



Radyr Cricket Club Operations Manual

All members are welcome and encouraged to read the contents of this Manual which brings together in one volume the basis upon which Radyr Cricket Club operates

Contents

1. Introduction
2. Club Details including Officers and their role within the Club
3. Club Constitution
4. Duty of Care and Safeguarding of Children
5. The Cricket Programme
6. Sports Equity and Ethics
7. Club Management
8. Health & Safety (Under Review)
9. Appendices



Section 1

Introduction

This document brings together in one volume the basis upon which Radyr Cricket Club operates and demonstrates how it engages with the whole Club membership, to support the high quality development of youth cricket and by doing so ensuring the future.

It is a living document that is continually revisited and updated to keep a pace with the ever changing times in which we live in.

A copy of this manual has been distributed to all current members and is issued to all new members as part of their induction to the club.

Current members are list on the 360 club app.

Amendments as and when required to the manual are distributed to all members.



Section 2

Club Details including Officers

Club Name	Radyr Cricket Club
Ground	Riverside Ground, Station Road, Radyr, Cardiff. CF15 8AA
Affiliated to	Cricket Wales
Patron	Paul Kyte
President	Rhys Lloyd
Chairman	Jonathan Wilson
Secretary	Charlie Brain
Treasurer	Neil Clode
Youth Manager	Emily Lee
Communications Manager	Alex Bywater
Fund Raising & Events and Sponsorship Manager	Adam Phippen
Asset Manager	Peter Sullivan
Club Safeguarding Officer	Peter Scott/Jane Griffiths



Section 3

Club Constitution

1. NAME:

- (i) The Club shall be called the Radyr Cricket Club.
- (ii) The Club shall be affiliated to the England and Wales Cricket Board through the Cricket Board of Wales.
- (iii) The Club shall be a registered Community Amateur Sports Club (non profit)

2. OBJECT:

- (i) The object of the Club shall be to foster and encourage the playing, development and enjoyment of cricket.
- (ii) To ensure that all members, abide by the ECB Code of Conduct, which incorporates the Spirit of Cricket and by the Laws of Cricket.
- (iii) 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.
- (iv) To ensure a duty of care to all members of the Club by adopting and implementing the ECB Cricket Equity Policy and any future versions of the Policy.
- (v) To encourage all members to participate fully in the activities of the Club.

3. COLOURS:

The Club colours shall be grass green, gold, silver and black.

4. MEMBERSHIP

- (i) There shall be 5 categories of member. These are:

- (a) Playing Membership

This category of member shall pay the subscription rate as set by the membership at the A.G.M. Upon payment of the annual subscription, this category of membership is entitled to vote at an A.G.M. or an E.G.M. Any person wishing to join the Club in this capacity needs to initially complete a membership form and forward the same to the Club Secretary.

- (b) Life Vice President Membership

This category of member is by invitation only from the Management Board who will consult on this matter with the Club President. Once appointed, this category of membership will be assumed unless removed by 4(iii). Life Vice Presidents shall not pay a subscription but may from time to time make a donation. This category of membership is entitled to vote at an A.G.M. or any E.G.M. A record of this category of member will appear annually in the Club Year Book. This category of membership shall be restricted to a maximum of 10 people.

(c) Vice President Membership

This category of member is by invitation only from the Club President who will consult on this matter with the Club Chairman and review this on an annual basis. Vice Presidents shall not pay a subscription but may from time to time make a donation. This category of membership can only attend and vote at an A.G.M. or any E.G.M. at the absolute discretion of the Management Board. A record of this category of member will appear annually in the Club Year Book.

(d) Youth Membership

This category of member is under the age of 16 on 31st August of that particular year. This category of member pays the youth subscription rate as set at the A.G.M. This category of member is not entitled to vote at an AGM or an EGM but maybe invited to attend such meetings at the absolute discretion of the Club Chairman though they will not be entitled to vote.

This category of member also includes those over the age of 16 on 31st August of that particular year who are in full time education. This category of member pays the youth subscription rate as set by the AGM and is entitled to vote at an AGM or an EGM.

Any person wishing to join the Club in this capacity needs to initially complete a membership application form and forward the same to the Youth Manager.

(e) Associate (social) Membership

This category of member is by invitation at the absolute discretion of the Management Board who will consult on this matter with any one of the Club Managers/Youth Chairman and review this on an annual basis. This category of member will be active with a Club Management section. They do not pay a subscription but may from time to time make a donation. This capacity of member is entitled to vote at an A.G.M. or any E.G.M. A record of this category of member will appear annually in the Club Year Book.

(f) Parent Members

This category of member is by virtue of being a parent of a youth member (see section (d).) This category of member do not pay a subscription but may from time to time make a donation. This category of member is not entitled to vote at an A.G.M. or any E.G.M. A record of this category of member will be maintained by the Youth Chairman.

- (ii) Membership shall be open to anyone interested in the sport of cricket, regardless of sex, age, disability, ethnicity, sexual orientation, nationality, religion or other beliefs. However, limitation of membership according to available facilities shall be allowable on a non-discriminatory basis.

- (iii) The Management Board of the Club may refuse membership or remove it only for good cause such as conduct or character likely to bring the Club into disrepute. An Appeal against refusal or removal may be made to the Management Board who shall appoint an Appeals Sub-Committee to hear the Appeal. An Appeals Sub-Committee shall consist of a maximum of 3 members which shall not include members involved with the initial decision but may include non members of the Club. A decision of the Appeals Sub-Committee is final.
- (iv) All members shall be subject to the regulations of this Constitution and by joining the Club will be deemed to accept these regulations an any Codes of Conduct that the Club has adopted.
- (v) There shall be a Patron and a President of the Club. These positions will be nominated annually by the Management Board and confirmed at the A.G.M. Both the Patron and the President are entitled to vote at an A.G.M. or any E.G.M.

5. SUBSCRIPTIONS:

- (i) Annual subscriptions for Playing Members and Youth Members shall be set at the A.G.M. for the following year.
- (ii) The Club may have different subscriptions for different classes of membership on a non-discriminatory and fair basis.
- (iii) The Club shall keep subscriptions at levels that will not pose a significant obstacle to people participating.
- (iv) An additional surcharge, agreed by the Management Board, may be imposed upon any Member who has not paid their subscription by the end of May.
- (v) A Playing Member may be ineligible for selection if their subscription is not paid by the end of May. This shall be at the absolute discretion of the Management Board.

6. OFFICERS:

- (i) The Officers of the Club, who will sit on the Management Board shall be:

Chairman

Secretary

Treasurer

The Club Management Board, as outlined in Appendix 1, includes a number of Club Managers. These managerial positions shall be appointed by the Chairman. The roles and responsibilities of the Managers are set out in Clause 8.

The Chairman is also required to appoint a Child Safeguarding Officer to advise the Management Board on matters relating to safeguarding and protecting children.

A Vice-Chairman may be appointed by the Chairman from within the Management Board.

- (ii) The above Officers of the Club, together with all Team Captains, shall be elected annually at the A.G.M. by those persons eligible to vote. All Officers and Team Captains shall be eligible for re-election to the same office or another office the following year.

7. MANAGEMENT BOARD

- (i) The affairs of the Club shall be conducted by the Management Board of the Club on behalf of the members.
- (ii) The Management Board shall be composed of the Officers of the Club together with the Club Managers as shown in the structure within Appendix 1.
- (iii) The Chairman shall have the power to fill any vacancy on the Management Board which may occur during his/her period of office.
- (iv) The Management Board shall have the power to co-opt any member or any other person on to the Management Board at any time and for whatever reason it may deem necessary. Co-opted Management Board Members shall not be entitled to vote on Management Board matters and shall serve until the next A.G.M.
- (v) The date, time and frequency of Management Board meetings shall be decided by the Management Board.
- (vi) Management Board meetings shall be decided by a simple majority vote, each member being entitled to one vote. In the event of a tied vote, the Chairman shall have the casting vote.
- (vii) The quorum of the Management Board shall be 5, 2 of whom must be Officers.
- (viii) A Management Board member ceases to be such if he or she ceases to be a member of the Club, resigns by written notice, or is removed by the Management Board for good cause after the member concerned has been given the chance of putting their case to the Management Board. An Appeal against removal may be made to the Management Board.
- (ix) The Management Board has the powers, though is not limited to:
 - (a) Acquire and provide grounds, equipment, coaching, training, and playing facilities, clubhouse, transport, medical, and related facilities.
 - (b) Provide coaching, training, medical treatment, and related social and other facilities.
 - (c) Take out any insurances for Club, employees, contractors, players, guests and third parties.
 - (d) Raise funds by appeals, subscriptions, loans and charges.
 - (e) Borrow money and give security for the same and open bank accounts.
 - (f) Buy, lease or license property and sell, let or otherwise dispose of the same.
 - (g) Make grants and loans and give guarantees and provide other benefits.

