



YATELEY HOCKEY CLUB

Procedure for the capture and distribution of Junior Member details

Yateley Hockey club maintains a central database of Junior members in order to:

- Provide details of medical conditions and emergency contact details to all junior officials
- Enable the club to communicate to the junior members and their parents

Process Description

- Team Managers are responsible for distributing membership packs and collecting completed membership forms.
- Team Managers transcribe the details from the forms to their Team Spreadsheet
- Changes to the Team spreadsheet are sent to the Junior Coordinator weekly
- The Junior Coordinator updates the Junior membership database weekly
- The Junior Coordinator re-creates the Emergency Contacts spreadsheet and the Medical Conditions spreadsheet with details covering the whole of the Junior Membership.
- The Junior Coordinator distributes the Emergency Contacts spreadsheet and the Medical Conditions spreadsheet to all Team Managers, Team Coaches and Assistant Team Coaches
- Team Managers, Team Coaches and Assistant Team Coaches print the spreadsheets and replace the version held in their pitch-side files.