



CRICKET LEADERS

Welcome Pack

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Dear Young Leaders, Parents and Carers

Thank you for registering your interest in the Young Leaders in Cricket programme. We hope you decide to come on board and join the list of 1,200 previous leaders that have completed the programme.

This document is designed to outline the next steps should you wish to register and sign up for the programme.

One important initial point to note is that registration can only be completed by a parent/guardian for their leader. Our child protection procedures prohibit the leaders' themselves registering for the programme as there are some important consent questions that require the parent/guardian to answer.

In addition, it is also important to note that once your leader is on the programme, they should not email/text/phone anyone administering or tutoring on the programme at any stage. All communications about the programme should be carried out by the parent/guardian and Cricket Leaders to once again ensure our safe guarding pledge is carried out.

The first step is to sign up and register online at our site www.cricketleaders.org.uk We have several regions that participate in the programme and the welcome email that is sent with this document will indicate which region you should sign up to.

The registration fee is £40 and will be collected when you register online. Cricket Leaders use a system called GoCardless, this vendor sets up a direct debit on your account and takes a ONE-OFF payment. You will note that your order will state "pending", this is usual and nothing to be concerned by as you can still book on modules after completing this stage. Once the payment has been made from your account, feel free to cancel the direct debit if you have any concerns. This fee is not to be confused with the fund-raising target of £40 which is in addition to the registration fee.

We've listened to feedback from our previous leaders and have now entered into an exciting partnership with Gray Nicholls to supply Cricket Leaders branded clothing. The registration form gives each parent the opportunity to order a Matrix Polo Shirt from the website for £25.



The link to see the shirt is below.

<https://www.gncricketshop.co.uk/YLIC/Items.aspx?PGC=CCFC&useIV=Y&Y=14&Ver=001&name=Matrix%20Polo%20Shirt>

Please note that whilst the link will show the shirt price as approximately £20, postage and packing will be added on up to the £25.

The cost for the shirt will be £25 and will be added to your registration fee at the end. We have not made this mandatory for leaders, but we would recommend taking this option on the form if you are able to. Our previous leaders' have indicated they would have liked the opportunity to wear a shirt promoting the fact that they are young leaders, when they have been carrying out their volunteering and fund-raising activities. Just to confirm you are under no obligation to buy the shirt.

If you do select this option, Cricket Leaders will send you a code to purchase the shirt on our website at no further cost to you after registration. You are also free to order any of the other items in our shop if you wish but you are under no obligation to do so.

We also attach the pledge document for your review and agreement and this should be signed by both leader and parent/guardian and sent back to Cricket Leaders either by email to info@cricketleaders.org.uk or post to 68 Cadwallon Road, New Eltham, London SE9 3PY.

Once the registration process is complete, Cricket Leaders will add your email address to our mailing list and begin sending out updates about the programme. Please can you therefore check your junk/spam folder for your email address and mark our email as not junk or spam as we have had feedback from other parents/guardians that this has been an issue for them in the past. If you do not receive a communication within two weeks of signing up, you should email info@cricketleaders.org.uk to advise us.

The rest of the pack takes you through the programme.

If you have any queries, please email us at info@cricketleaders.org.uk

Welcome to the programme!



On the Programme – Next Steps

Now that you have registered for the programme, we can take you through the next steps and give you some more information about how the programme will work.

The main website is www.cricketleaders.org.uk and this is where you will refer to when booking onto the individual modules. On this page, you will see the various areas that Cricket Leaders operate in and you can access the appropriate area by clicking on one of these options. It is worth noting that if you live close to a neighbouring area, you will have the option of viewing and booking onto one of these modules, should you not be able to attend a module in your own area.

The programme works slightly differently in each area so you may find that some or all the modules have not been confirmed yet on the page. Please don't worry about this, we will keep you informed of updates throughout the process.

To ensure you receive the regular updates, you will receive a test email from us within 48 hours of registering to ensure we can contact you. If you do not see this email coming through, please check in your spam or junk folder and mark it as not junk for future emails. If you still cannot find the email, please let us know at info@cricketleaders.org.uk .

