

Tunbridge Wells Cricket Club

Volunteer Policy

Thank you for your interest in becoming a volunteer. Without volunteers, we can't sustain or enhance our cricket programme. In particular it is critical in giving young people a chance to play this wonderful game; it is a very rewarding experience.

We have tried hard to make it as easy and as attractive as possible for volunteers to join us and this document sets out our Club policy.

Youth cricket specific - roles and commitments

1. **Role type 1: Youth Coach or Team Manager**

1. Coach commitment: **13+ sessions*** (approx. min. 72%) same coaching group each week ensures coaching continuity
2. Team Manager commitment: manages **specific team** for **vast majority of its matches**

2. **Role type 2: Flexi Coach** commitment: **8-12 sessions*** (approx. min. 44%) - may be different coaching group each week based on overall availability. Must be over age 16

3. **Role type 3: Core Club Officer** - commitment depends on role, various amounts of time over **12 months**, usually more than 1 season

4. **Role type 4: Others**, e.g. scoring, helping set up/clear up matches - commitment is ad hoc - activity matches

*Youth cricket training programme is normally 18 weeks. Coaching Coordinator and Youth Chairman will prorate attendance in the event of bad weather in order to calculate coach benefit's.

- As an ECB/KCB Clubmark Club **we comply with codes of conduct and coach accreditations**
- **Volunteers** with Roles 1/2/3 **must be Club members**

Youth cricket volunteer benefits

- **Free personal 'TWCC Coach/Team Manager'** membership; or if also a full **Adult Playing Member**, equivalent value discount off that membership - Role types (1/2/3)
- **50% youth membership discount for own children**, retrospectively applied to following season's membership fees, subject to meeting necessary coaching commitment in preceding year - Role types (1/3)
- Subject to acceptance as a youth coach, **reduced time on the applicants list for your children** applying to become members - Role types (1/3)
- **Free Club sponsorship of ECB cricket courses** (when agreed by Coach Coordinator (CC)). Depends on coach commitment to a minimum of 2 seasons supporting our youth programme. Role types (1/2)
- **Testimonial** for University/Job applications etc. on request

Going ahead

- **For Role 1 or 2:** contact **Youth Coaching Coordinator (CC)**
If there is a vacancy the CC will invite you to become a Club member, if you aren't already
- **For Role 3** open only to those who are current Club members, or who have child members: contact **Club Chairman**
- **Roles 4** do not require Club Membership and are typically manned by parents. Make yourself known to the Team Manager on the day of the match your child is playing in. You do not need to be a member in your own right but feel free to become an Adult Social Member if you wish. You will have access to the Club through your child's youth membership.

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Becoming a member

When invited to take roles 1/2/3 you will need to become a member by going to the membership website:

<https://www.myclubhouse.co.uk/TunbridgeWellsCC/Home>

On the Home page click **New Members Over 18** and fully complete the online form:

- **Personal details** (all volunteers to complete)
- **Safeguarding Credentials - 'SAFE HANDS'/DBS/SYC/First Aid'** (mandatory for all volunteers working with children or open-age teams')

Before you complete the form, have ready information on any current ECB DBS with date/number, First Aid workshop with date and SYC workshop with date

- **Cricket Credentials - Youth Coaches & Managers** (only Youth Coaches / Team Managers to complete)
Before you complete the form, have ready information name/date on at least one former place where you coached (or played if you have not coached before) and a referee name/email

Already a member?

- **Sign in to the membership website** and under your name click **My profile** and fill in the 2 credentials forms

In completing membership, you commit to knowing and abiding by **TWCC T&Cs**, specifically policies on: Codes of Conduct; Child Protection Guidelines; Safety Guidelines; Inclusion & Diversity statement. These are available from the main website / pavilion notice board / Club Safeguarding Officer.

You will receive an email acknowledgement and **Coaches Coordinator (CC)** and the **Club Safeguarding Officer (CSO)** will receive a copy of your membership documentation.

Contacts at <https://www.tunbridgewellsc.org.uk/youth-membership>

Getting the required Accreditations

- **Accreditations are Free** to the volunteer, (age 16+, either at point of purchase or refund, via above contacts).
- **Safeguarding accreditations must be renewed every 3 years**, until you cease to volunteer with us

1. DBS

How? part online & paper-based application for a Disclosure & Barring Service (criminal records check)

Focal point: Club Safeguarding Officer (CSO)

New volunteer

- If you don't have a current ECB DBS the CSO will contact you
- Once you have received your DBS certificate from the ECB please send a copy to the CSO

Existing Volunteer

- ECB is moving to an automatic reminder/renewal process whereby you will be contacted and your DBS will be updated automatically
- Once you have received your DBS certificate from the ECB please send a copy to the CSO

2. First Aid

How? 2-hour workshop

Focal point: Club Safeguarding Officer (CSO)

New/existing volunteer

- CSO will invite you to attend TWCC or 3rd party-run workshop

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3. Safeguarding Young Cricketers (SYC)

How? 30-minute online workshop

Focal point: Club Safeguarding Officer (CSO)

New/existing volunteer

- If you don't have a current cricket SYC the CSO will contact you to advise how to complete the workshop

4. Cricket Coaching Courses

Beginners to higher levels. Optional

How? Various workshops

Focal point: Coach Coordinator (CC)

New/existing volunteer

- Discuss with CC

Updating your membership profile

When you renew any of your accreditations please ensure that you update your membership profile.

Go to <https://www.myclubhouse.co.uk/tunbridgewellsc> sign in, **click your name** - top right of menu bar and click **My Profile**

On your profile page amend your profile form, either/or both:

- **Safeguarding Credentials - 'SAFE HANDS'/DBS/SYC/First Aid'**.
- **Cricket Credentials - Youth Coaches & Managers**