

## ECB Guidelines on the Use of Player Profile Forms

Player profiles forms enable those responsible for children to have the information they need to deal effectively with any emergency situation that arises.

Although information obtained on these forms must be treated as confidential (and only given to those who need it to fulfil a duty of care for the child), it is also critically important this information is **readily to hand at sessions and matches**.

Clubs should devise their own workable system that achieves both objectives. A player profile form template is included in this section of the Kit Bag for clubs to use should they wish.

It is for each club to determine the information they wish to collect on a player profile form and how detailed that process is, though you should only collect information where you have a clear use and need for it.

Some clubs may choose to have a short form containing basic administrative and emergency contact details. They may then have separate forms to obtain parental consent on matters such as photography, transport, changing and so on. Other clubs might prefer to merge all club administration and child safeguarding matters onto one annual player profile/parental consent/membership type form.

Doing either is fine, although reducing bureaucracy is one way that the ECB believes will make it easier for people to choose cricket.

Bearing this in mind, the player profile template shown in this manual is just that – a template.

It includes the various elements clubs are encouraged to consider when designing their own player profile form.

It is recommended club committees consider how the information collected is kept safe and who will have access to it. Information that is no longer relevant, for example when a player has left, should be securely deleted. You should make sure that players are given frequent opportunities to ensure their data is up to date so that you have accurate information for your players.

Remember that much of the data you collect will be personal data as defined by the Data Protection Act and as such should be processed in accordance with this legislation.