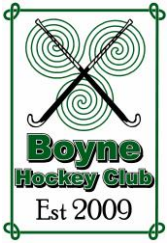


# Boyne Hockey Club

## Club Administration Policies

To facilitate the successful and sustainable operation of Boyne Hockey Club and to provide for a safe and enjoyable environment of children, parents/guardians, sports leaders and all involved in the club, the following policies are in place relating to the routine running and administration of the club.

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# Boyne Hockey Club

## Equity Policy

Boyne Hockey Club (BHC) is committed to ensuring that equity is incorporated across aspects of our sport. In doing so we acknowledge and adopt the following definition of sports equity.

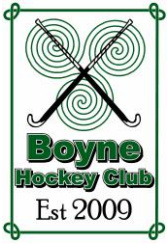
“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.”

BHC respects the rights, dignity and worth of every person and will treat everyone equally within the context of hockey, regardless of age, ability, gender, race ethnicity, religious belief sexuality or social/economic status.

BHC is committed to everyone having the right to enjoy hockey in an environment free from threat of intimidation, harassment and abuse.

Everyone involved in hockey has a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

BHC will deal with any incidence of discriminatory behaviour seriously according to disciplinary procedures.



# Boyne Hockey Club

## Admissions Policy

Boyne Hockey Club strives to provide a fun and healthy place for all children, both boys and girls, up to 4<sup>th</sup> year in school to enjoy the sport of hockey. The children are typically organised by class/year group. This is the standard approach across Leinster Hockey and maintains children in groups with their school peers.

To join Boyne Hockey Club children must be in at least senior infants and capable of interacting safely and cooperatively with the coaches and volunteers. Not all children are necessarily ready for group sporting activities and a decision on the suitability for participation will be made between a parent and the coach. This is to ensure an enjoyable experience for the child and others. On occasion, a child from Junior Infants may be permitted to join the group if their parent / guardian is a coach with the group and they believe that the child is ready as described above. Our ability to provide a group for this age group each year depends on coach availability.

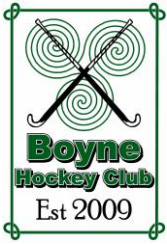
Boys and girls may play together in mixed groups up to 5<sup>th</sup> class. Depending on numbers of boys, separate groups may be provided. After 5<sup>th</sup> class, league competition commences, and boys and girls must separate.

The number of players admitted into each playing group depends on the number of coaches available. Typically, groups are limited to ca. 24 players. The ability of the club to provide for larger groups, or groups at all for some, always depends on the availability of coaches and volunteers. If parents / guardians of children within a group are available to assist it is likely that Boyne Hockey Club will be able to sustain and possibly grow a particular group.

If there are too many children wishing to join on group and additional coaches / volunteers are not available, the following process will be followed:

- The names and contact details of interested players will be recorded by the coach. A waiting list will be prepared.
- If someone leaves the group, the next person on the list will be offered the chance to join subject to the following:
  - A player whose parent / guardian already volunteers to coach or holds an officer position within the club, will be given priority.
  - A player whose parent / guardian newly volunteers to coach, particularly if they have experience playing hockey, will be given priority over others on the list, regardless of their position on the list.
  - A similar priority may be applied to parents / guardians who newly volunteer for other positions within the club.
  - The club has a strong family component and siblings of existing full members will be given next priority.
  - Finally, the remaining children on the list will be offered places in order.

**Admission of new members, or even the number of existing members, may be limited further by restrictions put in place to control COVID-19. Government advice on COVID controls relating to sport, and corresponding Hockey Ireland recommendations change over time. The admissions policy of the club may be interpreted and applied differently to support the safe enjoyment of hockey and compliance with all guidance and requirements.**



# Boyne Hockey Club

## Fees and Financial Control

Boyne Hockey Club is a volunteer led, not for profit organisation. All funds raised through annual subscriptions, grants, etc. are used solely in the running of the club for the enjoyment of hockey by all its members.

The hockey playing season typically runs from September to April. Therefore, the hockey year starts for Boyne Hockey each September. Training typically commences early in September.

