

# Burnmoor Cricket Club

Dear Parent / Carer

Burnmoor Cricket Club welcomes you and your child to the club. We hope that your child will enjoy being a club member and will enjoy the cricket coaching, training, and matches, as well as the social interactions available at the club. The aim of this letter is to provide information that may be helpful to you as new members. Please do ask me Ian Linsley/Claire Batey the Club Welfare Officers or any committee member or coach if you have other questions not answered in this letter.

The club is run by a number of volunteers. We welcome offers of help from all members, and hope that as you feel part of the club you will feel able to get involved.

A full list of officers, committee members, coaches and officials can be found on the notice board or the club website.

We are a Clubmark club and we adhere to the 'Safe Hands' Policy for Safeguarding Children in Cricket. All of the adults at the club who work with children and meet the necessary criteria are Vetted by the ECB.

Whilst we hope your child will be happy and content at the club, we understand that sometimes questions, concerns or difficulties may arise. Please feel able to raise these as soon as possible, so we can rectify things at the earliest opportunity. If you have a question regarding coaching, please approach the coach in the first instance. However, please do not interrupt coaching sessions, especially nets practice, as this may distract the coach when he or she needs to be supervising the children. Our coaches will be happy to speak to you before or after training or at another convenient time.

If you have questions about kit requirements, training times, pick up arrangements etc please speak to any of the Junior team managers. If you have any concern about your child or another child, or about the behaviour of any adult at the club, please speak to me, the Club Welfare officers you can contact me Ian Linsley 07808142072 or Claire Batey 07792994134 (If your concern any of the welfare officers you may contact the County Welfare Officer John Crockatt on 07876344758 [jwcrockatt@gmail.com](mailto:jwcrockatt@gmail.com)).

Training times: Will be on a Friday evening at 5.30 to 7:15pm \*Please note the club cannot accept responsibility for getting your child to away matches.

Finally, all members are reminded of the club's code of conduct for members and guests, posted on the club notice board and copies herein.

We do hope that you and your child enjoy being a member of the Burnmoor Cricket Club, and if you have any concerns, do please let me know.

Yours

Club Welfare Officers

## Burnmoor Cricket Club (Junior) 2019

### Privacy Notice

Under new laws coming into effect in May 2018, we need to provide you with certain details concerning how your personal data will be used and protected.

[CLUB] take the protection of the data we hold about you as a member seriously and are committed to respecting your privacy. This notice is to explain how we may use personal information we collect and how we comply with the law on data protection, what your rights are.

<b>Names of data controller</b>	<b>CLUB Burnmoor Junior Cricket Club</b>
<b>Categories of personal data we collect</b>	<ul style="list-style-type: none"><li>• Name and date of birth</li><li>• Contact details</li><li>• Medical/specific requirements information</li><li>• Disability information</li><li>• Emergency contact details</li><li>• Sporting experience information</li><li>• Video/Photography agreement</li><li>• Participation agreement</li></ul>
<b>Our sources of the personal data</b>	We obtain personal data from: <ul style="list-style-type: none"><li>• The parent/legal guardian registering a child to join the club</li><li>• Club coaches and junior co-ordinator</li><li>• Medical practitioners</li><li>• Play cricket database</li></ul>
<b>Automated decisions we may take</b>	None

<b>Purposes for which we process personal data</b>	The club will process the personal data for: <ul style="list-style-type: none"><li>• Administering bookings and attendance at sessions</li><li>• Dealing with medical needs/specific requirements</li><li>• Supporting the delivery of cricket sessions</li><li>• For training and competition entry Reporting of participation and any incidents and of figures and trends (including equality and inclusion information)</li><li>• For quality and improvement monitoring</li></ul>
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<p><b>Who we will disclose your personal data to</b></p>	<ul style="list-style-type: none"> <li>• Leagues</li> <li>• The ECB</li> <li>• Coaches and junior co-ordinators for administrating training sessions</li> <li>• Volunteers who work at cricket clubs/venues to support the delivery of sessions.</li> <li>• The County Cricket Board that supports the local Cricket Club whose programmes you have registered for</li> </ul>
<p><b>Legal basis for processing your personal data</b></p>	<p>The legal basis for the collection and processing of your personal data is:</p> <ul style="list-style-type: none"> <li>• <b>for administration and programme delivery:</b> that it is necessary to fulfil the contract that you are going to enter into or have entered into with us</li> <li>• <b>for dealing with medical needs:</b> that you have given your explicit consent or in the child's vital interests.</li> <li>• <b>in all other cases:</b> that it is necessary for our legitimate interests which are to build a programme to encourage participation in cricket and does not prejudice or harm rights and freedoms of parents / guardians or the children that join the programme.</li> </ul>
<p><b>Your right to withdraw consent</b></p>	<p>Where you have given your consent to any processing of personal data, you have the right to withdraw that consent at any time. If you do, it will not affect the lawfulness of any processing for which we had consent prior to your withdrawing it.</p>
<p><b>Location of your personal data</b></p>	<p>The Club will keep your personal data within the European Economic Area.</p>
<p><b>How long we will keep your personal data for</b></p>	<p>We will not retain your personal data for longer than is reasonable and necessary for the purposes for which it was collected. We shall retain your personal data for such time as you are registered with Burnmoor Cricket Club as a member.</p> <p>1 years after you cease to be a member of Burnmoor Cricket Club we shall delete your data.</p>
<p><b>Your rights in respect of your personal data</b></p>	<p>You have the right of access to your personal data and, in some cases, to require us to restrict, erase or rectify it or to object to our processing it, and the right of data portability.</p>
<p><b>Our contact details</b></p>	<p>burnmoorjuniorcricket@outlook.com</p>
<p><b>Complaints</b></p>	<p>If you have any concerns or complaints about how we are handling your data please do not hesitate to get in touch with the named person at the club. You can also contact the Information Commissioner's Office.</p>

# Code of Conduct / Set of Rules for Young People



## Burnmoor Cricket Club

Burnmoor Cricket Club is fully committed to safeguarding and promoting the wellbeing of all its members.

