

# SAINTFIELD MEN'S HOCKEY CLUB

## Membership Form:

Anything written on this form will be held in confidence.

As a member of the club I will endeavour to participate in all activities. The price for employed members will be £120 and for student/unemployed members £90. This price includes match and travel fees that would otherwise be required each week throughout the season. The total cost can either be paid outright or in three separate transactions with dates agreed upon with the receiver of the initial transaction.

As a member of Saintfield Men's Hockey Club I agree to wear the regulation club kit.

### SECTION A: MEMBERSHIP DETAILS

<b>First Name</b>		<b>Surname</b>	
<b>Address</b>			
		<b>Postcode</b>	
<b>Telephone</b>		<b>Mobile Phone</b>	
<b>Date of Birth</b>		<b>Email Address</b>	

### SECTION B: PARENT/CARER DETAILS

If you are under 18 years of age, please ask your parent/carer to complete the following section:

<b>First Name</b>		<b>Surname</b>	
<b>Address</b>			
		<b>Postcode</b>	
<b>Telephone</b>		<b>Mobile Phone</b>	
<b>Email Address</b>			

### SECTION C: ADDITIONAL SUPPORT

Please detail below any disability you have and/or any additional support you may require from our club coaches

--

## SECTION D: MEDICAL INFORMATION

Please detail below any important medical information that you consider our coaches/junior coordinator should be aware of (e.g. epilepsy, asthma, diabetes, allergies, etc.) **Do not leave blank** – if there is no information please write 'None'.

*This consent needs to be provided by the parent for children under the age of 13. Anyone over the age of 13 can provide consent for the use of data under GDPR.*

- I consent to my special category personal data provided in section C and D to be shared with coaches for the purposes of the delivery of my safe participation in club activity. I also consent to it being shared with a medical professional should I be unable to do this myself due to suffering an illness or injury when participating in club's activity. This data will not be shared or processed for any other purpose.

## SECTION E: EMERGENCY CONTACT DETAILS

Please insert the information below to indicate the persons who should be contacted in event of an incident/accident.

<b>Emergency Contact 1 Name</b>	
<b>Emergency Contact 1 Number</b>	
<b>Emergency Contact 2 Name</b>	
<b>Emergency Contact 2 Number</b>	

## SECTION F: PHOTOGRAPHY & VIDEO CONSENT (THOSE AGED 18 OR UNDER)

Saintfield Men's recognises the need to ensure the welfare and safety of all young people in hockey.

In accordance with the Hockey Ireland and Ulster Hockey child protection policy and procedures, we will not permit photographs, video or other images of children/young people to be taken without the consent of the parents/carers and children/young people. If you become aware that these images are being used inappropriately you should inform the Club immediately.

I agree / disagree to Saintfield Men's Hockey Club photographing or videoing my child's involvement in hockey for the period shown on this form for the purposes of publicising and promoting the club or sport, or as a coaching aid.

<b>Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

**SECTION G: CLUB PRIVACY STATEMENT & COMMUNICATION PREFERENCES**

Saintfield Men’s Hockey Club take the protection of the data that we hold about you as a member or your child seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with current and future UK data protection legislation.

Please read the full privacy notice carefully to see how the club will treat the personal information that you provide to us. We will take reasonable care to keep your information secure and to prevent any unauthorised access.

In addition to email I am happy to receive communications via:

- SMS
- Post

**SECTION H: DATA TRANSFER TO ULSTER HOCKEY AND HOCKEY IRELAND**

When you become a member of or renew your membership with Saintfield Mens Hockey Club you are also registered as a player with Ulster Hockey (for Ulster Hockey Leagues, cups and programmes) and Hockey Ireland (for Hockey Ireland Leagues and Cup Competitions.) If you have any questions about the continuing privacy of your personal data when it is shared with Ulster Hockey and/or Hockey Ireland please contact Ulster Hockey and/or Hockey Ireland.

**SECTION I: PLAYER/PARENT AGREEMENT**

By returning this completed form, I confirm that I have read and understood the privacy statement and how data will be used and shared and am willing to abide by the club code of conduct for players (and parents.)

<b>Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

# Code of Conduct for Members

Saintfield Men’s Hockey Club wants to provide the best possible environment for anyone involved in the sport. These participants have rights, which must be respected, and responsibilities that they must accept. Members should be encouraged to realise that they have responsibilities to treat other participants and sports leaders with fairness and respect.

