

PLANNING SAFE HOCKEY

The background is a solid red color. In the center, there is a faint, larger-scale version of a crest or shield. The crest features a central figure, possibly a lion or a similar heraldic animal, surrounded by intricate floral and vine-like patterns. The overall aesthetic is formal and institutional.



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RSK Ghowry / www.rskg.co.uk

England Hockey

Bisham Abbey NSC

Marlow

Buckinghamshire

SL7 1RR

www.englishockey.co.uk

In memory of Luke Hobson

7/12/2004 – 28/3/2019



This guidance is dedicated to the memory of Luke Hobson. Luke was a 14 year old junior hockey player. Popular and kind, Luke died on 28 March 2019 having sustained a fatal impact-head injury whilst warming up for a hockey training session. This guidance follows a wider review of planning for safe hockey activity, but it also reflects the important lessons that we can learn from Luke's death in particular around the supervision of warm-ups for junior players. Implementing further safety guidance has been a principal concern of Luke's family following his death. That aspiration is shared by England Hockey.

I can think of no clearer way to bring home to clubs, coaches and the whole hockey community the importance of planning for safe hockey than to dedicate this guide to Luke's memory, with the permission of his parents.

Nick Pink - Chief Executive, England Hockey



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INTRODUCTION

INTRODUCTION





Video not playing? Click [here](#) to view in browser

“This guide is there to support clubs and organisations across the country to put the very best policies, procedures and practice in place to make sure that our sport is as safe as it possibly can be.”

How to use this guide:



Check policies and align club/organisation processes with best practices



**Communicate:
make sure people know**



FUNDAMENTALS OF SAFETY





Regardless of the activity taking place, whether in a game or training, creating a safe environment for everyone involved in hockey is essential.

When planning for safe, fun and engaging hockey you need to consider the following best practice:

- **Coaching workforce**
- **Facilities**
- **Risk Assessments**
- **Running safe warm-ups**
- **Injury reporting and monitoring**
- **Guidance for parents/guardians**

Top Tip #1

Text that looks like **this** contains a hyperlink to somewhere else in this document or to a downloadable resource, all you need to do is click!

Top Tip #2



Clicking this icon will take you straight back to the interactive contents page, making it easy for you to navigate your way through the document.



Click here for downloadable tools to be used at the side of your pitch:

- 'Do' poster
- 'Don't' poster
- 'Warm ups' infographic





DOS & DON'TS



DO



Include a warm-up at the start of any session.



Make sure the warm-up is supervised.



Take into consideration the age/ability/needs of your group when planning the warm-up and ensure it reflects the main aims of your session.



Take into consideration the activity that is taking place when planning the warm-up.



Ensure the surface and equipment you are using are appropriate for the warm-up activities planned, and the age/ability of the group.



Make the warm-up as fun and engaging as possible so players make sure they turn up on time/ don't want to miss it!



Ensure you have enough other people supporting the session to meet the recommended minimum supervision ratios.



Ensure a first aid kit is accessible at all time and make sure accident report forms are available should they be required.

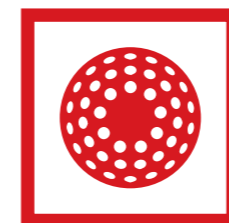


Ensure registers are taken at the start of each session.



Ensure that medical details are accessible, and parents can be contacted if required.

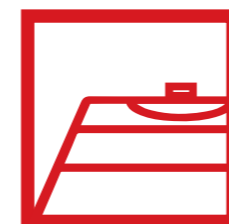
DON'T



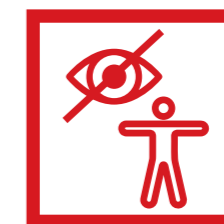
Get the hockey balls out until the start of the session, whether these are provided by the club or belong to individuals.



Allow players to have stick and ball time unsupervised.



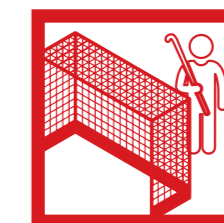
Allow players to knock around, or warm up, on the side of the pitch before the session starts or when other activity (game or training session) is happening.



Leave the group unsupervised whilst the warm-up is taking place.

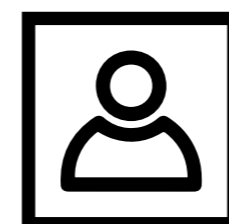


Allow players to engage in unsupervised activity which compromises safety.



