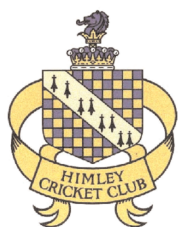


**CLUB WELCOME PACK  
AND  
MEMBERSHIP APPLICATION FORM  
2024**

[www.himleycc.co.uk](http://www.himleycc.co.uk)  
[www.himley.play-cricket.co.uk](http://www.himley.play-cricket.co.uk)



## WELCOME



Dear Member,

Welcome to Himley Cricket Club.

The following publication has been produced to meet required standards and implement best practice procedures as advised through the Sport England /England and Wales Cricket Board (ECB) club accreditation scheme 'Clubmark' and the ECB Child Welfare Policy 'Safe Hands'.

The Sport England benchmark accreditation 'Clubmark' has been developed by the ECB and Sport England to recognise and accredit clubs that are committed to providing a safe, child friendly and effective environment for children and young people - Himley Cricket Club holds the Clubmark award. By working to implement the core criteria for clubs as advised through the 'Clubmark' scheme and also policies and principles as advised through the ECB's 'Safe Hands' Welfare of Young People in Cricket policy, Himley Cricket Club is committed to providing a quality experience in a safe, child friendly and effective environment.

Within this publication you will find information concerning all club procedures, policies and advised codes of conduct. Anyone seeking further information should contact the Club Welfare Officer, Dave Unitt 07557 529150 or Junior Chairman, Matt Wall 07814 624599.

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## CHILD WELFARE

### UNDERPINNING PRINCIPLES

Himley Cricket Club has adopted the underpinning principles as advised through the ECB through the 'Safe Hands' Child Welfare Policy as follows;

- All young people within Cricket, regardless of age, gender, race, religion, sexual orientation, ability or disability have the right to be protected.
- All young people participating in sport have a right to do so in a safe environment.
- Adults working within cricket will provide a safe, positive and fun cricketing experience for young people.
- Adults, volunteers, coaches, umpires and scorers will understand and be supported in their roles and responsibilities with regard to the duty of care for young people.
- Individuals will receive support through education and training to be aware of and understand best practice and how to manage any welfare issues which may come to light.
- Himley Cricket Club assures all volunteers that it will fully support and protect anyone who, in good faith (without malicious intent) reports a concern pertaining to child welfare and protection.
- Himley Cricket Club recognises its responsibilities in respect of child welfare and protection and is duly committed to complying with the guidance and direction as advised in the ECB 'Safe Hands' Welfare of Young People in Cricket policy.
- It is the responsibility of the child protection experts to determine whether or not abuse has taken place, but it is the responsibility of all those working within cricket to report any concerns.

### PRINCIPLE CLUB WELFARE POLICY PROCEDURES

In order to manage the implementation process and the introduction of the ECB Child Welfare Policy. Himley Cricket Club has identified key positions and has addressed all club policies and procedures required as advised below;

- Appointing a trained 'Club Welfare Officer'.
- Duty of Care and the Welfare of Young People.
- Good practice, poor practice and abuse.
- Anti-bullying policy.
- Recruitment and selection of cricket staff and volunteers including CRB and Self Disclosure.
- Responding procedures to disclosure, suspicions and allegations.
- Managing young people away from the club.
- Codes of conduct for cricket staff, volunteers and coaches.
- Guidelines for parents and carers.
- Guidelines on photography and video.
- Guidelines on changing.
- Guidelines on transportation.

All members are advised that a full copy of the ECB Child Welfare Policy 'Safe Hands' is available for perusal. Further information can be obtained by contacting Club Welfare Officer.



## CLUB WELFARE OFFICER



Himley Cricket Club believes that the protection and support of Young People in Cricket is of paramount importance. Any child protection concern or disclosure must be reported directly to the Club Welfare Officer and not the ECB. It is therefore the responsibility of the Club Welfare Officer to act as the first point of contact for any person who has a concern about child welfare and protection.

