



Hertfordshire Cricket

BRINGING CRICKET TO LIFE

Hertfordshire Cricket Limited

Performance Programme – Coaches / Team Managers / Administrators

Code of Conduct - Handbook 2023-24

HERTFORDSHIRE CRICKET

Hertfordshire Cricket comprises of Hertfordshire Cricket Limited (HCL), Hertfordshire County Cricket Association (HCCA) and Hertfordshire County Cricket Club (HCCC) and is the governing body for ALL cricket within the County of Hertfordshire. We enjoy a reputation as a forward-thinking Cricket Board and our aim is to give every player in Hertfordshire the opportunity to develop their cricket so that he, she or they can play to their greatest potential by providing the highest level of support and coaching to all our players.

HERTFORDSHIRE PERFORMANCE PROGRAMMES

Hertfordshire Cricket currently runs programmes for the following Performance age groups/squads.

| Boys | Girls / Women |
|---|--|
| U13 Development U13 County (CAG) U14 Development U14 County (CAG) U15 Development U15 County (CAG) U16 County (CAG) U18 County (CAG) Emerging Players (EPP) | U11 County (CAG) U13 Development U13 County (CAG) U14 Development U15 County (CAG) U18 Development U18 County (CAG) Women |

PERFORMANCE PROGRAMME MAIN CONTACTS

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|---------------------------------|---|
| Performance Programmes Manager | Tanya Whitton tanya.whitton@hertscricket.org 07393 766435 |
| Performance Lead (Boys) | Ben Waring ben.waring@hertscricket.org 07951 938273 |
| Performance Lead (Girls) | Greg Mackett greg.mackett@hertscricket.org 07956019129 |
| Women's & Disability Lead Coach | Luke Heskett Luke.heskett@hertscricket.org 07894318756 |

HCL SAFEGUARDING CONTACTS

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|-----------------------------|---|
| County Safeguarding Officer | Julie Page safeguarding@hertscricket.org 07741 272751 |
| Safeguarding Board Lead | Phil Knappett Phil.knappett@hertscricket.org 07717 728725 |

INTRODUCTION

This code of conduct applies to all HCL Performance Programme (Boys / Girls / Women) Coaches, Team Managers, and Administrators who are officially appointed to a role on behalf of Hertfordshire Cricket Limited (HCL) that involves working with young cricketers (under the age of 18) and Adults.

If any active Coach, Team Manager or Administrator is seen not to abide by this code of contact, their actions will be reviewed by a disciplinary panel established by HCL and based on the findings appropriate action will be taken.

MANDATORY:

- **Ensure** that if there is any suggestion or concern about the physical or emotional wellbeing of any child, for whom they have a temporary duty of care, during Hertfordshire regulated activities, or any safeguarding incident occurs whilst exercising this duty of care, that this should be reported to **Julie Page, County Safeguarding Officer (CSO)** or **Phil Knappett, Safeguarding Board Lead (SBL)** as soon as possible and an [INCIDENT REPORT FORM COMPLETED](#) detailing the factual evidence surrounding the incident. If it is felt the Safeguarding concern is of a serious and urgent nature, then they should contact the police immediately on 999
- **Ensure** that any accidents or first aid emergencies that occur whilst under your supervision are registered as soon as possible via the [HCL ACCIDENT REPORT FORM](#)
- **Display** a consistently high standard of personal behaviour and appearance, Hertfordshire Cricket branded kit to be worn at all coaching sessions and matches by Coaches and Team Managers
- **Treat** everyone equally and do not discriminate on the grounds of age, gender, religion, race, sexual orientation or disability
- **Place** the wellbeing and safety of each player above all other considerations, including the development of performance
- **Adhere** to all guidelines laid down by the ECB, HCL and the Coaches Association
- **Always** promote the positive aspects of the game (eg. fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the game or the use of prohibited substances or techniques
- **Ensure** that all activities you direct or advocate are appropriate for the age, maturity, experience and ability of the players
- **Develop** a friendly but appropriate relationship with players, based on mutual trust and respect
- **Hold** a current enhanced DBS Certificate through the ECB
- **Completed** either a Safeguarding Young Cricketers (SYC), ECB Safeguarding for Specialist Roles : Coaches & Activators Course within the last 3 years
- **Take full responsibility** for any equipment (coaching, tablets or other equipment) belonging to HCL and ensure it is returned to HCL at the end of the programme