### Subscription Fees

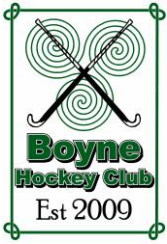
- Membership fees are set by the hockey club committee annually to consider the running costs for the club for the year ahead. Fees will be set in such a way as to try to keep hockey participation affordable to as many people as possible. It will also seek to support families with multiple children/players in the club.
- Annual subscriptions are communicated to members in early September and registration is due for all members by the end of September.
- For age groups playing in league competitions, only fully paid members will be registered with Leinster Hockey for competition. The club will issue a list of eligible players to coaches. Only eligible players registered with Leinster Hockey will be permitted to play league matches.
- Players who have not paid their subscriptions may be asked to leave the club, providing for a player on the waiting list to join.
- Where a parent / player is facing a particular financial difficulty, they may approach the Club President who may provide support on a confidential basis for that season.
- **To reflect the period of uncertainty during COVID-19, payment will be taken in 2 instalments. The first by the end of September and the second by the end of December. The fee for the payment in December may be adapted to reflect the impact of restrictions on hockey activity. Once payments are made, no refunds will be made (except for errors at the time of registration).**

### Grants

- The club on occasion makes applications for grants from Louth Sports Partnership, Meath Sports Partnership and other bodies. These are typically linked specifically to the purchase of equipment for the running of the club, such as goal keeping equipment.
- Records of the applications and expenditure for these grants should be maintained by the Club Treasurer.

### Financial Controls

- The rules regarding financial controls are outlined in the Club Constitution.
- In general, the club accounts are reported and available to all members during the AGM.
- Club policy is to maintain a positive financial position at all times to allow for unforeseen or changing circumstances. Boyne Hockey Club does not have loans currently.



# Boyne Hockey Club

## Communication with Leinster Hockey & Hockey Ireland

### Communication with Leinster Hockey

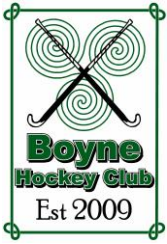
Communication between Boyne Hockey Club and Leinster Hockey is carried out on a weekly and sometimes daily basis during the hockey season.

- Data on player numbers, list of names, ages, schools, etc is provided on an annual basis.
- At the beginning of the season, Boyne Hockey Club enters teams into competitions (from 6<sup>th</sup> Class) based on our previous numbers and performance.
- In September/October, the match secretary in consultation with the team coaches, registers the list of players to play for each specific team entered into league competitions. There are procedures in place allowing a small number of changes to this registration through the season.
- Leinster Hockey issues the list of competitions and fixtures for each team. Early in the season there are a lot of changes to the plans as club discover their true player numbers and adjust the submissions.
- On a weekly basis, the match secretary will agree times for fixtures with opposition teams. Arrangements for specific matches may be made via the match secretary or the specific coach, whichever is agreed.
- Once the matches are complete, the results from matches are submitted to Leinster Hockey by the Match Secretary via the text/online systems provided by Leinster Hockey.
- **Only the Club President and the Match Secretary are permitted to communicate with Leinster Hockey on behalf of Boyne Hockey Club.**
- In the event of a problem with a match time, result, problem between 2 teams, the issue should be communicated to the Club President and Match Secretary. The topic will be discussed and if necessary an action agreed.
- In the event of a complaint against another club, or a player from another club, the issue should be communicated to the Club President and Match Secretary. The topic will be discussed and if necessary an action agreed.

### Communication with Hockey Ireland

Boyne Hockey Club is affiliated with Hockey Ireland, who is the national governing body for hockey.

- Annually, Boyne Hockey Club must submit the list of names of members, coaches, etc. of the club. The player data also includes date of birth and school. This data is used in the governing of the sport and player management.
- Boyne Hockey also communicates regarding training courses, international matches, etc.
- **Only the Club President or designee are permitted to communicate with Hockey Ireland on behalf of Boyne Hockey Club.**



# Boyne Hockey Club

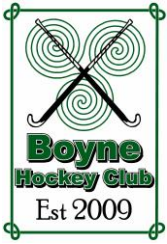
## Complaints and Appeals Policy

Complaints and appeals in relation to young people, their sports leaders and their parents involved in any of the events under the direct control of HI should be dealt with under the 'Code of Ethics complaints and appeals procedures'.

