



# Isis Cricket Club

# Operating Guide

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## Revision History

<b>Version</b>	<b>Date:</b>	<b>Author</b>	<b>Comments</b>
0.1	25/11/2012	Keith Whiter	Initial Draft
1.0	20/01/2013	Keith Whiter	Issued
1.1	19/01/2014	Keith Whiter	With amended constitution
1.2	19/12/2016	Keith Whiter	Amended constitution, added Safeguarding Officer, safeguarding policy and safeguarding duties
1.3 / 1.4	04/01/2017	Keith Whiter	Amended committee meeting schedule, per 17 <sup>th</sup> Jan meeting
1.5	09/05/2017	Keith Whiter	Added New Junior Member letter
2.0	18/11/2017	Keith Whiter	Amended calendar
2.1	22/11/2017	Keith Whiter	Update to treasurer responsibilities (per AGM 2017)
2.2	23/01/2017	Keith Whiter	DBS Checks added to calendar
2.3	05/02/2019	Keith Whiter	Data Protection policy and safeguarding updates
3.0	14/11/2019	Keith Whiter	Amendment to clause 14 of the constitution. Election of Data Protection Officer added to club calendar. Formatting updated.
4.0	09/12/2020	Allan East	Updates and clarifications made to Match Secretary role and Selection Policy
4.1	28/03/2021	Allan East	Added two new trophies
4.2	13/11/2021	Keith Whiter	Amendment to clause 6 of the constitution.
4.3	11/08/2022	Keith Whiter	Added details of safeguarding documents to be kept in the kit bag.
4.4	23/11/2022	Keith Whiter	Amendments to the constitution

## 1 Introduction

Formed in 1987, Isis Cricket Club (“The Club”) play friendly cricket for the benefit of its members. The Club prides itself on providing a hospitable environment to our members and guests, on enjoying the camaraderie of friendly sport and of giving of our best on the field.

This operating guide was conceived of to ensure the ongoing continuity of The Club and the way in which it conducts its affairs. It outlines the level of commitment required of its officers and committee members, and provides a guide to executing the procedures that together make up its ways of working. Separate guides should exist to explain any technical procedures in detail.

This document is owned by the officers and committee of The Club. It is a living document, meaning that it should be modified when so ever a change to the constitution is made or one of the procedures within it is changed by the incumbent in a role.

Changes to this document are made only at the discretion of a quorum of the committee of the Club, and should be authorised only at formal committee meetings. The master document is owned by The Chairman of the club and re-issued whenever a change is authorised by the committee.

## 2 The Constitution (last revised at the AGM 2022)

1. Isis Cricket Club was formed in 1987.
2. The aims and objectives of Isis Cricket Club are: -
  - a) to offer coaching and competitive opportunities in cricket to members of The Club according to the codes of conduct of the England and Wales Cricket Board, which therefore forms part of the constitution of The Club.
  - b) to promote Isis Cricket Club among the fraternity of cricket clubs in England and Wales.
  - c) to manage the financial resources of The Club.
  - d) to provide its services consistently and ensure that all members receive fair and equal opportunities and treatment.
3. Membership will consist of players who have paid the annual subscription fee as set at the annual general meeting at the end of the previous season, and those members shall always be given priority for team selection.
4. The Club year runs from 1st January to 31st December.
5. The officers of Isis Cricket Club will be elected annually at the Annual General Meeting. They must be elected from the current membership, the list of members being circulated before the AGM, and shall be: -
  - a) The President
  - b) The Honorary Chairman
  - c) The Honorary Secretary
  - d) The Honorary Treasurer
  - e) The Honorary Fixtures Secretary
  - f) The Captain
  - g) The Safeguarding Officer

The officers will retire each year but be immediately eligible for re-appointment.

6. Isis Cricket Club will be managed by a Committee consisting of the officers of The Club, the vice-captains and up to three additional members of the club.
  - a) The quorum required for business to be agreed at Committee meetings will be five,
  - b) The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of The Club,
  - c) Vice-captains may be elected at the AGM to take on the duties of the captain when he is unavailable to play, with full voting rights on the committee
  - d) Up to three general members of the club may be elected at the AGM, with full voting rights on the committee. In the event that these three positions are not filled the committee may co-opt up to three general members of the club, with voting rights at any committee meetings that such co-opted members attend.
  - e) The elected committee will co-opt a Data Protection Officer on to the committee, with full voting rights, at its first committee meeting following the AGM. This will normally be the member who is responsible for maintaining the club's playing statistics and website. The data protection policy must be maintained as a key component of the club's operating guide.
7. The Club must hold an Annual General Meeting before 30th November each year.
8. The Honorary Secretary shall call every AGM by giving at least thirty-five days' notice in writing thereof to all current members.

- a) The agenda is set at the discretion of The outgoing Chairman, but must include (i) setting of the annual subscription and match fees for the forthcoming season, (ii) election of Officers of The Club and (iii) proposals for additions to or alteration to the constitution of Isis Cricket Club
  - b) The Honorary Secretary must receive proposals for additions to and/or alterations of The Constitution in writing at least fourteen days before the AGM. Proposals that are not signed and dated by a current member will not be accepted. The final agenda is to be posted to members 14 days in advance of the meeting as a final statement of the business to be transacted at the meeting.
  - c) The quorum required for business to be agreed at the AGM will be eight. All decisions will be made by a democratic vote of the members present and in the event of a split decision the Chairman will have the deciding vote. Only fully paid-up members are entitled to vote. Non-members may only comment on motions made if invited to by the chair.
  - d) At the discretion of the members present, the AGM may award life membership to any past member retiring as a player for Isis C.C. Nominations for this award must be received by the Honorary Secretary at least 14 days prior to the AGM. Nominations not received by the secretary may be considered at the AGM at the Chairman's discretion. If a nomination is defeated at the AGM then the same individual may only be considered at a subsequent AGM at the Chairman's discretion.
9. It is the responsibility of the elected committee to purchase or renew Public Liability Insurance before the start of the playing season (including both training sessions and competitive cricket) to indemnify the officers of the club against claims which could be made against us for accidental damage to property or accidental injury to members of the public (third parties). The club accepts no responsibility for accidental injury to any of its members or guests representing the club in competitive cricket, and recommends that if players are concerned for their safety that they purchase personal insurance cover.
10. Isis Cricket Club commits to provide an environment that is safe, welcoming and friendly for children and for all people to enjoy the game of cricket. The Club adopts the ECB's "Safe Hands' Safeguarding and Protecting Children Policy Statement" as part of the constitution.
- a) The Safeguarding Officer is responsible for implementing safeguarding procedures.
  - b) In order that we can demonstrate safety in admitting junior members to The Club, and/or play people under the age of 18 as guests of the club, at the Safeguarding Officer's discretion officers of the club are responsible for obtaining Disclosure and Barring Service (DBS) checks, which are renewable every three years. Any expenses incurred will be reimbursed by The Club.
11. Annual subscription fees become due from the start of the club year.
12. The Committee has the right to call Extraordinary General Meetings (EGMs) at any time, notice of which will be given at least twenty-one days in advance to all members.
13. The chairman may convene a disciplinary committee from the officers of the club in the event that a complaint is raised by any member of the club against another member of the club.
- a) Such complaints can only be in relation to contravention of the club rules as set out in the articles of the constitution and club operating guide and must be made in writing to the Chairman, signed and dated by the member raising the complaint.
  - b) The member who is the subject of the complaint will be invited to attend the disciplinary meeting to represent their case. So long as that subject is present at the meeting, they may also bring one other member of the club to the meeting to provide support to them or their case.

