

England Ice Hockey Club Committee, Team Managers, Bench Support & Off-Ice Officials Regulations 2025-2026

July 2025



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1. Introduction

Introduction: Roles, Responsibilities & Registration

Volunteers and team staff are the backbone of ice hockey in the UK. Whether you're managing teams, running matchday operations, or serving on a club committee, your role is vital to the safe, organised, and enjoyable delivery of the game.

To support this, **England Ice Hockey (EIH)** has created a framework that outlines clear expectations, registration requirements, and training standards for all off-ice roles across clubs and teams.

Key Role Categories

- **Club Committee Members** – lead the governance and oversight of the club.
- **Team Managers** – coordinate logistics, communication, and game day operations.
- **Bench Support Roles** – such as Equipment Managers, Medics, and Therapists.
- **Off-Ice Officials** – support the on-ice crew (e.g. scorers, timekeepers, goal judges).

EIH works in partnership with **UK Coaching** to offer a **Manager Development Pathway**, with qualifications at Assistant, Team, and Advanced levels. Advanced Manager status is by invitation only.

Registration & Compliance

All individuals in the roles above must:

- **Register with EIH** via the online portal
- Be **approved before insurance and licensing are confirmed**
- **Undertake appropriate training** (e.g. safeguarding, DBS if required)
- Follow guidance outlined in the **England Ice Hockey Rule Book**

DBS & Safeguarding:

Anyone working with U18s or in a position of trust must hold a valid **Enhanced DBS with Children's Barred List** check (free for volunteers) and complete the necessary safeguarding training.

Support & Development

EIH is committed not just to compliance but to helping every club and volunteer succeed. We offer:

- **Professional development opportunities**
- **Ongoing support and guidance**
- **Updates to ensure everyone stays aligned with best practice and regulation**

No matter your role, your contribution makes a difference. Thank you for helping grow and sustain the sport of ice hockey.

1.1 General

All team managers, committee members and off-ice officials are required to:

- Be **registered with England Ice Hockey (EIH)** and an **EIH-affiliated club**, where applicable
- **Pay any applicable registration fees** to EIH
- **Understand and adhere to EIH rules, regulations, and Code of Conduct**
- Be familiar with the **rules of the age group and competition** they are supporting
- **Undertake any mandatory training** as outlined in the EIH Role Requirements (e.g. Safeguarding Essentials, DBS if required)
- **Comply with UK Anti-Doping (UKAD) and WADA** requirements, where applicable to their role
- **Hold an Enhanced DBS check (with Children's Barred List)** via Vibrant Nation **if required** for their role
- **Be able to communicate effectively in English**

Note: Not all roles require an Enhanced DBS. Refer to the Role Eligibility Matrix for DBS and training requirements.

1.2 Roles

EIH Recognised Roles: Committee Members, Team Staff, and Off-Ice Officials

EIH recognises the following club and matchday roles. Unless otherwise stated, individuals in these roles **do not have access to the team bench**.

Club Committee Members (No Bench Access)

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Designated Safeguarding Lead (DSL)

All committee members are required to register with EIH, complete training annually, and adhere to all EIH codes of conduct, policies, and procedures.

Team Managers (Bench Access at Head Coach Discretion)

- Assistant Manager
- Team Manager
- Advanced Manager (*invitation only*)

All team managers must **register with EIH, complete training annually, and hold an Enhanced DBS check (with Children's Barred List)** via Vibrant Nation.

Team Bench Off-Ice Officials (Bench Access Granted)

- Equipment Manager
- Physiotherapist
- Sports Therapist
- Medic

These roles **require registration with EIH, an Enhanced DBS check (with Children's Barred List), and completion of training annually**. Relevant qualifications and insurance may also be required depending on the role.

Off-Ice Officials (*No Bench Access*)

- Announcer
- Club Photographer / Media Team
- **Gamesheet Official (Scorer)** (*registration required, no fee*)
- Goal Judge
- Penalty Box Attendant
- Timekeeper

Off-ice officials **do not need to register** with EIH (except **Gamesheet Officials**). They are expected to act with impartiality, integrity, and professionalism. Cheering, clapping, or reacting to on-ice incidents is not permitted while acting in an official capacity — except to acknowledge a player recovering from injury.

1.3 Role Requirements

Minimum Requirements Overview

- Minimum requirements are in place to ensure Team Managers, committee members, and off-ice officials are properly trained, hold the appropriate credentials, and understand their safeguarding responsibilities.
- While ongoing EIH membership is not required outside of events, individuals must hold valid EIH membership to volunteer at any EIH-sanctioned competition.
- EIH may update requirements during a license period in response to changes in legislation or best practice (e.g. safeguarding, data protection, first aid). Reasonable notice will be provided where possible to support compliance.
- Requirements are subject to change at any time. A current overview is provided below.

