



# **ENGLAND HOCKEY CLUB ACCREDITATION SCHEME**

## **INFORMATION & ASSESSMENT GUIDE**

**A GUIDE TO ACHIEVING CLUBS 1<sup>ST</sup>  
THE ENGLAND HOCKEY ACCREDITATION SCHEME FOR CLUBS**

## **CONTENTS**

<b>1</b>	<b>WELCOME &amp; INTRODUCTION</b>	<b>3</b>
<b>2</b>	<b>WHY DO CLUBS 1<sup>ST</sup></b>	<b>4</b>
<b>3</b>	<b>HOW TO DO CLUBS 1<sup>ST</sup></b>	<b>5</b>
<b>4</b>	<b>THE CLUBS 1<sup>ST</sup> PROCESS FOR ENGLAND HOCKEY CLUBS</b>	<b>6</b>
<b>5</b>	<b>CLUBS 1<sup>ST</sup> CRITERIA &amp; ASSESSMENT CHECKLIST</b>	<b>7</b>
<b>6</b>	<b>CLUB AUDIT</b>	<b>12</b>
<b>7</b>	<b>ASSESSMENT Including Club Visit and Report</b>	<b>13</b>
<b>8</b>	<b>ASSESSMENT APPLICATION FORM</b>	<b>17</b>

# ENGLAND HOCKEY MEMBERSHIP SERVICES CLUBS 1<sup>st</sup> ACCREDITATION SCHEME



## PART I: WELCOME & INTRODUCTION

Welcome to the Clubs 1<sup>st</sup> Information and Assessment Guide (3<sup>rd</sup> Edition).

This guide has been developed in partnership with clubs that have achieved Clubs 1<sup>st</sup> to support all hockey clubs that are working towards achieving the accreditation.

England Hockey is committed to developing a network of high quality clubs in England. Hockey's national strategy '*Uniting the Hockey Family*' identifies the development of a tiered club support programme as one of the 6 key developmental objectives. The aim of Clubs 1<sup>st</sup> Accreditation is to help clubs to achieve a set of nationally recognised minimum operating standards.

Clubs 1<sup>st</sup> is part of the Sport England Clubmark programme. Clubs achieving the accreditation will be recognised nationally as working towards providing a '*Safe, Effective and Child Friendly*' club environment.

The accreditation scheme has 4 focus areas:

- Duty of Care and Child Protection
- The Coaching Programme
- Sports Equity and Ethics
- Club Management

Clubs are expected to complete this file and undergo an assessment visit at a suitable club session (normally a junior coaching session) to achieve accreditation. Accreditation lasts for a period of 3 years after which re-assessment will be necessary.

This guide contains everything your club needs to begin to implement good practice and to gather evidence for assessment. Many templates and fact sheets are provided on the accompanying CD or online at [www.englishockey.co.uk](http://www.englishockey.co.uk) in the clubs download section. Please use these resources to help develop your own club forms and policies.

Good luck in developing your club and thank you for your commitment to the development of hockey in England.

**Mike Joyce**  
**National Club Development Manager**  
**ENGLAND HOCKEY**

## **PART 2: WHY DO CLUBS 1<sup>ST</sup>?**

There are many reasons why your club should try to achieve Clubs 1<sup>st</sup>; here are just a few of them:

- **To better understand your responsibilities when providing junior hockey**

Do you know what responsibility you have when your club runs a junior coaching session? Will your club deal with an injury or accident in an appropriate manner? How would a member of your club deal with a sensitive disclosure from a child? If a child has an allergy that might be dangerous, are you aware of it?

**Club 1<sup>st</sup>** is about being able to answer these questions. Using the templates and advice provided you can incorporate this into a volunteer club environment with the minimum of fuss.

- **To become more focused and organised as a club**

Do your committee meetings always seem to discuss the same things? Do you feel like you are not progressing as a club? Or going backwards? Do you have few volunteers with too much to do?

