

## **ECB Clubmark Frequently Asked Questions**

### **Duty of Care and Safeguarding Children**

**The ECB Clubmark Evidence File includes the ECB Safe Hands promotional leaflets for coaches, parents/carers and clubs. Where can I get additional copies of the leaflets?**

You need to contact your County Cricket Board which has a supply of each leaflet to distribute direct to cricket clubs. Contact details for County Cricket Boards and Cricket Development Managers can be found at: <http://www.ecb.co.uk/development/development-structure-and-contacts/>

**Is there any guidance for clubs when booking accommodation for away games / festivals?**

Yes, in the ECB Safe Hands kit bag - template 31 'Managing Children away from the Club'. This can be downloaded from: <http://www.ecb.co.uk/ecb/safeguarding-children-and-child-protection/safe-hands/download-safe-hands,450,BP.html>

**Are mobile telephones allowed in club changing rooms?**

No. To help communicate this message clubs should use the ECB Safe Hands kit bag – template 28 'Guidelines on Creating a Changing Room Policy'. This can be downloaded from: <http://www.ecb.co.uk/ecb/safeguarding-children-and-child-protection/safe-hands/download-safe-hands,450,BP.html>

**What is the Safe Hands Workshop?**

The Safe Hands Workshop is the new cricket-specific replacement for the old Time to Listen course. Club Welfare Officers no longer need to attend the Time to Listen course, but must attend the Safe Hands Workshop every three years. However, anyone who attended the Time to Listen course within the last three years will not have to attend the new Safe Hands Workshop until three years from their last attendance at the Time to Listen course.

**Does the Club Welfare Officer have to attend both the 'Safeguarding and Protecting Children' workshop and the 'Safe Hands Workshop' course?**

Yes. The Club Welfare Officer does have to attend both courses. The Safeguarding and Protecting Children workshop is not cricket specific, representatives from cricket clubs can attend the workshop with other people from other sports / backgrounds. The Safe Hands Workshop is cricket specific and is organised through County Cricket Boards.

**Do Club Welfare Officers have to attend the Safeguarding and Protecting Children workshop even if they have a professional qualification e.g. if they are a social worker/police officer/teacher?**

No, as long as the person has completed the professional training within the last three years, and completes updates of that training every 3 years (in line with the requirement to complete the Safeguarding and Protecting Children Workshop every three years), and can also provide evidence of the 'learning outcomes' of the professional training completed. These learning outcomes must match the learning outcomes of the Safeguarding and Protecting Children workshop. All Club Welfare Officers must attend the cricket specific 'Safe Hands Workshop'.

**Should cricket clubs identify a deputy Club Welfare Officer for when the Club Welfare Officer is unavailable?**

It is good practice for cricket clubs to identify a second Club Welfare Officer to cover responsibilities when the Club Welfare Officer is unavailable. However at present this is not part of the mandatory ECB Clubmark criteria.

**Does a Club Welfare Officer need to attend the Safe Hands Workshop every 3 years?**

Yes. The Safe Hands Workshop is valid for 3 years and the WO should attend a refresher every 3 years. The ECB are working to develop a refresher or continued learning course which will hopefully be available in the near future.

**Should the Safe Hands Workshop Certificate be visible out of the cricket season i.e. during the winter months?**

If the cricket club is closed / shut down during the winter months then no, however the certificate should be displayed where junior training sessions take place or at club events. The duties of the Club Welfare Officer do not cease outside of the cricket season.

**How can qualified coaches and cricket clubs get a copy of the 'ECB Coaches Code of Conduct'?**

A copy of the ECB Coaches Code of Conduct is provided with the Clubmark Evidence File, as well as being distributed on all ECB approved coach education courses. For further copies please contact Coach Education. Contact details can be found at:

<http://www.ecb.co.uk/development/coach-education/contacts/>

The document is also downloadable from: <http://www.ecb.co.uk/development/ecb-coaches-association/ecb-code-of-conduct,1676,BP.html>

**What is a Vetting Check?**

A vetting Check is the name given to the overall process of establishing if there are any reasons why someone should not be eligible to work with children. Currently CRB Disclosures form a significant part of this check.

**What should cricket clubs do with Self Declaration Forms until a person's vetting check is complete and returned to them?**

The ECB does not accept Self Declarations.

**What is the minimum age a person can complete a vetting check?**

The current minimum age is 10 years old. The ECB await the further details from the Government following the Criminal Record Review before determining whether this will need to be reviewed.