- (h) Set aside funds for special purposes or as reserves.
- (i) Invest funds in any lawful manner.
- (j) Employ and engage staff and others and provide services.
- (k) Co-operate with or affiliate firstly to any bodies regulating or organising the sport of cricket, secondly any club or body involved with cricket, thirdly with Government and related agencies and fourthly formally constituted community bodies.
- (l) Do all other things reasonably necessary to advance the aims and objectives of the Club.
- (m) Appoint Trustees to act on behalf of the Club and of the Radyr Athletic Club. These Trustees are authorised to enter into contracts, leases, licences, wayleaves, easements etc on behalf of the Club and the Radyr Athletic Club.
- (n) Appoint members to represent the Club at Radyr Athletic Club meetings, three whom must be members of the Management Board.

NONE of the above powers may be used other than to advance the aims and objectives in a manner consistent with this Constitution, all Codes of Conduct adopted by the Club and the general law.

8. CLUB MANAGERS

- (i) Club Managers shall be appointed by the Chairman.
- (ii) They shall sit on the Management Board and report on their activities as requested by the Management Board.
- (iii) A description of each Club Manager's roles and responsibilities will be agreed by the Management Board.
- (iv) The Club Managers shall organise the structure of their section, as they see fit, though must do nothing which contravenes this Constitution or all Codes of Conduct adopted by the Club.
- (v) Any formal structure proposed by a Club Manager must be approved by the Management Board. Once approved this section becomes an autonomous entity subject to the requirements within Clauses 8(ii) and 8(iv).

9. SUB-COMMITTEES

- (i) The Management Board shall have the power to form such Sub-Committees as it deems necessary.
- (ii) The Chairman shall be an ex-officio member of all Sub-Committees, except Disciplinary Sub-Committees where the Management Board shall decide the members of that particular Sub-Committee.
- (iii) The quorum for any Sub-Committee shall be decided by the Management Board.

(iv) Any policy decision shall be referred to the Management Board for a decision.

10. ANNUAL GENERAL MEETING (A.G.M.)

(i) The A.G.M. shall be held in October or November following the close of season.

(ii) All persons eligible to vote shall be notified in writing, at least 14 days in advance, of the date of the A.G.M. The Agenda will also be issued with that notice.

(iii) All persons eligible to vote shall be invited to propose/second any other member or any person eligible to vote for any Club Officer or Team Captain post.

(iv) Proposals, duly seconded by another member or any person eligible to vote, should be received in writing by the Secretary 7 days prior to the A.G.M. For the avoidance of doubt email is an acceptable method subject to confirmation of receipt from the Secretary. Nominations from the floor will only be accepted if no other written nomination has been received.

(v) All matter at the A.G.M., with the exception of issues regarding the Constitution, shall be decided by a simple majority of those people present and eligible to vote. Should there be an election of Officer or Team Captain, where there is more than 2 valid nominations, the Chairman shall decide the mode of election and inform the A.G.M. prior to the vote. Each person eligible to vote shall be entitled to one vote. In the event of a tied vote, the Chairman shall cast the deciding vote.

(vi) There may be no alterations, additions or deletions from this Constitution, without such being authorised by a 75% majority of those eligible to vote and present at an A.G.M. or an E.G.M. (see Clause 11). Any proposal of alteration, addition or deletion to the Constitution must be forwarded to the Secretary, in writing, no later than 7 days before the A.G.M./E.G.M. If it is not proposed by the Management Board it needs to be seconded by a person who is eligible to vote.

(vii) The business of the A.G.M. shall be to:

Confirm the minutes of the previous A.G.M. and any E.G.M. held since the last A.G.M.;

Deal with matters arising from these minutes;

Receive the Chairman's Address and Annual Report of the Management Board;

Receive the Treasurer's Report and presentation of accounts;

Receive the Captains' Reports;

Receive the Club Managers' Reports;

Receive an overview on the Radyr Athletic Club matters including a set of accounts.

Confirm the appointment of Patron and President;

Elect the Officers of the Club;

Review and agree Club subscription rates for the forthcoming year;

Transact such other business, received in writing, by the Secretary from persons eligible to vote, 7 days prior to the meeting.

11. EXTRAORDINARY GENERAL MEETING (E.G.M.)

- (i) An E.G.M. may be called by a member of the Club, provided he/she, forwards to the Club Secretary such a request, together with the reasons for the same in writing, duly signed by no fewer than 5 members of the Club, all of whom must be eligible to vote at an A.G.M./E.G.M.
- (ii) Such an E.G.M. must be convened within one calendar month of the receipt of a request to the Secretary which fulfils all of the criteria of 11(i) above. All persons eligible to vote shall be notified in writing, at least 14 days in advance of the date of the E.G.M. The Agenda will also be issued with that notice.
- (iii) All matters at an E.G.M., except issues regarding this Constitution where Clause 10(vi) applies and Dissolution where Clause 15(ii) applies shall be decided by a simple majority vote of those present and eligible to vote. In the event of a tied vote, the Chairman shall cast the deciding vote.

12. ACCOUNTS

- (i) The accounts of the Club shall be the responsibility of the Management Board which, together with all financial matters of the Club, shall be delegated to the Treasurer.
- (ii) All funds belonging to the Club shall be placed in such accounts as decided by the Management Board.
- (iii) The Management Board shall nominate two signatories for such accounts in (ii) above. These signatories shall be necessary for the authorisation of any transaction.
- (iv) A statement of the Club's audited accounts shall be presented at the A.G.M. and at any other time deemed necessary by the Management Board.
- (v) The financial year shall end on 30th September.

13. PROPERTY AND FUNDS

- (i) The property and funds of the Club cannot be used for the direct or indirect private benefit of members and all surplus income or profits should be reinvested in the Club.
- (ii) The Club may also, in connection with the sports purposes of the Club and being mindful of the Constitution of the Radyr Athletic Club:
 - (a) sell and supply food, alcohol and related sports clothing and equipment;

- (b) employ members and remunerate them for providing goods and services; and
- (c) indemnify the Management Board, approved Trustees of the Club and the Radyr Athletic Club, and members acting reasonably in the course of the running of the Club (but in both cases only to the extent of its assets).

14. DISCIPLINE AND APPEALS

- (i) All complaints regarding the behavior of members should be lodged in writing with the Secretary.
- (ii) Upon receipt of such a complaint or in the event that the Management Board believe the behavior of a member warrants further action, the Management Board shall appoint a Disciplinary Sub-Committee which shall consist of a maximum of 3 members which shall not include members involved but may include non-members of the Club who will investigate the matter within 14 days. The Disciplinary Sub-Committee will advise the member whose behavior is being examined and investigate the facts of the case.
- (iii) Any member requested to attend a Disciplinary Sub-Committee meeting, shall do so and be entitled to be accompanied by a friend or other representative and to call witnesses.
- (iv) The Management Board (or its Sub-Committee) has the power to take appropriate disciplinary action, including the termination of membership.
- (v) The recommendation of the Disciplinary Sub-Committee shall be made to the Management Board and the outcome put in writing to the person who lodged the complaint (if applicable) and the member whose behavior was under investigation within 21 days of the initial complaint or Management Board action.
- (vi) There shall be a right of Appeal to the Management Board against either the finding or the sanction imposed or both following disciplinary action being taken. The Appeal shall be raised with the Management Board within 14 days of the date of the letter communicating the disciplinary finding. The Management Board shall appoint an Appeals Sub-Committee (a maximum of 3) which shall not include members involved with the initial Disciplinary Sub-Committee but may include non-members of the Club. The Management Board will advise the person who lodged the complaint (if applicable) that the original outcome has been appealed.
- (vii) The Appeals Sub-Committee shall consider the Appeal within 14 days of the Secretary receiving the Appeal. The individual submitting the Appeal shall be entitled to present their case in writing or at a convened meeting and to be accompanied by a friend or other representative and to call witnesses. The decision of the Appeals Sub Committee shall be final and binding on all parties.
- (viii) The outcome of the Appeal shall be put in writing to the person who lodged the complaint and the member against whom the complaint was made within 21 days of the Appeal.

15. DISSOLUTION

- (i) If at any A.G.M. or E.G.M. of the Club, a resolution shall be passed calling for the dissolution of the Club, the Secretary shall immediately convene an E.G.M. of the Club to be held less than one month thereafter to discuss and vote on the resolution. All persons eligible to vote shall be notified in writing, at least 14 days in advance of the date of the E.G.M. The Agenda will also be issued with that notice.
- (ii) If, at that E.G.M., the resolution is carried by at least 75% of members present who are eligible to vote, the Management Board shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.
- (iii) The Management Board will then be responsible for the orderly winding up of the Club's affairs.
- (iv) After settling all liabilities of the Club, the Management Board shall dispose of the net assets remaining to one or more of the following:
 - (a) to another club with similar sports purposes which is a registered charity;
 - (b) to another club with similar sports purposes which is a registered Community Amateur Sports Club; and
 - (c) to the Club's governing body for use by them for related community sports.