Burnmoor Cricket Club believes that it is important that members, coaches, administrators and parents, carers or guardians 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 *Ian Linsley our Secretary and Child Welfare Officer*

As a member of Burnmoor 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 – Protective equipment, namely, Batting Pads, Batting Gloves, Helmet with Grill and Suitable footwear. In addition to this the club provide Wicket Keeping Gloves & Wicket Keeping Pads for Wicket Keepers in addition Helmets with Grill must also be worn when keeping wicket – 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.

# ECB Club Inclusion & Diversity Policy

The Burnmoor Cricket Club, in all its activities, is fully committed to the principles of equality of opportunity in cricket, and to ensuring that its employees, members and all other individuals working or volunteering for Burnmoor Cricket Club, and participating in or watching Burnmoor Cricket Club's activities are treated fairly and are able to conduct their activities free from discrimination, harassment or intimidation.

- Burnmoor Cricket Club, in all its activities will not discriminate, or in any way treat anyone less favourably against on the grounds of age, gender, disability, race, parental or marital status, pregnancy, religion or belief or sexual orientation.
- Burnmoor Cricket Club will not tolerate harassment, bullying, abuse or victimisation of individuals
- Burnmoor Cricket Club will endeavour to create access and opportunities for all those individuals who wish to participate, and are lawfully eligible to participate, in its activities.
- Burnmoor Cricket Club will ensure that it complies with the requirements of the Equality Act 2010 and shall take all reasonable steps to ensure that its employees, members and volunteers adhere to these requirements and this policy.
- This policy is fully supported by the Burnmoor Cricket Club's officers and [management committee] who are responsible for the implementation of this policy.

Burnmoor Cricket Club is committed to the investigation of any claims when brought to its attention, of discrimination, harassment, bullying, abuse or victimisation of an individual, and reserves the right to impose such sanction as it considers appropriate and proportionate, where such is found to be the case.

- In the event that any employee, member, volunteer, participant or spectator feels that they have suffered discrimination, harassment, bullying, abuse or victimisation, they should report the matter in writing to, Ian Linsley, Secretary & Welfare Officer, Clare Batey Child Welfare Officer or a member of the management committee of Burnmoor Cricket Club.
- Any such report should include: details of what occurred; when and where the occurrence took place; any witness details and copies of any witness statements.
- If the accused individual is an employee, the [management committee] will regard the issue as a disciplinary issue and will follow Burnmoor Cricket Club's employment disciplinary procedure.
- If the accused individual is a non-employee, the [management committee]:
  - may decide (at its sole discretion) to uphold or dismiss the complaint without holding a hearing;
  - may (at its sole discretion) hold a hearing at which both parties will be entitled to attend and present their case;
  - will have the power to impose any one or more of the following sanctions on any person found to be in breach of any policy: (a) warn as to future conduct; (b) suspend from membership; (c) remove from membership; (d) exclude a non-member from the facility, either temporarily or permanently; and (e) turn down a non-member's current and/or future membership application; and
  - will provide both parties with written reasons for its decision.

- A party may appeal a decision of the [management committee] to the relevant County Cricket Board by writing to the relevant County Cricket Board within 3 months of Burnmoor Cricket Club's decision being notified to that party.
- If the nature of the complaint is with regard to the [management committee] of the Burnmoor Cricket Club, the complainant may report the complaint directly to the relevant County Cricket Board.

This policy will be reviewed periodically by the Burnmoor Cricket Club in consultation with the England and Wales Cricket Board Limited.

# Code of Conduct for Cricket Club Members and Guests\*



## Burnmoor Cricket Club

1. Members and Guests of Burnmoor Cricket Club are required to abide by the provisions of this Code of Conduct and any subsequent updates as may be in force from time to time, and by their presence on club premises or at club events or activities are deemed to have accepted and to abide by the provisions of this Code and any other relevant Codes of Conduct, Rules or Regulations the Club has adopted.

All Members and Guests of Burnmoor Cricket Club will:

- Respect the rights, dignity and worth of every person within the context of Cricket
- Treat everyone equally and not discriminate on 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 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 children above the development of performance
- Ensure that activities are appropriate for the age, maturity, experience and ability of the individual
- Respect children's opinions when making decisions about their participation in Cricket

- Not smoke, drink or use banned substances whilst actively working with children in the Club.
- Not provide children 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 child, following reporting procedures laid down by the ECB
- In addition to the above, all Club Officers and Appointed Volunteers will:
  - Have been appropriately vetted, if required, before taking on their role
  - Hold relevant qualifications and be covered by appropriate insurance
  - Always work in an open environment (i.e. avoid private or unobserved situations and encourage an open environment)
  - Inform Players and Parents of the requirements of Cricket
  - Know and understand the ECB's 'Safe Hands – Cricket's Policy for Safeguarding Children'
  - Develop an appropriate working relationship with young players, based on mutual trust and respect
  - Ensure that physical contact is appropriate and necessary and is carried out within 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, especially that relating to the Safeguarding of children
- If a breach of the provisions or principles of this Code occurs or is reasonably suspected to have occurred the Club reserves the right to take such action as it deems appropriate, including but not limited to asking the person responsible for the breach to leave the Club premises. Any disciplinary or complaint hearings in connection with a breach of these rules shall be dealt with in accordance with the disciplinary procedure as set out in the Club constitution or Cricket Section Regulations as may be amended from time to time.

Date Adopted: October 2018



# Burnmoor Cricket Club Anti-Bullying Policy

## Statement of intent

We are committed to providing a caring, friendly and safe environment for all of 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, incidents will be dealt with promptly and effectively. We are a **TELLING** club. This means **anyone** who knows bullying is happening is expected to tell someone who can do something about it.

