



NEWHAM CRICKET CLUB POLICY AND PROCEDURES

<u>Page</u>	<u>Subject</u>
2	Adult's Membership Application Form
5	Anti Bullying
8	Changing and Showering
9	Code of Conduct, Young People
10	Code of Conduct
12	Colt's Membership Application Form
16	Diversity
18	Missing Child
19	Over-age Cricket – Young Players
22	Photography
23	Privacy Notice, Adults
25	Privacy Notice, Colts
27	Session Register Procedure, Colts
28	Social Media
32	Transporting to and from Matches, Colts
33	Welcome Letter



CLUB SENIOR MEMBERSHIP APPLICATION FORM (FOR PLAYERS OVER THE AGE OF 18)

This form is designed to be completed by a player over the age of 18.

Once completed, the form should be returned to the Adults' Manager at the Club

SECTION 1: PERSONAL DETAILS OF PLAYER

Name	Age/ Date of birth
Home address	Post code

SECTION 2: EMERGENCY CONTACT DETAILS

As the person completing this form, you must ensure each person whose information you include in this form knows what will happen to their information and how it may be disclosed.

Name of an adult who can be contacted in an emergency	Phone number of named adult	Relationship which this person has with you
---	-----------------------------	---

SECTION 3: SPORTING EXPERIENCE INFORMATION

Have you played cricket before: Yes No

If yes, where has this been played?

Club School Local authority coaching session(s) University

Other (please specify)



SECTION 4: DISABILITY

We will use this information for statistical purposes as well as to establish if there are any additional needs / support / adjustments that you may require, please discuss this with us.

The Equality Act 2010 defines a disabled person as anyone with 'a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'.

Do you have any physical or mental health conditions or illnesses that have lasted or are expected to last 12 months or more? Yes No

Does this disability or illness affect you in any of the following areas?

- Vision impairment
- Hearing impairment
 - Mobility impairment
 - Dexterity impairment
 - Learning impairment
 - Memory impairment
 - Mental Health impairment
 - Stamina, Breathing or Fatigue impairment
 - Developmental impairment
- Has other type of impairment, please provide more details:

SECTION 5: MEDICAL INFORMATION

Please detail below any important medical information that our club volunteers need to know and which would be affected by your participation in cricket activities. Such as: allergies; medical conditions (for example- epilepsy, asthma, and so on); current medication; special dietary requirements, any additional needs, and/or any injuries. Please indicate if you would like to discuss this privately with us.

Name of doctor/surgery name

Doctor's telephone number

Medical consent:

I consent to my medical details to be shared with coaches/leaders for the purposes of the delivery of my safe participation in the cricket club activity.

Not providing consent will not affect your membership to the Club, however giving us consent to share this information will help club volunteers to know how to respond effectively in the case of any medical emergency.



SECTION 6: PLAYER PARTICIPATION AGREEMENT:

- I agree to take part in the activities of the club.
- I confirm I have read, or have been made aware of, the clubs policies which are on the website concerning:
- Changing / showering Anti bullying and the code of conduct
 Transporting children
- Photography / video Social media, text and email
- I understand and agree to the responsibilities which I have regarding these policies

SECTION 7: CLUB PHOTOGRAPHY/VIDEO CONSENT

- I consent to the club photographing or videoing my involvement in cricket in line with the club photography/video policy.

If you do not wish to give consent for this please contact us to discuss how we can manage any potential photography. Not giving consent will not affect your membership of the club.

SECTION 8: PRIVACY STATEMENT:

Newham Cricket Club take the protection of the data that we hold about you as a member seriously and will ensure that the data you provide is processed in accordance with data protection legislation.

Please read the full privacy notice annexed carefully to see how the Club will treat the personal information that you provide to us.

PLAYER AGREEMENT

- By returning this completed form, I confirm that I have read and understood the permission statements on this membership form and the privacy notice attached.

Date:

Signature:



NEWHAM CRICKET CLUB ANTI-BULLYING POLICY

Statement of intent

The Club is committed to providing a caring, friendly and safe environment for all of our children so they can train, and play, in a relaxed and secure atmosphere.

Bullying of any kind is unacceptable at our Club. If bullying does occur, all children should be able to tell, and know, incidents will be dealt with promptly and effectively.

We are a **TELLING club**. This means anyone who knows bullying is happening is expected to tell someone who can do something about it.

What is bullying? Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can take many forms :

- Emotional: being unfriendly, excluding, tormenting (for example: hiding kit, or making threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti and/or gestures
- Sexual: unwanted physical contact or sexually abusive comments • Homophobic: because of, or focusing on, the issue of sexuality
- Verbal: name-calling, sarcasm, spreading rumours and teasing
- Cyber: bullying behaviour online or via electronic communication (email and text, social media etc) Misuse of associated technology, such as camera and video facilities Why is it important to respond to bullying? Bullying hurts.

No one should be a victim of bullying. Everyone has the right to be treated with respect. Children who are bullying also need to learn different ways of behaving. Cricket clubs have a responsibility to respond promptly, and effectively, to issues of bullying.

