included into two teams' squads if weekly selection is likely to benefit from this. Players may be promoted or dropped based on squad strengths at this time.

#### **TEAM SELECTION – DURING THE SEASON**

- A selection meeting will be held on a weekly basis. Team Captains (or a representative) will attend selection with details of the availability of their squad players for the following Saturday and will work together to ensure that the club's best interests are served, not just the interests of individual teams.
- Players must be encouraged to confirm selection on TEAMO promptly and preferably 2-3 weeks ahead.



- Selection should create a healthy and sustainable blend of player ages that are suitable for each team. It should prevent older players blocking the necessary development of younger players where they are capable, but also balance the needs of adult members with a youth at all costs approach.
- Any Team Captain dropping a player must communicate this to the player being dropped prior to the following match's details being sent out. The captain promoting a player from a lower XI for the first time into his side must contact the player being promoted (unless agreed otherwise at selection).
- Club Captains or an executive committee should arbitrate or mediate in situations where personality clashes are affecting player performance or selection.

### **Horsham HC Selection policy – Junior development teams**

This selection policy applies to all junior development teams and should be used to introduce junior players into the development league, select team squads, match day teams and to manage the movement of players between squads in either direction, including up to adult teams where appropriate.

#### **Squad selection – development teams**

- The selection of squads will be chaired by the Junior coordinator and Club Captains with input from the team managers and coaches to ensure balanced decisions are made for both squads.
- The 'Hots' are development teams and focus on developing players with inclusive game play, and enjoyment of hockey. Its purpose is to participate and develop players towards the adult game.
- This selection of players into squads will balance age, hockey skills, physical ability, and competitive ability to ensure the squads are balanced and appropriate for the players and team objectives.
- Parents and players should maintain the fullest availability only for the squads they have been assigned to and update this on TEAMO to ensure the players can be selected to maximise game time.

#### **Adult team selection – progression to adult leagues**

- Junior players who are considered capable of progression to adult leagues will be invited to attend adult training sessions and may be selected for a few trial games in lower IX adult teams. Trial games are to assess their suitability and safety before a permanent move is considered and do not represent a final decision on selection until completed, so you may be returned to the development teams.
- Junior players should progress to adult competitions only when it is in the best interest of the young player and the adult team is balanced and capable of supporting their development. 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.

- Careful consideration will be given to ensure that the distance travelled 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.