**Clubs 1<sup>st</sup>** looks at planning what you do as a club better and thinking about how you ask people to help out at your club. It's also about understanding what makes a good club work and how and where your club can improve. Finally, it's about working to secure long-term sustainability for your club over the coming years by learning to value your volunteers who are, after all, the life and soul of the club.

- **To be valued and respected**

Do you know you do a good job? Is it frustrating that you are not recognised for it? Wouldn't you like to know of others who do things as well as you?

**Clubs 1<sup>st</sup>** gives all involved in hockey a set of minimum operating standards to work towards and beyond. If you are doing a good job then Clubs 1<sup>st</sup> gives you the recognition you deserve as a club and a chance to be judged on the quality of service you provide to your club members and community.

- **To access more opportunities**

Are you aware of local funding streams for sport? Do you know where your local Sports College/School Sports Partnership is or what it could offer? Do you know what a County Sports Partnership is and how the England Hockey Whole Sport Plan could benefit your club? Would you like to be invited to England Hockey events and given national recognition on the England Hockey website?

**Clubs 1<sup>st</sup>** will become the essential criteria for the junior sections of hockey clubs to work with development bodies such as County Sports Partnerships and School Sports Partnership. Schools will be encouraged to only send children to hockey clubs with (or working towards) the accreditation and the England Hockey website will have a 'club finder' function that will prioritise promotion of clubs who are accredited.

## **PART 3: HOW TO DO CLUBS 1<sup>ST</sup>**

### **I. WHERE TO START**

- **Tell other people you are working towards Clubs 1st:**
  - Create a small, dynamic, 'working group' at your club to spread the responsibility around.
  - Tell your local Hockey Development Officer (either the County Hockey Development Officer or the Regional Hockey Office)
  - Speak to other local clubs – have they done it? Can you share ideas?
- **Take a good look at your club:**
  - Take the time to analyse your club, it's strengths and weaknesses. Doing this in an informal and relaxed environment is often a good idea. Be honest!
  - From the analysis generate a short 'Action Plan', no more than a couple of pages long, that gives clear direction for the club. (See template – 'Writing a Club Development Plan').
  - Involve other people to complete your plan:
    - Can parents help with training session registers or paperwork?
    - Use local Sports Development links to help – Hockey Development Officers, Local Authority Sports Development Officers, County Sports Partnerships.
- **Monitor the plan:**
  - Get the working group together fairly regularly (every 2 months or so) to update where you have got to. An informal environment is fine for this!
  - Try and stick to your deadlines!

### **2. COMPLETING THIS FILE**

- **Process**
  - Familiarise yourself with this guide, in particular the process in part 4
- **Action Plan**
  - Start by identifying what evidence you already have using the club check box against the criteria/evidence in part 5
  - Use the 'Writing a Club Development Plan' template to help generate a plan for achieving the rest of the criteria
- **Practical Tips**
  - Please reference your evidence (i.e. mark the appropriate criteria number on the top right corner of the evidence). This will help with the speed of assessment.
  - The file is big enough to hold ALL the evidence you need to provide (if it isn't you have too much evidence!).

