

ECB Clubmark Accreditation Scheme 2024



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 2024

1. Introduce a new club accreditation – having undertaken a full review of the current Clubmark accreditation scheme in 2023, we will be introducing a new accreditation in 2025 based upon a framework of club development. As such, this will be the last year which we run the current accreditation based upon the existing criteria. During 2024, we will be engaging with stakeholders from across the recreational game in order to shape the future direction of accreditation to most effectively support the development and sustainability of recreational cricket.
2. Continue to embed Safe Hands Management System (SHMS) – since its introduction in 2021, over 3,500 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.

Criteria for newly accredited clubs

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.	<ul style="list-style-type: none">• 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 signed Safeguarding Policy Statement for Clubs.	<ul style="list-style-type: none">• Open non-discriminatory constitution*• Copy of AGM/EGM minutes which capture adoption of ECB Anti-Discrimination Code of Conduct*• Signed Safeguarding Policy Statement for Clubs*
We are aware of risks that may impact on our Club. Our activities, premises and coaches are insured using public liability insurance to a	<ul style="list-style-type: none">• Insurance schedule and/or central ECB scheme confirmation*

<p>minimum value of £5 million and employers liability insurance to £10 million.</p>	
<p>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.</p>	<ul style="list-style-type: none"> • Copy bank statement* • Annual accounts*
<p>Our governing committee –</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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)*
<p>We have adopted & implemented the ECB "Safe Hands" Policy, ensuring all members are aware of safeguarding procedures. This includes but is not restricted to:</p> <ul style="list-style-type: none"> • Appointing a Club Safeguarding Officer (s) who is ECB Vetted and has completed the requisite ECB training 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). 	<ul style="list-style-type: none"> • Compliant status on Safe Hands Management System

Criteria for currently accredited clubs

Criteria	Evidence (* - Mandatory Upload)
<p>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.</p>	<ul style="list-style-type: none"> • Insurance schedule and/or central ECB scheme confirmation*
<p>Our governing committee –</p> <ul style="list-style-type: none"> • Consists of at least 3 people who are unrelated and not co-habiting. • Includes the Club Safeguarding Officer • Is subject to regular election. • Holds an Annual General Meeting open to members • Proactively recruit new committee members considering skills needed and diversity. 	<ul style="list-style-type: none"> • Latest AGM minutes (held from October 2023)*
<p>We have adopted & implemented the ECB "Safe Hands" Policy, ensuring all members are aware of safeguarding procedures. This includes but is not restricted to:</p> <ul style="list-style-type: none"> • Appointing a Club Safeguarding Officer (s) who is ECB Vetted and has completed the requisite ECB training 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). 	<ul style="list-style-type: none"> • Safe Hands Management System provides a fair and accurate reflection of the club volunteer base. • Signed Safeguarding Policy Statement for Clubs*

Process

Clubs are to load documents onto the Club Portal and maintain their Safe Hands Management System profile, ensuring the officials for 2024 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 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.

For currently accredited clubs there will be no requirement for a site visit in 2024 unless the CCB deems this necessary. The required evidence should be submitted through the relevant PLD section of the portal and will require CCB’s to check and approve clubs who meet the requirements for final sign-off by ECB. The process of uploading the required 2 (or 3 if not covered by ECB central insurance) documents will be the same as for a newly accredited club. When reviewing the documentation, you will need to add a site visit date - if no site visit is required a date will still need to be added to be able to approve the club – review the submitted documentation, and then approve.

Accredited clubs will retain their original accreditation expiry date if they meet the requirements for 2024. If they do not meet the requirements their accreditation status will be removed, with clubs having the right appeal if they wish to do so.

CCB Roles & Responsibilities

There are two 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. Please ensure that for any currently accredited club, their nominated CSO is still a member of staff within the county and where necessary allocate a new CSO.

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 – Monday 1st January 2024
- Last day for currently accredited clubs to add required evidence – Tuesday 30th April 2024
- Last day for newly accredited clubs to add required evidence – Friday 28th June 2024
- Last day for CCB's to approve accreditation – Monday 15th July 2024
- Last day for completed remediation actions – Friday 30th August 2024

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.