

Tunbridge Wells Cricket Club

Club welfare - working with cricketers under 18 years of age

This document affects all those who have a direct role and responsibilities with cricketers under 18 years:

Youth cricket: coaches, team managers and umpires and **Open-age cricket:** captains and umpires.

Thank you for your interest in becoming a volunteer. Without you, we can't sustain or enhance our cricket programme and give our 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.

- As an **ECB/KCB Clubmark Club** we comply with strict **codes of conduct** and administer **required accreditations - see below**
- By completing the **Volunteer Application**, 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 website / pavilion notice board

1. Youth cricket specific - roles and commitments

Role type 1: coach or team manager - commitment 70% participation (18-week season) - **activity** same coaching group each week - ensures continuity for the young members

Role type 2: coach - commitment 40-70%* (18-week season) - **activity** 'flexi' coach - maybe different coaching group each week based on overall availability. Must be over 16.

Role type 3: youth management team (e.g. Fixtures Sec., Festivals Manager) - **commitment** depends on role, various amounts of time over **12 months**, and more than 1 season

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

Youth cricket benefits

Role types (1 and 3 only)

- Youth membership for own children at 50% discount applied to following season's membership fees*
- Free adult 'TWCC Youth Volunteer Member' - in current season; or if full playing member, discount equivalent to non-playing membership *, off following season's full playing membership
- No waiting list for coach's/manager's children applying to become members *
- Club will sponsor cricket courses provided that the coach commits to a minimum of 2 seasons supporting our youth programme. Please contact the Coaches' Coordinator (CC) for further details

*subject to meeting necessary commitment in preceding year)

Role types (2 only)

- Young coaches may ask for a testimonial for University/Job applications etc.

2. Required Actions/Accreditations - what to do next

Youth roles 1/2/ and 3 if directly working with cricketers under 18, and Open-age cricket captains and umpires

1. Complete one-off, online, **TWCC Volunteer Application**. This remains annually 'evergreen'
2. You will receive an automated acknowledgement email and TWCC will receive a copy of your application
3. TWCC colleagues will contact you in line with the role you have applied for and what accreditations you may need. see **Accreditations checklist**, on the next page
4. Accreditations must be renewed every 3 years, until you cease to volunteer with us
5. Age 16&17 youth coach assistants do not need accreditations
6. Youth role type 4 only - your help is **badly needed**. Please contact the person running your child's group. You do not need to complete a **Volunteer Application** nor hold any accreditations

Required Accreditations checklist

(for those described in section 2 previous page, before starting any TWCC youth cricket or open-age role)

Accreditations	Volunteer' next steps
<p>DBS MANDATORY</p> <p><i>How?</i> part online & paper-based application for a Disclosure & Barring Service criminal records check)</p> <p>Contact: Club Welfare Officer (CWO) Jo-Anne Dekker members@tunbridgewellsc.org.uk</p>	<p><u>New volunteer</u></p> <ol style="list-style-type: none"> 1. Receives auto email initiated by CWO, requesting meet up to verify application with ID 2. Takes ID (chosen from list on emailed form) to meeting 3. CWO completes verification online 4. CWO checks when clearance given and emails details of update to cwo@tunbridgewellsc.org.uk, to update TWCC database and confirms clearance to CC (for youth coaches/managers) and Club Chairman (for open-age cricket) <p><u>Existing Volunteer</u> (3-year renewal),</p> <ol style="list-style-type: none"> 1. Volunteer contacts CWO to check whether to follow steps 1-3 above or that DBS is now auto reviewed and renewed. CWO follows step 4 <p>If volunteer no longer has role at TWCC de-register to prevent auto renewal.</p>
<p>FIRST AID MANDATORY</p> <p><i>How?</i> 2-hour workshop</p> <p>Contact: Club Welfare Officer (CWO) Melanie Lockhart cwo@tunbridgewellsc.org.uk</p>	<p><u>New volunteer (& existing volunteer - 3-year renewal)</u></p> <ol style="list-style-type: none"> 1. Will be invited to attend TWCC or 3rd party-run workshop (free to volunteer) 2. Emails completion of attendance date and reference to cwo@tunbridgewellsc.org.uk
<p>SAFEGUARDING YOUNG CRICKETERS (SYC) MANDATORY</p> <p><i>How?</i> 30-minute online workshop</p> <p>Contact: Club Welfare Officer (CWO) Melanie Lockhart cwo@tunbridgewellsc.org.uk</p>	<p><u>New volunteer</u></p> <ol style="list-style-type: none"> 1. Registers at ECB learning online platform: https://booking.ecb.co.uk/c/express/8b1749f5-2fe2-4a18-a20c-f941dcf9aeeb 2. Receives confirmation of registration from ECB (keep number for future renewals - 3 years, with clickable link to start online workshop) 3. Completes online workshop (prints certificate for own retention) 4. Emails date of completion to cwo@tunbridgewellsc.org.uk <p><u>Existing Volunteer</u> (3-year renewal),</p> <ol style="list-style-type: none"> 1. Returns to ECB platform and enters registration number 2. Completes workshop online (prints certificate for own retention) 3. Emails date of completion to cwo@tunbridgewellsc.org.uk
<p>CRICKET COACHING COURSES beginners to higher levels</p> <p>OPTIONAL</p> <p>Contact: Coaches Coordinator (CC) Andrew Townsend see website volunteers page</p>	<p><u>Existing volunteer</u></p> <ol style="list-style-type: none"> 1. Agrees course with CC. 2. Completes KCB application form (by email) for specific course and pays fee 3. On accreditation, sends copy certificate to CC 4. CC arranges reimbursement (providing agreed commitment honoured), or for junior qualified coaches, sets up coaching fee payment in lieu 5. CC Emails date of completion to cwo@tunbridgewellsc.org.uk

*TWCC certification records are maintained by Club Welfare Officer, Melanie Lockhart - via email to cwo@tunbridgewellsc.org.uk