



## **Company Handbook of Policies and Statements**

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## **Content**

This handbook contains policies, statements, codes of conduct and other information, which are essential to the effective and efficient running of Invicta Cricket Coaching Ltd and the achievement of its aims.

Any employees or hired coaches are required to acquaint themselves with the contents of this handbook and to use the information as a basis for carrying out their work for the company.

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## **1. Child Protection and Welfare Policy**

### **Introduction:**

Invicta Cricket Coaching Ltd is committed to ensuring that all young players who are coached by the company have a safe, enjoyable and positive experience. In doing so the company aims to fully implement the ECB's "Safe Hands" policy document and to adhere to all other ECB recommendations.

Invicta Cricket Coaching Ltd is committed to ensuring that all coaches employed or hired by the company know and accept their responsibilities in relation to the duty of care to young players in their care.

All coaches working for Invicta Cricket Coaching Ltd will have appropriate ECB qualifications, checks and certificates and will be members of the ECB Coaches Association.

### **Underpinning Principles:**

- All young players coached by Invicta Cricket Coaching Ltd have the right to be protected, regardless of age, gender, race, religion, sexual orientation, ability or disability.
- All young players participating in coaching by the company have the right to do so in a safe environment.
- Coaches working for the company will aim to provide a safe, positive and enjoyable cricketing experience for all young players.
- Coaches working for the company will understand and be supported in their role with regard to the duty of care to young players.
- The company's Child Welfare Officer will receive support through education and training provided by the ECB and NSPCC in order for the company to be able to adopt the ECB's "Safe Hands" child protection and welfare policy.
- All well founded suspicions, accusations and allegations concerning child protection and welfare will be taken seriously by the company and dealt with swiftly, appropriately and confidentially.
- The company recognises its responsibility to the ECB and also recognises the responsibilities of the relevant statutory agencies involved in child protection and welfare.
- It is the responsibility of child protection and welfare experts to determine whether or not any kind of abuse has taken place, but it is the duty of all the company's coaches to report any concerns to the company's Child Welfare Officer. Confidentiality is crucial. Not all suspicions, accusations and



allegations are well founded and the protection of the young player and the person accused has to be fully considered while the concerns are investigated.

### **Roles and Responsibilities:**

It is not ultimately the company's responsibility to decide whether or not a young player has been abused. It is the company's responsibility to act, if concerned about possible abuse, by informing the relevant agencies. This may involve not only concerns which may have occurred during the company's events, but also if any abuse is suspected away from the company's events.

If abuse is suspected it must first be reported to the company's Child Welfare Officer.

The company's Child Welfare Officer, after appropriate consultation perhaps with the ECB's confidential helpline, may then decide to inform:

- The County Child Welfare Officer
- The ECB Child Welfare Officer
- The Police, the Social Services or the NSPCC
- The parents where applicable

### **Invicta Cricket Coaching Ltd's Child Welfare Officer is:**

Mr A D Smith,

25 Earlsmead Crescent, Cliffsend, Ramsgate, Kent CT12 5LQ

**Tel. No:** 07975853746

**E-mail:** [andy\\_smith49@hotmail.com](mailto:andy_smith49@hotmail.com)



## **2. Health and Safety Policy**

Invicta Cricket Coaching Ltd accepts responsibility within the Health and Safety at Work Act 1974 and the Management and Safety at Work Regulations 1992, and as amended by subsequent legislation, for the health, safety and well being of coaches, players, parents and visitors at coaching and other events run by the company.

The company recognizes its responsibilities with regard to fire safety and precautions and the provision of first aid.

This policy statement, together with legislation, imposes on the company directors and coaches a duty to take all reasonable care for their own safety and the safety of players, parents and visitors attending the company's events.

### **Aims and Objectives**

- To provide adequate and safe facilities for the company's events.
- To ensure that venues used are safe and without risks to health.
- To ensure that all company equipment used is in good condition, correctly maintained and safely used.
- To ensure that all equipment is safely moved and stored.
- To keep noise under control.
- To give information and training necessary to ensure health and safety.