Objectives of this policy

- All adults and children at the club should have an understanding of what bullying is
- All officials, coaching and non-coaching staff should know what the club policy is on bullying, and follow it when bullying is reported



- All children and parents should know what the club policy is on bullying, and what they should do if bullying arises
- As a club, we take bullying seriously. Children and parents should be assured they will be supported when bullying is reported
- Bullying will not be tolerated

Signs and symptoms

A child may indicate, by signs or behaviour, that he or she is being bullied. Adults should be aware of signs and investigate if a child:

- Says they are being bullied
- Changes their usual routine
- Is unwilling to go to the club
- Becomes withdrawn anxious, or lacking in confidence
- Comes home with clothes torn or belongings damaged • Has possessions which are damaged or go missing
- Asks for money or starts stealing money (to pay the bully)
- Has unexplained cuts or bruises
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above In more extreme cases, the child:
 - Starts stammering
 - Cries themselves to sleep at night or has nightmares
 - Becomes aggressive, disruptive or unreasonable
 - Is bullying other children or siblings
 - Stops eating
 - Attempts or threatens suicide or runs away

These signs and behaviours could indicate other problems, but bullying is a possibility and should be investigated.



Procedures

- Report bullying incidents to the Club Welfare Officer
- In cases of serious bullying, the incidents will be reported to the ECB Safeguarding Team for advice via the County Welfare Officer
- Parents should be informed and invited to a meeting to discuss the problem
- If necessary, and appropriate, police will be consulted
- The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly • An attempt will be made to help the bully (bullies) change their behaviour In cases of adults reported to be bullying cricketers under 18, the ECB must always be informed and will advise on action to be taken.

Prevention

The Club will use 'Kidscape' recommended methods to help children prevent bullying. These may include:

- Developing a children's code of conduct
- Agreeing behaviour contracts*
- Having discussion about bullying and why it matters



CHANGING ROOMS AND SHOWERING

- Adults must not change, or shower, at the same time using the same facility as children
- If adults and children need to share a changing facility, they must do so at different times.
- Mixed gender teams must have access to separate male and female changing rooms
- Due to the risks of inappropriate photography or filming, mobile phones must not be used in changing rooms

If a child is uncomfortable changing or showering at the club, no pressure should be placed on them to do so. They may change and shower at home.



Code of Conduct / Set of Rules for Young People

Newham Cricket Club is fully committed to safeguarding and promoting the wellbeing of all its members.

Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with Paul Dawson, Colts' Manager

As a member of Newham Cricket Club, you are expected to abide by the following junior code of conduct:

1. All members must play within the rules and respect officials and their decisions.
2. All members must respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion.
3. Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
4. Members must wear suitable kit – trainers- for training and match kit for matches, as agreed with the coach/team manager.
5. Members must pay any fees for training or events promptly.
6. Junior members are not allowed to smoke on club premises or whilst representing the club at competitions.
7. Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.



Code of Conduct for Cricket Club Members and Guests*

1. Members and Guests of Newham Cricket Club are required to abide by the provisions of this Code of Conduct and any subsequent updates as may be in force from time to time, and by their presence on club premises or at club events or activities are deemed to have accepted and to abide by the provisions of this Code and any other relevant Codes of Conduct, Rules or Regulations the Club has adopted.

All Members and Guests of Newham Cricket Club will:

2. Respect the rights, dignity and worth of every person within the context of Cricket
3. 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
4. Not condone, or allow to go unchallenged, any form of discrimination if witnessed
5. Display high standards of behaviour
6. Promote the positive aspects of Cricket e.g. fair play
7. Encourage all participants to learn the Laws and rules and play within them, respecting the decisions of match officials
8. Actively discourage unfair play, rule violations and arguing with match officials
9. Recognise good performance not just match results
10. Place the well-being and safety of children above the development of performance
11. Ensure that activities are appropriate for the age, maturity, experience and ability of the individual
12. Respect children's opinions when making decisions about their participation in Cricket
13. Not smoke, drink or use banned substances whilst actively working with children in the Club.
14. Not provide children with alcohol when they are under the care of the Club
15. Follow ECB guidelines set out in the 'Safe Hands – Cricket's Policy for Safeguarding Children' and any other relevant guidelines issued
16. Report any concerns in relation to a child, following reporting procedures laid down by the ECB
17. In addition to the above, all Club Officers and Appointed Volunteers will:
 - Have been appropriately vetted, if required, before taking on their role
 - 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'
 - Develop an appropriate working relationship with young players, based on mutual trust and respect
 - Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the young player's full consent and approval
 - Not engage in any form of sexually related contact with a young player. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms. The ECB adopts the Home Office guidelines which recommend the principle - "People in positions of trust and authority do not have sexual relationships with 16-17-year olds in their care"
 - Attend appropriate training to keep up to date with their role, especially that relating to the Safeguarding of children
- If a breach of the provisions or principles of this Code occurs or is reasonably suspected to have occurred the Club reserves the right to take such action as it deems appropriate, including but not limited to asking the person responsible for the breach to leave the Club premises. Any disciplinary or complaint hearings in connection with a breach of these rules shall be dealt with in accordance with the disciplinary procedure as set out in the Club constitution or Cricket Section Regulations as may be amended from time to time.



