



NEWMARKET HOCKEY CLUB

WELCOME PACK 2018-19



Newmarket
Hockey Club



Newmarket Hockey Club - Welcome Pack – 2018-19

Contents

Newmarket Hockey Club - Welcome Pack – 2018-19.....	1
Contents.....	1
Letter from the Chairman	2
Contacts within the Club.....	3
Committee:	3
Club Officers:.....	3
Development Committee:	3
Coaches	3
Club Contacts:	3
Captains:.....	4
League Information.....	4
Teams:.....	4
Code of Conduct and Behaviour for Players	4
Who does this apply to?	4
Expected minimum standards of behaviour and conduct.....	4
Child and Vulnerable Adult Protection Policy.....	5
Guidance Notes for Pitch Side Conduct.....	5
Captains and Umpires should:	5
Code of Conduct.....	6
Club Rules.....	6
Subscriptions.....	7
New Players – what to expect.....	8
Info:	8
Contact:.....	8
Matches:	8
How can you help?.....	8
Privacy Notice	9

Letter from the Chairman

Dear Members

I would like to offer you a huge welcome to all of you for the 2018-2019 season here at Newmarket Hockey Club.

Last year proved to be another hugely successful season for Newmarket Hockey Club, and among other triumphs, saw our Mens 2nd team promoted to Division 4NE. Our Clubs continues to thrive and grow across all sectors, and saw a record number of juniors joining up.

The Junior section continues to go from strength to strength under Claire McDonald's leadership. This year will we spread junior training over two sessions on a Sunday, run as U8s & U10 at 10 – 11am and U12 & U14s at 11 to 12pm. This will allow for more pitch space. We have entered an U14 development league and regular junior tournaments, and look forward to further growing and welcoming new young players.

Please take a minute to visit our website, our talented Louis has been hard at work updating and developing our website. There are many different sections, which will give you all the info that you need to know about our Club.

Running a club of our growing size requires a lot of dedicated time from our volunteers. I would urge you to give your full support to these hard working individuals who give their time generously to make your Club a reality. Please also consider if there is any way that you could offer some of your time or expertise to assist in the running of the Club. This could take the form of helping out with Juniors on a Sunday, helping our Social Secs with running our events, becoming an umpire, helping your Captain on a Saturday or taking on a formal role. Please talk to any of our committee members, any small contribution will make a difference and will be appreciated.

We wish you everything of the best for the coming season and thank-you for being part of our Club.

Alex NHC Chairman

Contacts within the Club

Committee:

Chairman – Alex Andreou
Vice Chairman – Zoe Bailey
Club Secretary – Peter Booth
Membership Secretary – Mel Podd
Treasurer – Stef Heslop
Junior Coordinator – Claire McDonnell
Men's Representative – Andy Baker
Ladies Representative – Di Farrell-Thomas
Development Coordinator – Jess Boyle

Club Officers:

Fixtures / League Secretary - Sue Bullimore
Welfare Officer – Vicky Benediktz
CRB Officer – Vicky Benediktz
Umpires Liaison Officer – Andrew Beardon

Development Committee:

Fixtures / Facilities Officer - Sue Bullimore
Communications Co-ordinator – Jordan Newnes
Social Secretary – Grace Evans
Webmaster – Louis Hrebeniak
Kit Officer – Faye Andreou

Coaches

Adnam Zakir, Alex Andreou, Di Thomas, Lydia Evans
Juniors – Claire McDonnell, Drew Wood, Andy Baker, Peter Booth + Assistant Coaches

Club Contacts:

Role	Name	Mobile No.
Chairman	Alex Andreou	-
Club Secretary	Peter Booth	07415 101765
Club Treasurer	Stef Heslop	07810 805663
Membership Secretary	Mel Podd	07879 648553
Men's Representative	Andy Baker	07957 243639
Ladies' Representative	Di Farrell-Thomas	07947 378578
Junior Coordinator	Claire McDonnell	07736 458012
Development Officer	Jess Boyle	07498 063424
Social Secretary	Grace Evans	07825 080826
Fixtures & League Officer	Sue Bullimore	07897 577772
Umpire Co-ordinator	Andrew Beardon	07967 105753
Facilities Co-ordinator	Sue Bullimore	07897 577772
Welfare & DBS Officer	Vicky Benediktz	07815 751238
Junior Representative	Ollie Trent	07787 244431
Communications Officer	Jordan Newnes	07708 972661
Webmaster	Louis Hrebeniak	07835 299602
Kit Officer	Faye Andreou	07846 136714

Captains:

Mens Section

- Captain 1s Will Wilson
- Captain 2s Drew Wood
- Captain 3s Peter Booth

Ladies Section

- Captain 1s Kerry Alderson-Davies
- Captain 2s Zoe Bailey
- Captain 3s Mel Podd
- Captain 4s T.B.C.

League Information

All our teams play in the EAST league. <http://www.east-leagues.co.uk/>

Teams:

- Mens 1st team – 3NE
- Mens 2nd team – 4NE
- Mens 3rd team – 6NE
- Ladies 1st team – 2NW
- Ladies 2nd team – 4NW(S)
- Ladies 3rd team – 5NW(S)
- Ladies 4th team – 5NW(S)

Club:

The Club trains and has home games at:

Newmarket Leisure Center Astro, Exning Road, Newmarket, CB8 0EA, 01638 782500

Code of Conduct and Behaviour for Players

Who does this apply to?

The content of this Code of Behaviour is an extension of the Generic Code of Behaviour and it applies to all Players involved in hockey in England. The parts in *bold italics* highlight the specific elements which apply to this particular group. In order to protect the reputation of hockey in England, the code also applies to all those associated with the EHB who are involved in hockey whilst outside of England.

Expected minimum standards of behaviour and conduct

All such individuals involved in hockey will, at all times: Respect the spirit of fair play in hockey. This is more than playing within the rules. It also incorporates the concepts of friendship, respect for others and always participating with the right spirit.

Respect the rights, dignity and worth of others.

- *Respect umpires, officials, coaches, players and spectators.*

Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.

- *Never participate when under the influence of alcohol or drugs.*

Promote the reputation of the sport and take all possible steps to prevent it from being brought into disrepute.

- *Accept success and failure, victory and defeat, with dignity.*

- *Set a positive example for others, particularly young participants and spectators.*

Protect others involved in the game from verbal or physical abuse and threatening or intimidating behaviour. Never use inappropriate language or gestures.

- *Never use foul, sexist, abusive, racist or any prejudicial language or tolerate it from players and/or team officials.*
 - Abide by the EHB Safeguarding and Protecting Young People in Hockey Policy and Procedures and Good Practice Guidelines.
 - Abide by the EHB Equality Policy.
 - Abide by the EHB Anti-doping Rules.
- Take personal responsibility to ensure that they are suitably insured for their activities.

Child and Vulnerable Adult Protection Policy

Responsibilities

Newmarket Hockey Club will:

- Promote the health and welfare of children and vulnerable adults by providing opportunities for them to take part in Hockey safely.
- Respect and promote the rights, wishes and feelings of children and vulnerable adults.
- Promote and implement appropriate procedures to safeguard the well being of children and vulnerable adults and protect them from abuse.
- Recruit, train, support and supervise its members to adopt best practice to safeguard and protect children and vulnerable adults from abuse and to minimise risk to themselves.
- Require members to adopt and abide by this Child and Vulnerable Adult Protection Policy and these Procedures.
- Respond to any allegations of misconduct or abuse of children or vulnerable adults in line with this Policy and these Procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.

Guidance Notes for Pitch Side Conduct

It is the responsibility of the Club to ensure that good manners and courtesy prevail towards the opposition, umpires and other officials before, during and after the game.

Once the pitch is available, the home Captain shall assume authority for the pitch and its surrounding area.

Club's are advised to ensure that they have adequate insurance cover and that they are aware of local health and safety legislation regarding the pitch and their facilities.