We want our members to:

- Have fun and enjoy hockey
- Be safe
- Be treated with dignity, sensitivity and respect
- Experience competition at a level at which they feel comfortable

Members are to:

- Treat Sports Leaders with respect, (including administrators, coaches, umpires, club officials, etc.)
- Look out for themselves and the welfare of others
- Play fairly at all times, do their best
- Be organised and on time, tell someone if you are leaving a venue or competition
- Respect team members, even when things go wrong
- Respect opponents, be gracious in defeat
- Abide by the rules set down by team managers when travelling to away events, representing the club, province or country, etc.
- Behave in a manner that avoids bringing Hockey in any way into disrepute
- Talk to the Child Protection Officer (Julie Shaw) within the club if they have any problems
- Use social media appropriately. It is not a forum for any inappropriate, negative, abusive or derogative comments.

I agree to abide by the rules and procedures of Hockey and in particular the Code of Conduct for members.

<b>Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

# *Guidelines for Parents/Guardians*

Parent(s) / Guardians will:

- respect the rules and procedures set down in Hockey
- respect my child's teammates and leaders as well as players, parents and coaches from opposing teams. Parents will encourage their child to treat other participants, coaches, children's officers, officials, selectors and managers with respect.
- give encouragement and applaud only positive accomplishments whether from my child, his/her teammates, their opponents or the officials.
- respect my child's leader(s) and support his/her efforts
- respect the officials and their authority during sessions and events within the club
- never demonstrate threatening or abusive behaviour or use foul language

I agree to abide by the rules and procedures of hockey and in particular the Guidelines and Code of Conduct for Parents.

<b>Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

# *Saintfield Men's Privacy Notice*

Saintfield Men's Hockey Club is committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Saintfield Mens 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 give us information about you by filling in forms, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you join the Club or attend events that we run.

If you are a parent or guardian you provide us with information on a young person under the age of 18 when they join the Club or attend events that we run.

The information you give us may include your (or your dependants) name, date of birth, address, e-mail address, phone number and emergency contact details. You may also provide us with health information, in particular in relation to young people, who are representing the club at events.

We will only collect data that we consider is necessary for us to provide you or your dependants with the services that we offer.

## **Why we need your personal data:**

The reason we need your personal data, is to be able to administer your membership, and provide the membership services you are signing up to when you join our club. Our lawful basis for processing your personal data 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 include:**

### **For training and competition entry**

- sharing personal data with club coaches or officials to administer training sessions and matches;
- sharing personal data with club team managers to administer training sessions and matches;
- sharing personal data with Ulster Hockey, (Hockey Ireland) and other competition providers for entry into leagues, cups and other events

### **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 invitations to social events;
- publicising match, results selection, information on the website and social media platforms.

### **For funding and reporting purposes**

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority, Sport NI;

- analysing anonymised data to monitor club trends, and sharing information on the club membership with Hockey Ireland as part of the club census;
- sending an annual club survey to improve your experience as a club member.

**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 **special category health data** we hold on you or any of your dependants is only processed for the purpose of passing health data to coaches/managers to allow the safe running of training sessions and matches/events and to deal with any injury situations should they occur. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data and to share it with medical professionals if necessary. We will ask you for your consent at the point of collecting it.

In accordance with the hockey Ireland and ulster Hockey child protection policy and procedures, we will not permit **photographs, video or other images of children/young people** to be taken without the consent of the parents/carers and children/young people.

Saintfield Men's Hockey Club takes photographs or videos of adult and children's participation in the club for the purposes of publicising and promoting the club or sport, or as a coaching aid. The club will take all possible steps to ensure images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the Club immediately.

On occasion we may collect **personal data from non-members** e.g. such as any non-member participant who fills in a health disclaimer or form at a taster event/camp. This information will be stored for three weeks 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 uses Facebook, WhatsApp 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. Please also seek permission from other members or individuals before putting their personal data on our social media pages.

**Who we share your personal data with:**

When you become a member of our Club and will be playing for the club in Ulster Hockey or Hockey Ireland league and cup competitions, we will register you as a player with Ulster Hockey and/or Hockey Ireland. We will provide Ulster Hockey/Hockey Ireland with your name and DOB. If you have any questions about the continuing privacy of your personal data when it is shared, please contact Ulster Hockey or Hockey Ireland.

The Club does not supply any personal data it holds for this purpose to any other third party. The Club does not store or transfer your personal data outside of the UK.

**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. Membership data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after three years of you no longer being a member. Your data is not processed for any further purposes other than those detailed in this policy.

**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 administer your membership or register you as a player with Ulster Hockey.