- c) The quorum required for business to be agreed at a disciplinary meeting will be four, which must include the Chairman.
  - d) Decisions regarding any sanctions imposed by the disciplinary committee against the subject of a disciplinary meeting are final and there will be no further right of appeal by the subject or any other member of the club.
14. The elected committee may refuse or revoke membership of Isis Cricket Club, only on non-discriminatory grounds, if the membership or continued membership of the person concerned is determined not to be in the best interests of the sport, the club or the person concerned. To invoke a decision to remove or revoke membership, a proposal must be raised in writing and a special meeting of the committee must be convened by The Chairman to consider that proposal. Here, discriminatory grounds are considered to be disability, gender reassignment, ethnic or national origins, colour and nationality, religion or belief, sex or sexual orientation. If refusing or revoking membership, the disciplinary committee will also decide if any membership fees paid should be refunded to the subject of the meeting.
  - a) The quorum required for business to be agreed at such a special meeting will be four, which must include the Chairman.
  - b) In the case of a proposal to revoke membership, the Chairman may choose to call a disciplinary meeting, to be conducted in line with article 13 of The Constitution.
  - c) Decisions regarding any sanctions imposed by the committee against the subject of a disciplinary meeting are final and there will be no further right of appeal by the subject or any other member of the club.
15. All monies raised in the name of The Club will be banked in an account held in the name of Isis Cricket Club. The Honorary Treasurer will be responsible for the finances of The Club and the financial year-end will be 31<sup>st</sup> October.
16. A resolution to dissolve Isis Cricket Club can only be passed at an AGM or EGM by majority vote. In the event of dissolution, any assets of Isis Cricket Club that remain will be equitably divided between the current members in a fair and equal manner.
17. Isis Cricket Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of participating members.

## **2.1 ECB Code of Conduct**

1. The ECB is committed to maintaining the highest standards of behaviour and conduct. This Code of Conduct incorporates the Spirit of Cricket, as set out below. It applies to all matches played under the auspices of the ECB and may be applied to cricket in general.
2. The Captains are responsible at all times for ensuring that play is conducted within the Spirit of Cricket as well as within the Laws.
3. Players and Team Officials must at all times accept the Umpire's decision. Players must not show dissent at the Umpire's decision or react in a provocative or disapproving manner towards an Umpire at any time.
4. Players and Team Officials shall not intimidate, assault or attempt to intimidate or assault an Umpire, another Player or a Spectator. Players and Team Officials shall not use crude and/or abusive language (known as "sledging"), nor make offensive gestures or hand signals, nor deliberately distract an opponent.

5. Players and Team Officials shall not make racially abusive comments nor indulge in racially abusive actions against fellow players, officials, members and supporters. Clubs must operate an active open door membership policy whilst respecting player qualification regulations and welcome players/members irrespective of ethnic origin.
6. Players and Team Officials shall not use or in any way be concerned in the use or distribution of illegal drugs.
7. Clubs must take adequate steps to ensure the good behaviour of their members and supporters towards players and Umpires. Cricket is a game that owes much of its unique appeal to the fact that it should be played not only within its Laws but also within the Spirit of the Game. Any action which is seen to abuse this spirit causes injury to the game itself. The major responsibility for ensuring the spirit of fair play rests with the Captains.



## 2.2 The Spirit of Cricket

1. There are two Laws which place the responsibility for the team's conduct firmly on the Captain.

### **Responsibility of the Captains**

The Captains are responsible at all times for ensuring that play is conducted within that Spirit of the Game as well as within the Laws.

### **Players' Conduct**

In the event that any Player failing to comply with the instructions of the Umpire criticising his decision by word or action or showing dissent or generally behaving in a manner which might bring the game into disrepute the Umpire concerned shall in the first place report the matter to the other Umpire and to the Player's Captain requesting the latter to take action.

2. According to the Laws the Umpires are the sole judges of Fair and Unfair play. The Umpires may intervene at any time and it is the responsibility of the Captain to take action when required.
3. The umpires are authorised to intervene in the case of : -
  - Time wasting
  - Damaging the pitch
  - Intimidatory bowling
  - Tampering with the Ball
  - Any other action that they consider to be unfair
4. The spirit of the game involves RESPECT for: -
  - Your opponents
  - Your own Captain and team
  - The role of the Umpires
  - The game's traditional values
5. It is against the Spirit of the Game to: -
  - Dispute an Umpire's decision by word, action or gesture
  - Direct abusive language towards an opponent or Umpire
  - Indulge in cheating or any sharp practice, e.g.
    - appeal, knowing the batsman is not out
    - advance towards an Umpire in an aggressive manner when appealing
    - seek to distract an opponent either verbally or with persistent clapping or unnecessary noise under the guise of enthusiasm and motivation of one's own side
6. There is no place for any act of violence on the field of play.
7. Captains and Umpires together set the tone for the conduct of a cricket match and every player is expected to make an important contribution to this.

### 3 Isis Cricket Club – Safeguarding Policy Statement

Isis Cricket Club (The Club) is committed to ensuring all Children (i.e. all persons under the age of 18) and vulnerable adults participating in cricket have a safe and positive experience.

We will do this by:

- Recognising all individuals participating in cricket (regardless of age, gender, race, religion, sexual orientation, ability or disability) have the right to have fun and be protected from harm in a safe environment
- Ensuring individuals working within cricket at or for our club provide a welcoming, safe, and fun experience for all
- Adopting and implementing the England and Wales Cricket Board (ECB) “Safe Hands – Cricket’s Policy for Safeguarding Children” and any future versions of this
- Appointing a Club Safeguarding Officer and ensuring they attend all current and future training modules required by the ECB,
- Ensuring all people who work in cricket at, or for, our club (such as staff, officials, volunteers, team managers, coaches and so on) have a responsibility for safeguarding and understand how the “Safe Hands Policy” applies to them
- Ensuring all individuals working within cricket at, or for, the club are recruited and appointed in accordance with ECB guidelines and relevant legislation
- Ensuring all individuals working within cricket at, or for, the club are provided with support, through education and training, so they are aware of, and can adhere to, good practice and Code of Conduct guidelines defined by the ECB, and the club
- Ensuring the name and contact details of the Club Safeguarding Officer is available:
  - As the first point of contact for parents, children and volunteers/staff within the club
  - As a local source of procedural advice for the club, its committee and members
  - As the main point of contact within the club for the ECB County Welfare Officer and the ECB Safeguarding Team, and
  - As the main point of contact within the club for relevant external agencies in connection with child safeguarding
- Ensuring correct and comprehensive reporting procedures exist for raising and managing child safeguarding concerns.
- Providing an environment where the views of children, parents and volunteers are sought and welcomed on a range of issues. This will help us create an environment where people have the opportunity to voice any concerns (about possible suspected child abuse/neglect, and/or about poor practice) to the Club Safeguarding Officer
- Details of the County Welfare Officer will be made available, in case the Club Safeguarding officer is unavailable, or the concern relates to the Club Safeguarding officer.