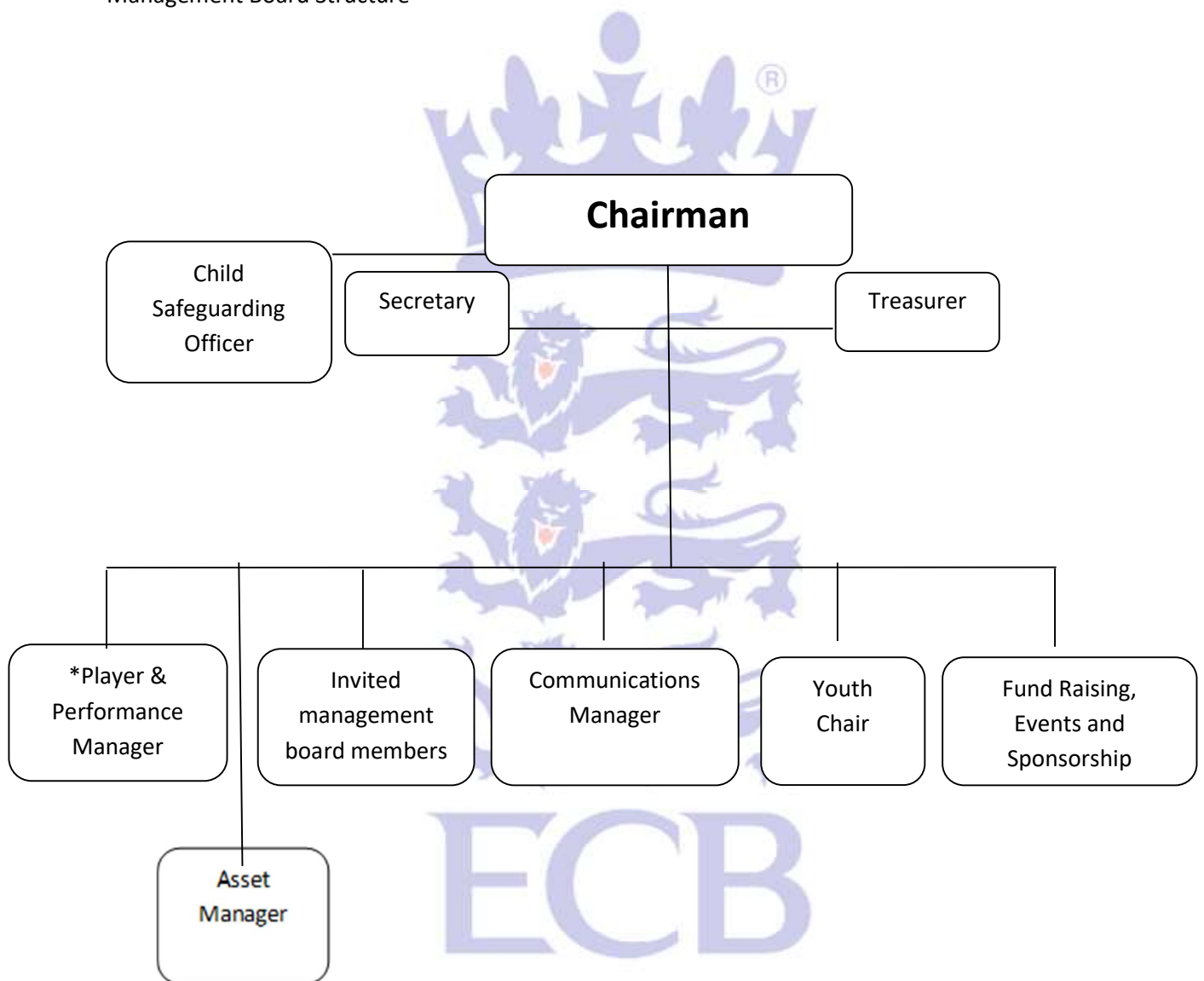
16. GENERAL

- (i) Any matter not provided for in this Constitution shall be dealt with at the discretion of the Management Board.
- (ii) Any interpretation of any rule shall, where not governed by precedented Management Board action, be given by the Chairman.
- (iii) Copies of these rules shall be held by the Club Chairman and Secretary and shall be available to any member, upon request in writing. An email request is also acceptable.



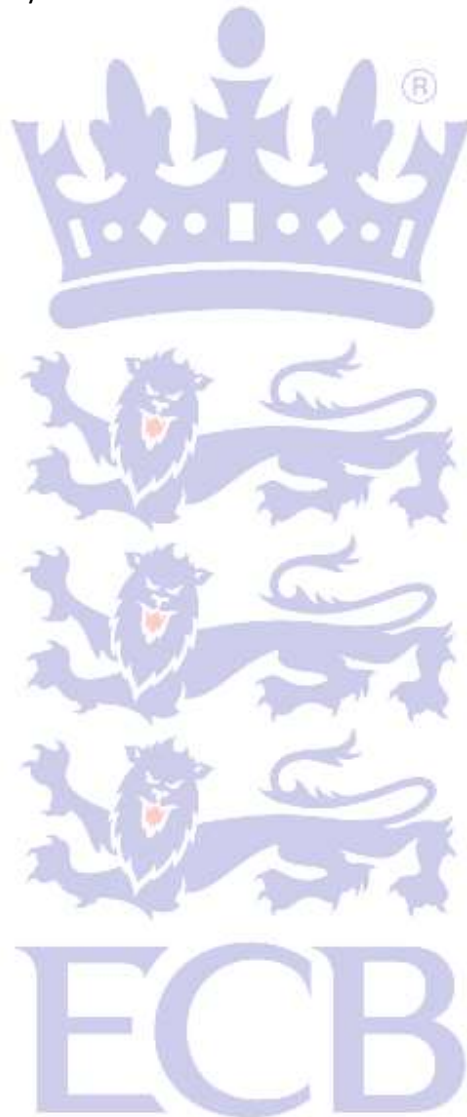
Appendix 1

Management Board Structure



- | | |
|--------------|-----------------|
| Chairman | Jonathan Wilson |
| Secretary | Charlie Brain |
| Treasurer | Neil Clode |
| Safeguarding | Peter Scott |

Player & Performance	Joseph Jones
Communication	Alex Bywater
Youth Chair	none in post
Fund raising	Adam Phippen
Asset manager	Peter Sullivan
Members of the board	Rhys Lloyd



Section 4

Duty of Care and Safeguarding of Children

4.1 Safeguarding Children

Radyr Cricket Club has adopted and implements the “ECB Safe Hands” Cricket Policy for safeguarding children. A copy of this policy can be found in appendix A of this manual.

We are committed to ensuring that all Children (*) participating in Cricket, have a safe and positive experience.

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

We will do this by:

- Recognising that all Children participating in cricket (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to have fun and be protected from harm in a safe environment.
- Ensuring that individuals working within cricket at or for our club provide a safe, positive and fun cricketing experience for children.
- Adopting and implementing the England & Wales Cricket Board (ECB) “*Safe Hands – Cricket’s Policy for Safeguarding Children*” and any future versions of the policy.
- Appointing a Club safeguarding Officer and ensuring that they attend all current and future training modules required by the ECB & the NSPCC, so that they have the necessary skills to be able to undertake their role effectively.
- Ensuring that all people who work in cricket at or for our club, (such as Staff, Officials, Volunteers, Team Managers, Coaches etc.) understand that the Safe Hands Policy applies to them according to their level of contact with children in Cricket.
- Ensuring that all individuals working within cricket at or for the club are recruited and appointed in accordance with ECB guidelines.
- Ensuring that all individuals working within cricket at or for the club are provided with support through education and training so that they are aware of and can adhere to good practice and code of conduct guidelines defined by both the ECB, and by the club.
- Ensuring that the name & contact details for the Club Safeguarding Officer is available
 - as the first point of contact for parents, children & volunteers / staff within the club,
 - as a local source of procedural advice for the club, its committee & its members,
 - as the main point of contact within the club for the ECB County Safeguarding Officer and the ECB Child Protection Team, and
 - as the main point of contact within the club for relevant external agencies in connection with child safeguarding.

- Ensuring that correct and comprehensive reporting procedures exist for raising and managing safeguarding and child protection concerns. Such procedures recognising the responsibility of the statutory agencies and in accordance with pre defined safeguarding and child protection procedures as defined by the ECB, Statutory agencies and Local Safeguarding Children Board LSCB guidelines and policies.
- Providing everyone connected with the club (including parents, children and volunteers) with the opportunity to voice any concerns which they have (about possible suspected child abuse, and/or about poor practice) to the Club Safeguarding Officer.
- Ensuring that all suspicions, concerns and allegations are taken seriously and dealt with swiftly and appropriately.
- Ensuring that access to confidential information relating to child safeguarding matters is restricted to the Club Safeguarding Officer and the appropriate external authorities as specified within ECB Safeguarding and child protection procedures.

4.2 Appointment of the Club Safeguarding Officer

It is the policy of Radyr Cricket Club to appoint a Club Safeguarding Officer (See clause 6.1 of the constitution).

4.3 NSPCC Training

The Club Safeguarding Officer will have attended a sports coach UK 'Safeguarding and Protecting Children' workshop which was formerly known as a 'Good Practice and Child Protection' workshop in the last 3 years.

