

ECB Clubmark Criteria as at 1/1/2018

Proactive Leadership & Direction

Code	Criteria	Evidence (* - Mandatory Upload)
PLD1	We have a club development plan in place which we review annually to ensure it meets the wants and needs of our club members. The plan highlights our short, medium and long term aspirations and is shared with our members.	<ul style="list-style-type: none"> Club development plan* DD_191217 Completed
PLD2	We have governing documents in place which detail how the club is run and includes as a minimum an open (non discriminatory) constitution which includes "Safe Hands" and ECB Club Inclusion and Diversity Policy adoption, together with a separate Club Safeguarding Policy Statement.	<ul style="list-style-type: none"> Open non-discriminatory constitution* DD_191217 Copy dated 2016 is still current Completed Club safeguarding policy statement* DD_191217 Archive copy has been reconstituted for use in 2018 Completed Policy documents DD_191217 Archive copies reconstituted for use in 2018 Completed
PLD3	We are aware of risks that may impact on our Club. Our activities, premises and coaches are insured using public liability insurance to a minimum value of £5 million and employers liability insurance to £10 million.	<ul style="list-style-type: none"> Insurance schedule* DD_191217 To be purchased in time for 010318
PLD4	We practice good financial management and manage our finances through a dedicated club bank account which requires 2 independent signatures for payments. We also prepare annual accounts which are made available to members.	<ul style="list-style-type: none"> Copy bank statement* DD_191217 Requested from MDH Annual accounts DD_191217 Will be available in time for Club AGM in January 2018
PLD5	Our governing committee – <ul style="list-style-type: none"> Consists of at least 3 people who are unrelated and not co-habiting. Includes the Club Welfare Officer Is subject to regular election. Meets at least 4 times a year with decision making recorded. Holds an Annual General Meeting open to members Recognises and records any conflicts of interest. Proactively recruits new committee members considering skills needed and diversity. 	<ul style="list-style-type: none"> Committee structure chart* DD_191217 Once 2018's structure has been confirmed a diagrammatic structure can be drawn up (ask Sarah Knight to produce using Visio or similar package at Swallowfield...) Copies of at least 4 committee meeting minutes within the last 12 months. 1 to be AGM* DD_191217 Relevant Committee meetings (both MG and GC) have been selected with AGM 2018 to be added once available

Welcoming Atmosphere

Code	Criteria	Evidence
WA1	As an inclusive & welcoming Club we actively encourage, welcome and engage new members in various capacities (volunteers, players, supporters, etc). We have a range of membership options with an appropriate pricing policy.	<ul style="list-style-type: none"> Classes of membership and subscriptions. DD_191217 These will show in the Fixture Card for 2018 New member pack DD_191217 Ask TB in this respect
WA2	We proactively communicate & interact with our members. We also seek the views of our members, including those of children and their parents.	<ul style="list-style-type: none"> Examples of member communications DD_191217 Dinner and Awards Event 2017 was the subject of such to ensure that this aspect of Club life is always subject to review leading to continuous improvement Details of member survey and results DD_191217 Will obtain outcome of above survey and sample responses in due course from TB
WA3	We make the most of our facilities and ensure that all activities take place in a welcoming and family friendly environment.	<ul style="list-style-type: none"> DD_191217 Comprehensive social events programme takes place both in and out of season; will be evidenced in Fixture Card 2018
WA4	Members understand the contribution they make to creating a welcoming & safe environment and are engaged in setting expected behaviours via a code of conduct.	<ul style="list-style-type: none"> Club code of conduct* DD_191217 Archive copy has been reconstituted for use in 2018 Completed
WA5	We proactively engage with our local community and build mutually beneficial links/partnerships with local community groups.	<ul style="list-style-type: none"> Examples of community communications. DD_191217 Poster advertising the 2018 Junior Coaching Project is a suitable example Completed Partnership agreements. DD_191217 Request copy from SS of the agreement that is in place with Court Fields School from January 2018

