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Good afternoon,

I hope you're having a good week,

All Stars Cricket and Dynamos Cricket will launch to the public from mid-March and we are keen to ensure that every club that wishes to be involved in delivery this year is supported to have their programmes set-up and bookable ahead of that time.

If your club has not run either All Stars Cricket or Dynamos Cricket in the past, you can find out more information and register your interest to take part here:

<https://www.ecb.co.uk/play/all-stars/centres>

For those clubs who have previously run one or both programmes you will need to ensure that three items are completed on the new and improved Clubspark Engage platform. This is the online system that manages all aspects of the two National Youth Programmes, from a club, Activator and parent/carer perspective. The tasks to complete are as follows and we would encourage you to action these as early as possible, to ensure that we can assist you to get your club approved and get your programmes successfully online:

- **Organisation checklist**
- **Activator checklists**
- **Programme creation**

There are various user guides available, summaries of which are provided in the step-by-step guidance notes below.

Should you have any issues with completing any of these tasks, please do contact the [All Stars Cricket and Dynamos Cricket Help Centre](#).

Organisation Checklist

Each club is required to fully complete their organisation checklist to ensure their club/centre is compliant and to ensure any programmes they will be offering appear on the public club finder page. Please see below for information on completing each section of the organisation checklist. A more detailed version of this guidance, with screenshots is available [here](#) and a video guide is available [here](#).

1. Access your club's Clubspark account.

- To access and view your organisation checklist you will need to log in to your account on Clubspark and click into the 'Home' tab on the left-hand side. Log-in here: <https://ecb.clubspark.uk/Admin>

2. Register your club

- Agree to the terms and conditions, then click 'Confirm'

3. Connect a Stripe account

- If your club does not have a Stripe account then click 'Connect Stripe' button - [more details](#).
- It is important to ensure that your Stripe account is set-up to receive payments. You can go directly to you Stripe dashboard by clicking the 'View dashboard' hyperlink in this tab - [more details](#).

4. Safeguarding

- If your club is registered on the Safe Hands Management System then you will just need to click the option 'yes' and then 'submit for approval'.
- If your club is not on the Safe Hands Management System then toggle to 'no' and a box will appear which will enable you to upload a safeguarding document for your club. The document will need to be a current safeguarding certificate for a Club Safeguarding Officer from their attendance on the face to face 'Safe Hands Course'

5. First aid

- You will need to add a minimum of a basic first aid certificate for a first aider who will be in attendance at the sessions. This could be one of your Activators. Drag and drop or browse for your document and then click 'Submit for approval'.

6. Liability insurance

- The ECB offer insurance to compliant clubs through Howdens for the central club insurance scheme. If your club is insured through Howdens then just click on the 'yes' button and then 'submit for approval'.
- If you do not have insurance through Howdens then just toggle to 'no' where a box will appear enabling you to upload a club insurance document and then click 'submit for approval' and this will then be approved by your county board representative prior to your programme start date.

7. Key club contact

- This is the person at the club who you want to be responsible for receiving all critical emails for National Youth Programmes and will also be the account holder on the online store to manage store credit and purchase additional equipment. To add your key club contact click 'add contact'.
- Fill in the fields in the box that appears in the centre of the screen, choosing either an existing contact or new contact, depending on if they are already listed in your club contact list, then save by clicking 'add contact' again.

8. Add Activators

- The final step is to add an activator to your club. You can do this by clicking 'add activator' and choosing either a new contact or an existing contact.
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Activator Checklist

It is a requirement of your activator terms and conditions for you to have completed your personal activator checklist and each programme must have at least one fully compliant Main Programme Activator for programmes to appear online for parents to search and book onto. Each club Activator must access their Clubspark account in order to complete their checklist. Please see below for information on completing each section of the Activator checklist. A more detailed version of this guidance, with screenshots is available [here](#) and a video guide is available [here](#).