- Ensuring all suspicions concerns and allegations are taken seriously and dealt with swiftly and appropriately.
- Ensuring access to confidential information relating to safeguarding matters is restricted to those who need to know in order to safeguard individuals – including the Club Safeguarding Officer and the appropriate external authorities, such as the Local Authority Designated Officer (LADO), as specified within ECB safeguarding procedures.

## 4 Data Protection Policy

### What information do we collect?

- We collect your name and email address in order to:-
  - Send out club announcements
  - Invite payers to let us know about their availability for games
  - Maintain club statistics and playing records
- We may also take pictures of Isis CC players as part of team photos at various games, tours or club events.

### Do we share personally identifiable data with other organisations?

- We do not sell or share information with other organizations for marketing or targeted advertising purposes. However, the Isis CC website ([www.isiscc.org.uk](http://www.isiscc.org.uk)) is open to all and your name is displayed on the website, should you have ever played for Isis CC

### Who has access to my data?

- Player names and cricketing stats of all players who have played at least one game for the club as a member or guest are publicly available on the Isis CC website
- Isis CC holds the eMail address of all current members and the community of occasional players who wish to be invited to play or who wish to be informed of club activities. This information is available to the club committee members who have access to the club's email account.
- If you are member of the ISISCC Committee, your phone details are listed on the website for interested parties to contact you in relation to the activities of the club.

### How can I get my data amended or deleted?

- If you choose to have your data removed from the club's records and its website, or to be removed from our mailing list, send email for the attention of our Data Protection Officer to [isiscricket@gmail.com](mailto:isiscricket@gmail.com)

## 5 Roles and Responsibilities

This section of the Operations Manual lists the normal duties and responsibilities of the officers and members of The Club. In summary, the roles described are: -

1. The President
2. Chairman
3. Secretary
4. Treasurer
5. Fixture Secretary
6. Captain
7. Vice-Captains
8. Match Secretary (normally the Captain or a Vice-Captain)
9. Members
10. Guests
11. Webmaster
12. The Safeguarding Officer

### 5.1 The President

1. Be the figurehead of The Club
  - As its key representative in the community, The President will typically welcome and entertain visiting teams and guests and support the members in upholding the good name and reputation of The Club at all times.
2. Deputise for the chairman
  - Take the chair at meetings of The Club from which the Chairman is absent.
  - Preside over the election of the chairman at the AGM.
  - Chair the disciplinary meeting in the unlikely event that a formal complaint is made against the Chairman.

### 5.2 Chairman

1. Lead the club and take responsibility for its smooth operation, ensuring that the aims and objectives of The Club are met
  - Ensure that the club offers competitive cricket to members of The Club.
  - Ensure that matches are played according to the codes of conduct of the England and Wales Cricket Board.
  - Promote Isis Cricket Club to attract new members and opponents.
  - Ensure that all members receive fair and equal opportunities and treatment.
2. Set the date, time and venue for the AGM
  - The AGM must be held before 30<sup>th</sup> November and time must be allowed for the secretary to give 35 days' notice. The date must therefore be set by mid-October. A template agenda for the AGM is given in Appendix 1.

3. Prepare an annual report to be delivered at the AGM
  - Content of the report is at the Chairman's discretion, but normally will comment on the season past and any notable events, thank the outgoing committee and set direction for the forthcoming season.
4. Set the date, venue and start time for meetings of the committee
  - Aside from the AGM, the committee will formally meet three times each year, in January, May and September. A template agenda for committee meetings is given in Appendix 2.
5. Chair committee meetings
  - Ensure that meetings are conducted in an orderly way, and that all persons present have an equal voice.
  - Ensure that the business of the meeting is completed per the agenda.
  - Supervise voting on any issue as necessary, ensuring that any vote addresses one motion only.
  - Ensure that actions are completed as assigned, or reassign as necessary.
  - Together with the secretary, ensure that minutes of committee meetings are documented, approved at the next meeting, and held in the club's files.
6. Chair the AGM
  - Ensure that the meeting is conducted in an orderly way, and that all persons present have an equal voice.
  - Ensure that the business of the meeting is completed per the agenda.
  - Supervise voting in of the officers of the club and all other elected positions, taking a ballot when necessary
  - Supervise voting for the end of season awards, taking a ballot for awards based on club opinion (e.g. player of the season)
  - Supervise voting on any issue as necessary, ensuring that any vote addresses one motion only.
  - Ensure that actions are completed as assigned, or reassign as necessary.
  - Together with the secretary, ensure that minutes of the AGM are documented, approved at the next AGM, and held in the club's files.
7. Maintain the Isis C.C. Operating Guide
  - Make any amendments agreed by a quorum of the committee at one of its meetings
  - Distribute the operating guide to all members of the committee whenever a change is made
8. Convene Disciplinary Meetings
  - Disciplinary meetings are rarely, if ever, held.
  - They should be called when a complaint is received against any member of the club. Complaints should be made formally (in writing) by an identifiable person, having due course to complain (normally when a member deliberately

contravenes the constitution of the club, or the codes of conduct of the England and Wales Cricket Board).

- Invite a quorum of at least two other committee members to the disciplinary meeting, together with the member against which the complaint has been raised.
- Present the complaint, hear the views of the member against which the complaint has been raised and lead discussion to determine whether the club believes the complaint is justified.
- In the event that the disciplinary committee believes the complaint is justified, determine an appropriate sanction against the member (for example, a playing ban).
- Inform both parties of the verdict in writing and draw the matter to closure.

### **5.3 Secretary**

1. Diligently keep and organise the club's records
  - File all club correspondence
  - File minutes of committee meetings and the minutes of the AGMs
2. Call the AGM
  - The AGM must be held before 30th November and time must be allowed for the secretary to give 35 days' notice. A template notice for the AGM is included in Appendix 3.
3. Compile proposals for amendments to the constitution
  - Only members may propose amendments to the constitution, and these should be received by the secretary at least 14 days before the AGM (to allow preparation and publication of the finalised agenda for the AGM).
4. Publish the agenda of the AGM
  - Prepare the agenda for the AGM. A template agenda for the AGM is given in Appendix 1.
  - Verify the agenda with the chairman.
  - Publish the agenda of the meeting to the current members at least one week before the meeting.
5. Take and prepare minutes of the AGM
  - Record all apologies from absent members
  - Note all resolutions and nominations made at the meeting, including who proposed and who seconded the motion, and whether it was carried or defeated.
  - Note all questions raised and responses received.
  - Note all decisions made.
  - Record all actions assigned, including who the action is assigned to and when it should be completed by.