Inspiring & Diverse Offer

Code	Criteria	Evidence
IDO1	We listen to our players and potential players to inform our on-field offer.	<ul style="list-style-type: none"> • Player surveys and results <i>DD_191217 Look at using www.surveymonkey.com to plan a survey or two on relevant points</i>
IDO2	We provide player centred, fun training programmes for all of our playing members, to help them reach their potential.	<ul style="list-style-type: none"> • Selection of session plans <i>DD_191217 Engage with those who will deliver coaching at the Club in 2018 and obtain sample coaching material from both senior and junior perspectives</i>
IDO3	Our playing programme meets the needs of all our playing members.	<ul style="list-style-type: none"> • Fixture lists and results <i>DD_191217 Some of these will show in the Fixture Card for 2018</i> • League tables <i>DD_191217 Will be available at www.tdycl.org.uk</i>
IDO4	<p>Our training and playing programmes meet applicable ECB standards:</p> <ul style="list-style-type: none"> • The Clubs coaching programme is overseen by a qualified ECB Level 2 Coach or equivalent • The Club has enough qualified coaches present to meet the ECB coach: player ratios, • The Club has enough responsible adults present at junior sessions to meet the appropriate legal supervision requirements • All coaches and adult supervisors have the relevant insurance cover. • All coaches refresh their learning and develop through formal and informal training. • Session registers are maintained at all sessions. 	<ul style="list-style-type: none"> • Annual coaching plan <i>DD_191217 To be drawn up</i> • Session registers (to include numbers of Children, Coaches, Coach Support Workers and Adult Helpers) <i>DD_191217 To be compiled per week</i>
IDO5	We provide appropriate opportunities for specific groups or audiences, e.g. youth, women, girls, disabled.	<ul style="list-style-type: none"> • <i>DD_191217 Cricket for Females is a confirmed development pathway for 2018</i>

Ensuring Every Person Matters

Code	Criteria	Evidence
EEP M1	We know who our members and volunteers are and hold up to date contact details (including emergency) and medical information. The information we hold is relevant for the clubs purposes and is only held for an appropriate length of time.	<p>Site visit review only – do not load on portal</p> <ul style="list-style-type: none"> Emergency contact details <i>DD_191217 Will all be available from membership data collected in appropriate surroundings</i> Medical information Members lists
EEP M2	<p>We have adopted & implemented the ECB "Safe Hands" Policy, ensuring all members are aware of safeguarding procedures. This includes but is not restricted to:</p> <ul style="list-style-type: none"> Appointing a Club Welfare Officer (s) who is ECB Vetted, has attended a Sports Coach UK Safeguarding and Protecting Children workshop and the ECB Safe Hands Workshop for Club Welfare Officers. Ensuring Coaches and other relevant personnel whose roles include responsibilities relating to working with children are ECB vetted (including an enhanced DBS check), and are up to date with relevant Safeguarding Training and First Aid as detailed on Club Skills & Qualification Template Adopting the Policy for Safeguarding Children Recruitment policy. Ensuring all new and existing Members aware of Safeguarding procedures. 	<ul style="list-style-type: none"> Member communications <i>DD_191217 Website and Social media postings could be used</i> Club Welfare Officer course certificates* <i>DD_191217 These are present and are correctly valid for the active period</i> Completed Club Skills & Qualification Template* <i>DD_191217 Work through those who need DBS checks for 2018 and once these are complete add required detail to the form</i>
EEP M3	<p>The Club and those running activities have a good understanding of health & safety matters and access to relevant equipment, ensuring -</p> <ul style="list-style-type: none"> Activities take place in a safe environment with relevant protective equipment (including use of helmets). Access to first aid equipment must be available at all coaching sessions, matches and for all teams. Drinking Water is available at all training and match sessions. Coaches and supervisors are aware of the need 	<ul style="list-style-type: none"> Venue risk assessments* <i>DD_191217 Will commence in January 2018 for all relevant venues that the Club operates in and at</i>

	for Sun Safety.	
EEP M4	<p>We have emergency procedures in place for dealing with injuries/accidents. This should include but not be restricted to:</p> <ul style="list-style-type: none"> • Accessible telephone for all activities with details to hand of phone numbers for local doctor's surgery and emergency services. • Process of recording incidents, accidents and outcomes. • Having nominated and suitably qualified 1st Aiders available. 	<ul style="list-style-type: none"> • Accident/incident reporting <i>DD_191217 Sample forms to be provided along with Record Book</i> • First aiders list <i>DD_191217 Completed Club Skills & Qualification Template will collect this data</i> • First aiders qualifications <i>DD_191217 Completed Club Skills & Qualification Template will collect this data; access to relevant personal documentation is desirable</i>