

[ECB Clubmark](http://www.ecb.co.uk/clubmark)
[‘Frequently Asked Questions’](http://www.ecb.co.uk/clubmark)
www.ecb.co.uk/clubmark

Section 1 - Duty of Care and Safeguarding Children

The ECB Clubmark Evidence File now includes the ECB Safe Hands promotional leaflets for coaches, parents/carers and clubs. Where can I get hold of additional copies of the leaflets?

You need to contact your County Cricket Board who has a supply of each leaflet to distribute direct to cricket clubs. Contact details for County Cricket Boards and Cricket Development Managers can be found at www.ecb.co.uk

[Criteria 1.1 \(page 10\)](#)

Is there any guidance for clubs when booking accommodation for away games / festivals?

Yes – in the ECB Safe Hands kit bag - template 31 ‘Managing Children away from the Club’. This can be downloaded from www.ecb.co.uk/safehands.

[Criteria 1.1 \(Page 10\)](#)

Are mobile telephones allowed in club changing rooms?

No. To help communicate this message clubs should use the ECB Safe Hands kit bag – template 28 ‘Guidelines on Creating a Changing Room Policy’. This can be downloaded from www.ecb.co.uk/safehands.

Does the Club Welfare Officer have to attend both the ‘Safeguarding and Protecting Children’ workshop and the ‘Time to Listen’ course?

Yes. The Club Welfare Officer does have to attend both courses. The Safeguarding and Protecting Children workshop is not cricket specific, representatives from cricket clubs can attend the workshop with other people from other sports / backgrounds. The Time to Listen course is cricket specific and is organised through County Cricket Boards.

[Criteria – 1.2 and 1.3 \(Page 10\)](#)

Should the Time to Listen Poster be visible out of the cricket season i.e. during the winter months?

If the cricket club is closed / shut down during the winter months then no, however the poster should be displayed where junior training sessions take place or club events. The duties of the Club Welfare Officer do not stop out of the cricket season.

[Criteria 1.3 \(Page 10\)](#)

Do Club Welfare Officers have to attend the Safeguarding and Protecting Children workshop even if they have a professional qualification e.g. if they are a social worker/police officer/teacher?

No, as long as the person can provide evidence of the ‘learning outcomes’ of the professional training they have completed. These learning outcomes must match the learning outcomes of the Safeguarding and Protecting Children workshop. All Club Welfare Officers must attend the cricket specific ‘Time to Listen’ course however.

[Criteria 1.3 \(Page 10\)](#)

Should cricket clubs identify a ‘deputy’ Club Welfare Officer for when the Club Welfare Officer is unavailable?

It is good practice for cricket clubs to identify a second Club Welfare Officer, to cover responsibilities when the Club Welfare Officer is unavailable. However at present this is not part of the mandatory ECB Clubmark criteria.

[Criteria – 1.2 and 1.3 \(Page 10\)](#)

Does a Club Welfare Officer need to attend the ‘Time to Listen’ course every 3 years?

Yes. The ‘Time to Listen’ course expires every 3 years. At present Club Welfare Officers will need to repeat the same course, however the ECB and other sporting national governing bodies are working with the Child Protection in Sport Unit (CPSU) to develop a ‘refresher’ or

continued learning course, as well as an updated course for new Club Welfare Officers based on feedback from present post holders.

[Criteria – 1.3 \(Page 10\)](#)

How can qualified coaches and cricket clubs get a copy of the ‘ECB Coaches Code of Conduct’?

The ‘ECB Coaches Code of Conduct’ is distributed on all ECB Coach Education Courses. It is currently only available in hard copy. You can request further copies from the ECB Coach Education Department on enquiries.coacheducation@ecb.co.uk. It is also on the newly developed ‘Howzat’ resource for all qualified coaches that attend the ‘Working in Schools Module’.

[Criteria 1.4 \(Page 10.1\)](#)

What is a Vetting Check?

A vetting Check is the name given to the overall process of establishing if there are any reasons why someone should not be eligible to work with children. Currently CRB Disclosures form a significant part of this check.

