

HAMPTON HILL CRICKET CLUB

PLAYERS HANDBOOK



Updated May 2009

Contents

Message from the President

Club Code of Conduct

Club Policy

Player Profile Template

Contact names & numbers

MEDICAL CONSENT: I give my consent that in an emergency situation; the club may act in loco parentis, if their need arises for the administration of emergency aid and / or other medical treatment, which in the opinion of a qualified medical practitioner may be necessary. I also understand that in such an occurrence that all reasonable steps will be taken to contact me, or the alternative adult whom I have named in section 2 of this form.

I confirm that to the best of my knowledge, my child does not suffer from any medical condition other than those detailed by me in section 6 of this form.

Signed (parent / guardian):	Printed Name:	
	Date of Signing	

PHOTOGRAPHY / VIDEO POLICY (FOR PLAYERS AGED 12-18)

I consent to the Club photographing or videoing my child's involvement in cricket under the terms and conditions in the Club photography/video policy.

Signed (child if 12 or over):	Printed Name:	
	Date of Signing	

SUBS DETAILS – FOR CLUB USE ONLY

1st Child
3rd Child

2nd Child
4th Child

TOTAL DUE

Payment Received

£60 for family membership (to cover one playing colt) / £20 per additional child thereafter

MESSAGE FROM PRESIDENT 2009

On behalf of the Management Committee of Hampton Hill Cricket Club, I am delighted to present this Players' Handbook, setting out the Club's adopted Code of Conduct and Policy Statements, in accordance with our compliance with the "Safe Hands" Policy for Safeguarding Children in cricket.

I would encourage every club member to read the Club's code of conduct and make every effort to comply with the terms and spirit of the Safeguarding Policy Statement in relation to all children participating in cricket at Hampton Hill. We at Hampton Hill Cricket Club continue to take our responsibilities for the wellbeing of the game of cricket extremely seriously. By adopting and complying with these policies and procedures we strive to generate an environment in which adults and children can enjoy their cricket in a safe, friendly and enjoyable atmosphere.

There has been concerted effort over the last couple of years to move towards compliance with the ECB ClubMark accreditation. While many people have been involved in this, it is appropriate to single out the contributions of Vicki Taylor (as Club Welfare Officer) and Helen Dapr  (as Club Secretary) in helping us to reach our current position. There is a lot more work to be done to achieve and maintain the standards to which we aspire, but we are certainly moving in the right direction.

Please note that an electronic version of the Players' Handbook and forms are available on the Club's website (www.hamptonhill.play-cricket.com).

Barry Williams

HAMPTON HILL CRICKET CLUB

Code of Conduct for Cricket Club Members and Guests*

All Members and Guests of this Cricket Club will:

*(Members and guests include all members and officers of the cricket club and all guests of those members and officers, as well as all individuals who watch/attend/participate/officiate in matches hosted by the club in whatever capacity)

- Respect the rights, dignity and worth of every person within the context of cricket
- Treat everyone equally and not discrimination the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, religious belief, class or social background, sexual preference or political belief
- Not condone, or allow to go unchallenged, any form of discrimination if witnessed
- Display high standards of behaviour
- Promote the positive aspects of Cricket e.g. fair play
- Encourage all participants to learn the laws and rules of cricket and play within them, respecting the decisions of match officials
- Actively discourage unfair play, rule violations and arguing with match officials
- Recognise good performance not just match results
- Place the well-being and safety of Young People above the development of performance
- Ensure that activities are appropriate for the age, maturity, experience and ability of the individual
- Respect young people's opinions when making decisions about their participation in Cricket

SECTION 4 – MEDICAL INFORMATION

Please detail important medical information that our coaches need to know (e.g. allergies, medical conditions, current medication, dietary requirements, recent surgery, injuries, asthma inhaler, epi pen).