A copy of the current Safeguarding Officer's 'Safeguarding and Protecting Children' workshop certificate is included in the Radyr Cricket Club Operations Manual (see Appendix B) and the accompanying course poster must be displayed on the club notice board. The Club Safeguarding Officer contact details (including a photograph) will also appear on the club notice board and this will identify times when he will be available at the club for any matters members wish to raise and his contact telephone number.

4.4 Coaching Code of Conduct

It is the policy of Radyr Cricket Club that all qualified coaches adopt the ECB Coaches Code of Conduct a copy of which can be found in Appendix E of this manual.

To achieve this, Radyr Cricket Club takes the following steps:

- 1) A copy of the ECB Coaches Code of Conduct is displayed on the club's notice board.
- 2) An up-to-date list of all qualified active coaches within the club is maintained. (See Appendix C).
- 3) An electronic copy of the ECB Coaches Code of Conduct is issued to all of the club's active qualified coaches.

- 4) A copy of the ECB Coaches Code of Conduct is included in this manual. (See appendix E)

4.5 Members and Guests Code of Conduct

All Members and Guests of Radyr 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 Young People above the development of performance
- Ensure that activities are appropriate for the age, maturity, experience and ability of the individual
- Respect Young People's opinions when making decisions about their participation in Cricket
- Not smoke, drink or use banned substances whilst actively working with Young People in the Club.
- Not provide Young People with alcohol when they are under the care of the Club
- Follow ECB guidelines set out in the "Safe Hands – Cricket's Policy for Safeguarding Children" and any other relevant guidelines issued
- Report any concerns in relation to a Young Person, following reporting procedures laid down by the ECB

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

- Hold relevant qualifications and be covered by appropriate insurance

- Always work in an open environment (i.e. avoid private or unobserved situations and encourage an open environment)
- Inform Players and Parents of the requirements of Cricket
- Know and understand the ECB's 'Safe Hands – Cricket's Policy for Safeguarding Children'

4.6 Recruitment of all new Volunteers to work with children or young people

Radyr Cricket Club has adopted the ECB's 'Safe Hands – Cricket's Policy for Safeguarding Children' recruitment policy for all new volunteers who are appointed, whether paid or unpaid by the club to work with children or young people. It is, moreover, the policy of Radyr Cricket Club to take all reasonable steps to ensure that unsuitable people are prevented from working with children

To achieve this, Radyr Cricket Club takes the following steps when recruiting volunteers:

- 1) The Club Safeguarding Officer advises the club periodically on current best practices for implementing the ECB's 'Safe Hands' policy;
- 2) Formal recruitment processes are used, whenever this is necessary and appropriate;
- 3) Formal recruitment processes used by the Radyr Cricket Club ensure that every applicant is treated in a fair and consistent manner. This includes, inter alia, the use of application forms, meetings, and references;
- 4) A copy of the Radyr Cricket Club Reference Form for volunteers is included in the Radyr Cricket Club Operations Manual (see appendix F);
- 5) An appropriate CRB check will be undertaken for all volunteers recruited by Radyr Cricket Club who have regular, unsupervised access to children

4.7 Criminal Records Bureau Check

The Club will ensure at all times that all relevant personnel who may come into contact with children whilst carrying out Club business whether in a paid or unpaid capacity have completed a Criminal Records Bureau Check.

Individuals will include but not necessarily be limited to:

Qualified Coaches (See appendix C)

Volunteers associated with Junior Cricket such as Umpires, Scorers, First Aiders and Team Managers. (See Appendix D)

4.8 Assessment of Club Roles

It is the policy of Radyr Cricket Club to undertake a periodic assessment of all formal roles within the club, with a view to determining whether the post holder should undertake a vetting check.

To achieve this, Radyr Cricket Club takes the following steps:

- 1) A complete list of potential formal posts at Radyr Cricket Club is drawn up, based on the ECB 'List of Posts of Posts which require Vetting Checks' as set out in the 'Safe Hands' policy;
- 2) Each post is examined to identify firstly whether such a post exists, secondly to identify the post holder (if any), and finally to determine whether the post holder should undertake a vetting check;
- 3) A vetting check, based on appropriate CRB requirements, is required for all post holders where such checks are deemed to be mandatory by the ECB, and for other post holders that have regular, unsupervised sole access to children;
- 4) A copy of the written analysis of posts is included in the Radyr Cricket Club Operations Manual (see appendix H); and,
- 5) Written evidence of the analysis is submitted periodically to the Radyr Cricket Club Management Committee by the Club Safeguarding Officer, and is attached to the minutes of the relevant meeting;

4.9 Emergency Procedures

Radyr Cricket Club members are required to follow the emergency procedures set out below in the event of an accident.

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the qualified First Aider who should take appropriate action for minor injuries.
- Should an injury requiring specialist treatment, call the emergency services on 999
- The telephone number for NHS Direct is: 0845 46 47
- Local Medical Centre

Radyr Medical Centre
Rectory Close, Radyr
Cardiff
CF15 8DZ

Tel: (029) 2084 2767

Fax: (029) 2084 2507

www.radyrmedicalcentre.com

- Deal with the rest of the group and ensure that they are adequately supervised and safe.

- Do not move someone with major injuries. Wait for the emergency medics.
- In the event of the injured being a minor, Contact the injured person's parent, carer or guardian.
- Complete an Incident / Accident Report Form. (see Appendix K)

4.10 First Aid Equipment

It is the policy of Radyr Cricket Club that adequate first aid equipment and training will be provided.

To achieve this, Radyr Cricket Club takes the following steps:

- A full First Aid Kit is to be kept on the club premises.
- A mobile First Aid Kit is provided to each team and this is to be taken to away fixtures with each team representing the club.
- At least one of the people accompanying the team must be nominated as a First Aider.
- All first aid kits are to be inspected and restocked on a regular basis by the Management board.

4.11 Contact Details of Parents, Carers and/or guardians of Junior Members

It is the policy of Radyr Cricket Club that the club has the contact details of parents/carers/guardians and emergency/alternative contacts for all young people under the age of 18 years old.

To achieve this, Radyr Cricket Club takes the following steps:

- 1) Each year, all existing and prospective members of the Youth Section are sent a welcome letter and membership form(see appendices J);
- 2) All existing and prospective members of the youth section are required to complete the membership form and to return the form to the Secretary of the Youth Section. This form will include Contact details of parents/carers/guardians and emergency/alternative contacts
- 3) These details of each member of the Youth Section are retained by the Secretary of the Youth Section and are also entered into a database. This database is maintained by the Secretary of the Youth Section;
- 4) A co-ordinator and coach is appointed for each age group (under 7s, under 9s, under 11s, under 13s, under 15s, and the academy); and,

- 5) Contact details of parents/carers/guardians and emergency/alternative contacts for all young people in a particular age group are supplied by the Secretary of the Youth Section to the co-ordinator and coach for that age group

4.12 Medical Conditions of Junior Members

It is the policy of Radyr Cricket Club that the club has information on any young people under the age of 18 years old that have medical conditions which may be aggravated by participation in cricket.

To achieve this, Radyr Cricket Club takes the following steps:

- 1) Each year, all existing and prospective members of the Youth Section are sent a welcome letter and membership form(see appendices J);
- 2) All existing and prospective members of the youth section are required to complete the membership form and to return the form to the Secretary of the Youth Section;
- 3) Based on responses to the membership forms, details of the known medical conditions each member of the Youth Section are retained by the Secretary of the Youth Section and are also entered into a database. This database is maintained by the Secretary of the Youth Section;
- 4) A co-ordinator and coach is appointed for each age group (under 7s, under 9s, under 11s, under 13s, under 15s, and academy); and,
- 5) Known medical conditions for all young people in a particular age group are supplied by the Secretary of the Youth Section to the co-ordinator and coach for that age group

4.13 Access to Telephones

It is the policy of Radyr Cricket Club, that all youth team Coaches and Managers will have immediate access to mobile phones when they are with youth members.

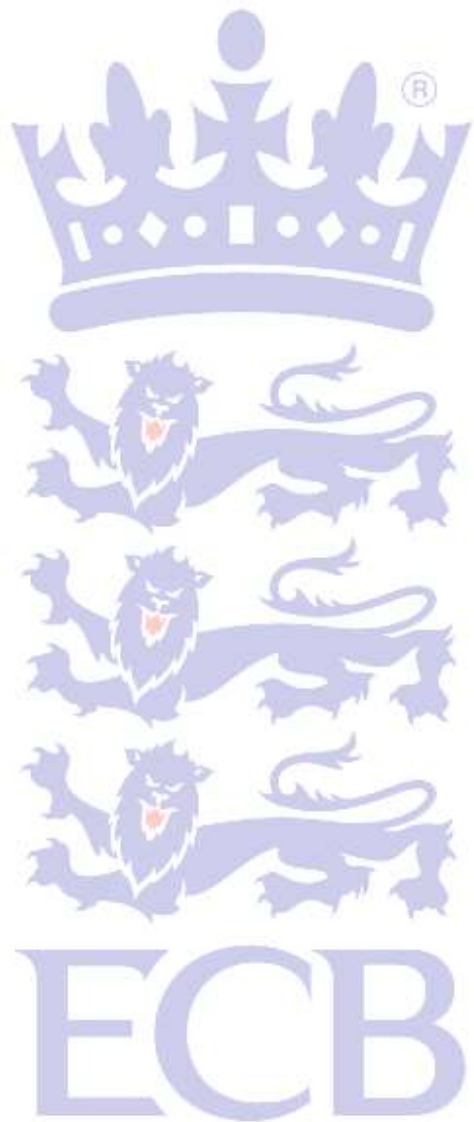
Whilst playing at Radyr, Coaches and Managers will have access to the Club's landline free of charge for emergency purposes.