[Criteria 1.6 \(page 10.1\)](#)

What should cricket club’s do with Self Declaration Forms until a persons vetting check is complete and returned to them?

Self Declaration Forms should be held by the Club Welfare Officer until the person’s vetting check is complete and the Club Welfare Officer has checked the outcome with the County Welfare Officer.

[Criteria 1.6 and 1.7 \(Pages 10.1 and 10.2\)](#)

What is the minimum age a person can complete a vetting check?

The minimum age is 10 years old

[Criteria 1.7 \(Page 10.2\)](#)

At present how long is the wait for a vetting check to be completed and returned by the ECB?

At present the ECB are advising between 1-3 months. The ECB are allowed to enquire to the Criminal Records Bureau regarding the progress of checks after 60 days.

[Criteria 1.7 \(Page 10.2\)](#)

Does every cricket club have to complete a vetting check for all individuals involved with junior cricket?

It is the cricket club’s own decision if the ‘role’ in question requires a vetting check e.g. junior team manager and hence the person undertaking that role requires a vetting check. The ‘ECB Posts which require Vetting Checks’ document should be used by clubs to help their decision making process.

[Criteria 1.7 \(Page 10.2\)](#)

For example, if a person is not a qualified umpire but is the regular umpire for a junior team do they need to complete a vetting check?

Yes – because they have ‘regular, direct, person or possible individual contact with children’. We would also encourage them to become qualified.

[Criteria 1.7 \(Page 10.2\)](#)

Can adults work with children before their vetting check is returned?

Yes, but only when they have completed and signed a Self Declaration Form.

[Criteria 1.7 and 1.8 \(Page 10.2\)](#)

Is there currently any system in place to track individuals that have been removed from a club/ the game?

There is currently no robust system in place to track individuals who have been removed from the game. We and other national governing bodies of sport rely on robust communication and reporting processes.

[Criteria 1.7 \(Page 10.2\)](#)

Is the term ‘volunteer’ acceptable on a vetting check?

No. You must use a title or term that is representative of the volunteer’s role within junior cricket e.g. Under 13 Team Co-ordinator.

[Criteria 1.8 \(Page 10.2\)](#)

Is there an example of best practice for the storage of junior membership contact / medical details?

Each cricket club should clearly identify who on a need to know basis should be informed of membership contact details and medical conditions. Cricket clubs may wish to pass on medical conditions to team coaches and managers. Passing on information in paper format is acceptable but there needs to be adequate provision for the safe storage of the documentation.

[Criteria 1.11 \(Page 10.3\)](#)

Junior membership medical records – whose responsibility is it to keep them updated?

It is the responsibility of parents and carers to inform club officials when any medical conditions change. It is then the cricket clubs responsibility to communicate this information appropriately.

[Criteria 1.12 \(Page 10.3\)](#)

What is the process to deal with parents / carers who do not disclose important medical information on junior membership forms?

This is the parents/carers choice. They cannot be forced to disclose such information if they do not want to.

[Criteria 1.12 \(Page 10.3\)](#)

When does the duty of care stop in relation to young people?

The duty of care to young people ceases in circumstances such as when children are playing on cricket club venues / using club facilities when no club members are present or it is an unofficial session.

Communication to club members, parents and carers should include when junior training times are and when children can play at the club. Such information must be included in the ‘Code of Conduct / set of rules for young people’.

[Criteria 1.10 and 3.5 \(Pages 10.3 and 12.1\)](#)

Does the ECB provide guidance on the required contents of First Aid kits?

No. It is the cricket clubs responsibility to determine the contents of their own First Aid kits. Further information can be found on websites such as St John’s Ambulance www.sja.org.uk or the Red Cross www.redcross.org.uk

[Criteria 1.10 \(Page 10.3\)](#)

Should First Aid kits be available to all teams or just junior teams?

