

**BIRMINGHAM & DISTRICT
PREMIER CRICKET LEAGUE**

**CLUB
ACCREDITATION
DOCUMENT**

Number 5 - Issued 1st April 2010

Name of Club :

Name of Club Official:

Name of Groundsman:

Name of Auditor :

Date of Audit :

Auditor's Signature: _____

Club Official's Signature: _____

**Level 1 - applies to Clubs in Premier Division and Division One
Level 2 - applies to Clubs in Division Two, Division Three and Feeder Leagues**

M- Mandatory; O- Optional but Desirable

1. Audit Procedure

The General Manager of BDPCL will contact the Hon. Secretary of a Club, confirming that a Ground and Facility Audit is due to be conducted by an Auditor from BDPCL, during the season.

The Auditor contacts the Hon. Secretary of the Club, directly, to arrange the date of the audit.

The audit will be conducted, using the most recent version of this document.

A minimum of two persons from the Club will be required to be present, during the audit, including a Senior Club Official and the Groundsman.

The Club name, the names of the Senior Club Official and Groundsman, the Auditor's name and the date of the audit to be completed on the front cover.

Items in Sections 3, 4, 6 and 7 to be answered YES or NO, with explanatory notes, if necessary.

In the interests of consistency, the current situation should be recorded. If an item or an improvement is "coming shortly" NO should be recorded with a note indicating "when" if it is relevant.

Items in Section 8 will be addressed via Umpires Reports.

Any general or overall comments, which appear to be relevant (e.g. imminent ground move, major projects, issues with ownership of the ground, conflicts over ground usage in multi-sports clubs) should be added to the back of the audit document.

2. Penalties for Non-Compliance

Member Clubs will be audited on a rolling programme (once every four years) and if, after an inspection of its facilities, it is felt that the Club does not meet the standards required for that Division, the Chairman and Secretary of the Club must sign a declaration and undertaking, on behalf of the Club, agreeing to remedy the deficiencies found during the visit, within specified time scales.

Promotion within BDPCL, or from a Feeder League, will only be confirmed if all mandatory (M) items for the higher division, listed in this document, are in place by the end of the current season. If these items are not in place, the promoted Club must submit a letter, by 31st October of that year, signed by the Club's Chairman and Treasurer, as well as documentary and/or financial evidence, confirming that the requirements for the higher Division will be in place before the start of the following season.

If mandatory (M) items pertaining to a Club's present Division remain outstanding at the end of the current season, relegation to the next lower Division will be imposed unless the Club submits a letter, by 31st October of that year, signed by the Club's Chairman and Treasurer, as well as any relevant documentary and/or financial evidence, confirming that the requirements for the higher Division will be in place before the start of the current season.

Any Club, whose current facilities would debar it from promotion to a higher division, or do not meet the criteria for the Division in which it is, currently, placed, anywhere in the pyramid structure, will be notified, immediately, after an inspection, and made aware of the deficiencies and the improvements necessary to avoid relegation.

The above penalties will be subject to confirmation by the Management Board of BDPCL, who may confirm or vary the penalty, following the right of the Club to appeal. However, Clubs should not assume that leniency will be shown, where the "Raising of Standards" is concerned.

Feeder Leagues are required to inform their Member Clubs, in writing, before the start of the season, that these standards will be applied to Clubs seeking confirmation of their promotion to BDPCL.

3. Ground Requirements

	Level 1	Level 2
The Club's main audited ground and must be available for BDPCL matches on all dates when BDPCL schedule fixtures. (See Section 5 for dispensations)	M	M
An experienced Groundsman (formally qualified or, at least, 3 years working on cricket grounds) must be available for a minimum of 20 hours per week during the season.	M	M
Minimum distance from the centre of the pitch to a boundary to be 45 yards	M	M
Minimum of 10 pitches on the square (Please state number of pitches compliant with 45 yard boundary requirement)	M	M
Sight screen, or equivalent, at both ends of the ground	M	M
Scorebox/scoreboard indicating as a minimum:- Total runs, batsman's runs, wickets, overs bowled & score of side batting first	M	M
In the Premier and First Divisions, full-length roll-on covers must be provided for the match pitch	M	-
In the Second and Third Divisions, full-length roll-on covers or sheet covering must be provided for the match pitch	-	M
Sheet covers for bowlers run-ups at each end (10 yards minimum)	M	O
Sheet covers for the pitch (both sides) immediately beside the match pitch	M	O
Light and heavy rollers, pitch and square mowers, outfield mower, scarifier, spiker/aerator (Groundsman to demonstrate all in working order)	M	M
Water-hog (hand version or better) in working order	M	O
Practice net facilities must be provided in good condition	M	M
A grass nets area (on or away from the square, but of similar standard) must be provided in good condition)	M	O
Minimum of 2 net lanes (grass and/or hard) must be provided (prior to the game)	M	O
Ground surrounds well maintained and suitable measures in place to ensure that lost balls cause minimum delay	M	M