Whilst away, coaches and managers are to ensure that they have a signal at the venue, if they do not, they are to ensure that a landline is available or in the event of no line being available that a opposing coach, manager, parent, scorer , umpire or the like has a signal and that their phone will be available in the event of an emergency

4.14 Further governance information

Radyr CC is affiliated to Cricket Wales and therefore the ECB. Further governance information can be found:

[England and Wales Cricket Board \(ECB\) - The Official Website of the ECB](http://www.ecb.co.uk)



Section 5

The Cricket Programme

5.1 Coaching Policy

It is the policy of Radyr Cricket Club that all qualified coaches must hold ECB Coaches Association membership, providing them with

- up-to-date coaching knowledge and information,
- professional indemnity and/or public liability insurance (to cover their coaching duties),
- communication with relevant coaching bodies. ®

To achieve this, Radyr Cricket Club takes the following steps:

- 1) Maintain an up to date list of qualified coaches within this Manual
- 2) Record ECB CA membership numbers alongside the names of the coaches listed
- 3) Periodically check the above numbers against the relevant County Cricket Board Coaches Association listing of Current ECB CA members;
- 4) Periodically check that all qualified coaches can demonstrate, using appropriate evidence, that their membership of ECB CA is up to date.

5.2 Blanket Club Insurance

It is the policy of Radyr Cricket Club that all non-coaching club members and overseas coaches who are not ECB CA members are covered by the club's insurance policy or an appropriate personal insurance policy.

Please note that

- 1) A copy of the club's insurance policy is included in this Manual
- 2) Copies of appropriate personal insurance policies, if these are required, are also included in this Manual as a supplementary

5.3 Safe and protective equipment and Environment

It is the aim of Radyr Cricket Club that all coaching, competition and games take place with safe and protective equipment and in a safe environment.

To this end Team Captains or in the event of junior cricket, team managers and/or coaches are required to complete risk assessment for the venues used by the club either for practice or match situations, weather indoor or outdoor. (please note that away venues do not require assessment). An assessment has been carried out for the Riverside Venue (See Appendix L)

Coaches must be aware and members of the Club ought also be aware of various other ECB directives and Guidance when they are dealing with young players.

- Fast Bowling Directives
- Feilding Regulations
- Safety guidance on wearing helmets
- Young Players in Adult Cricket

5.4 Overseeing Coach

The Youth Section Manager will appoint a person annually following the AGM to oversee the club's junior coaching programme. As a minimum, the appointed coach will be certified to ECB level 2. A copy of the Coaches certificate will be held on file.

5.5 Coaching Programme for Junior Members

The Youth Manager will appoint a Coach to each of the Junior sections. The Club will ensure that the Overseeing Coach in conjunction with coaches from each age group establish a structured coaching programme for each age group which is consistent with their overall coaching strategy document. Examples of such coaching plans are available on request.

5.6 Fixtures for each age group

It is the Policy of the Club to enter at least one junior team into Competitive League Cricket as follows:

Under 9 mixed

Under 11 mixed

Under 13 mixed

Under 15 mixed

Under 12 girls only

Under 14 girls only

Under 16 girls only

The emphasis in terms of winning and selection is described within

5.7 Coach Player Ratio

It is the Policy of the Club to ensure that the ratio of qualified coaches to players (for nets, group coaching, and matches – hard ball and soft ball) meets the guidelines laid down by the ECB.

To ensure this, Radyr Cricket Club takes the following steps:

- 1) Recognize the ECB's guidelines for the ratio of qualified coaches to players for different contexts within the Club Operations Manual;
- 2) Ensure that a session register is completed by relevant Age Group Co-ordinator (or Age Group Coach in the absence of the Co-ordinator) for each training session. The register will list all children, qualified coaches and responsible adults who attend each training session;
- 3) Ensure that Qualified coaches are allocated to age groups
- 4) Ensure that Staffing plans are agreed for each training session between coaches and the relevant age group coach

5.8 Responsible Adult Ratio

It is the policy of Radyr Cricket Club to endeavour to ensure that the ratio of responsible adults to players present at junior sessions meets the guidelines for supervision and staffing laid down by the ECB.

To achieve this, Radyr Cricket Club takes the following steps:

- 1) Recognize the ECB's guidelines for the ratio of responsible adults to players for supervising different age groups within the Club Operations Manual (see Appendix W).
- 2) Ensure a session register is completed by the relevant Age Group Co-ordinator (or Age Group Coach in the absence of the Co-ordinator) for each training session (see Appendix X). This lists all children, qualified coaches and responsible adults who attend each training session.

5.9 Further governance information

Radyr CC is affiliated to Cricket Wales and therefore the ECB. Further governance information can be found

[England and Wales Cricket Board \(ECB\) - The Official Website of the ECB](#)

[Safeguarding - Cricket Wales](#)

Section 6

Sports Equity and Ethics

6.1 Club Equity Policy

It is the Club Policy to adhere to the principles and and guidelines set out in the ECB Equity Policy as set out in the Club's constitution. (See Section 3)

6.2 Recruitment and retention members and supporters from the local community

It is the policy of the Club to recruit members via the following means

- (1) Advertising the club via local schools annually at age groups below 11
- (2) Advertising the club via their website
- (3) Advertising Club activity via the Community Newspaper (Radyr Chain) which is hand delivered free of charge to all householders within the Community

It is the policy of the Club to retain members via the following means

- (1) Communicating via E Mail where possible or otherwise by post to all existing members and supporters during the winter months to keep them informed of activity and the oncoming summer season
- (2) Advertising activity within the Club Newsletter

The Club Policy on this item is reinforced via their Club Development Plan which is reviewed annually on or before the 31st October of any said season and presented to members at the annual general meeting of that year.

6.3 Equity in Coaching

It is the policy of the Club that a minimum of one qualified coach will have attended a sports coach Uk "Equity in your Coaching" workshop.

6.4 Code of Conduct for young people

All member of the youth section 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 for training and match sessions, as agreed with the coach/team manager.
- Members must pay any fees for training or events promptly.

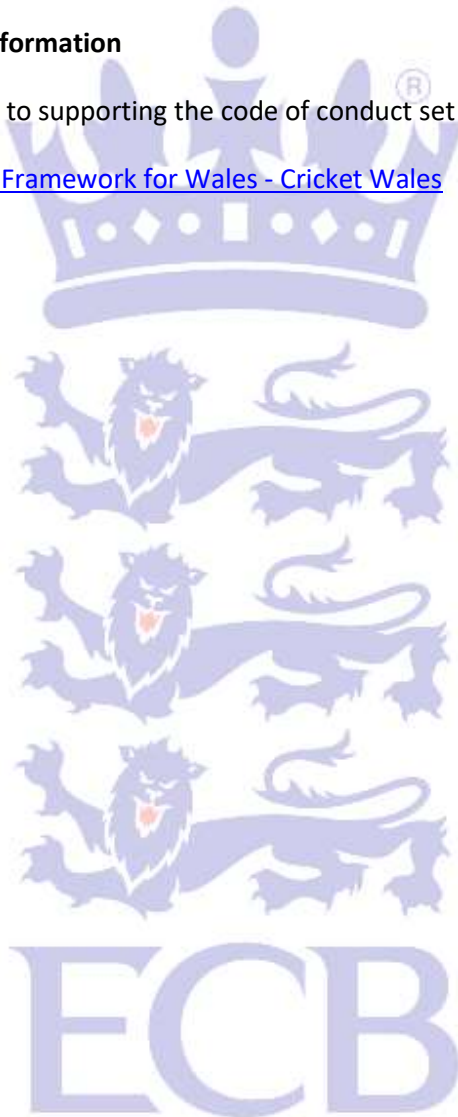
- Junior members are not allowed to smoke on club premises or whilst representing the club at competitions.
- Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.

In addition to all of the above, it is understood that Managers and Coaches of any one age group may wish to introduce standards specific to their side. If this is the case and the standards are to be in writing, they need to be approved by The Youth Main Board Manager who will approve or otherwise on behalf of the Club Chairman

6.5 Further governance information

Radyr CC is committed to supporting the code of conduct set out in the following

[A National Behaviours Framework for Wales - Cricket Wales](#)



Section 7

Club Management

7.1 Club Insurance

It is the Policy of the Club to maintain Public Liability and Employers Liability Insurance cover both in the sum of £5 million. A copy of the current cover is to be kept up to date within this manual

7.2 Communication with Members and Supporters

It is the policy of the Club to keep it's members and supporters informed via regular updates on the notice board and via monthly newsletters.

Information about the club is up-loaded on to the www.play-cricket.com website whilst urgent information is dealt with via E Mail using addresses held by the Club Secretary.