Captains and Umpires should:

- Agree the location of managers, coaches, substitutes and suspended players during their suspension and from where substitutions will take place.
- Satisfy themselves as to the quality and safety of the pitch and its facilities and ensure that other pitch side furniture is removed to the safest location.
- Check the availability and location of an emergency telephone and first aid.
- Agree with the home team officials the location and allowed proximity of spectators.
- Substitutes should warm up in clothing in a colour other than the participating teams in the agreed area of the pitch side.
- Coaches and managers must remain in their designated area.
- Vocal communication by team officials and players on the bench must not, in any way, be directed at the umpires or players of the opposing team.

- Players not taking part in the game, or those in subsequent or previous matches, must not knock up or cool down on or near the pitch whilst the match is in progress.
- Post match inquests should be held away from the pitch.
- Spectators should be advised, if necessary, of matters relating to their conduct and particularly in so far as this affects the game in hand.
- Small children should not be allowed to wander freely around the perimeter of the pitch whilst games are in progress. Children should remain under the control of the parent / guardian at all times. Babies in push chairs should not be left parked on the side of the pitch.
- Captains, coaches and managers should be responsible for their own conduct and the conduct of their players at all times.
- Contravention of the Guidance Notes of Pitch Side Conduct should be included in any report. Umpires should advise County / League Officials of any abuse of these Guidance Notes.

Code of Conduct

It is a requirement of Newmarket Hockey Club that all members are aware of their responsibilities in maintaining the good name of the Club.

Club Members are required to:

- not bring the good name of the Club into disrepute;
- adhere to Hockey Association and League rules;
- observe discipline and acceptance of umpires decisions on the field of play;
- apologise to the umpire after the game for any dissent or carded offence;
- pay monies owed to the Club by the date due.

Club Captains are required to:

- maintain the discipline and good behaviour of team members;
- report both verbally and in writing to the Club Chairman within 48 hours any significant disciplinary offence that has occurred. This to include: red cards; significant yellow card offences; any significant offence not reported by the umpires; indiscipline off the field of play.

The Club Chairman will refer any report of indiscipline to a Disciplinary Committee set up by the General Committee. The Disciplinary Committee will decide on any disciplinary action required and this will be communicated by the Club Chairman to the player(s) involved. The player has a right of appeal to the General Committee.

The Code of Conduct forms part of the Club Rules.

Club Rules

The Club opposes all forms of discrimination and will actively encourage, promote and develop hockey amongst all sections of the community it serves. The Club undertakes to ensure that 2Sports Equity (i.e. fairness) is practised. This includes providing opportunities for young people, black and ethnic groups, women and people with disabilities at a level appropriate to their needs and aspirations.

The Club's colours are yellow & blue shirts (white shirts if kit is similar to the host team). Navy blue shorts/skirts. Yellow socks (again, white if similar to host team).

The Club will comply with the rules of their Association and will be affiliated to the Cambridgeshire Hockey Association and Cambridgeshire Women's Hockey Association.

Club management will be entrusted to the General Committee consisting of Chair, Vice-Chair, Secretary, Treasurer, Volunteer Coordinator, Men's Rep, Ladies Rep, Junior Coordinator, Development Coordinator and Membership officer.

The General Committee will have the power to conduct all Club business other than those mentioned in these Rules, and will establish such committees or sub-committees as it sees fit, co-opting members and/or advisers to ensure the Club's growth and prosperity.

The date of the Annual General Meeting will be held between 1st May and 31st July in each year. The Committee shall determine the agenda of this meeting, including what officers are required on the Committee for the following year. Written notice of the meeting and the agenda will be delivered to members 10 days before the meeting.

An Extraordinary General Meeting may be called at the request of 7 members. Written notice of the meeting, and the agenda will be delivered to members 10 days before the meeting.

A member is a person who has paid their [subscription](#). Annual subscriptions shall become due on **30th September 2016** for the 2017/18 season.

Members will be able to vote at General Meetings, to play hockey with the benefits of Club insurance, and to participate in all Club activities.

