

# Essex County Cricket Board

## CANDIDATE BOOKLET

01 October 2009

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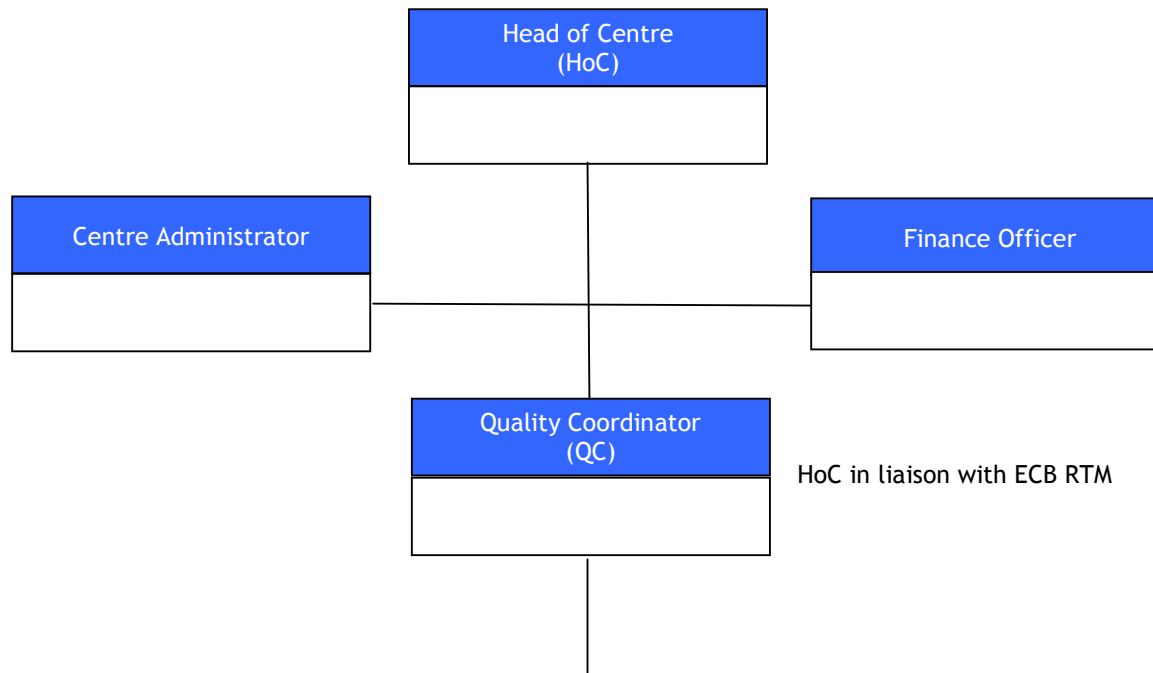
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## 1<sup>st</sup>4Sport Recognised Centre Structure

Name of Centre: **Essex CCB**

Main telephone number: **07513 035 091**

Main Office Address: **Essex County Cricket Board  
The Ford County Ground  
New Writtle Street  
Chelmsford  
Essex**



Tutors	Internal Assessors	Internal Verifiers	Moderator	Invigilator	Qualification Administrators	Mentor
As per ECB Tutor list	As per ECB Assessor list	As per ECB IV list	As per ECB IV list	As per ECB Tutor list	ECB Community Coach Education	As per ECB Tutor & Assessor list



# Health and Safety Policy Statement

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

*Essex County Cricket Board*

Our statement of general policy is:-

- ★ To provide adequate control of the health and safety risks arising from coach education activities;
- ★ To consult with our coach education course staff and participants on matters affecting their health and safety;
- ★ To provide and ensure maintenance of safe facilities and equipment;
- ★ To ensure all courses candidates are provided with adequate safety information
- ★ To prevent accidents
- ★ To maintain safe conditions for coach education activity
- ★ To review and revise this policy as necessary at regular intervals

Signed (Head of Centre).....

Date ..... Review Date.....