## What is bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can take many forms :

- **Emotional:** being unfriendly, excluding, tormenting (for example: hiding kit, or making threatening gestures)
- **Physical:** pushing, kicking, hitting, punching or any use of violence
- **Racist:** racial taunts, graffiti and/or gestures
- **Sexual:** unwanted physical contact or sexually abusive comments
- **Homophobic:** because of, or focusing on, the issue of sexuality
- **Verbal:** name-calling, sarcasm, spreading rumours and teasing
- **Cyber:** bullying behaviour online or via electronic communication (email and text, social media etc) Misuse of associated technology, such as camera and video facilities

## Why is it important to respond to bullying?

Bullying hurts. No one should be a victim of bullying. Everyone has the right to be treated with respect. Children who are bullying also need to learn different ways of behaving.

Cricket clubs have a responsibility to respond promptly, and effectively, to issues of bullying.

## Objectives of this policy

- All adults and children at the club should have an understanding of what bullying is
- All officials, coaching and non-coaching staff should know what the club policy is on bullying, and follow it when bullying is reported
- All children and parents should know what the club policy is on bullying, and what they should do if bullying arises
- As a club, we take bullying seriously. Children and parents should be assured they will be supported when bullying is reported
- Bullying will not be tolerated

In cases of adults reported to be bullying cricketers under 18, the ECB must always be informed

### Signs and symptoms

A child may indicate, by signs or behaviour, that he or she is being bullied. Adults should be aware of signs and investigate if a child:

- Says they are being bullied
- Changes their usual routine
- Is unwilling to go to the club
- Becomes withdrawn anxious, or lacking in confidence
- Comes home with clothes torn or belongings damaged
- Has possessions which are damaged or go missing
- Asks for money or starts stealing money (to pay the bully)
- Has unexplained cuts or bruises
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above

In more extreme cases, the child:

- Starts stammering
- Cries themselves to sleep at night or has nightmares
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Attempts or threatens suicide or runs away

These signs and behaviours could indicate other problems, but bullying is a possibility and should be investigated.

### Procedures

- **Report any concerns about bullying incidents to the Club Welfare Officer**
- In cases of serious bullying, the incidents will be reported to the ECB Safeguarding Team for advice via the County Welfare Officer
- Parents should be informed and invited to a meeting to discuss the problem
- **If necessary, and appropriate, police should be consulted - for example if there has been assault, harassment or theft**

The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly

An attempt will be made to help the bully (bullies) change their behaviour

In cases of adults reported to be bullying cricketers under 18, the ECB must always be informed

### Prevention

We will use 'Kidscape' recommended methods to help children prevent bullying. These may include:

- Developing a children's code of conduct (see guidance in 'Safe hands')
- Agreeing behaviour contracts
- Having discussions about bullying and why it matters

\*with thanks to Kidscape for their expert advice and templates

# Burnmoor Cricket Club (Organisation) online safety and social media policy



## Introduction

This policy provides guidance on how our **Cricket Club** uses the internet and social media, and the procedures for doing so. It also outlines how we expect the staff and volunteers who work for us, and the children or young people who are members of our **Cricket Club**, to behave online.

## Aims

The aims of our online safety policy are:

- to protect all children and young people involved with our organisation and who make use of technology (such as mobile phones, games consoles and the internet) while in our care
- to provide staff and volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents
- to ensure our organisation is operating in line with our values and within the law regarding how we behave online

## Understanding the online world

As part of using the internet and social media, our organisation will:

- understand the safety aspects – including what is acceptable and unacceptable behaviour for staff and children – when using websites, social media, apps and other forms of digital communication
- be aware that it doesn't matter what device is being used for digital interaction, but that the same safety aspects apply whether it is a computer, mobile phone or game console
- when using social media platforms (including Facebook, Twitter and Instagram), ensure that we adhere to relevant legislation and good practice guidelines
- regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated, including:
  - making sure concerns of abuse or disclosures that take place online are written into our reporting procedures
  - incorporating online bullying ('cyberbullying') in our anti-bullying policy
- provide training for the person responsible for managing our organisation's online presence

## **Managing our online presence**

Our online presence through our website or social media platforms will adhere to the following guidelines:

- all social media accounts will be password-protected, and at least 3 members of staff will have access to each account and password
- the account will be monitored by a designated person, who will have been appointed by the club committee
- the designated person managing our online presence will seek advice from our designated safeguarding lead to advise on safeguarding requirements
- a designated supervisor will remove inappropriate posts by children or staff, explaining why, and informing anyone who may be affected (as well as the parents of any children involved)
- account, page and event settings will be set to 'private' so that only invited club members can see their content
- identifying details such as a child's home address, school name or telephone number shouldn't be posted on social media platforms
- any posts or correspondence will be consistent with our aims
- we'll make sure children and young people are aware of who manages our social media accounts and who to contact if they have any concerns about the running of the account
- parents will be asked to give their approval for us to communicate with their children through social media, or by any other means of communication
- parents will need to give permission for photographs or videos of their child to be posted on social media
- all of our accounts and email addresses will be appropriate and fit for purpose

## **What we expect of staff and volunteers**

- staff should be aware of this policy and behave in accordance with it
  - staff should seek the advice of the designated safeguarding lead if they have any concerns about the use of the internet or social media
  - staff should communicate any messages they wish to send out to children and young people to the designated person responsible for the organisation's online presence
  - staff should not 'friend' or 'follow' children or young people from personal accounts on social media
  - staff should make sure any content posted is accurate and appropriate, as young people may 'follow' them on social media
  - staff should not communicate with young people via personal accounts or private messages
  - rather than communicating with parents through personal social media accounts, staff should choose a more formal means of communication, such as face-to-face, in an email or in writing, or use an organisational account, profile or website
  - at least one other member of staff should be copied in to any emails sent to children or young people
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- staff should avoid communicating with children or young people via email outside of normal office hours
- emails should be signed off in a professional manner, avoiding the use of emojis or symbols such as ‘kisses’ (‘X’s)
- any disclosures of abuse reported through social media should be dealt with in the same way as a face-to-face disclosure, according to our reporting procedures
- smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy
- staff and young people must not engage in ‘sexting’ or send pictures to anyone that are obscene, indecent or menacing

