

## Completing the ECB Clubmark Checklists

### **ECB Clubmark – Evidence File Checklist.**

- Completed by cricket clubs and or Cricket Development Manager / sports development officer.
- Identifies areas of strength and weakness against the ECB Clubmark criteria.
- Provides a mechanism to track and monitor the progress of cricket clubs through ECB Clubmark.
- Is a tick box exercise. For each criteria clubs are asked to respond as follows:
  - 'No' – we do not have this criteria 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 criteria and demonstrate implementation.
- 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 ECB Clubmark Evidence File checklist assessment is the first requisite assessment within ECB Clubmark and can take place at any time during the year.
- This assessment will be completed by Cricket Development Managers or ECB Clubmark Nominated Officers.

### ECB Evidence File – Assessment Outcomes.

Outcomes for the cricket club:

- Negative Outcome – 1<sup>st</sup> assessment:
  - Through the ECB Clubmark Evidence File Checklist, Cricket Development Manager / ECB Clubmark Nominated Officer identifies key actions for the cricket club to complete in an agreed timescale
  - A time for a further ECB Clubmark Evidence File assessment is agreed
  - The ECB Clubmark Site Visit assessment - 2<sup>nd</sup> assessment cannot be completed until the 1st assessment is positive.
- Positive outcome - 1<sup>st</sup> assessment:
  - Cricket Development Manager / ECB Clubmark Nominated Officer completes the relevant sections on the ECB Clubmark Evidence File checklist. This is sent to the Cricket Development Manager for final approval.
  - Cricket Development Manager / ECB Clubmark Nominated Officer agrees a time with the club to conduct the ECB Clubmark Site Visit

### **ECB Clubmark Site Visit Checklist.**

- Completed by Cricket Development Managers or ECB Clubmark Nominated Officers.
- Assessment of the practical implementation of ECB Clubmark evidence.
- Assessment will be conducted using the ECB Clubmark Site Visit checklist.
- An ECB Clubmark Site Visit is the second requisite assessment within ECB Clubmark and is required to take place during the cricket season in a period between April and the end of September.
- Cricket clubs will be given notification of a 4 week period when the ECB Clubmark Site Visit assessment will take place.

### ECB Clubmark Site Visit – Assessment Outcomes.

Outcomes for the cricket club:

- Negative outcome - 2<sup>nd</sup> assessment:
  - Through the ECB Clubmark Site Visit Checklist, Cricket Development Manager / ECB Clubmark Nominated Officer identifies key actions for the cricket club to complete in an agreed timescale
  - A time for a further ECB Clubmark Site Visit assessment is agreed

- Positive Outcome – 2<sup>nd</sup> assessment
  - Cricket Development Manager / ECB Clubmark Nominated Officer completes the relevant sections on the ECB Clubmark Site Visit checklist. This is sent to the Cricket Development Manager for final approval
  - Cricket Development Manager informs ECB centrally of cricket clubs name and ECB Clubmark accreditation status
  - Internal records are updated
  - Cricket club is issued with ECB Clubmark accreditation documents (certificate and unique ECB Clubmark logo)

#### **ECB Clubmark Annual Health Check- Self Declaration.**

- Every ECB Clubmark accredited club is required to complete an annual 'health check' prompted by Cricket Development Managers / ECB Clubmark Nominated Officers
- This annual process serves as a 'health check' ensuring cricket clubs are maintaining ECB Clubmark standards year on year.
- This annual health check is a self declaration process requiring cricket clubs to confirm they continue to meet ECB Clubmark standards. This will be a 'yes' or 'no' response.
- Where clubs answer 'no', clubs are required to explain further and provide information on the actions they are taking.
- Where 'no' responses are given, Cricket Development Managers / ECB Clubmark Nominated Officers will contact cricket clubs to provide support and guidance.
- This process will happen annually with the 3<sup>rd</sup> year being a more detailed re-accreditation including an ECB Clubmark Site Visit.
- Cricket Development Managers / ECB Clubmark Nominated Officers can ask cricket clubs to present evidence against each of the questions asked at any time to support the annual health check process.
- The Annual Health Check self declaration should ideally be completed in electronic format and e:mailed to your Cricket Development Manager.
- If this is not possible a hard copy can be printed, completed and returned in the post to Cricket Development Managers.