## Responsibilities

- 1 Overall and final responsibility for health and safety is that of **Course Tutors. A risk assessment is carried out at each venue before each course.**
- 2 Day to day responsibility for ensuring this policy is put into practice is delegated to Cassandra Williams
- 3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:-

**Name Cass / Pete Williams**

- 4 All Coach Education Course Staff and participants have to:
  - ★ Co-operate with Centre Administrator and other Coach Education staff on health and safety matters;
  - ★ Not interfere with anything provided to safeguard their health and safety;
  - ★ Take reasonable care of their own health and safety; and
  - ★ Report all health and safety concerns to an appropriate person (as detailed in this policy statement)

## Health and Safety Risks arising from Coach Education/Coaching Activities

- ★ A risk assessment will be undertaken by the course leader/key contact prior to each session (day) findings of the risk assessments will be reported to the facility provider/centre administrator
- ★ Action required to remove/control risks will be approved by facility provider/centre administrator
- ★ The Facility Provider/centre administrator will be responsible for ensuring the action required is implemented.
- ★ Course Leader will check that the implemented actions have removed/reduced the risks.

- ★ Assessments will be reviewed prior to each day's Coach Education activity

## Consultation with Coach Education Course Staff and participants

- ★ Coach Education Course Staff and participants representative is the Course Leader
- ★ Consultation with Coach Education Course Staff and participants is provided by the Centre Administrator

## Safe Equipment and Facilities

- ★ The course leader/centre administrator will be responsible for checking the safety of the facility - A checklist is provided in Appendix A for this purpose and further cricket specific guidance in Appendix B
- ★ Any concerns should be brought to the attention of the Facility Manager and also the Centre Administrator
- ★ The course leader/centre administrator will check that any new facility or equipment meets health and safety standards before it is used

## Information, instruction and supervision

Health and Safety information is issued to all courses candidates by:

(Centre Administrator) **Cassandra Williams**

Further Health and Safety advice is issued in Coach Education course resources.

## Accidents and first aid

First Aid boxes are kept at each facility and will be pointed out by the course leader/centre administrator.

**The appointed person(s)/first aider(s) is/are:**

- 1. All tutors are first aid trained**
- 2.**
- 3.**

All accidents are to be recorded in the accident book. The book is kept by the  
Each venue will have its own accident book

## Monitoring

- ★ Dependant on venue is responsible for investigating accidents.
- ★ Dependant on venue. Is responsible for acting on investigation findings to prevent a recurrence.

## Emergency procedures - fire and evacuation

- ★ Lead Tutor is responsible for ensuring the fire risk assessment is undertaken and implemented.
- ★ Escape routes are checked by the course leader/key contact prior to every session (day).
- ★ Fire extinguishers are maintained and checked by facility provider every (dependant on venue)
- ★ Alarms are tested by facility provider every (dependant on venue)
- ★ Emergency evacuation will be tested every (dependant on venue)

## Health and Safety Risk Assessment for Course Leaders/Centre Administrators

<b>Course Title</b>	
<b>Facility</b>	
<b>Address</b>	
<b>Tel No</b>	

<b>Indoor Facility</b>		<b>Satisfactory</b>	<b>Unsatisfactory</b>
Floor surface	Dry?		
	Even?		
Surrounds	Texture of walls		
	Projections		
	Glass		
Storage of Equipment is:-			
Lighting for activity is:-			
Provision for spectators is:-			
Emergency exits are:-			
<b>Special Cricket Equipment</b>			
State of netting is:-			
State of matting is:-			
Background is:-			
<b>Participants</b>			
Clothing and equipment is:-			

I am familiar with and will abide by the Safety Guidelines for Cricket as published by the ECB.

I have checked the above named facility and found it to be safe and suitable for the above named Cricket coach education course.

<b>Name</b>	<b>Signature</b>	<b>Date</b>

# Equal Opportunities Statement

The Essex CCB is responsible for ensuring that all candidates who attend courses and are entered for assessment under the provision of its schemes are treated fairly and on an equal basis.

The **Essex CCB** insists that there be open access to all and that the assessment of the performance of those entered shall ensure wherever feasible, equality of opportunity regardless of a candidates gender, age, racial origin, religious persuasion, political beliefs, sexual orientation, marital status, learning difficulty, nationality or disability.

The **Essex CCB** will ensure avoidance of inequality.