### **What we expect of children and young people**

- children should be aware of this online safety policy and agree to its terms
- we expect children and young people’s behaviour online to be consistent with the guidelines set out in our acceptable use statement  
child should follow the guidelines set out in our acceptable use statement on all digital devices, including smart phones, tablets and consoles

### **Using mobile phones or other digital technology to communicate**

When using mobile phones (or other devices) to communicate by voice, video or text (including texting, email and instant messaging), we’ll take the following precautions to ensure young people’s safety:

- staff will avoid having children’s or young people’s personal mobile numbers and will instead seek contact through a parent or guardian
- we’ll seek parental permission on each occasion we need to contact children or young people directly; the purpose for each contact will be clearly identified and agreed upon
- a method of accountability will be arranged, such as copies of texts also being sent to the club’s lead welfare officer or to parents
- staff should have a separate phone from their personal one for any contact with parents or young people
- texts will be used for communicating information – such as reminding children or young people about upcoming events, which kit to bring or practice timings – and not to engage in conversation
- if a young person misinterprets such communication and tries to engage a staff member in conversation, the member of staff will take the following steps:
  - end the conversation or stop replying
  - suggest discussing the subject further at the next practice or event
  - if concerned about the child or young person, provide contact details for the club’s lead welfare officer or appropriate agencies

## **Using mobile phones during sports activities**

So that all children can enjoy and actively take part in sports activities, we discourage the use of mobile phones during such activities. As part of this policy we will:

- make children aware of how and who to contact if there is an emergency or a change to previously agreed arrangements with the organisation
- inform parents of appropriate times they can contact children who are away at camps or away trips and discourage them from attempting contact outside of these times
- advise parents that it may not be possible to contact children during activities and provide a contact within the club or organisation who will be reachable should there be an emergency
- explain to young people how using mobile phones during activities has an impact on their safe awareness of their environment, and their level of participation and achievement

## **Use of other digital devices and programmes**

The principles in this policy apply no matter which current or future technology is used – including computers, laptops, tablets, web-enabled games consoles and smart TVs – and whether an app, programme or website is used.

If any digital devices are used as part of activities within the organisation:

- we expect children and young people to adhere to the guidelines surrounding online use and behaviour set out in our acceptable use policy
- we'll establish appropriate restrictions, more commonly known as 'parental controls', on any device provided to prevent misuse or harm

**As an organisation, we commit to implementing this policy and addressing any concerns quickly and within these guidelines.**

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## **Further information for parents and carers on keeping children safe online**

The following websites provide information for organisations and parents about online safety to help them protect their children from harm:

NSPCC / O2 Helpline 0808 800 5002 - [www.o2.co.uk/help/nspcc/child-protection](http://www.o2.co.uk/help/nspcc/child-protection)

Child Exploitation and Online Protection Centre (CEOP) - [www.ceop.police.uk](http://www.ceop.police.uk)

Childnet - [www.childnet.com](http://www.childnet.com)

The UK Safer Internet Centre - [www.saferinternet.org.uk](http://www.saferinternet.org.uk)

# All Stars Cricket Activators Code of Conduct



- ★ Make sure you and the children have fun!
- ★ Introduce yourself as the Activator at the start of the Sessions and welcome the children by name when they arrive where possible.
- ★ Display high standards in use of language, manner, punctuality, preparation and presentation.
- ★ Make sure you have enough Assistant Activators / Parent Helpers to run the session safely (at least 1 adult for every 8 children).
- ★ Always treat all individuals with respect and challenge any discrimination – we must make sure everyone has fun!
- ★ Communicate with and provide feedback to children in a way that reflects respect and care. (Remember what you say and how they hear it may be different).
- ★ Promote good practice and challenge any poor practice. By 'practice' we mean the way people are around children, the things they do and don't do, their preparation for sessions etc.
- ★ Be aware of the physical needs of the children and ensure that the activity and equipment is appropriate in line with the All Stars Cricket Curriculum. (Any specific needs will be identified on child registration – Activators can ask their ASC Champion to help with any amendments to activities if required).
- ★ Ensure that physical contact is appropriate and necessary, and is carried out with the child's full consent and approval.
- ★ Use the All Stars Cricket equipment and do not allow children to use inappropriate equipment e.g. hard balls, wooden bats. Use the correct size of bats and balls.
- ★ Be a friendly professional. Friendly and professional!
- ★ **Inform parents/guardians immediately if you are at all concerned about the welfare of a child, unless the concerns may be about the parent/guardian.**
- ★ **Use the 'Safe Hands' reporting procedures if you have a concern - share it with your Club Welfare Officer. Not taking action is not acceptable.**



# Congratulations

Burnmoor CC

on achieving clubmark accreditation

2019 - 2022

which confirms your commitment to being a safe, welcoming and family friendly cricket club.

A handwritten signature in black ink that reads "Tom Cairns".

CEO, ECB

A handwritten signature in black ink that reads "Jamie Price".

CEO, Sport England



**LOTTERY FUNDED**







# ECB Coaches Code of Conduct

## Rights/Relationships/Responsibilities

In partnership with



# ECB Coaches Code of Conduct

Cricket coaches play a crucial role in the development of the game and in the lives of the players they coach. Good cricket coaches ensure that individuals in cricket have positive experiences and are therefore more likely to continue in the game and achieve their potential.

Coaching, as an emerging profession, must demonstrate at all levels, a high degree of honesty, integrity and competence. The need for cricket coaches to understand and act on their responsibilities is of critical importance to the game, as is the concept of participation for fun and enjoyment as well as achievement. This is implicit within good coaching practice and promotes a professional image of the good practitioner. This *Code of Conduct* sets out the standards that coaches are required to meet.

## Good cricket coaching practice needs to reflect the following key principles:

### • Rights

Cricket coaches must respect and champion the rights of every individual to participate in the game.

### • Relationships

Cricket coaches must develop a professional relationship with players (and others) based on openness, honesty, mutual trust and respect.

### • Responsibilities – personal standards

Cricket coaches must demonstrate proper personal behaviour and conduct at all times.

