Club Accreditation Mark ("CL ClubGrade") Process Document 2019

The purpose of this process is to provide clarity with regard to the expectations and requirements to play at different levels of cricket in Leinster and to raise standards.

CL continues to engage under the CL ClubGrade Process with those clubs that have been Members of CL. CL has expanded its engagement under under the Process to include those clubs in the Province that have been admitted as Associate Members of CL, with this Process to be completed by those clubs by the end of the year 2019 or as soon as practicable thereafter.

Nominated CL ClubGrade Officers will provide assistance where required.

Clubs are requested to nominate a person who is authorised to liaise on the Club's behalf with the CL ClubGrade Officer in the carrying out of this process.

The CL Accreditation Committee shall comprise a committee of up to four persons appointed to carry out the duties as set out in this document.

1. Accreditation Checklist

There are checklists to be fulfilled as set out in the schedule at point number 6 of this document ("the Checklists") which must be met to achieve the CL ClubGrade. Further the Checklists include requests for basic information from Clubs as part of this process.

2. Site Visit Assessment

Where deemed necessary by prior arrangement with the Club a Site Visit Assessment takes place during the Season by a nominated CL ClubGrade Officer to assess the practical implementation of the policies and procedures detailed in the Checklists and to obtain the information requested. The input of the CL Grounds Committee shall be sought by the CL ClubGrade Officer in the completion of section 6 of the Checklists.

a. Site Visit Outcomes

a. Site visit Outcomes			
Successful	The Club's appointed liaison person completes the relevant sections of the Accreditation Checklist which is sent to the CL Clubgrade Officer submitting to the CL Accreditation Committee for approval subject only to final sign off by the CL Cricket Committee. Upon final approval the Club is issued with a LCU ClubGrade Certificate and becomes entitled to the rewards set out at point number 7 of this document.		
Partially	1.1.1. Certain of the Checklists can produce a Partially Successful /		
Successful /	Compliant outcome. In this event the CL ClubGrade Officer identifies		
Compliant	key actions for the Club to complete within reasonable timescales; and		
	1.1.2. Where deemed necessary a period during which a further Site Visit		
	Assessment will take place shall be notified to the Club.		
	1.1.3. Repeated Partially Successful / Compliant outcomes may give rise to		
	sanctions being imposed by the CL Accreditation Committee.		
Unsuccessful	The duty to comply with Section 2 of the Checklists (Duty of Care and Safeguarding of Children) is mandatory and should these requirements not be met then the CL ClubGrade Officer will forthwith notify the CL Cricket Committee of such non-compliance and the Club shall be required to take such immediate steps as are necessary to ensure compliance with Section 2 of the Checklists and to satisfy the CL ClubGrade Officer in that regard without delay.		
	Subject to compliance with Section 2 of the Checklists as set out above, the CL ClubGrade Officer identifies key actions for the Club to complete; and		

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A period during which a further Site Visit Assessment will take place shall be
notified to the Club.
It is the intention that the Clubs be supported in this process and that
sanctions would only be imposed where it is considered reasonably necessary
to do so.
An unsuccessful outcome or a failure to maintain CL ClubGrade standards
may give rise to sanctions being imposed by the CL Accreditation Committee.

3. CL ClubGrade Annual Health Check Self Declaration

- 3.1. This is mandatory and must be done annually wherein the Club declares that it continues to meet CL ClubGrade standards.
- 3.2. The CL may ask for evidence in support of the declaration which can be completed in electronic format.
- 3.3. Failure by a club to furnish this Declaration in a timely fashion will result in the withdrawal of the aforesaid rewards at point 7 of this document, including the discounts on CL subscription fees.

4. Re-Accreditation

Re-Accreditation by Clubs is required every 5 years involving further Site Visit Assessments and Outcomes.

5. CL ClubGrade Updates

From time to time changes are required to be made to the Checklists including some may be due to changes in legislation and policy.