### **Himley Cricket Club Welfare Officer:**

Dave Unitt, 07557 529150

Dave Unitt has been trained in and has received;

- A basic knowledge of and/or a familiarity with pertinent legislation and government guidance which is relevant to the role of a Club Welfare Officer
- A basic knowledge of the roles and responsibilities of the statutory agencies within child protection, i.e; Social Services, Police and the NSPCC
- An understanding of ECB procedures for reporting child protection concerns to statutory agencies and the Worcestershire Cricket Board County Welfare Officer
- A familiarisation with the ECB 'Safe Hands' Welfare of Young People in Cricket Policy and a knowledge of how to put this in to practice in relation to Young People in the cricket club
- Awareness of equity issues within the context of child protection
- A basic knowledge of the different forms of behaviour that can occur within and outside sport which are harmful to children, from poor practice to child abuse

Dave Unitt is a member of the club's main committee and is required to uphold confidentiality, as far as practically possible, in all Child Protection/Welfare matters. A summary of the Club Welfare Officers main roles within the cricket club are as follows;

- Help safeguard Young People by assisting in the promotion and implementation of the ECB Welfare of Young People in Cricket Policy
- Be the first point of contact for the reporting of Child Welfare and protection concerns
- Assist in raising the awareness of others in Cricket in respect of child protection
- Be a source of advice and information on Child Welfare/protection issues.

## SPORTS EQUITY STATEMENT

Himley Cricket Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity: Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society. The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status. The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity. The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.



## CODE OF CONDUCT FOR PARENTS & CARERS



Himley Cricket Club believes that all parents / carers also have a major role to play in supporting their child's involvement and in helping them to enjoy their sport and advises that all adults should adhere to the codes of conduct for parents/carers as advised below;

- Encourage your child to learn the rules and play within them.
- Discourage unfair play and arguing with officials.
- Help your child to recognize good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognizing fair play and applauding the good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgments.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times

## CODE OF CONDUCT FOR CLUB COACHES

As previously mentioned Himley Cricket Club are committed to providing a quality experience in a safe, child friendly and effective environment. All qualified club coaches delivering coaching and match playing programmes on behalf of the club are screened for their suitability to be working with children and encouraged to adhere to the codes of coaching conduct as advised by the ECB CA and Sports Coach UK, for whom the main principles are;

- Rights – Coaches must respect and champion the rights of every individual to participate in Sport.
- Relationships – Coaches must develop a relationship with athletes (and others) based on openness, honesty, mutual trust and respect.
- Responsibilities/Personal Standards – Coaches must demonstrate proper personal behavior and conduct at all times.
- Responsibilities/Professional Standards – Coaches must provide a safe environment that maximizes benefits and minimizes risks to athletes in achieving their goals.

In addition all Coaches and Team Managers who deliver cricketing programmes within the club environment have access to;

- All relevant medical conditions and emergency contacts of all relevant junior and senior playing members.
- All best practice guidelines and informed of club procedures for dealing with incidents and accidents.
- All Local emergency contact numbers.
- An incident / accident report form in the event of any mishap.
- A risk assessment form to be used before any coaching session or match.
- Information of all educational opportunities to further develop learning / coaching qualifications.
- A volunteer agreement form which encourages them to work to high standards and adopt recognised best practice where possible.
- A copy of all policies and guidance notes relative to their work.



## CODE OF CONDUCT FOR CRICKET STAFF CLUB OFFICIALS AND VOLUNTEERS



We also welcome Parents/Carers to all club training sessions and competitions and fully value their on-going support. As part of our cricket clubs development we have produced a structured procedure and approach to volunteer recruitment and offer opportunities for all members, parents/carers and individuals with cricketing interest to get involved in a wide ranging variety of ways on a regular basis. In line with club welfare procedures all newly recruited volunteers are required to be screened for their suitability to work with Young People by completing either a Disclosure and Barring Service (DBS) check or a Self Declaration Form. We are also fully committed to safeguarding and promoting the well being of all our members. The club believes that it is important that members, coaches, administrators and all parents/carers associated with the club should at all times show respect and are encouraged to be open and to share any concerns or complaints that they may have about any aspect of the club with Club Welfare Officer.

