

# TUNBRIDGE WELLS HOCKEY CLUB

Founded 1898



## Membership Database Procedures

### Collection of Information

In addition to the membership form, which collects personal information, all U18 members, TWHC require a responsible adult sign a hard copy of the declaration, agreeing to the terms and conditions of membership and also any relevant codes of conduct for their role within the club. Also, an additional section regarding permission to use media (photos/video etc) will need to be completed for all U 18 members.

### Definitions

Membership Database = the collection of the most recent hard and soft copies of membership forms and also the complete member listing created from the individual forms.

Member = someone who has satisfied the following criteria for the given Season:

- Filled in and submitted a Membership Form
- Agreed to the Club/Officials/Coaching and Volunteers Code of Conduct as appropriate for their role within the Club
- Paid their subscriptions in full for the given Season

Failure to satisfy any of the above conditions will be cause for the withholding of member benefits.

### Securing the Membership Database

The Membership Database is secured on a password protected Server(Child Welfare Officers Home). It accessed by the Membership Secretary and Child Welfare officer.

### Distribution of the Member Information

This list is not exhaustive and the membership database (or parts thereof) will be made available to members of the Committee deems it appropriate and for the benefit of Tunbridge Wells Hockey Club as a whole. If information is sent by email it must be password protected

Personal and Medical details must be kept confidential and held in a secure location by the coach/leader/helper. Medical details are to be kept in a sealed envelope by each coach/coach/leader.

Attendance Information must not show any Medical information. The attendance sheet should only show information as per the club attendance spreadsheet example.

### Updating the Membership Database

Members are responsible for notifying the Club of any changes to the information

supplied in the membership Form. Agreement to this responsibility is a requirement to becoming a member.