

Code of Conduct for Coaches, Club Officials and Volunteers

The essence of good ethical conduct and practice is summarised below. All coaches, Club officials and volunteers at Dinton Cricket Club must:

- Consider the well-being and safety of participants before the development of performance.
- Develop an appropriate working relationship with participants based on mutual trust and respect.
- Make sure that all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of sport (e.g. fair play).
- Display consistently high standards of behaviour and appearance.
- Follow all the guidelines laid down by the England & Wales Cricket Board, the Buckinghamshire Cricket Board and Dinton Cricket Club.
- Hold the appropriate, valid qualifications and insurance cover.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibited substances.
- Encourage participants to value their performances and not just results.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.

Dinton Cricket Club

Clubmark Information Booklet



October 2005

What is Clubmark?

Clubmark is a Sport England initiative that provides a 'kitemark' of quality for sports clubs. Its purpose is to identify and acknowledge those clubs that have shown that they are well managed, that provide a safe environment for young players, and that have high standards of ethics and equal opportunities.

Clubs that have gained Sport England Clubmark status are therefore nationally recognised as being run in a safe, effective and child-friendly manner.

The Clubmark accreditation scheme is fully integrated with 'SAFE HANDS', the ECB policy on the welfare of young people in cricket.

Why is Clubmark important?

As well as ensuring that the latest child protection standards are being met, each club that gains accreditation will be:

- better organised as a club;
- able to show parents of prospective junior members that the club provides a safe environment for their child;
- networked into local and national sports organisations that can provide further support to Clubmark clubs;
- promoted in their local community and on a national database to help grow membership;
- better placed to succeed in any future funding applications.

How is Clubmark status achieved?

Clubs must meet minimum criteria in the following categories:

- child protection;
- coaching and competition;
- sports equity and ethics;
- club management.

Dinton Cricket Club gained Clubmark status in November 2005.

Code of Conduct for Parents and Carers

As a parent or carer of a junior member of Dinton Cricket Club you are expected to abide by the following code of conduct:

- Encourage your child to learn the rules 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' judgements.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Encourage and guide performers to accept responsibility for their own performance and behaviour.

Code of Conduct for Junior Members

Dinton Cricket Club is fully committed to the safeguarding and promoting the well-being of all its members. The Club believes that it is important that all members, coaches, administrators, parents and carers associated with the Club shall at all times show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the Club with the Youth Team Manager.

As a junior member of Dinton Cricket Club you are expected to abide by the following code of conduct:

- Play within the rules and respect officials and their decisions.
- Respect your opponents.
- Keep to agreed timings for practice sessions and matches or inform your coach at the earliest possible opportunity if you cannot play or you are going to be late.
- Wear suitable kit for practice sessions and matches, as agreed with the coaches. The use of protective equipment (pads, gloves, box and helmet) is compulsory.
- Respect property that is not your own, e.g. equipment provided by the Club, and be responsible for it whilst it is in your control.
- Respect grounds and pavilions. Leave changing rooms at least as tidy as you found them.
- Pay subscriptions and match fees promptly.
- Never smoke on Club premises or whilst representing the Club in matches or at practice sessions.
- Never consume alcohol or drugs of any kind on Club premises or whilst representing the Club.
- Never bully or victimise a team-mate or an opponent.
- Never use foul or sexually explicit language on Club premises or whilst representing the Club.

About this Booklet

This information booklet is for the benefit of everyone concerned with Dinton Cricket Club: senior and junior playing members, officers, parents and carers of junior members, coaches, club volunteers - and just about anyone else you can name who has a connection with the club!

Its purpose is twofold: to introduce Clubmark and explain why it is so important, and to list the most important aspects of running a safe, effective and child-friendly cricket club. In this booklet we set out the major policies, procedures and codes of conduct that the club are implementing.

Although it may initially seem like it, Clubmark is not about a long list of rules and regulations. The information in this booklet is certainly *necessary* to make Dinton Cricket Club the safest, most effective and most child-friendly club in the area – but it is not *sufficient* without changes in people’s attitudes and behaviours.

Dinton CC Committee, October 2005

Contact

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Child Protection Policy

Mission Statement

Dinton Cricket Club recognises its responsibility to protect and safeguard the welfare of children and young people entrusted to the Club's care.

As part of its mission, the Club is committed to:

- valuing, listening to and respecting children and young people as well as promoting their welfare and protection;
- the safe recruitment, supervision and training for all the coaches within the Club;
- adopting a procedure for dealing with concerns about possible abuse;
- encouraging and supporting parents/carers;
- supporting those affected by abuse in the Club;
- maintaining good links with the statutory childcare authorities and other organisations.