1. Access your club's Clubspark account

- To access and view your Activator checklist you will need to log in to your account on Clubspark and click into the 'coaching' tab on the left hand side. Log-in here: <https://ecb.clubspark.uk/Admin>

2. DBS check

- If you do not have an ECB DBS speak to your Club or County Safeguarding Officer to initiate the process. Click 'no' followed by 'apply now' for more guidance..
- If you do have one, click 'yes' and the required fields will auto populate with the details you have created your account with. Double check that these match what you have applied for your DBS with (including any middle names) and amend if not. Once you are confident the details match, click 'verify'.

3. Initial Activator training

- If you have previously attended an activator training session with your county board then this will automatically be green. If you haven't attended a session in the past then you can easily book onto one by clicking into the 'book your training' button.

4. Safeguarding training

- This is done through the ECB e-learning platform and will need to be completed every three years to ensure you remain compliant. If you have completed a Safeguarding course through ECB within this time frame then you will just **need to click on the 'complete course' button** which will perform a check of the system and turn this section green for you.
- If you have not completed this or your previous course was more than three years ago then it will add the course onto your Moodle profile and you will be able to complete it. Upon completion this will feed through to the checklist and then turn this section green.

5. E-learning

- This is the National Youth Programmes Activator course which is also completed through the ECB e learning system and will be valid for three years once completed. If you are currently compliant then **clicking into the 'complete course' button** will turn this green and show as complete.
- If you have not completed this or your previous course was more than three years ago then clicking into the 'complete course' button will add the course onto your Moodle profile and you will be able to complete it. Upon completion this will feed through to the checklist and then turn this section green.

Create your Programme(s)

All Stars Cricket and Dynamos Cricket programmes are set-up through the Clubspark system. Following the public launch, these programmes will be available to search and book on as long as the **Organisation checklist** and the programme's **Main Programme Activator checklist** are fully completed and approved. Please see below for information on creating programmes. A more detailed version of this guidance, with screenshots is available [here](#) and a video guide is available [here](#).

1. Access Programmes through your club's Clubspark account

- To access Programmes you will need to log in to your account on Clubspark and click into the 'coaching' tab on the left hand side. Log-in here: <https://ecb.clubspark.uk/Admin>
- Under the section titled 'Junior' select the programme type that you would like to set-up.
- Click the blue 'Create new course' tab

2. Complete Programme details

- Set the status of your programme to:
 - Public: your course can be found on the public website once this launches and anyone can sign up
 - Hidden: your course will not be visible on the public website so no one can sign up
 - Direct link only: people can only sign up to your course if you send them a direct link (once you are in your 'current programme', the direct link will be at the bottom of the page)
 - Archived: your course will be cancelled, archived and no longer available to sign up to
- Once you have selected your status, you will need to fill in the rest of the information:
 - Input a reference for your club/programme

- Select the Gender type
- The course will have a fixed description but you can add more information in 'Description' about your sessions (e.g. if there are extra sessions past the designated 8 sessions)
- The course will have a default confirmation message but again, you can add more information in 'Additional confirmation' this will be displayed in the confirmation email that gets sent out to parents once they've booked
- Under the section for 'Costs', you have the option to amend the price you will be charging as a club to take part in the All Stars/Dynamos Cricket sessions. The initial price of £50 is the RRP for both National Youth Programmes.
- Under the section for 'Session Defaults', you can select the Main Programme Activator for your sessions, by selecting a name under the Activator drop-down. Only activators that have been manually input in to your club's profile will show on this drop-down. And the chosen Main Programme Activator must have a completed Activator checklist before the programme can go live.
- You can also change the session start time and its duration here. Please note that if you are amending the time/duration of your session, you need to tick the box marked 'Update upcoming sessions', to make the change effective immediately and to make sure that all sessions are updated accordingly. Please note that this is a 24-hour clock so make sure you select the correct time.
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I'll be sending a further email in the coming days on **Activator Training Courses**.

We look forward to working with you across the 2025 season,

Chloe

Chloe Leveridge
Head of Youth Engagement

