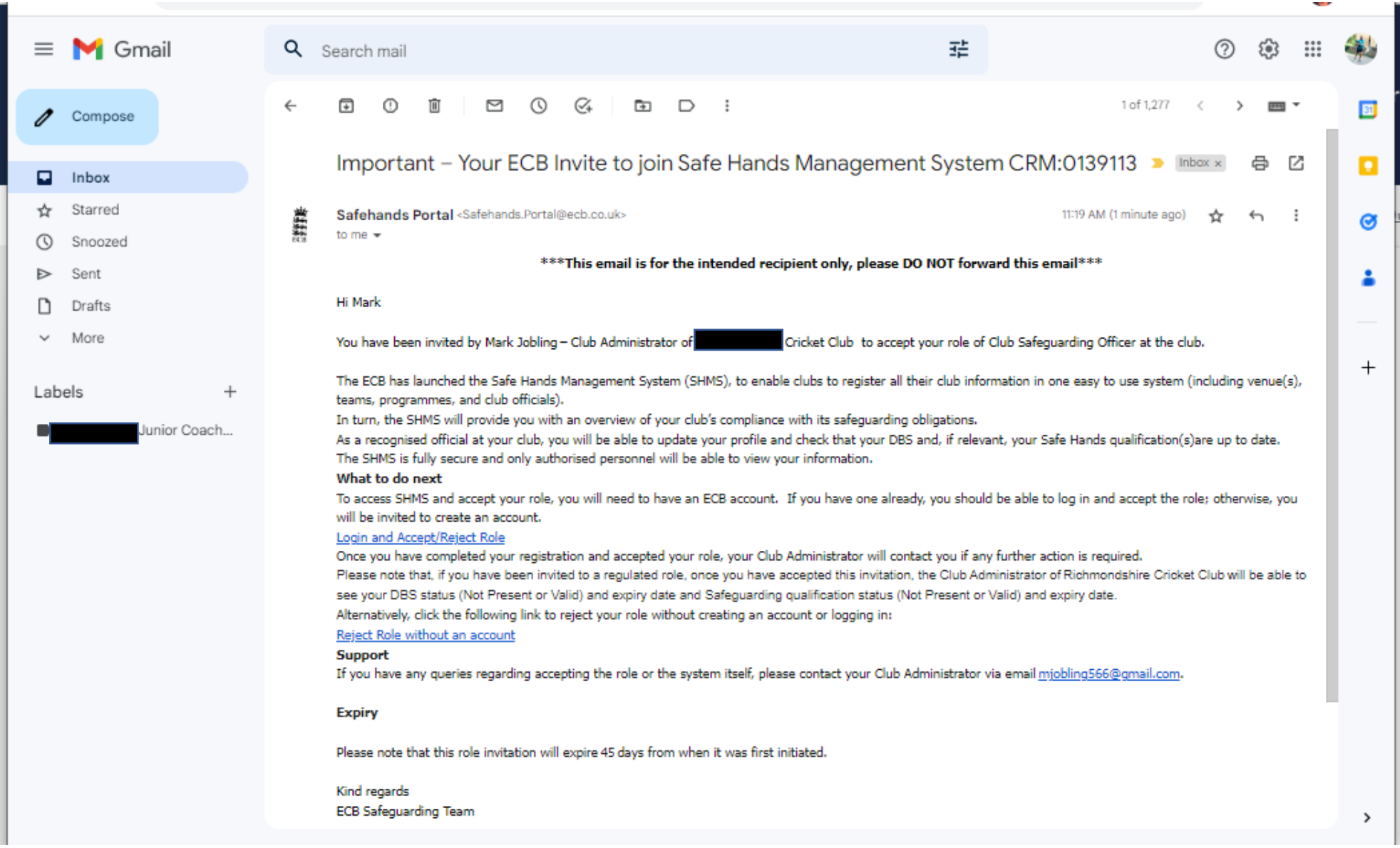
Log in and Set UP

Club Admin will receive an email asking them to register and accept role as Club Administrator.

Register and Log in.



Gmail

Search mail

Compose

Inbox

Starred

Snoozed

Sent

Drafts

More

Labels

[redacted] Junior Coach...

