

THRIPLLOW CRICKET CLUB

U16-u18 MEMBERS INFORMATION BOOKLET 2024

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Welcome to Thriplow Cricket Club

Dear Parent / Carer

Thriplow Cricket Club welcomes you and your children to the club.

We hope that your child(ren) will enjoy being a club member and will enjoy the cricket coaching, training, and matches, as well as the social interactions available at the club. This booklet will give you all the working policies and codes of conduct relating to the club and the details needed for registration for the coming season, and the aim of this letter is to provide specific Safeguarding information that may be helpful to you as members, both old and new.

Please do ask me – the Club Safeguarding Officer – or any committee member or coach if you have other questions not answered in this letter.

The club is run by a number of volunteers, we have no paid staff. We welcome offers of help from all members, and hope that as you feel part of the club you will feel able to get involved. A full list of officers, committee members, coaches and officials can be found on the next page of this booklet.

We are a Clubmark club, and we adhere to the 'Safe Hands' Policy for Safeguarding Children in Cricket. All of the adults at the club who work with children and meet the necessary criteria are vetted by the ECB. This includes the enhanced DBS and 'Barred List' check (formerly known as CRB checks). Whilst we hope your child will be happy and content at the club, we understand that sometimes questions, concerns or difficulties may arise. Please feel able to raise these as soon as possible, so we can rectify things at the earliest opportunity.

If you have any concern about your child or another child, or about the behaviour of any adult at the club, please speak to me, the Club Safeguarding officer – you can contact me (virginiathriplowsafeguarding@gmail.com 07941 128820). If your concern is about me, you may contact the County Safeguarding Officer (safeguarding@cambscricket.org.uk).

The Club is always looking for parental help in so many ways – please do consider helping out if you can. Finally, all members are reminded of the club's code of conduct for members and guests, available on pages 4 and 5 of this booklet and also posted on the club notice board. We do hope that you and your child(ren) enjoy being a member of Thriplow Cricket Club, and if you have any concerns, do please let me know.

Yours sincerely

Virginia Weston
Club Safeguarding Officer

Club Officials

Chairman and Treasurer

Mr Chris Neild 07921 105295 chrisneild110no@gmail.com

Junior Membership Secretary

Mrs Lisa Turner 07713 256554 lisa@arbonandturner.co.uk

Safeguarding Officer

Mrs Virginia Weston 07941 128820 virginiathriplowsafeguarding@gmail.com

Team Managers at Thriplow Cricket Club

John Reynolds	07900 692877	jtr63@hotmail.com
Dan Tinkler	07743 692139	dan_tinkler@hotmail.com
Nik Thomas	07801 716162	nik@sallyandnik.co.uk
Lisa Turner	07713 256554	lisa@arbonandturner.co.uk
Dickon Turner	07825 114003	dickon.turner@btopenworld.com
Duncan Walker	07973 382339	duncanthriplow@gmail.com

Other Club Members who may assist at coaching or matches

William Bowes
Adam Evans
Chris Fowell
Simon Goodfellow
Digby Hebbard
Dan Jenkin
Chris Neild
Lara Neild
Jonathan Rowell
Alastair Smith
Hugh Spotswood
Chris Aveston-Viner
Ben Thomson

CLUB RULES/CODE OF CONDUCT FOR PLAYERS

Thriplow Cricket Club is fully committed to safeguarding and promoting the well-being of all its members. The club believes that it is important that Players, Coaches, Members of the Committee, Volunteers and Parents associated with the club should, at all times, show respect, be encouraged to be open at all times and in the first instance to share any concerns or complaints that they may have about any aspect of the club with the Chairman, **Chris Neild**.

Any concerns which are felt primarily to have a 'playing' aspect may be discussed in the first instance with the player's Squad Coach. If this is felt to be impracticable or undesirable, the concern may be discussed directly with the Club Safeguarding Officer, **Virginia Weston**. All discussions are and will remain confidential.

As a member of Thriplow Cricket Club you are expected to abide by the following Club Rules and Code of Conduct.