### • Responsibilities – professional standards

To maximise the benefits and minimise the risks to players, coaches must attain a high level of competence through appropriate qualifications and a commitment to ongoing training that ensures safe and correct practice.

## Implementation issues

This code sets out the standards that coaches are required to meet. It reflects BEST PRACTICE in coaching across the broadest spectrum of roles and responsibilities and the ECB recognises that the extent to which coaches are required to comply with all the content of this code may be considered by reference to the nature of the coaching role.

All coaches holding recognised ECB qualifications are required to abide by this code.

This code:

- is a constituent part of a policy and procedure for dealing with allegations and complaints
- is used as the definitive guide and benchmark measure of coaching practice in determining any need for sanctions against a coach
- is fully integrated into the cricket and coach education process
- is assessed as part of the cricket coach accreditation process
- is supported by the appropriate training and resources.

ECB has developed a training resource that underpins many of the concepts contained within this *Code of Conduct*. They include the integration of safeguarding throughout the ECB coaching training for both the children's and young people and adults' coaching pathways, and the online safeguarding module:

- *Safeguarding Young Cricketers*.



Principle	Statement	Issues	Actions
Relationships	Cricket coaches must develop a professional relationship with players (and others) based on openness, honesty, mutual trust and respect	<p>Cricket coaches:</p> <ul style="list-style-type: none"> <li>• must not engage in behaviour that constitutes any form of abuse (physical, sexual, emotional, neglect, bullying)</li> <li>• should promote the welfare and best interests of their players</li> <li>• must avoid sexual intimacy with players, either while coaching them or in the period of time immediately following the end of the coaching relationship</li> <li>• must take action if they have a concern about the behaviour of an adult towards a child</li> <li>• should empower players to be responsible for their own decisions</li> <li>• should clarify the nature of the coaching services being offered to players</li> <li>• should communicate and cooperate with other organisations and individuals in the best interests of players.</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of the physical needs of players, especially those still growing, and ensure that training loads and intensities are appropriate.</li> <li>• Ensure that physical contact is appropriate and necessary, and is carried out within recommended guidelines with the player's full consent and approval.</li> <li>• Do not engage in any form of sexually related contact with an under age player. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms.</li> <li>• Inform parents or guardians immediately if you are at all concerned about the welfare of a child.</li> <li>• Discuss with parents and other interested parties the potential impact of the programme on the player.</li> <li>• Arrange to transfer a player to another cricket coach if it is clear that an intimate relationship is developing.</li> <li>• Know and understand the relevant ECB or employer policies and procedures in this regard.</li> <li>• Follow the reporting procedures laid down by ECB or your employer if you have a concern - non-action is unacceptable.</li> <li>• Respect players' opinions when making decisions about their participation in cricket.</li> <li>• Encourage players to take responsibility for their own development and actions.</li> <li>• Allow players to discuss and participate in the decision-making process.</li> <li>• Discuss and agree with players what information is confidential.</li> <li>• Inform players or their parents of the requirements of cricket.</li> <li>• Inform players or their parents of any potential costs involved in accessing the coaching services on offer.</li> <li>• Be aware of and communicate on any conflict of interest as soon as it becomes apparent.</li> <li>• Do not work with any other cricket coach's player without first discussing or agreeing it with both the coach and the player involved.</li> <li>• Identify and agree with players which other experts or organisations could offer appropriate services.</li> </ul>

Principle	Statement	Issues	Actions
Rights	Cricket coaches must respect and champion the rights of every individual to participate in cricket	Cricket coaches should: <ul style="list-style-type: none"> <li>assist in the creation of an environment where every individual has the opportunity to participate in cricket</li> <li>create and maintain an environment free of fear and harassment</li> <li>recognise the rights of all players to be treated as individuals</li> <li>recognise the rights of players to confer with other cricket coaches and experts</li> <li>promote the concept of a balanced lifestyle, supporting the well-being of the player both in and out of cricket.</li> </ul>	<ul style="list-style-type: none"> <li>Treat all individuals in cricket with respect at all times.</li> <li>Do not discriminate on the grounds of gender, marital status, race, colour, disability, sexuality, age, occupation, religion or political opinion.</li> <li>Do not condone or allow to go unchallenged any form of discrimination.</li> <li>Do not publicly criticise or engage in demeaning descriptions of others.</li> <li>Be discreet in any conversations about players, cricket coaches or any other individuals.</li> <li>Communicate with and provide feedback to players in a manner that reflects respect and care.</li> </ul>
Principle	Statement	Issues	Actions
Responsibilities – personal standards	Cricket coaches must demonstrate proper personal behaviour and conduct at all times	Cricket coaches: <ul style="list-style-type: none"> <li>must be fair, honest and considerate to players and others in cricket</li> <li>should project an image of health, cleanliness and functional efficiency</li> <li>must be positive role models for players at all times.</li> </ul>	<ul style="list-style-type: none"> <li>Operate within the rules and the spirit of cricket.</li> <li>Educate players on issues relating to the use of performance-enhancing drugs in cricket and co-operate fully with UK Sport and ECB policies.</li> <li>Maintain the same level of interest and support when a player is sick or injured.</li> <li>Display high standards in use of language, manner, punctuality, preparation and presentation.</li> <li>Encourage players to display the same qualities.</li> <li>Do not smoke, drink alcohol or use recreational drugs before or while coaching. This reflects a negative image and could compromise the safety of your players.</li> <li>Display control, respect, dignity and professionalism to all involved in cricket.</li> </ul>

