



Old Elizabethans Cricket Club

Members Handbook of Club Policies, Codes of Conduct And Procedures 2020



Dear Member,

Welcome to Old Elizabethans Cricket Club, an ECB Clubmark Club.

The following publication has been produced to meet required standards and implement best practice procedures as advised through the Sport England /England and Wales Cricket Board (ECB) club accreditation scheme 'Clubmark' and the ECB Child Welfare Policy 'Safe Hands'.

The Sport England benchmark accreditation 'Clubmark' has been developed by the ECB and Sport England to recognise and accredit clubs that are committed to providing a safe, child friendly and effective environment for children and young people. By working to implement the core criteria for clubs as advised through the 'Clubmark' scheme and policies and principles as advised through the ECB's 'Safe Hands' Welfare of Young People and vulnerable adults in Cricket Policy, Old Elizabethans Cricket Club is committed to providing a quality experience in a safe, child friendly and effective environment.

Within this publication, you will find information concerning all club procedures, policies and advised codes of conduct. Anyone seeking further information should contact the Club Welfare Officer (*See Page 5*).

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MISSION STATEMENT

Old Elizabethans Cricket Club is dedicated to being and promoting itself as a major recreational cricketing organisation within Worcestershire and the West Midlands. The experienced Board of Directors is dedicated to providing excellent facilities and outstanding opportunities for participation in cricket. They are strongly committed to encouraging young cricketers and maintain robust welfare protocols. The Club has strong links and is open to welcoming more partners from the corporate, voluntary and sporting sectors.

CHILD WELFARE

Underpinning Principles

Old Elizabethans Cricket Club has adopted the underpinning principles as advised through the ECB / NSPCC through the 'Safe Hands' Child Welfare Policy as follows;

- All Young People within Cricket, regardless of age, gender, race, religion, sexual orientation, ability or disability have the right to be protected
- All Young People participating in sport have a right to do so in a safe environment
- Adults working within cricket will provide a safe, positive and fun cricketing experience for young people
- Adults, Volunteers, Coaches, Umpires and Scorers will understand and be supported in their roles and responsibilities with regard to the Duty of Care for Young People
- Individuals will receive support through Education and Training to be aware of and understand best practice and how to manage any welfare issues which may come to light
- Old Elizabethans assures all volunteers that it will fully support and protect anyone who, in good faith (without malicious intent) reports a concern pertaining to child welfare and protection
- Old Elizabethans recognizes its responsibilities in respect of child welfare and protection and is duly committed to complying with the guidance and direction as advised in the ECB 'Safe Hands' Welfare of Young People in Cricket policies.
- It is the responsibility of the child protection experts to determine whether or not abuse has taken place, but it is the responsibility of all those working within cricket to report any concerns

Duty of Care and Safeguarding Vulnerable Adults

The Old Elizabethans is committed to ensuring that all vulnerable adults who play cricket have a safe and positive experience, whatever their level of involvement.

The Old Elizabethans recognises the importance of safeguarding vulnerable adults within the game and implements policies and procedures which ensure that everyone knows and accepts their responsibility in relation to a duty of care for vulnerable adults.

A welcoming environment where vulnerable adults and their carers are asked for and can offer their views and opinions (for example, about the game, training sessions, or arrangements generally) is also a safer environment, where they feel more able to share concerns, and everyone feels more able to challenge poor practice or behaviour.

The underpinning principles for Child Welfare apply equally to Vulnerable Adults.

Principal Club Welfare Policy Procedures

To manage the implementation process and the introduction of the ECB Child Welfare Policy, Old Elizabethans Cricket has identified key positions and has addressed all club policies and procedures required as advised below;

- Appointing a trained 'Club Welfare Officer' and Assistant
- Duty of Care and the Welfare of Young People
- Good practice, poor practice and abuse
- Recruitment and selection of cricket staff and volunteers including DBS and Self Disclosure
- Responding procedures to disclosure, suspicions and allegations
- Managing young people away from the club

- Codes of conduct for cricket staff, volunteers and coaches
- Guidelines for Parents and Carers
- Guidelines on Photography and Video
- Guidelines on Changing
- Guidelines on Transportation
- Policies for anti-bullying, e safety, mobile phones and safeguarding children

All members are advised that a full copy of the ECB Child Welfare Policy 'Safe Hands' is available in the clubhouse for perusal. Further information can be obtained by contacting our Club Welfare Officer (See Page 3). This booklet can also be found on the club website www.oescricket.co.uk and on www.oecc.play-cricket.com

Club Welfare Officers

Old Elizabethans Cricket Club believes that the protection and support of Young People in Cricket is of paramount importance. Any child protection concern or disclosure **must** be reported directly to either Club Welfare Officer and **not** the ECB. It is therefore the responsibility of the Club Welfare Officers to act as the first point of contact for any person who has a concern about child welfare and protection.