It is also important to note that if your details change such as address or contact numbers, you need to let us know as soon as possible so we can ensure you continue to receive updates.

Have you signed and sent your pledge back to us yet? If not, please arrange to do so as soon as you can.



Booking and attending modules

Now that you have registered and know where to access the modules, you will need to book your leader onto the various modules.

There are four modules to book onto:

- ECB Cricket Activator course (the coaching module)
- ECB ACO Young Officials course (the umpiring module)
- First Aid for Sports Coaches
- IoG Institute of Groundsmanship (the grounds keeping module)

Please note that the scoring module is an online module which we will advise details of later within this guide.

When booking onto a module, you will select the option that is suitable and add it to your basket. The site works very similarly to most retail sites so once you have added your course to the basket, you will then need to checkout the process completely. There will be no cost to these modules, but you will need to checkout properly to confirm your booking.

Once you have completed the process, you will receive a confirmation email almost immediately. **Without the email confirmation, your place is not guaranteed so please ensure you receive the confirmation after booking.**

Once a module is booked, if you wish to cancel the booking you will need to email us. There is no facility to cancel bookings on the site.

Normally 48 hours before a course, you will receive a text message confirming your booking on that module. It will advise details such as timing and will also give you a contact number for the tutor that is running the course. It is important to note that if your leader is unable to attend a module at short notice or you are running late, you must inform the tutor of this as soon as possible. (Via phone call or text) We always want to ensure leader safety so if a leader has not arrived at a course, we will contact you immediately to make you aware that your child has not arrived. Please therefore ensure timely communication to assist with leader safety.

Online Scoring Module

The scoring module has been compiled by the ECB Association of Cricket Officials and is now available to be completed online.

The link to access the module is:

<https://booking.ecb.co.uk/c/express/99439e8b-f75f-4d74-9f00-79d89a986977>

Please note that if your leader is under 16, they will have to tick the appropriate box to indicate this and you, as the parent or guardian, will have to input your email address on the initial screen. Please be sure that the leader inputs their own name on the top half of the registration screen and not yours as this will be the name that the certificate will use when completed. The login details will be forwarded to you within 48 hours, you may have to review your junk/spam filters if you haven't received the confirmation email.

Once the login details are received, leaders should complete the course and print off the certificate at the end. To avoid confusion, this is an example of what the certificate looks like. Print this off and scan a copy over to us at info@cricketleaders.org.uk



Online Scoring - Support

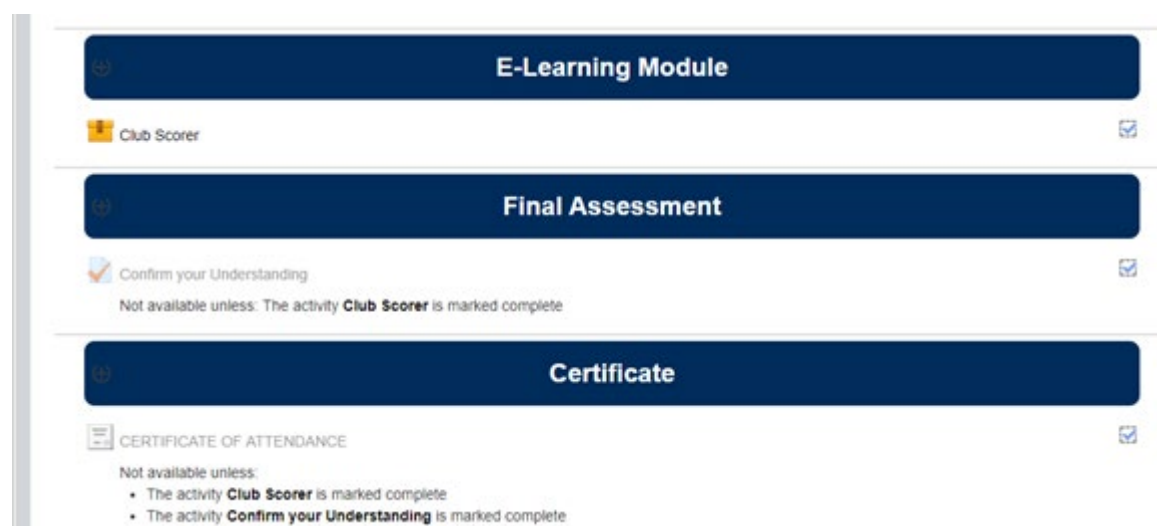
If you are experiencing any issues with the online scoring module, you can contact the ECB ACO support email address and they will look to resolve any issues that you may have. The address is