### **3. RESOURCES**

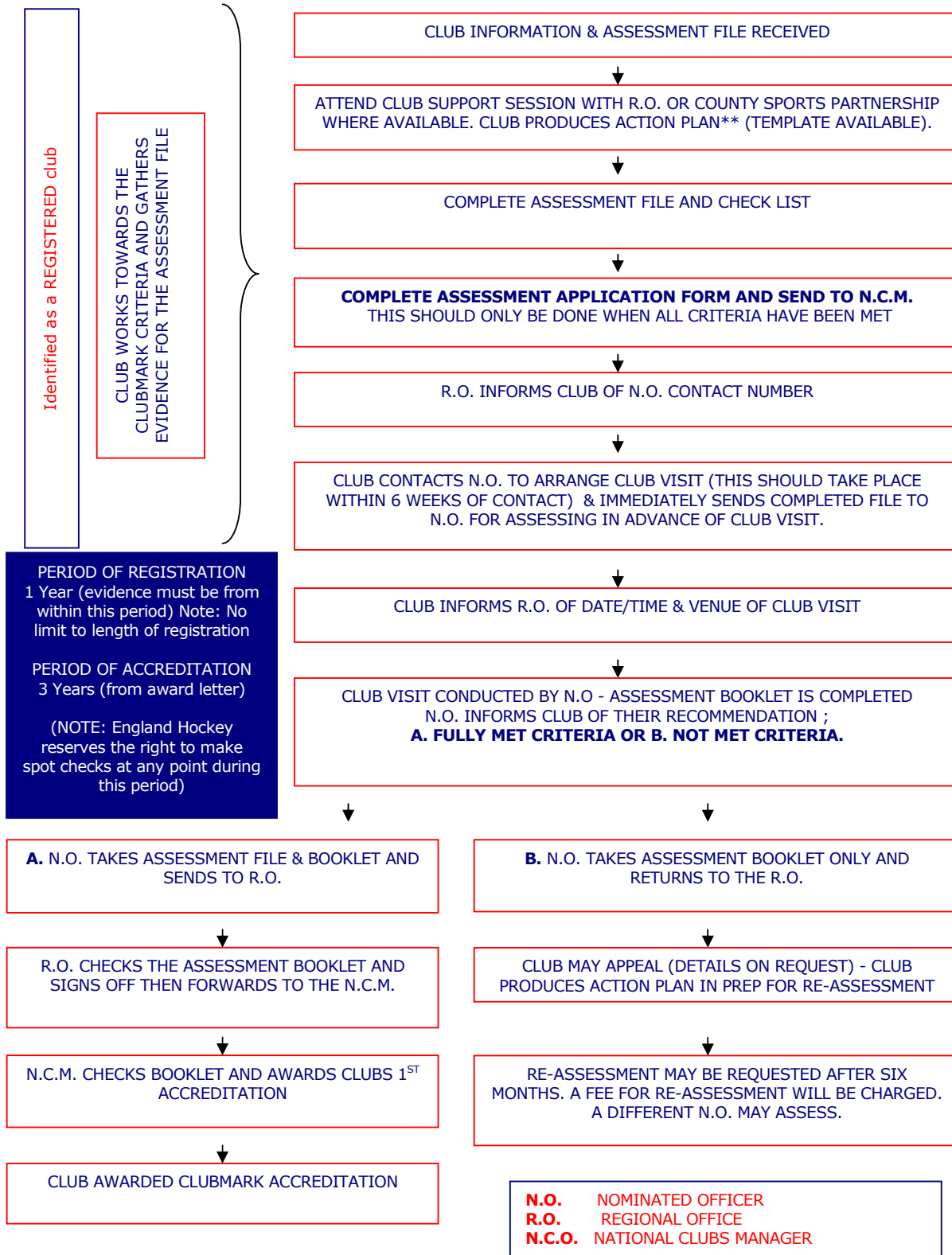
Many of the evidence requirements have supporting evidence that is available now OR is being developed and will be available via the website shortly. These resources may be templates, fact sheets or examples of good practice. Evidence with resources available have the symbol ® indicated to the right of the evidence description. PLEASE note: resources are provided to guide and support you in the development of your club's own resources, please do not just insert them unchanged into your file.

### **4. FURTHER SUPPORT**

Further information is available from your County Sports Partnership or Regional Office (contact details at [www.englishockey.org](http://www.englishockey.org))

**PART 4: THE CLUBS 1<sup>ST</sup> PROCESS FOR ENGLAND HOCKEY CLUBS**

The following table summarises your next steps towards becoming a Clubs 1<sup>st</sup> accredited Club. Please read it carefully.



