

**BIRMINGHAM & DISTRICT
PREMIER CRICKET LEAGUE**

**CLUB
ACCREDITATION
DOCUMENT**

Number 10 – Issued 1st March 2017

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

Key Club Contact

Name:

Mobile Telephone:

Email:

Address of Clubhouse and Ground

Address:

Telephone:

Club play-cricket.com address:

Club website address:

Tenure (Please tick relevant box)

- Club Owned
- Leasehold – How many years left on lease? _____
- Rental – Please state when the rental agreement expires _____
- Other

Scorebox

Is there a power supply to the scorebox to enable scoring on a laptop? **Yes/No**

Is *wi-fi* available in the scorebox to enable Live Scoring? **Yes/No**

If the answer to the above is **No**, state method used to enable Live Scoring _____

Other Information

Does the club regularly undertake risk assessments on the ground (including pavilion and groundsman's equipment shed) to ensure that the venue is safe for users? **Yes/No**

Does the club have insurance (including cricket cover) with £5million* worth of liability cover? **Yes/No**

Does the club have emergency services contact information displayed on site? **Yes/No**

*If the club plays in a public park, the local authorities may ask for £10million cover.

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 all sections 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 the Appendix will be addressed via the Umpires Reports.

Any general or overall comments, which appear to be relevant (e.g. imminent ground move, major projects, issues of ownership of the ground, conflicts over ground usage in multi-sports clubs) should be noted on the page entitled "Auditor's Comments".

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 30th September of that year, signed by the Club's Chairman and Treasurer, as well as documentary and/or financial evidence, confirming that the requirements of the higher Division will be in place before the start of the following season.

If the 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 30th September 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.

Ground Requirements

Level 1 Level 2

The Club's main audited ground must be available for BDPCL matches on all dates when BDPCL schedule fixtures - see Appendix for dispensations	M	M
Ground Staff must be available for a minimum of 20 hours per week during the season.	M	M
The Club or an individual member of the Ground Staff must be a member of its local County Board Groundsman's Association.	M	M
Minimum distance from the centre of the match pitch to any boundary to be 45 yards for 1 st XI cricket	M	M
Minimum of 10 grass pitches on the square - minimum of 5 to be compliant with 45-yard boundary requirement	M	M
Please state the number of pitches compliant with 45-yard boundary requirement: - _____		
Boundary to be clearly marked by fence, rope or line - markers to be placed 20 yards apart if the boundary is indicated by a line	M	M
Two sight screens at both ends of the ground which must be in good condition, moveable, non-reflective, adequate and appropriate for the size of the ground and where possible, they should stand outside the playing area *Mandatory in Premier Division and Division One from start of 2018 season	M*	O
Full-length roll-on covers, in good condition, must be provided for the match pitch	M	M
Sheet covers for bowlers' run-ups at each end (10 yards minimum)	M	M
Sheet covers for the pitch (both sides) immediately beside the match pitch	M	M
In all instances, before the match commences, roll-on covers, side-sheets and covers for the bowlers' run-ups must be applied but, in the interests of time-saving, it is permissible to use flat sheets to cover the pitch, during the match, at the discretion of the Umpires. If the break in play is likely to be for an extended period, roll-on covers, side-sheets and covers for the bowlers' run-ups must be applied.		
The following ground maintenance equipment should be available for inspection and the Groundsman should demonstrate that they are in working order: -		
• Hand roller between 250 and 750 kilos	M	M
• Heavy roller minimum weight 500 kilos	M	M
• Pitch mower	M	M
• Square mower	M	M
• Outfield mower	M	M
• Scarifier - Ownership of/access to	M	M
• Spiker/aerator - Ownership of/access to	M	M

	Level 1	Level 2
Water-hog (hand version or better) in working order to be available before and during matches	M	M
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
Electronic or manual scoreboard/scoreboard in working order, indicating as a minimum: - Total runs, wickets, overs bowled, last man's score, score of side batting first and provision for DLS par score at the end of each over in 2 nd innings of 50 over matches	M	M
Separate area to accommodate two scorers as an integral part of the scoreboard or as a separate area (room) away from the main scoreboard/scoreboard (with capacity to update the score either electronically or manually) with a clear view of the playing area, sufficient space for two seated scorers, two laptops and a printer	M	M

Clubhouse Requirements

Level 1 Level 2

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 with sufficient seating (bench or similar) for a minimum of 12 players

M M

Separate, secure, clean and tidy changing rooms with sufficient seating for two umpires including mirror and, at least, one hook per official for clothes

M M

Clean and hygienic showers adequate for Players and Umpires

M M

Bell which should be rung by the umpires five minutes before the start of play and each subsequent session of play when the field shall be cleared

M M

A large, accurate working clock, clearly visible to everyone on the field of play

M M

Social area/room (including an operational bar during and after match)

M M

Kitchen that meets all legal health and safety requirements

M M

Meals area to accommodate players, umpires and scorers for tea breaks

M M

A separate tea table MUST be laid for Umpires and Scorers, who should not be expected to queue or help themselves to tea, which should be available on the table, as soon as the first innings is completed

M M

Separate, clean and hygienic male and female toilets for spectators with hot and cold running water, hand basin with mirror above and WC.

