

Completing the ECB Clubmark Checklists

There are three important checklists contained within the ECB Clubmark folder. Copies are also included on the accompanying USB memory stick and are available to download from the Clubmark pages of the ECB website. The checklists contain all of the criteria requirements your club must meet and evidence to successfully achieve accreditation and it is extremely important to ensure that you are always working to the most up to date version.

Each of the Checklists and how they are used is explained in more detail below.

1. ECB Clubmark – Evidence File Checklist

- Assessment of the 'hard copy' evidence submitted in the ECB Clubmark evidence file will be carried out using the ECB Clubmark Evidence File Checklist
- The Evidence File Checklist assessment can take place at any time during the year and will be completed by your County Cricket Development Manager (CDM) or ECB Clubmark Nominated Officers (N.O.).
- The Checklist provides a mechanism to track and monitor the progress of your club towards accreditation and you can use it to identify areas of strength and weakness against the ECB Clubmark criteria.
- For each criteria a club is asked to respond as follows:
 - 'No' – we do not have this criterion in place, we cannot provide any evidence.
 - 'Working towards' – we have something in place, but this is not finalised or implemented.
 - 'Yes' – we can provide evidence of this criterion and demonstrate implementation.

ECB Clubmark Evidence File – Assessment Outcomes

Outcomes for the cricket club:

- Negative Outcome – 1st assessment:
 - Through the ECB Clubmark Evidence File Checklist the CDM / N.O. identifies key actions for the cricket club to complete in an agreed timescale.

- A further Evidence File assessment is arranged.
- The ECB Clubmark Site Visit assessment cannot take place until a positive outcome has been achieved following the Evidence File Checklist assessment.
- Positive outcome - 1st assessment:
 - The CDM / N.O. completes the relevant sections of the Evidence File Checklist. If the assessment is carried out by an N.O. then this is sent to the CDM for final approval.
 - The CDM / N.O. agrees a period with the club during which the ECB Clubmark Site Visit assessment will occur.

2. ECB Clubmark Site Visit Checklist

- The Site Visit assessment is the second form of assessment required by ECB Clubmark and must take place during the cricket season between April and the end of September.
- Using the Site Visit Checklist your CDM / N.O. will assess the practical implementation of the policies and procedures detailed in the Evidence File.
- Cricket clubs will be given notification of a 4 week period during which the Site Visit assessment will take place.

ECB Clubmark Site Visit – Assessment Outcomes

Outcomes for the cricket club:

- Negative outcome:
 - Through the ECB Clubmark Site Visit Checklist, the CDM / N.O. identifies key actions for the cricket club to complete within an agreed timescale
 - A period during which a further ECB Clubmark Site Visit assessment will take place is arranged.
- Positive Outcome:
 - The CDM / N.O. completes the relevant sections on the ECB Clubmark Site Visit Checklist. If the assessment is carried out by an N.O. then this is sent to the CDM for final approval.

- The CDM informs the ECB of the cricket club's successful assessments.
- ECB and County Cricket Board records are updated.
- The cricket club is issued with ECB Clubmark accreditation documents (framed certificate and unique ECB Clubmark logo artwork).

3. ECB Clubmark Annual Health Check- Self Declaration

- Every ECB Clubmark accredited club MUST complete an annual 'health check'. Their CDM / N.O. will provide a prompt of the due date. This is a mandatory requirement.
- The Annual Health Check (AHC) is a self declaration process requiring a club to confirm that it continues to meet the ECB Clubmark criteria and standards.
- Where a club answers that they are not meeting the required criteria then they must explain further and provide information on the actions they are taking to remedy this.
- In such circumstances, the CDM / N.O. will contact the club to provide support and guidance.
- CDMs / N.O.s / the ECB can ask cricket clubs to present evidence against each of the questions asked in the Annual Health Check Self Declaration at any time to support the process.
- The Annual Health Check Self Declaration can be completed in electronic format and e-mailed to the club's CDM or a hard copy can be sent by post.

Re-accreditation

Every 3 years clubs are required to re-accredit. This is extremely important and involves a further ECB Clubmark Evidence File and Site Visit assessment. Your CDM will request a new ECB Clubmark folder for you in advance of re-accreditation, and in the intervening years copies of the most up to date criteria and supporting documents and templates are available online.

Updates

From time to time changes are required to be made to the ECB Clubmark folder and criteria. Updates occur every winter, but may also occur at other times, especially where they result from changes in national legislation or policy. Updates are always publicised via County Boards and on the Clubmark pages of the ECB website. Copies of all relevant information and documentation are also made available to download online and it is your responsibility to ensure your club is working to the current versions of all of the Checklists and documents.

Failure to maintain ECB Clubmark standards on a continuing basis, to submit an AHC or to re-accredit when due may result in the withdrawal of your club's ECB Clubmark accreditation. If at any time your club is struggling to maintain the ECB Clubmark minimum standards you should contact your N.O. or CDM for support and advice.