ECB Clubmark concentrates on the services provided for bespoke junior sections at cricket clubs. However we recommend it is good practice to have a First Aid kit for all teams including senior teams especially if junior players are playing in those senior teams.

[Criteria 1.10 \(Page 10.3\)](#)

How do cricket clubs ensure that away teams / clubs have adequate First Aid equipment with them? Are away teams classed as guests?

Cricket clubs can not control away teams. Cricket clubs must ensure that adequate First Aid provision is available for the home cricket club / teams. Away teams are not classed as guests.

[Criteria 1.10 \(Page 10.3\)](#)

Some cricket clubs only have landline access during the summer months – for the rest of the year the landline is disconnected to save on cost. Is this acceptable?

Yes – as long as the club can evidence how this is communicated to club members. Any coaching sessions or club events during the winter must be attended by someone carrying a mobile telephone.

[Criteria 1.13 \(Page 10.3\)](#)

Section 2 - The Cricket Programme

Do all qualified coaches have to be members of the ECB Coaches Association?

Yes.

[Criteria .21 \(page 11\)](#)

Is there anyway that cricket clubs can check which coaches at their club are or are not members of the ECB Coaches Association?

Yes. You can check this information via you County Cricket Development Manager (CDM). Or you can contact the ECB CA directly at coaches.association@ecb.co.uk. Each ECB CA member is provided with a membership card including, their name, membership number and expiry date of membership.

[Criteria 2.1 \(Page 11\)](#)

All qualified coaches need to have current ECB Coaches Association membership, a current First Aid qualification and current Safeguarding and Protecting Children qualification. Can all these requirements come under one single qualified Coach Licensing system?

This is not an ECB Clubmark issue. This is an area that the ECB Coach Education department continue to work on. For further details contact enquiries.coacheducation@ecb.co.uk

[Criteria 2.1 \(Page 11\)](#)

A lot of cricket clubs hire private schools, local authority facilities, first class county indoor schools... what should cricket clubs do in terms of Risk Assessment at these venues?

The majority of these venues will have to, by law, carry out a Risk Assessment. Cricket clubs can request a copy of the venues current Risk Assessment to put in their ECB Clubmark evidence file.

[Criteria 2.3 \(Page 11\)](#)

There are a number of coaches within cricket clubs that have NCA (National Cricket Association) qualifications. Can these coaches complete a conversation course to bring them up to date with UKCC (United Kingdom Coaching Certificate) standards?

Yes. You should speak to either your CDM or County Coaches Association. The ECB Coaching Pathway can be found at www.ecb.co.uk/coaching

[Criteria 2.1 and 2.4 \(Pages 11 and 11.1\)](#)

A number of cricket clubs do not have a dedicated junior section but do have junior members. Can such cricket clubs work towards and achieve ECB Clubmark?

Cricket clubs must have a bespoke junior section to be eligible to work towards and achieve ECB Clubmark. A junior section is defined as 'a cricket club that offers appropriate coaching and competition under the age of 18 years old'.

However where cricket clubs show a commitment to develop a new junior section ECB Clubmark should be used as the development tool to do this.

Cricket clubs that have junior players in adult cricket should adopt all the ECB playing / match directives including 'Junior Cricketers Playing in Adult Matches' and 'The selection of Young Players in Adult Cricket'. All available to download from www.ecb.co.uk/clubmark

[Criteria 2.5 \(Page 11.1\)](#)

What is the minimum number of qualified coaches needed by a cricket club to be present at a junior session?

The absolute minimum requirement and the mandatory criteria within ECB Clubmark is 1 qualified coach to 24 young players. If a cricket club reduces this ratio further, this can be used as an example of best practice. The required ECB Clubmark qualified coach:player ratios are as follows:

Nets 1: 8 (a normal net session would comprise 1 player batting, 1 padding up, 4 bowling)

The 1:8 ratio allows for situations such as 2 players batting, rotating strike and 2 players padding up, 4 bowling at the discretion of the coach with player safety as the main priority.