M M

A fully stocked, up to date, first-aid box for treatment of minor injuries to be accessible and clearly signposted for all 1st XI and 2nd XI matches and every other occasion that the clubhouse and ground are used

M M

Adequate external seating for players and spectators

M M

Adequate car parking for players, officials and spectators, either in or adjacent to the ground

M M

Every effort should be made to ensure there is disabled access to all areas of the ground and clubhouse (including the scoreboard) and, where the pavilion is on more than one level, consideration should be given to how, for example, a wheelchair user would access the floors either above or below ground level.

Administration Requirements

Level 1 Level 2

All member clubs must have received Clubmark Accreditation from ECB.
(Any club that has its Accreditation withdrawn or fails to receive Re-Accreditation and is unable to assure the Management Board that it will be regained before the start of the next season will be relegated to the Feeder League in the County in which it is situated. There will be no guarantee that any club relegated in this manner will be accepted into the top Division of the Feeder League and it will be placed in a Division determined by the Committee of that Feeder League).

M M

Clubs must run a Saturday 1st XI and 2nd XI in a BDPCL Competition

M M

Clubs must run a 3rd XI in a Competition approved by BDPCL: -

M M

Name of Competition: - _____

Clubs must provide a non-playing Scorer for 1st XI matches

M M

Clubs must strive to provide a non-playing Scorer for 2nd XI matches

O O

In the Premier and First Divisions, clubs must provide a proficient non-playing Umpire for 2nd XI matches

M N/A

In the Second Divisions (North & South) clubs must strive to provide a proficient non-playing Umpire for 2nd XI matches

N/A O

Clubs' annual subscription to BDPCL are payable prior to the first League match of the season. Clubs who have not paid by that date will not be credited with any points during the period that the fees remain unpaid.

M M

Clubs must affiliate to the Cricket Board responsible for the County in which its ground is situated. Clubs who have not paid their affiliation to the appropriate Board prior to the first league match of the season will not be credited with any points during the period that the fees remain unpaid.

M M

Clubs must comply with all BDPCL administrative playing procedures (e.g. attendance at meetings, submission of online captains' reports, participation in electronic scoring and TCS Live Scores and adherence to the result reporting procedures

M M

Clubs regaining BDPCL status, who, previously, contravened this regulation, must provide a written undertaking that there will be no re-occurrence.

Youth Cricket Requirements

Level 1 Level 2

Every club must have an ECB accredited Club Welfare Officer whose name must be detailed here: -

M

M

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

M

Clubs must run "Softball" cricket for children under 11

M

O

AUDITOR'S COMMENTS: -

APPENDICES

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 a 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 Grounds & Facilities criteria, or advise the club that dispensation will not be granted. If dispensation is not granted, BDPCL should make reasonable efforts to consider alternative proposals submitted by the club.
4. 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.

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

Pitch must not be artificially watered within 48 hours of the start of the match

Pitches offer true and predictable bounce with no excessive movement off the seam or spin

Pitches correctly marked and re-marked during the interval between innings for 1st XI and 2nd XI matches

Square cut for matches, in good condition, with previously used pitches repaired

Outfield close mown with no noticeable grass cuttings, weeds, ruts, holes or hazards

Fielding circles to be indicated as per the playing conditions

Boundary to be clearly marked by fence, rope or line - markers to be placed 20 yards apart if boundary is indicated by a line

Sight screens, positioned before play and roped off, if within playing area

Scorebox in working order, clean and tidy with sufficient space for two seated scorers, two laptops and a printer

Covers for match pitch, bowlers' run-ups and side sheets for pitches alongside the match pitch available and in good condition

Ground drying equipment available before and during matches

Light and heavy rollers available before the match and prior to the start of the second innings

Clock on ground, adequate for purpose and in working order

Bell, adequate for purpose and in working order

Separate, safe, secure, clean and tidy changing facilities for Umpires (including mirror and, at least, one hook per official for clothes)

Umpires' attendance fees to be paid before the match commences

Separate tea table to be laid for Umpires and Scorers