### **Fire Precautions**

Fire safety instructions should be placed in the sports hall or changing room being used by the company. Coaches, players, parents and visitors should make themselves familiar with these instructions. Players should be given a brief fire safety talk at the beginning of an indoor company event.

### **Smoking**

The company has a no smoking policy before, during and after events on the premises being used. This applies to coaches, players, parents and visitors.

### **Accident and Safety Procedures**

The company will have first aid equipment and a qualified first aider at all its events.



A risk assessment of the venue being used for a company event will be undertaken before the event.

If facilities or equipment at an event are found to be unsafe the company will take immediate steps to try to rectify the situation and make it safe.

### **3. Policy for the Employment or Hiring of Coaches**

**All coaching staff employed or hired by Invicta Cricket Coaching Ltd will:**

- Have at least a Level 2 ECB coaching qualification.
- Hold a valid CRB certificate as required by the ECB.
- Hold valid Child Protection and First Aid certificates as required by the ECB.
- Be a member of the ECB Coaches Association.
- Maintain and improve their own coaching practice.
- Keep all ECB required certificates, checks and qualifications up to date.
- Provide the company with copies of valid certificates, checks and qualifications required by the ECB.
- Receive a copy of the Handbook containing details of all the company's policies and statements covering all relevant coaching matters.
- Be paid on time according to agreed hourly rates of pay.
- If hired and self-employed, be responsible for paying their own Income Tax and National Insurance to HMRC.



#### **4. Code of Conduct for All Coaches Employed or Hired by the Company**

The essence of good ethical conduct and practice for coaches is summarised below:

**All coaches employed or hired by the company must:**

- Hold all appropriate and valid qualifications, checks and certificates as required by the ECB, and provide copies to the company
- Be members of the ECB Coaches Association. This ensures that they will have full insurance cover.
- Follow the guidelines for coaches as laid down by the ECB, such as “Safe Hands”, the company’s child protection and welfare guidelines and all other company guidelines and advice.
- Display consistently high standards of appearance and behaviour.
- Consider the wellbeing and safety of participants before development of performance.
- Develop an appropriate working relationship with participants and parents based on mutual trust and respect.
- Make sure that all coaching activities are appropriate to the age, ability and experience of the participants.
- Promote the positive aspects of cricket (eg – fair play, sportsmanship, team spirit etc).
- Ensure that participants carry out instructions correctly and safely.
- Never condone rule violation or bad sportsmanship.
- Encourage participants to value their own performance and not just match results.
- Encourage and guide participants to accept responsibility for their own development, performance and behaviour.



## **5. Responsibilities of the Lead Coach at a Company Event**

### **The responsibilities are:**

- To plan all activities for the event or session and to make sure that other coaches involved know their roles.
- To liaise with the owner or caretaker of the venue as necessary.
- To ensure that the venue and all equipment to be used are safe and fit for purpose and, if necessary, to try to rectify any problems or deficiencies.
- To ensure that all players attending are registered at the beginning of the event.
- To collect any outstanding monies and to pass them on to the company directors after the event.
- To introduce the event or session to the players and to inform them of the facilities, first aid availability and fire safety regulations.
- To deal with parents' queries and questions.
- To ensure that all players leave the venue safely.
- To ensure that the venue is left in a clean and tidy state at the end of an event or session.
- To ensure that any incidents/accidents are dealt with appropriately and efficiently and that an incident/accident form is completed and sent to the directors.