4. Clubhouse Requirements

A clubhouse must be available offering the following facilities:-

Separate, secure, clean and tidy changing rooms for each team including mirror and, at least, one hook per player for clothes	M	M
Separate, secure, clean and tidy changing room for Umpires including mirror and, at least, one hook per official for clothes	M	M
Clean and hygienic showers adequate for purpose for Players and Umpires	M	M
Clean and tidy kitchen that meets all legal health and safety requirements specified by the Local Authority in which the Club is situated (To be verified by sight of Certificate or letter of exemption from Local Authority)	M	M
Meals area (including separate tea tables for Umpires and Scorers)	M	M
Clean and hygienic male and female toilets	M	M
Social area/room (including an operational bar available during and after match)	M	M
Telephone (permanent mobile to be provided if no landline) in working order	M	M
Bell to allow Umpires to signal start and resumption of play	M	M
Clock on ground that can be clearly seen from the playing area	M	M
Fully stocked first-aid box for treatment of minor injuries (to be available for all 1st XI and 2nd XI matches)	M	M
Car parking to be available	M	M

5. Dispensations for Clubs unable to meet Ground Availability Requirements

ECB has requested BDPCL to put the following arrangements in place to handle situations where Clubs are unable to meet the requirement to have their ground available on all designated days during the season.

1. If a member club of BDPCL is unable to use its home ground on one or more of the dates designated by The Management Board of BDPCL (MB), the club must apply to MB, before the start of the season in question, for dispensation to move their 2nd XI fixture to another ground.
2. This other ground must meet the Ground & Facilities criteria laid down by MB, from time to time, and must have been identified to MB, sufficiently early, to allow MB to arrange for the ground to be audited on the same basis as applies to a club's home ground.
3. The ground must be located within the geographical area covered by BDPCL, at the time, and should, ideally, be in reasonable proximity to the club's home ground.
4. If dispensation is granted, the second ground will be treated, for the purposes of any sanctions that may be imposed, for failure to meet the Ground & Facilities criteria, as if it were the home ground of the club.
5. BDPCL will schedule fixtures to ensure that the 1st XI of the club, applying for dispensation, has an away fixture on that day.
6. All fixtures must be played on the designated dates set by MB.

In the case of clubs currently playing in one of the Feeder Leagues (FL), the following procedure should be followed:-

1. FL must inform any club in their top division which would, if promoted, be unable to meet the requirements of BDPCL, in terms of ground availability, of the above arrangements. This should be done in writing before the start of the season.
2. Any such club, must notify BDPCL, in writing, that their home ground is not available on all the dates designated by MB and of the arrangements which they would put in place to stage match(es) on an alternative ground. This must be done, so as to allow BDPCL to conduct an audit of the second ground, during the current season. In normal circumstances, this audit should be conducted at the same time as the club's home ground is audited.
3. BDPCL must inform the club, in writing, of the results of the audit, and either confirm that dispensation will be granted, if the club wins promotion and the second ground continues to meet the Ground & Facilities criteria, or advise the club that dispensation will not be granted. If dispensation is not granted, BDPCL should make reasonable efforts to consider any alternative proposals submitted by the club.

As a general principle, clubs will not receive a dispensation for more than two fixtures in any season, although MB retains the right to consider individual situations on their merits.