Name of Doctor		Doctor's Surgery Name	
Doctor Tel.		Child's NHS Number	

SECTION 5 – CONSENT

I confirm that I have legal responsibility for _____ (*name of child*) and am entitled to give this consent. I confirm that to the best of my knowledge, all information provided on this form is accurate, and that I will undertake to advise the club of any changes to this information. I will notify the club if there are any parental changes or parental access issues.

PLEASE STRIKE THROUGH ANY OF THE BELOW TO WHICH YOU DO NOT GIVE CONSENT

I agree to the child named above taking part in the activities of the club

I understand that my child will have to wear a helmet with a faceguard or grille when batting or when standing up to the wicket when wicket keeping, both in adult cricket and junior cricket played with a hard ball.

I consent to the club photographing or videoing my child's involvement in cricket under the terms and conditions in the club photography/ video policy.

I consent to my child using the shared adult changing facilities

I consent to my child being contacted by text message / email with details of fixtures and meeting times from their manager/coach

I confirm I have read, or been made aware of, the club's policies regarding:

- Changing / Showering
- Transport
- Anti bullying / Code of Conduct
- Managing Children away from the club
- Missing Children
- Playing in Adult Matches
- Photography / Video

I understand and agree to the responsibilities, which my child and I have in connection with these policies.

I also confirm I have been given comprehensive details of the home and away fixtures in which my child may participate.

I understand that is my responsibility for the safe delivery and collection of my child/children from matches and training.

HAMPTON HILL CRICKET CLUB

Under 18s Player Profile

Age group	U10 U11 U12 U13	U15 U17 Kwik
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To be completed by the Parent / Legal Guardian and to be signed by the player themselves. Once completed please return your form to Barry Williams, Ashcot, Jasmine Way, East Molesey, Surrey, KT8 9AB

As the person completing this form, you must ensure that each person whose information you include in this form knows what will happen to their information and how it may be disclosed.

Data Protection. The Club will use the information provided on this form (together with other information it obtains about the player) (together "information") to administer his/her cricketing activity at the Club and in any activities in which he participates through the Club and to care for and supervise activities in which he/she is involved. In some cases this may require the Club to disclose the information to County Boards, Leagues and to the England and Wales Cricket Board. In the event of a medical issue or child protection issue arising, the Club may disclose certain information to doctors or other medical specialists and/or to police, children's social care, the Courts and/ or probation officers and, potentially to legal and other advisors involved in an investigation

SECTION 1 – PERSONAL DETAILS / EMERGENCY CONTACTS

Name of child:		Date of Birth:	
Home Address:			
Post Code:		Sex:	
Parent/Guardian:		Home Tel.:	
Work Tel.:		Mobile Tel.:	
Email			
Current School:			
School Tel.:			
Emergency Contact			
Phone No.:		Relationship	
Alternate Contact			
Phone No.:		Relationship	

SECTION 2 - DISABILITIES

The Disability Act 1995 defines a disabled person as anyone with 'a physical or mental impairment, which has a substantial and long-term effect on his or her ability to carry out normal day-to-day activities'.

Do you consider this child to have a disability?				
If Yes, is this:	Visual Impairment		Learning Disability	
Multiple Disability	Hearing Impairment		Physical Disability	

SECTION 3 – SPORTING INFORMATION

Has this child played cricket before?		Is he/she registered with any other club in Middlesex?	
If so, which club?			

- Not smoke, drink or use banned substances whilst actively working with young people in the Club
- Not provide young people with alcohol when they are under the care of the Club
- Follow ECB guidelines set out in the “Safe Hands – Cricket’s Policy for Safeguarding Children” and any other relevant guidelines issued
- Report any concerns in relation to a young person, following reporting procedures laid down by the ECB.

In addition to the above, all Club Officers and Appointed Volunteers will:

- 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 recommended guidelines with the Young Player’s full consent and approval
- 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 and especially with respect to the Safeguarding of Young People.

Hampton Hill Cricket Club – Safeguarding Policy Statement

Hampton Hill Cricket Club (The Club) is committed to ensuring that all children* participating in cricket have a safe and positive experience.