Old Elizabethans Cricket Club Welfare Officer:

Lynne Newell - Tel 01905 454142, Mobile 07974 746616 Email lynne.newell321@btinternet.com

Assistant Club Welfare Officers:

Tia Webb – Mobile: 07711 868902, email tiadaniellewebb@gmail.com

Andy Gandon – Mobile 07516 045633, email andrewgandon@gmail.com

The Club Welfare Officers have been trained in and have:

- A basic knowledge of and/or a familiarity with pertinent legislation and government guidance which is relevant to the role of a Club Welfare Officer
- A basic knowledge of the roles and responsibilities of the statutory agencies within Child Protection, i.e.: Social Services, Police and the NSPCC
- An understanding of ECB procedures for reporting child protection concerns to statutory agencies and the Worcestershire Cricket Board County Welfare Officer
- A familiarisation with the ECB 'Safe Hands' Welfare of Young People in Cricket Policy and a knowledge of how to put this in to practice in relation to Young People in the cricket club
- Awareness of equity issues within the context of child protection
- A basic knowledge of the different forms of behaviour that can occur within and outside sport which are harmful to children, from poor practice to child abuse

The Child Welfare Officers report to the Directors of the Club and are required to uphold confidentiality, as far as practically possible, in all Child Protection/Welfare matters. A summary of the Club Welfare Officers main roles within the cricket club are as follows;

- Help safeguard Young People and vulnerable adults by assisting in the promotion and implementation of the ECB Welfare of Young People in Cricket Policy
- Be the first point of contact for the reporting of Child Welfare and protection concerns
- Assist in raising the awareness of others in Cricket in respect of child protection
- Be a source of advice and information on Child Welfare/protection issues

Old Elizabethans Club Inclusion and Diversity Policy

The Old Elizabethans Cricket Club in all its activities, is fully committed to the principles of equality of opportunity in cricket, and to ensuring that its employees, members and all other individuals working or volunteering for Old Elizabethans Cricket Club and participating in or watching Old Elizabethans' activities are treated fairly and can conduct their activities free from discrimination, harassment or intimidation.

The Club will ensure that it complies with the requirements of the Equality Act 2010 and shall take all reasonable steps to ensure that its employees, members and volunteers adhere to these requirements and this policy.

The club will deal with any incidence of discriminatory behaviour, harassment or intimidation seriously, according to the club's disciplinary procedures.

The full policy can be found on Old Elizabethans website, www.oescricket.co.uk in the Club Welfare Section.

Senior Section

Old Elizabethans provides opportunities through its senior section for all playing members to receive coaching and competitive match playing opportunities in structured senior playing competitions in the Worcestershire County Leagues. All coaching will be directed where possible by ECB qualified coaches who are DBS checked. The club has 4 Saturday teams in the Worcestershire Cricket Leagues and enter T20 competitions. Senior training sessions take place every Tuesday and Thursday at the Memorial Ground from 6.30pm – 8.15pm. Director of Senior Cricket – Sean Cairney – sean_cairney@yahoo.co.uk

Women and Girls Cricket Hub

The number of female cricketers is growing each year. The club has teams playing in the Women's Midlands 40 over League, Worcestershire Women's Development T20, Women's Indoor League and enters the women's soft ball Cricket Festivals. Old Elizabethans is now a Worcestershire Women's and Girls Cricket Hub. This gives women and girls from other clubs the opportunity to play competitive cricket while remaining a member of their own club.

The women and older girls train on a Wednesday evening at the Memorial Ground from 6.30 to 8pm throughout the summer and at winter nets on Friday evenings. .

Women's cricket is available to all whether they have never played before or are of County standard.

Women's cricket contacts: Tia Webb tiadaniellewebb@gmail.com or Lynne Newell lynne.newell321@btinternet.com .

Junior Section

The Club develops our young cricketers in a safe, fun and well coached environment. For the youngest children we offer the England and Wales Cricket Board sponsored All Stars programme (this runs for 8 weeks from early May with children receiving a bat, ball, activity book, personalised shirt and cap). Boys sections run from U9 through to U15, and girl's sections with U11, U13 and U15 teams. All age groups play across a range of Worcestershire Leagues and National knock out competitions.

Junior winter nets at RGS Sports Hall from mid January to mid March. Junior training sessions take place from mid-April and finish the end of August at the Memorial Ground on Friday evenings, All Stars 1745 to 1830, and junior training from 1830 – 2000. . Club training kit consists of suitable sportswear and trainers.

Members of the 1st Team, along with the Club's overseas player, will be supporting Junior training regularly on Friday nights along with other members of the senior squads. This will be a real boost to our coaching set up, whilst also helping identify those young players who will be capable of stepping up to adult cricket.

Junior members are asked to make their own travel arrangements to and from training sessions and matches. Juniors must arrive at the times specified and be collected promptly. If Parents/Carers are going to be late, they must contact the Club 01905 756617 or the relevant person – Age Group Coach, Manager or the Director of Junior Cricket to let them know. If you are an hour late in collecting your child and you have not notified the Club, we are duty bound to notify Social Services.

For safety, it is important that the Club is informed of any medical condition or allergies that may be relevant should a child fall ill or be involved in an accident whilst at the Club. To this end parents / guardians must complete the emergency contact form as well as the Junior Club Membership Form. We ask all Parents/Carers to acknowledge having read the Club's welfare policies which are published in this document.

If you would like to help support the Junior Section, either in a coaching or other capacity please let me know james@familyallen.org
James Allen – Junior Cricket Co-ordinator

The Old Elizabethans Junior Section plays Worcestershire Cricket Board Leagues(WCB) and National Knock Out competitions.