Allow players to stand near or behind the goal whilst other players are shooting or lose control of/ swing their stick when close to other players.

OTHER CONSIDERATIONS



PLAYERS

Do ask permission from the coach before using any of the equipment as part of the session, including balls.



CLUBS

Do have a contingency plan in place if a coach is running late/doesn't turn up.



COACH DELIVERY

KEY RESPONSIBILITIES FOR COACH DELIVERY

Coaches play a key role in delivering safe, fun and engaging sessions.



This section provides clear guidance on the key responsibilities for a club when thinking about coach delivery. It covers guidance on getting the right people, minimum ratios and safeguarding training and DBS checks.

Clubs/organisations may consider creating a 'checklist' for coaches (and/or captains on match day) to complete prior to a session starting to ensure that all safety considerations are in place.

It is also advisable for clubs/organisations to inform all club members (including coaches/captains/team managers etc.) of the safety protocols relating to their facilities at the start of each season, and reiterate these protocols regularly throughout the season, to ensure that all those who are involved in hockey activity are aware of the safety requirements of their venue, and what to do in case of an emergency. This should include, but not limited to, access to first aid kits, medical information and parent/guardian contact details, defibrillators if applicable and access points for emergency services.



DO WE HAVE THE RIGHT PEOPLE?

England Hockey strongly recommends that coaches who are responsible for leading sessions should be qualified at UKCC Level 2/ EH Session Coach/ EH Coach or above.

Lead coaches who are not yet qualified would need to evidence their suitability to lead sessions. They should be working towards an EH Sessional or Coach course and have attended relevant learning for the population they are coaching (i.e. Children, Club players, etc).

For people who are supporting (assistant coach / parent helper / young leader) EH recommends that they have attended relevant learning for the population they are coaching.

For more information of relevant learning and support for coaches and those supporting please click [here](#) for the GB Coaching Offer Guide.

Or click [here](#) to access learning opportunities.



ARE THERE ENOUGH COACHES/ASSISTANT COACHES/ HELPERS TO MEET MINIMUM RATIOS?

It is essential when working with young people to ensure appropriate supervision ratios of adults to young people. Clubs may also benefit from having a greater number of 'helpers' to support coaches at hockey sessions. England Hockey recommends the following supervision ratios:

Under 8's: 1 adult: 8 children (with a minimum of 2 adults)

Over 8's: 1 adult: 12 children (with a minimum of 2 adults)

Over 18's: 1:16

EH's safeguarding policy, reporting procedures and best practice guidance can be found [here](#).



DO THEY HAVE THE APPROPRIATE SAFEGUARDING TRAINING?

All coaches who are directly responsible for U18s (typically lead coaches) are required to complete face to face safeguarding education. The accepted courses are:

- UK Coaching's 'Safeguarding and Protecting Children' Workshop
- FA Safeguarding Children Workshop
- RFU 'Play it Safe'
- LTA Safeguarding & Protection in Tennis

All safeguarding training is valid for 3 years and then must be renewed if the coach is still responsible for U18s.

All assistant coaches/ helpers are required to complete EH's basic online safeguarding training, found on the Hockey Hub.

More information on safeguarding training can be found [here](#).

As a result of the COVID-19 pandemic, UK Coaching's 'Safeguarding and Protecting Children' workshop is currently being delivered through virtual online classroom sessions. More information can be found [here](#).



DO THEY NEED TO COMPLETE A DBS CHECK?

Coaches in 'regulated activity' who are directly responsible for U18s will require completion of a DBS check if they meet the following criteria:

- Activity that involves; teaching, training, instructing, caring for or supervising children/ or providing guidance/advice on wellbeing/ or driving a vehicle only for children
- Which happens frequently (once a week or more)/ or happens intensively (on 4 or more days in a 30-day period)
- Is unsupervised

Further information regarding DBS eligibility in hockey can be found [here](#).



ARE YOU APPROPRIATELY INSURED? (CLUB OR INDIVIDUAL)

England Hockey's official insurance broker can provide detailed information regarding liability insurance cover.

England Hockey Insurance Centre: <http://www.ps-hockey.co.uk>

FAAC
LIFE
INS

FACILITES



KEY RESPONSIBILITIES IN AND AROUND THE PITCH AREA

The information in this section should be considered by clubs/organisations when planning for hockey activity.

It is essential to ensure your facilities are in full working order, that processes are in place and regular reminders of safe practice are shared throughout the season.

Clubs/organisation who are hiring facilities should promote/ highlight this best practice with their facility provider.