1 of 1,277

Important – Your ECB Invite to join Safe Hands Management System CRM:0139113

Inbox ×

Safehands Portal <Safehands.Portal@ecb.co.uk> 11:19 AM (1 minute ago)

to me

*****This email is for the intended recipient only, please DO NOT forward this email*****

Hi Mark

You have been invited by Mark Jobling – Club Administrator of [redacted] Cricket Club to accept your role of Club Safeguarding Officer at the club.

The ECB has launched the Safe Hands Management System (SHMS), to enable clubs to register all their club information in one easy to use system (including venue(s), teams, programmes, and club officials).
In turn, the SHMS will provide you with an overview of your club's compliance with its safeguarding obligations.
As a recognised official at your club, you will be able to update your profile and check that your DBS and, if relevant, your Safe Hands qualification(s)are up to date.
The SHMS is fully secure and only authorised personnel will be able to view your information.

What to do next

To access SHMS and accept your role, you will need to have an ECB account. If you have one already, you should be able to log in and accept the role; otherwise, you will be invited to create an account.
Login and Accept/Reject Role
Once you have completed your registration and accepted your role, your Club Administrator will contact you if any further action is required.
Please note that, if you have been invited to a regulated role, once you have accepted this invitation, the Club Administrator of Richmondshire Cricket Club will be able to see your DBS status (Not Present or Valid) and expiry date and Safeguarding qualification status (Not Present or Valid) and expiry date.
Alternatively, click the following link to reject your role without creating an account or logging in:
Reject Role without an account

Support

If you have any queries regarding accepting the role or the system itself, please contact your Club Administrator via email mjobling566@gmail.com.

Expiry

Please note that this role invitation will expire 45 days from when it was first initiated.

Kind regards
ECB Safeguarding Team

Help

Safe Hands
ECB
Welcome to Safe Hands!
Safe Hands creates a single central record of individuals involved in our sport.
The ECB takes its safeguarding responsibility very seriously; with your cooperation
and continued use of this system, together we can make cricket safer for all.
REGISTER
SIGN IN

Your online administration system
for all levels of cricket.

Welcome Mark

Dashboard | My Profile | My Roles | Login Details | Sign Out

DASHBOARD

Compliant

[redacted] Cricket Club

Club Admin

1 task | 0 info | 0 warn

Help

Your online administration system for all levels of cricket.

Welcome Mark

Dashboard | My Profile | My Roles | Login Details | Sign Out

WELCOME MARK!

Please review your profile details below.

Confirm

Details

Legal First Name *
Mark

Legal Surname *
[redacted]

Phone Number
[redacted]

E-mail Address *
[redacted]

Date of Birth *
04/12/1968

Gender
Male

Address

Line 1 *
[redacted]

Line 2

Line 3

City
[redacted]

County
North Yorkshire

Country
England

Postcode *
[redacted]

Your online administration system
for all levels of cricket.

Welcome Mark

Dashboard | My Profile | My Roles | Login Details | Sign Out

DASHBOARD

Compliant

[redacted] Cricket Club

Club Admin

1 task | 0 info | 0 warn

Help

Your online administration system
for all levels of cricket.

Welcome Mark

Dashboard | My Profile | My Roles | Login Details | Sign Out

Your club roles are listed below. Select the relevant 'Actions' button to complete any outstanding actions.

My Club Roles

Club	Role	Invitation Status	Role Status	DBS Status	Qualification Status	Actions
[redacted] Cricket Club	Coach	Accepted	Compliant	Valid	N/A	
[redacted] Cricket Club	Club Administrator	Accepted	Compliant	N/A	N/A	

Your online administration system
for all levels of cricket.

Welcome Mark

Dashboard | My Profile | My Roles | Login Details | Sign Out

DASHBOARD

Compliant

[redacted] Cricket Club

Club Admin

1 task | 0 info | 0 warn

Help

Your online administration system
for all levels of cricket.