Under 9	8-a-side Pairs Festivals with incrediballs.
Under 10	8 a side pairs and 9-a-side T20 KO.
Under 11	9-a-side League and & 9-a-side T20 KO.
Under 11 (girls)	Kwik Cricket 8-a-side pairs Festivals
Under 12	9-a-side T20 league and 9-a-side T20 KO
Under 13	11-a-side T20 League & National Club KO Championship
Under 13 (girls)	8-a-side Lady Taverners KO Competition & 8-a-side pairs League (2 teams)

Under 14	11-a-side LT20 League and T20 KO Cup.
Under 15	11 a side T20 League & National Club KO Championship.
Under 15 (girls)	Lady Taverners T20 Competition and friendly matches
Under 17	T20 Blast

Blind/Visually Impaired Cricket Section- Worcestershire Elizabethans

Worcestershire Elizabethans Blind / Visually Impaired section was founded in 2014. 2018 was the second season in Blind Cricket England and Wales Regional League North & West.

The squad benefits by annually attending the Brian Johnstone Blind Cricket Development Weekend at Leicester University in September, playing six matches in two days. New College Worcester is a satellite club of this section. For the students involved it helps to broaden their horizons outside of the college environment.

The section welcomes anyone interested in playing blind cricket, both sexes aged from 10 to OAPs, whether they have played cricket before or not. Anyone interested in playing or helping at either their training on a Wednesday evening or with transport please contact Lynne Newell, lynne.newell321@btinternet.com or Dave Williams home@davewilliams.co.uk

Membership

Any person, junior or senior, must pay their membership before they are eligible to represent the club in matches.

Club Membership –

Junior - 1st Child: (£15.00 Gift Aid)	£45.00
Junior – 2nd Child: (£15.00 Gift Aid)	£40.00
Junior – 3rdChild: (£15.00 Gift Aid)	£35.00
Junior – 4th Child: (£15.00 Gift Aid)	£30.00
Juniors playing senior cricket – (£15.00 Gift Aid)	£85.00 (£75 if paid before 31 st March)
Senior Playing Membership	£175 (£150 if paid before 31 st March)
Students in full time education and concessionaries	£85.00 (£75 if paid before 31 st March)
Women’s cricket	£85.00 (£75 if paid before 31 st March)
Visually Impaired Cricket	£25.00
Social membership	£25.00
Membership can be paid in easy payments but no reduction in cost.	

Membership Secretary – Andy Stephens – stephens_a_j@hotmail.com

Senior membership forms should be returned to Sean Cairney or email to Andy Stephens.

Women’s membership forms should be returned to Tia Webb

Junior membership forms should be returned on a Friday night at junior training or to Terri Tibbetts

Visually impaired membership forms should be returned to VI Cricket Co-ordinator – Lynne Newell

Emergency Contact Forms

It is vital that the club is informed of any medical condition or allergies that may be relevant should a cricketer fall ill or be involved in an accident whilst at the club. To this end all players **must** complete an emergency contact form as well as a membership form. All information is data protected.

Privacy Policy – full policy included at end of handbook.

Code of Conduct for All Players – Senior and Junior

- All members must abide by the Club’s Inclusion and Diversity Policy
- All members must play within the rules and respect officials and their decisions.
- All members must respect opponents.
- All members must not swear or use offensive language.

- All members should keep to agreed timings for training and competitions or inform their coach, team manager or captain if they are going to be late.
- All members must wear suitable kit for training and match sessions, as agreed with the coach/team manager
- Junior members are not allowed to smoke on club premises or whilst representing the club at competitions.
- Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.
- Junior members are not permitted to buy alcohol on the club premises.

Code of Conduct for Parents/Carers

Old Elizabethans Cricket Club believes that all Parents/Carers also have a major role to play in supporting their child's involvement and in helping them to enjoy their sport and advises that all adults should adhere to the codes of conduct for parents/carers as advised below;

- Encourage your child to learn the laws and play within them.
- Discourage unfair play and arguing with officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognising fair play and applauding the good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgments.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times

Code of Conduct for Club Coaches and Team Managers

As previously mentioned we are committed to providing a quality experience in a safe, child friendly and effective environment. All qualified club coaches delivering coaching and match playing programmes on behalf of the club and team managers are screened for their suitability to be working with children and encouraged to adhere to the codes of coaching conduct as advised by the ECB CA and Sports Coach UK, for whom the main principles are;

- **Rights –**
Coaches must respect and champion the rights of every individual to participate in Sport
- **Relationships –**
Coaches must develop a relationship with athletes (and others) based on openness, honesty, mutual trust and respect
- **Responsibilities/Personal Standards –**
Coaches must always demonstrate proper personal behaviour and conduct.
- **Responsibilities/Professional Standards –**
Coaches must provide a safe environment that maximises benefits and minimises risks to athletes in achieving their goals

In addition, all Coaches and Team Managers who deliver cricketing programmes within the club environment have access to;

- all relevant medical conditions and emergency contacts of all relevant junior and senior playing members
- all best practice guidelines and informed of club procedures for dealing with incidents and accidents
- all Local emergency contact numbers
- an incident/accident report form in the event of any mishap
- a risk assessment form to be used before any coaching session or match
- information of all educational opportunities to further develop learning/coaching qualifications
- a volunteer agreement form which encourages them to work to high standards and adopt recognised best practice where possible
- a copy of all policies and guidance notes relative to their work

Code of Conduct for Cricket Staff, Club Officials, Members and Guests

We also welcome Parents/Carers to all club training sessions and competitions and fully value their on-going support. As part of our cricket club's development we have a structured procedure and approach to volunteer recruitment and offer opportunities for all members, parents/carers and individuals with cricketing interest to get

involved in a wide-ranging variety of ways on a regular basis. In line with club welfare procedures all newly recruited volunteers are required to be screened for their suitability to work with Young People, completing a Disclosure BS (DBS) where necessary.