Himley Cricket Club advises that the essence of good ethical conduct and practice for Club Officials, Cricket Staff and Volunteers is as advised below;

- Respect the rights, dignity and worth of every person within the context of cricket
- Treat everyone equally and do not discriminate on the grounds of age, gender, religion, race, sexual orientation and disability. Any form of discrimination should not be condoned or allowed to be gone unchallenged.
- The well being and safety of the young person is paramount - above development and performance.
- An appropriate working relationship should be developed with young people based on mutual trust and respect
- All physical contact that is deemed appropriate and necessary is carried out within recommended guidelines and with the young person's full consent and approval
- Always work in an open environment
- Do not engage in any form of sexual contact with a young person. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures
- Respect young people's opinions when making decisions about their participation in cricket
- Always promote the positive aspects of cricket and inform players and parents of the requirements of cricket, (e.g); Fair Play
- Display high standards of language, manner, behaviour, punctuality, preparation and presentation
- Do not smoke, drink or use banned substances whilst actively working with young people in the club and never give young people alcohol
- Hold relevant qualifications and insurance cover
- Ensure all activities are appropriate for the age, maturity, experience and ability of the individual
- Know and understand the ECB's Welfare of Young People in Cricket policy and procedures and ensure you attend appropriate training to keep up to date with your role and the welfare of young people
- Report any concerns you may have in relation to a young person by following reporting procedures as laid down by the ECB
- Always be aware and report any conflict of interest

Should you be interested in assisting or volunteering in any way please contact Junior Chairman.



## JUNIOR SECTION



Himley Cricket Club provides opportunities for young people between the ages of 6 to 17 to receive coaching and competitive match playing opportunities in England and Wales Cricket Board Affiliated organised competition structures. All coaching is directed by qualified coaches who are trained and have been screened for their suitability for working with young people.

Junior training sessions take place at Himley Cricket Club, Stourbridge Road, Himley, Staffordshire on Friday evenings, beginning, April through to September, from 6.30pm. Please check the website for dates.

Junior members are asked to make their own travel arrangements to and from training sessions and travel arrangements for matches can be obtained from the relevant age group managers / coaches. We appreciate if you can arrive on the times specified and can be collected promptly. If parents / carers are going to be late please contact Junior Chairman or directly to the club.

For training sessions, it is preferred that players wear suitable clothing for outdoor sporting activities; t-shirt/sweatshirt/shorts/tracksuit bottoms (no football or rugby shirts please). Helmets, pads and other protective gear must be worn as advised by the Coaches.

The cost of each training session is £5 and match fees are £2 per match. The club has a membership fee of £10 or £30 and this should be paid by the end of May each year.

For safety it is important that the club is informed of any medical condition or allergies that may be relevant should a child fall ill or be involved in an accident whilst at the club. To this end when completing the Junior Club Membership Form we would be grateful if you could confirm your contact details together with any relevant medical conditions or allergies and ask all parents / carers to acknowledge the provision of the clubs welfare policies which are published by the club. If you would like to talk to someone at the club about this information please contact Junior Chairman.

All junior membership forms should be fully completed and returned to Junior Membership Secretary.

In addition we advise all Junior Members of the standards expected to be upheld whilst involved with the club. They are as follows;

### JUNIOR CLUB RULES

- Members must play within the rules and respect officials and their decisions.
- All members must respect opponents.
- 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 for training and match sessions, as agreed with the coach / team manager.
- 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.



## ANTI BULLYING POLICY



Himley Cricket Club does not accept or condone bullying in any way and will address all forms of Bullying and harassment. Everyone involved within the club environment, whatever their role, has a responsibility to work to stop bullying. To this end we advise that to help a victim and prevent bullying in Cricket an individual should;

- Take all signs of bullying very seriously.
- Encourage all young people to speak and share their concerns, help the victim to speak out and tell the Club Welfare Officer.
- Create an open environment.
- Investigate all allegations and take appropriate action to ensure the victim is safe.
- Reassure the victim that you can be trusted and will help them, although not promising to not tell of what has been said.
- Keep a record of what has been said.
- Report any concerns to the Club Welfare Officer.

We also recognise and advise that in the event of any occurrence of bullying or harassment brought to the attention of the Club Welfare Officer, the club will;

- Inform the bullies parents/carer.
- Try to get the bully to understand his/her behaviour.
- Provide support as required to the coach of the victim.
- Impose sanctions as necessary and as advised through ECB legislation.
- Encourage and support the bully(ies) to change behaviour.
- Discuss with families to report on progress.
- Keep a written record of action taken.

The club also advises that in accordance with ECB legislation and as advised throughout this publication the first point of contact in all cases if there is a suspicion of bullying or harassment taking place should be the Club Welfare Officer who will advise of the correct procedural route to be taken through club policy.