Role	DBS	Safeguarding	Other	Bench Access
Chairperson	Required	Safeguarding Essentials	GDPR	No
Treasurer	No	Safeguarding Essentials	GDPR	No
Secretary	No	Safeguarding Essentials	GDPR	No
Club DSL	Required	Level 2	GDPR	No
Advanced Manager	Required	Safeguarding Essentials	GDPR, First Aid	Yes**
Team Manager	Required	Safeguarding Essentials	GDPR, First Aid	Yes**
Assistant Manager	Required	Safeguarding Essentials	GDPR, First Aid	No
Medic / Sport Therapist	Required	Safeguarding Essentials	First Aid, Medical Qual, License	Yes
Equipment Manager	If working with U18s	Safeguarding Essentials	First Aid	Yes
Gamesheet Official (Scorer)	No	No	No	No

**** Managers are welcome to access the bench to provide additional support to players when needed. However, to ensure consistent staffing levels, they are not included in the minimum staffing requirements for operating the bench.**

2. DBS requirements

To help ensure a safe environment for all participants, **EIH requires Enhanced DBS checks (with Children's Barred List)** for individuals working regularly with children (U18s) in designated roles.

An **Enhanced DBS check is required** for the following roles:

- **Chairperson**
- **Club Designated Safeguarding Lead (DSL)** (*always required*)
- **Team Manager**
- **Medic / Sports Therapist**
- **Equipment Manager (if working with U18s)**

How to Apply

All DBS checks must be completed **via EIH's provider: [Vibrant Nation](#)**.

- Applications must be initiated by the club's **Designated Safeguarding Lead (DSL)** through the Vibrant Nation portal.
- Only **Enhanced DBS checks with Children's Barred List** are accepted.
- EIH will cover the cost of the **first DBS check**.
- Individuals must present their DBS certificate to their club DSL for verification and recording.

Validity & Update Service

- DBS certificates are **valid for three (3) years** from the issue date.
- **If not subscribed to the Update Service**, individuals will need to **renew** their DBS via Vibrant Nation every 3 years **at their own cost**.
- **If subscribed to the DBS Update Service (free for volunteers)**, EIH can verify annually without requiring a new check.

Disclosure certificates not on the Update Service must be dated 1 August 2023 or later to be considered valid for the 2025–26 season.

Additional Requirements for First-Year Registrants with International Residence

All first-time registrants are required to complete the standard UK screening requirements applicable to their role (e.g. DBS checks, safeguarding training, first aid, etc.) at the point of registration.

In addition, any individual registering for the first time with EIH who has lived outside the UK within the last 5 years must also provide a certificate of good conduct or equivalent police check from each country of residence during that period (translated into English if necessary).

Following completion of the first year of registration and continued involvement in the sport, these individuals will remain subject to the same ongoing renewal requirements as all other registrants (e.g. DBS update service, safeguarding refreshers, etc.).

For any questions or further guidance, please contact:
safeguarding@englandicehockey.com

3. Safeguarding requirements

All volunteers are responsible for ensuring children and young people are safe in our sport and should have a **basic understanding of safeguarding principles**.

To support this, the following roles are **required** to complete the **Safeguarding Essentials** online training by **31 January 2026**:

- Chairperson
- Treasurer
- Secretary
- Team Managers (including Assistant and Advanced)
- Medic / Sports Therapist
- Equipment Manager

The **Safeguarding Essentials** course is **free and open to everyone**:

OLCreate: [Safeguarding in Sport](#)

This online course consists of **three short modules** designed to increase awareness of safeguarding, why it's important, and how to apply it in a sporting context. It was developed with the support of global sport partners including the **Commonwealth Games Federation, World Rugby, World Athletics**, and others.

Completion of this training is part of EIHF's **minimum standards** and supports our collective commitment to safe, inclusive participation across all levels of ice hockey

Recommended free e-learning:

- [Keep Your Child Safe](#)
- [Safeguarding for all](#)
- [Safeguarding for Committee Members](#)

It is mandatory for the following roles to undertake Level 2 accredited safeguarding training. Certificates are valid for three years, with a refresher due annually.

- Club Designated Safeguarding Leads

Workplace safeguarding

Accredited workplace safeguarding, for example from a school, hospital or emergency services may be accepted as equivalent to the requirements outlined above. Please submit your certificate to England Ice Hockey for consideration of equivalency.