**At present how long is the wait for a vetting check to be completed and returned by the ECB?**

At present, between 1-2 months, however, this is open to change depending on various CRB processes. TMG CRB is allowed to enquire with the Criminal Records Bureau regarding the progress of checks after 60 days.

**Can adults work with children before their vetting check is returned?**

No, an individual should be appropriately vetted before working with children.

**Does every cricket club have to complete a vetting check for all individuals involved with junior cricket?**

The requirement to undertake vetting checks on an individual depends on the work they are doing with children. 'Regulated Activity' is defined by looking at the time an individual spends with children and the type of contact they have. Whether the individual has a paid or a voluntary role is irrelevant. The ECB have determined a list of roles that would require vetting checks within cricket. For certain other roles, the Club Welfare Officer will need to assess the role before making a decision on whether or not a vetting check is required. A list of roles which require vetting and further guidance on this can be found in the ECB Safe Hands Kit Bag – template 10 'ECB List of Posts which require vetting checks'

**If a person is not a qualified umpire but is the regular umpire for a junior team (or open age team with juniors in it) do they need a vetting check?**

Yes, because they have 'frequent or intensive contact of a specified nature with children'. We would also encourage them to become qualified.

**Is the term 'volunteer' acceptable on a vetting check?**

No. You must use a title or term that is representative of the volunteer's role of 'regulated activity' within junior cricket e.g. Under 13 Team Manager.

**Does the ECB provide guidance on the required contents of First Aid kits?**

No. It is the cricket club's responsibility to determine the contents of their own First Aid kits. Further information can be found on websites such as St John's Ambulance: [www.sja.org.uk](http://www.sja.org.uk) or the Red Cross: [www.redcross.org.uk](http://www.redcross.org.uk)

**Should First Aid kits be available to all teams or just junior teams?**

ECB Clubmark concentrates on the services provided for bespoke junior sections at cricket clubs. However we recommend it is good practice to have a First Aid kit for all teams including senior teams, especially if junior players are playing in those senior teams.

**How do cricket clubs ensure that away teams / clubs have adequate First Aid equipment with them? Are away teams classed as guests?**

Cricket clubs can not control away teams. Clubs must ensure that adequate First Aid provision is available for the home cricket club / teams. Away teams are not classed as guests. Please refer to Safe Hands for guidance when taking a team away.

**Is there an example of best practice for the storage of junior membership contact / medical details?**

Each cricket club should clearly identify who needs to be informed of membership, contact details and medical conditions. Cricket clubs may wish to make team coaches and managers aware of medical conditions. Passing on information in paper format is acceptable but there must also be adequate provision for the safe storage of the documentation.

**Junior membership medical records – whose responsibility is it to keep them updated?**

It is the responsibility of parents and carers to inform club officials when any medical conditions change. It is then the cricket club's responsibility to communicate this information appropriately.

**What is the process to deal with parents / carers who do not disclose important medical information on junior membership forms?**

This is the parents'/carers' choice. They cannot be forced to disclose such information if they do not want to.

**What if a parent / guardian refuses to sign the Junior Membership form to say they agree to be bound by the club's Code of Conduct for Members and Guests?**

It is the parent / guardian's choice whether they chose to sign that declaration. This should not be a bar to the junior cricketer's application for membership being accepted by the club, but the club would need to consider whether it is prepared to allow people who refuse to adhere to or be bound by the Code onto club premises, including parents / guardians. Whatever the club's policy is on this should be made clear in the Code and should be applied consistently in all cases.

**Some cricket clubs only have landline access during the summer months – for the rest of the year the landline is disconnected to save on cost. Is this acceptable?**

Yes, as long as the club can evidence that this is communicated to club members. Any coaching sessions or club events during the winter must therefore be attended by someone carrying a mobile telephone.

### **The Cricket Programme**

**Do all qualified coaches have to be members of the ECB Coaches Association?**

Yes. The ECB Coach Education department currently consider that this remains an important element, offering coaches a number of benefits, including helping them keep up to date with the latest practices; insurance cover; access to advice and support and discounted courses.

**Is there any way that cricket clubs can check which coaches at their club are or are not members of the ECB Coaches Association?**

Yes, you can check this information via your County Cricket Development Manager (CDM). Or you can contact the ECB CA directly at [coaches.association@ecb.co.uk](mailto:coaches.association@ecb.co.uk). Each ECB CA member is provided with a membership card including, their name, membership number and expiry date of membership.