Club Policy

Dinton Cricket Club recognizes the need to provide a safe and caring environment for children and young people. The Club also acknowledges that children and young people can be the victims of physical, sexual and emotional abuse, and neglect.

Dinton Cricket Club has therefore adopted the procedures set out in the ECB document *SAFE HANDS - Welfare of Young People in Cricket Policy*. The Club also recognises the need to build constructive links with statutory and voluntary child protection agencies.

The Club has protocols, policies and guidelines to ensure the safety and welfare of children and young people.

The Club is committed to ongoing child protection training for all coaches and will regularly review the operational guidelines.

The Club will have a designated Child Welfare Officer who will have attended the Good Practice & Child Protection courses run by the ECB.

Volunteer Recruitment Policy – What it means in practice

For Parents and Carers

If you wish to volunteer to help with the junior section of the Club then we will ask you to complete a self declaration form.

We may ask for references and that you complete a Criminal Records Bureau (CRB) form.

For Junior Members

You can have confidence that the Club is a safe place where you can enjoy playing cricket.

For Senior Members, Club Officials and Volunteers

If you wish to volunteer to help with the junior section of the Club then we will ask you to complete a self declaration form.

We may ask for references and that you complete a Criminal Records Bureau (CRB) form.

Volunteer Recruitment Policy

All posts for which new volunteers are required will have a clear written job description detailing the post's roles and responsibilities.

All new applicants for a post involving regular, unsupervised access to young people must supply the names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with young people.

Referees must have known the applicant for at least two years.

These references must be taken up by the Club prior to an applicant's formal appointment.

In accordance with current ECB guidance, existing and prospective coaches, youth team managers, umpires, scorers and senior team captains must complete a Criminal Records Bureau (CRB) form.

All existing and prospective volunteers in all other Club positions must complete a Self Declaration Form (SDF).

The Club has the right to request that any existing volunteer complete a CRB form, should guidance on this issue from the ECB change in the future.

All successful applicants must be given two copies of the Club's Code of conduct for coaches, club officials and volunteers and asked to sign, date and return one copy to the Club's Child Welfare Officer to indicate their acceptance.

The Club has the right to refuse help from a volunteer who declines to take a CRB check, to complete a SDF or to sign the Club's Code of conduct for coaches, club officials and volunteers.

Concerns about information received on a SDF must be acted on by Club's Child Welfare Officer, who will follow ECB procedures.

Child Protection Policy – What it means in practice

For Parents and Carers

You can have confidence that Dinton Cricket Club provides a safe environment for your child.

For Junior Members

You can have confidence that Dinton Cricket Club is a safe place where you can enjoy playing cricket.

There will be someone to talk to at the Club if you have any problems.

For Senior Members, Club Officials and Volunteers

You need to be aware of the existence of the Child Protection Policy and recognise that it impacts many areas of the Club.

In particular, there are policies, protocols and procedures that affect you if you are assisting with junior training, or if you are playing in a match with junior members.

The most important of these are found in this booklet. Please ensure that you read them.

Changing Policy

All parents / carers must be aware that there are circumstances under which players under the age of 16 years may find themselves changing clothes in the presence of persons over 18 years.

Parental / carer consent must be given if juniors are to share changing facilities with senior members. Consent will be sought on the Junior Club Membership Form.

If consent is not given then it is the parents' / carers' responsibility to ensure that their child does not then enter changing facilities at any time.

Regardless of consent, juniors who do not wish to change or shower in the presence of adults are under no obligation to do so and are advised to change and shower at home.

Other adults within the Club should make every effort to change at a different time from juniors.

Juniors aged 10 and under must be supervised at all times in changing rooms by adults of the same gender as the players.

If juniors have to be supervised in the changing rooms then adults should ensure that they work in pairs.

If a junior has a disability that prevents them from being independent in changing then a care plan outlining the support and help they require will be agreed and consented following full involvement of parent / carer, junior and the Club's Child Welfare Officer.

Equity Policy

Dinton Cricket Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definitions:

- Sports Equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
- Dinton Cricket Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- Dinton Cricket Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All Dinton Cricket Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- Dinton Cricket Club will deal with any incidence of discriminatory behaviour seriously and in accordance with the Club's disciplinary procedures.

Junior Away Fixtures Policy – What it means in practice

For Parents and Carers

You will need to give consent for your child to attend cricket matches as a member of the Club.

