

# **THAXTED CRICKET CLUB**

## **General Club Information**

Equipment – All junior cricket equipment will be supplied by the Club. All club equipment must be respected by the players and should be accounted for after every match or training sessions. Players can bring their own equipment provided it is clearly labelled. Cricket whites are not essential for training although suitable sports clothing and footwear should be worn. All juniors should be sent with warm clothing when it's cold, and during hot weather plenty to drink, a cap and sun cream.

Lost Property – Kids will be kids and we often have unmarked kit left at the club. We do have a lost property box in the pavilion where lost kit can be claimed. Any unclaimed kit will be “recycled” through our second hand kit scheme at the end of the season.

Second hand kit scheme – We welcome donations of any kit that children have out-grown that could be made use of by other players. Our cricket clothing and equipment programme allows children to purchase nominal prices with proceeds donated to the club funds to improve training facilities.

Nets - Children are allowed to come and practice in the club nets outside of training sessions, but this will be at the parent's responsibility. The club cannot be held responsible for any accidents.

Membership – Junior subscriptions includes parents social membership. Senior subscriptions includes partners, girlfriends and wives to social membership. Committee members are deemed to be members of the Club. Parents are always welcome at the club. Please feel free to come, relax with friends and support your club at weekends as well as junior training and matches. The bar is open during games and training sessions and during special events.

Bar Volunteers – We are always looking for volunteers to run the bar on training nights (Wednesdays) and during evening and weekend home matches.

Club News and Website – The club uses emails and the club website, [www.thaxtedcc.co.uk](http://www.thaxtedcc.co.uk), to keep Junior and Senior Members updated about news, match results and fixtures.

## Club Health and Safety Policy

The club accepts responsibility within the Health and Safety at Works Act 1974 and the Management and Safety at Work Regulations 1992 and as amended by subsequent legislation; the safety, health and well being of staff during working hours and at other times when they are employed on the club's business.

The club recognises its responsibilities with regard to fire and safety precautions and the provision of first aid facilities.

The club's formal policy, together with legislation, imposes on staff a duty to take all reasonable care for their own safety and the safety of other staff and visitors. It is the responsibility of the staff to bring to the attention of the committee anything that they consider to be a hazard to health or safety.

### Fire Precautions

In case of a fire. Please use the nearest exit. Do not stop to collect personal possessions. Do not re-enter the building. Report to the assembly point by the **pond at the top of the outfield.**

### Smoking

The club's policy on smoking consists of restrictions and guidelines that are based on the needs of health, safety and the comfort of fellow members. The following restrictions apply: Smoking is not permitted in the pavilion or under the veranda. Due to flammable materials, smoking is not permitted in any out buildings.

### Accident and Safety Procedures

The club has first aid facilities located in the Disabled Toilet.

### Equipment and Facility Checklists

Thaxted Cricket Club are committed to safety of equipment and buildings. If equipment, fixtures and fittings are found to be unsafe or damaged, it is to be reported to a member of the club committee.

## **Child Protection Policy**

Thaxted Cricket Club has adopted the ECB Child Protection guidelines as laid down in the ECB directive "Safe Hands – Child Welfare Policy". A full copy is available from the Child Welfare Officers or can be found on line at the [www.ECB.co.uk](http://www.ECB.co.uk) website.

Thaxted Cricket Club is committed to the philosophy that all young people have a right to be safe and enjoy cricket and to ensure the safety and welfare of any young person involved in related activities, to safeguard them and protect them from reasonably foreseeable types of harm.

Thaxted Cricket Club is committed to carrying out relevant training of coaches and officials in order that they have the necessary skills to ensure that cricket coaching and related activities are held in a safe and friendly environment.

If you have any concerns over Child Welfare or abuse or bullying please contact any of the following, day or night:

### Thaxted Cricket Club Child Welfare Officers

Pete Leach

Mobile: 07968575689  
E-mail: [peteleach@hotmail.co.uk](mailto:peteleach@hotmail.co.uk)

Jan Matthews

Tel: 01371 831183  
Mobile: 07963368050  
E-mail: [janetmatthews2006@btinternet.com](mailto:janetmatthews2006@btinternet.com)

### Essex County Welfare Officer

Jeni Murrell

Tel: 01245 254034  
Mobile: 07538701834  
E-mail: [jeni.murrell.essex@ecb.co.uk](mailto:jeni.murrell.essex@ecb.co.uk)