Welcome Mark

Dashboard | My Profile | My Roles | Login Details | Sign Out

[redacted] Cricket Club club status: Compliant Later

[redacted] Cricket Club

Club Information | Contacts & Officials | Teams & Programmes | Venues & Insurance

Club Details

Account Name *

[redacted] Cricket Club

Primary Contact *

[redacted]

Contact Email

[redacted]

Phone

[redacted]

Club Address

Line 1 *

[redacted]

Line 2

Line 3

City *

[redacted]

Help

Safe Hands

Your online administration system for all levels of cricket.

Welcome Mark

Dashboard | My Profile | My Roles | Login Details | Sign Out

[redacted] Cricket Club

Club Information | Contacts & Officials | Teams & Programmes | Venues & Insurance

Club Officials

Add Role | New Official

Active

Contact	Role	Status	Invitation Status	DBS Status	DBS Expiry	Qual. Status	Qual. Expiry	Actions
[redacted]	Coach	Compliant	Accepted	Valid	29/12/2024	N/A		
	Age Group Manager	Compliant	Accepted	Valid	29/12/2024	N/A		
	Assistant Coach	Compliant	Accepted	Valid	02/11/2025	N/A		
	Age Group Manager	Compliant	Accepted	Valid	05/05/2023	N/A		
	Coach	Compliant	Accepted	Valid	05/05/2023	N/A		
	Open-Age Team Captain	Compliant	Accepted	Valid	01/09/2025	N/A		

Help

Safe Hands

Your online administration system for all levels of cricket.

Welcome Mark

Dashboard | My Profile | My Roles | Login Details | Sign Out

Task [redacted] Cricket Club club status: Compliant — Later

[redacted] Cricket Club

Club Information | Contacts & Officials | Teams & Programmes | Venues & Insurance

Club Officials

Add Role | New Official

Active

Contact	Role	Status	Invitation Status	DBS Status	DBS Expiry	Qual. Status	Qual. Expiry	Actions
[redacted]	Coach	Compliant	Accepted	Valid	29/12/2024	N/A		
	Age Group Manager	Compliant	Accepted	Valid	29/12/2024	N/A		
	Assistant Coach	Compliant	Accepted	Valid	02/11/2025	N/A		
	Age Group Manager	Compliant	Accepted	Valid	05/05/2023	N/A		
	Coach	Compliant	Accepted	Valid	05/05/2023	N/A		

Help

Your online administration system
for all levels of cricket.

Welcome Mark

Dashboard | My Profile | My Roles | Login Details | Sign Out

Create club official

Please note that the appointed person will have 45 days to accept each invitation. Later

Please do not use any nickname or preferred name.

Legal First Name *

Legal Surname *

E-mail Address *

Check contact details

Help

Safe Hands

Your online administration system for all levels of cricket.

Welcome Mark

Dashboard | My Profile | My Roles | Login Details | Sign Out

[redacted] Cricket Club

Club Information | Contacts & Officials | Teams & Programmes | Venues & Insurance

Club Officials

Add Role | New Official

Active

Contact	Role	Status	Invitation Status	DBS Status	DBS Expiry	Qual. Status	Qual. Expiry	Actions
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	Coach	Compliant	Accepted	Valid	05/05/2023	N/A		
	Open-Age Team Captain	Compliant	Accepted	Valid	01/09/2025	N/A		

Help

Your online administration system
for all levels of cricket.

Welcome Mark

Dashboard | My Profile | My Roles | Login Details | Sign Out

[redacted] Cricket Club

Please note that the appointed person will have 45 days to accept each invitation. Later

Contact *

-- Select a contact --

Select all roles that apply *

- Club Administrator
- Club Chair
- Club Safeguarding Officer
- Coach

Help

Your online administration system for all levels of cricket.

Welcome Mark

[redacted] Cricket Club

Programmes

Programme ↑	Programme Listed
AllStars	Yes
Disability Cricket	No
Junior Cricket	Yes
Mens Cricket	Yes
Women's Cricket	Yes

Teams

	Number
T001 - Adult Teams	5
T002 - Junior Teams	6

Participants

	Females	Males
T003 - Adult Participants	6	36
T004 - Junior Participants	8	110

Help

Your online administration system
for all levels of cricket.

