

CLUBMARK

ECB

**Clubmark
Site Visit
Checklist**

ECB

ECB Clubmark Site Visit Checklist

ECB Clubmark Site Visit - Club Details (To be completed by Nominated Officer)

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| Name of Cricket Club: RAINHAM CC |
| County Cricket Board: ESSEX |
| Date: |
| Version: <i>(Insert numerical version of Site Visit Checklist i.e. 1st, 2nd etc.)</i> |

ECB Clubmark Lead Contact Details (To be completed by the Nominated Officer)

| | |
|------------------------------|---------------------|
| Name: | |
| Position within club: | |
| Address: | |
| Daytime Tel: | Evening Tel: |
| E-mail: | Mobile Tel: |



ECB

Duty of Care and Safeguarding Children

| | Criteria Question | Response from club | Criteria Passed (✓ or X) | Feedback / Action required |
|---|--|---|--------------------------|----------------------------|
| 1 | Is the Safe Hands Workshop certificate displayed on the club's notice board? (Time to Listen posters remain valid for 3 years from the date of attendance at the course prior to July 2010. Any workshop attendees from 2011 onwards should display the Safe Hands workshop certificate) Are the contact details of the Club Welfare Officer visible on the club's notice board? Have those details been made available to members with a visual impairment or learning disability? | Copies on club notice board Yes | | |
| 2 | What happens when the Club Welfare Officer goes on holiday or is absent from the club? | Any issues are passed via the club committee during standard agenda item and action taken when club Welfare Officer returns | | |
| 3 | Is a copy of the ECB Coaches Code of Conduct displayed on the club notice board? Ask any coaches present who have completed the new ECB Safeguarding Young Cricketers e-learning module how they have implemented their learning into their activities | Yes | | |
| 4 | Is the Code of Conduct for Cricket Club Members and Guests displayed prominently on club premises, including on club notice board? | Yes | | |
| 5 | How is the club ensuring that all members and guests are aware of the Code of Conduct for Cricket Club Members and Guests and are adhering to it? Check records of who has been provided with a copy of the Code, how and when, and that any amendments to the code have been appropriately communicated. | We recently updated a version and emailed a copy to all members. We keep a record log of who has acknowledged receipt. Newsletters will also remind members of any amendments | | |

Duty of Care and Safeguarding Children

| | Criteria Question | Response from club | Criteria Pass | Feedback / Action required |
|----|--|--|---------------|----------------------------|
| 6 | Ask club representatives to describe what would happen in the case of an incident / emergency at the club? | We would refer to our emergency procedure, which is displayed on the club noticeboard | | |
| 7 | Are maps / directions / telephone numbers to the local hospital / doctor's surgery displayed on the club's notice board and in changing rooms? Are alternative formats available for users (e.g. website / audio)? | Yes displayed on club notice board and in dressing rooms. | | |
| 8 | How would any actions taken in the light of an incident / accident be recorded? Where does the club keep a record of incidents and accidents that have happened i.e. incident/accident report book? | We have an accident book in the kitchen next to the first aid equipment and all major and minor incidents are recorded in the book. | | |
| 9 | Name who has access to first aid equipment at the club. Provide evidence of where first aid equipment is kept and who is responsible for the kit and restocking. | The first aiders have access to it, as it is kept in a box in the kitchen. Our club welfare officer ensures the first aid kit box is regularly looked at and replenished. We also have a first aid kit in each junior kit bag. | | |
| 10 | How does the club collect and record membership details? How are details of medical conditions of players passed on to coaches and team managers? | We have a youth team administrator who logs all junior details including medical conditions. This is emailed to coaches each week after attendance log is recorded. | | |
| 11 | Where are the accessible telephone(s) at the club? | All coaches have mobiles and we have a club phone behind the bar | | |
| 12 | Who is responsible for completing the session register? How is this managed? | We have a youth section administrator who performs this role | | |

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|----|--|--|--|--|
| 13 | Which areas of the club are open on practice nights? What time is the club open from and until on junior practice nights and at matches? | On practice nights we have 3 areas. The nets, the outfield and a practice strip on the end of the table. The club is open from 6pm to 8.30pm of practice nights and on match days for juniors, its 9am to 1pm on Sundays and 5pm to 9pm for mid-week matches | | |
|----|--|--|--|--|

The Cricket Programme

| | Criteria Question | Response from club | Criteria Passed (✓ or X) | Feedback / Action required |
|---|--|---|--------------------------|----------------------------|
| 1 | Are all qualified coaches at the club aware of the ECB Coaches Code of Conduct and are they adhering to its guidelines? | Yes , copy on notice board and regular reminders of club code of conduct | | |
| 2 | How has the club ensured that the venue for the training session / match is safe and appropriate for activity? (for all players including those with a visual impairment or wheelchair users) Have any risks been identified? If so, what has been done about them? | We have completed a risk assessment and before each session the areas are checked for any potential hazards | | |
| 3 | How has the training session / match been prepared for? Can the coach leading the session show you session plans/ resources and coaching methods used? | We have session plans on the club website and theses are used as guidance for training sessions. They will be alternated depending on the drills the coaches wish to work on. | | |
| 4 | Are the ratios in criteria 2.7 and 2.8 being adhered to during the session / match you are viewing? Provide details. | We have 4 qualified coaches and 6 coach support workers. We work on a rota basis with some of the coach support workers where they will do 3 weeks with each age group and then swap. | | |
| 5 | Ask the volunteers / coaches at the session for details of the successes / developments of the junior team(s) at the club. Ask for further information about the competitions / leagues the club enters and the club's aspirations. | Success factors should be related to how many juniors are retained and go on to play in senior cricket. We also enter under 13s in peter Coe Cup and have a combined under 16 side with Goresbrook that play in the matchplay. Next season exploring entering cox and Kings for under 15s | | |

