

## Colts Membership Application Form – Season 2013



**EPSOM C.C.**

Please complete this membership application form and return it, with the membership fee, to the Membership Secretary, **Andrew Minhinnick, 5 Hylands Close, Epsom, KT18 7EE.**

### Section 1 – Player's Personal Details

Name:

Date of Birth:  Gender M / F

School / College:

Do you consider the player to be from an ethnic minority?\* Yes  No

If 'Yes' – what is the player's ethnic origin? \*

\*Optional - We are collecting members' ethnic origin data in order to satisfy the ECB drive to ensure equal opportunities.

### Section 2 –Parent / Legal Guardian's Personal Details

Name:

Address:

Post Code  Home Phone

Email:

Emergency Contact Number

Alternative Emergency Contact Number

### Section 3 – Training Details / Membership Fees

Age Group	School Year	Training Day	Time	Membership Fee **
U'5 - U'6 *	Reception – Year 1	Friday	6pm – 7pm	£55
U'7 * – U'9	Year 2 – Year 4	Friday	6pm – 7:30pm	£80
U'10 – U'11 Boys	Year 5 – Year 6	Friday	6pm – 8pm	£110
U'12 – U'14 Boys	Year 7 – Year 9	Monday	6:30pm – 8:30pm	£110
U'15 – U'17 Boys	Year 10 – Year 12	Monday	6:30pm – 8:30pm	£65
U'10 – U'14 Girls	Year 5 – Year 9	Monday	6:30pm – 8:30pm	£110
U'15 – U'17 Girls	Year 10 – Year 12	Tuesday (with the Ladies)	6:30pm – 8:30pm	£45

\* U'5s must be in Reception at school. U'5s – U'7s must be accompanied by a responsible adult.

\*\* Sibling discounts apply – 2<sup>nd</sup> siblings enjoy a £10 discount, 3<sup>rd</sup> siblings a £20 discount etc. There is an additional 10% discount for players that are also Tennis or Hockey Club members.

Please make cheques payable to **Epsom Sports Club Ltd.** We offer an option to pay in 4 installments. If you choose this option, please supply 4 post dated cheques each for 25% of the total fee. These should be dated 1 April, 1 May, 1 June and 1 July.

If you are struggling to make payments please contact Colts Chairman Haidee Allen, [haidee.allen9@gmail.com](mailto:haidee.allen9@gmail.com), 07973 619884.

### Section 4 – Disability and Medical Information

Name of Doctor

Telephone No

The Disability Discrimination Act 1995 defines a disabled person as anyone with 'a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'.

Do you consider the player to have a disability?

Yes

No

If 'Yes' – please give details

Please detail below any important medical information that The Club should be aware of (e.g. epilepsy, asthma, diabetes, allergies or injuries). Please include any treatment or medications currently applicable and any appropriate action that should be taken. Please note that Club Officers will only administer first aid. Therefore it is the responsibility of the parent or guardian to be present at training and matches if the player is unable to administer his or her own treatment.

**Section 5 – Consent Statement from Player (U'8-17s are required to sign)**

- I am aware of the Code of Conduct for Young People (Appendix 1) and agree to abide by it.
- I agree to my photograph being circulated to players and parents/guardians within my age group. **(LEAVE UNTICKED IF YOU DO NOT AGREE).**
- I agree to the Club photographing or videoing and using my image under the terms and conditions of the Club photography / video policy (Appendix 3). **(LEAVE UNTICKED IF YOU DO NOT AGREE).**

Signed (Player)

Printed Name (Player) and Date

**Section 6 – Consent Statement from Parent / Legal Guardian**

**Please tick each box to confirm your acceptance of the following:**

- I confirm that I have legal responsibility and am entitled to give consent regarding the player named in Section 1.
- I confirm that to the best of my knowledge, all information provided on this form is accurate, and that I will undertake to advise the club of any changes to this information.
- I give my consent that in an emergency situation, the Club may act *in loco parentis*, if the need arises for the administration of emergency first aid and / or other medical treatment which in the opinion of a qualified medical practitioner may be necessary. I also understand that in such an occurrence that all reasonable steps will be taken to contact me or the alternative emergency contact which I have given in Section 2 of this form.
- I agree to the player taking part in the activities of the Colts Section of the Club.
- I understand and agree to the responsibilities which I and the player have in connection with the Policy Guidelines and Codes of Conduct included in the Appendices at the end of this document
- I agree to photographs of the player being circulated to players and parents/guardians within the player's age group. **(LEAVE UNTICKED IF YOU DO NOT AGREE).**
- I agree to the Club photographing or videoing and using the player's image under the terms and conditions in the Club photography / video policy (Appendix 3). **(LEAVE UNTICKED IF YOU DO NOT AGREE).**
- I agree to the Club passing my email address to Epsom Sports Club. This will only be used to keep you informed of activities within Epsom Sports Club. **(LEAVE UNTICKED IF YOU DO NOT AGREE).**

Signed (Parent / Legal Guardian)

Printed Name (Parent / Legal Guardian) and Date

The Club will use the information provided on this Membership Form (together with other information it obtains about the player) to administer his/her cricketing activity at the Club and in any activities in which he/she participates through the Club and to care for and supervise activities in which he/she is involved.