- ★ In the selection, recruitment and training of all those working for or on behalf of the Board.
- ★ In the format and content of all syllabuses, regulation, examinations and assessment materials.
- ★ Through the monitoring of practices, procedures and data relating to the operations of its schemes and assessment materials.
- ★ In the preparation, production and distribution of all ECB Coach Education material.
- ★ By the adaptation of any conventional rules and regulations which serve to inhibit the performance of those candidates with special needs in relation to candidates not so disadvantaged, provided that such action does not have a harmful or negative effect on the standard, quality and integrity of the assessments.
- ★ In formulation of its schemes and assessment techniques, in operating its procedures and producing its material, the **Essex CCB** will seek to ensure that for its part every reasonable effort is made to avoid a format or approach which, in relation to a candidate's gender, racial origin, religious persuasion, political beliefs, sexual orientation, marital status, learning difficulty, nationality or disability
- ★ Is offensive to members of a particular group
- ★ Is not capable of being readily understood by some candidates
- ★ Implies stereotyped or biased attitudes
- ★ Assumes experiences which not all candidates have had
- ★ Employs techniques that are easier for some groups of candidates to use.
- ★ Requires activities which cannot be performed by all candidates

The ECB along with the **Essex CCB** fully supports the principles of equal opportunities and is committed to satisfying these principles in all its activities and in its published material.

*All ECB Tutors/Assessors/Moderators (Internal Verifiers), through the registration process agree to the published Equal Opportunities Policy. All Moderators (Internal Verifiers) have responsibility to ensure that the principles of this Equal Opportunities Policy are implemented and to report to the ECB Coach Education Manager and/or ECB Regional Training Manager, incidents where the agreed policy may not be fully implemented.*

# Complaints Procedure

## Recognised Centre Procedure

If you have a complaint about your course, our customer service or the behaviour or performance of an employee you should follow the stages below in an attempt to seek a satisfactory resolution of your complaint. Please read all the suggested stages below and decide which is most appropriate for the nature of your complaint.

### Stage 1

We would suggest that you make an informal complaint to your tutor or an identified individual (Manager?). Your tutor/the person will then discuss the complaint with you and attempt to agree a way forward or a solution that is acceptable to both parties. You may have to allow your tutor/the person sufficient time to investigate or remedy your grievance and they will agree timescales to speak to you again about it. At the end of this time and following further discussions or actions we hope that an amicable solution will have been found to your concerns. If it has not been resolved you are encouraged to progress to stage 2.

Informal complaints should be made to:

### Stage 2

If the initial complaint cannot be resolved informally via the Stage 1 process, or if you do not consider it appropriate to discuss the issue informally, the complaint should be submitted in writing to the centre's Key Contact or other identified person in authority.

Formal written complaints should be made to:

**Name: Cassandra Williams**

**Address: Essex CCB**

**The Ford County Ground**

**New Writtle Street**

**Chelmsford**

**Essex**

**Email: [coach.education.essex@ecb.co.uk](mailto:coach.education.essex@ecb.co.uk)**

In your written complaint you are encouraged to give a detailed account of your grievance and provide copies of appropriate supporting documentation if required. Full details at an early stage will assist our prompt investigation.

We will acknowledge, in writing, all written complaints within 5 working days and outline the course of action that we will be taking. We will carry out an investigation of your complaint and write to you within one calendar month with our findings and a decision as to whether the complaint is justified/supported and a summary of what action we propose taking to resolve the issue, if required.

If your complaint is found to be justified we may offer recompense which might vary from an apology to reimbursement of fees or services and a variety of other options considered to be appropriate dependant on the nature of the complaint. We are required to retain records of all complaints for a minimum period of two years. If you are not able to find a satisfactory resolution to your complaint you should proceed to stage 3.

### Stage 3

If you have followed Stage 1 and/or 2 of this complaints procedure and are still dissatisfied with the outcome, you have the right to take your complaint to our awarding body - 1st4sport Qualifications (where the complaint concerns services related to a qualification awarded by 1st4sport Qualifications). To progress stage 3 you are encouraged to access the awarding body's complaints procedure from:

1st4sport Qualifications  
Coachwise Ltd  
Chelsea Close  
Off Amberley Road  
Armley  
Leeds LS12 4HP  
Tel: 0113 290 7610  
Fax: 0113 231 9606  
E-mail: [enquiries@1st4sportqualifications.com](mailto:enquiries@1st4sportqualifications.com)  
Web: [www.1st4sportqualifications.com](http://www.1st4sportqualifications.com)

# Candidate Appeals Procedure

If you wish to appeal against the outcome of an assessment conducted by an assessor employed or contracted by us you must do so within 14 days of receiving the assessment decision and are advised to keep copies of all documents relating to the assessment against which you are appealing.