**PERIOD OF REGISTRATION**  
 1 Year (evidence must be from within this period) Note: No limit to length of registration

**PERIOD OF ACCREDITATION**  
 3 Years (from award letter)

(NOTE: England Hockey reserves the right to make spot checks at any point during this period)

**N.O.** NOMINATED OFFICER  
**R.O.** REGIONAL OFFICE  
**N.C.O.** NATIONAL CLUBS MANAGER

**PART 5: CLUBS 1<sup>ST</sup> CRITERIA & ASSESSMENT CHECK LIST**

This section details the Clubs 1<sup>st</sup> criteria and the evidence required to satisfy it. Please use the CLUB CHECK to identify which evidence you have and which you need to obtain as part of an action plan.  
 ® symbol indicates where a Resource/Template is available on the support CD.

<b>DUTY OF CARE AND CHILD PROTECTION</b>		<b>CLUB CHECK</b>	<b>ASSESSOR CHECKBOX</b>
<b>1</b>	<b>The club has receipt of the EH Guidelines on child protection and is working towards implementing its procedures</b>		
	SIGNED COPY OF COMMITTEE MEETING MINUTES <i>(Including adoption of EH Child Welfare Policy or equivalent)</i>		
	CHILD PROTECTION ACTION PLAN INCLUDING TIMESCALES ®		
	CHILD PROTECTION INCIDENT REPORT FORM (WITH CLUB LOGO) ®		
<b>2</b>	<b>At least two members of the club, one of whom is a coach, have attended approved child protection training</b>		
	COPY OF CHILD PROTECTION TRAINING ATTENDANCE CERTIFICATE (1 <sup>ST</sup> PERSON)		
	COPY OF CHILD PROTECTION TRAINING ATTENDANCE CERTIFICATE (2 <sup>ND</sup> PERSON)		
<b>3</b>	<b>The club has adopted codes of conduct for all coaches, officials and volunteers working with children and young people (that meet EH guidelines)</b>		
	COPY OF CODE OF CONDUCT FOR COACHES / VOLUNTEERS & OFFICIALS ®		
	SAMPLE OF COMPLETED & SIGNED CODE OF CONDUCT AGREEMENT ®		
<b>4</b>	<b>The club has access to a fully equipped first aid kit at all coaching and competition sessions</b>		
	COPY OF CLUB PROCEDURES THAT IDENTIFY THE REQUIREMENT TO HAVE FIRST AID PRESENT ®		
<b>5</b>	<b>The club has emergency procedures for dealing with serious injuries / accidents</b>		
	COPY OF CLUB EMERGENCY PROCEDURES (TO INCLUDE PREVENTION & RESPONSE) ®		
	COPY OF COMPLETED RISK ASSESSMENT FORM (FOR HOME VENUE) ®		
	COMPLETED 'SIMULATED' INCIDENT REPORT FORM ®		
<b>6</b>	<b>The club has access to a telephone (land line or mobile) at all coaching and match sessions</b>		
	TO BE PROVIDED ON AUDIT FORM (PART 3 OF THIS FILE)		
<b>7</b>	<b>The club has a secure database of members' contact details including parents' or carers' emergency contact information &amp; medical information.</b>		
	SAMPLE COPY OF FORM USED FOR COLLECTING DATA ®		
	WRITTEN DESCRIPTION OF DATABASE, HOW IT IS SECURE, PROCEDURES FOR UPDATE		
	WRITTEN PROCEDURES FOR INFORMING COACHES OF RELEVANT MEMBER INFORMATION ®		
	SAMPLE ATTENDANCE REGISTER (FOR JUNIOR COACHING SESSION) ®		

