

# 2024-2025

# New non-playing

# requirements

July 2024



## 2024-2025 guidance on changes for non-playing registrations

### Table of Contents

Changes to personnel requirements .....	3
Changes to DBS requirements .....	4
New safeguarding requirements .....	5
Changes to first aid requirements (coaches and managers) .....	7
New anti-doping requirements (coaches and managers) .....	8
New IIHF Integrity requirements (coaches) .....	8
Additional CPD requirements for managers .....	9
Additional CPD requirements for coaches .....	9
Team bench requirements .....	9
Overview .....	10

## Changes to personnel requirements

For 2024-2025, all clubs must **register** the following to complete their affiliation status with England Ice Hockey.

- Chairperson
- Treasurer
- Secretary
- Head Coach (Level 2 or above)
- Team Manager
- Designated Safeguarding Lead (all clubs with U18s including senior clubs, all Para and SEND clubs)

These requirements are from the sports code for good governance and help ensure clubs are putting in place the required structure and safeguarding measures to effectively govern a club. They are also a requirement of our payment provider.

A separate document will be provided with details on how to affiliate, and how to register members.

## Changes to DBS requirements

EIH Enhanced DBS check (with Children's Barred List) must be completed via EIH's Vibrant Nation service. If the person is not on the Update Service, the Disclosure must be dated 1st August 2022 or later.

EIH enhanced DBS checks are required for the following roles (with the exception of Recreational Hockey):

- Chairpersons
- Secretaries
- Treasurers
- Designated Safeguarding Leads
- Coaches
- Managers
- Equipment Managers
- Medical Professionals / Therapists
- Any Off-Ice Official who has regular contact with U18s, defined as three or more days per month
- Any other committee member who has regular contact with U18s, defined as three or more days per month

The cost of the first DBS check will be covered by EIH. We encourage individuals to sign up to the automatic annual update for free. If an individual has not signed up for the annual update, they will need to renew their DBS every three years at their own cost via Vibrant Nation.

For those who have not resided solely in the UK, in addition to a DBS check, individuals must comply with the following requirements.

Period of time residing in UK	Additional checks needed?	Requirements
10 years or more	No	Not applicable
5-10 years	Yes	Character reference from club
1-5 years	Yes	Character reference from club, and additional personal or professional reference from UK.
0-1 years	Yes	Mentor at club must be appointed. Risk assessment must be undertaken by the club and provided to EIH. The individual must be supervised at all times when working with U18s for one season.

## New safeguarding requirements

All club personnel are responsible for ensuring children and adults are safe in our sport and therefore must have a basic level of understanding of safeguarding principles. To ensure all personnel are adequately trained, England Ice Hockey have put in place the following new requirements.

Please note that the following applies to all clubs regardless of section unless otherwise stated.

### Basic safeguarding

It is mandatory for clubs to have their Designated Safeguarding Lead provide a safeguarding briefing to those outlined below. Alternatively, clubs may mandate the completion of one of the recommended courses below. Clubs may be asked to provide records of training or attendance at briefings.

- Foundation Coaches
- Off-Ice Officials
- Committee members (Vice Chair, Secretary, Treasurer)
- Parents

Recommended free e-learning:

- <https://thecpsu.org.uk/parents/keeping-your-child-safe-in-sport-e-learning-course/>
- <https://learn.englishfootball.com/courses/safeguarding/safeguarding-for-all>
- <https://learn.englishfootball.com/courses/safeguarding/safeguarding-for-committee-members>

### Level 1 Safeguarding

It is mandatory for the following roles to undertake Level 1 accredited safeguarding training. Certificates are valid for three years.

- Level 1 Coaches

We accept online and in-person accredited courses, including the following:

- <https://learning.nspcc.org.uk/training/child-protection-safeguarding-sport/>
- <https://learning.nspcc.org.uk/training/introduction-safeguarding-child-protection>
- <https://learn.englishfootball.com/courses/safeguarding/safeguarding-children-course>
- UK Coaching Safeguarding and Protecting Children Online Classroom\*

### Level 2 Safeguarding

It is mandatory for the following roles to undertake Level 2 accredited safeguarding training. This must be delivered face-to-face and last a minimum of three hours\*. Certificates are valid for three years.