Principle	Statement	Issues	Actions
Responsibilities – professional standards	To maximise the benefits and minimise the risks to players, cricket coaches must attain a high level of competence through qualifications, and a commitment to ongoing training that ensures safe and correct practice	Cricket coaches will: <ul style="list-style-type: none"> <li>ensure the environment is as safe as possible, taking into account and minimising possible risks</li> <li>promote the execution of safe and correct practice</li> <li>be professional and accept responsibility for their actions</li> <li>make a commitment to providing a quality service to their players</li> <li>actively promote the positive benefits to society of participation in cricket</li> <li>contribute to the development of cricket coaching as a profession by exchanging knowledge and ideas with others</li> <li>gain ECB coaching qualifications appropriate to the level at which they coach cricket.</li> </ul>	<ul style="list-style-type: none"> <li>Follow the guidelines of the ECB or your employer.</li> <li>Only allow participation if there is no risk to the player.</li> <li>Plan all sessions so they meet the needs of the players and are progressive and appropriate.</li> <li>Maintain appropriate records of your players.</li> <li>Recognise and accept when it is appropriate to refer a player to another cricket coach or specialist.</li> <li>Seek to achieve the highest level of qualification available.</li> <li>Attend continuing professional development (CPD) to maintain up-to-date knowledge of technical developments in cricket.</li> <li>Attend CPD to maintain up-to-date knowledge and understanding of other issues that might impact on both you and your players.</li> <li>Be aware of the social issues and how cricket can contribute to local, regional or national initiatives.</li> <li>Actively participate in recruitment and education opportunities in cricket.</li> <li>Actively contribute to local, regional and national initiatives to improve the standards and quality of cricket coaching both in cricket and sport in general.</li> <li>Practise in an open and transparent fashion that encourages other cricket coaches to contribute to or learn from your knowledge and experience.</li> <li>Engage in self-analysis and reflection to identify your professional needs.</li> <li>Seek CPD opportunities to develop your cricket coaching skills and update your knowledge.</li> <li>Manage your lifestyle and cricket coaching commitments to avoid burnout that might impair your performance.</li> <li>Do not assume responsibility for any role for which you are not qualified or prepared.</li> <li>Do not misrepresent your level of qualification.</li> </ul>



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# An Introduction from Tom Harrison

## ECB Chief Executive Officer

Children are the future of our sport – so it's vital they experience cricket in a safe, friendly and enjoyable environment. That's why we first launched 'Safe Hands' in 2003; establishing clear policies and procedures to support children in all areas of our game.

For our game to continue to flourish and prosper, we all need cricket to be as child and family friendly as possible. We have all been delighted with the success of 'All Stars Cricket', which is built on being exciting, safe and great fun. We are determined to grow children's involvement in cricket. 2019 sees us hosting the Men's World Cup, where we hope the men can match the brilliant women's win in 2017 at a Lords ground packed with fans of all ages, thousands of whom were children. Inspiring the next generation of cricket lovers is what we are all about, and the hundred ball competition will be focussing on families and children

The 'Safe Hands' programme forms an important part of ECB's wider strategy for the game – "Inspiring Generations" – which drives our plans to grow cricket at every level.

We incorporate the 'Safe Hands' programme into our club accreditation programme 'ECB Clubmark' – giving clubs and leagues clear guidance on how best to welcome young people into the sport and to keep them involved.

As we all know, team sports like cricket are a great way for children to acquire life-skills; learn how to work with others, interact with adults and take on specific roles and responsibilities.

So whether you are interacting with players, coaches or volunteers, please do make sure everyone involved in your club is fully aware of these policies and procedures and understands their importance.

With your support and help, we can continue to put young people's interests first at all levels of the game ; giving parents and carers the confidence they need to entrust their children into our care.

We want everyone involved in cricket to make children's safety and well-being a major priority in their work - remember: Safeguarding is Everyone's Business!

**Tom Harrison**

ECB Chief Executive Officer

# NSPCC Endorsement of the ECB's Safeguarding Policy

'All children and young people have the right to participate in their sport in a safe and enjoyable environment. National governing bodies of sport need to provide support, which includes up to date user friendly guidance, to help staff and volunteers working with children to fulfil their duty of care towards their participants. The ECB's revised Safe Hands manual builds on the previous resources and reflects current best practice in safeguarding.

Everyone involved in delivering cricket to children and young people has a role to play in creating the best possible environment for them. The emphasis in this updated version of Safe Hands is on providing a welcoming and inclusive club, where the views of children and their parents are actively sought and considered. The 'kit bag' provides the resources that cricket clubs need to create an environment where children will feel safe and where they can have confidence in sharing any concerns they may have. Implementation through staff and volunteers across cricket who are 'professional' and approachable will help children feel safe and will encourage good practice.

We are living in a world where developments in technology move rapidly. It is essential that adults are aware of both the benefits and the hazards associated with social media and electronic communications in order to ensure young people's safety is prioritised. The guidance for clubs on the use of social media, texting and email is helpful and provides the clear and straightforward guidance that Sports clubs are asking for.

The NSPCC Child Protection in Sport Unit is pleased to endorse this revised version of Safe Hands and the wider work that the ECB is undertaking in relation to safeguarding children involved in cricket.'

## **Anne Tiivas**

Director NSPCC Child Protection in Sport Unit

# ECB Guidance Concerning the Use of this “Safe Hands” Manual

This “Safe Hands” manual provides a source of policy statements relating to safeguarding and a practical guide, and reference document, for cricket clubs and all those involved with cricket. The most up to date version is always available on the ECB website.

Safeguarding is Everyone's Business. "Safe Hands" helps clubs, centres, teams, squads, academies, leagues and all involved in cricket to plan, prioritise and implement the various safeguarding activities necessary to provide the best possible environment and experience for children in cricket.

"Safe Hands" takes into account relevant legislation at the time of publication, but it does not intend to make the reader an expert on the legal framework, or subject, of safeguarding. Instead it offers practical guidance, aiming to increase general awareness of both mandatory requirements and good practice.

The “Safe Hands” Safeguarding Policy operates on both a national and local level, and is written to be applicable to all levels of the game across all areas of the country. “Safe Hands” must be adopted and implemented by every cricket club affiliated to the ECB.

The guidance in this manual is reviewed every year by the ECB to ensure it remains current and relevant.



