



## PHOENIX & RANELAGH HOCKEY CLUB

Founded 1998 and affiliated to England Hockey

Dear Volunteer

### ***Phoenix and Ranelagh Hockey Club Volunteer Agreement Form***

All volunteers, coaches, team managers, technical delegates and officials are expected to work to high standards in line with Phoenix and Ranelagh Hockey Club's policies and recognised best practice.

Within your pack you will find a number of documents or references to the website [www.pr-hockey.org.uk](http://www.pr-hockey.org.uk) that you are required to have read thoroughly. Should you have any questions on any of the areas covered, please bring these to the attention of any club officer so that your query can be addressed.

Please complete the sections and form below and return to Vicki Lincoln (Club Dev & Volunteer Officer) as soon as possible.

**Name:**

I confirm that I have read and understood the following policies of Phoenix and Ranelagh Hockey Club and will ensure that I adhere to these codes and policies at all times.

The policies I confirm having received and read, contained in the document "Coaches, Volunteers, Members and Parents Pack - Junior and Senior Section" (P&R Hockey Club 2011-2012, Version 4.3, August 2011), are

- Guidelines for dealing with an incident/accident (Section 5)
- Safeguarding & Protecting Young People in Hockey policy and referral form (Section 6)
- Equity Policy (Section 7)
- Code of Conduct for Volunteers (Section 9)

I also confirm that I am willing to undertake a Criminal Records Bureau (CRB) check and know of no reason why I should not be fit and proper to fulfil my role within Phoenix and Ranelagh Hockey Club.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_



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This form must be completed by ALL volunteers of Phoenix & Ranelagh Hockey Club. The Club Secretary or the Volunteer Officer will retain it. In addition, specific roles will require a Criminal Record Bureau (CRB) check.

Please complete this form clearly using block capitals.

Position (circle appropriate role)	Coach	Umpire	Manager	Captain	Helper	Other
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If Other – please state: \_\_\_\_\_

## PART 1 – Personal Details

Surname	
First Names	
Title (Mr, Miss, Dr etc)	
Any other names you are/have been known by	
Full Postal address of current residence (including postcode)	
Contact Telephone Numbers:	
Home	
Work	
Mobile	
Contact Email address	
Date of Birth	
National Insurance Number	
CRB Date and Cert no	



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### Part 2 – Medical Information

Emergency Contact Name			
Emergency Contact details (phone numbers)			
Do you have any known medical conditions (including current medication or know allergies or other factors) that it would be appropriate for Phoenix & Ranelagh Hockey Club to know about?		Yes	No
If Yes, please provide details here:			
Current Doctor and Practice			
Telephone Number			
NHS Card Number			

### PART 3 – Qualifications

**Please supply copies of relevant certificates where available.**

Academic/vocational e.g GCSE/NVQ			
Sporting qualifications			
Do you have any of the following England Hockey Association or other qualifications? (Certificates required)	Date:		
Leadership Award			
Level 1 VRQ Coaching Assistant Award			
Level 2 VRQ Coach Award			
Level 3 VRQ Coach Award			
Equity in Coaching Course			
Safeguarding and protecting Children			
Foundation skills workshop			
Umpire Level 1			



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Umpire Level 3		
First Aid		
Others...		
If you have a previously recognised coaching award please detail it here		
<b>Umpire Personal Insurance Cover</b> Are you a member of the English Hockey Club Silver/Gold?	Yes	No
If Yes, Membership Number and provide a copy of your certificate.		
If No, please provide details of your insurance cover		

### PART 4 – Previous Volunteer Experience

Name of Organisation	
Start Date	
Finish Date	
Contact Details for Organisation (Name, Address and Telephone Number)	
Nature of Duties	

If you have any other relevant voluntary experience please use an additional sheet of paper



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### Part 5 – References

England Hockey and Phoenix & Ranelagh Hockey Club reserve the right to carry out checks deemed appropriate in relation to your work with young people and will take up references on your suitability to work with young people.

Please provide the names and addresses of 2 people who know you well (but are not related) who will be acting as your references:

1	
2	

*The confidentiality of the information contained in this part of the form is to be maintained as appropriate.*

### Part 6 – Criminal Convictions

Have you ever been convicted of any criminal offence? (circle appropriate answer)	Yes	No
If Yes, please supply details of any criminal convictions:		

Note – you are advised that under The Rehabilitation of Offenders 1974 (exceptions) (Amendment) Order 1986 you should declare all convictions including "spent" convictions.

Are you a person known to any Social Services Department as being an actual or potential risk to children and young people?	Yes	No
If Yes, please supply details		



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### Part 7 – Declaration

I declare that the information I have given is a true and accurate statement.

I have read and understood the information regarding England Hockey and Phoenix & Ranelagh Hockey Club Child Protection Policy and Guidelines for Good Practice and I agree to work towards the recommendations contained therein.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_