## Stage 1

Your first line of appeal should be to the assessor who made the original assessment decision. At this stage, a verbal appeal is acceptable, although you are recommended to put the appeal in writing, within 14 days of the assessment. Your assessor may choose to explain to your satisfaction their rationale for the decision that is being disputed. On receipt of an appeal your assessor is required to record an overview of the appeal and record the outcome of the discussion for our records. This record will be kept by us with the centre's assessment records should it be required for further investigation. If after making your appeal via this process you are still unhappy with the outcome you should progress to stage 2.

## Stage 2

If you are still dissatisfied with the assessment decision and wish to challenge the outcome of Stage 1, then you should put your appeal in writing within 14 days of the Stage 1 process, to the person identified below:

**Formal written appeals should be made to:**

**Name:** Cassandra Williams

**Address:** Essex CCB

The Ford County Ground

New Writtle Street

Chelmsford

Essex

**Email:** [coach.education.essex@ecb.co.uk](mailto:coach.education.essex@ecb.co.uk)

In your written appeal you are encouraged to give a detailed account of your grievance and provide copies of appropriate supporting documentation if required. Full details at an early stage will assist our prompt investigation.

You should provide as much information as possible regarding the disputed assessment decision, including:

- ★ The date and nature of the assessment (i.e. observation of practical work, assessment of a set task/assignment, result of an internally assessed question paper)

- ★ The name of the tutor/assessor involved
- ★ A brief outline of the reason for the appeal
- ★ Any associated documents (i.e. candidate evidence, record of feedback from the tutor/assessor involved)
- ★ The names of other people or other candidates whose evidence/witness you might wish to refer to

We will acknowledge receipt of your appeal within 5 working days and thereafter nominated an appropriately qualified person (assessor or internal verifier or the centres external verifier) to review or reassess work against the assessment of your work or performance against the criteria for the qualification and give a considered judgement on the appeal. The judgement will be recorded and kept as part of the approved centres records. Following that review and within 10 working days of receipt of the appeal, we will inform you in writing of the outcome, which is likely to be one of the following:

1. Uphold the original assessment decision
2. Offer you an opportunity to resit or be reassessed
3. Overturn the original decision.

In appeals against the outcomes of practical assessments, because of the nature of the evidence you presented at the time it is highly likely that the outcome will be No 2 in the above list. All reasonable cost of a reassessment will be borne by the centre. Copies of records of appeals will be maintained by our Key Contact, retention with other assessment records for review by the centre's External Verifier. If after making your appeal via this process you are still unhappy with the outcome you should progress to stage 3.

### **Stage 3**

If you have followed Stage 1 and/or 2 of this appeals procedure and are still dissatisfied with the outcome, you have the right to take your appeal to our awarding body - 1st4sport Qualifications (where the appeal concerns qualifications awarded by 1st4sport Qualifications). To progress stage 3 you are encouraged to access the awarding body's appeals procedure from your candidate pack or by contacting:

1st4sport Qualifications  
Coachwise Ltd  
Chelsea Close  
Off Amberley Road  
Armley  
Leeds LS12 4HP

Tel: 0113 290 7610  
Fax: 0113 231 9606  
E-mail: [enquiries@1st4sportqualifications.com](mailto:enquiries@1st4sportqualifications.com)  
Web: [www.1st4sportqualifications.com](http://www.1st4sportqualifications.com)

# Access to Fair Assessment Statement

Version #1 October 2009

**Essex CCB** is committed to providing ongoing support to candidates with particular requirements and aspires to eliminate discrimination. On this basis, we ensure accessible services and make appropriate adjustments, where required, to facilitate candidates in completing the course/programme as independently as possible. Our personnel are committed to contributing to this practice and the overall aims are to assist candidates in managing their individual situation and create a more accessible learning and assessment environment for all. In order for this to be achieved, we aim to determine candidates' particular requirements and requests for the provision of access arrangements at an early stage. In making sure our access to fair assessment statement is implemented effectively and all candidates are treated fairly, we aim to:

- ★ Ensure the access to fair assessment statement and practice are understood and complied with by any personnel involved in assessment and also by candidates
- ★ Promote equality in relation to the provision of the learning programme and assessment of the qualification
- ★ Adhere to related procedures and regulations regarding reasonable adjustments to assessment and special consideration
- ★ Ensure buildings and assessment sites used for delivery and assessment are accessible to all candidates, as far as is practicable
- ★ Request permission for the implementation of specific adjustments from the awarding body where required
- ★ Ensure appropriate equipment/personnel (technological equipment or any assistant personnel, i.e. reader, scribe, practical assistant, etc) is available for selected adjustments to delivery and/or assessment
- ★ Use assistive equipment and personnel within the reasonable adjustments framework, as outlined by 1st4sport, without disadvantaging others who are not affected by particular requirements

It is ultimately the responsibility of the Head of the Centre, **Cassandra Williams**, to ensure that this statement and related procedures are published and accessible to all personnel, candidates and any relevant third parties. However, the quality coordinators (QCs) specific to each qualification are responsible for ensuring this information is fully understood by their qualification team and by the candidates who commence courses/programmes in their area.

Candidates have the right to raise any issues related to the implementation of access arrangements or make a formal complaint via the **Essex CCB** candidate complaints procedure or the **Essex CCB** candidate appeals procedure, if they are not satisfied with the outcome of the decision in relation to the access arrangements applied.

# Procedure for Access Arrangements

## Stage 1

**Essex CCB** evaluates and identifies the need for the implementation of access arrangements due to a candidate's particular requirements where a candidate reports the request to the tutor/assessor or where it is identified via other acceptable means. At this stage, the candidate must provide all necessary evidence (medical evidence/certification, diagnostic test results, a statement from the invigilator/tutor/assessor or any other appropriate information) to demonstrate the condition or reason(s) affecting his/her performance.

## Stage 2

The tutor/assessor communicates the request to the qualification-specific quality coordinator (QC), who checks the candidate's eligibility. The QC collates all evidence required and helps the candidate to make the application for reasonable adjustments/special consideration.

## Stage 3

If access arrangements as requested by the candidate are not appropriate and the application is rejected by **Essex CCB** or 1st4sport, other alternatives will be suggested, where required. If the application for access arrangements is accepted, the decision is communicated to all personnel involved in the delivery and/or assessment and arrangements are made as soon as practicable to assist the candidate.

## Stage 4

Monitoring of the eligibility of decisions made, outcomes of the applications and effectiveness of the procedure is conducted via the established 1st4sport procedure. The QC will ensure that the candidate completes 5.5.3 Evaluation of the Effectiveness of Access Arrangements Report Form and forwards it to the 1st4sport Quality Management Team.

All records relating to the application, relevant evidence and monitoring forms are securely retained for five years

# Data Protection Policy Statement

Version #1 October 2009

**Essex CCB** is fully committed to protecting the rights and privacy of individuals, in accordance with the Data Protection Act 1998. Information about our personnel, candidates and other individuals will only be processed in line with established regulations. Personal data will be collected, recorded and used fairly, stored safely and securely and not disclosed to any third party unlawfully. As the lawful and correct treatment of personal information is critical to our successful operations and to maintaining confidence, Essex CCB is committed to:

- ★ Protecting candidates' personal details, records and assessment outcomes
- ★ Keeping candidates' and other individuals' personal data up to date and confidential
- ★ Maintaining personal data only for the time period required
- ★ Releasing personal data only to authorised individuals/parties and not unless permission is given to do so
- ★ Collecting accurate and relevant data only for specified lawful purposes

adhering to regulations and related procedures to ensure that all employees who have access to any personal data held by or on behalf of **Essex CCB** are fully aware of and abide by their duties under the Data Protection Act 1998.

Candidates are required to report any allegation in relation to the unlawful treatment of personal data via the **Essex CCB** candidate complaint procedure. A complaint should be made in the event that candidates feel that records of their personal data have been:

- ★ Lost
- ★ Obtained through unlawful disclosure or unauthorised access
- ★ Recorded inaccurately and/or in a misleading manner
- ★ Provided to a third party without permission.

Where required, **Essex CCB** will take appropriate action/corrective measures against unauthorised/unlawful processing, loss, destruction or damage to personal data.

It is ultimately the responsibility of the Head of the Centre, **Cassandra Williams**, to ensure that this policy is published and accessible to all personnel, candidates and any relevant third parties. However, the quality coordinators (QCs) specific to each qualification are responsible for ensuring this information is fully understood by their qualification team and by the candidates who commence courses/programmes in their area.

