

## **PROCEDURES FOR INFORMING COACHES OF RELEVANT INFORMATION**

### **All Junior Players**

A RLHC U18 Emergency Contact & Medical Information Consent Form must be completed by the parent/carer of the junior player. The completed form must be given to either the Junior administration Officer or Club's Secretary who will forward to the Junior Coordinator. The forms will be kept in a locked cabinet at their home address.

If there is relevant information the coach needs to be aware, of the Junior Coordinator will forward a copy of the completed form to the coach leading the session, who will keep the copy in a secure file in the 'Pitch Pack' (to be available at all sessions). Blank copies of the form will also be kept in the Pitch Pack for any new players joining the session.

The Team Manager or Captain must ensure they have a copy of the U18 Emergency Contact & Medical Information Form if the U18 player is playing in their team. It is the responsibility of the team manager or captain to contact the Junior Coordinator and obtain the individual's details either by email or telephone. Blank copies of the form will be kept in the Captains'/Team Managers' Packs.

In the situation where a player has been asked to play at the last minute and the team manager or captain has not been able to obtain these details, they must ensure the parents are contacted and this information is given in person or by telephone.

All players are requested to complete an U18 Emergency Contact & Medical Information Form at the beginning of the season and again at the beginning of January to ensure any change of details are recorded.

Any information given to the Club will be used in accordance with the Data Protection Act 1998. The information provided will only be used by Club Officials in the running of the Club, and it will not be shared with any third party unless required by law.