- Where a formal report is made, take a copy of the report and make reference to it in the minutes (there is no need to paraphrase the report) and publish the report with the minutes.
  - Write up the minutes and a) distribute them to members of The Club and b) send a soft copy to the Webmaster to publish on the club website.
9. Prepare the agendas for committee meetings
- A template agenda for committee meetings is given in Appendix 2.
  - Verify the agenda with the chairman.
  - Publish the agenda of the meeting to the committee at least three days before the meeting.
10. Take and prepare minutes of committee meetings
- Record all apologies from absent members
  - Note all resolutions and nominations made at the meeting, including who proposed and who seconded the motion, and whether it was carried or defeated.
  - Note all questions raised and responses received.
  - Note all decisions made.
  - Record all actions assigned, including who the action is assigned to and when it should be completed by.
  - Where a formal report is made, take a copy of the report and make reference to it in the minutes (there is no need to paraphrase the report) and publish the report with the minutes.
  - Write up the minutes and distribute them to members of the committee.
11. Chase up actions arising from committee meetings
- Where actions arise at committee meetings, and action-by dates fall before the next committee meeting, the secretary should regularly review progress with the actionee for completion. Escalate uncompleted actions to the Chairman.
12. Book Nets
- The venue, duration and number of net sessions may be discussed as an item of business at the AGM.
  - The secretary may provisionally book net sessions at his own initiative before the AGM.
  - Where appropriate booking nets may be delegated to another member, but the secretary will be accountable for ensuring that the action is completed.
13. The Club prides itself on its sociable track record. The secretary will normally organise a number of ad-hoc social events during the season.
- Traditionally these are: -
    - Start of season drinks and curry
    - End of season drinks and curry
    - Christmas drink and curry

## 5.4 Treasurer

1. Collect and account for the match fees
  - The collecting of match fees can be delegated when The Treasurer is not present
  - As the most important source of club income, it is important that a diligent approach to collecting match fees is taken.
  - It is best practice to complete a written record of income from each match – this should be retained throughout the season and presented should an audit of the accounts be requested or required.
2. Administer the membership procedure
  - Collect the membership fees in accordance with the membership procedure described in Appendix 7.
  - Maintain the season's membership list
  - From time to time update the committee and members distribution lists in The Club's Gmail account (see Appendix 7 - Membership Procedures).
3. Keep The Club's accounts
  - The Treasurer maintains a record of the accounts, from which bank statements can be reconciled and a statement of account can be generated.
4. Generate a statement of account for each committee meeting
  - The treasurer should be able to show or discuss the detail of the accounts and respond to questions from the committee.
5. Generate end of year accounts
  - The financial year ends at 30<sup>th</sup> September.
  - Generate end of year accounts reflecting club finances as at 30<sup>th</sup> September for review at the AGM.
  - The treasurer should be able to show or discuss the detail of the accounts and respond to questions from the members at the AGM.
6. Administer the club's bank account
  - From time to time, make deposits of The Club's income at the bank.
  - It is not good practice to retain too much cash on hand (by any member of the club) for longer than six weeks. Timely deposits ensure a point of reconciliation exists when presenting a statement of account back to the club.
  - Notwithstanding this, it is acceptable to retain a cash float to enable change to be given on match days.
7. Authorise all payments out of the club bank account
  - Hold the club chequebook. Two signatures are required on each cheque - normally The Treasurer's and one of The Chairman or The Secretary.
  - Manage all on-line bank transactions
  - Reimburse members for expenditure on behalf of the club – so far as is possible, members should be reimbursed quickly after incurring an expense, but the Treasurer should request and retain receipts to evidence that expense
  - Pay ground rent (Queens College, alternate grounds) – normally paid by cheque



8. Initiate a review of membership and match fees
  - Membership and Match Fees are set at the AGM. In the event that the club's balance of account falls below £1,500 at any time then the treasurer will call an emergency meeting of the committee to review and revise fees as necessary.

### 5.5 Fixture Secretary

1. Maintain a list of opposition club fixture contacts
  - Record the name, telephone number and email address of fixture secretaries
2. Create the fixture list framework
  - Obtain the dates of home fixtures for the next season from the groundsman
  - Obtain the dates and venue for Friendly Cup fixtures for the next season
  - Obtain the dates for the club tour
3. Organise the fixtures
  - Make and receive fixture enquiries
  - Enter offers onto the fixtures list, and mark each as provisional to avoid the same date being offered more than once.
  - If a fixture offer is accepted mark the fixture as confirmed
4. Organise the tour
  - Select the accommodation, organise the fixtures, organise drivers, publish the itinerary
5. Confirm each fixture
  - Contact the opposition fixture secretary a few days before each game, and confirm the match is still on. Give contact details for the Captain and the Match Secretary and copy them on all associated correspondence.
6. Attend and represent Isis C.C. at the Friendly Cup AGM
  - The date and venue is advised by the competition secretary
7. Prepare an annual report to be delivered at the AGM
  - Content of the report is at The Fixture Secretary's discretion, but normally will comment on key statistics of the season past, and make recommendations for any changes to the fixture list.

### 5.6 Captain

1. Ensure that members and guests play the game in accordance with the ECB Code of Conduct.
2. Ensure that somebody acts as Match Secretary for every game
  - Responsibilities of the match secretary are listed later in the document
  - This role is undertaken by The Captain, but may be delegated
3. Lead the team to victory on the field: -
  - Greet the opposition captain and conduct the toss
  - Decide the Isis C.C. batting order, the Isis C.C. bowling order and set the field

- Ensure that Isis C.C. clap the opposition into bat and off of the field
4. Assign match day jobs as needed
    - Umpiring, Scoring, updating the scoreboard, taking covers off of or putting covers on to the wicket, packing the kit bag after the game
    - Collecting match fees (normally only required in the absence of The Treasurer)
      - As the most important source of club income, it is important that a diligent approach to collecting match fees is taken.
      - It is best practice to complete a written record of income from each match. An example docket is included as Appendix 6
      - Match fees collected must be handed to The Treasurer at the first opportunity.
      - Ensure that the club kit is collected together at the end of the game, and that arrangements are made for it to be taken to the next scheduled match
  5. Prepare an annual report to be delivered at the AGM
    - Content of the report is at The Captain's discretion, but normally will comment on overall playing record of the season past, thank the vice captains, and signify any notable team or individual performances.

### **5.7 Vice-Captains**

1. In the absence of the captain, deputise and adopt his responsibilities (see above).
2. Adopt the responsibilities of Match Secretary at The Captain's request

### **5.8 Match Secretary**

1. Select teams
  - Determine the availability of players for forthcoming games. This can be done face-to-face at matches, by use of the Gmail account or by telephone
  - Select teams in line with the Isis C.C. selection policy as described in Appendix 4
2. Confirm home ground availability
  - Call the groundsman and request confirmation that the game is on or off (only necessary after or during inclement weather conditions)
  - Inform the opposition of cancelled matches
3. Confirm away ground availability
  - Call the opposition fixture secretary or captain and request confirmation that the game is on or off (only necessary after or during inclement weather conditions)
4. Inform the team and groundsman of cancelled matches
  - In the event that a match is cancelled make every effort to inform everybody due to play and the groundsman that the match has been cancelled.

