

List of Changes to ECB Clubmark Criteria and Supporting CD ROM

(Folder version: January 2010)

Evidence File Checklist

General

In the “Evidence Required and Support Resources” column, details of evidence required now appears in numbered point form. All support resources appear under “**Support**”, and website addresses appear in bold type.

| Page / Document | Clubmark Area | Criteria Number / Section | Column | Nature of Changes | Detail |
|------------------------|-------------------------------|---|---------------|---|--|
| 2 | Introduction | | | Updated and now signed off by Mike Gatting, Managing Director of Cricket Partnerships. | |
| 8 – 10 | Exactly What You Need to Know | | | Incorporates a new section providing an overview of the main issues covered in each of the four ECB Clubmark theme areas. | |
| 11 | Exactly What You Need to Know | Steps Leading to Accreditation | | No material change to content; slight format change with the addition of text boxes. | |
| 12 | Exactly What You Need to Know | Step 2 – Actively Working Towards and Support | | Clarification regarding the age of the evidence required. | Step 2 – Actively Working Towards and Support, final paragraph now reads: “There is no time limit on how long a club takes to work towards the criteria set out in ECB Clubmark, each cricket club is different. However, all the evidence you provide must be as recent as possible, preferably dated within the last 12 months, and a maximum of three years |

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| | | | | | old in the case of course certificates, at the date of the Site Visit Assessment.” |
| 13 | Exactly What You Need to Know | Steps 6 -7 | | New sub-heading “Other Possible Steps”. | |
| 17 | | 1.1 | Evidence Required and Support Resources | Update to support resources. | “Safe Hands’ policy downloadable from www.ecb.co.uk/safehands (updated annually, usually in the Autumn, so ensure you go to the ECB website to find latest documents when submitting evidence)” |
| 17 | | 1.2 | Evidence Required and Support Resources | Clarification of evidence requirement point 2. | “The Club Welfare Officer must report to the Club Management Committee or equivalent. This requirement should be detailed in the club Constitution and evidenced by records of Club Welfare Officer’s reports as an agenda item for the relevant meetings.” |
| 18 | | 1.4 | Evidence Required and Support Resources | Update of support resources. | “ECB Coaches Code of Conduct (Distributed on all ECB approved coach education courses. Should you require a further copy please contact Coach Education. Contact details can be found at: http://www.ecb.co.uk/development/coach-education/contacts/) Downloadable from: http://www.ecb.co.uk/development/ecb-coaches-association/ ” At the present time, a copy of the Coaches Code of Conduct is also still provided with the Clubmark Evidence File. |
| 19 | | 1.5 | Evidence Required | Clarification of evidence requirement point 2. | “2. This should be displayed on the club’s notice board and website, <i>if available</i> , as |

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| | | | and Support Resources | | well as being detailed in any internal communication” |
| 19 | | 1.6 | Criteria | Slight change to wording only. | “The club must adopt the ‘Safe Hands – Cricket’s Policy for Safeguarding Children’ recruitment policy for all new volunteers who are appointed <i>by the club</i> , whether paid or unpaid, to work with children or young people” |
| 20 | | 1.7 | Criteria | Merges old criteria points 1.7 and 1.8. | “The club must ensure that all post holders whose roles include responsibilities relating to working with children are suitably vetted. Some roles have mandatory vetting requirements.” |
| | | | Evidence Required and Support Resources | The support resources have been updated to refer to the “Non-UK Vetting Form”, which replaces the “Overseas Vetting Form”. Also includes a note to check the ECB website for updates and in case of doubt, to contact TMG or the ECB for further guidance before submitting the vetting check forms. | Evidence Required and Support Resources column now reads: “1. The club must provide written evidence of the analysis / assessment of the need for a vetting check in the form of either minutes of a Management Committee meeting or Club Welfare Officer’s own paper assessment. 2. The names provided will be checked via the ECB County Board Management System to confirm that the people named have been vetted to work with children. Note: Vetting checks are not to be included in the ECB Clubmark Evidence File, nor to be shown upon request. <u>Support:</u> For detailed guidance on how to assess roles and vetting, please see the document “ECB List of Posts Which Require Vetting Checks” on the ECB |

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| | | | | | <p>website. This will be updated in accordance with expected changes to legislation, so check the ECB website regularly to ensure your club is using the most up to date guidelines. Should you have a post at your club which does not appear on the List of Posts which Require Vetting Checks within the guidance, but based on your assessment of the responsibilities of the post would require a vetting check to be carried out, then please contact TMG or e-mail ECB Clubmark at: clubmark@ecb.co.uk for further advice BEFORE submitting the Vetting Check form.</p> <p>Vetting Checks Tracking Table (CD ROM) ECB Non-UK Resident Vetting Form (CD ROM)</p> <p>Note: A vetting check lasts 3 years. An overseas equivalent document is only valid for 1 year.”</p> |
| 21 | | Former criterion 1.8 | | Deleted. Former criteria points 1.9 - 1.13 inclusive, have now been re-numbered, 1.8 – 1.12 accordingly. | |
| 21 | | 1.8 | Evidence Required and Support Resources | Clarification of evidence requirement. | Evidence requirement point 2 now reads: “2. Map / directions / telephone number of local hospital / doctor’s surgery must be displayed on the club’s notice board, <i>and ideally, also on the club website, if</i> |

