



# JUNIOR CLUB MEMBERSHIP APPLICATION FORM

## GUIDANCE NOTES – FEBRUARY 2024

This guidance note is to help you when amending this membership form for your club.

The UK General Data Protection Regulation (UK GDPR) requires you to only collect data you need. You should review your form and its data fields and decide if it is necessary to collect the information. For example: where you are collecting the contact details of a parent/carer/legal guardian, it would not be necessary to include a field which collects their work phone number or work address.

The membership form and privacy notice must be given to the parent/carer/legal guardian of the child intending to sign up to your club. It is important to ensure the privacy notice is clear and easy to understand. The purpose of

the privacy notice is to explain how you will use their personal data. It is therefore important that the privacy notice reflects the data that you collect in the membership form.

While this is specifically for club members, the same principles will apply to forms and privacy notices required by leagues, boards, and associations. If you undertake other activities, you may need to add these additional activities to the privacy notice. Please remember that the privacy notice should be made available at the point of data collection.

If you use the Play-Cricket database to obtain personal data, you will need to include this in your privacy notice. The privacy notice includes some guidance notes to help you. Please delete these once you have understood and edited the notice appropriately.

If you wish to use this form template, please delete these guidance notes once you have edited the form in line with your club's needs.

# JUNIOR CLUB MEMBERSHIP APPLICATION FORM

This form is designed to be completed by the parent/carer or legal guardian, of any player under the age of 18. Once completed, the form should be returned to [INSERT DETAILS] at the club.

| SECTION 1: PERSONAL DETAILS OF THE PLAYER |                |
|-------------------------------------------|----------------|
| Name:                                     | Date of birth: |
| Age:                                      | Gender:        |
| Home address:                             | Postcode:      |

**SECTION 2: PERSONAL DETAILS OF THE PARENTS/CARERS/LEGAL GUARDIANS OF THE PLAYER**

|                          |                              |
|--------------------------|------------------------------|
| Name:                    | Home address (if different): |
| Postcode (if different): | Email address:               |
| Home telephone number:   | Mobile telephone number:     |
| Name:                    | Home address (if different): |
| Postcode (if different): | Email address:               |
| Home telephone number:   | Mobile telephone number:     |

**SECTION 3: EMERGENCY CONTACT DETAILS**

Can the club use the above details as a contact in an emergency? If not, please provide the contact details of an alternative adult below.

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

|                                                                   |                                          |
|-------------------------------------------------------------------|------------------------------------------|
| Name of an alternative adult who can be contacted in an emergency | Phone number for alternative named adult |
| Relationship which this person has to the player                  |                                          |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <b>SECTION 4: SPORTING EXPERIENCE INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |
| <p>Has the child played cricket before?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If yes, where?</p> <p><i>(Examples: Primary school, secondary school, special educational needs school, local authority coaching session, club, other).</i></p>                                                                                                                                                                                                                                                                                                                                                                                 |  |  |
| <b>SECTION 5: DISABILITY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |  |
| <p>The club will use this information for statistical purposes, as well as to establish if there are any additional needs, support, or adjustments your child may require. Please discuss this with us.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |
| <p>The Equality Act 2010 defines a disabled person as anyone with “a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.”</p> <p>Does the child have any physical or mental health conditions or illnesses that have lasted or are expected to last 12 months or more?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>Does this disability or illness affect the child in any of the following areas?</p> <p>Visual, hearing, mobility, dexterity, learning, memory, mental health, stamina breathing or fatigue, developmental, other</p> |  |  |

I consent to the child's medical details being shared with coaches/team managers/junior supervisors for the purposes of the delivery of the child's safe participation in the cricket club activity:

*Not providing consent will not affect the child's membership of the club. However, giving us consent to share this information will help the club to know how to respond effectively in the case of any medical emergency.*

Yes ☐ No ☐

SECTION 7: PARENT/CARER/LEGAL GUARDIAN PARTICIPATION AGREEMENT

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <b>I agree to the child named above taking part in the activities of the club:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> |
| <p><b>I confirm I have read, or have been made aware of, the below ECB/Club's policies:</b></p> <ul style="list-style-type: none"> <li>● Anti-Bullying</li> <li>● Changing Rooms and Showering Facilities</li> <li>● Club Safeguarding Policy Statement</li> <li>● Code(s) of Conduct</li> <li>● Creating a Safe, Welcoming and Inclusive Environment</li> <li>● Junior Players Playing in Open Age Cricket</li> <li>● Managing Children Away from the Club</li> <li>● Photo, Video and Live Streaming</li> <li>● Responding to, Recording, and Reporting Concerns</li> <li>● Social Media</li> <li>● Transport to and from Matches and Training</li> </ul> | <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> |
| <b>I understand and agree to the responsibilities which I and the child have regarding these policies:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> |
| <b>I have been given comprehensive details of the home and away fixtures in which the child may participate:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> |
| <p><b>I consent to the club photographing or videoing the above-named child's involvement in cricket in line with the ECB/ Club photography/video policy:</b></p> <p><i>If you do not wish to give consent for this, please contact us to discuss how we can manage any potential photography. Not giving consent will not affect the child's membership of the club.</i></p>                                                                                                                                                                                                                                                                               | <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> |

**The club take the protection of the data we hold about you seriously and will ensure the data you provide is processed in accordance with data protection legislation.**

**Please carefully read the full privacy notice below to see how the club will treat the personal information you provide to us.**

SECTION 8: PRIVACY STATEMENT

SECTION 9: PARENT/CARER/GUARDIAN AGREEMENT

I confirm I have legal responsibility of the above-named child and that I have read and understood the permission statements on this membership form and the privacy notice below.