CLUB JUNIOR MEMBERSHIP APPLICATION FORM (For players under the age of 18)

This form is designed to be completed by the parent, or legal guardian of any player under the age of 18. Once completed, the form should be returned to Colts Manager at the club

SECTION 1: PERSONAL DETAILS OF YOUNG PLAYER

Name		Age / Date of birth
Home address		Post code

SECTION 2: PERSONAL DETAILS FOR PARENT/LEGAL GUARDIANS OF YOUNG PLAYER

Name	Home address (if different)	Post code (if different)
Email address:		
Home telephone number for parent/legal guardian:		
Mobile telephone number for parent/legal guardian:		

SECTION 3: EMERGENCY CONTACT DETAILS *Can we use the above details as a contact in an emergency? If not please provide the contact details of an alternative adult below.*

As the person completing this form, you must ensure each person whose information you include in this form knows what will happen to their information and how it may be disclosed.

Name of an alternative adult who can be contacted in an emergency	Phone number for alternative named adult	Relationship which this person has to the child (for example, aunt, neighbour, family friend and so on)
---	--	---



SECTION 4: SPORTING EXPERIENCE INFORMATION

Has your child played cricket before:

If yes, where has this been played?

- | | |
|---|--|
| <input type="checkbox"/> Primary school | <input type="checkbox"/> Club |
| <input type="checkbox"/> Secondary school | <input type="checkbox"/> County |
| <input type="checkbox"/> Special educational needs school | <input type="checkbox"/> Local authority coaching session(s) |
| <input type="checkbox"/> Other (please specify): | |

SECTION 5: DISABILITY

We will use this information for statistical purposes as well as to establish if there are any additional needs / support / adjustments that your child may require, please discuss this with us.

The Equality Act 2010 defines a disabled person as anyone with 'a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'.

Does your child have any physical or mental health conditions or illnesses that have lasted or are expected to last 12 months or more : Yes No

Does this disability or illness affect your child in any of the following areas?

- Vision impairment
- Hearing impairment
- Mobility impairment
- Dexterity impairment
- Learning impairment
- Memory impairment
- Mental Health impairment
- Stamina, Breathing or Fatigue impairment



Developmental impairment

Has other type of impairment, please provide more details:

SECTION 6: MEDICAL INFORMATION

Please detail below any important medical information that our coaches/junior co-ordinator need to know and which would be affected by your child's participation in cricket activities. Such as: allergies; medical conditions (for example - epilepsy, asthma, and so on); current medication; special dietary requirements, any additional needs, and/or any injuries. Please indicate if you would like to discuss this privately with us.

Name of doctor/surgery name

Doctor's telephone number

SECTION 7: PARENT/LEGAL GUARDIAN PARTICIPATION AGREEMENT :

I agree to the child named my child taking part in the activities of the club.

I confirm I have read, or have been made aware of, the Club's policies which are on the Club website:

newhamcc.com concerning:

Changing / showering Missing children

Transporting children Playing in open age (senior) matches

Photography / video Anti bullying and the code of conduct

Managing children Social media, text and email

I understand and agree to the responsibilities which I and my child have regarding these policies

I also confirm I have been given comprehensive details of the home and away fixtures in which my child may participate



SECTION 8: CLUB PHOTOGRAPHY/VIDEO CONSENT

I consent to the club photographing or videoing my child's involvement in cricket in line with the club photography/video policy.

If you do not wish to give consent for this please contact us to discuss how we can manage any potential photography. Not giving consent will not affect your child's membership of the club.

SECTION 9: PRIVACY STATEMENT

Newham Cricket Club takes the protection of the data that we hold about you as a member seriously and will ensure that the data you provide is processed in accordance with data protection legislation.

Please read the full privacy notice below carefully to see how the Club will treat the personal information that you provide to us.

PARENT/GUARDIAN AGREEMENT

In returning this completed form, I confirm that I have legal responsibility of (name of child) and that I have read and understood the permission statements on this membership form and the privacy notice below.

Date :

Signature:



Inclusion & Diversity Policy

Newham Cricket Club in all its activities, is fully committed to the principles of equality of opportunity in cricket, and to ensuring that its employees, members and all other individuals working or volunteering for Newham Cricket Club, and participating in or watching Newham Cricket Club's activities are treated fairly and are able to conduct their activities free from discrimination, harassment or intimidation.

- Newham Cricket Club in all its activities will not discriminate, or in any way treat anyone less favourably on the grounds of age, gender, disability, race, parental or marital status, pregnancy, religion or belief or sexual orientation.
- Newham Cricket Club will not tolerate harassment, bullying, abuse or victimisation of individual
- Newham Cricket Club will endeavour to create access and opportunities for all those individuals who wish to participate, and are lawfully eligible to participate, in its activities.
- Newham Cricket Club will ensure that it complies with the requirements of the Equality Act 2010 and shall take all reasonable steps to ensure that its employees, members and volunteers adhere to these requirements and this policy.
- This policy is fully supported by the Newham Cricket Club's officers and [management committee] who are responsible for the implementation of this policy.