In respect of allegations or suspicions of abuse refer to the Child Protection Policies for instructions on handling complaints relating to child protection.

The complaints and appeals procedure allows all participants and the parents of young participants who are dissatisfied to register their complaint in a formal way and put an open process of investigation into action.

- Complaints should be dealt with as much as possible verbally at source locally.
  - In the first instance, a parent/guardian, coach or player may raise a concern or complaint verbally directly with the person to see if the issue can be addressed satisfactorily in an informal manner. This may be done with the assistance of another person if this is helpful.
- If this is not the preferred method, or does not reach a satisfactory conclusion, complaints may be lodged in writing to the [boynehockeyclub@gmail.com](mailto:boynehockeyclub@gmail.com).
  - The complaint should outline all relevant details about the issue, event, other parties involved, times, locations, witnesses, etc.
- The Club President, or a person nominated by the Club President, will convene a complaints committee:
  - The complaints committee should consist of a representative of the club committee, the Children's Officer and one of the club coaches. The members of the complaints committee should be independent from the circumstances of the complaint.
  - If the complaint involves a possible criminal offence the chairperson should disband the complaints committee meeting and talk separately to the Children's Officer and the Designated Person. The statutory authorities will then be informed.
- The complaints committee should hear the case of all parties involved and decide if a rule or regulation or the Code of Ethics has been infringed. Written confidential records on all complaints should be kept safely and confidentially on file.
- They should inform in writing those involved, their parents / guardians in the case of a young person, of the sanctions to be imposed and the reason for the sanctions.
- If any party does not agree with the complaints committee, they can appeal the decision in writing within a 10-day period from the communication of the decision.
- The appeals committee is convened from those who have not been on the original complaints committee.
- The appeals committee should confirm or set aside or change any sanction imposed by the complaints committee.
- Any party who remains dissatisfied with the outcome may register a complaint with Hockey Ireland.



# Boyne Hockey Club

## Confidentiality & Data Management

To facilitate the successful and sustainable operation of Boyne Hockey Club and to provide for a safe and enjoyable environment of children, parents/guardians, sports leaders and all involved in the club, the following policies are in place. These policies specifically relate to confidentiality and the protection of data collected and used by Boyne Hockey Club.

To improve data management, Boyne Hockey has transitioned to an online membership data management system. This is the central location for membership information, contact details, etc. Data will only be used in the normal running of Boyne Hockey Club. Data is shared with Leinster Hockey and Hockey Ireland as required to participate in the sport of Hockey.

Phone numbers are used to create WhatsApp groups for efficient communication between the club and members.

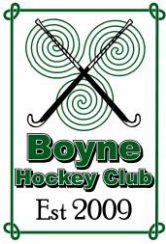
Attendance & Contact details may be shared with the Health Authorities for COVID contact tracing.

### Confidentiality Policy - General

Confidentiality should be maintained in respect of all issues and people involved in cases of abuse, welfare or bad practice. It is important that the rights of both the child and the person about whom the complaint has been made are protected.

The following points should be kept in mind:

- A guarantee of confidentiality or undertakings regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations
- All information should be treated in a careful and sensitive manner and should be discussed only with those who need to know
- Information should be conveyed to the parents / guardians of the child in a sensitive way
- Giving information to others on a 'need to know' basis for the protection of a child is not a breach of confidentiality
- All persons involved in a child protection process (the child, his/her parents/guardians, the alleged offender, his/her family, Leaders) should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.
- Information should be stored in a secure place, with limited access only to designated people.
- The requirements of the Data Protection laws should be adhered to.
- Breach of confidentiality is a serious matter. Any alleged breaches will be investigated, and appropriate action taken to address the issue taken.



# Boyne Hockey Club

## Data Privacy Policy (GDPR)

### About this Policy

- This policy explains when and why we collect personal information about our members and instructors, how we use it and how we keep it secure and your rights in relation to it.
- We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
- We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check our website (<http://boynehockey.ie>) or our Club noticeboard regularly for any amendments (but amendments will not be made retrospectively).
- We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. For the purposes of the GDPR we will be the “controller” of all personal data we hold about you.

