



# CLUB ACCREDITATION DOCUMENT

<b>Name of Club :</b>	
<b>Name of Auditor :</b>	
<b>Date of Audit :</b>	

**Level 1 - applies to Clubs in Division One and Division Two**  
**Level 2 - applies to Clubs in all other Divisions**

**M - Mandatory; O - Optional but Desirable**

Version: May 2010

## 1. Audit Procedure

The Administrator of WORCESTERSHIRE COUNTY LEAGUE writes to the nominated delegate of a Club informing them that an audit will be carried out shortly and that they can expect to be contacted by an auditor from WORCESTERSHIRE COUNTY LEAGUE.

The Auditor will contact the nominated delegate of the Club, directly, to arrange the date of the visit.

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

The Club name, Auditor's name and Date of Audit should be completed on front cover.

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 each section should to be answered ✓ or ✗, as far as possible, on date of visit. If it is impossible to judge an item (perhaps because no match is in progress) the item should be left blank and 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 in the space provided at the end of the accreditation document.

When completed, the declaration at the back of the document should be signed by the Club Chairman and Hon. Secretary or Delegate and returned to the Administrator of the League by the Auditor.

## 2. Penalties for Non-Compliance

Promotion within Worcestershire County League or to Birmingham and District Premier Cricket League will only be confirmed if all mandatory (M) items for the higher division are either in place by the end of the current season or are covered by a signed Declaration by the Club's Chairman and Treasurer, including documentary and/or financial evidence where applicable, which confirms that the requirements for the higher Division will be in place by 1<sup>st</sup> March of the following year. Any club, whose current facilities would debar them from promotion to a higher division, will be notified immediately after an inspection, and made aware of the deficiencies and the improvements necessary to be eligible for promotion.

Member Clubs will be audited on a rolling programme (once every three years) and if, after an inspection of its facilities, it is felt that the Club does not meet the standards required for their current Division, the Chairman and Delegate 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.

When the declaration and undertaking have been signed, the Management Committee will advise the Club of the sanctions, which will be imposed if the Club fails to complete all or any of the deficiencies within the agreed time scales.

If the Management Committee consider that the defects are so serious, failure to rectify the agreed deficiencies within the agreed time scales, will result in the Club being relegated from their current Division, In such cases the club will have the right to appeal but should not assume that leniency will be shown, where the "Raising of Standards" is concerned.

Clubs in the First Division of the Worcestershire County League should be aware that all Level 1 mandatory criteria must be met during the season in which they become Champions in order to apply for confirmation of their promotion to the Birmingham and District Premier Cricket League.

### 3. Ground & Facilities Criteria

		L1	L2	Possess ✓ or ✗	Fit for purpose ✓ or ✗	Notes
<b>GROUND</b>						
1	The Club's main audited ground and clubhouse must be available for WCL matches on all scheduled fixture dates.	M	M			
2	An experienced Groundsman (formally qualified to, at least, IOG level 1 a) and b) plus a member of WAG*) and available for a minimum of 20 hours per week during the season.	M	O			

\* WAG - Worcestershire Association of Groundsmen (Worcs clubs)

#### PITCHES

3	Pitch must not be artificially watered within 48 hours of the start of the match	M	M			
4	Minimum distance from the centre of the pitch to a boundary to be 45 yards.	M (O Div2)	O			
5	Minimum of 10 pitches on the square.	M	O		No. compliant with Item 4 (above):	
6	Pitches offer true and predictable bounce with no excessive spin or movement off the seam.	M	M			
7	Pitches correctly marked and re-marked during the interval between innings.	M	M			
8	Square cut for matches, in good condition, with previously used pitches repaired.	M	M			

#### PITCH PROTECTION

9	Full-length roll-on covers or sheet covering in good condition must be provided for the match pitch	M	M (O Div 6-9)			
10	Sheet covers for bowlers run-ups (10 yards minimum).	O	O			
11	Sheet covers for pitches immediately beside the match pitch	O	O			
12	Ground drying equipment available during matches.	M	M			
13	Water-hog (hand version or better)	O	O			

#### OUTFIELD

14	Outfield close mown with no noticeable grass cuttings, weeds, ruts, holes or hazards.	M	M			
15	Fielding circles to be indicated as per the playing conditions.	M	M			
16	Boundary clearly marked by rope or line, with markers approx. 20 yards apart.	M	M			
17	Ground surrounds well maintained and suitable measures in place to ensure that lost balls do not delay play.	M	M			

#### NET FACILITIES

18	Practice net facilities, in good condition.	M	M			
19	A grass nets area (on or away from the square, but of similar standard)	O	O			
20	Minimum of 2 net lanes (grass and/or hard) available for use prior to the game.	O	O			

L1	L2	Possess ✓ or ✗	Fit for purpose ✓ or ✗	Notes
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### FACILITIES and EQUIPMENT

21	Sight screens at both ends of the ground, positioned before play and roped off, if within playing area.	M	M (0 Div 6-9)			
22	Scorebox/scoreboard clean and tidy indicating as a minimum: Total runs, batsman's runs, wickets, overs bowled & score of side batting first	M	M			
23	Light and heavy rollers available during matches.	M	M			
24	Pitch and square mowers, outfield mower	M	M			
25	Scarifier, spiker/aerator	M	O			
26	Bell to allow Umpires to signal start and resumption of play.	M	M			
27	Clock that can be seen from playing area.	M	M			