Newham Cricket Club is committed to the investigation of any claims when brought to its attention, of discrimination, harassment, bullying, abuse or victimisation of an individual, and reserves the right to impose such sanction as it considers appropriate and proportionate, where such is found to be the case.

- In the event that any employee, member, volunteer, participant or spectator feels that they have suffered discrimination, harassment, bullying, abuse or victimisation, they should report the matter in writing a member of the Committee of Newham Cricket Club
- Any such report should include: details of what occurred; when and where the occurrence took place; any witness details and copies of any witness statements.
- If the accused individual is an employee, the committee will regard the issue as a disciplinary issue and will follow Newham Cricket Club's employment disciplinary procedure.
- If the accused individual is a non-employee, the committee:
 - may decide (at its sole discretion) to uphold or dismiss the complaint without holding a hearing;
 - may (at its sole discretion) hold a hearing at which both parties will be entitled to attend and present their case;



- will have the power to impose any one or more of the following sanctions on any person found to be in breach of any policy: (a) warn as to future conduct; (b) suspend from membership; (c) remove from membership; (d) exclude a non-member from the facility, either temporarily or permanently; and (e) turn down a non-member's current and/or future membership application; and
- will provide both parties with written reasons for its decision.
- A party may appeal a decision of the [management committee] to the relevant County Cricket board by writing to the relevant County Cricket Board within 3 months of Newham Cricket Club's decision being notified to that party.
- If the nature of the complaint is with regard to the [management committee] of the Newham Cricket Club, the complainant may report the complaint directly to the relevant County Cricket Board.

This policy will be reviewed periodically by Newham Cricket Club in consultation with the England and Wales Cricket Board Limited.



NEWHAM CRICKET CLUB MISSING CHILD PROCEDURE

A child going missing can be extremely traumatic – for adults and children. By following these guidelines, panic levels can be minimised, and more critically, the missing child can, hopefully, be found in an organised and efficient way; most children are found within a few minutes of their disappearance.

- Ensure other children in your care **are looked after** appropriately while you organise a search for the child concerned
- Inform the child's **parents**, if they are present at the event, or nominate an appropriate person to telephone them and advise of the concern. Reassure them you are doing all you can to locate their child. Remember the child may contact the parents directly so this action is very important
- Organise all available responsible adults by **areas to be searched**. It is best to take a short time to organise the search properly so that all places are searched fully
- Send searchers immediately to any **exits** to the venue to ensure the child has not left, and to any obvious **potential danger spots** such as nearby lakes or rivers.
- Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club's grounds
- Request all those searching to report back to a **nominated adult at a specific point**
- This nominated person should remain at this reference point and make a note of events, including a **detailed physical description of the child**. This should include approximate height, build, hair and eye colour as well as the clothing the child was wearing and where and when they were last seen. All this will be required by the police. If the search is unsuccessful you should then contact the police
- A report should go to the **police** no later than **20 minutes** after the child's disappearance is noted, even if the search is not complete
- If the police recommend further action before they get involved, follow their **guidance**
- If the police act upon the concern, always be guided by them in any further actions to take.
- At any stage when the child is located, ensure you **inform** all adults involved including the parents, searchers and the police if, by then, they are involved
- All missing child incidents MUST BE notified at the very earliest opportunity to the **Club Welfare Officer**, who must immediately notify the County Welfare Officer, and they must then notify the ECB Safeguarding Team



NEWHAM CRICKET CLUB: THE SELECTION AND PARTICIPATION OF YOUNG PLAYERS IN OPEN AGE GROUP CRICKET.

Objective:

- to allow young players to develop in safety, but not to spoil the game for adults and applies to training and nets as well as games.

General

- Making the step up from junior to open age group cricket is an important event in any player's cricket experience.

Ensure

- The player's safety, personal development needs and overall cricket experience must be considered
- Clubs, squad coaches and managers must take into account the requirements on age detailed in this policy.
- Each case must be determined on an individual basis, depending on the player's ability and stage of cognitive and emotional maturity to take part in Open Age cricket at this level
- Juniors should be involved in all aspects of the game wherever possible i.e. socialising, team talks, practice, decision making and so on, so they feel part of the team
- Children will often feel more comfortable and able to perform if they have a family member or friend also playing in the side
- Children's early experiences will remain with them always and will often determine whether they want to remain playing the game or give up and do something else
- Provide an opportunity for players to show their talents in an appropriate way. Children who are just used as fielders will not fully experience the game
- Be supportive, at all times, for all forms of effort even when children are not successful. Try and put them in situations where they will experience some success (however small) and ensure plenty of praise and encouragement
- The captain must inform the Umpires of under 18s in the side.