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| | | | | | <i>any, and in changing rooms etc.”</i> |
| 23 | | 2.2 | Evidence Required and Support Resources | Clarification of evidence requirement. | Evidence requirement point 2 now reads: “2. Copies of individual insurance policy cover <i>where relevant</i> ” |
| 24 | | 2.3 | Evidence Required and Support Resources | Update of support resources. Former “ECB Guidance on Junior Cricketers Playing in Adult Matches” and “Guidelines for the Selection of Young Players in Adult Cricket” have now been merged into the updated document “ECB Guidelines for Junior Players in Open Age Cricket”. | |
| 26 | | 2.7 | Criteria | Reference to “Matches: 2 responsible adults per team” deleted because is covered in 2.8. Support can also be found on the Clubmark Resources CD ROM in the document entitled “ECB Qualified Coach Requirements – formerly Qualified ECB Coach Statement”. | |
| | | | Evidence Required and Support Resources | Note on ideal numbers for Nets moved to point 2.8. | |
| 26 | | 2.8 | Criteria | Clarification that reference to junior sessions here also includes matches. | Second sentence of 2.8 now reads “There must be a minimum of 2 adults present at every junior session, <i>including matches.</i> ” |
| | | | Evidence Required and Support Resources | Clarification note added concerning supervision requirements. | Note: a qualified coach may also act as a “responsible adult” to fulfil the supervision and staffing requirements” |

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| 28 | | Former Criterion point 3.4 | | Deleted in its entirety. Requirement already covered in point 1.5. Former points 3.5 - 3.8 are now numbered 3.4 – 3.7 accordingly. | |
| 28 | | 3.5 (formerly 3.6), | Evidence Required and Support Resources | Additional bullet point added to club constitution requirements. | <i>“• No proposer and seconder process for membership”</i> |
| 29 | | 3.7 (formerly 3.8) | Evidence Required and Support Resources | Clarification note added concerning mechanism to check successful completion of One Game Pledge sign up and update of support resources. | <p>“Note: When the club’s Evidence File has been submitted for assessment the relevant Nominated Officer can e-mail the ECB Ethics & Compliance Team at: clubmark@ecb.co.uk, for confirmation of Pledge signature.</p> <p><u>Support:</u> See User Guide and example copies of the above evidence on CD ROM. Examples can also be found on the ECB website at: http://www.ecb.co.uk/ecb/one-game/onegame-pledge/”</p> |
| 30 | | 4.1 | Evidence Required and Support Resources | Clarification on level of insurance required. | ” Note: The level of insurance is set at a compulsory £5 million in accordance with the advice of ECB’s insurance advisors.” |
| 31 | | 4.3 | Evidence Required and Support Resources | Addition of guidance note on equitable pricing policy. | “Note: Equitable pricing requires that fees are fair, and should not be a bar to club membership. Clubs should consider offering various payment methods, e.g. by instalments, and should also consider offering reduced fees to certain groups or |

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| | | | | | individuals depending on their circumstances. E.g. reduced rates for youths, students, unemployed, retired people, family membership, etc. Pricing policies should also allow for consideration of any exceptional cases, such as hardship.” |
| 31 | | 4.4 | Criteria | Clarification on the issue of ‘active partnerships’ and requirement for written agreements. | Criteria column now reads: “The club must have regular contact with at least one local school or School Sport Partnership or youth organisation. 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.” |
| | | | Evidence Required and Support Resources | | Evidence Required and Support Resources column now reads: “1. Where an active partnership is in place a copy of the completed written agreement between the cricket club and the community partner must be provided. Note: A written agreement is only required where the club has an active partnership in place, not where the club has only established regular contact. An example of “regular contact” could include displaying posters detailing club coaching sessions on school notice boards. An “active partnership” would include circumstances where the club or its representatives provide coaching |

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| | | | | | <p>sessions within the school day or after hours, either as part of the curriculum or to young people who have been actively referred to the club by the school.</p> <p><u>Support:</u> ECB template – Building Partnerships between Cricket Clubs and the Community (CD ROM).”</p> |
| Site Visit Checklist | | | | | |
| 39 | Duty of Care and Safeguarding Children | Point 9 | | Clarified | Clarified to read: “Name and describe who has access to first aid equipment at the club. Provide evidence of where first aid equipment is kept and who is responsible for the kit <i>and restocking.</i> ” |
| Annual Health Check Self-Declaration | | | | | |
| 45-46 | Annual Health Check Self-Declaration | | | Colour coded boxes for relevant section titles. | |
| 51 | Useful Addresses | | | Updated description of NatWest Cricket Force. | |