The Committee have authority to fix subscriptions and match fees, and to make rules for the proper running of the Club. The Committee may discipline members as it thinks fit. (See Code of Conduct on the right.)

The quorum for a Committee Meeting will be 5 and for a General Meeting shall be 11. The Chairperson of any meeting will have a casting vote only.

Appended to these rules (which are taken from the Constitution) shall be:

- A. A list of Life Honorary Members (LHM)
- B. The Rules of the Club
- C. The rate of subscriptions and match fees

Subscriptions

Annual Membership Subscriptions are due from all players by **30th September** each year and constitutes membership. Members may vote at General Meetings and play hockey with the benefits of Club insurance. Subs may be paid to your membership officer. Cheques should be made payable to 'Newmarket Hockey Club'.

- Seniors (18 and over) £100.00
- Student (Over 18 and in full time education) £75.00
- Juniors (13 to U18 yrs) £55.00
- Juniors (U13, includes Polo Shirt and Socks) £60.00
- Social Membership Donation

Students (Over 18 and in full time education): Students must show their student card for the current year to the membership officer to receive this discounted rate.

Goalkeepers: Active Goalkeepers who provide their own complete goalkeeping kit will be exempt from subscription for the year, at the Club's discretion.

New Players: All new players have 4 weeks to pay the relevant subscriptions, but cannot play league games for the Club until they have joined the Club.

New members will receive a one-time sponsorship subsidised fee of **£40** to cover the cost of kit. This amount should be added to the total subs fee due.

Players who do not pay their subscriptions on time will be subject to an additional £20 fee, and will not be able to play for the club or to train until resolved. We therefore urge all members to pay on time, and to discuss any difficulties with the Membership Officer.

Seniors who wish to attend training on a regular basis but not play matches are still obliged to pay their full yearly membership subscription fee.

New Players – what to expect

Info:

Website <http://www.newmarkethockeyclub.com/wordpress/home/> The Club maintains a website, which should be the first port of call for all information related to the Club. The Website has separate pages for every element of our Club including training times, contact details, News items, awards and photos of the Club through the times.

The Club has a mailing list for email communications and all members are added to the mailing list. Emails will provide updates on training, social events and other news. Members have the option to opt-out of mailing list at anytime, details are listed at the foot of all emails.

Additionally, the Club has a facebook page and a Twitter account.

Contact:

Teamer <http://teamer.net/> is the main communication tool for gauging availability for matches. As soon as your Captain has your email address, you will be sent a teamer invite. Teamer allows you to respond to an email, a text or to login onto the website. It is the easiest way for us to monitor who can play. The coaches and captains have visibility. Please try and confirm your availability as soon as possible. Squads for the upcoming Saturday, will be selected after the week's training.

Players are to contact their Captains as a first point of call for any queries or concerns. Additionally, both the Mens and Ladies sections have a representative who can be contacted too.

If your availability for a game changes, please let your Captain know as soon as possible.

Matches:

Dates: Our match date fixtures will be listed on our website. <http://www.NewmarkethockeyClub.com>

Petrol contributions for away games: For our away games we will need to car-share to get there. We will take as few cars as possible. If you are able to offer yourself up as a driver, please your Captain know. You will need to make a petrol contribution to the driver. Petrol can be claimed, please contact your Captain for details.

Kit: Please make sure that you have the correct kit, shirt and socks to represent Newmarket Hockey Club. Shin-pads and a gumshield are highly recommended for all players and **compulsory for under 18s**. As hockey is an all weather sport, please make sure that you bring appropriate clothing to keep warm and dry while we are warming up, after the game and if you are subbing, you must cover your Newmarket hockey shirt. You should also have good Astro shoes.

Drinks and Teas: Please make sure that you bring a drink and a snack. The away games can see us out for a good few hours. We have teas after the matches. Teas are included in the match fees.