Welcome Mark

Dashboard | My Profile | My Roles | Login Details | Sign Out

Alerts

[redacted] Cricket Club club status: Compliant — Later

[redacted] Cricket Club

Club Information | Contacts & Officials | Teams & Programmes | Venues & Insurance

Venues

New Venue

Name	City	County	Postcode	Primary Venue Address	Line 1	Line 2	
[redacted]	[redacted]	North Yorkshire	[redacted]	No	[redacted]	[redacted]	
				No			
		North Yorkshire		Yes			

Insurance

New Risk Assessment

Help

How to Accept in Invite

Volunteer will receive an email. When sending invites may be best to chase up with a personal email asking the volunteer not to disregard from ECB.

Volunteer needs to register themselves and then open the My Roles bit

Important – Your ECB Invite to jo

mail.google.com/mail/u/4/?tab=wm&ogbl#inbox/FMfcgzGqRZgLLzlphZNcTTfBCbjKBpst

Gmail

Search mail

Compose

Inbox

Starred

Snoozed

Sent

Drafts

More

Labels

[redacted]

1 of 1,277

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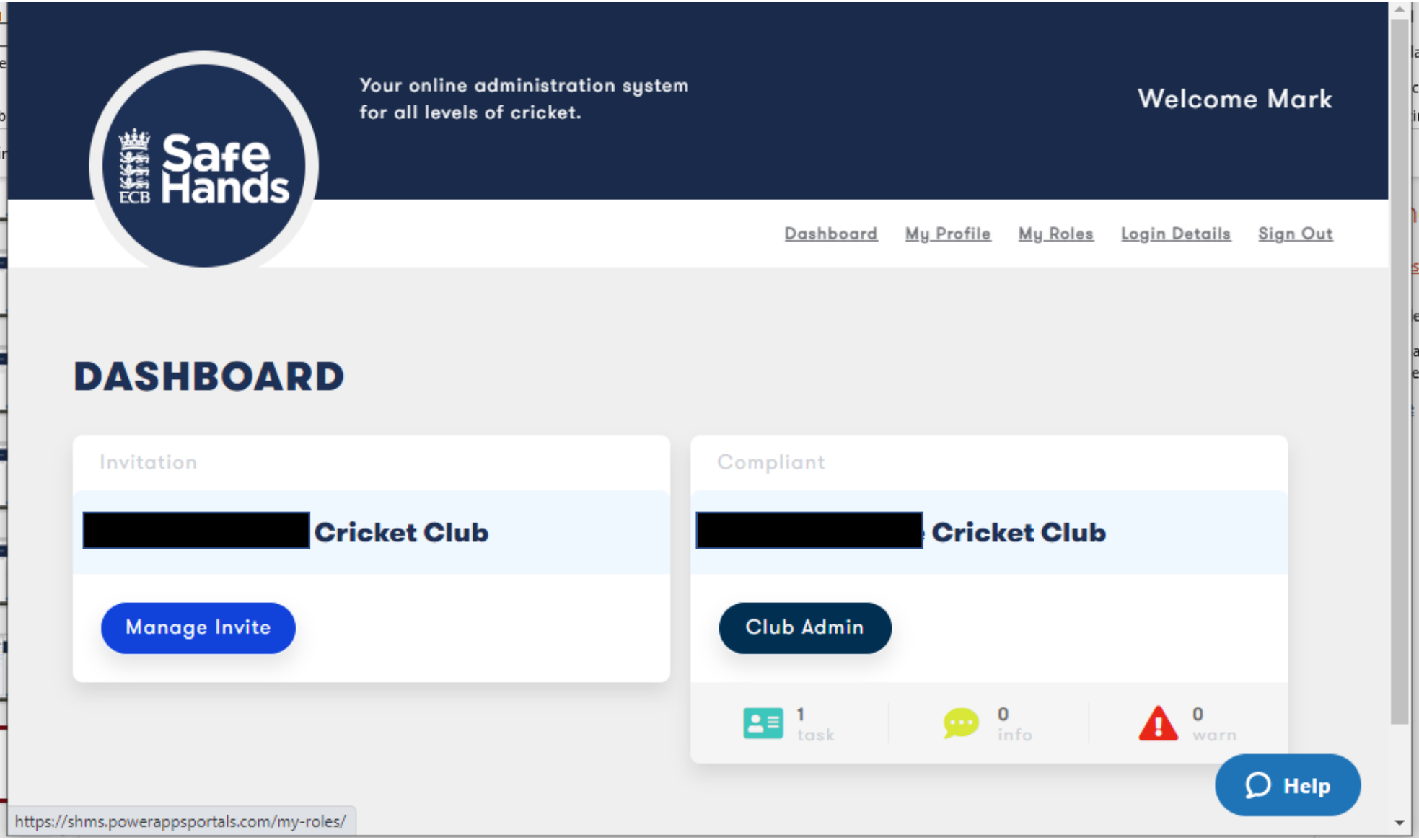
ECB Safeguarding Team