We are also fully committed to safeguarding and promoting the wellbeing of all our members. The club believes that it is important that members, coaches, administrators and all parents/carers associated with the club should at all times show respect and are encouraged to be open and to share any concerns or complaints that they may have about any aspect of the club with the Club Welfare Officer.

Old Elizabethans Cricket Club advises that the essence of good ethical conduct and practice for Club Officials, Cricket Staff and Volunteers is as advised below;

- Respect the rights, dignity and worth of every person within the context of cricket
- Treat everyone equally and do not discriminate on the grounds of age, gender, religion, race, sexual orientation and disability. Any form of discrimination should not be condoned or allowed to be gone unchallenged.
- The well-being and safety of the young person is paramount - above development and performance.
- An appropriate working relationship should be developed with young people based on mutual trust and respect
- All physical contact that is deemed appropriate and necessary is carried out within recommended guidelines and with the young person's full consent and approval
- Always work in an open environment
- Do not engage in any form of sexual contact with a young person. This is **strictly forbidden** as is sexual innuendo, flirting or inappropriate gestures
- Respect young people's opinions when making decisions about their participation in cricket
- Always promote the positive aspects of cricket and inform players and parents of the requirements of cricket, (e.g.); Fair Play
- Display high standards of language, manner, behaviour, punctuality, preparation and presentation
- Do not smoke, drink or use banned substances whilst actively working with young people in the club and **never** give young people alcohol
- Hold relevant qualifications and insurance cover
- Ensure all activities are appropriate for the age, maturity, experience and ability of the individual
- Know and understand the ECB's Welfare of Young People in Cricket policy and procedures and ensure you attend appropriate training to keep up to date with your role and the welfare of young people
- Report any concerns you may have in relation to a young person by following reporting procedures as laid down by the ECB
- Always be aware and report any conflict of interest
- All contact with junior members must be through their parents/ guardians or carers.

Should you be interested in assisting or volunteering in any way please contact;
Club Welfare Officer – see page 3 for details

ECB Guidelines for Junior - Players in Open Age Cricket

The ECB has issued guidance covering the selection and participation of young players in open age group cricket. This is to help clubs decide when to select young players in open age group cricket and how best to help their cricketing development when they play within open age groups. The guidance applies to boys and girls. The ECB keeps these guidelines under review and, following feedback from clubs and leagues and revised these guidelines for the 2014 season. The ECB will continue to monitor the impact of these guidelines and you are invited to feedback your thoughts and comments in writing to the ECB Non-First-Class Cricket Department.

The captain should inform the Umpires of under 18s in the side.

Old Elizabethans CC complies with this directive and a consent form for U13 players must be signed by parents/carers before they can in open age cricket.

Parental/carers consent form must be or any further advice on any of the above should contact;

Girls Playing in Boys Age Group Leagues and Competitions

Team managers and coaches have a duty of care to all players and girls should only be allowed to participate if the responsible adults are satisfied they are competent to do so.

Suitable arrangements need to be in place, particularly in relation to changing facilities and transportation

arrangements.

In ECB national competitions the age group requirements apply to all players regardless of sex.

Boys cannot play in girl's leagues or competitions.

Anti-Bullying Policy

Old Elizabethans Cricket Club does not accept or condone bullying in any way and will address all forms of Bullying and harassment. Everyone involved within the club environment, whatever their role, has a responsibility to work to stop bullying. To this end we advise that to help a victim and prevent bullying in Cricket an individual should;

- Take all signs of bullying very seriously
- Encourage all young people to speak and share their concerns, help the victim to speak out and tell the Club Welfare Officer.
- Create an open environment
- Investigate all allegations and take appropriate action to ensure the victim is safe
- Reassure the victim that you can be trusted and will help them, although not promising to not tell of what has been said
- Keep a record of what has been said
- Report any concerns to the Club Welfare Officer

We also recognise and advise that in the event of any occurrence of bullying or harassment brought to the attention of the Club Welfare Officer, the club will;

- Inform the bullies parents/carer
- Try to get the bully to understand his/her behaviour
- Provide support as required to the coach of the victim
- Impose sanctions as necessary and as advised through ECB legislation
- Encourage and support the bully(ies) to change behaviour
- Discuss with families to report on progress
- Keep a written record of action taken

The club also advises that in accordance with ECB legislation and as advised throughout this publication the first point of contact in all cases if there is a suspicion of bullying or harassment taking place should be the Club Welfare Officer who will advise of the correct procedural route to be taken through club policy.

A full copy of the Cricket Clubs anti bullying policy is available from the Club Welfare Officer.

E.Safety, Communication and Interactive Technologies Policy

(This policy is currently under review)

We, Old Elizabethans CC, encourage safe and responsible use of communication technologies by all those involved in club activities.