6. Club Details

Name of Club:	
Address of Club:	
Authorised liaison person nominated by the Club:	
Email:	
Mobile No.:	

Schedule Policies, procedures and information required to meet the CL ClubGrade criteria ("The Checklists")

1.	General Club Information	Check Result Box √ as appropriate
1.1	Type of instrument which governs the operation of	□ Memorandum of Association
	the Club:	□ Deed of Trust
		□ Constitution/Rules
1.1.2	Evidence	□ Produced
	Kindly provide copy instrument	
1.2	Clubs interest in grounds:	□Freehold
		□ Long Leasehold (i.e. with more
		than 20 years to run)
		□Contractual Licence from Local
		Authority/Other from year to year
		or with [] years to run
		□ Interest other than Freehold,
		Long Leasehold or Contractual
		Licence (specify)

1.3	Current Club Membership:	
	(i) Men Playing	(i) members
	(ii) Women Playing	
	(iii) Social Playing (e.g. Taverners)	(ii)members
	(iv) Pavilion (non-playing)	(iii)members
	(v)(a)Total number of youth players under 9 years (generally not playing in youth competitions)	(iv)members
	(b) Total number of youth players competing in U11 and U13 competitions	(v) (a) boysgirls
	(c) Total number of youth players competing in competitions older than U13	(b) boysgirls
		(c) Boysgirls
2. Dut	y of Care and Safeguarding Children	
		Check Result Box √ as appropriate
2.1	The Club supports the Code of Ethics and Good Practice for Children in Sport as published by the	Yes 🗆
	Irish Sports Council and has adopted and implemented the principles, policies, procedures and guidelines as set out in the Code of Ethics and Good Practice Ireland document published by Cricket Ireland ("the Code") and as set out in the Cricket ireland Safeguarding Policy and Guide document, both of which documents are available on the Cricket Ireland website.	No 🗆
2.2	The onus is on clubs to ensure that the requirements of the Children's First Act 2015 and	
	the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 (Garda	
2.2.1	Vetting) with any amendments to such Acts are complied with fully.	Confirmed
	The club hereby confirms that it is fully compliant with the requirements of the Children's First Act, 2015 and of the National Vetting Bureau (Children and Vulnerable Persons) Acts, 2012 to 2016 (Garda Vetting) together with it's undertaking to ensure that such compliance is maintained at all times."	Yes No

	Evidence	DLP Name:			
	Child Safeguarding Statement Furnished	Last Instruction course attended			
	Name of appointed Designated Liason Person ("DLP")	on CO Name:			
	Date of Course attended by the DLP	Last Instruction course attended			
	Name(s) of appointed Children's Officer(s) ("CO")	Confirmed			
	Date of Couse(s) attended by Children's Officer(s)				
	Club confirms that it maintains a Data Base of Personnel vetted by the National Vetting Bureau.				
2.3	Kindly provide a copy of your Club's Risk Assessment and Child Safeguarding Policy Statement.	Yes 🗆			
2.4	Kindly set out as to where your Club Safeguarding Policy Statement is displayed or published	Set out:			
2.5	The club confirms that it is fully compliant with the safeguarding requirements as set out in the Cricket Ireland Safeguarding Compliance Guidelines pack which we have received.	Confirmed			
3. The	e Cricket Programme				
3.1	The Club's coaching programme is overseen by [insert name] who is a qualified cricket coach, (including that for under age members), and who is a current member of the Cricket Ireland Coaches Association ("the CICA").	Yes □ Partially Compliant □ No □			
	Clubs that play in the top 2 Divisions of the OCC Leagues shall ensure that it's coaching programme is overseen by a coach who is qualified to at least Level 2 or equivalent.	Agreed			
	Level 2 or equivalent. All clubs other than those that play in the top 2 Divisions of the mens leagues shall ensure that it's coaching programme is overseen by a coach who is qualified to at least Level 1 or equivalent	Agreed			
3.2	The Club runs a coaching programme for its underage members	Yes			
	 	Partially Compliant No			

