

ECB Clubmark Accreditation Scheme 2023



CCB User Guide

Introduction

Clubmark is an accreditation scheme for cricket clubs which shows that a club is sustainable, well run and provides the right environment for its members. Clubmark accreditation also means your club is recognised as a safe, rewarding and fulfilling place for participants of all ages, as well as assuring parents and carers that they are choosing the right option for their young people. Clubmark remains a key component of helping clubs raise standards in the recreational game and is used by many leagues as an entry requirement and the Home Office as part of requirements for the managed migration process.

Key priorities for 2023

1. Continue to embed Safe Hands Management System (SHMS) – since its introduction in 2021, over 2800 clubs are now active on SHMS. We will be continuing to work with clubs to allow them to access this online club management tool and use it to ensure they are meeting their safeguarding responsibilities. It is necessary for clubs to remain engaged with SHMS in order to retain Clubmark status.
2. Undertake a full review of the Clubmark accreditation scheme – as a result of Sport England withdrawing from the Clubmark programme, we are now in a position to shape the scheme to most effectively support the development and sustainability of recreational cricket. During 2023, we will be engaging with stakeholders from across the recreational game in order to shape the future direction of Clubmark.

Criteria

Criteria	Evidence (* - Mandatory Upload)
We have a club development plan in place which we review annually to ensure it meets the wants and needs of our club members. The plan highlights our short, medium and long term aspirations and is shared with our members.	• Club development plan*
We have governing documents in place which detail how the club is run and includes as a minimum an open (non-discriminatory) constitution which includes "Safe Hands" and ECB Anti-Discrimination Code of Conduct adoption, together with a separate Club Safeguarding Policy Statement.	• Open non-discriminatory constitution* • Copy of AGM/EGM minutes which capture adoption of ECB Anti-Discrimination Code of Conduct* • Club safeguarding policy statement*
We are aware of risks that may impact on our Club. Our activities, premises and coaches are insured using public liability insurance to a minimum value of £5 million and employers liability insurance to £10 million.	• Insurance schedule and/or central ECB scheme confirmation*

We practice good financial management and manage our finances through a dedicated club bank account which requires 2 independent signatures for payments. We also prepare annual accounts which are made available to members.	• Copy bank statement* • Annual accounts*
Our governing committee – • Consists of at least 3 people who are unrelated and not co-habiting. • Includes the Club Safeguarding Officer • Is subject to regular election. • Meets at least 4 times a year with decision making recorded. • Holds an Annual General Meeting open to members • Recognises and records any conflicts of interest. • Proactively recruit new committee members considering skills needed and diversity.	• Committee structure chart* • Copies of at least 4 committee meeting minutes within the last 12 months* • Latest AGM minutes (to be within last 12 months)*
We have adopted & implemented the ECB "Safe Hands" Policy, ensuring all members are aware of safeguarding procedures. This includes but is not restricted to: • Appointing a Club Safeguarding Officer (s) who is ECB Vetted and has attended the ECB Safe Hands Workshop for Club Safeguarding Officers. • Ensuring Coaches and other relevant personnel whose roles include responsibilities relating to working with children are ECB vetted (including an enhanced DBS check).	• Compliant status on Safe Hands Management System

Process

Clubs are to load documents onto the Club Portal and maintain their Safe Hands Management System profile, ensuring the officials for 2023 are showing on the system. There is no longer a need for the club to complete the “Delivery” section, but CCB’s will need to answer a small number of questions in there.

CCB’s are to support clubs through the process and review the submission prior to it being forwarded to ECB for final sign off. By submitting the application to the ECB, the CCB is confirming that they are happy with the development plan and that the numbers of personnel registered on SHMS appear correct for size and type of club. CCB staff will also liaise with clubs to ensure any remediation actions are completed.

ECB are to sign off accreditations and where clubs do not meet the criteria, share with CCB’s the reasons for this so they can assist clubs with any required remediation.

For current accredited clubs there will be no requirement for a site visit in 2023 unless the CCB deems this necessary. For clubs who are not currently accredited a site visit is recommended, particularly if the club is not well known to the CCB, and should take place by CCB staff whilst an outdoor junior training session is in progress. CCB should only submit application for review where they can confirm the session was safe and enjoyable, the club provides a safe and welcoming environment and those running the sessions are included on the clubs SHMS profile. For non-accredited clubs the earliest they could become accredited is therefore April once outdoor junior practice has started.

CCB Roles & Responsibilities

There are 2 CCB roles within the system. The County Manager (CM) has oversight of all clubs within the County and the Club Support Officer (CSO) who work with individual clubs to support them through the process. The CSO can only see the clubs they have been allocated. No CSO should be allocated a club that they are involved with as a member or have a paid relationship with.

County Manager –

- Oversight of overall county workflow and performance
- Allocate CSO’s to clubs
- Local communications to clubs

Club Support Officers –

- Support clubs through the process
- Review clubs development plans and SHMS profile and when happy with both submit for accreditation.

- For non-accredited clubs conduct a site visit if deemed appropriate to ensure the session was safe and enjoyable, the club provides a safe and welcoming environment and those running the sessions are included on the clubs SHMS profile.
- Work with clubs where remediation is needed.

Timescales

- Portal opens for clubs to load evidence – 2nd January 2023
- Last day for clubs to load evidence – Friday 30th June 2023
- Last day for CCB's to submit applications – Friday 14th July 2023
- Last day for completed remediation actions – Friday 1st September 2023

This timetable is designed to have final lists completed by end of September so leagues know position ahead of 2024 season.

Removal of Clubmark

If you believe any current accredited club subsequently does not meet the Clubmark criteria then this should be reported to ECB. Please send the club name and the reasons for instigating their removal to club.mark@ecb.co.uk who will investigate and instigate the removals procedure.

Questions

For any questions or amendments to CCB users, please e-mail club.mark@ecb.co.uk rather than an individual's e-mail account.