# Child / Vulnerable Adult Protection Policy

Version #1 October 2009

**Essex CCB** has a professional duty to provide children and vulnerable adults with appropriate safety and protection. As the welfare of the child/vulnerable adult is paramount, we are committed to providing safe equipment and facilities so that children/vulnerable adults may participate in courses/programmes in a secure environment. Additionally, we promote ethical behaviour, providing children/vulnerable adults with a sense of being valued. On this basis, we aim to ensure safe recruitment practices are always followed, to establish the suitability of personnel to work with children and/or vulnerable adults.

It is ultimately the responsibility of the Head of the Centre, **Cassandra Williams** to ensure that this policy is published and accessible to all personnel, candidates and any relevant third parties. However, the quality coordinators (QCs) specific to each qualification are responsible for ensuring this information is fully understood by their qualification team and by the candidates who commence courses/programmes in their area.

In order to provide safety, protection and security to children/vulnerable adults throughout our operations, we will adhere to our child/vulnerable adult protection policy/statement and aim to:

- ★ Protect all children and vulnerable adults from abuse, whatever their age, culture, disability, gender, language, ethnic origin, religious beliefs or sexuality
- ★ Raise awareness of child and vulnerable adult protection issues and promote good practice
- ★ Conduct risk assessments to minimise potential hazards to children's and vulnerable adults' welfare
- ★ Provide support to candidates who have been abused and act proactively by preventing any similar incidents through risk assessment
- ★ Ensure all personnel fully understand their responsibilities and are provided with the appropriate training/regular updates of the legislation.

In achieving our policy aims and being proactive, we have developed procedures related to the recruitment of personnel and how allegations of child/vulnerable adult abuse should be dealt with. In light of this, we implement safe recruitment practices, in checking the suitability of personnel to work with children and vulnerable adults.

## Summary of the Personnel Recruitment Procedure

Applicants are required to complete an application form (which may lead to a subsequent interview) which contains explicit information about their past. These are required to be returned to the relevant department and the member of personnel managing the recruitment process. Where applicants will take significant responsibility for safeguarding children during activities within Essex CCB, they will be required to complete a Criminal Record Bureau (CRB) check through the England & Wales Cricket Board.

Personnel are selected on their suitability to meet the job/role-related requirements and responsibilities and their ability to demonstrate that they can work safely with children and/or vulnerable adults. Applicants will receive confirmation in writing relating to the outcome of their application/interview. If the outcome is positive, arrangements are made for induction and any relevant training, which includes clarification of activity requirements, responsibilities and child/vulnerable adult protection procedures and further identification of training needs. New members of personnel are then required to confirm their agreement to abide by the Essex CCB policies and procedures, including the child/vulnerable adult protection policy, in writing. Awareness of child/vulnerable protection practice will continue to be addressed via ongoing training.

All members of personnel who work with children and vulnerable adults are required to adhere to this policy.

Allegations will be taken seriously and dealt with as soon as practicable, in line with the recognised centre's child/vulnerable adult protection policy.

Centre personnel/candidates/individuals identifying possible abuse must report the allegation to:
<b>Child/Vulnerable Adult Protection Officer</b> <b>Jeni Murrell</b> <a href="mailto:Jeni.murrell.essex@ecb.co.uk">Jeni.murrell.essex@ecb.co.uk</a> Tel 01245 254034

The Child/Vulnerable Adult Protection Officer is also responsible for conducting any investigation and demonstrating the results if the child/vulnerable abuse is suspected to be committed by a member of staff. Throughout this procedure, records will be maintained and kept securely and confidentially, separately from the candidates' file.

In the event of an allegation of child/vulnerable adult abuse being committed by any 1st4sport personnel or tutors/assessors/internal verifiers who appear on a 1st4sport partner list (where applicable), the Child/Vulnerable Adult Protection Officer is required to report any allegation to 1st4sport. The 5.6.1 Alleged Child/Vulnerable Adult Abuse Report Form (contained within the Quality Assurance section of the *Recognised Centre Resource CD-ROM*) is the mechanism with which to do this.