ფ. ფ.	The Club will promote womens and girls cricket and will strive to field a womens team in the Leinster leagues. It is the expectation that Clubs playing in Division 1 of the mens league shall field at least one womens league team. An assessment of progress in this regard will be made on the Re-Accreditation of the Club.	Agreed
3.4.1	The Club has sufficient qualified coaches with suitable adult support to meet Cricket Ireland guidelines of 1:10.	Yes Partially Compliant No
3.4.2	Identify below the active coaches in the Club and his/her qualification level	Identify (names):
3.4.3	Identify those coaches you have listed at 3.4.2 who are current members of the CICA	Identify (names):
3.4.4	Confirm that any of active coaches identified at 3.4.2, who are not current members of the CICA hold appropriate professional indemnity insurance to cover all activities undertaken.	Confirm; Yes No
3.5	The Club will strive to have trained and qualified or competent scorers at least equal to the number of adult league teams being fielded by the Club and on request to inform the CL of the progress it has made towards achieving this. An assessment of progress in this regard will be made on the Re-Accreditation of the Club.	Agreed

3.6	The Club will strive to provide a trained and qualified or competent individual to act as Umpire for matches where assigned CL Umpires are not appointed. An assessment of progress in this regard will be	Agreed	
3.7	made on the Re-Accreditation of the Club. The Club is committed to raising consciousness about providing cricket for people with disabilities.	Agreed	
4. Clu	b Management, its Community and General Informa	ation	
4.1	Clubs that have yet to be accepted as a Member of CL acknowledge that upon a successful CL ClubGrade outcome being achieved it is its wish to be considered for admission as a Member of CL	Acknowledged	
4.2.1	The Club has adopted the provisions of the Equality Legislation, including those of the Equal Status Acts.	Yes No	
4.2.2	Evidence: Confirm inclusion in Club Constitution or minuted adoption by Club Executive Committee/Board.	Adoption Confirmed: Yes No	
4.3	The Club has demonstrated a satisfactory method of communicating with its members and supporters whether by email, text or by some other appropriate method. Set out methods used to so communicate:	Yes Partially Compliant No	
4.4.1			
	The Club has regular contact with at least one local school or youth/student organisation and their Local Sports Partnerships. Should the Club have active partnerships in place with any schools or youth/student organisations or Sports Partnership that it has written agreements in place regarding these partnerships.	Yes Partially Compliant No	

4.5	The Club has a Development Plan that it is committed to review annually to include identifying the Club's current status and where the Club plans	Yes Partially Compliant	
	to be in the short term and long term future.	No	
4.6	4.6 The Club has referenced and actioned through their Club Development Plan how they intend to recruit and retain members and supporters from the Clubs		
	local community. Note: An up dated Club Development Plan should be submitted to CL bi-annually.	No	
4.7	The Club has a specific membership fee and pricing policy specific for children and young people offering reduced rates.	Yes No	
5. Clu	b Insurance and Risk Management Recommendation	ons	
5.1	The Club confirms that it is satisfied that it holds adequate insurances for all activities being undertaken and hereby undertakes to maintain such insurances.	Yes No	
5.2	Evidence: Kindly provide copy Certificate of Insurance.	Yes No	
6. Clu	ub Facilities and General Information Guidelines as to the standards expected to play/compete at the different levels in Leinster are set out in the Appendix hereto		
6.1	(1) The CL Grounds Committee has confirmed that it is satisfied that the Clubs playing surfaces (wickets and outfield) and facilities are within Category [] standard and are therefore satisfactory for play up to and including Division [] of the CL League.	Yes No	
	(2) Should a Club have a second or other playing surface and facilities then these other surfaces and facilities are within Category [] therefore satisfactory for play up to and including Division [] of the CL League.		

6.2	satisfied t	frounds Committee has confirmed that it is hat the Club has demonstrated that is has mme in place for the proper care and nce of its playing surfaces.	Yes	
6.3	satisfied to available necessary playing si	frounds Committee has confirmed that it is that the Club has demonstrated that it has to it the personnel and equipment of the care and maintenance of its surfaces having regard to the level/league which it is competing.	Yes No	
6.4	training/pi	has available to it satisfactory facilities for ractice for cricket having regard to the ue division in which it is competing.	Yes No	
6.5	reasonab cricket (e	has available to it such equipment as ly necessary in support of the playing of e.g. score board/sight screens etc.) and gard to the level/league division in which it ing.	Yes No	
6.6	facility int	is implementing the IT electronic scoring roduced by CL satisfactorily and which is y for clubs competing in Divisions 1 and 2 gue.	Yes Partially Com	npliant =
6.7	Facilities	Information		
	(i)	Dimensions of available playing surfaces: Boundary to boundary square Boundary to boundary straight		yards yards
	(ii)	Wicket(s) available for play: Number of turf wickets Non-turf wicket/pitch	Yes □ No □	