Clubs who own their own facilities are responsible for ensuring best practice guidance is followed.



© Photo by Shelagh Everett, Timperley HC

BEST PRACTICE

Any questions or queries can be directed to facilities@englandhockey.co.uk.

IS THE EQUIPMENT (E.G. GOALS) IN A GOOD WORKING ORDER?

Thoroughly check each piece of equipment to ensure that it is safe to use.

1. Check goals for damage through misuse
2. Check that nets are in good repair – no broken links
3. Can the goals be secured when in use?
4. Backboards are secured
5. Team Shelters are not damaged

IS THE FENCING AND/OR PITCH DIVIDERS IN A GOOD CONDITION?

1. Check that there are no damaged or missing panels in the fencing around the pitch.
2. Note any damaged or missing areas with the facility management.
3. Ensure pitch dividers are in use during sessions where other users/sports are being played.

WHO IS RESPONSIBLE FOR TURNING ON THE LIGHTS?

Hired:

1. Discuss and agree a process with the facility management for the switching on and off of the lighting and remind those responsible for ensuring the lights are on of the agreed processes regularly throughout the season.
2. Ensure you are aware of the site procedure for emergencies /power failure.

Owned:

1. Agree a process and responsibility (e.g. who can turn the lights on/off) with the club committee prior to the season commencing.
2. Ensure you are aware of the procedures for emergencies /power failure.

Ensure that all hockey deliverers are aware of the agreed process and timings relating to lighting. Ensure that lighting is turned on prior to the start of the session if required.

ARE THERE ANY DAMAGED OR MISSING BULBS?

Hired: Ask the facility management to check the lighting before the start of pre-season.

Owned: Check the lighting before the start of pre-season.

Lights should be checked on a regular basis throughout the season to ensure they are in full working order.

FIH Lighting guide: [click here](#)

IS ACCESS TO THE PITCH CLEAR/ UNOBSTRUCTED?

Ensuring clear access to the pitch will allow emergency vehicles access if required.

IS THERE APPROPRIATE SIGNAGE ON THE SITE?

Signage is in place at the entrance points highlighting best practice to ensure that the facility can be kept in a good condition and that provisions are in place to ensure the safety of spectators.

IS FIRST AID PROVISION PROVIDED?

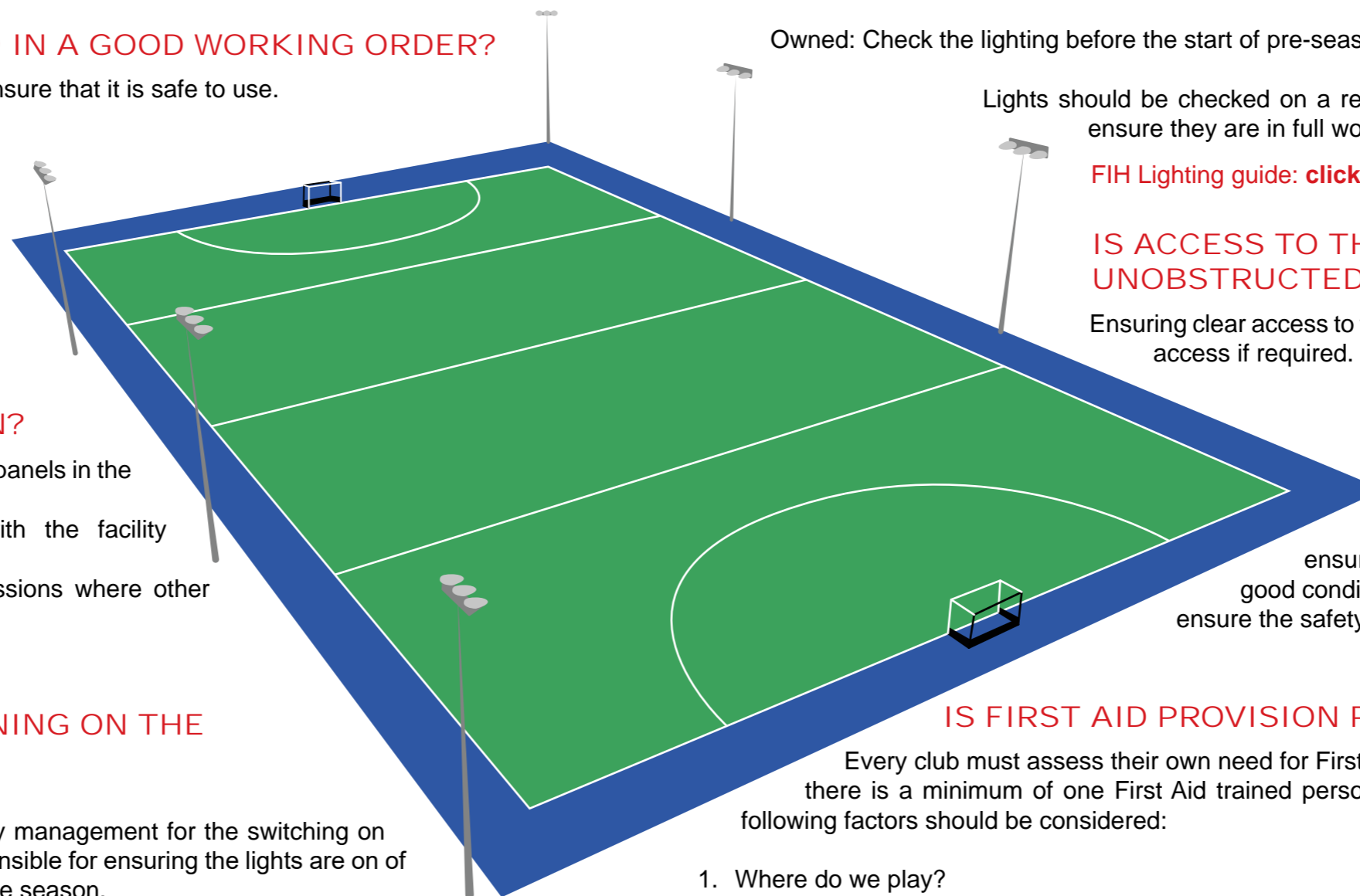
Every club must assess their own need for First Aid provision. It is recommended that there is a minimum of one First Aid trained person per match or training session. The following factors should be considered:

1. Where do we play?
2. Is First Aid provision covered by the facility provider?
3. Consider home and away fixtures.
4. How many people does the Club/Player Pathway Centre need to train in First Aid?
5. Facility contact to report any incidents

See England Hockey's [Safety FAQs](#) for further information.

WHERE IS THE NEAREST DEFIBRILLATOR?

Establish if a defibrillator is available, who can access it in case of an emergency, how they can access it and how this is communicated to those responsible for the delivery of the hockey activity.



RISK ASSESSMENT

RISK ASSESSMENTS





Appropriate measures need to be taken by hockey deliverers when planning hockey activity to protect the safety of all involved.

It is essential that hockey providers assess the risks associated with the sport prior to the delivery of any hockey related activity. Regardless of whether your club/organisation owns its facilities or hires from a local provider, it is your responsibility to ensure that the facilities used are as safe as possible for you and your members.

Risk assessments for your playing facilities should be completed at the start of each season and should be reviewed regularly to assess any potential risks to individuals.

A template risk assessment is available for both clubs and coaches to use prior to the delivery of hockey activity and can be found [here](#).

England Hockey strongly recommends that a risk assessment is carried out and recorded prior to all hockey activity.



WARRM-UPS

WHAT IS A WARM-UP?



A warm-up is a planned and structured activity aimed at preparing players for both training sessions and games.

The aim of a warm-up is the following:

- Prepare body for activity by **GRADUALLY INCREASING** breathing and heart rate.
- Increase body **TEMPERATURE**.
- Concentrate on correct **MOVEMENT** for hockey.
- Start to focus on **TRAINING / MATCH**.

For further information and ideas for warm-ups click [here](#).

BEST PRACTICE



HOW SHOULD A WARM-UP BE DELIVERED?

A warm-up is part of the coaching / training session and it is the responsibility of the organising body (club/school/region/county etc.) to ensure these are delivered in a safe environment.

Using stick and ball in warm-ups should be encouraged to prepare players for the session but this must only start when appropriate **supervision** is in place and must be conducted in a safe environment.

England Hockey strongly recommends that a warm-up is conducted before any hockey game/ activity, the organising body should be responsible for ensuring a safe environment appropriate to the activity and the individuals playing.



WHO CAN DELIVER A WARM-UP?

Warm-ups should always be led by an appropriate person, under the supervision of the lead coach and follow the recommended minimum ratios.

Please see the **Coach Delivery** section for guidance on best practice who can deliver.



WHAT SHOULD BE CONSIDERED WHEN PLANNING WARM-UPS?

