



# PYRAMID ACCREDITATION DOCUMENT

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

*Please note:*

*Although the auditor will carry out an audit "on the day", many of the criteria will be monitored by umpires during the season. Any serious deficiencies will be reported to the Management Committee who may take further action.*

**M = Mandatory**

**O = Optional but desirable**

**V 2.0 - January 2017**

A collaborative document produced and used by the Birmingham and District Premier League and all County Feeder Leagues.

M or O	Possess ✓ or ✗	Fit for purpose ✓ or ✗	Notes
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## GROUND

1	The Club's main audited ground and clubhouse must be available for matches on all scheduled fixture dates.	M			
2	Groundstaff must be available for a minimum of 20 hours per week during the season. (At least one member of the groundstaff must be formally qualified or have a minimum of 3 years' experience )	M			

## PITCHES

3	Pitch must not be artificially watered within 48 hours of the start of the match	M			
4	Minimum distance from the centre of the pitch to a boundary to be 45 yards for 1 <sup>st</sup> XI cricket.	M			
5	Minimum of 10 grass pitches on the square.	M		No. compliant with Item 4 (above):	
6	Pitches offer true and predictable bounce with no excessive spin or movement off the seam.	M			
7	Pitches correctly marked and re-marked during the interval between innings.	M			
8	Square cut for matches, in good condition, with previously used pitches repaired.	M			

Note: In exceptional circumstances, (usually caused by poor weather), and if both sides agree, a fresh pitch may be cut on a match day to allow cricket to be played. Criteria 4 may be relaxed for this purpose only.

## PITCH PROTECTION

9	Full-length roll-on covers or sheet covering in good condition must be provided for the match pitch. Ideally covers should be applied from Thursday evening for a Saturday match.	M			
10	Sheet covers for bowlers' run-ups (10 yards minimum).	O			
11	Sheet covers for pitches immediately beside the match pitch	O			
12	Ground drying equipment available during matches.	M			
13	Water-hog (hand version or better)	O M Div 1			

Note: Roll on covers are to be encouraged to allow better drying and reduced "sweating". It is appreciated that this type of cover may be inappropriate on some squares - slopes, public grounds etc. Extra sheet covering, drying equipment etc. are also highly desirable to maximise the possibility of play.

## OUTFIELD

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

	Possess ✓ or ✗	Fit for purpose ✓ or ✗	Notes
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### PRACTICE FACILITIES

18	Practice facilities, in good condition should be available prior to the game.	M			
19	A grass nets area (on or away from the square, but of similar standard)	O			

### FACILITIES and EQUIPMENT

20	Sight screens at both ends of the ground, positioned before play and roped off, if within playing area.	M			
21	Scorebox/scoreboard clean and tidy indicating as a minimum: Total runs, wickets, overs bowled & score of side batting first. (Batsman's runs – optional)	M			
22	A Light roller should be available during matches.	M			
23	A Heavy roller for the preparation of pitches.	M			
24	Pitch and square mowers, outfield mower (State arrangements made – share with, contractor etc.)	M			
25	Access to Scarifier, spiker/aerator. (State arrangements made – share with, contractor etc.)	M			
26	Bell to allow Umpires to signal start and resumption of play.	O			
27	A working clock that can be seen from playing area.	M			

*Note: 23: Although it is desirable to have a heavy roller available during matches, this may not always be possible due to the lack of suitable driver, contract hire etc. Rollers available on a match day should be confirmed with the Captains and Umpires prior to the toss.*

### 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			
29	Separate, secure and private changing room for Umpires with a mirror and at least one hook per official for clothes.	M			
30	Clean and hygienic showers for Players and Umpires.	M			
31	Clean and hygienic male and female toilets. (Consideration for Disabled guests, scorers – desirable)	M			
32	Kitchen that meets all legal health and safety requirements. Current certificates on display.	M			
33	Fully stocked, up to date, first-aid box for treatment of minor injuries. Accessible and clearly signposted.	M			
34	Meals area, social area/room clean and tidy available during and after matches. Consideration for Disabled guests. (Licensed bar – optional but desirable)	M			
35	Separate, laid tea tables for Umpires and Scorers.	M			
36	Telephone (Could be a <b>dedicated</b> club mobile phone).	M			