ecb.aco@ecb.co.uk

To assist, the ACO have provided guidance on the most common issue that occurs during the module, being unable to access your certificate. See below guidance.

Please go back in and resume where you left off, you will probably find that there is a section that you have by-passed (usually within the symbols section). You must open all arrows, information signs, play all videos and click on all rotating cricket balls within the course module. If you do not, the course will not show as completed and you will be unable to progress.

Once the course is complete a tick will appear in the box to the right of club scorer module and you will then be able to progress to the final assessment section, please see screenshot below of an example of a completed course with all the boxes ticked:



E-Learning Module

Club Scorer

Final Assessment

Confirm your Understanding

Not available unless: The activity **Club Scorer** is marked complete

Certificate

CERTIFICATE OF ATTENDANCE

Not available unless:

- The activity **Club Scorer** is marked complete
- The activity **Confirm your Understanding** is marked complete

What to wear



Lots of parents ask us what their leader should wear and bring with them for the modules, so here's a guide for you to refer to.

The Activator and Groundskeeping modules will be outside at some venues for elements of them so appropriate warm clothing may be required. Please consider sun cream and plenty of water for sessions in hot weather and warm clothing and rain jackets if the weather is not so kind on the day.

Comfortable clothing is best for the modules. Leaders don't have to wear cricket trousers or cricket shirts and won't need to bring any cricket equipment with them. Their YL polo shirts are ideal or any other top of this nature is fine with track suit trousers and trainers. During the first aid module, there are elements where the leaders will be practising the recovery position on the floor so trousers, they don't mind getting dusty, for both boys and girls is advisable.

If you did not order a polo shirt during registration but wish to change your mind, you can always visit the shop, this is entirely optional.

<https://www.gncricketshop.co.uk/YLIC/CSmain.aspx?>

If your leader is attending an all-day session, we advise they bring a packed lunch and plenty of drinks with them as we cannot guarantee the venue will be able to supply these. Additionally, if a module is straight after school, it may be advisable to ensure they have enough snacks/drinks to keep them going. Leaders should also bring a pen along for the modules too.

If your leader has a medical condition that requires them to have medication such as an asthma inhaler or an auto injector (Epi-pen), please ensure that they have this on them at all the modules. If you wish to discuss any other type of medical condition or consideration, we need to take account of, please drop us an email before the event.



Frequently Asked Questions about the Young Leaders Programme

Does attending the courses count towards the twenty hours volunteering?

The courses are designed to assist the Young Leaders in their volunteering activities and do not count towards the 20-hour figure.

If the leader has an injury, can they still attend the courses?

The first aid course and the coaching courses have practical elements within them so if your leader sustains an injury, please let the coordinator know in advance. There may be occasions when an injury will not affect the course, but it is wise to allow the tutor for the course to advise. For the First Aid course, all leaders will be expected to be fit enough to perform CPR on the floor to the required standard and place others in the recovery position. The umpiring and grounds keeping modules should be fine to attend.

The course activator book refers to sending volunteering away to the ECB, should I do this?

All records of volunteering should be kept and sent to the Young Leader's programme coordinator (Andy Littlechild) once it has been signed off by your club or school.

I have received my activator certificate and it states that I have completed ten hours volunteering, is that correct?

Unfortunately, not. The certificates are despatched with this on regardless of whether a leader has completed any volunteering or not. This part of the certificate should be ignored.

Can I come to the presentation if I haven't completed the volunteering and/or fund raising?