Restrictions

- ECB Helmets, Fast Bowling Directives and Fielding Regulations should always be adhered to for junior players in Open age group cricket

Minimum age

- The minimum age guidance **MUST** be followed.
- The minimum age for Open Age cricket is the U 13 age group. Players must be in Year 8, and 12 years old on the 1st September of the preceding year. This applies to all club and district players who are not in a county or area squad (or region in Wales).
- Written parental consent is required.
- Players who are selected in a County U12 squad (or Regional squad in Wales) in spring for a summer squad - or in another squad deemed by ECB Performance Managers to be of a standard above 'district level' for that season - are also eligible to play Open age cricket. This is providing they are at least 11 years old, are in School Year 7 on 1st September in the year preceding the season, and have written parental consent to play.

Duty of Care

Coaches must recognise the 'duty of care' obligations they have towards young players in Open Age cricket. The duty of care should be interpreted in two ways:

- Not to place a young player in a position that involves an unreasonable risk to that young player, taking account of the circumstances of the match and the relative skills of the player.
- Not to create a situation that places members of the opposing side in a position whereby they cannot play cricket as they would normally do against adult players

Clubs and leagues should recognise the positive experience young players should have in open age cricket. Clubs should provide an opportunity for players to show their talents in an appropriate way.



NEWHAM CRICKET CLUB PHOTOGRAPHY AND VIDEO CAMERA POLICY

Principles

- Parents and carers should not be prevented from taking pictures of, or filming, their children as **normal family practice** and helps mark milestones in a child's life.
- The policy applies to **all photographic equipment** (cameras, and videos, including mobile phones) and also applies to live broadcasts on social media or other platforms.
- Photographs/images are not to be taken at matches or training without the **prior permission** of the parents/carers of the child. This permission can be given by proxy by the coach of each team only after parental consent for this has been granted. The coach must arrange this prior to attending matches
- If no consent has been given for a child on the **player profile form**, then it is to be made known to the relevant person of the other team (e.g. coach/team manager) so the appropriate person/s taking photographs for the other team is/are aware and can avoid taking photographs of that particular child
- The children should be **informed** a person will be taking photographs
- The children should be informed that if they have **concerns** they can report these to the coach or team manager
- Concerns regarding inappropriate, or **intrusive**, photography should be reported to the Club Welfare Officer and recorded in the same manner as any other child protection or safeguarding concern
- Cricket tournaments/festivals/events/competitions should set up a **camera registration book** for parents to complete

Publishing Images

Use of images of children (for example on the web, in the media or in league handbooks), including broadcast on social media platforms:

- Ask for **parental permission** to use the child's image and, wherever possible, show the image to the parents and child in advance. This ensures that they are aware of the way the image will be used to represent cricket and the club
- Ask for the **child's permission** to use their image. This ensures they are aware of the way the image is to be used to represent cricket and the club
- If the cricketer is **named**, avoid using their photograph



- If a photograph is used, avoid naming the child
- Only use images of children in **appropriate kit** (training or competition), to reduce the risk of inappropriate use, and to provide positive images of the children
- Encourage the reporting of **inappropriate** use of images of children. If you are concerned, report your concerns to the County or Club Welfare Officer

Using video as a coaching aid :

- Players and parents/carers should be aware that this is part of the **coaching programme**, and material taken in connection with coaching, must be stored securely and deleted or destroyed when a parent requests this, or when the material is no **longer needed**.
- The parents/carers and children must provide **written consent** for the use of photography and video analysis.



NEWHAM CRICKET CLUB PRIVACY NOTICE, ADULTS

Under new laws which came into effect in May 2018, we need to provide you with certain details concerning how your personal data will be used and protected. **Newham Cricket Club** take the protection of the data we hold about you as a member seriously and are committed to respecting your privacy. This notice is to explain how we may use personal information we collect and how we comply with the law on data protection, what your rights are.

Names of data controller	NEWHAM CRICKET CLUB
Categories of personal data we collect	<ul style="list-style-type: none"> • Name and date of birth • Contact details • Medical/specific requirements information • Disability information • Emergency contact details • Sporting experience information • Video/Photography agreement • Participation agreement
Our sources of the personal data	<p>We obtain personal data from:</p> <ul style="list-style-type: none"> • The individual registering to join the club • Club coaches and junior co-ordinator • Medical practitioners • Play-Cricket database
Automated decisions we may take	None
Purposes for which we process personal data	<p>The club will process the personal data for:</p> <ul style="list-style-type: none"> • Administering bookings and attendance at sessions • Dealing with medical needs/specific requirements • Supporting the delivery of cricket sessions • For training and competition entry • Reporting of participation and any incidents and of figures and trends (including equality and inclusion information) • For quality and improvement monitoring
Who we will disclose your personal data to	<ul style="list-style-type: none"> • Leagues • The ECB • Coaches and other volunteers for administrating training sessions • The County Cricket Board that supports the local Cricket Club whose programmes you have registered for