Group Coaching: 1: 24

Matches: a minimum of 2 responsible adults per team

Hard Ball: 1:16

[Criteria 2.7 \(Page 11.1\)](#)

Does the nets' qualified coach:player ratio mean that a qualified coach can coach / manage 8 junior players across 2 nets?

No – the ratio can not be split across 2 nets e.g. 1 qualified coach, 8 players, 2 nets, 4 players in each net. The qualified coach must coach / manage in 1 net only with a maximum of 8 players only.

A Coaching Assistant who has also attended the Training Methods workshop can manage a net. This would allow the Coach to take overall responsibility but with a qualified adult Coach or Coaching Assistant responsible for each net.

[Criteria 2.7 \(Page 11.1\)](#)

We don't want to become a baby sitting service. Can we ask / demand that parents and carers of the younger children remain at the cricket club while the junior training sessions takes place?

It is a matter of individual cricket clubs choice. If a cricket club wants to deploy this process they should make it very clear to parents / carers through the junior membership form, 'Code of Conduct for Cricket Clubs Members and Guests' and verbal communication.

[Criteria 2.8 \(Page 11.1\)](#)

Does there have to be 2 responsible adults present at every junior session?

Yes.

[Criteria 2.8 \(Page 11.1\)](#)

What is a supervisory ratio?

Supervision ratios relate to managing groups of children and ensuring that there are sufficient adults present to deal with any issue or incident that may arise. For single sex groups, there must be at least one same gender member of Staff. For mixed groups there must be at least one male and one female supervising adult. There must always be a minimum of two adults present.

[Criteria 2.8 \(page 11.1\)](#)

From a girl's team perspective, what are the supervision requirements?

A responsible female adult has to be present.

[Criteria 2.8 \(Page 11.1\)](#)

Can a qualified coach be classed as a responsible adult?

Yes. But the qualified coach cannot perform both roles of qualified coach and supervisory adult at the same time - only one or the other.

[Criteria 2.8 \(Page 11.1\)](#)

Why are the supervisory ratios different for young people aged 8 and under?

It has been identified by the statutory agencies that more adults are needed to supervise younger children effectively.

[Criteria 2.8 \(Page 11.1\)](#)

How do you define a responsible adult being present at a junior session?

The supervisory adults(s) should be out on the training ground / pitch with the children, not just at the ground or in the bar. They must be able to see / oversee the whole group of young people. Effective group management is essential from a safety perspective.

[Criteria 2.7 and 2.8 \(Page 11.1\)](#)

Do cricket clubs have to adhere to both sets of ratios in criteria 2.7 and 2.8? How do these 2 criteria work hand in hand?

Yes. Cricket clubs must be able to demonstrate the difference between the technical development of young cricketers (coach: player ratio) and the supervision and management of groups of young people safely and effectively (supervision ratios)

[Criteria 2.7 and 2.8 \(Page 11.1\)](#)

Section 3 - Sports Equity and Ethics

In our County there are many single ethnic minority cricket leagues and cricket clubs. Can single ethnic minority cricket clubs work towards ECB Clubmark?

Positive action is allowed. Cultural leagues and cricket clubs can exist as long as there is no other environment for them to play cricket in.

[Criteria 3.1 \(Page 12\)](#)

What's the content of the Running Sports workshop 'A Club for All'?

This workshop identifies the benefits of opening up your cricket club to attract a wider membership base - meaning more coaches, players, officials and increased revenue. The workshop explores alternative ways to market and promote your club to your local community so your club reflects the demographics of local community. The workshop must be repeated every 3 years. For more details go to www.runningsports.org

[Criteria 3.2 \(Page 12\)](#)

Does every qualified coach in cricket clubs have to attend the sports coach UK 'Equity in your Coaching' workshop?

No. One qualified coach has to attend; the workshop is designed to introduce new practices and theories. The workshop must be repeated every 3 years. For more details go to www.sportscoachuk.org

[Criteria 3.3 \(page 12\)](#)

Why do both the 'A Club for All' workshop and the 'Equity on Your Coaching' workshop have to be repeated every 3 years?