**WE ARE HERE TO HELP !!**

## **Code of Conduct for Cricket Staff and Volunteers**

- 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 or disability
- If you see any form of discrimination do not condone it or allow it to go unchallenged
- Place the well-being and safety of the Young Person above the development of performance
- Develop an appropriate working relationship with Young People, based on mutual trust and respect
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the Young Person's full consent and approval
- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment)
- Do not engage in any form of sexual related contact with a Young Person \*\* This is strictly forbidden, as is sexual innuendo, flirting or inappropriate gestures and terms
- Know and understand the ECB Welfare of Young People Policy and Procedures
- Respect Young People's opinions when making decisions about their participation in Cricket
- Inform Players and Parents of the requirements of Cricket
- Be aware of and report any conflict of interest as soon as it becomes apparent
- Display high standards of language, manner, punctuality, preparation and presentation
- Do not smoke, drink or use banned substances whilst actively working with Young People in the Club. This reflects a negative image and could compromise the safety of the Young People.
- Do not give Young People alcohol when they are under the care of the Club/League/County Board
- Ensure the activities are appropriate for the age, maturity, experience and ability of the individual
- Promote the positive aspects of Cricket e.g. fair play
- Display high standards of behaviour and appearance
- Follow ECB guidelines set out in the Welfare of Young People Policy and any other relevant guidelines issued
- Ensure that 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 Young Person, following reporting procedures laid down by the ECB

*\*\* 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".*

## **Code of Conduct for Junior Members**

Thaxted Cricket Club is fully committed to the safeguarding and promoting the well being of all its members. The club believes that is important that members, coaches, administrators and parents associated with the club should, 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 Club Welfare Officer or Team Coach*.

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

- All members must play within the rules and respect officials and their decisions
- All members must respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late
- Members must wear suitable kit, trainers/cricket shoes, tracksuit trousers, white t-shirt/club shirt or cricket whites for training and match sessions, as agreed with the coach/team manager.
- Members must pay any fees for training or events promptly
- 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.

### **Code of Conduct for Parents/Carers**

- 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 good performance 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 participants to accept responsibility for their own performance and behaviour.

### **Club Equality Policy**

This 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 of sports equity.

Sport 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.

The club respects the rights, dignity and worth of every person, and will treat everyone equally within the context of their sport, regardless of age, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The club will deal with any incidence or discriminatory behaviour seriously, according to club disciplinary procedures.

### **Discriminatory Complaints Procedure**

In the event of a complaint being made of discriminatory behaviour against a member of Thaxted Cricket Club (hereafter named the club) the matter shall be immediately referred to the senior coach for the session or the match.

The senior coach shall take full details of the complaint and refer the matter within 24 hours to the club Child Welfare Officer or, in their absence, to the club Chairman or Secretary to immediately contact the complainant to arrange a meeting with the above officials and the complainant.

The club member against whom the complaint is made will be asked by the senior coach to make a written statement and submit this to the club child welfare officers within five days and will be suspended pending a full enquiry.

In the event of non-availability of the chairman and/or the club child welfare officers members of the club committee shall deal with the complaint.

In all cases the reports shall be heard by the full committee who will decide the appropriate action that may include asking for personal appearances from all the relevant parties to the hearing.

The club committee shall, where appropriate, notify the police, club insurers and ECB.

In all cases the interested parties shall have right to appeal to ECB CA.

### **Anti-Bullying Policy**

#### **The Individual**

- Respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available

- Respect every individual's feelings and views
- Recognise that everyone is important and that our differences make each of us special
- Show appreciation of others by acknowledging individual qualities, contributions and progress
- Ensure safety by having anti-bullying rules and practices, developed with the participation of children and young people, carefully explained and displayed for them to see

## **Bullying**

- Bullying will not be accepted or condoned. All forms of bullying will be addressed
- Bullying can include:
  - + physical pushing, kicking, hitting, pinching etc
  - + name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals
  - + racial taunts, graffiti, gestures
  - + sexual comments and/or suggestions
  - + unwanted physical contact.
- Children from ethnic minorities, disabled children, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and may well be targeted.
- Appropriate staff and volunteers should have access to training on anti-bullying
- Where a child is found to be exhibiting sexually harmful behaviour to another child, it is important to involve the social work team responsible for child protection as soon as possible.
- Where a child's bullying behaviour is of a particular violent or aggressive nature and the establishment is unable to address the behaviour through behaviour management strategies or disciplinary measures within reasonable time, it is worth considering instigating child protection procedures.