Insurance

New Risk Assessment

Help


Your online administration system
for all levels of cricket.
Welcome Mark
Dashboard
My Profile
My Roles
Login Details
Sign Out
DASHBOARD
Invitation
[redacted] Cricket Club
Manage Invite
Compliant
[redacted] Cricket Club
Club Admin
1
task
0
info
0
warn
Help
https://shms.powerappsportals.com/my-roles/

Your online administration system for all levels of cricket.

Welcome Mark

Dashboard | My Profile | My Roles | Login Details | Sign Out

My Club Roles

	Role	Invitation Status	Role Status	DBS Status	Qualification Status	Actions
hire Cricket Club	Club Safeguarding Officer	Invited	Pending			
hire Cricket Club	Coach	Accepted	Compliant	Valid	N/A	
hire Cricket Club	Club Administrator	Accepted	Compliant	N/A	N/A	

Help

Your online administration system for all levels of cricket.

Welcome Mark

Dashboard | My Profile | My Roles | Login Details | Sign Out

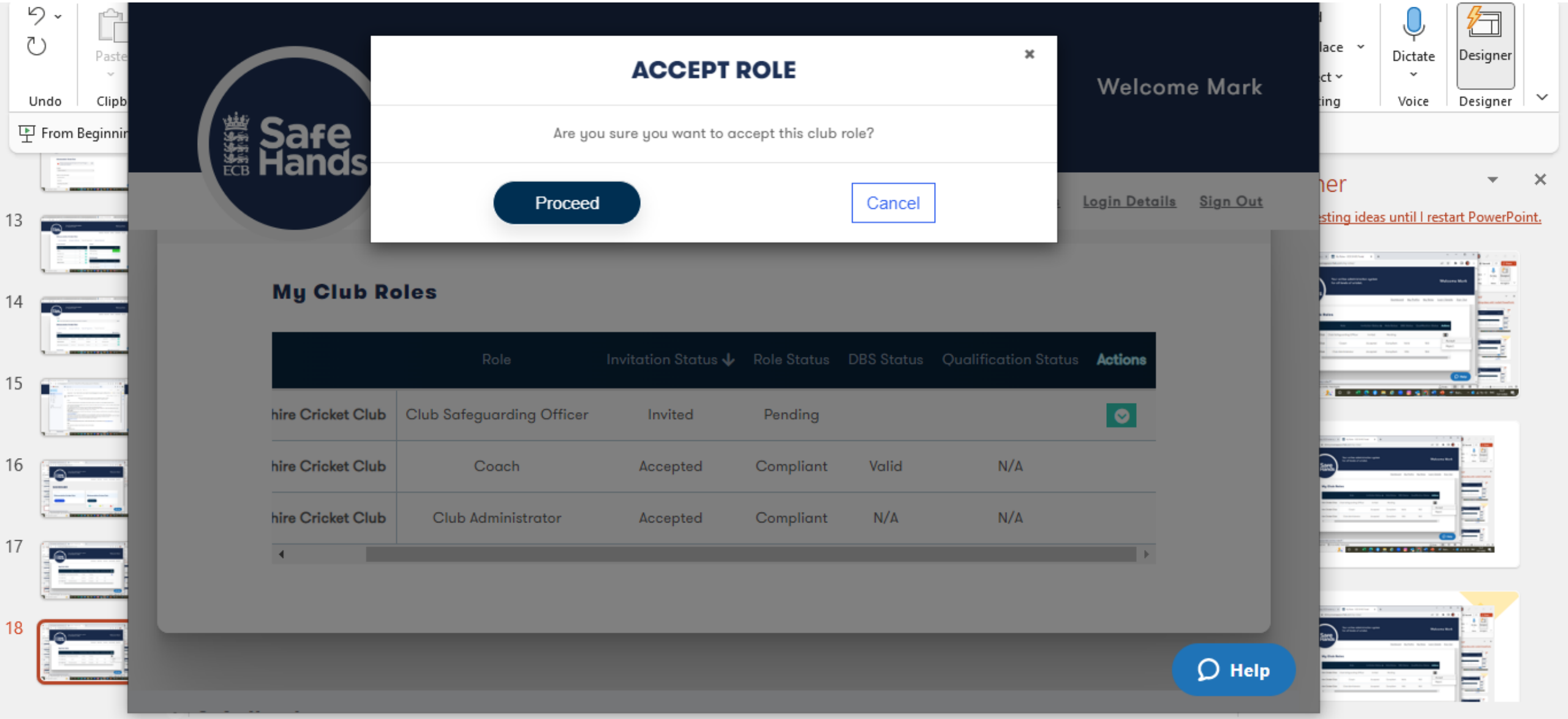
My Club Roles

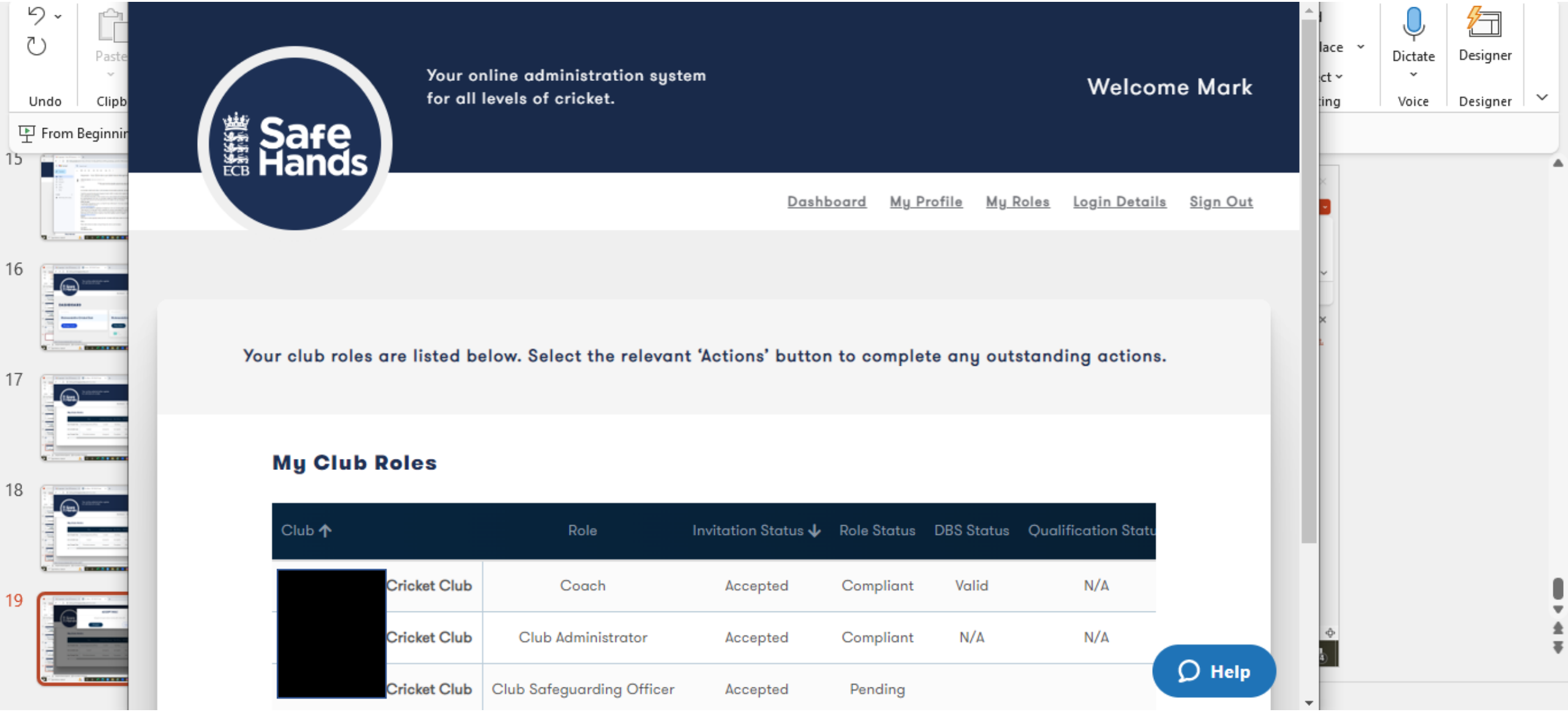
	Role	Invitation Status	Role Status	DBS Status	Qualification Status	Actions
hire Cricket Club	Club Safeguarding Officer	Invited	Pending			
hire Cricket Club	Coach	Accepted	Compliant	Valid	N/A	
hire Cricket Club	Club Administrator	Accepted	Compliant	N/A	N/A	