	<ul style="list-style-type: none"> Volunteers who work at cricket clubs/venues to support the delivery of sessions.
<p>Legal basis for processing your personal data</p>	<p>The legal basis for the collection and processing of your personal data is:</p> <ul style="list-style-type: none"> for administration and programme delivery: that it is necessary to fulfil the contract that you are going to enter into or have entered into with us for dealing with medical needs: that you have given your explicit consent in your vital interests. in all other cases: that it is necessary for our legitimate interests which are to build a programme to encourage participation in cricket and does not prejudice or harm your rights and freedoms.
<p>Your right to withdraw consent</p>	<p>Where you have given your consent to any processing of personal data, you have the right to withdraw that consent at any time. If you do, it will not affect the lawfulness of any processing for which we had consent prior to your withdrawing it.</p>
<p>Location of your personal data</p>	<p>The Club will keep your personal data within the European Economic Area.</p>
<p>How long we will keep your personal data for</p>	<p>We will not retain your personal data for longer than is reasonable and necessary for the purposes for which it was collected. We shall retain your personal data for such time as you are registered with Newham Cricket Club as a member.</p> <p>2 years after you cease to be a member of Newham Cricket Club or play an active part in Newham Cricket Club we shall delete your data.</p>
<p>Your rights in respect of your personal data</p>	<p>You have the right of access to your personal data and, in some cases, to require us to restrict, erase or rectify it or to object to our processing it, and the right of data portability.</p>
<p>Our contact details</p>	<p>mail. Amitabh Lall, Newham Cricket Club, Bobby Moore Pavilion, Flanders Field, London E6 2SG</p> <p>email. newhamcricketinfo@gmail.com</p> <p>phone. 020 8586 7070</p> <p>website. https://newhamcc.com</p>
<p>Complaints</p>	<p>If you have any concerns or complaints about how we are handling your data please do not hesitate to get in touch with the named person at the club. You can also contact the Information Commissioner's Office.</p>



PRIVACY NOTICE COLTS

Under new laws which came into effect in May 2018, we need to provide you with certain details concerning how your personal data will be used and protected. Newham Cricket Club take the protection of the data we hold about you as a member seriously and are committed to respecting your privacy. This notice is to explain how we may use personal information we collect and how we comply with the law on data protection, what your rights are.

Names of data controller	NEWHAM CRICKET CLUB
Categories of personal data we collect	<ul style="list-style-type: none"> • Name and date of birth • Contact details • Medical/specific requirements information • Disability information • Emergency contact details • Video/Photography agreement • Participation agreement
Our sources of the personal data	<p>We obtain personal data from:</p> <ul style="list-style-type: none"> • The parent/legal guardian registering a child to join the club • Club coaches and junior co-ordinator • Medical practitioners • Play cricket database
Automated decisions we may take	None
Purposes for which we process personal data	<p>The club will process the personal data for:</p> <ul style="list-style-type: none"> • Administering bookings and attendance at sessions • Dealing with medical needs/specific requirements • Supporting the delivery of cricket sessions • For training and competition entry Reporting of participation and any incidents and of figures and trends (including equality and inclusion information) • For quality and improvement monitoring
Who we will disclose your personal data to	<ul style="list-style-type: none"> • Leagues • The ECB • Coaches and junior co-ordinators for administrating training sessions



	<ul style="list-style-type: none"> • Volunteers who work at cricket clubs/venues to support the delivery of sessions. The County Cricket Board that supports the local Cricket Club whose programmes you have registered for
<p>Legal basis for processing your personal data</p>	<p>The legal basis for the collection and processing of your personal data is:</p> <ul style="list-style-type: none"> • for administration and programme delivery: that it is necessary to fulfil the contract that you are going to enter into or have entered into with us • for dealing with medical needs: that you have given your explicit consent in the child's vital interests. • in all other cases: that it is necessary for our legitimate interests which are to build a programme to encourage participation in cricket and does not prejudice or harm rights and freedoms of parents / guardians or the children that join the programme.
<p>Your right to withdraw consent</p>	<p>Where you have given your consent to any processing of personal data, you have the right to withdraw that consent at any time. If you do, it will not affect the lawfulness of any processing for which we had consent prior to your withdrawing it.</p>
<p>Location of your personal data</p>	<p>The Club will keep your personal data within the European Economic Area.</p>
<p>How long we will keep your personal data for</p>	<p>We will not retain your personal data for longer than is reasonable and necessary for the purposes for which it was collected. We shall retain your personal data for such time as you are registered with NEWHAM CRICKET CLUB as a member.</p> <p>We shall delete your data. 2 years after you cease to be a member of NEWHAM CRICKET CLUB or play an active part in NEWHAM CRICKET CLUB</p>
<p>Your rights in respect of your personal data</p>	<p>You have the right of access to your personal data and, in some cases, to require us to restrict, erase or rectify it or to object to our processing it, and the right of data portability.</p>
<p>Our contact details</p>	<p>Mail. Amitabh Lall, Newham Cricket Club, Bobby Moore Pavilion, Napier Road, London E6 2SG email. newhamcricketinfo@gmail.com Phone.020 8586 7070 Website.https://newhamcc.com</p>
<p>Complaints</p>	<p>If you have any concerns or complaints about how we are handling your data please do not hesitate to get in touch with the named person at the club. You can also contact the Information Commissioner's Office.</p>





COLTS' SESSION REGISTER PROCEDURE

Beginning of season

Colts' manager or appointee has a list of:

- all current members with parents' telephone numbers
- coaches

At each session

Colts' manager or appointee:

- marks attendees against the list
- marks subscriptions collected
- provides (if relevant) fixture list at first session
- marks coaches attending
- identifies any attendees not on the list and obtains name, age and parent's telephone number
- provides the attendee with a welcome pack including welcome letter, membership application form, privacy policy and (if relevant) fixture list
- collects membership application forms from new joiners
- checks Health and Safety requirements (equipment, first aid, netting etc.)