- Level 2 Coaches (and above)
- Team Managers
- Assistant Managers
- Designated Safeguarding Leads
- Medical personnel (registered as Team Bench Officials)

- Chairperson

We accept accredited in-person courses with a minimum of three hours duration, including the following:

- Ice hockey specific level 2 safeguarding training through Labyrinth Youth: <https://www.labyrinthyouth.co.uk/>
- <https://www.ukcoaching.org/courses/workshops/safeguarding-protecting-children> (in person course; online classroom not accepted after July 2024)

\*Any Level 2 Coach who completed the *UK Coaching Safeguarding and Protecting Children Online Classroom* in 2023-2024 will not be required to take a face-to-face course until this certificate expires. They will, however, be required to undertake annual refresher training in the form of a DSL briefing.

### **Refresher training**

It is strongly recommended that all personnel receive an annual refresher via a DSL briefing.

All roles which require Level 2 Safeguarding must also complete refresher training every three years. We accept the following refresher training:

- <https://www.ukcoaching.org/courses/learn-at-home/sgp>
- [Level 2 refresher training provided by another accredited provider](#)

### **Additional recommendations**

#### **Face-to-face courses**

England Ice Hockey strongly recommend that anyone who works regularly with children attends a face-to-face course. Face-to-face training allows delegates to ask questions in a safe environment facilitated by a qualified safeguarding tutor. It also provides the opportunity to discuss specific safeguarding issues that arise during the training.

#### **Safeguarding adults**

Whilst not currently mandated by England Ice Hockey, it is strongly recommended that Designated Safeguarding Leads, Level 2 Coaches and Team Managers at Para, SEND and senior clubs complete the UK Coaching and Ann Craft Trust *Safeguarding Adults in Physical Activity and Sport* course.

- <https://www.ukcoaching.org/courses/learn-at-home/safeguarding-adults>

## Changes to first aid requirements (coaches and managers)

### Basic First Aid

It is mandatory for the following roles to undertake basic accredited first aid. Certificates are valid for three years.

- Level 1 Coaches

It is *recommended* for the following roles to undertake basic accredited first aid. Certificates are valid for three years.

- Assistant Managers

England Ice Hockey accept basic first aid courses, including those delivered online. Qualifications should be recognised by an awarding body or National Governing Body. Courses accepted include:

- FA Introduction to First Aid in Football (online)
- Emergency First Aid in Rugby Union (online or in person)
- Training Express Sports First Aid (online)
- Pro Trainings UK Sports First Aid Level 3 (online)

**It is important to note that fully online first aid courses do not make the learner a qualified first aider.**

If you are unsure if your course is suitable, please contact [info@englandicehockey.com](mailto:info@englandicehockey.com) with the name of the provider and course syllabus so that acceptance can be confirmed.

### Level 2 First Aid

It is mandatory for the following roles to undertake an accredited level 2 first aid course. Certificates are valid for three years.

- Level 2 Coaches and above
- Team Managers

England Ice Hockey accept accredited qualifications delivered face-to-face, lasting a minimum of six hours. Courses accepted include:

- First Aid Essentials in partnership with the Cube Group (*recommended, designed for England Ice Hockey*)
- Emergency First Aid at Work
- First Aid at Work
- St John's Basic Sports First Aid

If you are unsure if your course is recognised as a Level 2, please contact [info@englandicehockey.com](mailto:info@englandicehockey.com) with the name of the provider and course syllabus so that equivalency can be confirmed.

## **New anti-doping requirements (coaches and managers)**

As part of England Ice Hockey's commitment to clean sport, and in line with UK Anti-Doping (UKAD) and IHUK's anti-doping policies and strategy, the association needs to educate its workforce around best practice in anti-doping.

As a result, England Ice Hockey are proposing to introduce mandatory anti-doping training for some roles, to be completed by 31 July 2025.

All Level 2 Coaches and above must complete the FREE online e-learning 'Coach Clean' course from UKAD: <https://www.ukad.org.uk/coach-clean>

It is strongly recommended that Level 1 and Foundation Coaches complete this course which can be used towards the additional CPD requirements.

All Team Managers must complete the Introduction to Clean Sport e-learning: <https://www.ukad.org.uk/cleansporthub>

It is strongly recommended that Assistant Coaches complete this course.

## **New IIHF Integrity requirements (coaches)**

As part of England Ice Hockey's commitment to developing coaches and providing them with the tools to ensure integrity within their roles, EIHF are introducing a mandatory integrity course to be completed by 31 July 2025.

All Level 2 Coaches must complete the FREE online e-learning 'Integrity: Focus on coaches' course from IIHF: [https://www.iihf.com/en/news/57713/iihf\\_integrity\\_focus\\_on\\_coaches](https://www.iihf.com/en/news/57713/iihf_integrity_focus_on_coaches). Certificates must be provided to England Ice Hockey to evidence completion.