**All qualified coaches need to have current ECB Coaches Association membership, a current First Aid qualification and current Safeguarding and Protecting Children qualification. Can all these requirements come under one single qualified Coach Licensing system?**

This is not an ECB Clubmark issue. This is an area that the ECB Coach Education department continue to work on. For further details contact [enquiries.coacheducation@ecb.co.uk](mailto:enquiries.coacheducation@ecb.co.uk)

**A lot of cricket clubs hire private schools, local authority facilities, first class county indoor schools etc. What should cricket clubs do in terms of risk assessment at these venues?**

The majority of these venues will have to, by law, carry out a risk assessment. Cricket clubs can request a copy of the venue's current risk assessment to put in their ECB Clubmark evidence file. In cases where no risk assessment has been carried out then the club must carry out an assessment themselves for each venue they use (excluding away match venues).

**There are a number of coaches within cricket clubs that have NCA (National Cricket Association) qualifications. Can these coaches complete a conversion course to bring them up to date with UKCC (United Kingdom Coaching Certificate) standards?**

Yes. You should speak to either your CDM or County Coaches Association. The ECB Coaching Pathway can be found at: <http://www.ecb.co.uk/development/coach-education/coaching-pathway/> Changes are due to be made to the Coaching Pathways in the latter part of 2011. The ECB Coach Education department will announce details of the changes in advance.

**Does the coach have to be of a certain level?**

UKCC Level 1 is an assistant coaching award only. All junior sessions are required to be taken by a qualified UKCC Level 2 coach – the relevant coach to player ratios are stated in criterion 2.7. A qualified coach must also oversee the junior Coaching Programme.

**A number of cricket clubs do not have a dedicated junior section, but do have junior members. Can such clubs work towards and achieve ECB Clubmark?**

Cricket clubs must have a bespoke junior section to be eligible to work achieve ECB Clubmark accreditation. A cricket club with a junior section is defined as “a cricket club which offers appropriate coaching and competition under the age of 18 years old”.

However, where a cricket clubs shows a determination to develop a new junior section ECB Clubmark can be used as the development tool to do this. Cricket clubs that have junior players in adult cricket should adopt the ECB playing/match directives including “Junior Players in Open Age Cricket”.

**What is the minimum number of qualified coaches needed by a cricket club to be present at a junior session?**

The minimum requirement and the mandatory criteria within ECB Clubmark is 1 qualified coach to 24 young players. If a cricket club reduces this ratio further, this can be used as an example of best practice. The required ECB Clubmark qualified coach to player ratios are as follows:

Nets: 1:8 (A normal net session would comprise 1 player batting, 1 padding up, 4 bowling.

The 1:8 ratio allows for situations such as 2 players batting, rotating strike and 2 players padding up, 4 bowling, at the discretion of the coach, with player safety as the main priority.)

Group Coaching: 1:24

Matches: a minimum of 2 responsible adults per team

Hard Ball: 1:16

**How many adults need to be in attendance at a session at any one time?**

Each session must have a minimum of 2 adults present at any one time. Coaches are included within that ratio.

**Does the nets' qualified coach to player ratio mean that a qualified coach can coach / manage 8 junior players across two nets?**

No, the ratio cannot be split across two nets e.g. 1 qualified coach, 8 players, 2 nets, 4 players in each net. The qualified coach must coach / manage in 1 net only, with a maximum of 8 players only. A Coaching Assistant who has also attended the Training Methods workshop can manage a net. This would allow the Coach to take overall responsibility, with a qualified adult Coach or Coaching Assistant responsible for each net.

**Do cricket clubs have to adhere to both sets of ratios in criteria 2.7 and 2.8? How do these two sets of criteria work hand in hand?**

Yes. Cricket clubs must be able to demonstrate the difference between the technical development of young cricketers (coach to player ratio) and the safe and effective supervision and management of groups of young people (supervision ratios).

**What is a supervisory ratio?**

Supervision ratios relate to managing groups of children and ensuring that there are sufficient adults present to deal with any issue or incident that may arise. For single sex groups there must be at least one member of staff of the same gender as the children. For mixed groups there must be at least one male and one female supervising adult. There must always be a minimum of two adults present.

**From a girls' team perspective, what are the supervision requirements?**

The ratios remain the same, but a responsible female adult has to be present.

