

# Norwich Dragons Hockey Club

## NDHC Protocol for Refunding Qualifications and Courses

NDHC appreciate the effort put in by volunteers to help the club run in a smooth and safe way.

Volunteers who work with Young People are required to undertake certain Welfare related courses and qualifications (see Code of Conduct For Coaches, Club Officials and Volunteers).

These qualifications and courses inevitably come with a financial cost associated with them.

NDHC will refund the full cost of the courses and qualifications undertaken if they are agreed by the Club Welfare Officer and Treasurer as 'essential' for that particular role.

This protocol sets out how it is determined if a course or qualification is 'needed' and the protocol for applying and receiving a refund.

### 'Needed' Qualifications

The following table shows what is essential (e) and desirable (d) for various roles in the club.

<b>Role</b>	<b>Online</b>	<b>ScUK Safeguarding and Protecting Children</b>	<b>Time to Listen (TTL)</b>	<b>DBS</b>
Welfare Officer	X	E	E	E
Level 2 Coach	X	E	D	E
Level 1 Coach	E	D	X	E
Youth Development Coordinator	X	D	D	E
President	E	D	X	E
Parent Helper	D	X	X	E
Umpire	R	X	X	R
Team Captains <sup>1</sup>	R	X	X	E
Other coaching volunteers	E	D	X	E

Those marked as 'essential' will be refunded on completion.

### How to get a Refund

Before a course is booked, the Welfare Officer will advise if the qualification is essential for the role.

To receive a refund, the certificate obtained from the qualification needs to be shown to the Treasurer who will then liaise with the club member on how to reimburse.

The Treasurer will be provided with a list at the start of the season of those club members who are working with under 18s and what courses and qualifications they are required to complete (as the database shows a particular qualification is due to elapse or they may be new to the role/club).

### Typical costs of qualifications and courses

Correct as at August 2014.

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<sup>1</sup> Also see Guide for Captains



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DBS - £5

First Aid - £20 (Active Norfolk)

On line Child Protection Course: £9.18 (England Hockey)

3 Hour Child Protection Course: £20

All of these last three years.

### Umpiring and Coaching Qualifications

Level 1 Umpiring (current cost £50) NDHC do not finance because an individual is offered £15 per game they umpire, they can therefore recover the cost and if they then want to umpire for free, this would be appreciated by the Club, but is for the individual to decide and inform team captains on the day.

Level 1 Coach Award (current cost £160) NDHC will work with the candidate to help them secure funding for this course which is generally paid on completion and production of the Level 1 Certificate.

Level 2 Coach Award (current cost £405) again NDHC will work with the candidate to help them identify funding for this course, although this is often not 100% of the course fee and individual cases will need to be discussed to determine if the Club or Individual covers any shortfall, or fundraising is used to cover it.

### Coaching and Umpiring Development Course

Whilst wholeheartedly supported by NDHC, these will be down to choice of the individual and will not be refunded.