

Affiliation 2019/20 – what information will be requested and why



ENGLAND
HOCKEY

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 completing the affiliation process. If you have any questions surrounding the affiliation process, please don't hesitate to contact clubs@englandhockey.co.uk

Club information

We request your club's website, Twitter and Facebook details and a club contact to enable us to keep the “**Find a club**” section on the 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, Hockey Heroes etc).

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.

New to this year, we are asking for a contact who we can send promotional information to regarding FIH tickets and other events.

Facilities and Venues

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. Apart from name and postcode of your main pitch, all other 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 club usage (hours)	How many hours your club 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, Hockey Heroes 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+

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, in accordance with our legitimate interest in running the sport. 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. Roles that don't have an * are not compulsory if you don't have an individual within your club who performs that role you can leave the fields blank. For details on how your data will be processed, please follow this [link](#) to see a copy of EH's Privacy Notice.

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.
DBS contact*	Responsible for the coordination and administration of Disclosure and Barring Service (DBS) Checks (previously known as CRB).
Welfare contact*	The welfare of young people in hockey is the responsibility of everyone. The Welfare Officers role is to be the main point of contact for safeguarding concerns and to promote good practice to create a safe and welcoming environment
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.
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.
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.
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.
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Safeguarding – Call to Action

The need to keep those under the age of 18 safe while taking part in hockey is an ongoing responsibility that England Hockey and all clubs that are affiliated to us undertake. It is important that young people who participate in our sport are able to enjoy hockey in a welcoming, positive and safe environment.

We are once again asking for all clubs to commit to these minimum standards for the 2019/2020 season. It is important to continually commit to these standards as safeguarding and welfare is an ever-changing environment with new challenges and solutions being brought forward. It is also the case that some clubs will have changed personnel in the past 12 months.

Data Management

As you will all no doubt be aware, the General Data Protection Regulations (GDPR) are now in force. As a consequence, any data that is shared between Leagues, Clubs, Associations and England Hockey will be governed by it and the Data Protection Act 2018. This will include all activities including affiliation and events.

In order to ensure full compliance with regards to data transfer/sharing, EH have produced a Framework Agreement. This covers all aspects of data transfer including situations where both parties may be Data Controllers. Producing this Agreement by way of a Framework allows for future agreements between these parties, where data sharing is involved, to be included.

This Framework Agreement is intended to protect all parties with regards mandated compliance and most importantly our data subjects and has therefore been drafted accordingly.

It is of note that this is only a Framework Agreement and therefore when sharing data for a specific purpose, the details such as the particular types of data involved, the purpose of such data sharing, the retention periods for that data and subject rights should be set out clearly in any specific agreement. This specific agreement should be linked to this Framework Agreement for overarching compliance.

Please note that this Framework Agreement is voluntary, and a club can choose to opt out at any point noting that they will no longer be able to share data under it's protection. Please feel free to contact EH at mydata@englandhockey.co.uk should you have any questions with regards this Agreement or GDPR more generally.