Only leaders that have completed the 20 hours (or more) volunteering and target fund raising of £40 will receive an invite to the presentation.



Can I volunteer more than 20 hours?

Yes, all leaders can volunteer as much as they choose to, and the top three leaders receive a special prize at the awards presentation.

Can I use any other volunteering to complete my hours?

Yes, any volunteering that is providing a service to the community can be considered. Please be sure to get the volunteering hours signed off by an adult involved within the activity. We would obviously like as much of your volunteering to be cricket based but would consider all types carried out.

When should I return my fund raising and volunteering sheets?

The presentation is usually held in October, so we request all paperwork to be returned by the first week in September. We would appreciate the fund raising to be sent over as soon as it's completed.

How many people can I invite to the presentation?

At present, we can allow two guests per leader for the presentation. We would therefore advise making suitable arrangements for any other siblings in relation to child care for the event. Due to space constraints, we cannot increase the invite numbers per leader.



Volunteering

This section goes through the volunteering in more detail. Please find the link to download your volunteering form

<https://web.tresorit.com/l#4dq2F4ybllPQaWGPz-FexA>

Each leader is required to complete a minimum of twenty hours volunteering in their local community. This may be with their club, school or a combination of both.

We would encourage leaders to volunteer in a variety of different aspects of cricket to utilise the skills they have gained from the modules. Assisting at coaching sessions is a great way of volunteering but please do consider officiating at matches or festivals as well as helping with the upkeep of you own club or school cricket ground.

You don't have to complete the modules before volunteering so download your form and make sure you take it with you for each activity. The leader of the activity should be asked to sign off your volunteering as you go along. As previously mentioned, you can volunteer as many hours as you like, we do give out prizes at the presentation to recognise those that have completed the greatest number of hours. However, you are under no obligation to complete more than the 20 hours requested.

Once you have completed your volunteering, scan and email back (you can take a picture with a smart phone) your sheet to andy@cricketleaders.org.uk or post to the address given earlier. If you intend to post your volunteering to us, please keep a copy of the sheet in case your original gets lost in the post.

We will be able to offer V-cricket volunteering certificates at 25, 50 and 100 hours to leaders at the presentation based upon their completed total.



Fund Raising

This section goes through the fund-raising module in more detail. Please find the link to download your fund-raising form below:

<https://web.tresorit.com/l/#8MTqqgBRVpJ-8NK-cUcJrg>

Each leader is required to complete a minimum target of £40 fund raising in their local community. This may be with their club, school or as an individual. You can also decide on combination of all.

The target of £40 goes back into the Cricket Leaders programme and ensures that we can run the programme for years to come. This is a separate aspect and is additional to the registration fee that was paid at the time of joining the programme.

Once again, like the volunteering, leaders can raise more than the £40 target if they wish to do so and prizes are awarded to the top three fund raisers. There are several options for the leader to choose in this case with the excess over £40:

1. Donate the entire total to Cricket Leaders and help sustain the programme for future Young Leaders.
2. Give anything over the £40 to their Cricket Club.
3. Give anything over the £40 to our chosen charity, the Ben Daniels Memorial Fund in association with Cardiac Risk in the Young (CRY).
4. Give anything over the £40 to your own chosen charity.
5. A combination of the above.

Please send your completed fund-raising form over to us by email or post and your fund raising to us either by cheque (made payable to "Cricket Leaders CIC") or via Bank transfer to:

Natwest Eltham Branch

Sort Code 60-07-37

Account Number 49408941

Account Cricket Leaders CIC

Please use your leaders' name as a reference.

Please remember, if you decide on options 2-5 above, do let us know your overall total and not just indicate the £40 figure to us as we like to recognise your achievements wherever we can.

Fundraising for Cricket Leaders – A Guide

- What is Fundraising?

Persuading people to part with money to support the cause you are championing. It involves a campaign!

- The Cause

Will be something you feel passionately about.

It may be a charity, a crisis fund, an appeal or indeed anything you are involved in which needs to raise funds.

The more specific the better (examples)

The worthier the cause, the easier it will be to raise money

- Who will give?