# Malpractice Statement

Version #1 October 2009

**Essex CCB** is committed to pursuing the highest standards of probity and the elimination of malpractice in the management of our organisation, and aims to promote accountability and a climate of openness, to encourage the disclosure of allegations of malpractice. Personnel/candidates/individuals must report allegations to Tracey Davies CDM Essex CCB

It is ultimately the responsibility of the Head of the Centre, [insert name], to ensure that this policy is published and accessible to all personnel, candidates and any relevant third parties. However, the quality coordinators (QCs) specific to each qualification are responsible for ensuring this information is fully understood by their qualification team and by the candidates who commence courses/programmes in their area.

Information contained within this documentation applies to all personnel/candidates/individuals involved with **Essex CCB**. Arrangements in place offer individuals a safe and accessible procedure for reporting allegations of malpractice in a confidential manner, on the basis that **Essex CCB** will take appropriate steps to ensure that individuals reporting allegations of malpractice are not penalised and are protected and that individuals accused will be protected against false, malicious or anonymous accusations. **Essex CCB** is keen to encourage personnel/candidates/individuals to report allegations without fear, and will ensure that any disclosure is treated with the utmost confidentiality.

Anonymous allegations will only be considered if they are of a serious nature and the evidence is sufficient to warrant an investigation and for appropriate action to be taken. All allegations will be recorded and submitted to the awarding body for investigation.

Instances of malpractice that may be committed by personnel or candidates include:

- ★ Committing plagiarism by copying and passing off the whole or part(s) of another person's work, with or without the originator's permission and without appropriately acknowledging the source
- ★ Failing to comply with the assessor's/invigilator's instructions and/or 1st4sport's regulations in relation to the assessment and security
- ★ Misusing assessment material
- ★ Impersonating other candidates by pretending to be someone else, in order to produce the work for another, or arranging for another to take one's place in an assessment
- ★ Fabricating and/or altering results and/or evidence, documents and/or certificates
- ★ Using unauthorised material in relation to the requirements of supervised assessment

- ★ Behaving in such a way as to undermine the integrity of the assessment.

Personnel and/or candidates who commit malpractice and who fail to comply with the guidance on regulations for assessment will lead 1st4sport to withhold the candidates' results. Withholding information or failing to report promptly any suspected cases of malpractice or non-compliance by centre personnel and/or candidates may result in the imposition of sanctions/penalties on Essex CCB, with a possible outcome being the suspension of certification/registration or even recognised centre status.

Candidates are required to be aware of the penalties for/consequences of breaching regulations, which may include one or more of the following:

- ★ Written warning
- ★ Disqualification from entering one or more (re)assessments
- ★ Disqualification from the whole qualification.

Candidates must understand that if the allegations are proven, Certificates may be invalid and those already issued may be withdrawn.

Personnel who commit malpractice, which is confirmed after investigation, may be subject to penalties, including:

- ★ Exclusion from the delivery of the qualification
- ★ Exclusion from the assessment of the qualification
- ★ Exclusion from the internal verification/moderation of the qualification
- ★ Exclusion from the financial/quality management/administration of the qualification
- ★ Temporary suspension
- ★ Work only under supervision
- ★ Undertake specific training.

The Reporting of Malpractice:

In order to make an allegation of malpractice, you are required to contact:
Malpractice Officer <i>Tracey Davies</i> <i><a href="mailto:Tracey.davies.essex@ecb.co.uk">Tracey.davies.essex@ecb.co.uk</a></i>
The Malpractice Officer is required to report allegations of malpractice to 1st4sport by completing the 5.7.1 Alleged Malpractice Report Form, with any relevant evidence attached

# Certificate in Coaching Cricket: Learning & Assessment Outcomes

## **Level 1 Certificate in Coaching Cricket**

### **ECB Coaching Assistant**

#### **Overview**

*The course is aimed at beginner coaches who will be able to 'assist more qualified coaches, delivering aspects of coaching sessions, normally under direct supervision'.*

*This role may include running warm ups, cool downs, small sided games and small group work. The course is essentially designed for parents and volunteers starting on the coaching pathway.*

*The course will help coaches prepare for, deliver and review cricket coaching sessions. It will enable them to:*

- ★ Introduce and develop the game of cricket to people of all ages in a safe and enjoyable way*
- ★ Develop and improve players (as people as well as cricketers)*
- ★ Develop coaching skills, knowledge and qualities*
- ★ Demonstrate competence against UKCC/National standards for coaches*

