

CRICKET IRELAND CLUB ACCREDITATION SCHEME

(IN ASSOCIATION WITH THE NORTHERN CRICKET UNION)

SCHEME CRITERIA

AND

EVIDENCE EXAMPLES



BASIC LEVEL - 'EMERGING'

<u>Criteria Number</u> (For CI/ NCU use)	<u>Criteria</u>	<u>Not in place</u>	<u>Working Towards</u>	<u>In Place</u>	<u>Evidence Example</u>	<u>Actions required by club</u>
I.1	Hold adequate public liability insurance for all activities undertaken				Copy of appropriate certificate	
I.2	Be affiliated to Cricket Ireland and adhere to their disciplinary procedures				Mention made in Club Constitution or letter of evidence from local Union Secretary of affiliation to local Union (all Unions are affiliated to Cricket Ireland)	
I.3	Have an open and non-discriminatory constitution				Clear mention made in Club Constitution	
I.6	Provide evidence that they have considered their responsibility under the Disability Discrimination Act to provide 'reasonable' physical access for people with disabilities				Appropriate facilities/structures/ trained personnel at club <i>*Will be checked during Club Visit</i>	
I.7	Have adopted and be compliant with an Equal Opportunities/Sports Equity policy				Policy document in place and active	

1.8	Have a specific membership fee and pricing policy specific for children and young people offering reduced rates				Documentary proof i.e. mention in club rules/membership form/membership pack/welcome pack	
3.1.1	Have adopted a suitable Safeguarding Policy and be compliant with the associated procedures, in accordance with Cricket Ireland requirements				Policy document in place and active	
3.1.3	Appoint a Designated Person for Safeguarding and ensure that at least two club members have attended Child Protection Designated Officer Training (or training deemed equivalent by Sport Northern Ireland) including the appointed person				Documentary proof of attendance at training i.e. certificates for those who have attended training	
3.1.4	Ensure that club members and parents/guardians are aware of who the Designated Person for Safeguarding is and their role				Mention made in club documentation/on website/in membership pack/in welcome pack/in communications with parents of name of Designated Person with contact details and outline of their role	
3.1.5	Ensure that all Coaches and Volunteers in contact with children and young people are subject to safe recruiting procedures that include checks via Access NI				Database document detailing names, contact details, dates of coaching course and pre-requisite completion and Cricket Ireland/Access NI clearance	

3.3	Ensure that venues and equipment are safe at all coaching and competition sessions			Documentary evidence of Risk Assessments completed <i>*Will be checked during Club Visit</i>	
3.4	Provide access to qualified First Aid ^x at all coaching and competition sessions			Mention in coaching session plans <i>*Will be checked during Club Visit</i>	

X First Aid qualification should include training in the following areas: asthma; bleeding; bone, muscle, and joint injuries; burns and scalds; chest pains; choking; communication, casualty care and survey; head injuries; temperature extremes; resuscitation; sprains and strains; unconscious casualty

DRAFT

SECOND LEVEL - 'ESTABLISHED'

<u>Criteria Number (For CI/ NCU use)</u>	<u>Criteria</u>	<u>Not in place</u>	<u>Working Towards</u>	<u>In Place</u>	<u>Evidence Example</u>	<u>Actions required by club</u>
1.9	Communicate with parents/guardians on an appropriate basis				Membership pack/Welcome pack/Newsletters/Website postings/Emails - screen shots or printouts <i>*Will be checked during Club Visit</i>	
1.11	Demonstrate a commitment to ongoing development within a suitable annual Club Development Plan that includes specific reference to the junior club or junior section				Copy of Development Plan which includes junior section targets	
2.1.1	Employ and/or deploy suitably qualified UKCC Level I or above coaches, in accordance with Cricket Ireland guidelines, within the junior club				Database document detailing names, contact details, dates of coaching course and pre-requisite completion and Access NI number	
2.1.2	Have role descriptions for coaches and volunteers outlining roles and responsibilities				Role descriptor documents in place and activated for coach and volunteer roles	