Many internet sites, mobile, social networking and other interactive services provide safety warnings and advice including videos and links to online safety.

All club staff and volunteers are aware of online risks and the need to protect their own privacy online. They understand the risks in posting and sharing content which may damage their reputation within the cricket environment.

Safe and responsible use includes:

- Adhering to terms of service and acceptable use of policies
- The importance of children registering on social networking sites with the correct age. Depending upon the service this can ensure safety settings are appropriately applied, only age appropriate advertising is available, and child's profile is not subject to an online search. The minimum age for most social networking services is 13 years of age.
- Use of privacy and safety settings – these enable users to manage “who sees what” and who the user wishes to interact and share photos and other information with.

All members and guests of the club will:

- Take responsibility for their own use of communication and interactive technologies, making sure they use new technologies safely, responsibly and legally within the context of cricket.
- No communication device or service, including interactive communication services such as social networking may be used to bring the club, its members or cricket into disrepute.

- No communication device or service including interactive services such as social networking may be used for inappropriate behavior online within the context of cricket including the bullying or harassment of others in any form, defamation, obscene, illegal, shows nudity or is violent.
- Report of any known misuses of communication and interactive technologies within the context of cricket, including unacceptable behaviour, inappropriate contact with children online and illegal content including sexual abuse / indecent images of children, according to Old Elizabethans Cricket Club and ECB Safeguarding policies and procedures.
- Need to be aware that any report of the misuse of communication and interactive technologies within the context of cricket will be investigated according to the club's policy and procedures and may result in the club's disciplinary procedures being enforced. Depending upon the seriousness of the incident legal action may be taken and where suspected criminal activity has taken place a report will be made to the police.

When accessing the club's network and communication devices, all members and guests will:

- Protect passwords and personal network logins and log off network when leaving web stations / devices unattended. Where available, security settings should be set on mobile devices. Any attempts to access, corrupt or destroy other users' data in any way using technology is unacceptable.

In addition to the above club officers and appointed volunteers will:

- Take responsibility for their professional reputation in the online environment, making sure they follow e-safety advice, adhere to privacy and safety settings and report any concerns in accordance with club and ECB policies and procedures.
- Not ask for email addresses, mobile phone numbers or social networking profiles of junior members (less than 18 years of age) or search junior member on social networking services / search engines without prior consent of parents and in line with the club's policy.
- Not develop an online relationship with a young player with the intention of meeting them offline to engage in sexual activity. Sexual exploitation, including grooming a child under the age of 16 for the purpose of meeting to engage in sexual activity, is a serious criminal offence.
- Not view, possess, make or distribute sexual abuse / indecent images of children. This is a serious criminal offence.

Changing Room Policies

Use of Mobile Phones

- Due to the risks of inappropriate photography or filming, **mobile phones must not be used** in changing rooms

Changing Arrangements

As part of its commitment to provide a safe and child friendly environment for Young Children the following practices will be adhered to with regards to changing;

- Adults must not change, or shower, at the same time using the same facility as juniors
- If adults and juniors need to share a changing facility, they must do so at different times.
- Mixed gender teams must have access to separate male and female changing rooms
- Due to the risks of inappropriate photography or filming, mobile phones **must not** be used in changing rooms
- If juniors are uncomfortable changing or showering at the club, no pressure should be placed on them to do so. Suggest instead that they may change at home.
- Parents/Carers are not permitted in the changing room when children are changing
- Any person with a disability shall be communicated with, along with their carers, to identify the most suitable method of changing and provide full consent to any support or assistance required

Guidelines on Transportation

A transportation arrangement of children to and from cricketing events/activities is a contractual agreement entered between two parents and is not the responsibility of the club. The implementation of this policy is not intended to exclude any player from participation. Parents/Carers should contact the Club Welfare Officer if they have any problems with the transportation of players. Parents are duty bound to register a contact number with the Team Manager/Coach when leaving children at the club. All club volunteers regularly involved in the transportation of Young People (under the age of 18) and vulnerable adults to or from cricketing activities shall be required to register the;

- Type of private vehicle used for transportation

- The private vehicle registration number

Old Elizabethans Cricket Club also advises drivers of the need to check and amend their insurance as appropriate if intending to use the vehicle to transport Young People.

Records of all information required shall be collated and stored safely by the Club Welfare Officer and Junior Co-ordinator

Guidelines on Photography and Use of Video

Old Elizabethans Cricket Club is keen to promote the positive images of cricket and is therefore not banning the use of photographic equipment. However, there is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of Young People.

To this end we adhere to the appropriate guidelines and will;

- Ask for parental permission to use their child's image thus ensuring that they are aware of the way the image is to be used to represent the positive aspects of Cricket
- Ask the Young Cricketer's permission to use his/her image, thus ensuring that he/she is aware of the way the image is to be used to represent the positive aspects of Cricket
- Only use images of Young Cricketers in appropriate dress, thus reducing the risk of inappropriate use, and to provide positive images of Young Cricketers
- Encourage the reporting of inappropriate use of images of Young People

As stated above the club has no intention to prevent Club Coaches using video equipment as a legitimate coaching aid. However, players and their Parents/Carers should be aware that this is part of our Club Coaching programme and care should be taken in the storing of such films by all parties concerned. We also ask Parents/Carers to provide consent for the use of photography and video analysis whilst in the club environment by completing in full and returning the Junior Members Application Form to the Junior Membership Secretary.

