



CLUBMARK CHECKLIST

CLUB INFORMATION

Club Name:	Alton Cricket Club
Address:	Northfields Lane Alton, Hants GU34 1SN
Telephone	01420 89710
Website:	www.altoncc.co.uk
Length of Tenure:	Council Grounds – Lease Agreement is pending
Club Mark Contact	Huw Ross 30 Brandon Close Alton, Hants GU34 2BD Telephone 01420 544 742 Mobile 07766 485 255 huwross@gmail.com
Welfare Contact	Richard Myers 34 Reads Field Four Marks Alton, Hants Gu34 5XA Telephone 01420 561187 Mobile 07834 637565
Colts Co-ordinator	Richard Myers 'As Above'
Colts Training Dates:	<i>Summer:</i> U9 – Mon, U11-Mon, U13-Wed, U15-Mon, U17-Tues <i>Winter:</i> U9-Mon, U11-Fri, U13-Sun, U15-Mon, U17-Sun <i>Fixture List:</i> Reference the ACC Fixture List

ADDITIONAL CLUB INFORMATION

N° of Pitches/Squares:	2 Squares – approximately 8 Pitches on each square
N° of Nets:	2 Portable Nets
Artificial Wicket	1 Artificial Wicket
Flicx Wicket:	No – A Flicx wicket is not considered necessary by the club
FACILITIES <i>Note: Refer to ACC/GF/GF01 for information on club house facilities</i>	Bar Area – Yes includes seating for 40 people.
	Kitchen – Yes, Kitchen not used to sell food to public.
	Changing Rooms – Home and Away Changing Rooms
	Showers – Yes, situated in both the Home and Away changing rooms.
Schools Sports Co-Ordinator (SSCO)	Julie Greterex Eggars School Role:
Partnership Development Manager (PDM)	Gary Timpson Perins School Role:
Sports Development Officer (CDO)	Rebecca Owens 01730 234396 Role:

SECTION 1 – DUTY OF CARE & CHILD PROTECTION

Requirements	Complied	Evidence
<p>Access to First Aid Equipment is available to all coaching sessions & matches (<i>Clubmark Record Sheet</i>)</p>	Yes	<p>First Aid Equipment situated in the Alton Club House Kitchen Area. In addition First Aid Kits have been issued to all Colts Managers and Team Captains. Document reference ACC/CM/CM02</p>
<p>The Club has the contact details of parents/carers and emergency /alternative contacts for all its children and young people (on site) (<i>Clubmark Record Sheet</i>)</p>	Yes	<p>Club Membership Forms include section for players to provide contact details of parents and emergency contacts Document Reference ACC/CF/CF01 and CF02.</p>
<p>The Club has information on any young people that have a medical condition, which might be aggravated by participation in cricket. It also has systems working to pass this onto relevant coach(es) (<i>Clubmark Record Sheet</i>)</p>	Yes	<p>Club Membership Forms include section for players to provide Medical Condition information Document Reference ACC/CF/CF01 and CF02. The Club distributes playing lists including medical conditions to all Team Captains at the weekly Selection Committee meeting</p>
<p>A telephone (landline or mobile) is accessible at all coaching, games and match sessions (<i>Clubmark Record Sheet</i>).</p>	Yes	<p>Telephone situated in Club House Kitchen Area. Tel 01420 89710</p>
<p>The Club is affiliated to the ECB via CCB (<i>Clubmark Section 1 p6a</i>)</p>	Yes	<p>The Club is an affiliated member of the HCB. Secretary holds a letter confirming membership.</p>
<p>Adopt and implement the ECB 'Safe Hands – Welfare of Young People in Cricket' Policy. All new and existing members must be made aware of the child welfare and protection procedures (wallet) (<i>Clubmark Section 1 p6a</i>)</p>	Yes	<p>Club has a Child Protection Policy that references the ECB Welfare Policy "Safe Hands". Document Reference ACC/CA/CA/11 The Child Protection Policy is displayed in the Club House</p>
<p>The Club must identify a Club Welfare Officer who has attended a sportscoach UK 'Good Practice and Child Protection' course. (wallet) The Club Welfare Officer will be provided with further NSPCC approved training once they are appointed (wallet) (<i>Clubmark Section 1 P6a</i>)</p>	Yes	<p>The Child Protection Policy Statement names the Clubs Child Welfare Officer Richard Myers. Richard Myers has attended a GPCP Course and a 'Time to Listen' Course. Qualified Personnel Register documents qualifications. Document Reference ACC/CM/CM01 Alton Cricket Club holds copies of</p>

