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# COVE CRICKET & SOCIAL CLUB



Grasmere Road, Cove, Farnborough, Hampshire GU14 0LE Telephone: 01252 541308

www.covecc.co.uk

## To all captains of senior teams and coaches and team managers of junior sides.

This letter is to indicate to you the procedure that you **must** follow in the event of you discovering or being informed about an incident which **you or your informer** consider might come within the jurisdiction of the Welfare Officer (Jo Pemberton).

You **must**:

1. If you are confronted by an informer then please **try to remember** all the details that they give you. They are probably going to be very explicit and they will also be biased to their point of view (this is very natural). Explain that you are **obliged to pass the information to Jo Pemberton** as soon as possible and that any decisions about the situation will be made by the Welfare Officer. **Please remember** as much detail as you can and remind them that you will be **contacting the Welfare Officer**. As soon as you are able the Welfare Officer would appreciate it if you could **write down** as much of the conversation as possible (this will help you as an aide memoir at a later time). Tell them that you will be doing this and then try to calm them if they need it. **Take control of the situation.**
2. **As soon as you are able contact Jo Pemberton.** The phone numbers that Jo is most likely to be at are. home number – **01252 6478455** – mobile number – **07905 295913**- or the clubhouse number – **01252 541308**. The Welfare Officer Jo Pemberton will arrange to meet you as soon as possible (at least within 24 hours) so that I can relieve you of the responsibility that you took initially.
3. If you cannot get hold Jo immediately then please keep trying. If, however, you know that Jo is not available for some reason then please contact either Troy Tomsett (the Club Chairman) on 07770 808781 in the case of senior cricket or Paul Lynch (Youth Development Officer ) on 01252 544925, in the case of ladies or Junior cricket.
4. From the time that we meet all decisions will be made by the Welfare Officer, although, because you were the initial contact, you will remain part of the decision making process. The Welfare Officer will speak with all those people that they believe need to be listened to and then decide what my next move will be.

It would be impossible for the Welfare Officer to describe a typical example of what you may consider important to inform the Welfare Officer. Suffice it to say that if you are in any doubt then please contact Jo and let her decide. It would be better for all involved if the Welfare Officer eventually made the decision that nothing was to happen rather than miss something that was important. The Welfare Officer in turn, will be contacting the County Welfare Officer on exactly the same lines as I have just described.

CCC008/19

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AFFILIATED TO HAMPSHIRE COUNTY CRICKET CLUB AND THE CLUB CRICKET CONFERENCE