Every player **must**:

- Play within the **Laws of Cricket** and the '**spirit of the game**' embodied therein.
- Respect the Coaches, Team Managers and other officials and the decisions they may make.
- Respect the Umpires, accept the decisions they may make and not show dissent.
- Respect team-mates, opponents and all other persons and not take or damage other people's property whilst representing the Club. Disregard of this instruction may result in disciplinary action.
- Use correct and proper language at all times.
- Listen to and follow all instructions given at training or matches and show commitment at all times.
- Observe the Safety Procedures at all times. Disregard of this instruction may result in disciplinary action.
- Not indulge in abusive behaviour, whether verbal or physical, towards team-mates, umpires, opponents or coaches or other officials of the club or opponents. Disregard of this instruction may result in disciplinary action.
- Keep to all timings for training and matches or inform the Coach or Team Manager if he or she is going to be late.
- Wear appropriate clothing for training and matches, including the official club shirt and cap, as specified by the Coach or Team Manager.
- When playing or training with a hard ball, wear a helmet at all times when batting and when standing up to the stumps as a wicketkeeper.
- Use suitable and safe equipment for training and matches, as discussed with the Coach or Team Manager.
- Bring your own sun protection, liquids, foodstuffs and any prescribed personal medicines to training and matches.
- Inform the Coach or Team Manager if he or she is injured, unwell or taking medication of any kind.
- Talk directly with the Coach or Team Manager regarding any issues or concerns that may arise.
- Stay with the squad at training or matches and not leave the ground without permission from the Coach or Team Manager.
- Pay promptly any fees for training or matches. For the avoidance of doubt, all fees and costs remain the responsibility of the Parent or Carer.
- Not smoke whilst on Club premises or whilst representing the Club in training or matches. Disregard of this instruction may result in disciplinary action.
- Not consume alcohol, banned substances or drugs of any kind (apart from those expressly designated as medicinal) whilst on Club premises or whilst representing the Club in training or matches. Disregard of this instruction may result in disciplinary action.
- Recognize that at all times he or she is representing the Club and its image within the wider community and act accordingly.
- **Remember:** playing cricket should be **FUN**. You should not take part simply to please your parents or others.
- **Keep to the Six FUNDamentals.**
- **Read the above Rules and Code of Conduct as part of your admittance to membership. You are asked to sign your acceptance on the membership form.**

CODE OF CONDUCT FOR PARENTS, CARERS, GUARDIANS AND GUESTS

The Board of Thriplow Cricket Club requires all Parents, Carers, Guardians and Guests to read and abide by the following Code of Conduct in order to ensure that all Playing Members and their opponents can enjoy their sport in a safe and friendly environment, free from the threat of intimidation, harassment or abuse:

- Support your child's involvement and help them to enjoy their sport.
- Never force your child to take part in sport.
- Encourage your child to learn the **Laws of Cricket** and to play within them and within the '**spirit of the game**' embodied in those laws.
- Actively discourage unfair play and the abuse of team-mates, opponents, officials and spectators.
- Help your child to recognise and value good performance, not just results.
- Set a good example by recognising fair play and by applauding the good performances of all players.
- Never punish or belittle a child for losing or for making mistakes.
- Publicly accept the judgements and decisions of match officials, team managers and coaches.
- Use correct and proper behaviour and language at all times.
- Be aware of the latest guidelines on Child Safeguarding, as set out in the Club Constitution and the ECB's Safeguarding of Young People in Cricket Policy "**Safe Hands**".
- Support the coach and team manager and offer your assistance wherever you can and subject to the appropriate training.
- The nets facility at TCC is used during training sessions and this is under the supervision of a coach. Whenever hard balls are used in a net, full protection must always be worn. (Helmet, pads, gloves, box). This facility is available to use by all members when there are not training sessions on the ground and at these times, the safety of the players is the responsibility of the parents or the players themselves. Any member seen practicing in the nets with a hard ball without appropriate protection will be asked to stop playing.
- **As a parent, carer or guardian, read and sign acceptance to this Code of Conduct as part of your child's admittance to membership**

CONSENTS FROM PARENTS/GUARDIANS/CARERS

Permission for the use of photographs and recorded images

Thriplow Cricket Club ('The Club') recognizes the need to ensure the Safeguarding and safety of all Young People in Cricket. As part of this commitment, we will not permit photographs, video images or other images of Young People to be taken or used without the consent of the Parent, Carer or Guardian and the Young Player. The Club will follow the guidance issued by the England and Wales Cricket Board (ECB) on the use of images of Young People which is available on the ECB website at www.ecb.co.uk and in the Club's Clubmark File. The Club will take steps to ensure that these images are used solely for the purpose they are intended, which is the promotion and celebration of the Club's cricketing activities. If you become aware that these images are being used inappropriately, you should inform the Club Safeguarding Officers immediately.