A full copy of the Cricket Clubs anti bullying policy is available from the Club Welfare Officer.

## GUIDELINES ON TRANSPORTATION

Transportation arrangements of children to and from cricketing events/activities is a contractual agreement entered into between two parents and is not the responsibility of the club. The implementation of this policy is not intended to exclude any player from participation. Parents/Carers should contact the Club Welfare Officer if they have any problems with the transportation of players. It is advisable for parents/carers to register a contact number with the relevant Team Manager or Coach when leaving children at the club. All club volunteers regularly involved in the transportation of Young People (under the age of 18) to or from cricketing activities shall be required to register the;

- Type of private vehicle used for transportation.
- The private vehicle registration number.

Himley Cricket Club also advises drivers of the need to check and amend their insurance as appropriate if intending to use the vehicle to transport Young People. Records of all information required shall be collated and stored safely by the Junior Chairman.





## GUIDELINES ON CHANGING



As part of its commitment to provide a safe and child friendly environment for Young Children we advise that the Following practices will be adhered to with regards to changing;

- Players aged 10 and under will be supervised at all times in changing rooms by at least one and wherever possible two members of the club of the same gender.
- Parents / carers are not permitted in the changing room when children are changing.
- Adults working with young teams, including volunteers, coaches, umpires or any other official of the cricket club shall not shower at the same time using the same facility as the young players.
- Mixed gender teams will have access to separate male and female changing rooms.
- If young people (under 16 years of age) play for adult teams they, and their parents will be informed of the clubs policy on changing arrangements.
- Any parent / carer who does not wish their child to change with persons over 16 must ensure that the child comes changed to the cricket activity and /or does not enter the changing rooms.
- If young people are uncomfortable changing or showering in public no pressure will be placed on them to do so.
- Any person with a disability shall be communicated with, along with their carers, to identify the most suitable method of changing and provide full consent to any support or assistance required.

## GUIDELINES ON PHOTOGRAPHY AND USE OF VIDEO

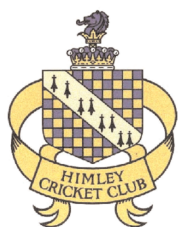
Himley Cricket Club is keen to promote the positive images of cricket and is therefore not banning the use of photographic equipment. However, there is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young people.

To this end we adhere to the appropriate guidelines and will;

- Ask for parental permission to use their child's image thus ensuring that they are aware of the way the image is to be used to represent the positive aspects of cricket.
- Ask the young cricketer's permission to use his / her image, thus ensuring that he / she is aware of the way the image is to be used to represent the positive aspects of Cricket.
- Only use images of young cricketers in appropriate dress, thus reducing the risk of inappropriate use, and to provide positive images of young cricketers.
- Encourage the reporting of inappropriate use of images of young people.

As stated above the club has no intention to prevent club coaches using video equipment as a legitimate coaching aid. However, players and their parents / carers should be aware that this is part of our club coaching programme and care should be taken in the storing of such films by all parties concerned. We also asks parents / carers to provide consent for the use of photography and video analysis whilst in the club environment by completing in full and returning the Junior Members Application Form.

If any parent/carer does not wish their child to be photographed or videoed then it is their responsibility to ensure that it does not occur. All concerns should be reported to Club Welfare Officer.



## SAFETY ON THE WEARING OF CRICKET SAFETY HELMETS



### GUIDELINES ON THE WEARING OF CRICKET SAFETY HELMETS

The Club's policy is that a cricket helmet is worn by all players under 18 when batting and when standing up to the wicket when wicket keeping against a hard cricket ball in matches and all practice sessions played at Himley Cricket Club. In line with the ECB guidelines and directives such players shall not be allowed to bat or stand up to the stumps when wicket keeping without a helmet during any club cricketing activity. In addition all Club Coaches and Team Managers are asked to ensure that a young player wears a helmet with a faceguard as a normal item of protective equipment when batting against a hard ball or standing up to the wicket when wicket keeping.

### GUIDELINES ON FAST BOWLING

In adherence to ECB policy all fast bowling directives will be followed during club cricketing activities. They are as advised below;

Age	Max. Overs Per Spell	Max. Overs Per Day
Up to 13	5	10
Under 14 & 15	6	12
Under 16 – 19	7	18

For the purposes of the directives a fast bowler is defined as a bowler to whom a wicket-keeper in the same age group would in normal circumstances stand back to take the ball.