In some cases this may require the Club to disclose the information to County Boards, Leagues and to the England and Wales Cricket Board. In the event of a medical issue or child protection issue arising, the Club may disclose certain information to doctors or other medical specialists and/or to police, children's social care, the Courts and/or probation officers and, potentially to legal and other advisers involved in an investigation.

**As the person completing this form, you must ensure that each person whose information you include in this form knows what will happen to their information and how it may be disclosed.**

## Appendix 1 - Code of Conduct for Young People

Epsom Cricket Club is fully committed to safeguarding and promoting the wellbeing of all its members.

Epsom Cricket Club believes that it is important that members, guests, coaches, club officers and appointed volunteers associated with the Club should, at all times, show respect and understanding for the safety and welfare of others.

Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the Club with the Club Welfare Officer.

As a member of Epsom Cricket Club you are expected to abide by the following Junior Code Of Conduct:

- All members must play within the rules and respect officials and their decisions
- All members must respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late
- Members must wear suitable kit –white cricket shirt, cricket trousers, tracksuit bottoms or shorts for training. Full cricket kit is needed for the matches
- Members must pay any fees for training or events promptly
- Junior members are not allowed to smoke on club premises or whilst representing the club at competitions
- Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club

### Disciplinary Procedure – Junior Members

The following disciplinary procedure is now applicable in the event of any poor behaviour by a Junior Member during a training session or a match:

- Green Level – This would involve a Junior Member being taken aside by the coach / manager. The poor behaviour would be discussed and a verbal warning issued. This level of action would apply for a first offence and / or a relatively minor misdemeanour
- Amber Level – This would involve the parent / guardian / carer being informed of the poor behaviour and the Junior Member being excluded from the next training session and / or match. This level of action would apply for a more serious offence and / or more persistent disruptive behaviour
- Red Level – This would involve the Junior Member being required to stand before the Cricket Club Disciplinary Board. This level of action would apply for a very serious offence and / or sustained disruptive behaviour.

## **Anti Bullying Policy**

We are committed to providing a caring, friendly and safe environment for all of our children so they can train and play in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all children should be able to tell and know that incidents will be dealt with promptly and effectively. The following procedures have been adopted by the club:

- Anyone should feel free to report bullying incidents to the Club Welfare Officer
- The bullying behaviour or threats of bullying will be investigated
- Parents of both parties will be informed and may be asked to come in to a meeting to discuss the problem
- In cases of serious bullying, the incidents will be reported to the ECB Child Protection Team for advice via the County Welfare Officer
- If necessary and appropriate, police will be consulted
- An attempt will be made to help the bully (bullies) change their behaviour
- In cases of adults reported to be bullying cricketers under 18, the ECB must always be informed and will advise on action to be taken

## **Appendix 2 - Code of Conduct for Cricket Club Members, Guests, Coaches, Club Officers and Volunteers**

All Members, Guests, Coaches, Club Officers and Appointed Volunteers of Epsom Cricket will

- Respect the rights, dignity and worth of every person within the context of Cricket
- Treat everyone equally and not discriminate on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, religious belief, class or social background, sexual preference or political belief
- Not condone, or allow to go unchallenged, any form of discrimination if witnessed
- Display high standards of behaviour
- Promote the positive aspects of Cricket e.g. fair play
- Encourage all participants to learn the Laws and rules and play within them, respecting the decisions of match officials
- Actively discourage unfair play, rule violations and arguing with match officials
- Recognise good performance, not just match results
- Place the well-being and safety of Young People above the development of performance
- Ensure that activities are appropriate for the age, maturity, experience and ability of the individual
- Respect Young People's opinions when making decisions about their participation in Cricket
- Never use threatening, disparaging or discriminatory language or behaviour at any time
- Not smoke, drink or use banned substances whilst actively working with Young People in the Club
- Not provide Young People with alcohol when they are under the care of the Club
- Follow ECB guidelines set out in the 'Safe Hands – Cricket's Policy for Safeguarding Children' and any other relevant guidelines issued
- Report any concerns in relation to a Young Person, following reporting procedures laid down by the ECB
- In addition to the above, all coaches, club officers and appointed volunteers will:
  - Hold relevant qualifications and be covered by appropriate insurance
  - Always work in an open environment (i.e. avoid private or unobserved situations and encourage an open environment)
  - Develop appropriate working relationships with participants

- Inform players and parents/guardians/carers of the requirements of Cricket
- Know and understand the ECB's 'Safe Hands – Cricket's Policy for Safeguarding Children'

## **Appendix 3 – Policy Guidelines**

### **Management Of Children At The Club**

Coaches and club officers will be responsible for the children in their care during supervised training or home or away matches. However, at all other times, the safety and conduct of children at the Club is the responsibility of their parents/guardians. This includes whilst waiting for the sessions to start and immediately afterwards. The exception to this is children in the under 7 age group, where a parent or carer/guardian must be present at all times.