The ECB does not administer either the 'A Club for All' or the 'Equity in your Coaching' workshop and therefore do not decide the validation period of the workshops. The workshops are repeated every 3 years to keep up to date with changing legislation. The ECB continues to work with Running Sports and sports coach UK to develop 'refresher' or continued learning workshops.

[Criteria 3.2 and 3.3 \(Page 12\)](#)

Does the same person have to attend the Club For All workshop and Equity in Your Coaching Workshop 3 years on?

This is for the individual person and club to decide. Where a new person attends the workshop(s) the original person needs to understand that the certification they originally gained for the workshop(s) will lapse.

[Criteria 3.2 and 3.3 \(Page 12\)](#)

Are away teams classed as guests?

No. Guests include umpires, scorers, spectators, parents and carers etc...

[Criteria 3.4 \(Page 12\)](#)

Why haven't the 'Code of Conduct for Cricket Club Members and Guests' and the 'Code of Conduct / set of rules for young people' been combined?

The 'Code of Conduct / set of rules for young people' is a separate document to encourage young people to be responsible for the development of their own set of rules and hence be responsible for their own behaviour with in the cricket clubs environment.

Research from the NSPCC shows that when young people develop their own set of rules they are often more stringent than those created by adults. Young people are also more likely to abide by a set of rules they have created themselves.

[Criteria 3.5 \(Page 12.1\)](#)

What is an open (non-discriminatory) Constitution?

For ECB Clubmark purposes an open (non-discriminatory) Constitution must include the following:

- * Fully open membership to all of the community
- * ECB Safe Hands Policy - adoption statement
- * ECB Cricket Equity Policy - adoption statement

* Recognised disciplinary process for members

* Recognised dissolution procedures

The ECB model Constitution template found at www.ecb.co.uk/clubmark will help cricket clubs adopt the correct terminology.

[Criteria 3.6 \(page 12.1\)](#)

Are licensing procedures affected by an open (non-discriminatory) Constitution?

The Department for Culture Media and Sport (DCMS) states that having a fully open and non discriminatory Constitution does not affect licensing procedures. For further details go to www.culture.gov.uk

[Criteria 3.6 \(Page 12.1\)](#)

Is a set of rules acceptable as a Constitution?

No. A cricket club must have a clearly defined Constitution.

[Criteria 3.6 \(Page 12.1\)](#)

The ECB model Constitution template, does this advise what happens in a multisports club environment?

No. The ECB model Constitution template has been specifically written for cricket clubs but can be adapted to suit cricket sections within multisports clubs.

[Criteria 3.6 \(Page 12.1\)](#)

Is there any guidance for cricket clubs when they deem a person to be inappropriate to join the club?

Yes – this can be found at www.cascinfo.co.uk/ganda/openmembership and reads as follows 'Clubs can refuse membership, where they have good reason to believe that the applicant would be a disruptive influence or prejudice the good conduct of the club. But there must be no discrimination in such a decision'.

[Criteria 3.6 \(Page 12.1\)](#)

If a cricket club has made the decision to exclude a member / parent or carer of a junior member, should a process be in place for an appeal?

Yes. A cricket clubs must be able to demonstrate a process whereby the club can evidence any refusal of membership or ban / and how the person in questions can appeal. Such procedures are usually found in a cricket clubs Constitution or Equity Policy / Statement.

[Criteria 3.7 \(Page 12.1\)](#)

What should happen to any remaining assets of a cricket club once any liabilities have been paid?

The dissolution clause of ECB Clubmark accredited clubs must meet ECB guidelines as per the ECB model constitution template. The text reads as follows:

- a) If at any General Meeting of the club, a resolution be passed calling for the dissolution of the club, the Secretary shall immediately convene a Special General Meeting of the club to be held not less than one month thereafter to discuss and vote on the resolution.
- b) If at that Special Meeting, the resolution is carried by at least two-thirds (three quarters) of the Full Voting Membership present at the meeting, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to release the assets of the club and discharge all debts and liabilities of the club.
- c) The Committee will then be responsible for the orderly winding up of the club's affairs.
- d) After settling all liabilities of the club, the Committee shall dispose of the net assets remaining to one or more of the following:
- e) to another club with similar sports purposes which is a registered charity and/or
- f) to another club with similar sports purposes which is a registered Community Amateur Sports Club and/or
- g) to the club's governing body for use by them for related community sports.