(iii) Set out here the equipment in good working conditio support of the playing of cricket:	ns at the C	iub av	ana
		Yes	
No			
Pitch and square mower		1	
Outfield mower			
Scarifier, spiker/aerator	Е]	
Light roller			
Heavy roller			
Full length roll on covers or sheet covering for match pitch			
Sheet covers for bowlers run-ups (10 yards minimum)]		
Sheet covers for pitches immediately beside match pitch			
Ground drying equipment			
Water-hog (hand version or better)		Ε	
Sight screens at both ends	[
Scorebox/scoreboard with numbers showing at least, Total runs	, batsman's	runs,	W
overs and first innings totals :			
Scorebox			
Scoreboard			

(iv)	Set out here the facilities available at the Club for training/practice for cricket:
(V)	Set out here a summary of the pavilion/Clubhouse facilities available to the Club's members and visitors

7. Consequences of Compliance

Clubs which have yet to be accepted for affiliation to CL and which achieve a successful CL ClubGrade outcome on or before 31st December 2019, or such later date as may be allowed, shall be entitled to be admitted as a Member of CL and to a discount of 10 per cent on that clubs CL subscription fee for the season of the successful outcome.

Such clubs achieving a successful outcome after 31st December 2019 or such later date as may be allowed shall be entitled to a discount of 5 per cent on that clubs CL fee for the season of the successful outcome.

Provided that it continues to meet CL ClubGrade standards then in the season following the successful CL ClubGrade outcome and in the seasons thereafter a Club shall be entitled to receive a 5% discount on its CL subscription fee.

Clubs that achieve a successful outcome shall be eligible to bring to the CL Finance Committee for consideration an application under the CL Capital Loan Scheme.

8. Consequences of Non Compliance and Appeals

a. Consequences of Non Compliance

It is the policy of CL to assist clubs insofar as it reasonably can to meet the basic criteria required to achieve a successful CL ClubGrade outcome. However, in the event of a club not co-operating in the implementation of this CL ClubGrade process or in the event that upon the further Site Visit Assessment the required remedial action has not taken place or in the event of a Club failing to maintain CL ClubGrade Standards then the CL Accreditation Committee shall have power to impose such sanctions as may be considered to be appropriate in the particular circumstances.

Where there is a failure by the Club to bring its grounds up to an acceptable condition for the playing of games, then in deciding as to the appropriate sanctions to impose due regard will be given to such sanctions as may be recommended by the CL Grounds Committee in the circumstances. The Club will be notified by the CL Accreditation Committee in writing, sent by email, of the sanction(s) imposed and reasons for the decision.

Sanctions under this process may include any of the following:

- i. A written reprimand
- ii. The imposition of a fine
- iii. The deduction of league points
- iv. Not being allowed to play in a particular league or cup competition
- v. Not being allowed to play cricket
- vi. Such other sanctions as may be considered to be appropriate

b. Appeals

The Club shall be entitled to appeal in writing to the CL Decisions Appeals Board any decision made affecting it under this CL ClubGrade process. Any such appeal shall be in writing and shall be notified to the Accreditation Committee and to the Honorary Secretary of the Decisions Appeals Board within 7 days of the Club being notified of the decision and shall contain the information as required under the provision of the CL Company Management Regulations and such appeal shall be determined by the Decisions Appeals Board in accordance with the CL Decisions Appeals Regulations.

Appendix Guidelines Guidelines for grading of grounds

Grading of grounds shall be determined by the following -

- Umpires ground grading and comments, where available
- · Ground assessors reports

Particularly for Category A grading, three questions are addressed

- Is the standard met consistently over the season?
- Is there the capability and capacity in groundsmanship to maintain the standard?
- What is the trend over several seasons?

Once given, a grading is not normally withdrawn on the basis of a single season of lesser standard. A system of warnings from the CL Grounds Committee is instigated to enable the Clubs to remedy deficiencies.