If any parent/carer does not wish their child to be photographed or videoed, then it is their responsibility to ensure that it does not occur.

All concerns should be reported to the Club Welfare Officer

Safeguarding Whistle Blowing Procedures

Report Concerns to your Club Welfare Officer

Reasons for whistle blowing

- Individuals has a responsibility for raising concerns about unacceptable practice or behaviour, to prevent the problem worsening or widening; to protect or reduce risks to others; to prevent becoming implicated yourself.

What stops people from whistle blowing?

- Starting a chain of events which spirals; disrupting work or training; fear of getting it wrong; fear of repercussions or damaging careers; fear of not being believed.

What happens next

You should be given information on the nature and progress of any enquiry; all concerns will be treated in confidence; during the process of investigating the matter, every effort will be made to keep the identity of those raising the concern unknown, except to a minimum number of individuals practicable. No action will be taken against you if the concern proves to be unfounded and was raised in good faith.

Malicious allegations may be considered a disciplinary offence.

Guidelines on the Wearing of Cricket Safety Helmets

Directives and guidelines as advised by the England and Wales Cricket Board that state the wearing of helmets by young players, up to the age of 18, is now standard practice. Helmets with a face guard or grille should be worn when batting a hard cricket ball in matches and practice sessions or a wicket keeper when standing up to the stumps.

Helmets are widely available and are covered by a British Standard (BS7928:1998) and a new specification, for

head protectors on sale from Summer 2014, (BS7928/2013)

Guidelines on Close Fielding

Old Elizabethans Cricket Club also advises that in adherence to ECB policy that young cricketers under the age of 13 years old shall stand no closer than 11 yards from the stumps until the batsman has played at the ball. For those under 15 years of age the distance decreases to 8 yards. Exceptions are of course made for the wicketkeeper and fielders behind the wicket on the off side.

Guidelines on Fast Bowling

In adherence to ECB policy all fast bowling directives will be followed during club cricketing activities. Directives for matches:

Age	Max. overs per spell	Max. overs per day
Up to 13	5 overs per spell	10 overs per day
U14, U15	6 overs per spell	12 overs per day
U16, U17	7 overs per spell	18 overs per day
U18, U19	7 overs per spell	18 overs per day

Directives for practice sessions:

Age	Max. overs per session	Max. overs per week
Up to 13	30 balls per session	2 sessions per week
U14, U15	36 balls per session	2 sessions per week
U16, U17	36 balls per session	3 sessions per week
U18, U19	42 balls per session	3 sessions per week

For the purposes of the directives a fast bowler is defined as a bowler to whom a wicket-keeper in the same age group would in normal circumstances stand back to take the ball.

Once a bowler covered by these Directives has bowled in a match he cannot exceed the maximum number overs per day for his age group even if he subsequently bowls spin. He can exceed the maximum overs per spell if bowling spin but cannot then revert to bowling fast until an equivalent number of overs to the length of his spell have been bowled from the same end. If he bowls spin without exceeding the maximum number of overs in a spell the maximum will apply as soon as he reverts to bowling fast.

Guidance on Use of Nets

ONLY USE NETS IF:

YOU ARE A PAID-UP MEMBER OF OLD ELIZABETHANS CRICKET CLUB, YOU ARE A PROPERLY SIGNED-IN VISITOR, YOU ARE FOLLOWING THE NET SAFETY RULES AND YOU ARE ABIDING BY THE KIT AND EQUIPMENT RULES

IF NOT – YOU ARE NOT INSURED FOR YOUR OWN INJURIES OR THOSE CAUSED TO OTHERS!

The Directors reserve the right to withdraw the privilege of net use from members who do not follow these rules:

KIT RULES

- 1) No kit bags on the artificial playing surface, or within hitting direction of practice
- 2) Wear suitable footwear; i.e. rubber soled cricket shoes or trainers. NO spikes, NO heels, No smooth soles and NO street shoes
- 3) Batsmen working with a hard ball must wear adequate protection, helmet, box, pads etc.
- 4) All under 18's must bat in a helmet. Only proper leather cricket balls or bowling machine balls to be used in the nets. Tennis balls or purpose made "incredible" may be used in appropriate circumstances.

- 5) No footballs to be used in the nets.

NET CONDUCT

- 1) Visitors must be properly signed in by a member
- 2) No spectators to be in the net
- 3) Players per net should not exceed 7
- 4) Batters should pad up outside the net area
- 5) Bowlers should only bowl when the batter is ready and face the batter at all times. They should not bowl if a loose ball is in the net
- 6) A loud cry of "STOP" should stop activity in all nets immediately to address any safety problem
- 7) Balls should be returned immediately by the batsman and not left to lie loose in the net
- 8) Balls must be retrieved from the side netting by the safe method.
- 9) Bowling must be in accordance with the laws of cricket, (from a legal distance, legal action and no deliberate excess of short bowling
- 10) Training in the playing of short bowling must be by a level 2 coach or above

Bowling Machine Policy

The bowling machine is for the use of ALL members of the Club

The Committee has agreed that any USER wishing to make use of the use of the Bowling Machine MUST follow the guidelines set out below:

- You may only use the Bowling Machine if accompanied by a qualified user (qualified user being someone who has been shown how to use a bowling machine correctly).
- Any member using the machine does so at his / her own risk.
- The qualified User must ensure safety of all people using the machine whilst in their care. All users must inform people of the importance of Health and Safety and their acceptance of this policy as well.
- Any user that breaches the manufacturers recommended operating procedures dos so completely at their own risk and the Club will accept no liability for the Users failure to comply.
- Any User found to be using the machine improperly will be suspended from further use and may lead to disciplinary action.
- The club reserves the right to introduce hiring charges should the Directors feel the need to
- Any User causing damage may be liable for repair charges
- Any User accepts FULL responsibility for the machine and sundries including balls. Any loss will result in the User being liable for replacement charges.
- Any User either in breach of any of this policy risks suspension from further use and possible disciplinary action
- Nobody under the age of **18 IS PERMITTED TO OPERATE THE BOWLING MACHINE.**
- A Level 2 coach **must be present** when a **junior**, under 18 is using a bowling machine.

First Aid

All Club coaches are First Aid trained. Team managers are provided with a First Aid kit to take to all matches, home and away. There are comprehensive First Aid kits on both grounds.

Guide Lines for Dealing with First Aid Incident/Accident

- Stay calm, act swiftly and observe situation
- Listen to what injured person is saying
- In the event of the injury requiring specialist treatment or a serious injury call the Emergency Services.
- Deal with the rest of the group and ensure they are adequately supervised.
- Contact the injured person's family/carer.
- Complete accident form and file in the appropriate folder in the score room

Defibrillator

The club now has a Defibrillator which was donated by Worcester Vigornia Rotary Club, Sing 4 Breath and Cllr Andy Stafford, Claines Community Fund. It is situated to the right inside the front door. Guidance to use is with the machine.

Guidance on Sun Safety

Taking part or watching outdoor summer sports can mean that young skin is subjected to "prolonged sun exposure" which can result in sunburn, even on a cloudy day.

The ECB and Old Elizabethans CC supports the Outdoor Kids Sun Safety Code – www.oksunsafetycode.com
 The guidance includes making sure that coaches and others set an example and are seen to take steps to protect themselves, and that they encourage children to:

- Wear a hat
- Put on sun cream (factor 30 or above)
- Cover up

Recruitment of Volunteers

As normal good practice, Old Elizabethans Cricket Club advises that in order to prevent unsuitable people from working within the club environment the club has adopted a recruitment and selection policy for all Staff and Volunteers.

The following principles are adhered to when forming the recruitment policy;

- Planning - (Including clear job descriptions)
 - Application - (All volunteers will be required to complete an application form)
- Checks and References – (DBS checks will be carried out as required)

In addition, the club advises that the ECB has introduced a Complaints and Discipline Procedure to deal with any formal complaints and/or appeals. The procedures are for Coaches, Volunteers and Parents/Carers to see on request.

Further details can be obtained from the Club Welfare Officer

Data Protection Statement

Old Elizabethans Cricket Club advises that all data and personal information requested and held by the club shall be stored securely, confidentially and shall not be used for personal gain.

The Club will use your details to administer your membership in 2018. The Club will hold your information in a database and may contact you by post, email or phone with information and resources for your club. By signing the membership form, you understand that you are consenting to the OECC using and sharing your information.

The club will abide by the GDPR regulations

Copy of advice on GDPR for cricket clubs from ECB is available from Lynne Newell, Welfare Officer.



Old Elizabethans Club Membership Form (Senior) 2019 Privacy Notice



Under new laws which came into effect in May 2018, we need to provide you with certain details concerning how your personal data will be used and protected.

Old Elizabethans Cricket Club take seriously the protection of the data we hold about you as a member and are committed to respecting your privacy. This notice is intended to explain what your rights are, how we comply with the law on data protection and how we may use personal information we collect,

Names of data controller	OLD ELIZABETHANS CRICKET CLUB LTD
Categories of personal data we collect	<ul style="list-style-type: none"> • Name and date of birth • Contact details • Medical/specific requirements information • Disability information • Emergency contact details

	<ul style="list-style-type: none"> • Sporting experience information • Video/Photography agreement • Participation agreement
Our sources of the personal data	<p>We obtain personal data from:</p> <ul style="list-style-type: none"> • The individual registering to join the club • Club coaches and junior co-ordinator • Medical practitioners • Play-Cricket database
Automated decisions we may take	None
Purposes for which we process personal data	<p>The club will process the personal data for:</p> <ul style="list-style-type: none"> • Administering bookings and attendance at sessions • Dealing with medical needs/specific requirements • Supporting the delivery of cricket sessions • For training and competition entry • Reporting of participation and any incidents and of figures and trends (including equality and inclusion information) • For quality and improvement monitoring
Who we will disclose your personal data to	<ul style="list-style-type: none"> • Leagues • The ECB • Coaches and other volunteers for administrating training sessions • The Worcestershire Cricket Board Limited and The Worcestershire County League and any other organisation that organise competitions programmes that we register for • Volunteers who work at cricket clubs/venues to support the delivery of sessions.
Legal basis for processing your personal data	<p>The legal basis for the collection and processing of your personal data is:</p> <ul style="list-style-type: none"> • for administration and programme delivery: that it is necessary to fulfil the contract that you are going to enter into or have entered into with us • for dealing with medical needs: that you have given your explicit consent or in your vital interests. • in all other cases: that it is necessary for our legitimate interests which are to build a programme to encourage participation in cricket; it does not prejudice or harm your rights and freedoms.
Your right to withdraw consent	<p>Where you have given your consent to any processing of personal data, you have the right to withdraw that consent at any time. If you do, it will not affect the lawfulness of any processing for which we had consent prior to your withdrawing it.</p>
Location of your personal data	<p>The Club will keep your personal data within the European Economic Area.</p>
How long we will keep your personal data for	<p>We will not retain your personal data for longer than is reasonable and necessary for the purposes for which it was collected. We shall retain your personal data for such time as you are registered with Old Elizabethans Cricket Club a member.</p> <p>Two years after you cease to be a member of Old Elizabethans Cricket Club or play an active part in Old Elizabethans Cricket Club we shall delete your data.</p>