Everyone has money or access to money, but not everyone will give

Those who identify with your cause are more likely to give

You need to identify those who you think are most likely to give

You need to make a list of those people and their contact details so you can make an approach and monitor response

- How much should I ask for?

That depends on how much you want to raise and how many people you are asking to give and what percentage of those you ask, you expect to give?

Example 1: you need to raise £100 and you have identified 100 people to ask to donate. If they all gave £1 then you would reach your target, but not all 100 will give. If you expect only 1 in 5 to give, then you need an average donation of £5 to meet your target. In this example, if we assume that £5 is not too much to ask for, then assuming you have your sums right, if you ask for £5, you will raise a minimum of £100 and you may find some of the other 80 people give something to enable you to exceed your target

Example 2: You need to raise £100 and can only really ask your family to donate of which there are 10 targets and it is not unreasonable to expect

them all to give something. They would each need to give £10. To increase your chance of reaching the target you could ask for a specific amount of £20?

Example 3: You need to raise £100 and you have identified 1000 people who you don't really know but who you think will be sympathetic to your cause who might be prepared to contribute something. That would be an average donation of 10p. Sounds reasonable.... surely, we can all afford 10p!...However many will not give and in fact the more people you ask who you do not have a personal connection with the more unpredictable it becomes. In this example you may just want to ask for a donation, however small. Alternatively, you may want to suggest an amount of £1. It would take 100 people out of the 1000 to donate £1 to enable you to reach your target (a 10% response rate)

- How should I ask?

Basic rules about asking are:

Make a clear and simple statement about what you are raising money for – the cause.

Explain why you are doing it.

Give an idea about the difference the funds you raise will make to your cause.

Be polite.

Keep it brief.

Explain clearly what the donor needs to do to donate.

Make sure you say thank you.

- What channel should I use to ask?

By channel we mean what communication technique.

There are many.

121. Often sitting in front of someone is the most effective way

121. telephone works, but only if you know the person

email. Used a lot but again effective if you know the recipient

Facebook: gets to those close to you and easy to post

Twitter: as above

Letter: people like to receive personalised letters, particularly those you know

Meeting: inviting people to a presentation meeting can work well

Advertising/PR/posters/direct mail: all used extensively in large campaigns

You need to decide which channel or channels are most appropriate for your campaign. Please be careful when communicating with people you don't know to ensure your own safety. Never communicate with a stranger either face to face, via text/phone or social media.

- Asking

Once you have your cause, decided how much you need to raise, who you are going to ask, how you are going to ask, through which channels, then it's time to go ahead and ask.

Timing is important. Ask at a time when the donor is most likely to have time to consider your campaign.

You may need to ask several times

You certainly need to keep an accurate record of who you have asked, when you asked them and what the response has been. Keeping accurate details is important when it comes to chasing and knowing how to adjust your campaign in the future.

- Other considerations

Try sources where you are most likely to raise money first.

Do I have a bank account ready for money?

Give feedback of how the campaign went to all who you asked.

Good Luck!!!



Fund Raising – How can you support Cricket Leaders as Parents or Guardians

As parents or guardians, there is a great way you can join in and help support Cricket Leaders without spending a penny of your own money.

We're using a great website called easyfundraising to help raise money for Cricket Leaders - simply by shopping online.

easyfundraising turns your everyday online shopping into FREE donations when you use easyfundraising to shop with over 3,500 retailers such as Amazon, eBay, John Lewis, Argos, NEXT and Booking.com.

Our retailers then make a small donation to say 'thank you' and easyfundraising gives those free funds to the cause.

Please register using this unique link – just search for 'Cricket Leaders' and click 'support us' -

<https://www.easyfundraising.org.uk/invite/2NZLQ8/QXVXFO/>

Plus, once you've signed up and raised £5 in donations, easyfundraising will give us an extra £5 donation.

There's no catch or hidden charges and Cricket Leaders will be really grateful for your donations.

Thank you,

For a short video on how easyfundraising works, click below

https://youtu.be/Sn2dsQGAe_w