**THE PLAYING PROGRAMME - COACHING & COMPETITION**

CLUB  
CHECK

ASSESSOR  
CHECK BOX

<b>8</b>	<b>The club provides coaching sessions weekly throughout the season for at least 1 age group involving young people (boys and girls – unless single gender club)</b>		
	COPY OF COACHING SCHEDULE (Including group, weekly topics & duration of sessions) ®		
	PROMOTIONAL FLYERS/SCHOOL LETTERS/PRESS RELEASES (Identifying session details) ®		
	COPY OF COACHING PROGRAMME (Detailed and leading to competitive opportunity) ®		
<b>9</b>	<b>Individual Development Programme including:</b>		
	<b>Regular player assessment (including written feedback – e.g. Stix Skills)</b>		
	<b>Umpire development opportunities (e.g. use of HROK! Pack)</b>		
	<b>Leader development opportunities (e.g. access to CSLA and Hockey Leaders Award)</b>		
	EXAMPLE OF INDIVIDUAL ASSESSMENT FEEDBACK (E.G. Stix Award Certificate) ®		
	EXAMPLE OF CERTIFICATE/AWARD FOR PARTICIPATION IN AN UMPIRE DEVELOPMENT PROJECT		
	EXAMPLE OF CERTIFICATE/AWARD FOR PARTICIPATION IN AN LEADER DEVELOPMENT PROJECT		
<b>10</b>	<b>The club provides regular competitive opportunities for the age groups coached and entry into local competitions as appropriate</b>		
	FIXTURE CARD (including all Junior fixtures)		
	RESULTS/MATCH CARDS (League or Press cuttings)		
<b>11</b>	<b>The number of coaches/leaders related to number of young people participating in order to ensure quality coaching &amp; safety should be 1:12</b>		
	DETAILS OF ACTIVE QUALIFIED COACHES & LEADERS IN THE CLUB (To be provided on Audit Form)		
	NUMBER OF YOUNG PEOPLE IN THE CLUB'S JUNIOR SECTION (To be provided on Audit Form)		
<b>12</b>	<b>The coach responsible for overseeing the programme is a minimum of Level 2 licensed coach</b>		
	COPY OF LEVEL TWO CERTIFICATE		
<b>13</b>	<b>The club has a written policy outlining roles of coaches/leaders involved in delivery to young people. This policy to be agreed by all coaches/leaders</b>		
	COPY OF POLICY (Detailing the coaching structure, roles & responsibilities of coaches/ leaders & volunteers including the junior co-ordinator) ®		
	AGREEMENT SAMPLE FORM (For Coach/Leader) ®		

**SPORTS EQUITY & ETHICS**

CLUB  
CHECK

ASSESSOR  
CHECK BOX

<b>14</b>	<b>The club has an open constitution that welcomes new members from all areas of the community</b>		
	SIGNED COPY OF CLUB CONSTITUTION ®		
<b>15</b>	<b>The club has adopted the EH Equity Policy and/or its own equivalent policy statement</b>		
	SIGNED COPY OF EQUITY STATEMENT ®		
<b>16</b>	<b>One member of the club has attended a Running Sport “A Club for All” workshop</b>		
	CERTIFICATE OF ‘A CLUB FOR ALL’ WORKSHOP ATTENDANCE		
<b>17</b>	<b>One coach has attended EH recognised Coaching/Club Equity workshops</b>		
	CERTIFICATE OF ‘EQUITY IN YOUR COACHING’ WORKSHOP ATTENDANCE		
<b>18</b>	<b>The club has codes of conduct for parents/carers and spectators (including rules for adults dealing with children)</b>		
	COPY OF CODES <i>(includes communication between the club &amp; parents)</i> ®		
	POLICY FOR COMMUNICATING WITH PARENTS/CARERS & SPECTATORS ®		
<b>19</b>	<b>The club has a set of rules for children and young people</b>		
	COPY OF RULES <i>(Rules FOR children)</i> ®		