Accept

Reject

Help


ACCEPT ROLE
Are you sure you want to accept this club role?
Proceed
Cancel
Welcome Mark
Login Details
Sign Out
My Club Roles
Role
Invitation Status
Role Status
DBS Status
Qualification Status
Actions
hire Cricket Club
Club Safeguarding Officer
Invited
Pending
hire Cricket Club
Coach
Accepted
Compliant
Valid
N/A
hire Cricket Club
Club Administrator
Accepted
Compliant
N/A
N/A
Help


Undo
Clipb
From Beginnin
Dictate
Designer
Voice
Designer
15
16
17
18
19
Safe Hands
ECB
Your online administration system for all levels of cricket.
Welcome Mark
Dashboard
My Profile
My Roles
Login Details
Sign Out
Your club roles are listed below. Select the relevant 'Actions' button to complete any outstanding actions.
My Club Roles
Club
Role
Invitation Status
Role Status
DBS Status
Qualification Statu
[redacted] Cricket Club
Coach
Accepted
Compliant
Valid
N/A
[redacted] Cricket Club
Club Administrator
Accepted
Compliant
N/A
N/A
[redacted] Cricket Club
Club Safeguarding Officer
Accepted
Pending
Help

Accompanying notes – Log in and set-up

- **Slide 3** - Main screen when logging in. Select *Register* as a first time user.
- **Slide 4** - Opens up to this screen - Click on *My Profile*
- **Slide 5** - Edit if necessary and then select *conf*irm. This will return you back to home screen
- **Slide 6** – select *My roles*
- **Slide 7** - These should be your roles as the users. Then back to home screen and click on *Club admin*
- **Slide 8** - Opens up to this screen - Click on *My Profile*
- **Slide 9** - Opens to show Club Information, this can be edited if needed. Click on *Contacts and officials*
- **Slide 10** - This is what the Administrators screen looks like when populated
- **Slides 11 and 12** - How to add a new official - Make sure you input the email that volunteer uses for DBS. Add all volunteers at this stage.
- **Slides 13 and 14** – Allocating a role - Select one of the pre populated contacts and then select all roles that apply to that volunteer. Click on submit- an email is automatically sent to the volunteer. The volunteer has 45 days to accept (register and then accept). The system searches for volunteer email and name that matches DBS (or SYC for CSO) etc and then populates with Valid, pending or incomplete within 72 hours.
- **Slide 15** - Click on *Teams & Programmes*- input all data- this then allows captains and teams to correlate.
- **Slide 16** - Click on *Venues and Insurances*- click on *New Venue* and input Data- this opens the free Insurance for Public and Employers Liability.

Accompanying notes – How to accept an invite

- **Slide 18** – Email to confirm role has been allocated. Select *Login and accept/reject role*
- **Slide 19** – select *Manage invite*
- **Slide 20** – *select* Actions (you may need to scroll across the screen)
- **Slide 21** – select *Accept*
- **Slide 22** - select *Proceed*
- **Slide 23** - *o*pen up My Roles and should now show as Accepted