Your rights in respect of your personal data	You have the right of access to your personal data and the right of data portability. In some cases you have the right to require us to restrict, erase or rectify the data or to object to our processing it,
Our contact details	<p>mail. Mr. Andy Stephens (Membership Secretary),</p> <p>email. Stephens_a_j@hotmail.com</p> <p>website. https://oecc.play-cricket.com https://oescricket.co.uk</p>
Complaints	If you have any concerns or complaints about how we are handling your data please do not hesitate to get in touch with the named person at the club. You can also contact the Information Commissioner's Office.



Old Elizabethans Membership Application Form (Junior) 2019 Privacy Notice



Under new laws which came into effect in May 2018, we need to provide you with certain details concerning how your personal data will be used and protected.

Old Elizabethans Cricket Club take seriously the protection of the data we hold about you as a member and are committed to respecting your privacy. This notice is intended to explain what your rights are, how we comply with the law on data protection and how we may use personal information we collect,

Names of data controller	OLD ELIZABETHANS CRICKET CLUB LTD
Categories of personal data we collect	<ul style="list-style-type: none"> • Name, Contact Details and date of birth • Medical/specific requirements information • Disability information • Emergency contact details • School and year group • Video/Photography agreement • Participation agreement
Our sources of the personal data	<p>We obtain personal data from:</p> <ul style="list-style-type: none"> • The parent/legal guardian registering a child to join the club • Club coaches and junior co-ordinator • Play-cricket database
Automated decisions we may take	None
Purposes for which we process personal data	<p>The club will process the personal data for:</p> <ul style="list-style-type: none"> • Administering bookings and attendance at training sessions • Team selection • Dealing with medical needs/specific requirements • Supporting the delivery of cricket sessions • For training and competition entry

	<ul style="list-style-type: none"> • Reporting of participation and any incidents and of figures and trends (including equality and inclusion information) • For quality and improvement monitoring • County excellence programme nomination
Who we will disclose your personal data to	<ul style="list-style-type: none"> • The England & Wales Cricket Board (ECB) via the play-cricket.com • The Worcestershire Cricket Board Limited (WCBL) for Junior League Player Registration purposes • Coaches and junior co-ordinators for administrating training sessions • Volunteers who work to support the delivery of sessions/matches . • The Worcestershire County Cricket Club for Talent Identification programmes • Local media – name and age
Legal basis for processing your personal data	<p>The legal basis for the collection and processing of your personal data is:</p> <ul style="list-style-type: none"> • for administration and programme delivery: that it is necessary to fulfil the contract that you are going to enter into or have entered into with us • for dealing with medical needs: that you have given your explicit consent or in the child’s vital interests. • in all other cases: that it is necessary for our legitimate interests which are to build a programme to encourage participation in cricket; it does not prejudice or harm rights and freedoms of parents / guardians or the children that join the programme.
Your right to withdraw consent	<p>Where you have given your consent to any processing of personal data, you have the right to withdraw that consent at any time. If you do, it will not affect the lawfulness of any processing for which we had consent prior to your withdrawing it.</p>
Location of your personal data	<p>The Club will keep your personal data within the European Economic Area.</p>
How long we will keep your personal data for	<p>We will not retain your personal data for longer than is reasonable and necessary for the purposes for which it was collected. We shall retain your personal data for such time as you are registered with Old Elizabethans Cricket Club as a member.</p> <p>Two years after you cease to be a member of Old Elizabethans Cricket Club or play an active part in Old Elizabethans Cricket Club, we shall delete your data.</p>
Your rights in respect of your personal data	<p>You have the right of access to your personal data and the right of data portability. In some cases you have the right to require us to restrict, erase or rectify the data or to object to our processing it,</p>
Our contact details	<p>Andy Stephens (Membership Secretary), Email: stephens_a_j@hotmail.com website: https://oecc.play-cricket.com https://oescricket.co.uk</p>
Complaints	<p>If you have any concerns or complaints about how we are handling your data please do not hesitate to get in touch with the named person at the club. You can also contact the Information Commissioner’s Office.</p>

**Old Elizabethans Cricket Club
The Memorial Ground
Perdiswell Park
off the Droitwich Road**

**Worcester
WR3 7SN**

**Tel: 01905 756617
Web site www.oescricket.co.uk**