The membership form has a section which asks for consent for the following:

Photo/recording consents

Consent for Thriplow Cricket Club (TCC) to take photographs/recordings of your child whilst involved in club and CYCA programmes.

Consent for any photographs taken to be used for the following reasons: Press releases, Club newsletter, Club year book, Club and/or CYCA website

Consent for your child's first name to be used alongside photographs.

(Videos or DVD's will be kept safely by the coach and will not be passed on to any other party unless agreed by both the parent/guardian/carer and the player.)

If you are not willing to give consent for these activities, please note this on the membership form and inform the player's coach.

Please note: the Club understands that there are circumstances under which a parent would not wish their child to be photographed. Whilst the Club will do all that it can to ensure the safety of children during games, it is the responsibility of the parent concerned to ensure that, if necessary, their child is not videoed or photographed. The Club is unable to supervise the photography of individual children during cricket activities or competitions.

Transport to and from matches and training sessions

The policy of Thriplow Cricket Club is that parents or other responsible named adults are responsible for transporting players to and from all matches and practice sessions. Club Officials will therefore only be responsible for the transportation of individuals **in cases of real emergency**. Wherever possible in this instance, the Club Official will obtain the permission of the Parent or Carer in advance and will adhere to the policy on the transportation of young people as set out in the ECB's Safeguarding of Young People in Cricket Policy "**Safe Hands**" and included in Section 3 of the Clubmark File.

The implementation of this policy is not intended to exclude any player from participation and parents or guardians should contact the Club Safeguarding Officers if they have any issues with the transportation of players to matches or practice sessions.

In the event of an accident the Club will **only** be liable if it has failed to take reasonable steps in its duty of care to the child and in general, transportation of the child by a Club Official is **at the Player and Parents' own risk**.

Club Changing Policy

The Club follows the ECB Guidelines on Changing Rooms and Showering Facilities which apply to adults and children sharing changing facilities as set out below. Please note that if children are uncomfortable changing or showering with adults at the Club, no pressure will be placed on them to do so and they are encouraged to change at home.

For all games

- Mixed gender teams must have access to separate male and female changing rooms, or failing that, at least have different changing times which are strictly adhered to.
- Mobile phones must not be used in changing rooms.

For Open Age (or Adult) games:

- Adults must not change or shower at the same time using the same facility as children and during matches (e.g. when padding up) will make sure no children are in any changing areas before they enter them.
- Parents will be allowed to supervise their children whilst changing, if they so wish. It is the responsibility of the parent concerned to ensure that their child does not enter the changing facilities at any time if consent is not given.
- Children who play for Open Age Teams, and their parents, should note this policy on changing arrangements.

Communication between Club Officials and players

Whilst the Club accepts that adults and young people are increasingly using networking sites to interact with each other, these raise a number of safeguarding concerns, not least the minimum ages for access. Primarily, the potential risks to young people include cyber-bullying, grooming and potential abuse by online predators and exposure to inappropriate content.

The Club uses social media to contact parents and carer but, whilst these are used for external messaging, does not use networking sites such as Instagram, Facebook or X (formerly Twitter) as a means of individual communication with players, parents or officials.

Thriplow Cricket Club uses text, WhatsApp, Spond and e-mails or similar (together 'Social Media') as an integral part of being able to communicate with parents and carers of players, in an effective and timely manner. However, these are always used appropriately, and the Club has adopted the following policy in relation to managers, coaches and other adult volunteers acting in a position of trust and responsibility.

Text, WhatsApp, Spond and e-mails (together 'Social Media')

Managers, Coaches, Officials and Adult Volunteers agree that they will ...

- Decline any request from a junior player or junior club member to become a "named" friend where the purpose of contact is cricket related.
- Not use social media to criticise or abuse other officials, players, parents, umpires, scorers etc, other clubs or their officials
- Not use social networking sites as a means of communicating with junior players or parents/carers.

Players and parents who use social networking sites agree that they will

- Abide by the terms and conditions of their service provider. The most important piece of information is how old you must be to use the service, usually over the age of 13 years. The terms of service usually specify what is and what is not acceptable behaviour and how they can be contacted to complain or raise a concern.
- Never make any comment or post/send a picture or video that may be hurtful, upsetting or untrue and always think very carefully before posting comments or pictures as they may regret an action taken in the heat of the moment.
- Not criticise or abuse officials, other players or parents, umpires, scorers etc, other clubs or counties or their officials or players. If Thriplow Cricket Club becomes aware of such conduct, then disciplinary measures will be taken.
- Not make a request to coaches or managers to be their social networking site friend.