It is also the Club policy to maintain a dedicated Clubmark notice board, which will include as a minimum the following information:

- Copy of the Child Safeguarding Officer course poster, identifying the Club Safeguarding Officer and providing contact details, including times available at the club and telephone number;
- Copy of the ECB Coaches Code of Conduct;
- Copy of the Code of Conduct for Members and Guests;
- Telephone numbers of the local doctor's surgery, hospital A&E, and Police; (See Appendix Q)
- Map and directions to local hospital and doctor's surgery; (See Appendix Q)
- Copy of Code of Conduct for Young People
- 'Safeguarding and Protecting Children' course poster
- The Club Safeguarding Officer contact detail
- ECB Coaches Code of Conduct

7.3 Club Pricing Policy

The Club sets its Membership Fee annually at the Club AGM in accordance with the Club Constitution. The Fee is set at a level which when added to other revenue generating streams, enables the Club to achieve it's short term and long term expenditure plans.

The Club has a policy of heavily discounting Junior membership so as to encourage people into the Club in an endeavor to achieve a thriving club with a sustainable future.

7.4 Schools and the Community Partnerships

The Club has a policy of supporting the local schools and community wherever possible. It is the Club's policy to :

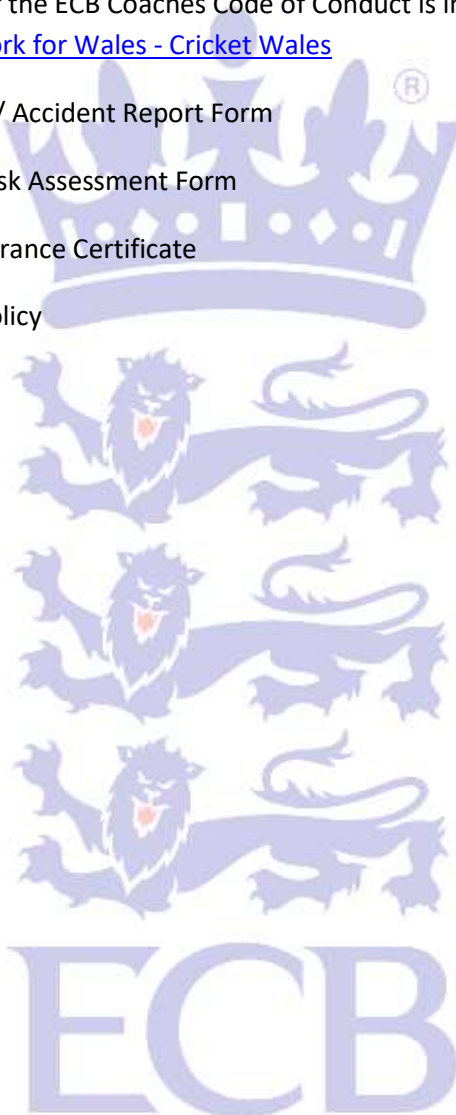
- Have a recruitment policy where they actively engage with all local Primary Schools to encourage membership. By doing so, the club offers the opportunity to all young people of the area to participate in organized training and practice sessions under the guidance of qualified coaches.
- Enable the local Comprehensive School to use the club facilities for games
- Use the local Comprehensive facilities during the winter months for indoor coaching
- Support the Community's annual Festival Week by staging an event where proceeds are donated to the community's named charity
- Offer membership to parents, guardians, teachers, staff and all other local members of the community
- Offer opportunities other than playing cricket to assist in the administration of the running of the club



Section 9.

Appendices Contents

- Appendix 1 ECB Safe Hands Policy [England and Wales Cricket Board \(ECB\) - The Official Website of the ECB](#) please refer to all information and guidance within
- Appendix 2 A list of all Qualified Active Coaches, [Club Admin - ECB SHMS Portal](#) obtainable from the secretary if no access
- Appendix 3 A copy of the ECB Coaches Code of Conduct is included [A National Behaviours Framework for Wales - Cricket Wales](#)
- Appendix 4 Incident / Accident Report Form
- Appendix 5 Venue Risk Assessment Form
- Appendix 6 Club Insurance Certificate
- Appendix 7 Equity policy



4

Accident Report Form

Name of person in charge of the session / competition:

Site / venue where the incident / accident took place (try and include the post code of the venue)

Date and time of the incident / accident:

Name of the injured person:

Address of the injured person:

Nature of the incident / accident and extend of the injury:

Give details of how and precisely where the incident / accident took place. Describe what activity was taking place e.g. training game, getting changed etc..

Give full details of the action taken including any First Aid treatment and the name(s) of the first aider(s):

Were any of the following people contacted?

Police:

Yes

No

Ambulance:

Yes

No

Parent/carer / guardian:

Yes

No

What happened to the injured person following the incident / accident? E.g. went home, went to hospital, carried on with session etc...)

All of the above facts are a true record of the above incident / accident

Signed:

Print Name:

Date:

Copies to:

In the event of an incident / accident occurring through insufficient training or faulty equipment / facilities, the follow up action taken should include the completion of a Risk Assessment.

5

Venue Risk Assessment Form

Name of Venue:

Date of assessment:

Time of assessment:

Name of person completing check:

Date of next check:

Playing / Training area.

Check that the area and surroundings are safe and free from obstacles.

Is the area fit and appropriate for activity? (E.g. check the surfaces, roof leaks, lighting, heating, netting, surrounding boundary area and security / safeguarding arrangements). Are weather conditions appropriate to activity?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
------------------------------	-----------------------------

If **no**, please outline the hazard, who may be at risk and action taken if any.

Equipment.

Check that any equipment used is fit and sound for activity and suitable for the age group / ability of the group.

Is the equipment safe and appropriate for the activity? (E.g. check there is no equipment left from other activities or obstructions left in the sporting area)

Yes <input type="checkbox"/>	No <input type="checkbox"/>
------------------------------	-----------------------------

If **no**, please outline unsafe equipment, who may be at risk and action taken if any.

Participants.

Check that the Session Register is up to date with medical information and contact details. Check that participants are appropriately attired for the activity.

Is / are the Session Registers in order?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
------------------------------	-----------------------------

If **no**, please outline the current situation and action taken, if any.

Are the participants appropriately attired and safe for the activity?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
------------------------------	-----------------------------

If **no**, please outline unsafe equipment / attires and action taken if any.

Emergency Points.

Check that emergency vehicles can access the facility, and that a working telephone is available with access to emergency numbers.

Are emergency access points checked and operational?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
------------------------------	-----------------------------

If **no**, please outline the issues and action taken if any.

--

Is a working telephone available?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
------------------------------	-----------------------------

If **no**, please outline the issues and action taken if any.

--

Safety Information.

Check that evacuation procedures are published and posted somewhere for all to see. Ensure that volunteers and staff has access to information relating to Health and Safety.

Are emergency procedures published and accessible to those people with responsibility for sessions at the venue?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
------------------------------	-----------------------------

If **no**, please outline what information is missing and action taken if any.

--

Do the club and or venue need to take any further action? (Please detail)

--

Signed:

Print Name:

Date:

Copies to:

6.

Insured: Radyr Cricket Club

It is hereby certificated that, by virtue of registration with the England and Wales Cricket Board, the above detailed registered club is covered for the following Indemnity as hereinafter defined, whilst participating in the activities of an England and Wales Cricket Board. Cover is for UK residents only.

Period of Cover: 01 February 2026 to 31 January 2027

**PUBLIC LIABILITY, PROFESSIONAL INDEMNITY,
EMPLOYERS LIABILITY AND DIRECTORS & OFFICERS
LIABILITY INSURANCE**

Primary Insurer: Sportscover Europe Limited

Policy Number: PLON99/0097170

Policy Cover	Policy Number	Limit of Indemnity
Public Liability	PLON99/0097170	£15,000,000 any one claim
Products Liability	PLON99/0097170	£15,000,000 any one claim and any period of cover

Professional Indemnity	PLON99/0097170	£10,000,000 any one claim and any period of cover
Employers Liability	PLON99/0097170	£10,000,000 any one claim
Directors & Officers	PLON99/0097170	£2,000,000 any one claim and any period of cover
Abuse	PLON99/0097170	£2,000,000 any one claim and any period of cover

Retroactive date for Professional Indemnity, Directors and Officers and Abuse cover: 01 January 2021

Policy excess £250 for all claims resulting from a contagious disease and for all Third Party Property Claims

Cover

Cover is provided for liability for damages and legal costs arising out of Third Party loss, injury or damage, in connection with the activities of an ECB-registered club and occurring within the period noted above. For Professional Indemnity, Directors and Officers Liability and abuse cover, claims must also be notified within the period noted above Cover includes public liability, professional indemnity, liability for damage to leased and rented premises, indemnity to principals and liability arising out of goods sold or supplied including

refreshments.

All incidents that may give rise to a claim in the future should be notified to the insurers through Howden UK Group at the time of the incident.

PLEASE NOTE – If you hire your facilities to a third party, or employ contractors at your premises, insurers require you to check that they have adequate public liability cover in force. We would recommend a minimum limit of at least £5,000,000. Copies of their insurance evidence should be retained for your records.