GUIDELINES:

- **Follow** all guidelines laid down by the [ECB "Safe Hands"](#) Safeguarding Policy and [HCL Safeguarding & Child Protection Policy](#)
- **Follow** Hertfordshire Cricket Limited [Privacy Policy / GDPR Guidelines](#). Never use any data collected by Hertfordshire Cricket Limited for personal or commercial use
- **Never** exert undue influence over players to obtain personal benefit or reward
- **Never** allow the use of prohibitive substances like drugs or smoking whilst children or players are under your supervision
- **Endeavour** to avoid any physical contact with the players if at all possible.
- **Never** be isolated in an area alone with any child and always ensure you have another coach, volunteer, parent or responsible adult with you
- **Never** transport players under the age of 18 to or from training or matches
 - ★ It is not the responsibility of the Coach, Team Manager, Administrators or other Volunteers to transport players to or from training or a match, even if requested by a parent or guardian
- **Ensure** that written consent of the parent/guardian of players under the age of 18 is obtained before taking still photographs that may be taken for promotional use, social media and/or video footage used for coaching analysis
- **The use of social networks** (Facebook/Twitter/Instagram etc) to support Hertfordshire Cricket activities is permitted but users must refrain from adding comments that are critical or negative. This guidance applies to teams, players or individuals involved with Hertfordshire Cricket with any breach leading to a formal disciplinary panel review. Users must also be aware of the profile of 'followers' on such social networks and therefore must act responsibly and appropriately when posting all messages on these sites, whether related directly to HCL activity or not. **NEVER USE A CHILDS FULL NAME IN SOCIAL MEDIA POSTS, ONLY USE FIRST NAMES** as long as permission has been granted

ADDITIONAL REQUIREMENTS FOR QUALIFIED COACHES:

- **Coaches are required** to hold a minimum Foundation Coach Award, ECB Level 2, ECB Core Coach or UKCC2 Club Coach qualification relevant to the coaching task being undertaken on behalf of HCL. Assistant Coaches are required to hold a minimum ECB Support Coach or Coach Support Worker qualification.
- **Adhere** to the [ECB Coaches Code of Conduct](#)
- **Hold** current qualifications/certificate as follows:
 - ★ Safeguarding Young Cricketers – SYC or Safeguarding for Specialist Roles : Coaches & Activators (valid within the last 3 years)
 - ★ Emergency First Aid (valid within the last 3 years)
 - ★ Valid Enhanced ECB DBS Certificate
 - ★ Member of the England & Wales Cricket Board Coaches Association or possess the equivalent personal insurance cover for their coaching activities.
- **Coaches must advise** HCL of any players they have previously or still privately coach who are currently part of the HCL Performance Pathway

CONTACTING U18 PLAYERS VIA MESSAGING PLATFORMS

The Children Act defines a person under 18 years as a child. Coaches, Managers and Administrators where necessary will make the arrangements to contact under 18s via their parents or carers; this includes texting (social media platforms i.e Snapchat, WhatsApp, messenger etc.,) and email messages. All texting and or emails will be sent to the parent/carer and where applicable will copy in the U18 player, but only with the parent / carer's prior consent. This means the parent / carer is able to monitor communications. If any responses from the player that appear inappropriate will be brought to the attention of the parent or carer. Coaches, Manager and Administrators will not engage in individual text or email conversations with an under 18-year-old without their parent consent and access to the same messages. All contact with children should be in relation to coaching, matches and cricket-related activity.

PHOTOGRAPHY & VIDEO CAMERA POLICY

INTRODUCTION

Hertfordshire Cricket wishes to ensure that photography and video footage use within cricket is undertaken appropriately and is committed to ensuring that all necessary steps are taken to protect young people from inappropriate use of their images in resources and media publications, on the internet and elsewhere. The majority of images or recorded images using a camera, digital camera, video recorder, mobile phone or Personal Digital Assistant devices (PDA) are appropriate and taken in good faith. Hertfordshire Cricket do not wish to prevent the taking of pictures or filming their children. These are normal practice and help mark milestones in a child's life. Use of recorded image can also be a valuable coaching aid.