## Key Definitions and Concepts

**The key definitions and concepts shown below are taken from “Working Together to Safeguard Children, 2018 ”. This is Government guidance for agencies to safeguard and promote the welfare of children.**

<p>“Child”</p>	<p>A child is anyone who has not yet reached their 18th birthday. ‘Children’ means ‘children and young people’ throughout. The word child/children will be used throughout this publication to denote <u>all persons under the age of 18</u>.</p>
<p>“Safeguarding and promoting the welfare of children”</p>	<p>This is defined in government guidance (<b>Working Together to Safeguard Children 2018</b>) as:</p> <ul style="list-style-type: none"> <li>- protecting children from maltreatment</li> <li>- preventing impairment of children’s health and development</li> <li>- ensuring that children grow up in circumstances consistent with the provision of safe and effective care and</li> <li>- taking action to enable all children to have the best outcomes</li> </ul>
<p>Key Concept – Who is responsible for safeguarding?</p>	<p>‘Working Together to Safeguard Children, 2018’ states:</p> <p><b>“safeguarding children – the actions we take to promote the welfare of children and protect them from harm - is everyone's responsibility.”</b></p>
<p>Key Concept – A child-centred approach</p>	<p>‘Working Together 2018’ states that a “child centred approach is fundamental to safeguarding and promoting the welfare of the child” AND “Anyone working with children should see and speak to the child; listen to what they say; take their views seriously...”.</p>
<p>Key Concept – “Early Help”</p>	<p>‘Working Together 2018’ encourages all agencies to provide ‘Early help’ – “Providing early help is more effective in promoting the welfare of children than reacting later”. We must make sure we have planned for children's involvement to make sure we are meeting their needs, and if we have any concerns about a child, to act on these without without delay.</p>



## Key Definitions and Concepts

Key Concept - “Child Protection”	<b>Child protection is one part of safeguarding</b> and promoting welfare. It refers to the activity undertaken to protect specific children who are suffering, or likely to suffer, significant harm as a result of maltreatment. Effective child protection is essential as part of the wider work to safeguard and promote the welfare of children. <b>However, all agencies and individuals should proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.</b>
“Abuse”	For definitions of the different types of abuse, and common indicators of abuse please see Section 2.



## Glossary of Other Terms

Children's Social Care	The services formerly known as Social Services, (the name may vary around the country)
CPSU	Child Protection in Sport Unit
CRB	The former Criminal Records Bureau (who provided 'CRB' checks until December 2012.) Now part of the DBS.
DBS	Disclosure and Barring Service (Organisation formed in 2012 by the merger of the former Criminal Records Bureau and Independent Safeguarding Authority)
ECB	England and Wales Cricket Board Limited
ECB ACO	England and Wales Cricket Board Association of Cricket Officials
ECBCA	England and Wales Cricket Board Coaches Association
LADO	Local Authority Designated Officer
LSCB	Local Safeguarding Children Board
Match Official	Umpires and scorers (whether members of the ECBACO or not)
NSPCC	National Society for the Prevention of Cruelty to Children
Official/Staff/ Volunteer/Team Manager and so on	A variety of titles have been used within this document to describe people working in cricket, such as 'staff', 'official', 'volunteer', 'team manager' and so on. This policy applies either directly, or indirectly, to all individuals involved in cricket according to their level of contact with children in cricket.
Safeguarding Partners	The lead agencies responsible for safeguarding: Local Authority, Health ( Clinical Commissioning Group) and Police
Regulated Activity	Regulated Activity involves training, teaching, instructing, supervising or caring for a child on a frequent or intensive basis in an unsupervised capacity. Further information is available at <a href="https://www.gov.uk/government/collections/dbs-eligibility-guidance">https://www.gov.uk/government/collections/dbs-eligibility-guidance</a>
Regulated Activity Provider (RAP)	The cricket organisation (such as County Boards, leagues, panels and clubs) that appoints people to roles of regulated activity
Supervision	For an individual to be deemed to be 'supervised', another individual, also carrying out Regulated Activity AND who has been ECB vetted, must be able to <b>see and hear the interactions between the individual and the child/ren AT ALL TIMES IN ALL SESSIONS.</b>

# Acknowledgements

The ECB works with many individuals and organisations to continually improve its Safeguarding Work. We would like to thank them for their support and, in particular, when listed below their kind permission for use and adaptation of materials:

- Amateur Swimming Association
- British Canoe Union
- British Triathlon
- British Weight Lifting Association
- England Netball Association
- Federation of Artistic Roller Skating
- Kidscape
- Lawn Tennis Association
- Rugby Football Union
- sportscoach UK
- The Football Association
- **NSPCC**

We would also like to thank the NSPCC Child Protection in Sport Unit for all their support.





# Safeguarding and a Club's Duty of Care

The ECB has produced an overall policy for safeguarding and protecting children in cricket. All ECB affiliated clubs must formally adopt the ECB's "Safe Hands' Safeguarding and Protecting Children Policy Statement".

Each individual cricket club must also produce a safeguarding policy statement based on the guidance "XXXXXX Cricket club – Safeguarding Policy Statement"

Safeguarding is about creating a culture where the game interacts with children as participants in cricket, be this as All Stars, players, officials, coaches, spectators, or volunteers.

Safeguarding in cricket is all about providing a safe and welcoming environment tailored to the needs and requirements of children.

It is about making sure they have fun, are safe, and have a great time.

By seeking the views and opinions of children we will create an environment where children feel able to share any concerns they may have.

Key to this is the recruitment and vetting of the many invaluable individuals who give so much to children in cricket.

Through safe recruitment and vetting practices, we can endeavour to make sure that we have the right people teaching, instructing, training, caring for and supervising children in the game. A thorough recruitment and vetting process also ensures the individual is aware of their particular safeguarding responsibilities in that role.

The diagram 'Safeguarding Children' sets out the requirements placed by statutory guidance ( "Working Together to Safeguard Children, 2018") on any organisation that provides services for, or works with, children.