*The programme consists of 4 x 3 hour modules and a final assessment and is outlined below:*

#### **Course Outline**

*The following gives you a brief outline of each course module:*

#### **Module 1 - Introduction to Cricket Coaching**

*This module provides an opportunity for coaches to get involved in practical coaching activities after discussing the ECB coaching philosophy and the types of skills required by coaches. Coaches have the chance to work on how they give explanations and instructions when running warm up activities.*

#### **Module 2 - Using Games to promote learning**

*Coaches have the chance to develop, modify and run small sided games in this module. One of the key roles of a coach is to make their sessions enjoyable and this part of the course highlights how coaches can achieve this.*

### **Module 3 - Developing Technical skills using Group Coaching**

*During this module, coaches will have the chance to work on how to provide demonstrations of key technical skills. They will also undertake the role of the coaching assistant by setting up and running group coaching batting sessions.*

### **Module 4 - Group Coaching**

*The final module allows coaches the opportunity to develop their coaching by running group coaching sessions on bowling. In addition, they will start the assessment process by running a group session for a small number of their peers.*

### **Assessment**

*At the start of the assessment day coaches are asked to complete a short Multiple Choice Questionnaire. Once this has been completed coaches deliver a 15 minute coaching session to 6-8 peer group coaches followed by a debrief with an assessor where the coaching session and MCQ is discussed.*

*ECB tutors provide additional information at the start of each module and a course workbook may be used regularly throughout the course as an aid to learning. The course programme is designed to be a learning experience and there are many opportunities to develop coaching skills in a supportive environment during the course.*

*The UKCC 1 Coaching Assistant course will aim to set solid foundations whilst ensuring that beginner coaches are equipped to provide players with enjoyable experiences when playing cricket.*

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## **Level 2 Certificate in Coaching Cricket**

### **ECB Coach Award**

*The role of the ECB Coach Award (UKCC 2) holder is to be able to:-*

*“Prepare for, deliver and review coaching sessions”*

*This course will help you to be able to:*

- ★ Introduce and develop the game of cricket to people of all ages in a fun and enjoyable way*
- ★ Develop FUNdaMENTAL movement skills*
- ★ Develop and improve players (as people as well as cricketers) particularly at FUNdaMENTAL and L2T stages of the LTAD model*
- ★ Develop your coaching skills, knowledge and qualities*
- ★ Demonstrate competence against UKCC2/National Standard for coaches*

## ***Summary of Coach Award Requirements***

***To fulfil the course requirements, you have to:***

- ★ *Attend the Good Practice and Child Protection Course (or equivalent)*
- ★ *Attend the Cricket Coach First Aid Appointed Persons course (or equivalent)*
- ★ *Complete the assignments set following Modules 1/2, 3/4, 5/6 and 7/8*
- ★ *Complete the home study packs and associated assessments prior to Module 4 and prior to Module 5*
- ★ *Complete successfully the supported practice module (minimum of 6 sessions of at least 30 minutes each)*
- ★ *Submit your record of coaching and assignments prior to your assessment day*
- ★ *Attend an assessment day where you will be asked to coach a group of players and have a follow up viva on this and your record of coaching and assignments with an ECB assessor*
- ★ *Demonstrate all the competences required for an ECB Coach Award (UKCC2)*

# Customer Service Statement

The **Essex CCB** is committed to providing a high standard of customer service to its candidate coaches.

This entails:

- Responding to telephone calls or messages as quickly as possible
- Providing useful and accurate information
- Despatching published information about courses within 10 working days
- Providing appropriate advice and guidance throughout periods of study in both a proactive way and in response to enquiries;
- Maintaining an overall service level of 10 working days for correspondence and applications

The **Essex CCB** is committed to ensuring that candidate coaches are dealt with consistently and fairly and that its procedures and processes support this aim.

## Complaints

All complaints are acknowledged within 5 working days and provided with a written response within 20 working days (see complaints procedure).

## Candidate Appeals

Appeals are dealt with according to the guidelines in our Appeals Procedure.

In the first instance, all enquiries should be directed to:

**Recognised Centre: Essex CCB**

**Centre Administrator: Cassandra Williams**

**Email: [coach.education.essex@ecb.co.uk](mailto:coach.education.essex@ecb.co.uk)**