(*The word “children” should be taken to mean all persons under the age of 18)

The club committee is committed to ensuring that all club members act in accordance with the principles and guidance of the ECB Safe hands Policy. For overarching policy statements, definitions and specific duties please refer to the ECB Safe Hands Policy October 2007.

We will do this by:

- Recognizing that all children participating in cricket (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to have fun and be protected from harm in a safe environment.
- Ensuring that individuals working within cricket at or for our club provide a safe, positive, and fun cricketing experience for children.
- Adopting and implementing the England & Wales Cricket Board (ECB) “Safe Hands – Cricket’s Policy for Safeguarding Children” And any future versions of the policy.
- Appointing a Club Welfare Officer and ensuring that they attend all current and future training modules required by the ECB & the NSPCC, so that they have the necessary skills to be able to undertake their role effectively.
- Ensuring that all people who work in Cricket at or for our club, (such as Staff, Officials, Volunteers, Team Managers, Coaches, etc.) understand that the Safe Hands Policy applies to them according to their level of contact with children in cricket.
- Ensuring that all individuals working within Cricket at or for the club are recruited and appointed in accordance with ECB Guidelines.
- Ensuring that all individuals working within Cricket at or for the club are provided with support through education and training so that they are aware of and can adhere to good practice and Code of Conduct guidelines defined by both the ECB and the club.

There may be number of reasons that an individual finds it necessary to report a concern, these include:

- In response to something a child has said
- In response to signs or suspicious abuse
- In response to allegations made against a member of staff or club member
- In response to allegations made about a parent, carer or someone not working within the sport
- In response to bullying
- In response to a breach of code of conduct/poor practice
- Observations of inappropriate behaviour

Anyone responding to a disclosure, suspicious and/or allegations must always stay calm – do not show disgust or disbelief

Ensure the child is safe and feels safe

Listen carefully to what is said

Ask questions only where they are really necessary to clarify what YOU ARE BEING TOLD (always avoid leading questions)

Keep an open mind do not make assumptions or judgments

Take concerns seriously

Reassure the child and stress that they are not to blame

Be honest and explain that you have to tell someone else to help with the situation

Maintain confidentiality – only tell others if it will help to protect the child

NEVER:

Approach the alleged abuser to discuss concern

Rush in to actions that may be inappropriate

Make promise that you cannot keep

Take responsibility – you must consult with the club's WO

The Club guidance on Missing Children

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 your concern. The child may contact the parents directly so this is very important.

Organise all available responsible adults to search all areas including the area that the child went missing, changing rooms, toilets, public and private areas and club grounds.

A nominated person should remain at the specific reference point and must make notes of the events, including a detailed description of the missing child - this will be required by 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 child is located ensure you inform all adults involved including the parents and police.

All missing child incidents **MUST BE** notified at the very earliest opportunity to the Club WO who must immediately contact the County WO, and they must then notify the ECB CPT

The Club guidelines on Responding to, Recording & Reporting concerns, which might arise either within or outside of the club

Hampton Hill Cricket Club will take the appropriate action where any suspicion of abuse, bullying or poor practice comes to light, in accordance with procedures defined & published by the ECB Safe Hands policy

If any club member has any concerns regarding a young player then they have a care of duty to inform the club's WO

- Ensuring that the name & contact details for the Club Welfare Officer are available as:
 - the first point of contact for parents, children & volunteers/staff within the Club
 - a local source of procedural advice for the club, its committee, and its members
 - the main point of contact within the Club for the ECB County Welfare Officer and the ECB Child Protection Team
 - the main point of contact within the Club for relevant external agencies in connection with child welfare
- Ensuring that correct and comprehensive reporting procedures exist for arising and managing safeguarding and child Protection concerns. Such procedures recognizing the responsibility of the statutory agencies and in accordance with pre-defined safeguarding and child protection procedures as defined by the ECB, statutory agencies and the Local Safeguarding Children Board (LSCB) Guidelines and policies
- Providing everyone connected with the Club (including parents, children and volunteers) with the opportunity to voice any concerns which they have (about possible suspected child abuse, and/or about poor practice) to the Club Welfare Officer
- Ensuring that all suspicions, concerns and allegations are taken seriously and dealt with swiftly and appropriately
- Ensuring that access to confidential information relating to child welfare matters is restricted to the Club Welfare Officer and the appropriate external authorities as specified within ECB Safeguarding and Child Protection procedures