<b>CLUB MANAGEMENT</b>		<b>CLUB CHECK</b>	<b>ASSESSOR CHECK BOX</b>
<b>20</b>	<b>The club is affiliated to ENGLAND HOCKEY</b>		
	CONFIRMATION FROM ENGLAND HOCKEY (EMAIL OK)		
<b>21</b>	<b>The club has as a minimum public liability insurance, equivalent to that provided through the EH insurance scheme</b>		
	COPY OF VALID INSURANCE CERTIFICATE ®		
<b>22</b>	<b>The club has a specific membership category and price for young people</b>		
	COPY OF MEMBERSHIP/PRICE POLICY (Can be Club Fixture/Handbook/Registration form or AGM minutes) ®		
<b>23</b>	<b>The club has a communications plan for communicating internally and externally, which may include media contacts, newsletters, internet and email</b>		
	EXAMPLES OF INTERNAL COMMUNICATION (Newsletter, E-lette,r etc.) ®		
	EXAMPLES OF EXTERNAL COMMUNICATION (Press cuttings, website, etc.) ®		
<b>24</b>	<b>The club to have two cheque signatories for the club account</b>		
	DETAILS OF SIGNATORIES ON CLUB ACCOUNT		
<b>25</b>	<b>The club has someone responsible for junior development issues</b>		
	HOCKEY CV FORM FOR JUNIOR CO-ORDINATOR ®		
<b>26</b>	<b>The club has a plan for recruiting young people, their parents/carers &amp; volunteers.</b>		
	DETAILS OF RECRUITMENT PLAN (Included in Club Development Strategy) ®		
<b>27</b>	<b>Development Strategy that is reviewed, at least annually, by the Club Management Committee</b>		
	4 YEAR DEVELOPMENT STRATEGY – INCLUDING ACTION PLAN ®		
<b>28</b>	<b>The club has local partnerships with a minimum of one school</b>		
	CLUB AUDIT FORM		

ONCE YOU HAVE COMPILED ALL YOUR EVIDENCE AND ARE READY TO BE ASSESSED PLEASE COMPLETE THE ASSESSMENT APPLICATION FORM AND SEND IT TO ENGLAND HOCKEY HEAD OFFICE (please see PART 4 : CLUBS 1<sup>st</sup> PROCESS)

**ENGLAND HOCKEY MEMBERSHIP SERVICES**  
**CLUBS 1<sup>st</sup> ACCREDITATION SCHEME**



**PART 6: CLUBS AUDIT**

CLUB NAME:						
CLUB ADDRESS:						
COUNTY:						
POSTCODE:						
CLUB WEBSITE:						
<b>MAIN CLUB CONTACT DETAILS</b>						
NAME:			POSITION:			
ADDRESS:						
POST CODE:						
TEL (DAY):		TEL (EVE):		MOBILE:		
EMAIL:						
<b>JUNIOR/YOUTH BOYS CONTACT DETAILS</b>			<b>JUNIOR/YOUTH GIRLS CONTACT DETAILS</b>			
NAME:			NAME:			
ADDRESS:			ADDRESS:			
POST CODE:			POST CODE:			
TEL (EVE):		TEL (DAY):		TEL (DAY):		
MOBILE:			MOBILE:			
EMAIL:			EMAIL:			
<b>MEMBERSHIP</b>						
<b>ACTIVE PLAYING MEMBERS</b>			<b>COACHES</b>		<b>UMPIRES</b>	
	Male	Female	QUALIFIED M	QUALIFIED F	NOT QUALIFIED M	NOT QUALIFIED F
18 yrs +						
14-18 yrs						
10-14 yrs						
6-10 yrs						
<b>ETHNICITY OF CLUB MEMBERS</b>			<b>DISABILITY</b>			
	Male	Female			Male	Female
ASIAN			VISUAL IMPAIRMENT			
BLACK			HEARING IMPAIRMENT			
WHITE			PHYSICAL DISABILITY			
OTHER			LEARNING DISABILITY			



## **PART 7: ASSESSMENT**

### **CLUB VISIT**

#### **PRINCIPLE**

England Hockey believe that the development of successful hockey clubs is fundamental to the future success of the sport of hockey. The guiding principle of the Clubs 1<sup>st</sup> Accreditation Scheme is to encourage clubs to achieve minimum operating standards across the 4 key areas.