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Requirements	Complied	Evidence
		Richard Myers Certificates
All Coaches have adopted the ECB Coaches Code of Conduct (wallet) (displayed) The Club has adopted and adapted the Code of Conduct for Club Officials and Volunteers (Clubmark Section 1 p6a)	Yes	The Club has a Code of Conduct for Coaches, Officials and Volunteers. Document Reference ACC/CA/CA04 The Code of Conduct for C, O and V is displayed in the Club House
The Club should adopt the 'Safe Hands – Welfare of Young People in Cricket' Recruitment Policy for all new volunteers who are employed, whether paid or unpaid, by the Club to work with Children (wallet) (Clubmark Section 1 p6b)	Yes	The Club has Recruitment Procedures. Document Reference ACC/CA/CA17.
The Club must ensure that all qualified Coaches and Umpires who have regular or continuous contact with children, paid or unpaid, have completed a Criminal Records Bureau Check. (Clubmark Section 1 p6b)	Yes	Qualified Personnel Register documents qualifications. Document Reference ACC/CM/CM01
The Club must ensure that all other individuals involved with children in any capacity within or on behalf of the Club (e.g. Parental Volunteers, Club Officials, Players, Clubhouse Staff, Ground Staff etc) have completed a Self Declaration Form. (Clubmark Section 1 p6b)	Yes	The Club Child Protection Policy requires that all individuals complete a Self Declaration Form. The Junior and Senior Memberships forms require a SDF to be completed to join the club. Document Reference ACC/CF/CF03
The club must have emergency procedures in place for dealing with serious injuries/accidents. This should include the telephone number of a local Doctor's surgery of Hospital Accident & Emergency department. The emergency procedures should also include a process for the recording of incidents and outcomes. (wallet) (Clubmark Section 1 p6b)	Yes	The Club has a set of Emergency Procedures. Document Reference ACC/CA/CA16 Emergency Procedures are displayed at the Club House.

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SECTION 2 – THE CRICKET PROGRAMME

Requirement	Complied	Evidence
Club runs a regular and structured coaching programme for junior members <i>(Clubmark Record Sheet)</i>	Yes	Senior and Junior Nets are conducted through out the season with Qualified Coaches Attending.
The Club enters competitions at relevant age groups <i>(Clubmark Record Sheet)</i>	Yes	4 Senior Teams, and 5 Youth Age Group Teams. U/9, U/11, U/13, U/15, U/17
The Club has enough qualified coaches to meet the coach/player ratio of (1:12 to 1:16) <i>(Clubmark Record Sheet)</i>	Yes	Alton CC have approx 45 senior playing members and 100 junior playing members and 15 registered coaches. Document Reference ACC/CM/CM01
The Club has – as a minimum – an active Level 2 coach <i>(Miscellaneous)</i>	Yes	Alex Hughes, Martin Green and Steve Chafer are qualified ECB Level 2 Coaches Document Reference ACC/CM/CM01
All coaches, managers, umpires and scorers to have a CRB check <i>(Miscellaneous)</i>	Yes	Qualified Personnel Register documents qualifications. Document Reference ACC/CM/CM01
Coaching task description of roles and responsibilities. Have job descriptions with clear roles and responsibilities assigned. <i>(Clubmark Resources Pack)</i>	Yes	Head Coach and Assistant Coach job descriptions are details in Document Reference ACC/CM/CM06 and CM07 respectively.
All coaches should hold professional indemnity and/or public liability insurance to cover their coaching duties (ECB extra cover insurance scheme) (wallet) <i>(Clubmark Section 2)</i>	Yes	Qualified Personnel Register documents coaching qualifications including membership details. Document Reference ACC/CM/CM01
All Junior coaching and match activity must be covered on club insurance policy (wallet) <i>(Clubmark Section 2)</i>	Yes	Insurance covers playing or officiating in any organised club game, training, and practice and whilst travelling directly to or from any match or practice under the auspices of the insured club
All coaching, competition and games take place with safe equipment in a safe environment Provision and use of helmets to be included in this process. <i>(Clubmark Section 2)</i>	Yes*	*Risk Assessment to be conducted. The Club has a Health and Safety Policy. Document Reference ACC/CA/CA13. The Club has a Protective Equipment Policy. Document Reference ACC/CA/CA12 The Club has a Risk Assessment Form. Document Reference