POTENTIAL RISKS

- Photographic and recorded images can be used as a means of identifying young people if accompanied by personal information. This has the potential to make a young person vulnerable to individuals seeking to 'groom' young people for abuse.
- Images may lead to the identification of children in inappropriate circumstances which include:
 - ★ Where a child has been removed from his/her family for their own safety
 - ★ Where restrictions on contact with one parent following a parental separation exist e.g. In domestic violence cases
 - ★ In situations where a child may be a witness in criminal proceedings or other child protection concerns
- Additionally, images can be used or adapted for inappropriate use. There is evidence of adapted sporting images being used on websites displaying images of child abuse.

OBLIGATIONS

Everyone associated with and/or participating with Hertfordshire Cricket events must act in accordance with the general principles in the [ECB Safe Hands Policy](#) and the principles set out in this policy for taking and use of photographic and recorded images of young people.

1. Photographs / images are not to be taken at festivals/events/activities without the prior permission of the parents/carers of the children. Hertfordshire Cricket will seek consent from the Parent/Guardian and child, where schools are involved, this may be via the school. Wherever possible these images should be shown to the school / parents and child in advance of use/publication.
 2. Photographs / images are not to be published with the names of children unless specific parental consent has been obtained and then only their first name should be used.
 3. Where children have been named in publication / media their image shall not be used unless consented as in 2 above.
 4. All images shall be of children in appropriate kit (training or competition) to reduce the risk of inappropriate use and to provide positive images of the children.
 5. Hertfordshire Cricket shall maintain a register of photographers taking or recording images at festivals/tournaments and events.
 6. All photographers should ensure that images are securely stored to avoid inappropriate use.
 7. Children shall be informed by Hertfordshire Cricket /the Competition Organiser that a person will be taking/recording images.
 8. Where images are used for coaching purposes, players and their parents/carers should be made aware that this is part of the coaching programme and be clear of the purpose of filming as a coaching aid.
 9. Hertfordshire Cricket strongly promotes the reporting of inappropriate use of images of children. All concerns should be reported to the County Safeguarding Officer
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ANTI-BULLYING POLICY

Hertfordshire Cricket is committed to providing a caring, friendly and safe environment for all of our players and staff so they can train, play and coach in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at Hertfordshire Cricket. If bullying does occur, all players and staff should be able to tell, and know, incidents will be dealt with promptly and effectively. We are a **TELLING** organisation. This means anyone who knows bullying is happening is expected to tell someone who can do something about it. Hertfordshire Cricket will not tolerate Bullying in any form. Hertfordshire Cricket take bullying seriously. Players, parents, coaches, managers, administrators and volunteers should be assured they will be supported when bullying is reported.

BULLYING CAN TAKE MANY FORMS

- **Emotional:** being unfriendly, excluding, tormenting (for example: hiding kit, or making threatening gestures)
 - **Physical:** pushing kicking, hitting, punching or any use of violence
 - **Racist:** racial taunts, graffiti and/or gestures
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- **Sexual:** unwanted physical contact or sexual abusive comments
- **Homophobic:** being of, or focusing on, the issue of sexuality
- **Verbal:** name-calling, sarcasm, spreading rumours and teasing
- **Cyber:** bullying behaviour online or via electronic communication (email and text, social media etc). Misuse of associated technology, such as camera and video facilities

PROCESS FOR RESPONDING TO BULLYING

- Report bullying incidents to the Hertfordshire Safeguarding Officer
- In cases of serious bullying, the incidents will be reported to the ECB Safeguarding Team for advice via the County Safeguarding Officer
- Parents should be informed and invited to a meeting to discuss the problem
- If necessary, and appropriate, police will be consulted
- The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
- An attempt will be made to help the bully (bullies) change their behaviour
- In cases of adults reported to be bullying cricketers U18, the ECB will be informed and will advise on action to be taken

ECB ANTI-DISCRIMINATION CODE / REPORTING

Discrimination has no place in cricket. The England & Wales Cricket Board and Hertfordshire Cricket Limited are committed to taking all allegations of discrimination within cricket in England and Wales very seriously and wants to ensure that anyone can report it in the knowledge that we will act appropriately.

We stand against discrimination in all its forms and are committed to ensuring that cricket is a game for everyone. If you have experienced or witnessed discrimination you can report it through the ECB's website:

<https://www.ecb.co.uk/reporting-discrimination>

Any reports will then be triaged by the ECB and investigated by the relevant cricket organisation.