### **Management Of Children At Matches**

A team manager will be appointed to:

- establish and communicate the following information to parent(s):
  - When the match will take place – including date and estimated start and finish times
  - Where the match will take place
  - Meeting points
  - Name and contact details for the team manager
  - Kit / equipment requirements
  - Costs – i.e. competition fee, spending / pocket money, any cost of transport
  - Arrangements for food and drink and toilet facilities
- ensure they have a written copy of the relevant emergency contact details and any medical information with them, for all children for whom they have a duty of care.
- check the ground pre match for any litter or dog excrement which may pose a danger to the players.

### **Transport**

The following guidelines apply to transporting children to and from matches and training:

- It is the responsibility of the parents / guardians/ carers for the safe delivery and collection of their child for matches or training.
- It is not the responsibility of the coach or team manager to transport, or arrange to transport, the children to and from the Club or match.
- For reasons of safety, the main club car park (i.e. the car park nearest to the main road) should be used to drop and collect children for matches or training.

### **Changing and Showering**

The following guidelines apply to adults and children sharing changing facilities:

- Adults must not change or shower at the same time using the same facility as children before and after matches.
- Adults must change at separate times to children during matches i.e. when padding up.
- If children play for adult teams, they and their parents / guardians / carers must be informed of the Club's policy on changing arrangements.
- Mixed gender teams must have access to separate male and female changing rooms.
- Mobile phones must not be used in changing rooms.



Please note that if children are uncomfortable changing or showering at the Club, no pressure should be placed on them to do so. Encourage them to do this at home.

### **Photography and Video Camera**

The following guidelines apply to the use of cameras and videos during matches, training sessions and other club occasions:

- Photographs / videos are not to be taken by the Club without the prior permission of the child and parent/ guardian/carer of the child. Consent /refusal will be gained on the membership form. This permission can be given by proxy by the coach of each team.
- If permission has not been granted for official photographs, the team manager will inform the manager of the opposition when attending an away match.
- Photographs / videos that are taken by parents/guardian/carers can be circulated within the child's age group with the prior permission of the child and parent/ guardian/carer of the child. Consent /refusal will be gained on the membership form. Images may not be passed to any third party outside the age group or used for commercial purposes.
- The children should be informed that if they have concerns they can report these to the coach or team manager.
- Concerns regarding inappropriate or intrusive photography or video use should be reported to the Club Welfare Officer and recorded in the same manner as any other child protection concern.

Use of images of children by the Club, (for example on the web, in the media or in handbooks)

- Parental permission will be asked to use their child's image and wherever possible show the image to the parents and child in advance. Consent /refusal will be gained on the membership form.
- The child's permission will be asked to use their image. Consent /refusal will be gained on the membership form.
- If the child is named, their photograph will not be used.
- If a photograph is used, the name of the child will not be used.
- Images of children in appropriate kit (training or competition) will be used, to reduce the risk of inappropriate use, and to provide positive images of the children.

Using Video as a coaching aid:

- The Club may use video equipment as a legitimate coaching aid. This is part of the Coaching programme.
- Care will be taken in the storing of such films in a secure location and destroyed when no longer needed or when a parent requests this.
- The parents / guardians /carers and children must provide written consent for the use of photography and video analysis.

## Missing Children

The following guidelines will apply if a child goes missing.

- Other children in the care of the Club will be looked after appropriately while a search is organised for the child concerned.
- The child's parents will be informed if they are present at the event, or an appropriate person will be nominated to telephone them and advise them of the concern. They will be reassured all is being done to locate their child.
- All available responsible adults will be organised by areas to ensure that all places are searched fully.
- All areas will be searched including changing rooms, toilets, public and private areas and the club grounds.
- All those searching will be asked to report back to a nominated adult at a specific point.
- This nominated person should remain at this specific reference point and must be making a note of the events, including detailing a physical description of the child including approx. height, build, hair and eye colour as well as clothing the child was wearing and where / when they were last seen, as this will be required by the police. If the search is unsuccessful the nominated person will then report the concern to the police.
- A report will go to the police no later than 20 minutes after the child's disappearance is noted, even if the search is not complete.
- If the police recommend further action before they get involved, their guidance will be followed.
- If the police act upon the concern their guidance will always be followed.
- If the child is located, all adults involved in the search including the parents, searchers and police will be informed.
- All missing children **WILL BE REPORTED** at the very earliest opportunity to the Club Welfare Officer, who must immediately notify the County Welfare Officer, and they must then notify the ECB Child Protection Team