## 5.9 Members

1. Pay the annual subscription fee
2. Regularly check the website for forthcoming fixtures, and let the match secretaries know your availability by emailing [isiscricket@gmail.com](mailto:isiscricket@gmail.com)
3. Protect the good name of Isis Cricket Club by playing to the best of your availability in accordance with The Constitution and the ECB Code of Conduct
4. Undertake match day jobs at the request of The Captain. Such jobs include: -
  - Umpiring
  - Scoring
  - Updating the scoreboard
  - Taking covers off of or putting covers on to the wicket
  - Collecting match fees (normally only required in the absence of The Treasurer)
  - Packing the kit bag after the game

## 5.10 Guests

1. Adopt the same responsibilities as those of the members
2. Join the club as a full member to receive priority for selection

## 5.11 Webmaster

1. Prepare the end of season and lifetime statistics for the AGM
  - Open the MS Access database, remembering to “Enable this content” through the Options dialogue should it be shown with a security warning (this warning is generated because of a specific piece of SQL in one of the underlying queries, which is safe). All required actions in the MS Access database can be operated through the Switchboard screen.
  - Export the batting statistics from the MS Access database to MS Excel
  - Export the bowling statistics from the MS Access database to MS Excel
  - Add the season’s batting statistics to the lifetime batting records in MS Excel
  - Add the season’s bowling statistics to the lifetime bowling records in MS Excel
  - Update the “isiscareerrecords.doc” file in MS Word
  - Prepare the “Season in Review” report for the AGM, including: -
    - Fixtures and Results
    - Runs Scored (descending order)
    - Batting Average rankings (descending order)
    - Appearance rankings (descending order)
    - Bowling rankings (wickets taken, in descending order)
    - Overs Bowled (descending order)
    - Bowling Averages (descending order)
    - Bowling Economy (ascending order)
    - Bowling Strike Rate (ascending order)

- Catches, Run Outs, Stumpings
  - Season Analyses
  - Most Runs (top 10, Life) (descending order)
  - Best Batting Average (top 10, Lifetime) (descending order)
  - Best partnerships per wicket
  - Most wickets (top 10, Life) (descending order)
  - Best Bowling Average (top 10, Life) (descending order)
  - Best Bowling Strike Rate (top 10, Life) (ascending order)
  - Best Bowling Average (top 10, Life) (ascending order)
2. Setup the website for the new season
- Open the Serif WebPlus X8
  - Add the previous season's 'Fixtures and Results' and 'Statistics' pages as new pages and update links on the respective Master pages for fixtures and statistics.
  - Update the officers page with details of the new committee
  - Update the Honours Board page
  - Update the year on the SiteMaster page
  - Update the Fixtures/Results page with the new season's fixtures once released
  - Update the "end of season awards" page
  - Publish the outputs of the AGM as linked documents on the Downloads page
    - Minutes, supplied by The Secretary
    - Chairman's Report
    - Captain's Report
    - Fixture Secretary's Report
    - Add links from the Archive page
    - Add links from the Home page
  - Update the Constitution page with any amendments arising at the AGM
  - Update the Archive pages
    - Update the "isiscareerrecords.doc" file in MS Word
    - Batting Averages (Life)
    - Most Runs Scored (Life)
    - Batting Milestones (Life)
    - Bowling Averages (Life)
    - Best Bowling (Life)
    - Bowling Milestones (Life)
3. Enter the match analysis to the MS Access database
- Add any new Isis players through the Players Register screen
  - If the opposition is a new fixture, add them via the Maintain Opponents screen
  - Enter the details of the match (date, opposition, venue, match format, status, and whether confirmed) via the Enter New Match Details screen
  - Enter the match analysis through the Enter Results and Match Statistics screen (result, Isis batting details, Isis batting extras, Isis bowling details, extras)

- Run the Match Statistics Report, checking that the scores are the same as recorded in the scorebook. If there is a difference, return to entering the match analysis and adjust as necessary.
4. Update the match statistics to the website for every game
    - Export the Match Statistics Report as a Word RTF file and then save in .PDF form
    - Go to the Fixtures and Results page and enter the result of the fixture, and make this a Hyperlink to the associated .PDF file above
    - In the MS Access database, run the Batting Statistics by Season, Bowling Statistics by Season and Fielding Statistics by Season reports, and export each of these to a Word RTF file. Paste these on to the Statistics page
    - Update the homepage with club news/upcoming events and publish the web site through FileZilla or some other FTP client
  5. Act as The Club's Data Protection Officer
    - Oversee and implement procedures as necessary to uphold The Club's data protection policy (see Section 5).
  6. Ensure that regular backups of the following files are saved to the web server: -
    - Isis Cricket Club.mdb (*Microsoft Office Access database*)
    - Isis Cricket Club.WPP
    - Life\_Battingstats\_YYYY.xls (*where YYYY is the last complete season - Microsoft Office Excel 2007 workbook*)
    - Life\_Bowlingstats\_YYYY.xls (*where YYYY is the last complete season - Microsoft Office Excel 2007 workbook*)
    - Isiscareerrecords.doc (*Microsoft Office Word 97-2003 workbook*)

### 5.12 Safeguarding Officer

1. Promote and implement the club's Safeguarding Policy
2. Act as a source of advice on current best practice and provide support to Club Committee and members of the Club on safeguarding issues and procedures.
3. Ensure that a copy of the club's Safeguarding Policy is always to hand for inspection of parents and guardians of children and vulnerable adults visiting or representing the club in cricket
4. Ensure that a set of safeguarding documents are kept available to all officials and players in the club kit-bag, per the checklist in Appendix 8. These documents should be regularly audited and a record of each audit should be held by the Safeguarding Officer.
5. Send welcome letter to parents of new junior members per Appendix 9
6. Attend Club Committee meetings as a member of the club committee by right of role and to ensure that safeguarding is a mandatory standing item on the agenda
7. To advise the committee in establishing which roles within the club require the post holder to undertake the ECB DBS Vetting process
8. Ensure that accurate safeguarding records and all associated documentation is kept in a secure fashion , including:
  - Safeguarding Officer's training records
  - Results of officers' DBS checks
  - Results of Risk Assessments
  - Records of complaints and suspicions of breaches of the Safeguarding PolicyRecords must be kept on file for at least 25 years (records must be passed on at a change of the Safeguarding Officer).
9. Ensure that officer's DBS checks are renewed at expiry.
10. To ensure matters of concern regarding child welfare or possible cases of abuse are reported / referred appropriately to the ECB and/or statutory authorities in a timely fashion, and in accordance with the ECB procedures

## 6 The Club Calendar

This section serves as a check-list of the most important actions required of the officers of The Club. It may be used at committee meetings to ensure that such activities are considered, scheduled and actioned to a specific individual.

