



Moreton in Marsh Croquet Club Policies

Contains: Data Protection, Equality & Diversity, Health & Safety, Property Disclaimer, Safeguarding and Sustainability Policies

Data protection

1. The data we routinely collect includes names, addresses, telephone numbers and email addresses of members, also records of relevant financial transactions and the age of our junior members. We ask members for their consent to be included in publicity photography. We ask their permission to share personal data with the Croquet Association or its local Federation. We ask about their previous croquet experience. We collect this data directly from our members when they join the club. We also hold the same type of information for others whose services we use, have used or may use in support of the aims of the club.
2. Members and potential members may sign up on the website and so share their contact information with others who have signed up. Subscription requests are manually checked before approval.
3. Contact information for members of the committee and others allocated specific responsibilities by the committee may, with their agreement, be available from the website.
4. For some of our members we may have additional information such as roles that they carry out within the club.
5. We use members' data for the administration of membership; the communication of information, and the organisation of events.
6. With the permission of a member, their personal data may be shared with the Croquet Association or its local Federation.
7. We do not pass your data to any other individual or organisation.
8. This information is mainly stored in digital form, on electronic devices under the control of the secretary and the treasurer and on a website hosted by Fasthosts UK. Any paper records will be stored in a locked location.
9. The chair of the committee is responsible for ensuring that the club discharges its obligations under the General Data Protection Regulation (GDPR). Any data breaches will be investigated by the committee.

10. Committee members and others allocated specific responsibilities by the committee have access to members' data in order for them to carry out their legitimate tasks for the club.
11. We collect personal data that is necessary for the purposes of its legitimate interests as a membership organisation. We maintain records to comply with Charity Law and to comply with our legal obligations.
12. You can contact us with a "Subject Access Request" if you want to ask us to provide you with any other information we hold about you. If you are interested in any particular aspects, specifying them will help us to provide you with what you need quickly and efficiently. We are required to provide this to you within one month. There is not usually a fee for this, though we can charge a reasonable fee based on the administrative cost of providing the information if a request is manifestly unfounded or excessive, or for requests for further copies of the same information.
13. We may also keep records of the medical requirements of children and vulnerable adults.
14. Please inform a member of the committee if any information needs updating. Data will then be processed in accordance with the law. If you would like us to delete data relating to you, please contact the Secretary. It will be deleted if we are legally permitted to do so.

Equality and diversity

We aim to be an inclusive club, where everyone feels welcome. Any problems or queries? Please speak to a committee member or the coaching manager and we will do our best to meet your needs.

Protected Characteristics under the Equality Act 2010

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy & maternity
- Race
- Religion and/or belief
- Sex
- Sexual orientation



shirleywarren.co.uk

To read an article about croquet for people with a disability, please see <http://www.oxfordcroquet.com/clubman/disabled/index.asp>



oxfordcroquet.com

Health and Safety

IF YOU FEEL UNWELL OR SUFFER AN INJURY WHILE AT THE CLUB, REQUEST THE ASSISTANCE OF OTHER PLAYERS OR CONTACT THE NHS BY CALLING 999 or 111.

For ambulance callouts, we are located adjacent to 60 Redesdale Place, Moreton-in-Marsh GL56 0EE.

North Cotswold Hospital is near our site, tel 0300 421 8770.

All activity has hazards and risks – we have highlighted some of those which may be encountered while playing croquet..

- Being hit by a moving croquet ball or treading on a ball.
- Players should warn other players who may be in the path of a shot about to be played. Be aware of all play on the lawns.
- Do not jump with both feet off the ground when a ball comes your way.
- Falling over, or bumping into a hoop, tripping over the safety barriers.
- Be aware where you are going, do not walk backwards or sideways.
- Being hit by your own, or another person's mallet head.
- Keep the feet apart and out of the way of the mallet as you swing.
- Keep the mallet by your side when moving between shots.
- Falling on the slopes between lawns or tripping on the boundary rope or bar.
- Step on and off the lawn carefully.
- Using a poor hand grip on the mallet when striking the ball, keep the wrist firm on the mallet when striking, avoid a wrist flick when hitting the ball.
- Ingestion of lawn treatment chemicals.
- When warned of lawn treatment, take obvious heed. If you touch grass, shoes, balls or mallet head take care not to transfer any contamination to your mouth or nose. Always wash hands appropriately.