Match Fees: Match Fees are payable on the day. The rates are £10 for an Adult, £7 for a Junior player (U18) or a Student in full time education. Reduced Student fees are only valid while a player is an active student. Students must be prepared to show their student cards, and if their circumstances change are expected to start paying the full match fee amount.

Conduct: while playing, you are representing Newmarket Hockey Club, and your conduct is expected to reflect this at all times. Whilst we are a Club of very passionate players and all want to win our games, please watch language, and refrain from arguing with the umpires.

How can you help?

Newmarket Hockey Club survives on the contributions of our members who are prepared to sacrifice their free time.

Any contribution that you make towards the running of our Club will be greatly appreciated. We have a wide variety of roles and responsibilities which are all vital components in terms of keeping the Club ticking and making our Hockey games a reality.

If you would like to find out more, please contact either a Captain, the Ladies or Mens Reps, or any other committee members.

An example of help required is as follows:

- Driving from/to matches – you and your vehicle should meet all standard licensing standards
- Social activities – would you like to help with the Club's Xmas and Year-end functions, or monthly socials.
- Match Report – each team needs someone who can write match reports for their games. These go on the website and are submitted to the Newmarket journal.
- Become a Goalkeeper
- Sponsorship for the Club
- Taking a First Aid qualification or become an Umpire.

Umpiring and Coaching Qualifications

The Club supports anyone who wishes to obtain an Umpiring and Coaching qualification and will pay for these. In return Club members who have qualified are expected to support the current Umpiring and Coaching team and to make themselves available to assist with these activities.

Privacy Notice

Newmarket Hockey Club (The Club) is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, The Club is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

What personal data we hold on you

You may provide us with personal information by filling in forms, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club, subscribe to our newsletter, or participate in discussion boards on our website or on social media.

The information you give us may include your name, date of birth, address, e-mail address, phone number, gender, emergency contacts and relevant health information as applicable. We will only ask for data that is needed to carry out our functions and services as a Hockey Club and this data will never be shared with a third party outside of The Club unless we are legally required to do so.

Why we need your personal data

The reason we need your Data is to be able to administer your membership, and provide the membership services you are signing up to when you register with The Club. Our lawful basis for processing your personal is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data may include:

For training and competition entry

- sharing personal data with club coaches or officials to administer training sessions;
- sharing personal data with club team managers to enter events;
- sharing personal data with facility providers to manage access to the track or check delivery standards; and
- sharing personal data with leagues, county associations (and county schools' associations) and other competition providers for entry in events.

For funding and reporting purposes

- sharing anonymous data with a funding partner as a condition of grant funding e.g. Local Authority;
- analysing anonymous data to monitor club trends; and
- sending an annual club survey to improve your experience as a club member

For membership and club management

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
- club newsletter promoting club activities; and
- publishing of competition results

Marketing and communications (where separate consent is provided)

- sending information about promotions and offers from sponsors;
- sending information about selling club kit, merchandise or fundraising.

Any health data we hold on you is only processed for the purpose of dealing with an injury or an emergency that could occur at a Club event. This might include match time, training or a social event among others. Health data is made available to coaches and team captains to allow the safe running of training sessions and matches. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

On occasion, we may collect personal data from non-members participating in Club activities which could include match officials and coaches. This information will be stored for 6 months after an event and then destroyed securely. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The club has the following social media pages, Facebook, Twitter and Instagram. All members are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

Who we share your personal data with

The Club does not knowingly supply any personal data that it holds to any third party for marketing purposes.

The Club does store or transfer your personal data to a cloud based data storage service that may be located outside of the UK. When choosing a cloud based data storage service, The Club will do its utmost to ensure the appropriate safeguards are in place to ensure the security of that personal data.

The Club does share your personal data, on a need to know basis, with other Club Members in order to carry out our functions and services as a Hockey Club.

The Club will take all reasonable steps to keep information we hold about you secure, however, we cannot guarantee security on line.

How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us.

Your data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after six years of inactivity on that member's account.

Your data is not processed for any further purposes other than those detailed in this policy, and your data is retained after your membership has lapsed, only for insurance purposes.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