A copy of the ECB Anti-Discrimination Code, which Hertfordshire Cricket Limited as an organisation have adopted, can be downloaded [here](#).

The HCL Reporting Discrimination Privacy Notice, which you can download [here](#), explains how personal data is used, protected and shared.

HCL EQUALITY STATEMENT

Hertfordshire Cricket Limited is fully committed to supporting the principle and practice of equity.

No participant, volunteer, job applicant or employee will receive less favourable treatment on the grounds of age, gender, parental or marital status, colour, race, ethnic origin, creed, disability, social status or sexual preference or will be disadvantaged by conditions or requirements that cannot be shown to be relevant to performance.

Hertfordshire Cricket and its partners in the sport of cricket are united in encouraging all involved in the game to adopt this vision for equity.

Hertfordshire Cricket Limited, as guardians of the game in Hertfordshire, will:

- ensure that no individual or group is discriminated against in their pursuit of inclusion in cricket or its administration because of any personal characteristic other than those necessary for the proper performance of the roles involved or the membership applied for;
- develop, based on relevant legislation, a planned approach and commitment to opposing intentional or unintentional, direct or indirect discrimination against any such individual or group;
- ensure that affiliated clubs, and individuals working within these organisations as employees or volunteers have access to, or be recommended to incorporate, relevant guidance in pursuit of this commitment to equity;
- ensure that all parties having business with Hertfordshire Cricket and all key stakeholders are made aware of the policy;

Recognise its legal obligations under the following acts:

- Equal Pay Act 1970
- Rehabilitation of Offenders Act 1974 (and Exemptions Order 1975)
- Sex Discrimination Acts 1975, 1986 & 1999
- Race Relations Act 1976 and the Race Relations Amendment Act 2000
- Children Act 1989 and 2004
- Disability Discrimination Act 1995
- Human Rights Act 1998

POSITIONS OF TRUST

It is currently an offence in England and Wales for anyone aged over 18 years in a position of trust to engage in sexual activity with a child in their care. As of 28th June 2022, the roles included in the definition of position of trust were extended to include anyone who “coaches, teaches, trains, supervises or instructs on a regular basis in a sport or religion”.

This very welcome change in the law extends legal protection particularly to 16- and 17-year-olds who are participating in sport. Sexual contact with those under 16 remains prohibited within existing legislation.

This change supports and strengthens the existing expectations of the coaches' code of conduct, which states that coaches must avoid sexual intimacy with players, either while coaching them or in the period of time immediately following the end of a coaching relationship.

The ECB and Hertfordshire Cricket expects that everyone who works or volunteers with children and young people in cricket to be responsible and accountable for the way in which they behave towards them. It is expected that all adult-child relationships maintain clear boundaries, are positive and aimed at improving the young person's skills, development and progress.

The ECB and Hertfordshire Cricket Safeguarding Teams will continue to assess all instances of inappropriate behaviour towards children in cricket, referring any potential illegal activity to our safeguarding partners.

IMPORTANT CONTACTS AND LINKS

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| Chief Executive Officer Iain Fletcher | 07798 8837814 iain.fletcher@hertscricket.org |
| County Safeguarding Officer Julie Page | 07741 272751 Safeguarding@hertscricket.org |
| Safeguarding Board Lead Phil Knappett | 07717 728725 phil.knappett@hertscricket.org |
| ECB Safeguarding Team | safeguarding@ecb.co.uk |
| Hertfordshire Children's Social Services | 0300 123 4043 |
| NSPCC Free phone 24-hour Help line | 0808 800 5000 |

[HERTFORDSHIRE CRICKET – SAFEGUARDING POLICIES](#)

[HERTFORDSHIRE CRICKET - SAFEGUARDING INCIDENT REFERRAL FORM](#)

[HERTFORDSHIRE CRICKET - POLICIES AND CODES OF CONDUCT](#)

[HERTFORDSHIRE CRICKET - ACCIDENT REPORT FORM](#)

[ECB – SAFEHANDS POLICY](#)

[ECB - COACHES CODE OF CONDUCT](#)

[ECB – REPORTING ANTI-DISCRIMINATION](#)