### GUIDELINES ON CLOSE FIELDING

Himley Cricket Club also advises that in adherence to ECB policy that young cricketers under the age of 13 years old shall stand no closer than 11 yards from the stumps until the batsman has played at the ball. For those under 15 years of age the distance decreases to 8 yards. Exceptions are of course made for the wicketkeeper and fielders behind the wicket on the off side.

Parents requiring a parental / carer consent form or any further advice on any of the above should contact; Junior Chairman.



## HIMLEY CRICKET CLUB MEMBERSHIP PRICING POLICY



The following membership categories are available:

Junior Playing Membership.....Under 10's £10                      Over 10's £30  
(Other charges may apply as stated in Junior Section Information)

Senior Playing Membership.....£110  
£95 if paid before 31st May in that season. University Students/Unemployed...£35.  
(Other charges may apply as stated in Senior Section Information)

Social Membership.....£10

All Junior Membership fees are required to be received by the end of May each year and should be forwarded to: Himley CC Junior Treasurer.

All other membership fees are required to be received by the same date and should be forwarded to Himley CC Honorary Treasurer.

### GUIDELINES ON JUNIORS PLAYING OPEN AGED CRICKET

- The guidelines will allow junior players who are selected in a County Under 12 squad deemed by ECB performance managers to be of a standard above 'District Level' for that season are eligible to play open age cricket providing they are at least 11 years old and in school year 7 on 1st September in the year preceding the season and have written parental consent to play. In allowing these players to play in open age cricket it is essential that Himley CC and its coaches recognise the duty of care obligations towards these young players.
- District and club players who are not in a county or area squad must wait until they reach the Under 13 age group, 12 years old, year 8 on 1st September of the preceding year prior to being able to play in any open age cricket.

### PARENTAL / GUARDIAN CONSENT TO PLAY OPEN AGE CRICKET

I Confirm That (name of Child).....Is in Year 8 at school

(Under 13 at midnight on 31st August in the year preceding the current season and eligible to play open aged Cricket.

I give my written consent for (Name of Child)..... to be allowed to play in open aged cricket.

SIGNED.....

NAME:.....Parent / Guardian

Date.....



## JUNIOR SECTION MEMBERSHIP FORM

To ensure that we have the correct contact details for you, please insert the information requested on the following two pages, then sign, detach and return this form with full payment to the club. If you are under 16 please ask your parents or guardian to sign this form before it is returned. Should you require any assistance when completing this form please contact the Junior Chairman. We will also use this information to ensure that you are kept informed about club events.

### PERSONAL CONTACT DETAILS

Name: .....

Address: .....

.....

..... Postcode: .....

Home Tel: ..... Mobile Tel:.....

E--mail:.....

Please Tick the Box if you do not wish to be contacted by or updated with club information by E-mail.

DOB: ..... Age;.....

Gender: (Please circle) Male Female

Emergency Contact Name; .....

Emergency Tel No;.....

#### Medical information

Please detail below any important medical information that the club should be aware of; (e.g. epilepsy, asthma, diabetes, allergies, etc.)



## JUNIOR SECTION MEMBERSHIP FORM



In order to help the club monitor its membership which may also assist with future funding applications can you please complete the following information where appropriate;

**Ethnicity;** (Eg: White, Irish, Mixed (White/Black Caribbean), Indian, Pakistani, Caribbean, African, Chinese or any other ethnic group, please indicate below as appropriate)

### Disability

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

(Please circle)      Yes                  No

If yes, what is the nature of your disability? (Please indicate below as appropriate)

### Sporting information

Have you played Cricket before? (Please circle).    Yes                  No

If yes, where have you played the sport: (please indicate below).

By returning this completed form and ticking the box below:

- I agree to my son/daughter/child in my care, taking part in the activities of the club and confirm that my child will comply with the Junior Club Rules.
- I confirm that I understand the spirit of the Parent/Spectators Code of Conduct.
- I give consent to the use of photography and video in the coaching of cricket as advised by club policy (more details of usage are available from the Club Welfare Officer).
- I understand that I will be kept informed of cricket activities at the club, eg: Timing and transportation details for away matches when my child is involved.
- I understand that in the event of any injury or illness, all reasonable steps will be taken to contact me and deal with that injury/illness appropriately.
- I am aware that should my child play for a senior team he/she may have to share changing and showering facilities as indicated by club policy.
- I am aware of and have access to all principle Club Welfare Policy procedures.