### CLUBHOUSE REQUIREMENTS

28	Separate and secure changing rooms for each team. Each room has a mirror and at least one hook per player for clothes	M	M			
29	Separate, secure and private changing room for Umpires.	M (0 Div 2)	O			
30	Clean and hygienic showers for Players and Umpires.	M	M			
31	Clean and hygienic male and female toilets	M	M			
32	Kitchen that meets all legal health and safety requirements.	M	M			
33	Fully stocked first-aid box for treatment of minor injuries	M	M			
34	Meals area, social area/room clean and tidy (including an operational bar which is available after matches)	M	M (0 Div 6-9)			
35	Separate tea tables for Umpires and Scorers.	M	M			
36	<i>Sportmatch/Sport England</i> certificate(s) supporting league on display	M	M			
37	Telephone (Could be a <b>dedicated</b> club mobile phone).	M	M			
38	Car parking to be available.	M	M			

### GROUNDSMAN

	Name of Head Groundsman	Contact number (s)

### CLUB WELFARE OFFICER

	Name of Club Welfare Officer(s)	Contact number (s)

## 4. Youth Cricket Requirements

		L1	L2	In place ✓ or ✗	Notes
39	Every Club must have a trained Club Welfare Officer.	M	M		
40	Clubs must run Youth XI's at a minimum of two age levels in their County Board Competitions	M	O		
41	No player under the age of 11 on 31 <sup>st</sup> August in the previous season shall be eligible to play in the WCL.	M	M		
42	Clubs must run "Softball" cricket for children Under 11	O	O		
43	A minimum of 2 ECB qualified coaches must be available for weekly coaching	M	M		
44	Clubs must adhere to the ECB Fast Bowling Directives for young fast bowlers	M	M		
45	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. They should also wear a helmet and an abdominal protector (mandatory) when fielding within six yards (5.5 metres) of the batsman	M	M		

## COACHES

	Name of Coach	Qualification	CA Membership No.

## 5. Administration requirements

		L1	L2	In place ✓ or ✗	Notes
46	All fixtures must be played on the designated dates and grounds set by the Administrator.	M	M		
47	Clubs must run a Saturday 1 <sup>st</sup> XI and 2 <sup>nd</sup> XI	M	M (Div 3 & 4)		
48	Clubs must run a 3 <sup>rd</sup> XI in a league approved by the Committee and be ECB "CLUBMARK" accredited.	M (Div 1 only)	-		
49	Umpires attendance fees to be paid before match commences.	M			
50	Clubs must provide a non-playing scorer for all 1 <sup>st</sup> XI home matches.	M	-		
51	Clubs must provide a scorer for all 1 <sup>st</sup> XI matches (preferably non-playing)	M	M		
52	Clubs must strive to provide a Scorer for 2nd XI matches.	-	-		
53	Clubs must strive to provide a proficient Umpire for matches where assigned WCL Umpires are not appointed.	-	-		

## 6. Reminders

		Reminded ✓ or ✗
54	Clubs annual subscription to WORCESTERSHIRE COUNTY LEAGUE must be paid by 30 <sup>th</sup> APRIL in the 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)	
55	Clubs must affiliate to the Worcestershire Cricket Board in order to take part in the WORCESTERSHIRE COUNTY LEAGUE. (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).	
56	Clubs must comply with all WORCESTERSHIRE COUNTY LEAGUE administrative and playing procedures (e.g. attendance at meetings, submission of match reports and captains' reports, result reporting procedures and submission of end of season averages).	

## 7. Any Other Relevant Information

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## 8. Dispensation where clubs are unable to meet ground availability requirements

The following arrangements have been put 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 Worcestershire County League (WCL) is unable to use its home ground on one or more of the dates designated by the Administrator, the club must apply to the Management Committee (MC), 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 MC, from time to time, and must have been identified to MC, sufficiently early, to allow MC 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 the WCL 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. WCL will schedule fixtures to ensure that the 1st XI of the club, applying for dispensation, has an away fixture on that day.

In the case of the club winning the WCL 1<sup>st</sup> Division having ground availability difficulties, the Birmingham and District Premier League (BDPCL) will adopt the following procedure:

1. The Feeder League 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. This should be done in writing before the start of the season. The BDPCL will, in principle, follow the above arrangements.
2. Any such club, must notify BDPCL, in writing, that their home ground is not available on all the dates designated by BDPCL 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 will 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 MC retains the right to consider individual situations on their merits.

# DECLARATION

We the undersigned Officers of \_\_\_\_\_ Cricket Club, agree, on behalf of that Club, to the following important principles and behaviours relating to the Worcestershire County League:

The Club understands and fully supports the Rules, Registration Regulations, Administrative Procedures, Disciplinary Code, code of Conduct and Playing Conditions of the League

The Club understands that accreditation of Ground & Facilities and Youth Development is assessed and certified by a member of the Management Committee, according to the standards set by the League.

The Club accepts that failure to meet the mandatory requirements listed in the Club Accreditation Document will ultimately result in relegation to the next lowest Division.

The Club understands the process and time table for collecting the information required to assess the current accreditation status of all Clubs.

The Club accepts that failure to supply accurate information, when required, could jeopardise the Club's current accreditation status.

The Club accepts that the decisions of the Management Committee are final and binding following the Club's right of appeal.

The Club undertakes not to publish through the media, including the Internet, derogatory comments about the League, its Officers and Committee, Umpires, Scorers, other Clubs and Players.

**Chairman :** \_\_\_\_\_

**Hon. Secretary/Delegate :** \_\_\_\_\_

**Date :** \_\_\_\_\_