

Record Keeping Policy

Farley Cricket Club

- All new and existing players will complete the Junior Club Membership Form at the beginning of the cricket season.
- Information held by the Club about players will be kept securely in a lockable filing cabinet.
- For junior away fixtures an emergency contact card will be carried securely. This is the responsibility of the team manager. The information listed includes the parent / carer contact details and any relevant medical details of the attending juniors.
- If an untoward incident occurs or is observed then the incident must be reported to the Club's Child Welfare Officer and a written note made of the event using the Welfare Incident Form.
- All paper records will be destroyed / deleted at the end of the current cricket season.

Farley Cricket Club, January 2008