HAMPTON HILL CRICKET CLUB ADAPTED POLICY GUIDELINES

Using this policy

This Hampton Hill Cricket Club policy is to be used by all club members, players, and voluntary persons connected to the club

People to whom this policy applies:

Any child under the age of 18 years who is a registered member of Hampton Hill Cricket Club

Policy definitions

Listed below are the main appendix headings from the ECB Safe Hands policy. For more detailed information please refer to the ECB Safe Hands policy document October 2007 this can be found at www.ecb.co.uk, the Hampton Hill Cricket Club website www.hamptonhill.play-cricket.com, or a paper copy in the pavilion at Hampton Hill Cricket Club. If you have any concerns or issues with the information set out in this document please contact the Club Welfare Officer Vicki Taylor or alternatively the Middlesex County Welfare Officer Phil Knappett.

Guidance for coaches working with children

Ensuring that cricket is fun, enjoyable and fair play is promoted

Treating all children equally, with respect and dignity

Being an excellent role model – this includes not smoking or drinking alcohol whilst coaching

Always putting the welfare of children first, before winning or achieving goals by encouraging a constructive environment where healthy competition, skill development, fun and achievement are prompted in equal measures

Always working in an open environment (e.g. avoiding being alone with a child) and encouraging open communication with no secrets

Working to the ECB guidance on physical contact, where children are always consulted and their agreement gained before any contact

It is the responsibility of parents/guardians/carers for the safe delivery and collection of their child for matches and training

Coaches and club staff will only be responsible for the children in their care when on club premises and formal training sessions or matches have begun or on arrival at opponents' cricket grounds. Parents/guardians are responsible for their own children before formal training sessions or matches begin. Only in exceptional circumstances may a coach or staff member transport a young player after written consent has been given by a parent or guardian.

In the event of a parent/guardian not arriving to collect their child at the agreed time and has not made contact to notify the coach/club that they will be delayed then the emergency contact number given on the player profile form will be contacted. If for some reason neither parent nor emergency contact is contactable the local police will be informed and advice will be taken.

The Club guidance on managing children away from the club

These guidelines also apply to adult teams where one or more players are under 18 years

All players under the age of 18 years playing away from the club will have to have written consent for each away fixture with updated medical information.

Consent forms will be given to players at the start of the season extra forms will be held at the club. The consent form has to be handed to the team manager/captain before the match start. **NO FORMS NO GAME.** No team manager or captain will accept a player who has not completed the consent form and has the authorised signature of their parent/guardian.

Colts parents/guardians may sign a form covering the whole season permitting colts to be transported to away colts' matches. However, permission to transport a junior player to a senior game in which they are playing **MUST** be done on a game by game basis. If a team manager/captain does not adhere to this they will be immediately relieved of their duty/role at the club

Hampton Hill Cricket club will ensure that there is a Club home contact who will act as a contact point if required in an emergency situation. If this is not the Welfare Officer then the Club Welfare Officer will be notified if such a situation should arise.

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 wicketkeepers should wear a helmet with a faceguard when standing up to the stumps

This guidance applies to all players up to the age of 18, both in adult cricket and in junior cricket played with a hard cricket ball

The Club's guidance on Fielding Regulations

Hampton Hill Cricket club will comply with the ECB fielding regulations that are clearly set out in the ECB Safe Hands Policy October 2007

The Club's guidance on Fast Bowling Directives

Hampton Hill Cricket will comply with the ECB Fast Bowling Directives

For the purpose of these directives a fast bowler should be defined as a bowler to whom a wicketkeeper in the same age group would in normal circumstances stand back to take the ball

All coaches will identify those players with the potential to bowl fast and to ensure they follow the Directives in all cricket through out the season

The Club's guidelines for the selection of young players in adult cricket

Hampton Hill Cricket Club recognises that they have a duty of care towards all young players who are representing the club. This duty of care also extends to Leagues that allow the participation of young players in adult teams in their league. The duty of care should be interpreted in two ways:

- Not to place a young player in a position that involves an unreasonable risk to that young player, taking in account of the circumstances of the match and the relative skills of the player
- Not to create a situation that places members of the opposing side in position whereby they cannot play cricket as they would normally do against an adult players.