Knowing Your Club and its Community – One Game

| | Criteria Question | Response from club | Criteria Passed (✓ or X) | Feedback / Action required |
|---|--|--|-----------------------------|----------------------------|
| 1 | How is the club making members aware of both the ECB One Game Strategy and ECB Club Inclusion & Diversity Policy? | We have emailed all club members and had a reminder in the club newsletter. We are one of the most diverse clubs around with Indians, Pakistanis and West Indian origins all being part of the club culture. We need to build on more girls being involved | | |
| 2 | Is the Code of Conduct / Set of Rules for Young People displayed on the club's notice board? How is the club ensuring that all young people and parents / guardians are aware of the Code of Conduct / Set of Rules for Young People and are adhering to its guidelines? | Yes Emailed all parents and junior members and they receive a copy with joiners forms and sign t say they have received and accepted it. We also remind everyone at end of season presentation night. | | |
| 3 | How does the club promote itself as an open and inclusive cricket club? How does the club encourage people to join? Does the club have players from a cross-section of the local communities? How does the club communicate to its local community / catchment area? | It's in the club constitution and we regularly visit local schools for free coaching and host kwik cricket tournaments at the club. Posters also displayed in local junior schools | | |
| 4 | What steps have the club taken to understand the needs of their members? | Regular monthly committee meetings where any concerns are discussed and actioned. | | |

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|---|--|---|--|--|
| 5 | What partnerships are in place between the club and local community organisations? | <p>We have partnerships with Brady, Newtons, St Albans, La Salette, Rainham Village, Parsonage, Whybridge, Scargill juniors schools, where we provide free cricket coaching and host a kwik cricket tournament involving all of these schools</p> <p>We are also sponsored by London Riverside BID who have agreed to sponsor the kwik cricket tournament for 5 years</p> | | |
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Club Management

| | Criteria Question | Response from club | Criteria Passed (✓ or X) | Feedback / Action required |
|---|--|---|-----------------------------|----------------------------|
| 1 | How does the club communicate with its supporters and members? Are a number of formats used? | Email, text, newsletters, twitter, website | | |
| 2 | Who has a copy of the club's Development Plan? How is the club Development Plan communicated to members? Where are copies of the club Development Plan kept on site? (ECB Clubmark Nominated Officer must request to see the club's Development Plan at the site visit). | The club development plan is reviewed and updated on annual basis by the committee. It is then communicated via website, newsletter and email to all club members | | |
| 3 | How does the club work with and communicate with local schools and community groups? What examples can the club highlight of its success and ongoing development? | We provide 3 free cricket coaching sessions per school and host an annual kwik cricket tournament. We have recruited many junior members from this approach | | |
| 4 | Where the club is recruiting volunteers, how is it promoting / communicating the volunteer roles required and encouraging people to volunteer at the club? Do the volunteers come from a cross-section of the local community? | We encourage parents and club members to be volunteers. We request via newsletters and have all volunteers job roles displayed on the website. We also request via end of season presentation night and during AGMs and junior pre-season meeting | | |
| 5 | Does the club reward volunteers? If so, how? | If any coaches attend at least half of junior coaching sessions then they are entitled for free club membership. We also reward junior administrator and tea ladies with small end of season thank you gifts | | |

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|---|--|--|--|--|
| 6 | How does the club deal with unacceptable behaviour? How have they communicated what is acceptable behaviours? | The club code of conduct outlines clearly what unacceptable behaviour is. If anyone is in breach of this it is then referred to the club discipline committee as outlined in the club constitution | | |
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ECB Clubmark Site Visit Checklist

Assessment Purposes ONLY (To be completed by the Nominated Officer)

Positive Outcome:

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|-------------------|-----------------------------|--------------|
| Nominated | <i>Name:</i> | |
| Date: | | |
| Copies to: | Cricket Development Manager | <i>Name:</i> |
| | Club Representatives | <i>Name:</i> |

Negative Outcome:

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| If negative, detail agreed actions: | |
| If negative, proposed time period for further Site Visit assessment (Site Visit between April - September) | <i>Date period:</i> <i>Venue:</i> |

Cricket Development Manager Use Only - FINAL SIGN OFF

| | | |
|--|-------------------|----------|
| Cricket Development Manager Details | <i>Name:</i> | |
| | <i>Signature:</i> | |
| Date: | | |
| Outcome of Site Visit Assessment 2: (please highlight) | Positive | Negative |