4. GDPR Requirements

Whether you're a coach, manager, volunteer, or club official, understanding the basics of GDPR (General Data Protection Regulation) is essential. It helps ensure that personal data, from player information to contact details, is handled legally, safely, and responsibly. By knowing your obligations, you help protect individuals' privacy and maintain trust within the hockey community.

Free GDPR training is now available via CourseBox (approx. 30 minutes).

- Deadline: 31 January (no extensions will be granted).

- If you've already completed GDPR training for this season, you don't need to retake it.
- From next season, only EIH-issued courses will be accepted for consistency and quality.

Once completed, you'll receive a certificate by email, please upload it here:

<https://www.cognitoforms.com/EnglishIceHockeyAssociation/CertificateSubmissionCPPortal>

If you or anyone on your team needs access, [share yours or their details](#) and we'll send an invitation within 2 working days.

5. First Aid Requirements

Creating a safe sporting environment starts with being prepared. Whether you're on the bench, in the stands, or supporting behind the scenes, basic first aid knowledge is crucial. It ensures that those involved in the game can respond calmly and effectively when injuries or incidents occur, helping to protect players, officials, and volunteers alike.

We're delighted to continue our partnership with UK Coaching and confirm that Team Managers and Equipment Managers can now access the [Introduction to First Aid in Sport & Physical Activity](#) course for free.

This course will help you:

- Carry out a primary survey and place someone in the recovery position
- Manage bleeding and choking
- Treat minor injuries (cuts, bruises, burns, and scalds)
- Make confident decisions under pressure and know when to escalate

How to complete and evidence the course:

- Register on the UK Coaching website (no paid membership required).
- Download the invoice generated at registration and your progress history after completion.
- Upload both documents using this form:
<https://www.cognitoforms.com/EnglishIceHockeyAssociation/CertificateSubmissionCPPortal>

Deadline: 31 January (no extensions will be granted).

6. Emergency cover

If a club lacks sufficient registered off-ice staff on game day, unregistered volunteers may be used **temporarily**. The club **must notify the General Manager of their league section by email** with the volunteer's details, as required by EIH's insurance provider to maintain an accurate record.

7. Team requirements

Off-ice officials **do not need to register with EIH**.

However, it is **mandatory** for all teams at **Junior and Senior Hockey** levels to have the following roles filled on game day:

- One gamesheet official/scorekeeper (with up to two assistants)
- One timekeeper
- One announcer (**NIHL only**)
- Two penalty box attendants
- Two goal judges
- Equipment manager (**NIHL only**)

It is **strongly recommended** that each senior team also has a **medic on the bench** at all times. **Important:** Clubs must ensure that anyone designated as a ‘**medic**’ is appropriately **qualified** and **insured** to practise. Individuals such as student therapists or strength and conditioning coaches must not operate in a medical capacity unless they are explicitly qualified, registered, insured for that role **OR** supervised by a qualified and registered medic.

Off-ice officials should, where possible, arrive **30 minutes prior to game time** to begin their duties.

8. Adult / player ratios

The following ratio of adult to children supervision must be adhered to at all camps, training sessions and games:

Age	Ratio
U10	1 adult to 10 children
U18	1 adult to 12 children

9. Minimum bench requirements

Only team off-ice officials are allowed on the bench. All bench staff must be named on the team list and the appropriate license number provided. Team off-ice officials cannot take charge of the bench.

10. Kit

All off-ice officials should not be wearing a hockey jersey of any description. A suitable top/jacket with the team logo and “OFF ICE OFFICIAL” is acceptable.

11. Duty of care

Failure to meet the above standards may result in disciplinary action under EIH’s DOPS Policy for bringing the game into disrepute. Breaches involving children or vulnerable adults will also be treated as safeguarding concerns.

Individuals found to have acted as a manager or off-ice official without the required qualifications will be barred from EIH registration or courses for 12 months. The club may also face sanctions from the relevant disciplinary committee.

Appendix A: Role templates

A.1 Chairperson

Name of club: [Insert name of club]

Role: Chairperson

Responsible to: [Insert name]

Name of volunteer: [Insert name]

Start Date: [Insert date] End date: [Insert date]

Requirements

- EIH registration
- EIH Enhanced DBS check (with Children's Barred List)
- Safeguarding Essentials; GDPR

Responsibilities and qualities

The chairperson will normally be elected either from the entire organisation's membership, or from those who sit on the executive or management committee. The chairperson not only chairs the meetings, but also acts as principal officer throughout the year, making decisions in consultation with other committee members.