Month	Action	Normally assigned to
January	<ul style="list-style-type: none"> <li>▪ Complete booking midweek fixtures for the next season</li> <li>▪ Complete organisation of the annual tour</li> <li>▪ Prepare account for the committee meeting</li> <li>▪ Attend the January committee meeting</li> <li>▪ Set up the web site for the new season</li> <li>▪ Arrange Health and Safety Risk Assessment</li> <li>▪ Check status of DBS-certifications</li> <li>▪ Elect the Data Protection Officer</li> <li>▪ Renew affiliation to the Oxfordshire Cricket Board</li> </ul>	Fixture Sec. Fixture Sec. Treasurer All Webmaster Chairman Safeguarding Officer All Secretary
February	<ul style="list-style-type: none"> <li>▪ Make provisional booking for Nets for next season</li> </ul>	Secretary
March	<ul style="list-style-type: none"> <li>▪ Organise start of season events: -               <ul style="list-style-type: none"> <li>▪ Charity event</li> <li>▪ Social night</li> </ul> </li> </ul>	Secretary
April	<ul style="list-style-type: none"> <li>▪ Send out the tour itinerary</li> <li>▪ Call the May Committee Meeting – 2nd Tuesday in May</li> </ul>	Fixture Sec. Secretary
May	<ul style="list-style-type: none"> <li>▪ Renew Public Liability Insurance</li> <li>▪ Prepare a statement of account for the committee meeting</li> <li>▪ Attend the May committee meeting</li> </ul>	Treasurer Treasurer All
August	<ul style="list-style-type: none"> <li>▪ Call the Sept Committee Meeting – 2nd Tuesday of Sept</li> <li>▪ Book Golf challenge cup venue</li> </ul>	Secretary President
September	<ul style="list-style-type: none"> <li>▪ Set the date, time and venue for the AGM</li> <li>▪ Set the date, time and venue for the Awards Night</li> <li>▪ Verify which officers will continue to stand for committee in the following season</li> <li>▪ Call the AGM</li> <li>▪ Organise end of season social night</li> <li>▪ Attend the September committee meeting</li> </ul>	Chairman Captain Chairman  Secretary Secretary All
October	<ul style="list-style-type: none"> <li>▪ Organise nets for next season</li> <li>▪ Begin booking weekend fixtures for the next season</li> <li>▪ Check ground hire availability for next season</li> <li>▪ Publish the lifetime and end of season statistics</li> <li>▪ Golf challenge cup</li> </ul>	Secretary Fixture Sec. Chairman Webmaster President
November	<ul style="list-style-type: none"> <li>▪ Prepare the end of season statistics</li> <li>▪ Prepare a statement of account</li> <li>▪ Hold the AGM</li> <li>▪ Set the date, time and venue for committee meetings</li> <li>▪ Complete booking weekend fixtures for the next season</li> <li>▪ Begin organising the annual tour</li> <li>▪ Organise the Xmas social night</li> <li>▪ Call the December Committee Meeting – 2<sup>nd</sup> Tues of Dec</li> </ul>	Treasurer Treasurer All Chairman Fixture Sec. Fixture Sec. Secretary Secretary
December	<ul style="list-style-type: none"> <li>▪ Ensure nets for the following season have been booked</li> <li>▪ Prepare a statement of account for the committee meeting</li> <li>▪ Attend the December committee meeting</li> <li>▪ Call the Jan committee meeting – 2<sup>nd</sup> Tuesday in Jan</li> <li>▪ Begin booking midweek fixtures for the next season</li> </ul>	Secretary Treasurer All Secretary Fixture Sec.

## Appendix 1: Template Agenda for the AGM

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- 1) Apologies for absence
- 2) Minutes of the 2011 AGM
- 3) Matters arising from 2011 AGM
- 4) Chairman's report
- 5) Captain's report
- 6) Treasurer's report
- 7) Fixture Secretary's report
- 8) Safeguarding report
- 9) Proposals for amendments to the constitution
- 10) Awards
  - Player of the Season (Ballot)
  - Clubman of the Year (Ballot)
  - Bowling Award (Top Wicket Taker)
  - Batting Award (Top Run Scorer)
  - Catching Award (Top Catch Taker)
  - Fielding Award (Best Fielder) (Ballot)
  - Most Improved Player (Ballot)
  - Most Memorable Innings of the season
  - Amazing bowling spell of the season
  - Big Hit of the Year (Most sixes in the season)
  - Duck Award (Ballot)
- 11) Election of Committee:
  - President
  - Chairman
  - Captain
  - Vice Captains
  - Treasurer
  - Fixture Secretary
  - Secretary
  - Safeguarding Officer
- 11) Set the rate for annual club membership fees and match fees
- 12) AOB



## Appendix 2: Template Agenda for Committee Meetings

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- 1) Apologies for absence
- 2) Approval of the minutes of the previous meeting
- 3) Matters arising from the minutes of the previous meeting
- 4) Chairman's update
- 5) Secretary's update
  - Social events
  - Correspondence
- 6) Treasurer's update
  - Accounts
  - Membership
- 7) Fixture Secretary's update
  - Fixture changes
  - Tour update
- 8) Captain's Update
  - Recent results
  - Issues and concerns
- 9) Safeguarding Officer Update
- 10) Review calendar events for the next quarter, assign actions
- 11) AOB

## Appendix 3: Template AGM Notice

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### Notice of the AGM

Subject: Notice of the Annual General Meeting of Isis Cricket Club

To the members of Isis Cricket Club, notice is hereby given of the <<insert season>> Annual General Meeting at <<insert venue>> on <<insert day, date>> starting at <<insert start time>>.

The AGM is the members' opportunity to reflect on the past season, vote on the awards for the season, hear reports from the outgoing officers of the club and to elect the new committee for the next season.

Any member wishing to propose a change to the constitution must do so in writing for my attention at least 14 days prior to the meeting.

While guests may attend at The Chairman's discretion, only paid up members at the date of the AGM have the right to vote or raise new business at the meeting.

Kind Regards,

<<insert secretary's name>>

Hon, Secretary

## Appendix 4: Selection Policy

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1. Team selection for any match is determined by Match Secretary (either The Captain, a delegated Vice-Captain or a combination of The Captain or one or more Vice Captains).
2. It is the responsibility of Members to make their availability known to The Captain and the Vice Captains. Forthcoming fixtures are clearly advertised on the club website, at [www.isiscc.org.uk](http://www.isiscc.org.uk). A soft copy (MS Excel) list of fixtures can be obtained from The Fixture Secretary on request.
3. Our selection policy is to select paid Members of the club ahead of guests, regardless of age, talent and ability.
4. In the event that a match is over-subscribed, somebody will inevitably be disappointed. However: -
  - it is important that an appropriate balance of batsmen, wicket-keeper and bowlers is selected for any match
  - playing strength is supported so far as is possible (to avoid 'no contest' fixtures and out of respect to the opposition).
5. While taking point 4. into account it is incumbent on The Captain and Vice-Captains to take an inclusive stance and to try to give Members who may have missed a match due to over-subscription to receive priority for selection in subsequent matches.
6. Guests who begin to appear regularly for the club are expected to become full members in order to earn the right to selection. The membership fee officially remains fixed throughout the season, regardless of when in the season the fee is paid, although the Treasurer may charge a concessionary membership fee at his/her discretion should a new member join late in the season.

### **Selection Procedures**

- The list of members is in the Isis Gmail account at <https://accounts.google.com/Login>
- When logging in to Gmail you may be taken to your personal Gmail account. Click on the Google Account icon, top right-hand corner and select (or add) the account [isiscricket@gmail.com](mailto:isiscricket@gmail.com).
- The sign-in if required as "isiscricket". The password can be obtained from one of the officers.
- Using the Google Apps icon (9 dots in a square, top right-hand corner) select Gmail to access the Inbox or other mail folders. Select contacts to see the current players list. Labels are used to group contacts; these are normally set up by the treasurer each year and include "Members YYYY" (where YYYY is the current/forthcoming season), "Committee YYYY" and "Archived Contacts"
- An email can be sent to members only by using the Members YYYY group by simply typing this address into the Compose box (use the "+" icon to go there).