## **Photography and Video Camera Policy**

Photographs/images are not to be taken at matches or training without the prior permission of the parents/carers of the children. This permission can be given by proxy by the coach of each team only after parental consent for this has been granted. The coach must arrange this prior to attending matches.

If no consent has been given for a child on the playing profile form, then it is to be made known to the relevant person of the other team (e.g. Coach/Team Manager) so that the

appropriate person/s taking photos for the other team is aware and can avoid taking photos of that particular child.

Parents are not to be prevented from taking pictures of, or filming their children. These are normal family practices and help mark milestones in a child's life. The introduction of proportionate controls on the use of photographic equipment (cameras, videos, including mobile phones) is an element of general safeguarding good practice in a club.

- The children should be informed that a person will be taking photographs
- The children should be informed that if they have concerns they can report these to the coach or team manager
- Concerns regarding inappropriate or intrusive photography should be reported to the Club Welfare Officer and recorded in the same manner as any other child protection concern
- It is recommended that cricket tournaments / festivals / events / competitions set up a camera registration book for parents to complete
- Parental permission is required to use their child's image and wherever possible the image will be shown to the parents and child in advance. This ensures that they are aware of the way the image will be used to represent Cricket and the club
- Ask for the child's permission to use their image. This ensures that they are aware of the way the image is to be used to represent Cricket and the club
- If the cricketer is named, avoid using their photograph
- If a photograph is used, avoid naming the child
- Only use images of children in appropriate kit (training or competition), to reduce the risk of inappropriate use, and to provide positive images of the children
- Encourage the reporting of inappropriate use of images of children. If you are concerned, report your concerns to the County or Club Welfare Officer

**Using Video as a coaching aid:** - Thaxted Cricket Club may use video equipment as a legitimate coaching aid. However, players and parent/carers should be aware this is part of the coaching programme and material taken in connection with coaching must be stored securely and must be deleted/destroyed when a parent requests this, or when the material is no longer needed. The parents/carers and children must provide written consent for the use of photography and video analysis.

### **Club Changing Policy**

- Adults should not change or shower at the same time using the same facility as Young People
- Adults should try to change at separate times to Young People
- If Adults and Young People need to share a changing facility, the Club must have consent from the Parents that their child/children can share a changing room with Adults in the club.
- If Young People need to share changing facilities with Adults, their Parents should be allowed to supervise them whilst they are changing.



Please note: - If Young People are uncomfortable changing or showering with Adults, no pressure should be placed on them to do so. Encourage them to do this at home.

### **Club Transport Policy**

- Parent/carers are responsible for the safe delivery and collection of their child for matches or training.
- Parents/carers will be notified at the start of the season of all away fixtures. Prior to the fixtures Coaching staff will be in contact regarding meeting up and transport for these fixtures.
- Coaches and Club staff will be responsible for the Children in their care when on the Club premises or on arrival at opponents' cricket grounds. It is not the responsibility of the Coach or Team Manager to transport, or arrange to transport, the children to and from the Club or match.
- Thaxted Cricket Club will receive permission from Parents/carers for children to participate in all competitions and away fixtures / events, as on the registration forms.

It is advisable for Clubs to also establish with Parent/carers a "pick up and drop off" policy which specifically addresses matters such as late collection of children.

Developing this policy at the start of season meeting will provide an opportunity to establish both club and parental expectations and will provide club officials with guidance should an incident arise during the season.

### **Managing Children away from the Club**

It is the team coaches responsibility to make sure that this is followed:

1. Establish and communicate the following information to Parents/carers –
  - i) When the trip will take place – date, times including time of departure and estimated time of return
  - ii) Where the trip is to – destination, venue
  - iii) Meeting points – at the home and /or the away venue as appropriate
  - iv) Staffing arrangements – name and contact details for the Team Manager responsible for the trip
  - v) Kit / equipment requirements.

2. Name and contact number of the person acting as the “Club Home Contact”
3. Ensure they have a written copy of the relevant emergency contact details and any medical information with them during the away trip, for all children who are taking part in the trip for whom they have a duty of care
4. Determine appropriate staffing
5. Coach and Coaches taking responsibility for the training and competition management of the team.
6. All staff must go through an Induction programme ensuring they understand the ECB “Safe Hands” Policy
7. Contact numbers for the staff, which can be used whilst the staff are away from the club.