## **6. Code of Conduct for Players Attending Company Events**

As a young player attending an Invicta Cricket Coaching Ltd event you are expected to abide by the following code of conduct:

- To respect the company's coaches and to cooperate with and carry out their instructions to the best of your ability.
- To respect the rights and abilities of all the other players participating in the coaching session.
- To keep to agreed timings for the start of all coaching sessions.
- To wear appropriate clothing for the coaching session as suggested by the company.
- To bring such equipment as suggested by the company, eg bat, pads, gloves and helmet.
- To participate in the coaching sessions in the "Spirit of Cricket", playing within the rules and in a fair and sportsmanlike manner.
- To inform the coach immediately if you have a problem, feel unwell or are injured.
- To refrain from smoking or drinking alcohol on the premises being used, before during and after the coaching session



## **7. Code of Conduct for Parents/Carers at Company Events**

Invicta Cricket Coaching Ltd would ask that all parents/carers of players participating in company events will:

- Set a good example to the players by recognizing good performance, effort, fair play and sportsmanship of all participants.
- Encourage their child to take responsibility for their own development, progress, performance and behaviour.
- Encourage their child to learn the rules of cricket and to play within them.
- Support their child's involvement in cricket and help them to enjoy their participation.
- Never punish or belittle a child for poor performance or for making a mistake.
- Use correct and proper language at all times.
- Refrain from smoking or drinking alcohol on the premises being used, before, during or after events run by the company.



## **8. Equity Policy Statement**

Invicta Cricket Coaching Ltd is committed to ensuring equity is incorporated across all aspects of its business. In doing so it acknowledges and adopts the following “Sport England” definition of sports equity.

“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure that it becomes accessible to everyone in society.”

The company respects the rights, dignity and worth of every person and will treat everyone equally within the context of cricket, regardless of age, ability, gender, religious belief, sexuality or socio/economic status.

The company is committed to everyone having the right to enjoy cricket in an environment free from the threat of intimidation, harassment and abuse.

All company coaches will have a responsibility to oppose discriminatory behaviour and practices and to promote equality of opportunity.

The company will deal with any incidence of discriminatory behaviour and practices according to the company’s complaints and disciplinary procedures.



## **9. Complaints and Disciplinary Procedure**

All complaints concerning the events and/or coaches of Invicta Cricket Coaching Ltd, the players being coached or parents or visitors attending the events, must be submitted in writing to the Directors.

The Directors will consider the complaint within fourteen days of it being received. The Directors have the power, if necessary in consultation with the company's Child Welfare Officer, to take appropriate action, including the termination of a coaches hiring or employment within the company, to decide not to hire or employ a coach again, or to ban a player, parent or visitor from attending any future event organised by the company.

The outcome of the Directors' decision will be notified in writing to the complainant and the coach, player, parent or visitor against whom the complaint had been made, within seven days of the decision being made.

There will be the right of appeal to the Directors following any disciplinary action taken. The appellant must appeal in writing to the Directors within fourteen days of the receipt of the letter outlining the disciplinary action. Directors will consider the appeal within fourteen days of its receipt and inform the appellant of their decision within seven days of the decision being made.



**10. Incident / Accident Report Form**

**Name of Lead Coach:**

**Venue and Event:**

**Date and Time of Incident/Accident:**

**Name of Patient:**

**Address of Patient:**

**Nature of the Incident/Accident and detail of injury:**

**Details of how and where the Incident/Accident took place:**

**Name of first aider and details of first aid given:**

**Who was contacted following the Incident/Accident?**



Parent/Carer                      Ambulance                      Police                      (Please circle)

**What happened to the patient following the Incident/Accident?**

Carried on                      Went home                      Went to hospital                      (Please Circle)

**Signed:**

**Lead Coach:**

**Print Name:**

**Date and Time:**

If there is a Child Protection/Welfare issue please contact the Company's Child Welfare Officer.

Mr A D Smith, 25 Earlsmead Crescent, Ramsgate, Kent CT125LQ / Tel. No. 07975853746 e mail [andy\\_smith49@hotmail.com](mailto:andy_smith49@hotmail.com)

A copy must be sent to the company directors and the C.W.O. if necessary.