**Why are the supervisory ratios different for young people aged 8 and under?**

It has been identified by the statutory agencies that more adults are needed to supervise younger children effectively.

**How do you define a responsible adult being present at a junior session?**

The supervisory adult(s) should be out on the training ground / pitch with the children, not just at the ground or in the bar. They must be able to see / oversee the whole group of young people. Effective group management is essential from a safety perspective.

**What is the cut off point for Age Group teams?**

Age groups are defined by the player's age at midnight on 31<sup>st</sup> August in the year prior to the relevant season. (2011 Non First Class Regulations and Playing Conditions, Generic Rule 3.4.6)

**We don't want to become a baby sitting service. Can we ask / demand that parents and carers of the younger children remain at the cricket club while the junior training sessions takes place?**

It is a matter of individual cricket clubs' choice. If a cricket club wants to require this they should make it clear to parents / carers through the junior membership form, Code of Conduct for Cricket Clubs Members and Guests and verbal communication.

**Knowing Your Club and its Community – One Game**

**In our County there are many single ethnic minority cricket leagues and cricket clubs. Can single ethnic minority cricket clubs work towards ECB Clubmark?**

Positive action is allowed. Cultural leagues and cricket clubs can exist as long as there is no other environment for them to play cricket in.

**Does every qualified coach at the cricket club have to attend the sports coach UK 'Equity in your Coaching' workshop?**

Coaches are no longer required to attend the Equity in your Coaching workshop. Sport England has removed this requirement from their mandatory core Clubmark requirements so as of November 2011 it has also been removed from the ECB Clubmark criteria.

**Why haven't the Code of Conduct for Cricket Club Members and Guests and the Code of Conduct / set of rules for young people been combined?**

The Code of Conduct / Set of Rules for Young People is a separate document to encourage young people to be responsible for the development of their own set of rules and hence be responsible for their own behaviour within the cricket club environment.

NSPCC research shows that when young people develop their own set of rules they are often more stringent than those created by adults. Young people are also more likely to abide by a set of rules they have created themselves.

**Does the introduction of the Non-Negotiable Standards of Behaviour in all School and Under 15 Age Group Cricket mean clubs are no longer required to have a Code of Conduct / Set of Rules for Young People?**

No, the Behaviour Standards for Junior Cricketers is a separate pitch-based behavioural code, based on the Spirit of Cricket, which applies to all junior cricketers, whether or not they are members of an ECB Clubmark accredited club. The Code of Conduct / Set of Rules for Young People covers junior activity both on and off the pitch, is drawn up by each club in conjunction with their junior members and remains a criteria requirement.

### **Are away teams classed as guests?**

No. Guests include umpires, scorers, spectators, parents, guardians and carers, volunteers etc.

### **What is an open (non-discriminatory) Constitution?**

For ECB Clubmark purposes an open (non-discriminatory) Constitution must include the following:

- Fully open membership to all of the community
- No proposer and seconder process for membership
- Safe Hands Policy – adoption statement
- ECB Club Inclusion & Diversity Policy - adoption statement
- Recognised disciplinary process for members
- Recognised dissolution procedures

### **Are licensing procedures affected by having an open (non-discriminatory) Constitution?**

The Department for Culture Media and Sport (DCMS) states that having a fully open and non discriminatory Constitution does not affect licensing procedures. For further details go to [www.culture.gov.uk](http://www.culture.gov.uk)

### **Is the ECB model Constitution template suitable for use in a multi-sports club environment?**

The ECB model Constitution template has been specifically written for cricket clubs, but can be adapted to suit cricket sections within multi-sports clubs. Footnotes within the constitution and an accompanying Guidance Note provide further information. ECB Clubmark recognises that some cricket sections of multi-sport clubs can have difficulty in obtaining the inclusions required for ECB Clubmark in the over-arching multi-sport club constitution. An additional Guidance Note for multi-sport clubs and an alternative set of template Regulations which could be used in such situations are also provided on the USB and to download from the Clubmark pages of the ECB website.

### **Is there any guidance for cricket clubs when they deem a person to be inappropriate to join the club?**

Yes – this can be found at [www.cascinfo.co.uk/qanda/openmembership](http://www.cascinfo.co.uk/qanda/openmembership) , and reads as follows 'Clubs can refuse membership, where they have good reason to believe that the applicant would be a disruptive influence or prejudice the good conduct of the club. But there must be no discrimination in such a decision'.