CD ROM

General

Some folders have been removed to avoid duplication of the same documents in more than one folder but all of the relevant documents are still included.

| Page / Document | Clubmark Area | Criteria Number / Section | Nature of Changes | Detail |
|--|--|----------------------------------|---|--|
| Membership Form | Duty of Care and Safeguarding Children | | Format changes as follows: Prompts stating who is to complete each section Section 4 – Sporting Information, now moved to Section 2 Section 2 – Contact Details of Parent / Carer / Legal Guardian, now moved to Section 3 Section 3 – formerly “Disability” now “Information about any Impairment”, moved to section 4 | See Clubmark Process pages on ECB website for downloadable copy of updated form. |
| | | Section 4 | Section 4 – updated section requesting information on any impairment a child may have so that a club can determine any reasonable adjustments that may be required to support a child’s full participation in club activities. | |
| Qualified ECB Coach Requirements – formerly “Qualified | The Cricket Programme | | Changes: Updated to include non-UK equivalent qualifications. | |

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| ECB Coach Statement” | | | | |
| Completing the ECB Clubmark Checklists | <u>Checklists</u> | | Completing the ECB Clubmark Checklists – 2 nd page Changes: Date for site visits now April to end <i>September</i> . No other material changes to text. | |
| Vetting Checks Tracking Table | <u>Safe Hands</u> Duty of Care and Safeguarding Children | | Changes: change to criteria points table can be used in connection with – now to be used in connection with point 1.7 only, no longer 1.7 and 1.8 as those two criteria are now merged. No material change to table content, but bigger rows to insert information. | |
| ECB Non-UK Vetting Form | | Kit Bag 11 | Changed name; slight format change. | |
| ECB Safety Guidance on the Wearing of Cricket Helmets by Young Players | | Kit Bag 14 | Incorporates new British Standard for wicket keeper faceguards | |
| ECB Fast Bowling Directives | | Kit Bag 16 | Amendment to Overs that can be bowled. | |
| ECB Guidance for Selection of Young Players in Open Age Group Cricket | | Kit Bag 17 | Now combines and replaces former Kit Bag documents 17 and 18, with new name “ECB Guidance for Selection of Young Players in Open Age Group Cricket”. | |
| ECB Guidance on | | Kit Bag 18 | No longer exists - merged into new Kit Bag | |

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| Junior Players Playing in Open Age Cricket | | document 17, "ECB Guidance for Selection of Young Players in Open Age Group Cricket." | |
| ECB Photography and Video Camera Guidelines | Kit Bag 29 | Changes: Storage of video material; informing the other team if no consent is given. | |
| Note on Changes to Child Safeguarding and Safe Hands Policy as at January 2010 | | New document explaining VBS related changes. | |
| Code of Conduct for Cricket Club Members and Guests | | <p>Changes: References to "young person" now refer to "children".</p> <p>The final bullet point of the Code now includes 5 further sub-points in relation to Vetting Checks and requirements concerning appropriate conduct with children.</p> | <p>The final bullet point of the Code now includes 5 further sub-points and reads as follows:</p> <p>" In addition to the above, all Club Officers and Appointed Volunteers will:</p> <ul style="list-style-type: none"> ○ Have been appropriately vetted if required, before taking on their role ○ Hold relevant qualifications and be covered by appropriate insurance ○ Always work in an open environment (i.e. avoid private or unobserved situations and encourage an open environment) ○ Inform Players and Parents of the requirements of Cricket ○ Know and understand the ECB's 'Safe Hands – Cricket's Policy for Safeguarding Children' ○ Develop an appropriate working relationship with young players, based on mutual trust and respect ○ Ensure that physical contact is appropriate and necessary and is carried out within |

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| | | | | <p>recommended guidelines with the young player's full consent and approval</p> <ul style="list-style-type: none"> ○ Not engage in any form of sexually related contact with a young player. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms. The ECB adopts the Home Office guidelines which recommend the principle -“People in positions of trust and authority do not have sexual relationships with 16-17 year olds in their care” ○ Attend appropriate training to keep up to date with their role, especially that relating to the Safeguarding of children. “ |
| Sporting Equals Factsheets | Knowing Your Club and its Community – One Game | | <p>Additional support resources in the form of 15 factsheets, published by Sporting Equals, providing information on religious and faith groups and emerging communities and sport.</p> <p>Also downloadable from One Game section of ECB website.</p> | |
| Building Partnerships Between Cricket Clubs and the Community | Club Management | | <p>Changes: References to “School / education establishment” now refer to “School / School Sport Partnership (SSP) / youth organisation.”</p> | |