- Well-informed about activities of the club / organisation and its financial position
- Able to represent the organisation at local, regional and national levels
- Able to delegate, lead and motivate club volunteers towards club goals and objectives
- Able to chair committee meetings and manage the general meetings, allowing all views to be presented
- Well-informed about the agenda of the meeting and the items to be covered
- Well prepared for the meetings
- Able to ensure the agenda of the meeting is followed, all business is completed and all decisions are properly understood and recorded
- Able to keep debate focussed, avoiding any deviations
- Uphold Club Constitution and National Governing Body regulations
- Diplomatic and helpful, and able to get the best out of the other committee members
- Able to maintain the harmony of the group, even when there is disagreement about the proposed course of action

Please note: this is not an extensive list; it is just an example. Please adapt accordingly.

A.2 Club DSL

EIH requires all clubs to have a Designated Safeguarding Lead (DSL).

Name of club: [Insert name of club]

Role: Designated Safeguarding Lead (DSL)

Responsible to: [Insert name]

Name of volunteer: [Insert name]

Start Date: [Insert date] End date: [Insert date]

Requirements

- EIH registration
- EIH Enhanced DBS check (with Children's Barred List)
- Level 2 Safeguarding certificate; GDPR

Role purpose and core duties

The DSL ensures EIH's safeguarding standards are consistently applied within their club, creating a safe, inclusive, and supportive environment for all children and young people.

- Act as first point of contact for safeguarding concerns
- Promote your role and be approachable to young people and vulnerable adults
- Support implementation of EIH safeguarding policies
- Maintain accurate records and notify relevant agencies in line with EIH protocols
- Promote EIH codes of conduct and best practice guidance
- Advise and support volunteers and staff on welfare matters
- Uphold confidentiality and share information only on a need-to-know basis
- Champion anti-discriminatory and inclusive practices

Personal qualities and experience

- Strong communication and listening skills
- Child-centred, empathetic, and approachable
- Committed, reliable, and fair-minded
- Confident in handling sensitive data per GDPR
- Experience in safeguarding or working with children/vulnerable adults (preferred)
- Aligned with EIH's code of conduct and values

Please note: this is not an extensive list; it is just an example. Please adapt accordingly.

A.3 Secretary

Name of club: [Insert name of club]

Role: Secretary

Responsible to: [Insert name]

Name of volunteer: [Insert name]

Start Date: [Insert date] End date: [Insert date]

Requirements

- EIH registration
- Safeguarding Essentials, GDPR

Responsibilities and qualities

The primary role of the club secretary in an amateur sports club is to provide administrative support to the club.

- Being first point of contact for club enquires
- Plan club meetings with the chairperson and agree an agenda with all club officers (including Annual General Meetings)
- Circulate details of meetings (time, location, agenda etc.) to club members
- Take minutes and circulate to meeting attendees
- Follow-up with relevant parties on key actions arising from meetings
- Ensure meetings adhere to procedures of the club constitution (e.g., quorums and election procedures)
- Arranging handover or succession planning for the position
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Organise meetings

Please note: this is not an extensive list; it is just an example. Please adapt accordingly.

A.4 Treasurer

Name of club: [Insert name of club]

Role: Treasurer

Responsible to: [Insert name]

Name of volunteer: [Insert name]

Start Date: [Insert date] End date: [Insert date]

Requirements

- EIH registration
- Safeguarding Essentials; GDPR

Responsibilities and qualities

The club treasurer is responsible for managing the flow of money into the club and for allocating and recording how that money is spent to run the club. The treasurer also works in conjunction with the chairperson in planning the development of the club e.g., creating annual budgets.

- Creating and maintaining the club's annual budget
- Working with other club officers to generate and collect funds
- Ensuring accurate and up to date records of all club income and expenditure
- Payment to third parties
- Prepare and issue invoices
- Manages club bank account
- Issue late payment reminders
- Seek approval for club committee for major expenditure
- Preparing financial statements ahead of the annual General Meeting
- Reporting on the club's financial performance at the club AGM
- Producing end of year financial report

Please note: this is not an extensive list; it is just an example. Please adapt accordingly.

A.5: Announcer guidance

Announcers play an important role in informing supporters about goals, penalties, and rink notices. You are encouraged to engage the home crowd but must always remain respectful and professional.

General Expectations

- **Tone:** Keep announcements neutral and respectful—no derogatory or joking remarks about visiting teams, fans, officials, or families.
- **Music:** Ensure music (including warm-up tracks) is free from profanity, and not offensive, discriminatory, or inappropriate. This includes language or themes that are sexist, racist, or homophobic.
- **Family Environment:** Maintain a safe, welcoming tone suitable for all ages.