PRINCIPAL EXCLUSIONS

Liability arising out of:

- **criminal acts**
- **the ownership, possession or use of any mechanically propelled vehicle, aircraft, hovercraft or water-borne craft.**
- **product guarantee or recall, repair or replacement.**
- **in connection with damage to any data.**
- **damage to own property.**
- **abuse in respect of any individual who actually commits, condones or ignores any abuse or molestation**
- **any statement known to be defamatory at the time of publication**

- **any liability under contract which is greater than the liability you would have had at law without the contract**

Restricted cover applies in respect of legal actions brought in a court of Law within the USA or Canada

CYBER LIABILITY INSURANCE

Primary Insurer: IQ Underwriting Ltd

Policy Number: B010FN2520474

Policy Cover	Policy Number	Limits of Indemnity
		£50,000 any one
Cyber Liability	B010FN2520474	event and any period of cover
		£10,000 Any one
E-theft and Funds Transfer Fraud	B010FN2520474	event and any period of cover

Policy excess £250 any one claim

Retroactive date for Cyber Liability cover: 01 January 2021

IMPORTANT CONDITIONS:

- **You will deploy and maintain commercial grade anti-virus and firewall across your network.**
- **You, or Your Cloud Service Provider, will back up critical data at least every 7 days. Where such data is**

copied to portable media, such portable media will be secured off-site.

- Your liability for a Loss, suffered by you under insuring clause 1.4 (PCI Fines and Assessment Costs), is conditional on you being compliant with the relevant Payment Card Industry Data Security Standard in relation to all circumstances leading up to the Loss.**
- You shall encrypt or tokenise all third-party non-public data or information for which you are legally liable.**
- You shall password protect all portable media, including but not limited to smartphones and memory sticks.**

Failure to comply with these conditions will mean your Cyber Liability cover is suspended until you can comply

LEGAL EXPENSES INSURANCE

Primary Insurer: ARAG

Policy Cover	Policy Number	Limit of Indemnity
Legal expenses	MP.ECB.0223	£100,000 any one event and any period of cover

Legal advice helpline: 0344 571 7978 (24hrs)

Tax advice helpline: 0344 571 7978 (9am – 5pm weekdays)

Crisis communication: 0344 571 7964 (24hrs)

Counselling services: 0333 0002082 (24hrs)

Business Legal services: www.araglegal.co.uk

Use voucher code X1232KC79BB5 to create legal documents and letters from online templates

PRINCIPLE EXCLUSIONS (to legal expenses cover)

- **Any claim if insurers consider it is unlikely a favourable settlement will be obtained, or where the likely settlement is disproportionate compared with the time and costs incurred.**
- **Any costs incurred in respect of any event occurring prior to the commencement of this insurance, or before insurers written acceptance of the claim, or where you are responsible for anything which in insurers opinion prejudices your case**
- **Where any grievance, dismissal or appeal being the subject of the dispute was not carried out in accordance with good HR practice and current employment legislation**
- **Claims arising from your failure to consult or follow our advice/instructions and those of the Legal Advice Helpline Service**
- **Any claim where you have incurred a compensation award by non-payment of money due under the**

relevant contract of employment or related statutory provision.

- **Any offence relating to a motor vehicle**

POLICY DOCUMENTATION

The above is intended to be a summary only; full copies of the policy wording are available upon request or at <https://www.howdengroup.com/uk-en/ecb/policy-summary-documents>

For any queries concerning the details above, please contact Howden Insurance Brokers at cricket@howdengroup.com

IN THE EVENT OF A CLAIM

PUBLIC LIABILITY, PROFESSIONAL INDEMNITY, EMPLOYERS LIABILITY AND DIRECTORS & OFFICERS LIABILITY INSURANCE

You must report every claim and any incident that is likely to give rise to a claim in the future.

Please contact Howden UK Group on 0121 698 8040 and complete the necessary report/claim form as soon as possible to avoid prejudicing your claim. Do not admit liability and do not make an offer or promise to pay.

Visit <https://www.howdengroup.com/uk-en/ecb/notify->

[incident-report-claim](#) for more information and to access the necessary forms.

CYBER LIABILITY

Claims and any circumstances that could give rise to a claim should notified to insurers on the above number as soon as reasonably practicable and within 7 (seven) days after you have become aware of such incident.

Notifications to be made to: DAC Beechcroft

Emergency telephone number: 0800 302 9215 - reference “ECB”

And FLNewclaims@howdengroup.com / cyberclaims@iquw.com

LEGAL EXPENSES

Claims and any circumstances that could give rise to a claim should notified to insurers on the above number as soon as reasonably practicable and within 30 (thirty) days after you have become aware of such incident. To submit your claim and/or seek advice call 0344 571 7978.

ADDITIONAL INFORMATION AND CYBER SECURITY

For more information about the insurance cover that is provided to you under the ECB central scheme policies, policy documentation and details of cyber security that you can download at no cost, to ensure you are adequately protected,

visit <https://www.howdengroup.com/uk-en/ecb/registered->

[clubs-liability-cover.](#)

Liability Claims Notification Requirements

Your contract of insurance does have certain conditions imposed, which may be summarised as follows:

- **You are required to give insurers immediate written notice with full particulars of any claims or circumstances which may give rise to a claim, regardless of any excess that you have to bear under your policy cover, or whether you think that you may be legally liable**
- **Every letter, claim, writ, summons and process in connection with such circumstances must be forwarded to Howden immediately on receipt**
- **Written notice must be given to insurers immediately after you have knowledge of any prosecution, inquest or inquiry in connection with any circumstances, which may give rise to liability under the policy**

Therefore it is important that:

- **An investigation of every incident should be carried out whilst those involved, including witnesses, still have a clear idea of the circumstances, and a written report should be produced**
- **Every incident, particularly those involving personal injury, should be reported to us immediately after it happens and we will advise you on what to do next.**

Please ensure procedures are in place for all documentation to reach us as quickly as possible

In order to achieve this, we would ask that you notify us immediately of any incident that involves:

- **A fatal accident**
- **An injury involving either referral to or actual hospital treatment**
- **Any allegations of libel/slander**
- **Any allegations of professional negligence ie arising out of tuition, coaching or advice given**
- **Any circumstance that has triggered an investigation under your safeguarding policy**
- **Any circumstance involving damage to third-party property**

An injury is defined as:

- **Any head injury that requires medical treatment (doctor or hospital)**
- **Any fracture other than to fingers, thumbs or toes**
- **Any amputation, dislocation of the shoulder, hip, knee or spine**
- **Loss of sight (whether temporary or permanent)**
- **Any injury resulting from electrical shock or burn, leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours**

- **Any other injury leading to hypothermia, heat induced illness or to unconsciousness which requires resuscitation or admittance to hospital for more than 24 hours**
- **Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent**

Please note the above list is not exhaustive and if you are unsure as to whether an incident should be reported, then please do not hesitate to contact Howden Claims department for further advice.

We would remind you that in NO circumstances should you admit liability or agree to pay for any damage caused as this may prejudice the position of insurers and COULD result in the withdrawal of any indemnity.

Finally, please note that this is a liability policy where insurers decide if negligence attaches to you. Therefore any payments you make to third parties will not necessarily be reimbursed.

Incident Recording Guidelines

- **We would recommend that a designated person within your organisation be made responsible to record any reportable accident. Records must be kept for at least 6 years (and significantly longer where the incident involves a minor). Names and addresses of any possible witnesses should also be recorded**

- **Businesses are legally obliged to have an accident book which is compliant with data protection legislation. The book is available from HSE Books**
- **The accident book must contain the following information relating to all reportable accidents or dangerous occurrences:**
 - **Date and time of the accident**
 - **As regards a person at work - full name; occupation; nature of injury; age**
 - **As regards a person not at work - full name; status (eg customer); nature of injury; age**
 - **Place where accident occurred**
 - **A brief description of the circumstances**
 - **Method by which the event was reported**

Reporting Incidents to Health & Safety Executive

You may also have obligations under the RIDDOR regulations to report incidents to the HSE. For further information visit the HSE website.

Potential Abuse Claims

Howden Sport & Entertainment produced specific guidance regarding the notification of circumstances of abuse and poor practice, to help you comply with the insurer's terms and conditions.

Full details of this guidance can be found at:

<https://www.howdengroup.com/sites/g/files/mwfley566/file>

[s/2023-](#)

[07/Guidance%20on%20the%20notification%20of%20safeguarding%20incidents%20April%202021.pdf](#)

If you have any queries about this or notification of circumstances and claims in general, please speak to your usual contact.

Kind regards,

Howden Sport & Entertainment team

[howdenbroking.com](#)

Howden is a trading name of Howden Insurance Brokers Limited, part of Howden Group Holdings. Howden Insurance Brokers Limited is authorised and regulated by the Financial Conduct Authority in respect of general insurance business. Registered in England and Wales under company registration number 725875. Registered Office: One Creechurch Place, London, EC3A 5AF. Calls may be monitored and recorded for quality assurance purposes.

+44 (0)20 7623 3806 | info@howdengroup.com

| howdenbroking.com

7.

