

12 steps to success

with the Safe Hands Management System (the SHMS)



Need help with anything?

Please visit the helpdesk at safehands.zendesk.com/hc/en-us/categories/360001749298-Safe-hands



Getting started on the SHMS

- 1** Have you contacted your local county board/foundation to request to be onboarded on to the SHMS?
- 2** Have you as a Club Administrator received your email invitation from the ECB and accepted your role?
- 3** Have you added all relevant officials for your club to trigger their invitation emails to be sent?
- 4** Have you checked your club information and made sure this is completed (e.g. address, postcode, telephone number, website etc.)
- 5** Have you added the teams and programmes information for your club?
- 6** Have you completed your risk assessment to trigger your free ECB insurance cover?

YES NO

Maintaining your club area on the SHMS

- 1** Have you set a monthly reminder to access the system to check your club status?
- 2** Have you added any new volunteers as club officials to the system?
- 3** Have you checked that officials have accepted their role or re-sent the invitation? Please note that any invitations that have not been accepted will expire after 45 days. Reminders will be sent automatically after 7 days and 21 days.
- 4** Have you updated any roles or removed any club officials that no longer hold role(s) within your club?
- 5** Have you checked the DBS and qualification statuses for any current officials that may be expiring/have expired?
- 6** Have any required DBS checks been initiated by the club's ID Verifier?

YES NO