Mandatory Announcements

- **Goals:** Announce scorer, assists, goal type (Even Strength, Powerplay, Shorthanded, Penalty Shot, etc.), and any player sponsor.
 - For away team goals, always include full player names and numbers.
 - During active play, only announce the scorer, assists, and time—**do not initiate crowd chants.**
- **Penalties:** Announce promptly. Home team penalties are read first when both teams are penalised.
- **Penalty Expiries:**
 - When a team returns to 5 skaters (but not full strength): “Team [X] returns to 5 skaters.”
 - When a player is released: “Player [X] has returned to the ice.”
- **Period Timings:**
 - Final minute of 1st and 2nd period: as written.
 - Final two minutes of 3rd period: “We are now in the final two minutes of regulation time.”
 - Final minute of overtime: announce as such.
- **End of Game:**
 - After MOTM presentations, politely ask the away team to leave the ice before announcing further presentations.
 - Avoid phrases like “please hurry up.”

Additional In-Game Announcements

- **Safety Reminders:** e.g., avoid walking during play due to puck risks.
- **Photography:** Allowed only without flash/light. Live streaming by spectators is not permitted—repeat offenders should be asked to leave.
- **Club Notices:** 50/50 draws, shirt off the back, etc., are permitted.

MCs (Master of Ceremonies)

MCs must follow the same rules as announcers. They must:

- Announce goals, penalties, and player returns for both teams.
- Not interrupt active play or initiate chants during announcements.

Sample Scripts

Opening:

“Good [morning/afternoon/evening], hockey fans! Welcome to today’s game between [Away Team] and your [Home Team].”

Goal Announcement:

“Scoring for [Team], number [##], [Player Name], assisted by number [##], [Player Name].”

Penalty Announcement:

“A minor penalty to [Team], number [##], 2 minutes for [Penalty].”

Shots on Goal:

“Shots on goal in the first period: [Team A] – [#], [Team B] – [#].”

A.6: Timekeeper guidance

Pre-Game Timing

- **Minute's Silence/National Anthem:**
Never time this using the scoreboard (avoid the horn sounding). Use a smartphone timer and notify the announcer discreetly.
- **Five-Minute Grace Periods:**
Allowed only for events of national importance (e.g., Remembrance Sunday, death of a Royal, or sitting Prime Minister).
- **Countdown Clock:**
All NIHL games must display a 60-minute countdown before face-off to ensure timely starts. Delay of game penalties may apply if late.

Time to Face Off	Action
60:00	Countdown begins; horn sounds
45:00	Home team submits official team list
43:00	1 Horn Blast – 3 mins to warm up
42:00	2 Horn Blasts – 2 mins to warm up
40:00	Warm-up starts (clock starts regardless of team readiness)
30:00	Away team submits team list
20:00	Warm-up ends; late players risk 2-min penalty
06:00	Officials enter ice
05:00	Away Team enters ice
04:00	Home Team enters ice
00:30	Starting lineups to centre ice
00:00	Game starts

During game play

- **Five-Minute Penalties:**
Must remain visible on the clock until expired. Team remains short-handed throughout.
- **10-Minute Misconducts:**
If your scoreboard can display them, please do. Advise the player of their end time and release them at the next whistle.
- **Timeouts:**
Display on scoreboard if "Timeout" function is available.

Period breaks

- Breaks must be consistent (12–18 minutes, typically 15 minutes).
- Unequal breaks are not permitted (e.g., 15 mins after P1, 18 mins after P2).
- Delay of game penalties apply for late restarts without valid reason.

Time to Face Off	Action
15:00	Period break countdown starts
02:00	Teams enters ice
00:30	Starting lineups to centre ice
00:00	Period starts

Stacked penalties

- Minimum: 3 skaters + goalie.
- When multiple penalties are assessed:
- Only **2 penalties** show on scoreboard at once.
- Additional penalties are **stacked in memory** and activate as earlier penalties expire.
- If a penalty ends **during play** (no whistle), the player **must wait for a stoppage** before returning.
- As each penalty expires:
 - Next stacked penalty displays.
 - Player may only return if:
 - No penalty replaces theirs on the board **and**
 - Team is permitted to return to full/partial strength under the rules.

Other ice hockey roles away from the playing service

There is no requirement to register other off-ice officials who operate away from the ice such as 50/50 sellers or mascots. All other off-ice officials must be made aware of the danger posed to them from the puck leaving the ice like the advice given to spectators in that “*You must keep an eye on the puck at all times and beware that it can leave the playing surface*”.

A.7: Contacts

Operational support and general enquiries
 EIH Office
info@englandicehockey.com

Version	Author	Date written / approved	Approved by
0.3	HRM	01-Aug-23	AM
2.1	HRM	16-Jul-24	AM
3	Office	15-Jul-25	GK