#### **OBJECTIVES**

The objective of a club visit is to enable an England Hockey Nominated Officer to:

1. Meet with club personnel in recognition of the effort put into meeting Clubs 1<sup>st</sup>
2. Ensure the assessment file and club audit is fully complete
3. To assess the club is fulfilling the criteria they are providing written evidence of

#### **ARRANGING A CLUB VISIT**

When all section of the Clubs 1<sup>st</sup> file have been completed (i.e. evidence provided for all criteria) the 'Assessment Application Form' should be completed and sent to England Hockey.

#### **THE VISIT**

The club visit will last between one and a half to two hours and should take place at a time and venue where junior coaching/competitive hockey activity is taking place. At least two club personnel must be available to meet with the N.O. with one of these being the Junior Club Co-ordinator. The N.O. is required to ask a number of questions based on areas within the Clubs 1<sup>st</sup> file that need clarification/confirmation. They will also request a minimum of 5 physical checks. The table below identifies all the potential physical checks that they may request. Clubs will not be informed of questions or physical checks in advance of the visit.

<b>DUTY OF CARE &amp; CHILD PROTECTION</b>
1. Check that there is a first aid kit available for the hockey session taking place.
2. Ask the coach who has been leading the hockey sessions, who at that session is responsible in case of an emergency. Ask the person responsible to outline the emergency procedure.
3. Ask the coach who has been leading the hockey sessions if any of the players have medical conditions that they are aware of and how the club collects and distributes this information.
4. Ask to see the attendance register of the session taking place.
<b>THE PLAYING PROGRAMME</b>
1. Ask the coach leading the session what leader/umpire and player opportunities there are, and how individuals are identified to participate.
2. Watch the coaching session for ten minutes and observe whether the coach/leader: player ratio is 1:12.
3. Ask the coach leading sessions if they are a level two coach or above. If not, ask who is responsible for overseeing the programme.
4. Ask the coach leading the session if they have a copy of roles and responsibilities of coaches and leaders.
<b>SPORT EQUITY &amp; ETHICS</b>
1. Ask a parent or volunteer if they have received codes of conducts from the club. If answer is no, refer to the file e.g. the code of conduct maybe in the club handbook, show the evidence in the file to see if it is recognised.
2. Ask a player (with the coaches' permission) if they have seen a copy of the rules for young people. – If the answer is no, refer to the file e.g. it is in their handbook and has the player received the handbook.
<b>CLUB MANAGEMENT</b>
1. Ask club coaches or junior co-ordinator about pricing for young people.
2. Ask junior co-ordinator to describe their job.
3. Ask the coach leading the session what input they have had into the development plan.
4. Ask a player (with coaches permission), parent/carer how they find out what is going on at the club?

**ENGLAND HOCKEY MEMBERSHIP SERVICES**  
**CLUBS 1<sup>st</sup> ACCREDITATION SCHEME**



<b>NOMINATED OFFICER CLUB VISIT REPORT</b>		
<b>ASSESSMENT FILE QUESTIONS &amp; ANSWERS</b>		
<b>DUTY OF CARE AND CHILD PROTECTION</b>	<b>CLUB OFFICER RESPONSE</b>	<b>ASSESSOR COMMENTS</b>
<b>THE PLAYING PROGRAMME</b>	<b>CLUB OFFICER RESPONSE</b>	<b>ASSESSOR COMMENTS</b>
<b>SPORTS EQUITY &amp; ETHICS</b>	<b>CLUB OFFICER RESPONSE</b>	<b>ASSESSOR COMMENTS</b>
<b>CLUB MANAGEMENT</b>	<b>CLUB OFFICER RESPONSE</b>	<b>ASSESSOR COMMENTS</b>