Warm-ups should be based on:

- The age, ability and skill level of the players / group
- Level of knowledge of your players
- The session outcomes
- The numbers and space available to you

Appropriate warm-up activity should be delivered in a safe and supervised environment where the following considerations are made and taken into account:

- Recommended minimum supervision ratios
- Equipment needed
- The surface you are using
- The mix of ages and abilities in the group
- What else is happening on the pitch (ie other sessions / people /etc)
- Activity relevant to skill level
- Any activity which compromises safety if unsupervised, for example 'trick shots'

It is the responsibility of the deliverer of hockey activity to ensure that all hockey activity is supervised. Any activity which compromises safety should be stopped.

Download a warm-up infographic [here](#).

INJURY REPORTING & MONITORING



**All clubs/
organisations are
required to take
the time to report
injuries sustained
on the field of play.**

England Hockey is strongly committed to ensuring the safety and integrity of hockey and all those who participate in the sport.

To ensure the continued safety of all members, England Hockey require data of injuries sustained across the sport so that trends can be identified and reported to both England Hockey's Board and the International Hockey Federation (FIH). It is imperative that England Hockey collects this data in order to influence rules changes and improve the safety of the sport.

It is now a requirement of affiliation for all clubs/ organisations to record and report injuries sustained on the field of play using England Hockey's online 'Injury Monitoring Form' which meet one or more of the following:

- Treatment from a first aid specialist (e.g. Team doctor/ first responder)
- Hospital treatment
- Subsequent visit(s) to a GP



England Hockey's online 'Injury Monitoring Form' and Injury Reporting Policy can be found [here](#).

All clubs and organisations have a responsibility to record injuries using accident report forms/ accident books. Accident reports should be stored for a minimum of 10 years or until the individual is 25 years old. All personal information should be processed, stored and retained in accordance with both the Club's Privacy Notice and GDPR.

A template accident report form can be found [here](#).

First aid and young people (U18)

All hockey clubs have a duty of care towards young people in the sport. It is essential that a young person's parent or guardian is informed of any injury a child sustained whilst participating in hockey activity.

Clubs/organisations should ensure that the individual(s) responsible for the delivery of hockey activity have access to relevant medical information and that parent/guardian contact details are readily available in case of an emergency for all junior players and stored in accordance with all relevant data protection legislation.

PARENT/GUARDIAN INFORMATION



Parents and guardians play a huge role in the development of young people.

They are often the people responsible for driving players to training and matches and can invest large amounts of time, effort and financial resource into ensuring they support their child/children in the sport.

What should parents/guardians expect from clubs/organisations?

- Effective communication with parents/guardians – consider how you will communicate with parents/guardians
- Ensure safety of young people while in care of club
- Adopt EH's safeguarding policy and implement best practice
- Ensure all concerns are taken seriously and dealt with in an appropriate manner in accordance with EH's reporting procedures.
- Have a named Welfare Officer(s) and know how to contact them.

- Ensure coaches are appropriately skilled and have completed training relevant to their role, including safeguarding education (this should be renewed every 3 years)
- Ensure Disclosure and Barring Service (DBS) checks are completed where required
- Arrangements for pick up and drop off, including; ensuring young people are not left unattended, ensuring young people do not enter the pitch unsupervised and do not start using balls or sticks until supervised activity commences.
- Hold their child's medical details and parent / guardian contact details securely and only share with those that 'need to know' them to fulfil their duty of care.
- Be made aware of any injuries, and subsequent treatment, to their child as a result of their hockey activity.

Visit www.englishhockey.co.uk/governance/duty-of-care-in-hockey/safeguarding for more information.

It is important to consider how your club/organisation needs to adapt its practices in relation to the age of the young person. For example, drop off and pick up arrangements may differ for a 10-year old compared with a 16-year old. Clubs/organisations should also consider their venue and environment in relation to the guidance provided to parents/guardians.

What should clubs expect from parents/guardians?

- Ensure young people are dropped off and picked up promptly from the venue and that young people are not left unsupervised at any time
- Ensure there is an appropriate coach in attendance before dropping your child off before a session or match
- Contact session organisers/coaches

- if running late to collect young people
- Adhere to the Parents section of the **Code of Ethics and Behaviour**
- Use appropriate language at all times
- Stay off the pitch during training and matches
- Provide emergency contact details and any relevant information about young people including medical history. Update the club if this information changes.





**ENGLAND
HOCKEY**