Keeping up to date with technical skills, qualifications and insurance in sport

Finding out if any children you are coaching have medical conditions that could be aggravated whilst playing or training

Keeping a written record anytime a child is injured in your care, along with details of any treatment provided

Helping the ECB to work toward eradicating harassment and abuse of children from cricket

Guidelines on supervising children at cricket sessions

Hampton Hill Cricket club will comply with the clear guidelines set out by the ECB Safe Hands policy 2007 on supervision ratios

It is a basic requirement of all sessions and matches involving children that in all circumstances there will always be a minimum of two responsible adults present.

Hampton Hill cricket club list of posts which require vetting (CRB) checks

All the listed posts below for Hampton Hill cricket club have current CRB certificates in place:

- Welfare Officer & Assistant
- Coaches
- Assistant coaches
- Umpire
- Colts managers
- Adult team captains
- Adult vice-captains
- Club President

- Honorary Secretary
- Assistant Secretary & Colts Administrator
- Website administrator
- Fixtures secretary

The Club's Anti-bullying policy

We are committed to providing a caring, friendly and safe environment for all our children so they can train and play in a relaxed and secure atmosphere.

Bullying of any kind is unacceptable at our club. If bullying does occur, all children should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING club. This means that ANYONE who knows that bullying is happening is expected to tell the staff and officials.

The Club's Photography and video cameras guidelines

Hampton Hill Cricket club are keen to promote positive images of children playing cricket

Photographs/images can only be taken after written consent has been obtained by the parent / legal guardian; this is identified on the Player Profile form

Only use images of children in appropriate kit

Parental permission will be sought if the club wished to use an image for publicity purposes for e.g. Hampton Hill website

The Club's Safety & Guidance policy on the wearing of cricket helmets by young players

From February 2000 the ECB issued safety guidelines on the wearing of helmets by young players up to the age of 18.

Helmets with a faceguard or grille should be worn when batting against a hard cricket ball in matches and in practice sessions

All players that are under 18 years must wear a helmet within a faceguard when batting and when standing up to the stumps when keeping wicket. A young player acting as a runner must also wear a helmet even if the player he is running for is not doing so.

Any Player in the under 13 age group and younger must have explicit written consent from a parent or guardian before participating in adult matches this information will be held alongside the Player's Profile document

The Club guidelines on Girls playing in Boys age group leagues/matches

Hampton Hill wishes to encourage the development of girl cricketers and is happy for them to participate in boy's cricket. Team managers/coaches have a duty of care to all players and girls should only be allowed to participate if the responsible adults are satisfied that they are competent to do so.

The Club Guidelines on Changing Rooms and Showering Facilities

Hampton Hill Cricket Club does not have the facility for children and adults to change separately from adults. Permission for children to change in the same area as adults is obtained on the Player's Profile form. If consent has not been given then the young player will have to arrive at the Club dressed ready to play and must not enter the changing room area.

The club does not have the facility for girls to change or shower therefore they must arrive at the club dressed ready to play and must not enter the changing rooms or shower area.

The use of mobile telephones is strictly forbidden in the changing room areas when young players under the age of 18 are present

Hampton Hill Cricket Club does not have the facility for under 18 years to shower separately from adults therefore the club have adopted the policy of no showering facilities are available for the under 18 years.

The Club guidelines on transport to and from matches and training

Hampton Hill Cricket club does not take responsibility for transporting children to and from matches or training