Grounds and Facilities Grading Criteria

Clubs aspiring to be promoted must meet the criteria of the higher grade by 31st August prior to promotion or are covered by a Declaration signed by the Club's President/Chairman and Honorary Treasurer, including documentary and/or financial evidence where applicable, which confirms that the requirements for the higher Division will be in place by 1st March of the following year.

A = Category A (Division 1)

B = Category B (Division 2, 3 and 4)

C = Category C (Division 5 and 6)

D = Category D (Division 7-12 inclusive)

E = Category E (Division 13 to 16 Minimum Standard)

M = Mandatory

O = Optional but desirable

Ground and Pitches	Α	В	С	D	Е
Pitch must be suitable for full length of scheduled match	М	M	М	М	М
Holes or ruts from previous matches must be levelled, filled and firm before each match	M	M	M	M	М
3. Facilities for watering the square must be available	М	М	0	0	0
The pitch must be clearly distinguishable from the rest of the square	М	M	М	М	М
5. The pitch must be prepared as per Cricket Ireland guidelines, rolled and properly marked before play	M	M	M	M	М
6. The specification for pitch preparation must be under the Club's control	М	O*	0	0	0
7. The decision on fitness of the ground for play, prior to the arrival of the match umpires must be under the Club's control	М	O*	0	0	0

М	O*	0	0	0
М	М	M	М	M
M	М	М	0	0
M	M	M	0	0
M	M	M	0	0
M	M	М	М	М
M	M	M	М	М
М	М	0	0	0
М	0	0	0	0
M	М	0	0	0
М	0	0	0	0
М	0	0	0	0
M	M	M	М	0
М	0	0	0	0
M	М	0	0	0
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Facilities and Equipment 24. Sight screens at both ends of sufficient height and width, positioned before play and roped off, if within the playing area	М	М	0	0	0
25. Scoreboard indicating as a minimum:	M [DL par	M [batsman's	M [batsman's	M [batsman's	M [batsman's
Total runs, batsman's runs,	score must	runs not	runs not	runs not	runs not
wickets, overs bowled and score of side batting first	be displayed]	required]	required]	required]	required]
26. Cover for scorers	M	М	M	0	0
27. Separate Changing rooms for Home/Away teams	М	М	М	0	0
28. Separate Changing rooms for umpires	М	М	0	0	0
29. Clock that is visible from the pitch	М	М	М	0	0
30. Bell to indicate the five minutes to the start of play	М	М	0	0	0
31. Light and heavy rollers available during matches	М	М	М	0	0
32. Pitch and square cylinder mower	М	M	М	М	0
33. Scarifier, spiker/aerator	0	0	0	0	0

Non-Turf Pitches	
Criteria 1-30 above apply to ALL	
grounds. Grounds which only	
have a non-turf surface/mat are	
exempt from criteria 31-33	
ONLY.	
Matches that are played on non-	
turf/mat pitches must also abide	
by the following criteria:-	M
The pitch must be of a quality	
that is acceptable to the CL	
The pitch must give true and	
predictable bounce with no	M
excessive spin or movement off	
the seam	
Recommended maintenance of	
the pitch must be carried out,	
including, where	
applicable/appropriate: • Occasional rolling:	
occasional rolling,	
 Any wrinkles pulled out and fixed; 	
•	
 Re-marking of creases as and when they fade; 	
Removal of debris from	
pitch as and when seen;	M
•	IVI
Keeping the edge of the wicket cut with a	
wicket cut with a cylinder mower to assist	
surrounding ground to	
marry in to the artificial	
wicket;	
• Such other	
maintenance as shall	
prudent so as to keep	
prodefit 30 d3 t0 keep	

the surface in good	
condition	
General Facilities	
Requirements:	
1. Appropriate facilities (for men	
and women) must be available.	M
, , , , , , , , , , , , , , , , , , , ,	
2. Changing facilities of	
adequate size to accommodate	
both teams and umpires/scorers	M
must be available.	
made bo available.	
3. Shelter must be available for	
teams/officials for rain breaks	M
and teas/meals.	IVI
and leas/meals.	
4 Cofe our parking about he	0
4. Safe car parking should be	U
available.	