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Secretary & Chief Executive
K. BRADSHAW

Marylebone Cricket Club,
Lord's Ground,
London, NW8 8QN

CONDITIONS OF WORK FOR STEWARDS - 2010

LORD'S IS COMMITTED TO BEING RECOGNISED AS A WORLD CLASS SPORTING VENUE.
THOSE WISHING TO BE CONSIDERED FOR WORK AT LORD'S CRICKET GROUND AS A STEWARD
MUST THEREFORE AGREE TO THE CONDITIONS SET OUT BELOW:

Uniform

Dress Code – This relates to all match days and the rules apply to all stewards, including Supervisors.

Men

Shirt – White (Top buttons of shirts must be done up at all times)

Tie – Green Lord's tie

Trousers – Black tailored (Not jeans)

Shoes – Black, enclosed, highly-polished (Not trainers)

Hair – Neat and tidy hairstyle.

Men are expected to be well groomed and have a clean and tidy appearance.

Women

Top – White Blouse or Shirt (Black jumpers are permissible)

Trousers – Black Tailored

Shoes – Black, enclosed, highly polished (Not trainers)

Jewellery- Stud earrings only.

All

No facial piercings (nose, eyebrows etc.). Large earrings and excessive jewellery are expressly forbidden. Stewards may wear minimal jewellery i.e. wedding bands.

Unless provided with a Lord's cap, no other baseball caps should be worn whilst on duty.

On cold days plain black jumpers or fleeces are acceptable as long as they are worn under your assigned jacket, tabard or blazer. Leather jackets or overcoats are not acceptable.

For each duty worked MCC will provide you with either a tabard or blazer depending on your allocated position within the ground.

Please note that any steward who fails to meet the standards mentioned above will not be considered for work. Due to the high profile nature of the 2010 season MCC will be adopting a ZERO-TOLERANCE policy regarding appearance and uniform.

All MCC Stewards MUST NOT:

- Smoke whilst on duty
- Use the betting facilities situated within the Ground at any time
- Consume alcohol at any time or be under the influence at any time whilst on duty
- Use personal stereos or MP3 players whilst on duty
- Use mobile phones whilst on duty
- Consume food whilst on duty

Availability

There are a substantial number of major matches throughout the 2010 season. These fixtures will include a number of mid-week matches. Whilst it is understood that not everyone will be available for all of those fixtures, to be considered for work you will need to meet the following criteria:

- **If available and offered the work, you must attend the first three days of the Test Matches**
- **You would be expected to be available for 75% or more of all other major matches**
- **To accept that work for any match day is never guaranteed**

It must be emphasised that any work offered as a Steward does not constitute an offer of permanent employment. The Club is not obliged to offer you work on any day and, in turn, you are not obliged to accept any invitation to work.

Leaving the ground

On **all** match days no steward may leave the ground without prior permission from the Head Steward's Office.

Reporting for duty

All stewards **must** book in with the Head Steward prior to the start of any duty. Report times for each duty will be confirmed by letter, email or by telephone prior to the match. Please note that deployment to a specific position is never guaranteed. If the steward is unable to attend by reason of sickness, injury or other incapacity, he or she must report this to the Head Steward as soon as possible explaining the reason for absence.

Training

Each steward agrees to undertake such training and to attend such training courses as is reasonably required. All new stewards will be required to attend a training course prior to the commencement of their work with MCC.

Identity cards

On commencement of your work you will be issued with an identity card, which must be worn at every duty. All cases of lost cards will be addressed individually. You must inform the Head Steward's office as soon as possible in the event of a lost card.

Duties

You will be advised, either by telephone or in writing, of when you will be invited to work. Whilst on duty you will be informed of your responsibilities by a Steward Supervisor. This Supervisor should also brief you in matters relating to Health & Safety and Fire Safety. If you have any queries or dispute concerning any of your duties you must contact your Supervisor first.

Steward Handbooks

Steward handbooks containing information pertinent to your role at Lord's will be given to you before the start of the 2010 season. Descriptions for the positions of Safety Steward and Supervisor are contained within this booklet. Descriptions for more specialised stewarding roles will be provided to the relevant persons as and when appropriate.

Payments

You will be paid a daily rate for each duty you work. All payments will be made directly into a nominated bank or building society account on a monthly basis. Each payment you will receive will be clearly broken down to show the basic pay and the additional holiday pay element.

Vehicles

Due to limited space there are no car parking facilities available for stewards within Lord's.

Criminal Record Bureau checks

It may be necessary for MCC to carry out Criminal Records Bureau checks on our stewards. Should this be necessary, you will be informed in writing prior to us applying for a disclosure.

Suitability for Work

Any steward who does not comply with the conditions of work laid out above may be sent home immediately and/or will not be offered further work in the future.

Return of Property

On ceasing work at Lord's, each steward shall return all property and equipment belonging to the club (including but not limited to the identity card and Steward handbook).

Complaints

If any steward has any complaint about the way they have been treated or arising from their stewarding capacity they should raise it with their immediate supervisor and, if appropriate, the complaint may be referred to the Head Steward.

Contact Details

You can contact the Head Steward's Office directly by telephone: **020 7616 8684** or **020 7616 8592**.

Alternatively, you can also contact us by email: stewards@mcc.org.uk

Equal Opportunities

Marylebone Cricket Club is an equal opportunities organisation. It is committed to providing equal opportunities, including the recruitment, training and promotion of individuals and casual workers and eliminating discrimination in the workplace whether on the grounds of disability, gender, sexual orientation, marital status, race, colour, national or ethnic origin. It is the policy of the Club to ensure that entry into the Club and progression within it is determined solely by the application of objective criteria and individual merit.

Furthermore, no applicant or individual will be placed at a disadvantage by requirements or conditions that have a disproportionately adverse effect on persons of that disability, gender, sexual orientation, marital status, race, colour, national or ethnic origin, which cannot be shown to be necessary for the satisfactory performance of their role.

A handwritten signature in black ink, appearing to read 'David Juchau', with a stylized, cursive script.

D Juchau
MCC Head Steward