### Who are we?

- We are Boyne Hockey Club.
- We can be contacted at Drogheda Grammar School, Mornington Road, Drogheda, Co Louth, Ireland.

### How we protect your personal data

- We will not transfer your personal data outside the EU without your consent.
- We have implemented generally accepted standards of technology and operational security to protect personal data from loss, misuse, or unauthorised alteration or destruction.
- Please note however that where you are transmitting information to us over the internet this can never be guaranteed to be 100% secure.
- For any payments which we take from you online we will use a recognised online secure payment system.
- We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.



## What information we collect and why.

| Type of Information  | Purposes   | Legal bases of processing   |
|--|--|---|
| Member's name, address, telephone number, e-mail addresses   | Managing the Member's membership of the Club.<br>Managing the duty roster                    | Performing the Club's contract with the Member. For the purposes of our legitimate interests in operating the club  |
| The names and ages of the Member's dependents  | Managing the Member's and their dependants' membership of the Club                           | Performing the Club's contract with the Member.   |
| Date of birth / age related information  | Managing membership categories which are age related   | Performing the Club's contract with the Member.   |
| Gender   | Provision of adequate facilities for members   | For the purposes of our legitimate interests in making sure that we can provide sufficient and suitable facilities (including changing rooms and toilets) for each gender.                                  |
|  | Reporting information to Branch and Hockey Ireland   | For the legitimate interests of the Branch and Hockey Ireland to maintain diversity of data required by Sports Councils   |
| Photos and videos of Members   | Putting on the Club's website and social media pages and using in press releases             | Consent. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by email or letter. |
| The Member's name and e-mail address   | Creating and managing the Club's online Membership Directory                                 | Consent. We will seek the Member's consent on their membership application form and each membership renewal form and the Member may withdraw their consent at any time by contacting us by email or letter. |
| Coach's name, address, email addresses, phone numbers and relevant qualification and/or experience | Managing coaching at the Club.   | For the purposes of our legitimate interests in ensuring that we can contact those offering coaching and provide details of coaches to members.   |
| Coach's / Volunteers name, address, email addresses, phone numbers and ID                          | Processing Garda Vetting for coaches / volunteers working with children or vulnerable adults | Child protection within the Club.   |
| <b>COVID Health declaration &amp; Attendance log for training &amp; matches</b>                    | <b>Public health surveillance for COVID-19.</b>  | <b>To maintain a safe environment for all participating. To facilitate COVID contact tracing.</b>   |

## Who else has access to the information you provide us?

- We will never sell your personal data. We will not share your personal data with any third parties without your prior consent (which you are free to withhold) except where required to do so by law or as set out in the table above or the next paragraph below.
- We may pass your personal data to third parties who are service providers, agents and subcontractors to us for the purposes of completing tasks and providing services to you on our behalf (e.g. to print newsletters and send you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

## How long do we keep your information?

- We will hold your personal data on our systems for as long as you are a member of the Club and for as long afterwards as it is in the Clubs' legitimate interest to do so or for as long as is necessary to comply with our legal obligations. We will review your personal data every year to establish whether we are still entitled to process it. If we decide that we are not entitled to do so, we will stop processing your personal data except that we will retain your personal data in an archived form to able to comply with future legal obligations, e.g. compliance with tax requirements and exemptions, and the establishment exercise or defence of legal claims.
- We securely destroy all financial information once we have used it and no longer need it.

## Your rights

- You have rights under the GDPR:
  - To access your personal data
  - To be provided with information about how your personal data is processed
  - To have your personal data corrected
  - To have your personal data erased in certain circumstances
  - To object to or restrict how your personal data is processed
  - To have your personal data transferred to yourself or to another business in certain circumstances.
- You have the right to take any complaints about how we process your personal data to the Data Protection Commissioner.
  - [info@dataprotection.ie](mailto:info@dataprotection.ie)
  - Data Protection Commissioner Canal House Station Road Portarlinton
  - Telephone +353 57 8684800 +353 (0)761 104 800 Lo Call Number 1890 252 231 Fax +353 57 868 4757
  - For more details, please address any questions, comments and request regarding our data processing practices to Robert Taylor, BHC: boynehockeyclub@gmail.com