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SECTION 3 – SPORTS EQUITY & ETHICS

Requirement	Complied	Evidence
Open Constitution with a Dissolution (<i>Clubmark Record Sheet</i>) Constitution to include a Welfare Strap Line (displayed)] (<i>Miscellaneous</i>)	Yes	The Club has an Open Constitution with a Welfare Strap line. Document Reference ACC/CA/CA01
The Club has adopted the ECB Sports Equity Policy and/or has adopted its own Policy Statement (displayed) (<i>Clubmark Section 3</i>)	Yes	The Club has an Equity Policy Statement displayed at the Club House. Document Reference ACC/CA/CA10
One member has attended has attended a Running Sport “A Club For All” Workshop (wallet) (<i>Clubmark Section 3</i>)	Yes	Qualified Personnel Register documents qualifications. Jon Kiddle attended course on 8 June 2005. Certificate is displayed at the clubhouse Document Reference ACC/CM/CM01
One coach has attended a Sports Coach UK “Equity In Your Coaching” Workshop (wallet) (<i>Clubmark Section 3</i>)	Yes	Qualified Personnel Register documents qualifications. Nigel Cooper has attended course on 7 July 2005. Certificate is displayed at the clubhouse. Document Reference ACC/CM/CM01
The Club has a Code of Conduct for Parents/Carers and Spectators (wallet) (displayed) (<i>Clubmark Section 3</i>)	Yes	The Club has a Code of Conduct for Parents, Carers and Spectators displayed at the Club House. Document Reference ACC/CA/CA05
The Club has a Code of Conduct / Set of Rules for children and young people (wallet) (displayed) (<i>Clubmark Section 3</i>)	Yes	The Club has a Code of Conduct for Junior and Senior Members displayed at the Club House. Document Reference ACC/CA/CA03

SECTION 4 – CLUB MANAGEMENT

Requirement	Complied	Evidence
The Club has a specific pricing policy for young people and family membership <i>(Clubmark Record Sheet)</i>	Yes	Cost for Individual Colt is £30, (£5 discount for County/District Players). Cost for female members is £5 for Colts. Refer to ACC/CF/CF01 and CF02
The Club has a strategy for recruiting young people and parents/carers to the junior section. <i>(Clubmark Record Sheet)</i>	Yes	
The Club has Public Liability Insurance to a minimum of £1m (wallet) (displayed) <i>(Clubmark Section 4)</i>	Yes	Norwich Union Insurance Policy Number 46/22109921 The Insurance Document is displayed in the Club House.
The Club communicates with its members, parents, carers and supporters (wallet) <i>(Clubmark Section 4)</i>	Yes	Alton CC has an electronic newsletter that is sent to all members every month. Also there is an active Website with a separate Colts section.
The Club has a development plan that is reviewed annually by the Management Committee. This process should include setting objectives for the next 12 months. (wallet) <i>(Clubmark Section 4)</i>	Yes	Alton CC has a Club Development Plan that is reviewed continually. Document Reference ACC/CD/CD01.