- In the first instance email Members YYYY with details of forthcoming games and asking who wants to play. If the team is not filled within a couple of days, open up the invitation by emailing Isis Contacts (another email group which comprises all the non-members as well as the members).
- If a member misses/has missed a game due to oversubscription (rare) then make a mental note to give them priority in future games.
- Selectors are asked to keep up with who are members. They should make every effort to avoid selecting guests over members who wish to play.
- Telephone numbers are also stored against contacts in Gmail account where provided/collected Telephone calls are at the selector's expense.

## Appendix 5: Fixture Contacts

The following list of Isis fixture contacts was current at November 2019. The master list of contacts is owned by the Fixture Secretary: -

Club	Fixture Secretary	Contact Details
Aldworth	Simon or James	<a href="mailto:sfgiles50@gmail.com">sfgiles50@gmail.com</a> or <a href="mailto:fixtures@aldworth.cc">fixtures@aldworth.cc</a>
Appleton	Simon	<a href="mailto:simon@jakeandbarney.co.uk">simon@jakeandbarney.co.uk</a>
Aston Tirrold	Ralph and John	<a href="mailto:ralphamale@hotmail.co.uk">ralphamale@hotmail.co.uk</a> <a href="mailto:johnshea85@googlemail.com">johnshea85@googlemail.com</a>
Axbridge	Mike	<a href="mailto:mikesueday@aol.com">mikesueday@aol.com</a>
Bartlemas	Anton	<a href="mailto:saveri@btinternet.com">saveri@btinternet.com</a>
Cholsey	Pete	<a href="mailto:peter.sergeant@ntlworld.com">peter.sergeant@ntlworld.com</a>
Clapham	James	<a href="mailto:ciccfixtures@gmail.com">ciccfixtures@gmail.com</a>
Enstone	Jonathan	<a href="mailto:jonathan.watts@aviva.com">jonathan.watts@aviva.com</a>
Exeter Erratics	Mark	<a href="mailto:markphillips@tiscali.co.uk">markphillips@tiscali.co.uk</a>
Eynsham	Gary (Groundsman)	<a href="mailto:grcook1964@gmail.com">grcook1964@gmail.com</a>
FFTMCC	Ian	<a href="mailto:giant_fftmcc_duck@yahoo.co.uk">giant_fftmcc_duck@yahoo.co.uk</a>
Greys Green	Nigel	<a href="mailto:nigelwdennis@btinternet.com">nigelwdennis@btinternet.com</a>
HNCC	Tim or Arghya	<a href="mailto:trhill@talk21.com">trhill@talk21.com</a> or <a href="mailto:arghyadev@yahoo.com">arghyadev@yahoo.com</a>
Horspath	Dave	<a href="mailto:david.heritage@mypostoffice.co.uk">david.heritage@mypostoffice.co.uk</a>
Hospitals	Nick	<a href="mailto:nick.halfhead@outlook.com">nick.halfhead@outlook.com</a>
Iffley	Fergus	<a href="mailto:fergus@gravityglobal.com">fergus@gravityglobal.com</a>
Ipsden	Charlie	<a href="mailto:thecharliecox@gmail.com">thecharliecox@gmail.com</a>
Islip	Rick	<a href="mailto:islipcricketclub@gmail.com">islipcricketclub@gmail.com</a>
Kempsford	David	<a href="mailto:david.fry@vodafone.com">david.fry@vodafone.com</a>
Middleton Stoney	Simon	<a href="mailto:msscfixture.secretary@gmail.com">msscfixture.secretary@gmail.com</a>
Minster Lovell	Tim	<a href="mailto:tim@tcg-ad.com">tim@tcg-ad.com</a>
Moreton	Nigel	<a href="mailto:n.hessey@btinternet.com">n.hessey@btinternet.com</a>
Nielsen	James	<a href="mailto:james.oates@nielsen.com">james.oates@nielsen.com</a>
OCC	Ben	<a href="mailto:benandtracey72@gmail.com">benandtracey72@gmail.com</a>
OUCCC	Bharat	<a href="mailto:bharat_ram@hotmail.com">bharat_ram@hotmail.com</a>
OUP	Alex	<a href="mailto:Alex.Beaumont@oup.com">Alex.Beaumont@oup.com</a>
Oxenford	Tim	<a href="mailto:oxenfordcc@hotmail.com">oxenfordcc@hotmail.com</a>
Peppard	Rich	<a href="mailto:ashtonr@tcd.ie">ashtonr@tcd.ie</a>
Pirates	Phil	<a href="mailto:info@oxfordpirates.co.uk">info@oxfordpirates.co.uk</a>
Stour Provost	Miles	07950 289609
Swindon Nomads	Steve	07727 063089
Wytham	JP	<a href="mailto:jpderosnay@gmail.com">jpderosnay@gmail.com</a>

## Appendix 6: Example Match Day Docket

### Match Day Docket

Opposition: \_\_\_\_\_ Date: \_\_\_\_\_

<b><u>Income</u></b>	
<u>Players</u>	<u>Amount Paid</u>
1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____
11	_____
	_____
	_____

**Total Collected**

<b><u>Expenditure</u></b>	
Teas	<input style="width: 150px; height: 30px;" type="text"/>
Ground Rent	<input style="width: 150px; height: 30px;" type="text"/>
Other	<input style="width: 150px; height: 30px;" type="text"/>

