

Affiliation 2017/18 – what information will be requested and why



This document outlines the information that England Hockey requests as part of the affiliation process. It will give you a better understanding of what is required and will enable you to start gathering information ahead of the affiliation system opening on Monday 2nd October 2017. If you have any questions surrounding the affiliation process, please don't hesitate to contact joe.daniel@englandhockey.co.uk

Club information

We request your club's website, Twitter and Facebook details to enable us to keep the [Play Hockey website](#) up to date. This will ensure that people interested in joining your club will easily be able to contact you, as we want as many people to know about you as possible! Also, in order to help us better understand the different ways hockey is being played in England, we ask what 'ways to play' your club offers (e.g. Back to Hockey, Summer League etc).

As of this year, we will also be requesting the following information:

Club structure – we will be asking if you're an unincorporated or incorporated organisation as well as if you're a registered charity or CASC. This information will enable us to provide stronger support depending on your club's requirements and ensure you have the correct legal status and help available to you.

Multisport club – we will be asking if you're linked to a multisport club and if so, what other sports make up this club. This will help us to recognise how many hockey clubs are linked to wider multisport clubs and to establish what support we may be able to offer you.

Venue Information

To help map our playing population we ask that you provide a few details around the facilities that you use for any on and off pitch activities. All the details requested are optional, however, where possible, please provide a name and postcode for each venue that you use. This will allow us to review your facility usage and protect, improve and develop these facilities, ultimately helping the game grow in your area. Please also let us know if there are any issues surrounding the pitch/accessibility, so we can assist where possible.

Info	
Venue name*	The name of the venue - please try to avoid abbreviations or nicknames
Venue postcode*	The postcode for the venue
Surface type	To help us monitor pitch quality and provision across England
Avg. weekly usage (hours)	How many hours you use the pitch for all activities (training, matches etc) in an average week during the season. This will help us to determine where demand is high
Hourly rate (£)	The hourly rate you are charged for hiring the pitch at the weekend. This will allow us to monitor pitch hire rates within your area

*This information is mandatory for your main pitch

Team information

Capturing the number of teams within your club allows us to see how much hockey is played in England and provides us with information to shape the range of competitions that England Hockey offer. All National League teams as well as male or female teams participating in feeder leagues to the National League (including the London League) must be included in your affiliation submission. Please also include any regular junior or masters teams that play throughout the season, whether it's in leagues or friendly fixtures.

Player information

In line with people's sporting commitments continually changing and clubs now offering more ways to play hockey, we have evolved how we record participation figures for our sport. Off the back of the Gold medal in Rio and with the Women's World Cup in London in 2018, we are seeing the visibility of hockey ever increasing.

To capitalise on this increased interest, we want to try to extend what we have to offer to meet the needs of new groups of hockey players. Consequently, we would like you to group your club membership into the following three categories*:

1. Typical club player – this junior or adult club member plays regular league hockey or in tournaments.
2. Informal player – this junior or adult club member takes part in social hockey activity, such as play nights, small sided sessions, Back to Hockey, Summer League, walking hockey etc.
3. Community player – this junior or adult isn't a member of your club yet, but takes part in local activities that have been organised by the club. This could include, coaching within schools or a local community programme.

***Club members should only be counted once, in the uppermost category. For example, if a player participates in categories 1, 2 and 3, please count them in option 1 only.**

We ask you to submit the number of hockey players associated with your club, broken down by gender and into certain age categories. Clubs have feedback that it is useful to split out this information as it helps in:

- ascertaining playing numbers ahead of the new season
- forecasting future income more easily
- communicating with members in a more meaningful and targeted way

This information is also incredibly useful for England Hockey as it helps us understand how your club is developing, especially if it is growing/shrinking in certain areas. It can also help us identify long term pitch requirements and where campaigns can prove most useful for clubs.

We appreciate that players will always come and go throughout the season but we would ask that you complete this as accurately as possible. This data is used to show the overall state of our sport and we share this information with external providers such as Sport England. Please see below for the age bandings we require:

Age bandings* = 5-10, 11-13, 14-16, 17-18, 19-21, 22-25, 26-35, 36-45 and 46+

**We appreciate some club's experience difficulties collating this information. If your membership database is on Excel and you collect member's 'date of birth', you can apply simple formulas to your spreadsheet to easily calculate a person's age. [Click here](#) for more information.*

Club contacts information

We collect the contact information of your club's committee members to enable us to communicate and send relevant information to the most appropriate person within your club. This process has now been streamlined and you do not need to repeatedly input the same contact details of a member who performs multiple roles. Equally, not all roles are applicable – for example, if you're a Masters only club, we wouldn't ask for a junior contact.

The information below outlines the various committee roles. Roles marked with a * below are mandatory and we ask for at least a first name, surname and email address. In the instance of secretary and treasurer, we also ask for a postal address and phone number, should we need to send out any correspondence. Personal details will not be shared with or passed onto any third parties. Roles that don't have an * are not compulsory if you don't have an individual within your club who performs that role.

Role	Role description
Chairperson*	Responsible for the overall strategic direction of the club, chairs the committee meetings and represents the club with stakeholders at key meetings and functions.
Secretary*	Responsible for managing administration processes and are our first port of call should we need to contact your club.
Treasurer*	Handles all club finances
Disciplinary contact*	You will be the named point of contact for County, Regional and National Disciplinary Officers in respect of any cases or issues arising from the England Hockey Codes of Ethics & Behaviour and Discipline.
Social contact*	The person who deals with any club socials, group bookings to hockey events or club tours. You are responsible for ensuring that club members are aware of any upcoming social events and how they can get involved.
DBS contact*	Responsible for the coordination and administration of Disclosure and Barring Service (DBS) Checks (previously known as CRB).
Development contact*	Responsible for overseeing the development of the club. You will work closely with the club committee and an England Hockey Relationship Manager to retain existing members, attract new members and expand playing opportunities at your club.
Junior contact	Responsible for the organising and overseeing the club's youth section.
Masters contact	Responsible for overseeing the Masters teams within your club.
Marketing and comms contact	This person is responsible for updating the club website, liaising with any media and has access to social media channels the club may operate
Facilities contact	Responsible for working with an England Hockey Relationship Manager to ensure that information requested about your club's facilities is provided. Should your club be applying for any funding to develop facilities, you would be our primary contact should you require any support or advice.
Welfare contact	The welfare of young people is everyone's responsibility. The Welfare Officer's role is to promote good practice and work with others to provide a safe environment for young people.
Coaching contact	Responsible for keeping club coaches/volunteers informed of the latest coaching updates from England Hockey, as well as any CPD opportunities that may be of benefit.
Umpiring contact	Responsible for keeping club umpires/volunteers informed of the latest umpiring updates from England Hockey, as well as any CPD opportunities that may be of benefit.