2.3.1	Provide a structured coaching programme for children and young people, with progressive and inclusive sessions			Coaching programme in place i.e. planning document of planned weekly sessions <i>*Will be checked during Club Visit</i>	
2.3.2	Ensure that coach to participant ratios reflect Cricket Ireland guidelines of 1:10			Mention made in planning documents of weekly sessions <i>*Will be checked during Club Visit</i>	
3.1.2	Be committed to ensuring that all club coaches and volunteers working with children and young people have attended or will attend Safeguarding Children & Young People in Sport Awareness Training within six months of taking up their role			Documentary evidence of attendance i.e. certificates for those who have attended, and/or mention made in Club Development Plan of those who will be attending	
3.2.1	Have adopted a Code of Conduct for coaches and volunteers			Code of Conduct documents in place and communicated with coaches, volunteers and club members i.e. in membership pack/in welcome pack/on website/on club notice board <i>*Will be checked during Club Visit</i>	

3.2.2	Have adopted a Code of Conduct for children & young people			Code of Conduct documents in place and communicated with coaches, volunteers and club members i.e. in membership pack/in welcome pack/on website/on club notice board <i>*Will be checked during Club Visit</i>	
3.2.3	Have adopted a Code of Expectations for parents/guardians			Code of Expectations documents in place and communicated with coaches, volunteers and club members i.e. in membership pack/in welcome pack/on website/on club notice board <i>*Will be checked during Club Visit</i>	
3.5	Have adopted clear procedures and have an acceptable pro-forma for managing and recording accidents & incidents			Document in place and available i.e. on club notice board <i>*Will be checked during Club Visit</i>	
3.6.1	Hold an attendance register at all coaching and competition sessions			Documentary evidence of Attendance Registers completed <i>*Will be checked during Club Visit</i>	

3.6.2	Hold contact details of parents/guardians and emergency contacts			Documentary evidence in place i.e. membership form <i>*Will be checked during Club Visit</i>	
3.6.3	Hold information on any medical conditions of children & young people, and communicate the details on a need to know basis			Documentary evidence in place i.e. membership form <i>*Will be checked during Club Visit</i>	
3.6.4	Have parental/guardian's written consent for their young person to participate in the activity			Documentary evidence in place i.e. membership form <i>*Will be checked during Club Visit</i>	

DRAFT

THIRD LEVEL - 'ACCREDITED'

<u>Criteria Number (For CI/ NCU use)</u>	<u>Criteria</u>	<u>Not in place</u>	<u>Working Towards</u>	<u>In Place</u>	<u>Evidence Example</u>	<u>Actions required by club</u>
I.4	<p>Have explored how people with disabilities could be included in cricket, taking particular account of the four main disability groups:</p> <p>I.4.1 People with physical disabilities</p> <p>I.4.2 People who are deaf or hard of hearing</p> <p>I.4.3 Blind and partially sighted people</p> <p>I.4.4 People with learning disabilities</p>				<p>Specific points made in Club Development Plan or separate document</p> <p>Appropriate facilities/structures/trained personnel at the club</p>	
I.5	<p>Include at least two points relating to the inclusion of people with disabilities within the club's Development Plan</p>				<p>Specific points made in Club Development Plan</p>	

I.10.1	Commit to having contact with at least <u>one</u> local school that encourages pupils to participate in club activities and communicate effectively with this school about the club's activities within one year of becoming accredited			<p>Evidence of communication i.e. timetable of visits/emails or letters to or from the school/evidence of visits to school (i.e. photographs)/evidence of posters in school advertising the club</p> <p>Mention made in Club Development Plan</p>	
I.10.2	Have regular contact with the relevant Local Authority Sports Development personnel (e.g. membership of the local sports advisory council)			<p>Letters or emails to or from Local Authority personnel</p> <p>Website screenshots</p>	
I.12.1	Have adopted and implemented a Volunteering Policy which includes how the club recruits, supports, trains and recognises volunteers			<p>Policy document in place and activated</p>	
I.12.2	Ensure that all new staff and volunteers undergo an induction process that includes the club's structure and procedures			<p>Documentary evidence of process i.e. letters or emails from those who have been through process</p> <p>Completed documentation to verify process completed</p>	

2.2	Ensure that all coaches operating on behalf of the club hold appropriate professional indemnity insurance to cover all activities undertaken			<p>Mention made in Coaches Database i.e. CICA membership details</p> <p>Photocopies of insurance documents</p>	
2.3.3	Provide suitable intra and/or inter club competition, in accordance with Cricket Ireland and Provincial Union competition structure guidelines.			<p>Copy of fixtures planned</p> <p>Results from fixtures played</p> <p>Details of Intra Club fixture organisation</p>	

DRAFT