Property Disclaimer

The Club will not in any event be liable for loss or damage to vehicles or their contents.

You park your vehicle at your own risk. We advise you to lock all doors and windows, after removing any property or valuables from the vehicle.

We cannot accept responsibility for the loss or damage of any article left unattended at our site.

Safeguarding

This is a quote from Sport England, endorsed by our club. *“Nobody involved in a sporting activity, whether a volunteer, participant or spectator, should ever have to worry about abuse or harassment. Safeguarding in sport is the process of protecting children and adults from harm, by providing a safe space in which to play sport and be active.”*

If you have any concerns, please speak to a member of the committee.

As we set up our new club, we will be arranging Safeguarding training and accreditation. Meanwhile, we expect children to be supervised by their parent/carer at all times.

Child Safeguarding Policy

Moreton in Marsh Croquet Club 19th April 2021

As a member of the Croquet Association, Moreton in Marsh Croquet Club accepts that the club Committee has lead responsibility in this area and has established checks and procedures to ensure the following are implemented:

- CA Child Safeguarding Policy: www.croquet.org.uk/?p=ca/schemes/safeguarding
- Safeguarding Codes of Conduct:
www.croquet.org.uk/?p=ca/schemes/safeguarding/conduct
- Child Safeguarding Processes:
www.croquet.org.uk/?p=ca/schemes/safeguarding/processes
- Child Safeguarding Guidelines:
www.croquet.org.uk/?p=ca/schemes/safeguarding/guidance

The Moreton in Marsh Steering Group will ensure:

1. A Local Safeguarding Officer (LSO) is appointed and their details registered with the CA
2. All members of Moreton in Marsh Croquet Club are informed on joining, and annually thereafter, of their responsibilities:
 1. Be aware of the need to safeguard children (i.e. those under 18 years)
 2. Be good role models both in play and other croquet activities
 3. Be aware of, and comply with, the CA Codes of Safeguarding Conduct
 4. Know how to contact their Local Safeguarding Officer (LSO)
 5. Report any safeguarding concerns they have to the LSO at the earliest opportunity
3. Those whose responsibilities will, or may, include Safeguarding responsibilities liaise with the LSO to ensure they are undertaken properly. These include:
 1. Membership Secretary
 2. Those with access to personal data
 3. Coaches
 4. Team Captains
 5. Tournament and event organizers

4. Our adoption and implementation of this policy, and LSO contact details are available:
 1. On our website
 2. Clearly displayed posters on our premises
5. Implementation of this policy is monitored at each committee meeting and an annual report is presented to AGM.
6. This policy is reviewed at least every three years

This policy was adopted by the Moreton in Marsh Croquet Club Steering Group 19th April 2021

It will be reviewed date in 3 years time

Our Local Safeguarding Officer: The CA Safeguarding Officer is: Dr Ron Carter
 Officer: Carterdr.roncarter@gmail.com 079 732 393 19

Sustainability

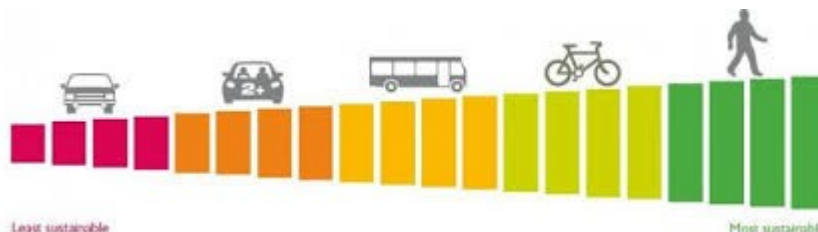
Waste Management

We ask you to take home any rubbish. To avoid disposable cups, please bring your own mug or flask.



Sustainable Travel

Moreton-in-Marsh Town Council has declared a climate emergency, so we suggest you consider your travel arrangements for playing croquet. Can you walk, cycle, use public transport or share a car?



Biodiversity

We are preserving a green space in our town. The Croquet Club aims to minimise disturbance to the wildlife around the site.