[Criteria 3.6 \(Page 12.1\)](#)

Do automatic non-voting parent / carer membership rights prevent cricket clubs from charging parents and carers to be members?

No. Parents are required to get automatic non-voting rights; they can however apply for further membership on top of this automatic right if the cricket club has such membership procedures in place.

[Criteria 3.7 \(Page 12.1\)](#)

Cricket clubs can't impose a membership on people – so how will this criteria work?

It is up to the individual how involved they become as a result of their automatic membership. There is nothing to stop cricket clubs offering social membership to parents and carers in addition.

The rule allows the child to remain a member of the cricket club and thus continue their cricket despite any issues which might arise with their parent's /carers behaviour. The rule has been introduced as a way of trying to find a method of dealing with disruptive parents / carers in addition to the 'Code of Conduct for Cricket Club Members and Guests'.

[Criteria 3.7 \(Page 12.1\)](#)

Can criteria 3.7 just apply to a cricket section only if part of a multi sports club?

Yes.

[Criteria 3.7 \(page 12.1\)](#)

If cricket clubs don't want to take onboard any part of criteria 3.7 is there anyway they can still achieve ECB Clubmark?

No.

[Criteria 3.7 \(Page 12.1\)](#)

Section 4 - Club Management

Does a cricket club have to display their current insurance policy / certificate in the clubhouse?

Yes. A photocopy is fine.

[Criteria 4.1 \(Page 13\)](#)

Can a cricket club have a folder containing key ECB Clubmark information in case there's not enough space on walls / notice boards?

Yes. However there are certain mandatory pieces of evidence that do need displaying. These include Club Welfare Officer details, valid club insurance, bar licensing details and fire / safety procedures.

[Criteria 4.1 and 4.2 \(page 13\)](#)

Many cricket clubs don't own all the cricket grounds they play on and can't get permission to have a notice board and can't display information in the club rooms. What should they do in this situation?

We want to see other evidence that they can communicate effectively to their target audience/membership through other means.

[Criteria 4.2 \(Page 13\)](#)

If a cricket club has 2 grounds on the same site with distance between the 2 grounds does the cricket club need duplicate notice boards?

Yes if junior cricket takes place on both grounds and the main notice board is not accessible to members and guests. If the main notice board is accessible and can be easily viewed this is satisfactory.

[Criteria 4.2 \(Page 13\)](#)

What happens when for example, the 3rd/4th XI teams play at a council ground in terms of displaying notices?

If there is available space then the information should be adequately displayed. Some cricket clubs have portable notice boards which they take to all their venues. This is especially important for wandering or nomadic cricket clubs.

[Criteria 4.2 \(Page 13\)](#)

Does there have to be evidence of school/club links in the ECB Clubmark Evidence File?

Yes. Evidence must include written agreements, posters, flyers, newsletters etc...

We are an affiliated club with a junior section and as yet do not coach in any local schools. How can we evidence the schools that we have links with and our plans for the future?

Evidence the promotional information you provide to local school(s). Document what your planned intentions are using the 'Building Partnerships between Cricket Clubs and the Community' template.

[Criteria 4.4 \(Page 13.1\)](#)

How do I complete my Club Development Plan?

It is mandatory for all cricket clubs to use the Club Development Planning System which is available to all ECB affiliated clubs that have an active [www.play-cricket](http://www.play-cricket.com) website. Cricket clubs access the System through their own play-cricket website. Further details and simple User Guides can be found on the 'News' section on the www.play-cricket.com homepage.

[Criteria 4.5 \(Page 13.1\)](#)