*Note: 32: An Auditor can only report on the clean and tidy nature of the kitchen. It is the responsibility of the club to obtain any certification which may be required by their local authority.*

## YOUTH CRICKET REQUIREMENTS

		In place ✓ or ✗	Notes
37	Clubs must be CLUBMARK accredited.	M	
38	Every Club must have an ECB accredited Club Welfare Officer whose valid 3 year certificate is displayed in the clubhouse.	M	
39	Clubs must run Youth XI's at a minimum of two age levels in their County Board Competitions	M	
40	Club is aware of current regulations regarding minimum age of players eligible to play in the WCL.	M	
41	Clubs must run "Softball" cricket for children Under 11	O	
42	A minimum of 2 ECB qualified coaches who are members of ECB Coaches Association must be available for weekly coaching.	M	
43	Clubs must adhere to the current ECB Fast Bowling Directives for young fast bowlers	M	
44	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	
<p>Note: 37: CLUBMARK accreditation or re-accreditation must be confirmed by the appropriate County Cricket Board before the end of a season in which a club achieves promotion to avoid refusal. Annual reviews should be completed before the end of each season. Clubs without Clubmark accreditation should be aware that this process can take up to 6 months to complete.</p>			

## ADMINISTRATION REQUIREMENTS

45	All fixtures must be played on the designated dates and grounds set by the Administrator.	M	
46	Clubs must run a Saturday 1 <sup>st</sup> XI and 2 <sup>nd</sup> XI	M	
47	Clubs must run a 3 <sup>rd</sup> XI in a league approved by BDPCL	M	
48	Umpires attendance fees to be paid before match commences.	M	
49	Clubs must provide a non-playing scorer for all 1 <sup>st</sup> XI matches.	M	
50	Clubs must strive to provide a proficient Umpire for matches where assigned Umpires are not appointed.	O	
51	Either the Club or individual groundstaff must be a member of an appropriate County Groundsman's Association	M	
52	Clubs must hold Public Liability Insurance with covering a liability of at least £5 million. A copy of the current certificate must be displayed in the Clubhouse.	M	
<p>Note: 47: Clubs must meet the criteria regarding 3rd XI's during the season in which they become eligible for promotion to the top tier of their County League in order to avoid refusal.</p>			

## TENURE

✓	Tenure	Details if required
	Club Owned	
	Leasehold with ..... years remaining	
	Rental agreement with ..... years remaining	
	Other arrangement... please give detail	

**GROUNDSMAN**

	Name of Head Groundsman	Contact number (s)

**COACHES** *(This detail is not required if the club has a current Clubmark accreditation)*

	Name of Coach	Qualification	CA Membership No.

**ACCREDITED CLUB WELFARE OFFICER(S)**

	Name of Welfare Officer	Contact number (s)

**REMINDERS**

		Reminded ✓ or ✗
53	Clubs annual subscription to appropriate leagues must be paid before the first League fixture of the current season. (Clubs who have not paid by that date will not be credited with any points during the period that the fee remains unpaid)	
54	Clubs must affiliate to the appropriate County Cricket Board in which the League is mainly situated. (Clubs who have not paid their affiliation by the due date identified by the appropriate County Cricket Board, will not be credited with any points during the period that the fee remains unpaid).	
55	Clubs must comply with all B&DPCL and/or 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).	

**Any Other Relevant Information**

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**Signatures:**

<b>Auditor</b>	
Print name	
Date	

<b>Club Officer</b>	
Print name	
Position	

## **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 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 B&DPCL or Feeder League 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. The League will try to 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 Feeder League Champions 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 the 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 B&DPCL and/or appropriate Feeder League.

The Club understands and fully supports the Rules, Registration Regulations, Administrative Procedures, Disciplinary Code, Social Media policy, 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.

The Club accepts that it has the responsibility to meet any Health and Safety or Food Standards requirements placed upon its premises by the Local Authority.

The Club will ensure that appropriate Public Liability Insurance (covering a liability of at least £5m) is in place and a copy of the current Insurance Certificate is displayed in the Clubhouse.

The Club recognises that it has a responsibility for the welfare of young cricketers in their teams and those in opposition. The Club will acknowledge this by signing the League's "Duty of Care" document. (Signatures will be sufficient for Clubs with current *Clubmark* accreditation. Other Clubs will need to add further details as evidence).

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

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

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