You are responsible for checking the Club's website to ascertain the details of the arrangements for a match / away fixture.

You are responsible for transporting your child to an away fixture – transport will *not* be provided by the coaches.

You should contact the Club's Child Welfare Officer if you have problems with transportation.

You should ensure that your child arrives dressed in appropriate cricket wear.

For Junior Members

You should ensure that you arrive dressed in appropriate cricket wear.

You should check the Club's website to ascertain the details of the arrangements for a match / away fixture.

You should speak to a coach or your team manager if you think transport to an away fixture will be a problem for you.

For Senior Members, Club Officials and Volunteers

You must *not* offer lifts to junior members to away fixtures.

Always ensure that adults work in pairs.

Changing Policy – What it means in practice

For Parents and Carers

You will need to give your consent if your child is to share changing facilities with senior Club members.

You have a responsibility to ensure your child is ready for a match.

For Junior Members

If you do not wish to change or shower in the presence of adults then you are under no obligation to do so.

If you are aged 10 or under then you must not be in a changing room without two adults also being there.

For Senior Members, Club Officials and Volunteers

If you are playing in a match with junior members then you should make every effort to change at a different time from them.

If you are supervising juniors in the changing rooms then you must ensure that you work in pairs.

Junior Away Fixtures Policy

Parents' / carers' permission for their son / daughter to attend cricket matches as a member of the Club, including away fixtures, will be sought by signing the permission section of the Junior Club Membership Form. The Club will then assume that the parent takes the responsibility to check the Club website to ascertain the details of the arrangements for a match / away fixture.

All fixture information will be posted on the Club website. The information will include the venue, required arrival time at the away ground, competition details, names and contact details of the team manager and coaches, kit requirements and cost implications (i.e. match fee and any pocket money required), and details for contacting the designated home contact.

(Note: those juniors / parents who do not have Internet access should make that known to the appropriate team manager, who will provide information by letter / telephone.)

Club policy is that parents / carers or other responsible adults are responsible for transporting players to and from all matches and practice sessions. The Club will not be registering private vehicles for the transportation of individuals in connection with any fixtures or practice sessions arranged by the Club.

This policy is not intended to exclude any player from participation. Parents / carers should contact the Child Welfare Officer if they have any problems with the transportation of players to matches or practice sessions.

Juniors should arrive dressed in appropriate cricket wear in order to comply with safety regarding mixed sex teams.

All attendant coaches, team managers and other volunteers must have complied with, and been checked via, the Club's recruitment policy. They must also have completed an induction programme encompassing an understanding of the ECB's child welfare policy, ethical issues and codes of conduct.

The Club's Child Welfare Officer, or a representative for her (contact details on the Club website at www.dintoncc.co.uk), will be responsible for contacting parents and keeping them informed about an incident or emergency should one arise. This role will be known as the Designated Home Contact (DHC).

The team manager will be responsible for undertaking a risk assessment of the opposing ground. This includes inspection of the playing/training area and of the juniors' protective equipment.

The opposing umpire must be CRB checked and the team manager must confirm this prior to the commencement of the game.

For single sex groups there must be at least one adult of the same gender in attendance. For mixed groups there must be at least one male and one female adult.

Appropriate adult-to-junior-member ratios will depend on several factors. Team managers and coaches should consider gender, age, the ability of the team, players with special needs, disabilities or medical requirements, the competence and likely behaviour of players as well as their own level of experience with supervising young people. A minimum of two adults are required to be able to deal with an emergency. For a team of over 8 year olds, the minimum ratio is 1:10. For a team of 8 years old and under, the minimum ratio is 1:8 and the group should contain a maximum of 26 children.

Medical details and relevant information, including contact details of parents / carers, must be carried securely to each away fixture by a team manager or coach.

The emergency services must be accessible. Landline or mobile phone access should be checked prior to a match.

In an emergency life-saving action must be taken if required. Team managers and coaches have a common law duty of care to act as prudent parents would. The following procedure should be followed in an emergency:

- Establish the nature of the emergency and the name(s) of the casualty (casualties).
- Ensure that the rest of team are safe and supervised.
- Ensure that an adult accompanies any casualties to hospital.
- Notify the police if necessary.
- Complete a Welfare Incident Form.
- Ensure that no-one speaks to the media. Refer any requests for information to the ECB Corporate Affairs Department at Lord's.
- Contact the DHC who will contact parents, liaise with the Club Officers and ensure reporting of the incident to the Club's insurers.