After each session

Colts' manager or appointee:

- revises the membership list and divides it into those who have paid/not paid subscriptions
- identifies new attendees who need to return membership applications



NEWHAM CRICKET CLUB POLICY ON THE USE OF SOCIAL MEDIA, TEXTS AND EMAIL

The Relevant Codes of Conduct apply to online and text and email communications, just as they do in the 'real world.'

Club Officials / Coaches / Managers

- All contact with players should be through cricket-club related pages and relate only to training, coaching, matches and cricket related activity.
- Adjust privacy settings for personal accounts so that content is only visible to accepted 'friends' so as to keep younger players safe from material that may be unsuitable for them, and reduce the risk of online interactions from being viewed with suspicion.
- Direct younger players to the cricket- club related page and keep all contact professional. What young players might consider innocent, friendly contact may not be seen as such by their parents, people at the club and others.
- Be mindful of any content you post online via the cricket-club related page; remember: You are representing the club. Your communications should conform to 'Safe Hands' policy and guidance.
- Ensure that nothing you post could cause personal distress or be seen as inappropriate for children. If you wouldn't put it on the club notice board, it doesn't belong on the club's social media pages.
- You should have consent before posting any personal information online – this includes photographs where an individual can be identified. Remember the picture/no name guidance for under 18s.
- If you are in charge of a social media page for your club, league, panel etc., further guidance has been provided by the Child Protection in Sport Unit (CPSU): http://www.nspcc.org.uk/Inform/cpsu/resources/briefings/social_networking_services_wdf69029.pdf. ECB Guidance for clubs on the use of Social Media, texts and email

Texts and emails: contacting Under 18 players

The Children Act defines a person under 18 years as a child. You should make arrangements for under 18s via their parents or carers; this includes text and email messages. It is understood that in the case of over 16's this may not be ideal. An acceptable exception to this rule is to text or email the parent and to copy in the 16 or 17 year old, with the parent's prior consent. This means the parent is able to monitor communications, but the 16 or 17 year old receives the information directly. If you receive any responses from that appear inappropriate they should be brought to the attention of the parent or carer.



Do not engage in individual text or email conversations with a 16 or 17 year old without their parent receiving the same messages from you. All contact with children should be in relation to coaching, matches and cricket-related activity.

Social Media: Do's and Don'ts Coaches / Managers / Clubs

- DO Have separate social media accounts for cricket-club related and personal use.
- Keep your photos and personal information private.
- Apply the Codes of Conduct and appropriate professionalism to your behaviour online, by text and email.
- Obtain consent before posting any personal information online – this includes photographs where an individual can be identified. Remember the picture/no name guidance for under 18s
- DO NOT:
 - Send text messages to juniors – make arrangements via their parents.
 - Send private messages to children and young people via social media.
 - Invite or accept children and young people to become “friends”.
 - Send inappropriate text messages or post messages on social media that are offensive, nasty or derogatory in any way.

Adult players in Open Age teams

- Please be mindful of who may have access to material you share via social media, including Facebook, twitter and other platforms.
- If you have concerns regarding social media, texts and emails If you suspect that someone is using social media in an unsafe or inappropriate manner, you should report their behaviour to your Club Welfare Officer, the County Welfare Officer, or the ECB Safeguarding team – email safeguarding@ecb.co.uk
- If you believe that an offence has been committed, or that someone's use of social media is placing a child at risk of harm, inform the police immediately.

Parents/Carers

This generation is growing up with the internet as part of their everyday lives, and that's a good thing. It's a great place for them to learn, to have fun and to chat with their friends. Of course, it's important to make sure that they're safe while they do it.

- Remember: it is against Facebook's rules for your child to have an account if they're under thirteen years old. This is to prevent them from being exposed to potentially inappropriate content. You will find all you need to know about keeping young teens safe



on Facebook on their official safety page for parents:
<http://www.facebook.com/safety/groups/parents/>.

There are some key tips which can significantly help to reduce the risks involved with social media and the internet.

- Make sure that your family computer is in a main living area, and the screen is positioned so that you can see what's going on.
- Google have some more advice on their family safety pages: <http://www.google.co.uk/familysafety/advice.html>. Most importantly of all, it's important that your child feels they can talk to someone if they are being bullied online, or if they've been exposed to something that makes them upset or uncomfortable.
- You may also want to have a look at the Child Exploitation and Online Protection Centre's guide to the internet for parents and carers: <https://www.thinkuknow.co.uk/Parentsold>
- Provide the club with your email and/or telephone number to receive texts and emails regarding your child's matches and training, if the club requests this.