**ENGLAND HOCKEY MEMBERSHIP SERVICES**  
**CLUBS 1<sup>ST</sup> ACCREDITATION SCHEME**



**ACCREDITATION REPORT**

**ENGLAND HOCKEY NOMINATED OFFICER**

NAME:

ORGANISATION:

TEL (DAY):

TEL (EVE):

EMAIL:

**CLUB VISIT**

CLUB NAME:

CLUB OFFICER NAME:

DATE OF VISIT:

VENUE:

DESCRIPTION OF SESSION VISITED:

**ASSESSMENT RECOMMENDATION**

FULFILLED CLUBS 1<sup>ST</sup> CRITERIA  NOT YET FULFILLED CLUBS 1<sup>ST</sup> CRITERIA  (PLEASE TICK)

IF NOT FULFILLED PLEASE IDENTIFY WHICH CRITERIA

NOMINATED OFFICER GENERAL COMMENTS ABOUT THE CLUB

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

ENGLAND HOCKEY RDM COMMENT & RECOMMENDATION:

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

I CERTIFY THAT THE ASSESSMENT PROCESS HAS BEEN COMPLETED SATISFACTORILY AND THAT \_\_\_\_\_ HOCKEY CLUB HAS FULFILLED ALL THE CRITERIA OF CLUBS 1<sup>ST</sup> AND CLUBMARK ACCREDITATION.

SIGNED (NATIONAL CLUBS MANAGER): \_\_\_\_\_ AWARD DATE: \_\_\_\_\_

**FURTHER INFORMATION**

Please contact Mike Joyce (*National Clubs Manager*) or your Regional Office for further information or support. Full contact details are available at [www.englishockey.co.uk](http://www.englishockey.co.uk)  
T. (01908) 544612 E. [mike.joyce@englishockey.org](mailto:mike.joyce@englishockey.org)

**ENGLAND HOCKEY MEMBERSHIP SERVICES**  
**CLUBS 1<sup>st</sup> ACCREDITATION SCHEME**



**PART 8: ASSESSMENT APPLICATION FORM**

This form is to be completed by the Club once all Clubs 1<sup>st</sup> criteria have been completed. Please use the 'Club' column in the Assessment Booklet as a checklist to ensure your club is ready for a visit (please note: you will be required to forward your completed Assessment File to your N.O). Once this form has been received by the appropriate England Hockey Regional Office you will be informed of the contact details for your N.O.

<b>CLUB CONTACT DETAILS</b>		
<b>CLUB NAME:</b>		
<b>CONTACT NAME:</b>		
<b>ADDRESS:</b>		
<b>COUNTY:</b>		
<b>POSTCODE:</b>		
<b>TEL (DAY):</b>	<b>TEL (EVE):</b>	<b>MOBILE:</b>
<b>EMAIL:</b>		
<b>NOMINATED OFFICER VISIT DETAILS</b>		
Once you have been informed of the contact details of your N.O. it is your responsibility to contact them and arrange a visit (this must take place within six weeks of contact). In order to speed up this process please provide details of your junior training sessions and appropriate times for the visit. Please refer to the Assessment booklet for visit requirements (you do not need to provide dates).		
<b>TRAINING VENUE:</b>		
<b>VENUE ADDRESS:</b>		
<b>TRAINING DAY:</b>	<b>TRAINING TIMES:</b>	
<b>OTHER DETAILS:</b>		

Please return completed form to England Hockey Membership Services, The National Hockey Stadium, Silbury Boulevard, Milton Keynes MK9 1HA or email it to [membership@englandhockey.org](mailto:membership@englandhockey.org)

**FOR OFFICE USE ONLY**

RECEIVE DATE:	BY:
REGIONAL OFFICE NOTIFIED:	BY:
N.O. DETAILS GIVEN TO CLUB:	BY:
NOMINATED OFFICER:	