### **ECB Missing Children Guidelines**

If a child for whom your club has responsibility goes missing, the following guidelines have been devised to clarify actions that should be taken.

- Ensure the other children in your care are looked after appropriately while you organise a search for the child concerned
- Inform the child’s parents if they are present at the event, or nominate an appropriate person to telephone them and advise them of the concern. Reassure them you are doing all you can to locate their child. Remember that the child may contact the parents directly so this is very important
- Organise all available responsible adults by areas to be searched. It is best to take a short time or organise the search properly so that all places are searched fully
- Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club grounds
- Request all those searching report back to a nominated adult at a specific point
- This nominated person should remain at this specific reference point and must be making a note of the events, including detailing a physical description of the child including approx height, build, hair and eye colour as well as clothing the child was wearing and where/when they were last seen, as this will be required by the police. If the search is unsuccessful you should then report the concern to the police
- A report should go to the police no later than 20 minutes after the child’s disappearance is noted, even if the search is not complete
- If the police recommend further action before they get involved, follow their guidance
- If the police act upon the concern always be guided by them in any further actions to take
- At any stage when the child is located, ensure you inform all adults involved including the parents, searchers and police if they are by then involved
- All missing children **MUST BE** notified at the very earliest opportunity to the Club WO, who must immediately notify the County WO, and they must then notify the ECB CPT.

### **ECB safety guidance on the wearing of cricket helmets by young players**

In February 2000 the England and Wales Cricket Board (ECB) issued safety guidance on the wearing of helmets by young players up to the age of 18. In brief, the guidance recommends that:

- helmets with a faceguard or grille should be worn when batting against a hard cricket ball in matches and in practice sessions
- young players should regard a helmet with a faceguard as a normal item of protective equipment when batting, together with pads, gloves and, for boys, an abdominal protector box
- young wicket keepers should wear a helmet with a faceguard when standing up to the stumps

The wearing of helmets by young players is now standard practice in cricket throughout England and Wales. Helmets are widely available and are covered by a British Standard (BS7928:1998).

***Young players are not allowed to bat or stand up to the stumps when keeping wicket against a hard ball without wearing appropriate protection. This also includes practicing in the nets during training, matches or out of hours, any person found not to be following this will be asked to leave.***

### **ECB Fielding Regulations**

- No young player in the Under 15 age group or younger shall be allowed to field closer than 8 yards (7.3 metres) from the middle stump, except behind the wicket on the off side, until the batsman has played at the ball
- For players in the Under 13 age group and below the distance is 11 yards (10 metres)
- These minimum distances apply even if the player is wearing a helmet
- Should a young player in these age groups come within the restricted distance the umpire must stop the game immediately and instruct the fielder to move back
- In addition any young player in the Under 16 to Under 18 age groups, who has not reached the age of 18, must wear a helmet and, for boys, an abdominal protector box when fielding within 6 yards (5.5 metres) of the bat, except behind the wicket on the off side. Players should wear appropriate protective equipment whenever they are fielding in a position where they feel at risk
- These fielding regulations are applicable to all cricket in England and Wales

### **ECB Guidelines for the selection of young players in open age group cricket**

The ECB has issued new guidelines covering the participation of young players in open age group cricket. The following guidelines is designed to help clubs to decide when to select young players in open age cricket and how best to help their cricketing development when they play within open age groups.

1. Making the step up from junior to open age group cricket is a significant event in any player's cricket experience. Ensure that the players safety, personal development needs and overall cricket experience are considered.

2. There is no definitive age at which they should be introduced to open age group cricket but determine each case on an individual basis dependant on their ability and stage of cognitive and emotional maturity to take part at this level, taking into account the ECB guidance on Junior Cricketers playing in open age group cricket.
3. ECB Fast Bowling Directives and Fielding Regulations should always be adhered to for junior players in open age group cricket.
4. Provide an opportunity for players to show their talents in an appropriate way. Children who are just used as fielders will not fully experience the game.
5. Be supportive at all times for all forms of effort even when children are not successful. Try and put them in situations where they will experience some success (however small) and ensure plenty of praise and encouragement.
6. Try and involve them in all aspects of the game wherever possible, i.e. socializing, team talks, practice, decision making etc, so that they feel part of the team.
7. Children will often feel more comfortable and able to perform if they have a family member or friend also playing in the side.
8. Remember, children's early experiences will remain with them always and will often determine whether they want to remain playing the game or give up and do something else!