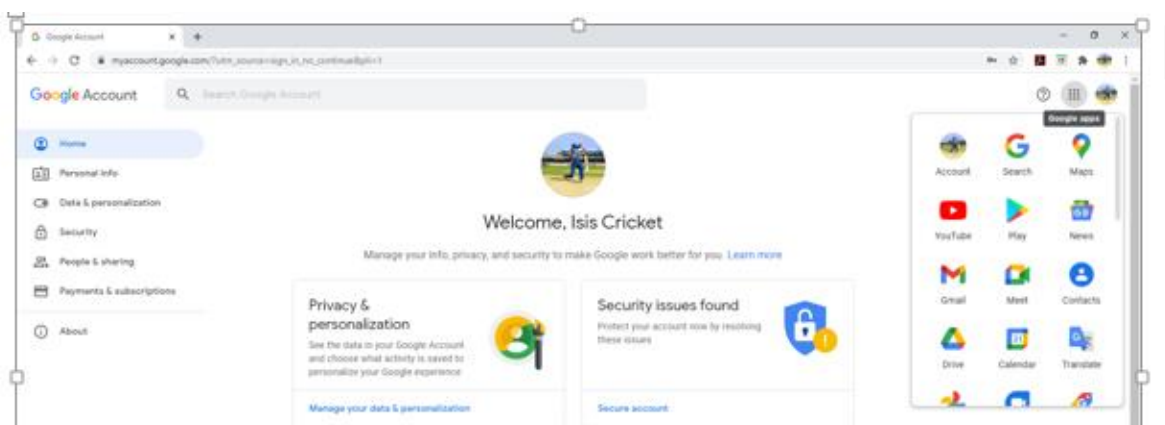
**Balance (to Treasurer)**

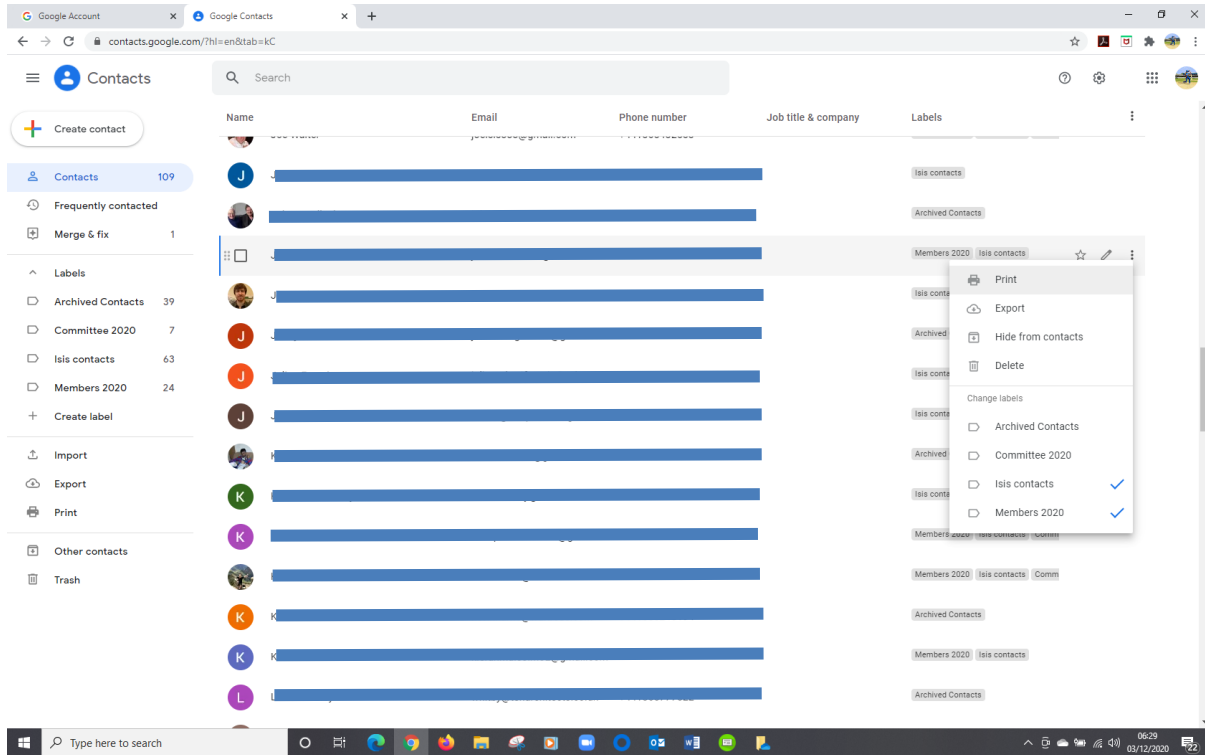
Collected by: \_\_\_\_\_ (signature)

## Appendix 7: Membership Procedure

The following procedure will be used to administer membership and membership fees: -

1. All members will be required to submit the membership fee by online banking or in cash to The Treasurer
2. On-line payments may be made to:
  - Account name: ISIS Cricket Club
  - Account number: 01666758
  - Sort Code: 30-96-35
3. The treasurer updates the membership list, which is stored on The Club's Gmail account
  - The list of members is in the Isis Gmail account at <https://accounts.google.com/Login>
  - When logging in to Gmail you may be taken to your personal Gmail account. Click on the Google Account icon, top right-hand corner and select (or add) the account isiscricket@gmail.com.
  - The sign-in if required as "isiscricket". The password can be obtained from one of the officers.
  - Using the Google Apps icon (9 dots in a square, top right-hand corner) select 'Contacts' to access the players list. Labels are used to group contacts; these are normally set up by the treasurer each year and include "Isis contacts", "Members YYYY" (where YYYY is the current/forthcoming season), "Committee YYYY" and "Archived Contacts". Labels are adjusted by hovering on the contact name and clicking on the rightmost "more actions" icon when it appears.
  - New member details should be added as a new contact, and appropriate labels attached as above and as appropriate.
  - Persons wishing to be removed from the general email distribution list should have the "Isis contacts" label removed and the "Archived Contacts" label added.







## Appendix 8: Safeguarding Document Checklist

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This is a checklist of the documentation that should be held in the kit-bag for easy access by club officials and players.

1. Isis CC Safeguarding Checklist (for self-audit).
2. Letter of welcome and safeguarding to parents
3. Isis CC Safeguarding Policy Statement.
4. ECB Club Duty of Care.
5. ECB Responding to, Recording and Reporting (Sharing) concerns.
6. ECB Guidance on the recording of information by club and county welfare officers and others.
7. ECB The 'Safe Hands' Safeguarding and Protecting Children Policy Statement.
8. ECB 'Working together to Safeguard children' - description of responsibilities.
9. ECB Definitions of abuse, cricket examples of possible abuse and common indicators of child abuse.
10. ECB Club Action Plan template.
11. OCC-Information for captains of open age cricket teams.

## Appendix 9: New Junior Member Letter

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Dear Parent / Carer

Isis Cricket Club welcomes you and your child(ren) to the club. We hope that your child(ren) will enjoy being a club member and will enjoy the cricket coaching, training, and matches, as well as the social interactions available at the club. The aim of this letter is to provide information that may be helpful to you as new members. Please do ask me – the Club Welfare Officer – or any committee member or coach if you have other questions not answered in this letter. The club is run by volunteers and we hope that as you feel part of the club you will be able to get involved.

A full list of officers, committee members, coaches and officials can be found on the Isis Cricket Club website at <http://www.isiscc.org.uk/officers.html>.

We adhere to the 'Safe Hands' Policy for Safeguarding Children in Cricket and I meet the necessary criteria as vetted by the ECB. There are other adults at the club who also meet those criteria who have been vetted through the enhanced DBS and 'Barred List' check (formerly known as CRB checks): -

President:	Keith Ponsford	01865 875526
Captain and Treasurer:	Keith Whiter	07766 508212
Club Welfare Officer:	Matt Stanbury	07868 754740
Fixture Secretary:	Nick Wyatt	07811 955352
Committee member:	Jonathan Ponsford	07970 651505
Playing member:	Mo Navqi	07950 921617

Whilst we hope your child will be happy and content at the club, we understand that sometimes questions, concerns or difficulties may arise. Please feel able to raise these as soon as possible, so we can rectify things at the earliest opportunity. If you have a question about nets or match-day arrangements please check emails as this is the main means of communication, otherwise telephone or email the captain.

If you have any concern about your child or another child, or about the behaviour of any adult at the club, please speak to me, the Club Welfare officer – you can contact me on the details shown above. If your concern is about me, you may contact the County Welfare Officers at [oxfordshirecricketwelfare@gmail.com](mailto:oxfordshirecricketwelfare@gmail.com) or by telephone-Stuart Murphy (Tel:07766 110067) or Lesley Pykett (Tel:07762 572558).

Regards,

Safeguarding Officer