Please tick. Should anyone require any further information please contact Club Welfare Officer. My subscription is enclosed as a cheque/cash for £.....

Parent/Guardian name(Please print):.....

Parent/Guardian signature:..... Date:.....



## CLUB MEMBERSHIP FORM



To ensure that we have the correct contact details for you, please insert the information requested as required, detach and return this form with full payment to the club before the end of May. In addition specific club members/volunteers who are deemed to have either direct or indirect contact with young people as advised through the ECB 'Safe Hands' Welfare of Young People in Cricket policy are required to be screened for their suitability to work with young children by completing either an Enhanced Disclosure through the Disclosure & Barring Service or a Self Declaration Form. This process will be initiated by Club Welfare Officer, who can also provide further information. We will also use this information to ensure that you are kept informed about club events.

### MEMBERSHIP CATEGORY (Please circle as appropriate)

Senior Playing

Family

Social

Other (Please Specify):

### PERSONAL CONTACT DETAILS:

Name.....

Address:.....

.....

..... Postcode:.....

Home:..... Mobile:.....

E-mail:.....

DOB:..... Gender:(Please circle) Male Female

Emergency Contact Name:.....

Emergency Contact No;.....

### Medical information

Please detail below any important medical information that our club officials/coaches should be aware of; (e.g. epilepsy, asthma, diabetes, allergies, etc.)



### CLUB MEMBERSHIP FORM

In order to help the club monitor its membership which may also assist with future funding applications can you please complete the following information where appropriate;

#### Ethnicity;

(Eg; White, Irish, Mixed (White/Black Caribbean), Indian, Pakistani, Caribbean, African, Chinese or any other ethnic group)

#### Disability

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

Do you consider yourself to have a disability? (Please circle) Yes No

If yes, what is the nature of your disability? (Please indicate below as appropriate)

By returning this completed form and ticking the boxes;

- I understand that I will be kept informed of cricket activities at the club.
- I understand that in the event of any injury or illness, all reasonable steps will be taken to contact me and deal with that injury/illness appropriately.
- I am aware of and have access to all principle Club Welfare Policy procedures.
- I accept all advised best practices and codes of conduct as advised by the club.

Please tick.

Should anyone require any further information please contact the Club Welfare Officer;  
Dave Unitt, TEL: 07557 529150

I enclose my subscription as a cheque / cash for £.....

Name of Applicant (Please print).....

Signature of Applicant: .....

Date.....



## RECRUITMENT OF VOLUNTEERS

As normal good practice Himley Cricket Club advises that in order to prevent unsuitable people from working within the club environment the club has adopted a recruitment and selection policy for all Staff and Volunteers.

The following principles have been adhered to when forming the recruitment policy;

- Planning.  
(Including clear job descriptions).
- Application.  
(All volunteers will be required to complete an application form).
- Checks and References.  
(Full Self Declaration Forms and Criminal Records Bureau checks will be carried out as required)
- Interview, Induction & Training.  
(To include verification of qualifications, clarification of roles and provision of opportunities to access appropriate training as required).
- Supervision and Monitoring.  
(Including opportunities to receive feedback in order to evaluate performance and identify new training requirements).

In addition the club advises that the ECB has introduced a Complaints and Discipline Procedure to deal with any formal complaints and/or appeals. The procedures are for Coaches, Volunteers and Parents/Carers to see on request.

Further details can be obtained from the Club Welfare Officer.

## DATA PROTECTION

Himley Cricket Club advises that all data and personal information requested and held by the club shall be stored securely, confidentially and shall not be used for personal gain.

**YOUR CLUB NEEDS YOU**

**PLEASE JOIN THE 100 CLUB**

**TOP PRIZE £50 EVERY MONTH**

**Help support our Cricket Club when you buy a number for only £1 per week. A chance to win one of 5 monthly prizes of £10 up-to £50.**

**To get a number and help the club please contact Steve Jacobs or via the website contact page [www.himleycc.co.uk/contact.html](http://www.himleycc.co.uk/contact.html)**

