

# Northwood Cricket Club – Recruitment Policy for Appointment to both Regulated and Un-regulated Roles



Northwood Cricket Club is a small club with just one home ground. Adult members are regularly using club facilities whilst Youth Section activities, coaching or matches, are in progress. Not only is it vital that all adult members behave appropriately around children, it is also imperative that those persons engaged by the club to support their cricket development guide, lead and control the children in a way that protects them from harm and enables them to have fun.

The Club has in place a suite of processes that help to ensure that children are protected from harm whilst they are engaged in club activities. These processes include

- adoption of the England and Wales Cricket Board (ECB) “Safe Hands – Cricket’s Policy for Safeguarding Children”
- appointment of a fully trained Safeguarding Officer who is a member of the General Committee of the Club and not only ensures that the decisions taken by the Committee are in line with the Safe Hands policy but also works with all members of the club to ensure the policy is implemented in practice
- use of job descriptions for roles where there is frequent contact with children and defined by the ECB in its guidance on recruitment as being “regulated activities”
- adoption of ECB Guidelines on Appointing Appropriate Staff and Volunteers to Work with Children
- use and maintenance of a Safeguarding Details matrix defining the training and vetting required by persons holding positions where there is contact with children

Through agreement with the General Committee, recruitment to the different roles in the Club is undertaken as follows

## 1. Club Captains and Vice Captains

By nomination to the Annual General Meeting by members and by ballot of the membership at the AGM

## 2. All other Officer Roles as defined by the Constitution

Club Chairman takes the lead in seeking volunteers and makes recommendation to the General Committee. If there is more than one candidate, the Chairman appoints an interview panel to recommend the best candidate to the General Committee.

## 3. Regulated Activity Roles

Youth Section Manager takes the lead in seeking volunteers. If appropriate, an advertisement will be circulated to Club Members. Where selection is unnecessary, the Youth Section Manager and the Club Safeguarding Officer will decide the suitability of the candidate and the necessary training will be booked. Where selection is necessary, the Youth Section Manager will appoint an interview panel comprising the Club Safeguarding Officer, a senior Level 2 coach and the Youth Section Manager to agree the best candidate(s). Appointments are reported to the General Committee.

## 4. Other Roles (e.g. Groundsman, Bar Manager)

Club Chairman takes the lead or appoints a responsible person to find the most suitable candidate. Where appropriate an external advertisement will be prepared. If more than one internal candidate or external candidates are being considered, the Chairman or the responsible person will appoint an interview panel to determine the most suitable candidate. Chairman will make the appointment and will report the outcome to the General Committee.

*Keith Watson*

Keith Watson,  
Chairman Northwood Cricket Club

26.01.21

Date