



**CLUB  
ACCREDITATION  
SELF-AUDIT DOCUMENT**

**Part ONE - FACILITIES**

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

**Clubs are advised to keep a copy of their completed self-audit document for their records.**

## 1. Audit Procedure

This document is designed to enable clubs currently playing in Divisions 3 and below to audit their own grounds based upon the criteria used in Divisions 1 and 2. It is a simplified form to allow ease of completion and it is expected that clubs will be able to answer "YES" to all the criteria listed in the Ground and Facilities section. If this is not the case, clubs are required to indicate what measures they are planning to address the issue.

A copy of the Ground and Facilities section must be completed for each ground used in the League.

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.

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 5<sup>th</sup> May every year.

Completed forms will be analysed by the Facilities sub-committee who will decide whether a visit is appropriate at this time. Random visits may also take place for clubs who have responded "YES" to everything.

## 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 in Divisions 1 and 2 will be audited on a rolling programme 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 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

✓ or ✗

1	Are the team's ground and changing facilities available for matches on all fixture dates?	
2	Is an experienced grounds person available to prepare the ground for matches?	
3	Is a grounds person or other club representative a member of WAG?	
4	We confirm that pitches are not artificially watered less than 48 hours before the start of play.	
5	Are there at least 10 pitches (suitable for adult cricket) on the square? If not how many?	
6	Do pitches offer consistent bounce with little excessive spin or seam movement?	
7	Are pitches correctly marked for the start of the game?	
8	Are pitches re-marked as appropriate between innings?	
9	Is the square well maintained and appropriately presented for a match?	
10	Is the outfield in good condition and cut for matches?	
11	We confirm that there are no health and safety issues (goalpost holes, ruts etc) on the outfield.	
12	Are fielding circles used for games where they are part of the playing regulations?	
13	Is the boundary clearly marked by rope or line, with markers about 20 yards apart?	
14	Are roll-on or sheet covers (in good working order) available for the duration of the match? Give details of the available covering .....	
15	Is it normal for the match pitch to be covered if needed for up to 18 hours before play?	
16	Are good quality net practice facilities available before the match?	
17	Is ground drying equipment is available for matches? (Minimum is sawdust.) List available items: .....	
18	Are there sight screens at both ends of the ground, both outside the playing area?	
19	Does a scoreboard include total runs, wickets, overs bowled and first innings score?	
20	Are there appropriate mowers, rollers and other equipment to maintain the pitches?	
21	Do you have equipment to cut your own outfield? If not, what arrangements are in place? .....	
22	Is a bell available so umpires can signal start and resumption of play?	
23	Is there a clock which can be seen and read from the pitch?	
24	Are there separate, clean, tidy, secure and private changing rooms for both teams?	
25	Is there a separate, clean, tidy, secure and private changing room for umpires? (Optional)	
26	Do both changing rooms and the umpires' room have mirrors and sufficient clothes pegs?	
27	Are there clean and hygienic shower facilities for both players and umpires?	
28	Are there clean and hygienic toilet facilities for both males and females?	
29	Is an appropriately stocked First Aid Kit available for all matches?	
30	Do food arrangements meet all legal health and safety regulations currently required by the Local Authority?	
31	Is there a clean and tidy meals area which is appropriate for players, umpires and scorers?	
32	Is a land line telephone (or dedicated mobile phone) available for the duration of the match?	
33	Is car parking available on the ground?	

#### 4. Any Other Relevant Information

Include here your action plans, with timescale, which you have in place to address the items which you have responded with a “✖”. Also include any plans you may have for ground improvement, buildings etc.

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#### Signatures:

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

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

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



**CLUB  
ACCREDITATION  
SELF-AUDIT DOCUMENT**

**Part TWO - ADMINISTRATION**

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

**Clubs are advised to keep a copy of their completed self-audit document for their records.**

## 5. Youth Cricket Requirements

✓ or ✗

34	Does your club have a trained Club Welfare Officer?	
35	Does your Club run Youth XI's at a minimum of two age levels in their County Board Competitions? If not please identify your arrangements for Junior cricket in section 54 (below).	
36	We are aware of the current regulations regarding the minimum age of young cricketers playing in the WCL.	
37	Does your club run "Softball" cricket for children Under 11?	
38	Is there a minimum of 2 ECB qualified coaches available for weekly coaching?	
39	We are aware that clubs must adhere to the ECB Fast Bowling Directives for young fast bowlers	
40	We are aware that 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.	

### COACHES

	Name of Coach	Qualification	CA Membership No.

### CLUB WELFARE OFFICER

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

## 6. Administration requirements

Accept  
✓ or ✗

41	We accept that all fixtures must be played on the designated dates and grounds set by the Administrator.	
42	We are aware that clubs must run a Saturday 1 <sup>st</sup> XI and 2 <sup>nd</sup> XI in Divisions 3,4 and 5.	
43	We are aware that clubs must provide a scorer for all matches (preferably non-playing).	
44	We are aware that clubs must strive to provide a proficient Umpire for matches where assigned WCL Umpires are not appointed.	

## 7. Reminders

		Accept ✓ or ✗
45	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)	
46	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).	
47	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).	
48	The Club understands and fully supports the Rules, Registration Regulations, Administrative Procedures, Disciplinary Code, code of Conduct and Playing Conditions of the League.	

## 8. Declarations

		Accept ✓ or ✗
49	The Club is aware that failure to meet the mandatory requirements listed in the Club Accreditation Document will ultimately result in relegation to the next lowest Division.	
50	The Club understands the process and time table for collecting the information required to assess the current accreditation status of all Clubs.	
51	The Club accepts that failure to supply accurate information, when required, could jeopardise the Club's current accreditation status.	
52	The Club accepts that the decisions of the Management Committee are final and binding following the Club's right of appeal.	
53	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.	

### GROUNDSMAN

	Name of Head Groundsman	Contact number (s)

## 9. Any Other Relevant Information

Include here your action plans, with timescale, which you have in place to address the items which you have responded with a "✗". Also include any plans you may have for ground improvement, buildings etc.

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## 10. 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.

**Signatures:**

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

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

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