Name:

Signature:

Date:

PRIVACY NOTICE

Under data protection law, we need to provide you with certain details concerning how your personal data and that of the child will be used and protected.

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PRIVACY NOTICE

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|                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Names of data controller</b></p> <p><b>[Change this to the name of your organisation]</b></p>                                                                                              | <p>Club name</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>Categories of personal data we collect</b></p> <p><b>[Amend the following to reflect what you will collect in the membership form]</b></p>                                                 | <ul style="list-style-type: none"> <li>● Name and date of birth</li> <li>● Contact details</li> <li>● Medical/specific requirements information</li> <li>● Disability information</li> <li>● Emergency contact details</li> <li>● Sporting experience information</li> <li>● Video/photography agreement</li> <li>● Participation agreement</li> </ul>                                                                                                                                                     |
| <p><b>Our sources of the personal data</b></p> <p><b>[Club to amend to add anybody else you may obtain personal data from]</b></p>                                                               | <p>We obtain personal data from:</p> <ul style="list-style-type: none"> <li>● The parent/legal guardian/carer registering a child to join the club</li> <li>● Club coaches and team managers</li> <li>● Medical practitioners</li> <li>● Play-Cricket database</li> </ul>                                                                                                                                                                                                                                  |
| <p><b>Purposes for which we process personal data</b></p> <p><b>[Club to amend to add any additional purposes. If you use data for direct marketing, you need to state this and ask for]</b></p> | <p>The club will process the personal data for:</p> <ul style="list-style-type: none"> <li>● Administering bookings and attendance at sessions</li> <li>● Dealing with medical needs/specific requirements</li> <li>● Supporting the delivery of cricket sessions</li> <li>● Training and competition entry</li> <li>● Reporting of participation and any incidents, and of figures and trends (including equality and inclusion information)</li> <li>● For quality and improvement monitoring</li> </ul> |
| <p><b>Who we will disclose your personal data to</b></p> <p><b>[Club to amend to add any additional discloses]</b></p>                                                                           | <ul style="list-style-type: none"> <li>● The ECB</li> <li>● Leagues</li> <li>● Coaches and team managers for administrating training sessions</li> <li>● Volunteers who work at cricket clubs/venues to support the delivery of sessions</li> <li>● The County Cricket Board that supports our programmes</li> </ul>                                                                                                                                                                                       |

|                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Legal basis for processing your personal data</b></p>                                                                                                                         | <p>The legal basis for the collection and processing of your personal data is:</p> <ul style="list-style-type: none"> <li>● for administration and programme delivery: that it is necessary to fulfil the contract you are going to enter, or have entered, into with us.</li> <li>● for dealing with medical needs: that you have given your explicit consent in the child's vital interests.</li> <li>● in all other cases: that it is necessary for our legitimate interests, which are to build a programme to encourage cricket participation, and does not prejudice or harm rights and freedoms of parents, guardians, or the children that join the programme.</li> </ul> |
| <p><b>Your right to withdraw consent</b></p>                                                                                                                                        | <p>Where you have given your consent to any processing of personal data, you have the right to withdraw that consent at any time. If you do, it will not affect the lawfulness of any processing for which we had consent prior to your withdrawing it.</p>                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>Location of your personal data</b></p>                                                                                                                                        | <p>The club will keep your personal data within the European Economic Area.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>How long we will keep your personal data for</b></p>                                                                                                                          | <p>We will not retain your personal data for longer than is reasonable and necessary for the purposes for which it was collected. We shall retain your personal data for such time as you are registered with XXX as a member. X years after you cease to be a member of XXX, or play an active part in XXX, we shall delete your data.</p>                                                                                                                                                                                                                                                                                                                                       |
| <p><b>Your rights in respect of your personal data</b></p>                                                                                                                          | <p>You have the right of access to your personal data and, in some cases, to require us to restrict, erase, or rectify it or to object to our processing it, and the right of data portability.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>Our contact details</b></p> <p><b>[Insert the contact details of your organisation or preferably someone who is responsible for data protection in your organisation]</b></p> | <p>name.     XXXXX</p> <p>email. <a href="mailto:xxxx@club.co.uk">xxxx@club.co.uk</a> phone. xxxxxxxxxxxxxx website. xxxxxxxxxxxxxx</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>Complaints</b></p>                                                                                                                                                            | <p>If you have any concerns or complaints about how we are handling your data, please do not hesitate to get in touch with the named person at the club. You can also contact the Information Commissioner's Office.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