ECB Cricket Equity Policy.

1. Statement of Intent

1.1 The ECB is fully committed to the principles of equality of opportunity and aims to ensure that no individual receives less favourable treatment on the grounds of age, sex, gender identity, disability, marital or civil partnership status, pregnancy or maternity, religion, race, ethnic origin, socioeconomic status or sexual orientation, This includes job applicants, employees, participants, volunteers and spectators.

All can be assured of an environment in which their rights, dignity and individual worth are respected and in particular that they are able to enjoy their sport without the threat of intimidation, victimization, harassment and abuse.

[England and Wales Cricket Board \(ECB\) - The Official Website of the ECB](http://www.ecb.co.uk)

1.2 The ECB will ensure that there will be open access to all those who wish to participate in all aspects of cricket and that they are treated fairly.

1.3 The ECB specifically supports initiatives by other organisations within cricket which recognise the principles of equality of opportunity and treatment such as the International Cricket Council Anti-Racism Policy and the Professional Cricketers Association's Racism Awareness Campaign.

2. Purpose of the Policy

2.1 The ECB recognises that certain sections of the community may have been affected by past discrimination and may have felt denied the opportunity to participate equally and fully in sport at all levels.

2.2 This policy has been produced to prevent/tackle any potential/current discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against its employees, members and volunteers.

2.3 This policy is applicable to the game of cricket at all levels and in all roles.

3. Actions

- 3.1 The ECB will produce and maintain an action plan to ensure the intent of this policy is delivered.
- 3.2 All areas of the organisation will be affected by this action plan, which will be incorporated in to the overall business plan.
- 3.3 The ECB recognises that, in some cases, to achieve the principle of equality, unequal effort is required and, if appropriate, will consider positive action to tackle under representation.

4. Legal Requirements

- 4.1 The ECB recognises its legal obligations under, and will abide by the requirements of, the following:
- Equal Pay Act 1970
 - Rehabilitation of Offenders Act 1974 (and Exemptions Order 1975)
 - Sex Discrimination Acts 1975, 1986 & 1999
 - Race Relations Act 1976 and the Race Relations Amendment Act 2000
 - Children Act 1989 and 2004
 - Disability Discrimination Act 1995
 - Data Protection Act 1998
 - Human Rights Act 1998
 - Criminal Justice and Court Services Act 2000
 - Employment Equality (Sexual Orientation) Regulations 2003
 - Employment Equality (Religion and Belief) Regulations 2003
 - Employment Equality (Age) Regulations 2006

This includes any later amendments to the above Acts / Regulations, or future Acts / Regulations that are relevant to the ECB.

- 4.2 The ECB will seek legal advice each time the policy is reviewed to ensure it continues to comply with all legislation requirements.

5. Discrimination, harassment and victimisation

- 5.1 Discrimination can take the following forms:

5.1.1 Direct Discrimination. This means treating someone less favourably than you would treat others in the same circumstances.

5.1.2 Indirect Discrimination. This occurs when a job requirement or condition is applied equally to all, which has a disproportionate and detrimental affect on one sector of society, because fewer from that sector can comply with it and the requirement cannot be justified in relation to the job.

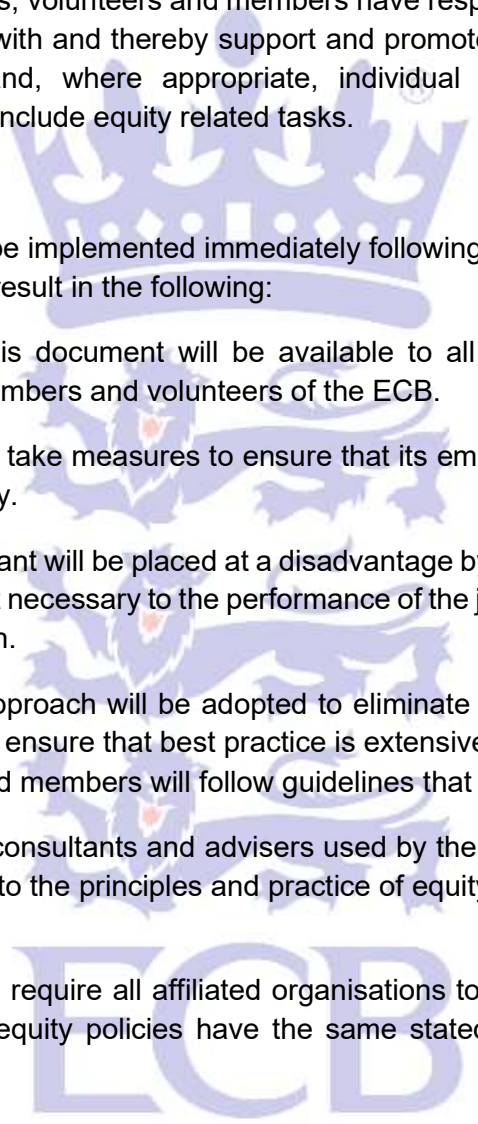
- 5.2 Harassment is described as inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence to the recipient. It may be directed towards people because of their gender, appearance, race, colour, ethnic origin, nationality, age, sexual preference, a disability or some other characteristic. The ECB is committed to ensuring that its employees, members, participants and volunteers are able to conduct their activities free from harassment or intimidation.

- 5.3 Victimisation is defined as when someone is treated less favourably than others because he or she has taken action against the ECB under one of the relevant Acts / Regulations (as previously outlined) or provided information about discrimination, harassment or inappropriate behaviour.

- 5.4 The ECB regards discrimination, harassment or victimisation, as described above, as serious misconduct and any employee, volunteer or participant who discriminates against, harasses or victimises any other person will be liable to appropriate disciplinary action.

6. Responsibility, implementation and communication

- 6.1 The following responsibilities will apply:

- 
- The ECB logo is a large, light blue watermark in the background. It features a crown at the top, a lion rampant in the center, and the letters 'ECB' in a large, bold, sans-serif font at the bottom.
- 6.1.1 The Board is responsible for ensuring that this Equity Policy is followed and to deal with any actual or potential breaches.
 - 6.1.2 The Chief Executive has the overall responsibility for the implementation of the Equity Policy.
 - 6.1.3 A specific member of staff, designated by the Chief Executive, has the overall responsibility for achieving the equity action plan as this will form part of their work programme.
 - 6.1.4 All employees, volunteers and members have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of the policy and, where appropriate, individual work programmes will be amended to include equity related tasks.
- 6.2 The new policy will be implemented immediately following Board agreement and, at a corporate level, will result in the following:
- 6.2.1 A copy of this document will be available to all staff (both permanent and contract), members and volunteers of the ECB.
 - 6.2.2 The ECB will take measures to ensure that its employment practices are non-discriminatory.
 - 6.2.3 No job applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute unfair discrimination.
 - 6.2.4 A planned approach will be adopted to eliminate barriers which discriminate. The ECB will ensure that best practice is extensively promoted and will expect that clubs and members will follow guidelines that are set down.
 - 6.2.5 Ensure that consultants and advisers used by the ECB can demonstrate their commitment to the principles and practice of equity and that they abide by this policy.
 - 6.2.6 The ECB will require all affiliated organisations to adopt this policy or ensure that current equity policies have the same stated intent as the ECB cricket policy
- 6.3 The new policy will be communicated in the following ways:
- 6.3.1 It will be part of the staff handbook and reference will be made to it in any codes of conduct.
 - 6.3.2 It will be covered in all staff and volunteer induction training

6.3.3 All participants will be made aware of the policy's existence through the ECB website and a summary of any revisions will also be published there www.ecb.co.uk.

6.3.4 At time of review, a mechanism will be put in place to allow all staff, members, participants and volunteers to be part of the process.

7. Monitoring and Evaluation

7.1 This policy will be reviewed annually and changes made if required.

7.2 The equity action plan, created to ensure the intent of the policy is delivered, will be reviewed by the Chief Executive and the member of staff with the responsibility for its implementation, on a quarterly basis.

7.3 As part of the overall business delivery plan, the equity action plan will be reviewed by the Board on an annual basis.

7.4 On an annual basis, statistical information will be produced by the Chief Executive for the Board, and will be published internally and externally, to show the impact of this policy.

8. Disciplinary and Grievance Procedures

8.1 To safeguard individual rights under the policy, an employee, volunteer or participant who believes he/she has suffered inequitable treatment within the scope of the policy may raise the matter through the appropriate grievance procedure.

8.2 Appropriate disciplinary action will be taken against any employee, volunteer or participant who violates the ECB's Equity Policy.

8.3 An individual may raise any grievance and no employee, volunteer or participant will be penalised for doing so unless it is without foundation and not made in good faith.

8.4 An individual may raise any grievance and no employee, volunteer or participant will be penalised for doing so unless it is without foundation and not made in good faith.

Resources

[England and Wales Cricket Board \(ECB\) - The Official Website of the ECB](#)

[Reporting Discrimination in Cricket - Cricket Wales](#)

[A National Behaviours Framework for Wales - Cricket Wales](#)

[South East Wales Cricket League](#)