## Additional CPD requirements for managers

All managers must complete CPD as outlined below during the 2024-2025 season.

- Attendance at two manager forums
- EIH data protection webinar
- Mentoring webinar (Team Managers only)

## Additional CPD requirements for coaches

All coaches must complete a set number of pieces of coach development training within their three-year recertification cycle to maintain their certification. This is the *minimum* requirement; coaches are encouraged to undertake as many training opportunities as possible. Further details of what is and is not accepted for CPD will be published in the full coaching regulations.

All additional CPD must be approved by England Ice Hockey. To apply for recognition of CPD, coaches should use the following form:  
<https://www.cognitoforms.com/EnglishIceHockeyAssociation/ApplicationForRecognitionOfCPDActivities>

Additional CPD is required in three season cycles from 2023-2024 as follows:

Cohort	No. of CPD	CPD cycle start – CPD cycle deadline	New CPD cycle start – CPD cycle deadline
2023-2024 Level 1	2	1 Aug 2023 to 31 Jul 2026	1 Aug 2026 to 31 Jul 2029
2023-2024 Level 2	4	1 Aug 2023 to 31 Jul 2026	1 Aug 2026 to 31 Jul 2029
2024-2025 Level 1	2	1 Aug 2024 to 31 Jul 2027	1 Aug 2027 to 31 Jul 2030
2024-2025 Level 2	4	1 Aug 2024 to 31 Jul 2027	1 Aug 2027 to 31 Jul 2030

## Team bench requirements

At the start of each game, each team must delegate a person in charge of the bench who meets the following requirements:

- Aged 18 or above
- Qualified EIH Level 2 coach or above and not playing in the fixture

In addition each bench must:

- Have a Level 1 coach (or above)
- It is strongly recommended that each bench also has a Team Manager

## Overview

### Committee Member requirements

Role	Registration	DBS	Safeguarding	Other
Chair	Required	Required	Level 2	
Treasurer	Required	Required	Briefing / free course	
Secretary	Required	Required	Briefing / free course	
Designated Safeguarding Lead	Required	Required	Level 2	EIH DSL briefing, data protection
Other committee members	Required	If working with U18s	Briefing / free course	

### Off-Ice Official requirements

Role	Registration	DBS	Safeguarding
Announcer	Required	If working with U18s	Briefing / free course
Club photographer / media	Required	If working with U18s	Briefing / free course
Gamesheet official	Required	If working with U18s	Briefing / free course
Goal judge	Required	If working with U18s	Briefing / free course
Penalty box attendee	Required	If working with U18s	Briefing / free course
Timekeeper	Required	If working with U18s	Briefing / free course

**Note:** EIH Enhanced DBS check (with Children's Barred List) must be completed via EIH's Vibrant Nation service. If the person is not on the Update Service, the Disclosure must be dated 1st August 2022 or later. If working with U18s refers to regular contact with U18s, defined as three or more days per month.

### Team Bench Off-Ice Official requirements

Role	Registration	DBS	Safeguarding	Other
Equipment Manager	Required	Required	Briefing / free course	N/A
Medic / Therapist	Required	Required	Level 2	Medical qualification

## Coach requirements

Role	Registration	DBS	Safeguarding	First aid	Anti-doping	IIHF Integrity
Foundation Coach	Required	Required	Briefing / free course	<i>Recommended basic first aid</i>	<i>Recommended UKAD Coach Clean certificate</i>	<i>Recommended IIHF integrity certificate</i>
L1 Coach	Required	Required	Level 1	Basic first aid	<i>Recommended UKAD Coach Clean certificate</i>	<i>Recommended IIHF integrity certificate</i>
L2 Coach or above	Required	Required	Level 2	Face-to-face first aid – minimum Emergency First Aid at Work	UKAD Coach Clean certificate	IIHF integrity certificate

**In addition, coaches must meet the minimum CPD requirements within a three-year cycle of their cohort.**

Please note: this is a summary of the NEW requirements for coaches. They must also ensure they have completed and are up to date with the courses outlined in the full pathway.

## Manager requirements

Role	Registration	DBS	Safeguarding	First aid	Anti-doping
Assistant Manager	Required	Required	Level 2	<i>Recommended Basic first aid</i>	
Team Manager or above	Required	Required	Level 2	Face-to-face first aid – minimum Emergency First Aid at Work	UKAD Introduction to Clean Sport certificate

**In addition, managers must meet the minimum CPD requirements during the 2024-2025 season.**

Please note: this is a summary of the NEW requirements for managers. They must also ensure they have completed and are up to date with the courses outlined in the full pathway.