DO:

- Make sure you are aware of who your child has contact with online and via text
- Be aware of The ECB and the club's expectations for coaches and social media
- Talk to your children about using social media.
- Provide your mobile number / email address if requested, so the club can contact you

Children and Young People

The internet is a great place to learn and to have fun with your friends, and the best way to have fun is to make sure that you stay safe. You should think about the points below whenever you use the internet, or speak to people online or by text:

- If someone isn't your friend in real life, they aren't your friend on the internet.
- Be careful when accepting friend requests.
- Sometimes people on the internet aren't who they say they are. If you're not 100% sure, don't risk it.
- Remember to change your privacy settings so that only your friends can see information about you, your wall posts and your photos. If someone is sending you messages or texts that you are worried about, you should tell your parents, an adult you trust, your teacher or your club's welfare officer.



- Remember that your coach is a professional, just like your teachers. They should not be your friend on Facebook, and should not be texting or messaging you.
- You can expect them to make arrangements for coaching and matches via your parents.
- Bullying can happen online too, and it's known as cyber-bullying. If you, or someone you know, has had this happen to them you should tell an adult that you can trust.
- Don't be afraid to tell someone if you have concerns.
- Have a look at the Think You Know page on the internet for more information about staying safe online: <http://www.thinkuknow.co.uk/> Young people
- **DO**
 - Keep your photos and personal information private
 - Conduct yourself in a respectful and courteous manner on social media as you would at home, in school or at cricket.
 - Tell a professional or an adult that you trust if you are worried or concerned about online behaviour or unwanted contact/ communication. Young people
- **DO NOT**
 - Send inappropriate text messages or post messages on social media that are offensive, nasty or derogatory in any way
 - Accept any friend requests



TRANSPORTING CHILDREN TO AND FROM MATCHES AND TRAINING

- Parents/ carers that parents/carers are responsible for the safe delivery and collection of their child for matches or training.
- Information must be distributed at the start of year or season meeting, which relates to all planned away fixtures or competitions to provide parents/carers with an opportunity to make appropriate arrangements.
- Coaches and club staff will be responsible for children in their care when on the club premises or on arrival at opponents' cricket grounds.
- It is not the responsibility of the coach or team manager to transport, or arrange to transport, the children to and from the club or match.
- The club must obtain permission from parents/carers for children to participate in all competitions and away fixtures/events).
- The club to also establish with parents/carers a “pick up and drop off” policy, which specifically addresses matters such as late collection of children.
- Developing this policy at the start of season meeting will provide an opportunity to establish both club and parental expectations and will provide club officials with guidance should an incident arise during the season.



Dear Parent / Carer

Newham Cricket Club welcomes you and your child(ren) 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. The aim of this letter is to provide information that may be helpful to you as new members. Please do ask me – the Club Welfare Officer – or any committee member or coach if you have other questions not answered in this letter.

The club is run by volunteers. 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 is below.

We are working towards becoming 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 a question regarding coaching, please approach the coach in the first instance. However, please do not interrupt coaching sessions, especially nets practice, as this may distract the coach when he or she needs to be supervising the children. Our coaches will be happy to speak to you before or after training or at another convenient time. If you have questions about kit requirements, training times, pick up arrangements etc please speak to me, Paul Dawson

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 Welfare officer – you can contact me ...07876 338593 (If your concern is about me, you may contact the County Welfare Officer Phil Knappett, tel 07768 558090, email: safeguarding@essexcricket.org.uk)

Bobby Moore Pavilion, Flanders Playing Fields, Napier Road, East Ham, London E6 2SG
President: Unmesh Desai | Chair: Richard Henschley | Vice-Chair and Manager Adults: Tariq Aslam
Treasurer: Riyaz Shaikh | Secretary and Treasurer Adults: Muhammad Farooq | Secretary: Amitabh Lall
Manager Young Adults: Nishant Mittal | Manager Colts and Welfare Officer: Paul Dawson | Secretary and Treasurer Colts: Amitabh Lall | Manager Communication: Nishant Mittal | Strategic Manager Coaching and Training: Sajeel Chaudhry
Charity Reg. No. 1161721 | Bank: Natwest. Sort Code 60-07-18. A/c No. 43431763
Website: www.newhamcc.com | Facebook: NewhamCricket | Email: newhamcricketinfo@gmail.com



ECB's Policy for safeguarding Children in cricket, is available to view online at www.ecb/safehands, or a copy is available at the club.

Training times: Tuesdays at 5pm at Flanders Field

Match days: Sundays

Selection / notification procedure: by text to you

Drop off / Collection Arrangements: At Flanders Field: Please note the club cannot accept responsibility for getting your child to away matches.

The Club is always looking for parental help – please do consider helping out if you can and contact me.

Finally, all members are reminded of the club's code of conduct for members and guests, available at Flanders Field and posted on the club notice board.

We do hope that you and your child (ren) enjoy being a member of Newham Cricket Club, and if you have any concerns, do please let me know.

Yours etc

A handwritten signature in black ink, appearing to read 'Paul Dawson'.

Paul Dawson

Club Welfare Officer