6. Youth Cricket Requirements

Level 1 Level 2

Every Club must have a Club Welfare Officer whose name must be detailed at the foot of this page

M **M**

A minimum of 2 ECB qualified coaches must be available for weekly coaching (The names of all coaches, their qualification and their CA membership number must be detailed at the foot of this page)

M **M**

Premier Division and Division One Clubs must run Youth XI's at a minimum of three age levels (Under 11, Under 13 and Under 15) in their County Board Competitions

M **O**

Division Two and Division Three Clubs must run Youth XI's at a minimum of two age levels in their County Board Competitions

- **M**

Clubs must run "Softball" cricket for children Under 11

M **O**

Clubs must adhere to the ECB Fast Bowling Directives for young fast bowlers

M **M**

Clubs must ensure that all players under the age of 18 (on the day of the match) shall wear helmets (mandatory) for batting and keeping wicket, when standing up to the wicket.

M **M**

Clubs must ensure that all players under the age of 18 (on the day of the match) wear a helmet and an abdominal protector (mandatory) when fielding within six yards (5.5 metres) of the batsman.

M **M**

Name of Club Welfare Officer _____

Name of Coach _____

Qualification _____ CA Membership Number _____

Name of Coach _____

Qualification _____ CA Membership Number _____

Name of Coach _____

Qualification _____ CA Membership Number _____

Name of Coach _____

Qualification _____ CA Membership Number _____

Name of Coach _____

Qualification _____ CA Membership Number _____

Name of Coach _____

Qualification _____ CA Membership Number _____

7. Administration Requirements

	Level 1	Level 2
Clubs will not be eligible for promotion into or be permitted to maintain their place in the Premier Division of the League unless they receive Clubmark Accreditation from ECB by 30th September 2010 and retain it from that date onwards	M	M
Clubs will not be eligible for promotion within the League or from a Feeder League if they have not received Clubmark Accreditation from ECB	M	M
Clubs must run a Saturday 1st XI and 2nd XI in BDPCL Competition	M	M
Clubs must run a Saturday 3rd XI in a Competition approved by BDPCL	M	M
Clubs must not cancel 1st XI or 2nd XI matches due to lack of players or any other reason	M	M
Clubs must provide a non-playing Scorer for 1st XI matches	M	M
Clubs must strive to provide a Scorer for 2nd XI matches	O	O
Clubs must strive to provide a proficient Umpire for 2nd XI matches where assigned BDPCL Umpires are not appointed	O	O
Clubs annual subscription to BDPCL must be paid by 30th April in current year. (Clubs who have not paid by that date will not be credited with any points during the period that the fee remains unpaid)	M	M
Clubs must affiliate to the Cricket Board responsible for the County in which their ground is situated. (Clubs who have not paid their affiliation to the appropriate Board by 31st May, in the current year, will not be credited with any points during the period that the fee remains unpaid).	M	M
Clubs must comply with all BDPCL administrative and playing procedures (e.g. attendance at meetings, submission of match result sheets and captains' reports, adherence to the result reporting procedure and submission of end of season averages).	M	M
Clubs regaining BDPCL status, who, previously, contravened this regulation, must provide a written undertaking that there will be no re-occurrence.		

8. Ground and Clubhouse Quality Issues
(Monitored via Umpires' Reports)

Level 1 Level 2

Pitch must not be artificially watered within 48 hours of the start of the match	M	M
Pitches offer true and predictable bounce with no excessive movement off the seam or spin	M	M
Pitches correctly marked and re-marked during the interval between innings for 1st XI and 2nd XI matches	M	M
Square cut for matches, in good condition, with previously used pitches repaired	M	M
Outfield close mown with no noticeable grass cuttings, weeds, ruts, holes or hazards	M	M
Fielding circles to be indicated as per the playing conditions	M	M
Boundary clearly marked by rope, line or fence, with markers approx. 20 yds apart	M	M
Sight screens fit for purpose, positioned before play and roped off, if within playing area	M	M
Scorebox in working order, clean and tidy	M	M
Covers available and in good condition	M	M
Ground drying equipment available before and during matches	M	M
Light and heavy rollers available during matches	M	M
Clock on ground, adequate for purpose and in working order	M	M
Bell, adequate for purpose and in working order	M	M
Separate, safe, secure, clean and tidy changing facilities for Umpires (including mirror and, at least, one hook per official for clothes)	M	M
Umpires' attendance fees to be paid before the match commences	M	M
Separate tea table to be laid for Umpires and Scorers	M	M