# The “Safe Hands” Safeguarding and Protecting Children Policy Statement

- The ECB is committed to ensuring all children who take part in cricket, have a safe positive and fun experience, whatever their level of involvement
- The welfare of all children is paramount
- All children within cricket, regardless of age, gender, race, religion, sexual orientation, ability or disability, have the right to enjoy the game in an environment safe from abuse of any kind
- The ECB recognises the importance of safeguarding children within the game and is committed to developing, and implementing, policies and procedures which ensure that everyone knows, and accepts, their responsibility in relation to a duty of care for children
- The ECB is committed to ensuring there are correct and comprehensive procedures for responding to, recording and reporting child safeguarding concerns
- The ECB will endeavour to ensure all suspicions and allegations will be taken seriously, managed and dealt with swiftly and appropriately in line with ECB policy and procedures
- The ECB recognises that appropriate safeguarding is not just about preventing abuse but providing the best environment for children to enjoy themselves and the game of cricket
- The ECB is committed to ensuring that safeguarding and protecting children is central to its development of the game and as such requires all clubs and other bodies who wish to seek ECB support, whether financial or otherwise, for developing facilities and/or opportunities to play the game of cricket, to have adopted and implemented this “Safe Hands” Safeguarding Policy
- It is a mandatory requirement that all County Boards, affiliated leagues and clubs must adopt and implement the ECB “Safe Hands” Policy and they will be supported to do so through education and training
- All affiliated clubs must appoint a Club Welfare Officer to ensure that appropriate procedures are followed
- The ECB recognises the responsibility of the statutory agencies and is committed to working with Local Safeguarding Children Boards and Local Authority Designated Officers and complying with their procedures and the statutory guidance “Working Together to Safeguard Children 2018”
- The ECB is committed to promoting sound recruitment procedures and good practice for all individuals working within cricket whether in a paid or voluntary capacity
- The ECB will ensure that individuals will receive support through education and training, to be aware of, and understand, best practice and how to manage any safeguarding issues which may come to light
- The ECB recognises that it is not the responsibility of those individuals working in cricket to determine if abuse has taken place, but it is their responsibility to act upon and report any concerns

It is a mandatory requirement for all ECB affiliated clubs to make a constitutional adoption of the ECB “Safe Hands” Safeguarding Policy.

To do this it will be necessary for clubs to make amendments to their constitution to reflect the safeguarding principles which they must adhere to. It is suggested that the following wording is used:

“To ensure a duty of care to all members of the club by adopting and implementing the ECB “Safe Hands” – Cricket’s Policy for Safeguarding Children and any future versions of the policy.”

A vote is normally needed at the club’s AGM to make this formal adoption. For those clubs who do not have an AGM in the foreseeable future, it is considered to be good practice for the committee to make a temporary adoption on behalf of the club as an interim measure.

In addition to adopting the ECB’s “Safe Hands” policy, creating an individual “Club Safeguarding Policy Statement” is a requirement for all ECB affiliated clubs. Guidance on how to do this and a template that can be used are shown in The ‘Safeguarding Kit Bag’ in Section 3 of this manual.

The ECB’s “Safe Hands” Safeguarding Policy Statement and Underpinning Principles guide the “Safe Hands” programme. However, in addition, there are a number of key Points of Policy on the Safeguarding Programme that the ECB needs to ensure that clubs and participants understand are fundamental to the effectiveness of safeguarding in cricket.

## **1. All cricket participants should recognise and follow a Code of Conduct**

The ECB provides codes of conduct for all cricket participants – the Code of Conduct for Members and Guests, the Code of Conduct for Coaches and the All Stars Code of Conduct. These codes of conduct provide participants with details of acceptable, and unacceptable behaviour, and the expectations of others in relation to good operational practices.

## **2. Juniors require adequate supervision**

A minimum of two adults are required at every session and additionally the appropriate ratio of adults and children must be met.

## **3. All adults who work with children in cricket, either as a volunteer or paid, must be recruited appropriately. This includes being vetted for their suitability to work with children**

Vetting Procedures include the use of Disclosure and Barring Service (DBS) checks and/ or non-UK equivalent checks

## **4. Physical contact should always be intended to meet the child’s needs not the adult’s**

It is obvious that adults should never touch a child inappropriately. A responsible adult should only use physical contact if it’s aim is to:

- Develop sports skills or techniques
- Treat an injury
- Prevent an injury or accident from occurring
- Meet the requirements of the sport

The adult should explain the reason for the physical contact to the child, reinforcing the teaching or coaching skill. Unless the situation is an emergency, the adult should ask the child for permission.

# A Club's Duty of Care

Any individual, organisation, club, County Board squad etc has a duty of care to ensure the safety and welfare of any child, to safeguard and protect them from reasonably foreseeable forms of harm.

Safeguarding is about all of us acknowledging this duty of care and putting practical measures in place to minimise the likelihood of foreseeable harm arising.

To demonstrate this duty of care, all cricket clubs:

- Must constitutionally adopt the ECB's "Safe Hands" Policy
- Must define their club's own Safeguarding Policy Statement
- Must follow the ECB reporting mechanism for concerns
- Must recruit, appoint and organise the training of a Club Welfare Officer
- Must have a "player profile system" to enable adults to exercise their duty of care in an emergency situation
- Must adopt the ECB Code of Conduct for Members and Guests
- Must adopt the Codes of Conduct for Coaches and All Stars Activators
- Must ensure that the following policies and procedures exist within the club:
  - Procedures for recruiting and appointing appropriate volunteers and/or paid staff

including training and support for these volunteers or staff

- Procedures for health and safety/risk assessment, including adherence to ECB policies/guidance on the wearing of helmets, fielding regulations, net safety, bowling directives, first aid, fluid intake, junior players in Open Age cricket and other similar matters
- Discipline procedure – which **MUST follow the Safe Hands guidance on matters involving any person under the age of 18, with an appeals mechanism**
- Anti-bullying policy and procedures for dealing with bullying
- Changing rooms and showering policy
- **Photography, video, social media and live broadcast policy including the use of images**
- Transport policy
- Supervising children at cricket sessions policy
- Guidance on welcoming and safeguarding children with a disability
- Missing children policy
- Procedures for managing children away from the club
- Procedures for working with external partners; (i.e. club personnel undertaking cricket activities in schools, local authorities or similar organisations, on a voluntary or paid basis)
- Guidance for clubs on the use of Social Media, texts and email