



ECB Cricket Clubmark



Clubmark Evidence File Checklist.

To be completed by Cricket Development Manager:

Name of Cricket Club: *(Insert name of Cricket Club)*

County Cricket Board: *(Cricket Board of Wales)*

Date: *(Insert date of meeting)*

Version: *(Insert numerical version of checklist e.g. 5)*

Clubmark Lead Contact Details: *(To be completed d by CDM and amended by Club if required)*

Name:	Home Tel:
Address:	Work Tel:
	Mobile:
	E-Mail:



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Section 1. Duty of Care and Child Protection

1	DUTY OF CARE AND CHILD PROTECTION	No (✓)	Working towards (✓)	Yes (✓)	Evidence Required	Action required by Club
	The Club should be affiliated to the WCA				CDO to confirm. Copy of the club Constitution should be displayed on notice board / website. Check dissolution clause for future investment. See Clubmark Support Pack, Template 10.	
	Adopt and implement the ECB 'Safe Hands – Welfare of Young People in Cricket' Policy. All new and existing members must be made aware of child welfare and protection procedures.				The Club must hold a copy of the Policy and adhere to its guidelines and the constitution should show this. Clubs own policy to be displayed on notice board / website (named CWO) Include in 'Welcome Pack' and 'Volunteers Pack'. See Volunteer Agreements Form See 'Safe Hands' and Clubmark Support Pack Templates, 13 and 16	
	The Club must identify a Club Welfare Officer who has attended a sportscoach UK 'Good Practice and Child Protection' course.				The CWO must produce their 'Good Practice and Child Protection' certificate. (Valid for 3 years) CWO must be a representative on the Club Management Committee or the equivalent. Copy of the clubs Constitution. Copy of the CWO job description.	



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				<p>Include name of CWO in 'Players Pack'. See 'Safe Hands'</p>	
	<p>The Club Welfare Officer will be provided with further NSPCC approved training once they are appointed.</p>			<p>NSPCC Club Welfare Officer 'Lead Officer' training – 'Time to Listen'. See 'Safe Hands'</p>	
	<p>All Coaches have adopted the ECB Coaches Code of Conduct. The Club has adapted the 'Code of Conduct' for Club Officials and Volunteers.</p>			<p>Each coach must be aware of this code of conduct and sign up to it. Code should be included in Volunteer Pack. Code should be personalised along with a Job / task description of the coaches role within the club Club to show record of all coaches receiving information.</p> <p>Coaches should be members of the ECBCA See Clubmark Support Pack, Template 1, 6 and 7</p>	
	<p>The Club should adopt the 'Safe Hands – Welfare of Young People in Cricket' Recruitment Policy for all new volunteers who are employed, whether paid or unpaid by the Club to work with children.</p>			<p>Job / Task Description for each volunteer's role. (Application Form, record of Interview, written references) Relevant SDF Forms and CRB checks for all posts where individuals will have regular or continuous contact with children. Suggest here that coaches qualifications, courses attended with dates and ECB CA numbers should be amalgamated into this</p>	



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				information. See 'Safe Hands' and SDF/CRB Guidance Matrix	
	The Club must ensure that all Coaches and Umpires and those who have regular or continuous contact with children, paid or unpaid, have done a CRB Check.			All persons who have completed a CRB form can and should be asked by the Club Welfare Officer to produce a copy of their CRB Certificate as proof of clearance. See 'Safe Hands' and SDF / CRB Guidance Matrix	
	The Club must ensure that all other individuals involved with children in any capacity within or on behalf of the Club (e.g. Parental Volunteers, Club Officials, Players, Clubhouse Staff, Ground Staff etc) have completed a Self Declaration Form.			The Club Welfare Officer must hold all Self Declaration Forms confidentially and securely. See 'Safe Hands' and SDF/CRB Guidance Matrix	
	The Club must have emergency procedures in place for dealing with serious injuries/accidents this should include the Telephone No of a local Doctor's Surgery or Hospital A&E Department and the Police. The emergency procedures should also include a process for the recording of incidents and outcomes.			Copy of Club Emergency Procedures must be displayed on the Club notice boards. Procedure should be included in Volunteers Pack and Players Pack. Copy to be placed in each changing room (home and away) and in every First Aid Box. Information must include a map and directions e.g. multimap. Evidence of how club records accidents and incidents (Accident Book). Stored securely and completed? See Clubmark Support Pack Templates 2 and 3.	



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Section 2. The Cricket Programme.

2	THE CRICKET PROGRAMME	No (✓)	Working towards (✓)	Yes (✓)	Evidence	Action
	<p>All coaches should hold professional indemnity and / or public liability insurance to cover their coaching duties.</p> <p>All junior coaching and match activity must be covered on the club's insurance policy.</p>				<p>Copies of individual Coaching Qualification certificates. Confirmation of ECBCA Membership (ECBCA number or a letter the ECBCA as proof of membership)</p> <p>Clubs should also gathering information on MQS for coaches: First Aid qualification (valid for 3 years) GP and CP attendance (valid for 3 years)</p> <p>Photocopy of the Clubs Insurance Policy (check expiry date, terms and conditions and renewal procedure)</p>	
	<p>All coaching, competition and games take place with safe equipment and in a safe environment.</p> <p>Provision and use of helmets to be included in this process.</p>				<p>Copy of a blank and a completed Risk Assessment Form.</p> <p>This Risk Assessment is required to include all OUTDOOR and INDOOR venues used by the club. See Clubmark Support Pack, Template 8 and 'Keep Your Head' leaflet.</p>	

Section 3. Sports Equity and Ethics.



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3	SPORTS EQUITY AND ETHICS	No (✓)	Working towards (✓)	Yes (✓)	Evidence	Action
	The club has adopted the ECB Sports Policy and / or has adopted its own policy statement				Copy of Clubs Equity Statement / Policy. Policy should be displayed on club notice board / website and included in Welcome Pack, Coaches Pack and Players Pack. See Clubmark Support Pack, Template 9.	
	The club has Codes of conduct for parents / carers and spectators.				Copy of code of conduct. This should be communicated to all people involved in junior cricket. As a minimum to be displayed on club notice board, website, and included in Welcome Pack, Coaches Pack and Players Pack. See Clubmark Support Pack, Template 11.	
	The club has a code of conduct / set of rules for children and young people.				Copy of code of conduct / set of rules Communicated via Welcome Pack / membership form, Volunteers and Players Pack, notice board and website. See Clubmark Support Pack, Template 12	

Section 4. Club Management .



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4	CLUB MANGEMENT	No (✓)	Working towards (✓)	Yes (✓)	Evidence	Action
	The club has public liability insurance to a minimum value of £1m				Copy of clubs Insurance Certificate. Check expiry date, method of renewal, conditions of cover and amount of cover.	
	The club communicates with its members and supporters.				Examples of communication used by the club to its members and external partners.	
	The club has a Development / Action Plan that is reviewed annually by the Management Committee. This process should include setting objectives for the next 12 months.				<u>Affiliated Clubs:</u> Copy of clubs 12 month Action Plan. <u>Focus Clubs:</u> Copy of the clubs 3 – 5 year Development Plan. Support club to include information required for County Board Management System. Determine how the club communicates the Development Plan throughout club membership. Utilise MASC document.	

Meeting Summary (to be completed by CDO and Club)

Key Actions Required	By Who?	By When?



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**Agreed date, time and venue for next meeting:
(To be completed by CDO)**