Managers, Coaches, Officials and Adult Volunteers agree that they will ...

- Not send any social media messages to junior players – all arrangements will be made via the parents/carers of the player.
- Not, in any circumstances, send private media messages to junior players.
- Not send messages via any social media that are offensive/nasty/derogatory.

Players and parents agree that they will...

- Not send inappropriate messages via any social media that are offensive/nasty/derogatory.
- Not allow junior players to contact coaches or managers directly.

THRIPLLOW CRICKET CLUB DATA PRIVACY NOTICE

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The management committee of Thriplow Cricket Club (TCC) is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Thriplow Cricket Club complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your and your child's personal data for the following purposes: -

- To administer membership records in compliance with the guidance from the England Cricket Board for the provision of a safe environment for cricket;
- To register personal details with league organisations where player registration is required;
- To ensure dietary and medical requirements can be managed appropriately;
- To fundraise and promote the interests of the cricket club;
- To manage our volunteers;
- To maintain our own accounts and records;
- To record and maintain scorecards and match details, and publish them on the "playcricket" website;
- To communicate with you regard to news, events and activities at Thriplow Cricket Club, in particular cricket fixtures and training;
- To share your contact details with organisations forming part of the England Cricket Board governance structure for cricket, so they can keep you informed about news, events and activities that will be occurring and in which you may be interested

4. What is the legal basis for processing your personal data?

- Our legitimate interests in managing and administering a cricket club
- Where necessary, explicit consent of the data subject (or parent, as the case may be)

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other members of the club for purposes connected with the club.

6. How long do we keep your personal data?

We keep data in accordance with the guidance set out in the guide "A summary for clubs on GDPR" which is available from the England Cricket Board website

Specifically, we retain membership data while it is still current; playing statistics (scorecards, scorebooks and team lists) are kept permanently

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which TCC holds about you;
- The right to request that TCC corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for TCC to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data.
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the

Thriplow Cricket Club Junior Administrator

Lisa Turner, Alpha Cottage, Long Lane, Fowlmere, SG8 7TA lisa@arbonandturner.co.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

SUPPORT FOR THE CHILD

Thriplow Cricket Club will ensure that all Young People who become Members of the club have support in the following ways:

- Young People will know who will listen to them and support them.
- Advice and assistance will be given by an appropriately trained Volunteer Member of the Club. In the first instance, this is likely to be the Member's own Squad Coach, with the Child Safeguarding Officers always available as alternatives.
- Helpline numbers will be widely publicized, and all Members will know that they have access to them.
- For potential Safeguarding or bullying issues or for any other concerns which may be affecting the Member, he will have access to the Child Safeguarding Officers, who will be fully trained in Safeguarding procedures, listening skills and counselling. The Child Safeguarding Officers will know the limits of confidentiality and will understand the nature of consent.
- If an issue arises, Members will be told what is being recorded, in what context and for what reason.
- Anyone who reports an incident of bullying will be listened to carefully and will be supported, whether it is the Member being bullied or the Member who is bullying.
- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved.
- Members being bullied will be supported and assistance will be given, in order to uphold their right to learn, develop and play in a safe environment which allows them to reach their full potential.
- Those who bully will be supported and encouraged to stop bullying. It is recognized that the bully may well be a victim as well as the bullied.
- Sanctions which involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others will be avoided.

SAFEGUARDING POLICY STATEMENT

Thriplow Cricket Club (The Club) is committed to ensuring that all Young Players under the age of 18 who participate in cricket have a safe and positive experience. We will do this by:

- Recognizing that all Young People participating in cricket (regardless of age, gender, race, religion, sexual preference, political belief ability or disability) have a right to have fun and be protected from harm in a safe environment.
- Ensuring that all individuals working within cricket at or for our club provide a safe, positive and fun cricketing experience for Young People.
- Adopting and implementing the ECB “Safe Hands – Cricket’s Policy for Safeguarding Children” and any future versions of the policy.
- Appointing at least one Club Safeguarding Officer and ensuring that they attend all current and future training modules required by the ECB and NSPCC, so that they have the necessary skills to be able to undertake their role effectively.
- Ensuring that all people who work within cricket at or for our clubs (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 Young People 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, both formal and informal so that they are aware of and can adhere to good practice and code of conduct guideline, as defined by both the ECB and the clubs.
- Ensuring that the name and contact details for the Clubs’ Safeguarding Officers are available:
 - As the first point of contact for parents/guardians/carers, young people and volunteers within the clubs;
 - As a local source of procedural advice for the clubs, their executives and members;
 - As the main point of contact within the clubs for the ECB County Safeguarding Officer and the ECB Child Protection Team; and
 - As the main point of contact within the clubs for relevant external agencies in connection with child Safeguarding.
- Ensuring that correct and comprehensive reporting procedures exist for raising and managing concerns regarding safeguarding and child protection. Such procedures should recognize the responsibility of the statutory agencies and be established in accordance with their pre-defined safeguarding and child protection procedures and the guidelines and policies of the ECB and the Local Safeguarding Children’s Board (LSCB).
- Providing everyone connected with the club (including parents/guardians/carers, young people and volunteers) with the opportunity to voice any concerns which they may have (about possible suspected child abuse and/or poor practice) to the Clubs’ Safeguarding Officers.
- Ensuring that all suspicions, concerns and allegations are taken seriously and dealt with swiftly and appropriately.
- Ensuring that access to confidential information is restricted as follows:
 - Information on medication, injuries, illness and other medical issues restricted to the Membership Secretary, Child Safeguarding Officers and the Young Person’s Squad Coach and Manager;
 - Information on child Safeguarding matters restricted to the Club Safeguarding Officers and the appropriate external authorities as specified within the ECB’s Safeguarding and Child Protection procedures.

PAYMENTS FOR 2024 SEASON - THRILOW CRICKET CLUB u16-u18

Payment information will be sent out separately

THRIPLow CC u16-u18 PLAYERS REGISTRATION FORM 2024		Office use only	
Please complete this form and email it to virginiathriplowsafeguarding@gmail.com		Squad	Paid
PLAYER FULL NAME	PLAYER Date of Birth __/__/____		
HOME ADDRESS Please include postcode			
Home Phone			
SCHOOL NAME	PLAYER MALE/FEMALE:		
CARER'S CONTACT DETAILS			
Primary Carer name	Secondary Carer name		
Primary Carer Mobile	Secondary Carer Mobile		
Primary Carer email	Secondary Carer email		
EMERGENCY CONTACT DETAILS – Please provide an alternative contact in case of an incident/accident. Parents will always be the first point of contact; this person will only be contacted if we cannot get into contact with either parent.			
Contact name			
Contact number			
Relationship to child			
CURRENT MEDICAL INFORMATION - Please give us details of any important medical information that our coaches and managers should be aware of (e.g. epilepsy, asthma, diabetes, etc.)			
Does your child have any specific dietary requests?		Yes / No	
Does your child suffer from any allergies?		Yes / No	
Is your child currently taking any medication and if so, does he/she self-medicate? Yes / No			
Is your child allergic to Elastoplast or similar?		Yes / No	
May our coaches apply First Aid where necessary?		Yes / No	
Is there any other information that we might find helpful to be aware of in connection with your child(ren)? Yes / No			
Please give name and number of your doctor Name: Tel No:			

CONSENT TO USE OF PERSONAL DATA, AND COUNTY AND CLUB GENERAL CONSENTS

We will process your and your child's personal data as set out in the Data Privacy Notice contained on page 8 of the 2024 member's booklet.

Certain uses of the data may require your consent and so please could you signify your consent to each of the following uses of that data by ticking the relevant boxes with ✓ (yes) or ✗(no)

I agree that Thriplow Cricket Club ("the club") may:

- ☐ 1. Use medical information for the purposes of your child's health and safety, including sharing it with the club's coaches and other responsible adults for this purpose
- ☐ 2. Publish your child's name and scores and averages on the club's 'Playcricket' website and club website
- ☐ 3. Share your contact details with organisations forming part of the England Cricket Board governance structure for cricket so they can keep you informed about news, events and activities that will be occurring and in which you may be interested.
- ☐ 4. Publish photographs or video of your child taking part in club activities for promotional or coaching purposes.
- ☐ 5. Contact you in relation to fundraising activities and other events at the club
- ☐ 6. Display your email address in group emails to players or parents

In addition to the above consents to use of personal data:

- ☐ I agree to the above child taking part in the activities of Thriplow Cricket Club and any matches the club takes part in
- ☐ My child and I have read the club rules and the club code of conduct and agree to be bound by their conditions and any other established by the club committee.

SIGN and date

(parent or carer)

- ☐ I have read the club rules and the club code of conduct and agree to be bound by their conditions and any other established by the club committee.

SIGN and date

(player)