**Where a club is wound-up, what should happen to any remaining assets of the club once any liabilities have been paid?**

The club constitution must set out in detail what will happen to any remaining assets on dissolution. The requirements will depend on whether the club has Community Amateur Sports Club (CASC) status. If the club is not a CASC then it is free to decide what will happen to any remaining assets of the club on dissolution in line with the procedures set out in its constitution. Several winding-up clause options are included within the ECB Clubmark Model Club Constitution template, including the specific wording which must be used for CASC purposes. Further advice on this is also included within the Guidance Note accompanying the model constitution which is available on the USB and to download from the Clubmark pages of the ECB website.

**If a cricket club has made the decision to exclude a member / parent or carer of a junior member, should a process be in place for an appeal?**

Yes. A cricket club must be able to demonstrate a process whereby the club can evidence procedurally any refusal of membership or ban and the procedure under which the person in question can appeal. Such procedures are usually found in a cricket club's Constitution.

**Do clubs have to give automatic non-voting membership to the parent / guardian of a junior member?**

No. The requirement to offer the parent / guardian of a junior member non-voting membership rights as part of that junior membership was originally introduced to assist clubs to ensure they had an appropriate course of action open to them to deal with unruly parents. However, as of December 2011 this is no longer a criteria requirement. Clubs may still retain this provision if they wish to do so, but may prefer to deal with the issue by including appropriate provisions in the club's Code of Conduct for Cricket Club Members and Guests.

The need to have a Code of Conduct for Members and Guests remains a criteria requirement (Criterion 1.5). Clubs must ensure that anyone who is to be bound by the Code is aware of its contents. This includes making sure a copy is provided with every junior membership form, is displayed prominently within the club premises, including on the club notice board and on any club website, keeping a record of who has received a copy of the Code, and also publicising any changes to the Code widely to anyone that may be affected by it.

**Does *One Game* focus only on including people from an ethnic minority background in cricket?**

No. One Game focuses on widening the appeal of cricket to all sections of society, including, but not limited to, those from ethnic minority communities. There are many different things a club can pledge to do to fulfil its One Game requirements.

**How can a club in a rural location with no-one of an ethnic minority background in their local community fulfil their *One Game Pledge* requirements?**

Because One Game focuses on widening the appeal of cricket throughout society as a whole, there will always be a way for clubs to do this, regardless of the demographics of their local community. For example, every club will have women and children in their local area and the club could pledge specific actions to increase the participation of such people in the game.

**Club Management**

**Does a cricket club have to display its current insurance policy / certificate in the clubhouse?**

Yes. A photocopy will suffice.

**Many cricket clubs don't own all the cricket grounds they play at, can't get permission to have a notice board and can't display information in the club rooms. What should they do in this situation?**

If there is available space then the information should be adequately displayed. If a club cannot have a permanent notice board it is acceptable to have portable notice boards which can be displayed at each club venue when cricketing activities are taking place. This is especially important for wandering or nomadic cricket clubs.

**If a cricket club has two grounds on the same site with distance between the two grounds does the cricket club need duplicate notice boards?**

Yes, if junior cricket takes place on both grounds and the main notice board is not accessible to members and guests. If the main notice board is accessible and can be easily viewed this is satisfactory.

**Does there have to be evidence of school/club links in the ECB Clubmark Evidence File?**

Yes. If the club has active partnerships in operation with any schools, School Sport Partnerships or youth organisations it must have written agreements in place regarding these partnerships. Examples of evidence of regular contact with schools and youth organisations would include displaying and distributing posters, flyers, newsletters etc, but this alone does not amount to an Active Partnership and therefore does not require a written agreement.

**How can an affiliated club with a junior section that does not, as yet, coach in any local schools evidence the links they have with schools and plans for the future?**

Such a club can evidence the promotional information it provides to local school(s) and document its plans using the *Building Partnerships between Cricket Clubs and the Community* template.

**How does a club complete its Club Development Plan?**

Clubs must use the Club Development Planning System which is available to all ECB affiliated clubs that have an active [www.play-cricket](http://www.play-cricket.com) website. Cricket clubs access the system through their own play-cricket website. Further details and simple User Guides can be found in the 'News' section on the [www.play-cricket.com](http://www.play-cricket.com) homepage.

If you haven't found the answer to your question here please contact your Nominated Officer or CDM for further advice.

