



CRITERIA ASSESSMENT FOR PREMIER CLUBS

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Includes relevant clauses for Affiliated Bodies

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1. INTRODUCTION

This document prescribes requirements for all Clubs competing in the Premier Cricket Competition that must be adhered to and complied with to participate within the competition. Confirmation of these conditions is required prior to the commencement of each season.

The Criteria Assessment for existing Cricket Victoria Clubs and new Clubs seeking admission to the Cricket Victoria competition has been divided into the following categories:

- Administration
- Playing Performance
- Development and Coaching
- Facilities

2. ADMINISTRATION

2.1 INCORPORATION AND CONSTITUTION

All Clubs must be incorporated under the Corporations Law or the Associations Incorporation Act 1984 (as amended).

The major benefit of incorporation is the protection for members of respective Clubs. This would be particularly so in the case of a damages claim against a Club.

A copy of each Club's Constitution must be lodged with and approved by Cricket Victoria. Any future amendments thereto must also be approved and submitted to Cricket Victoria.

All Clubs must seek the approval of Cricket Victoria before changing their Corporate Name, Business Name, Trading Name, Trademark(s) or anything similar thereto.

Any Clubs wishing to enter into partnership agreements with both Member Clubs and Non-Member Clubs must abide by Cricket Victoria Rules and By-laws which may change from time to time.

2.2 FINANCIAL MANAGEMENT AND REPORTING

- (a) A copy of each Club's Annual Report and **audited** Financial Statement must be forwarded to Cricket Victoria, in accordance with the Memorandum and Articles of Cricket Victoria. Financial Statements must provide, at a minimum, the information contained in the draft Financial Statements, as attached, with the Statement of Income & Expenditure and Balance Sheet to be signed by each Club's President, Treasurer and Cricket Victoria Delegates.
- (b) The requirement for the lodgement of Annual Reports and audited Financial Statements and the penalties applicable for non-compliance also apply to the VSDCA and its member Clubs, the VCCL, VWCA and VMCU.
- (c) **Clubs to operate with a Quick Ratio equal to or exceeding 1:1 at all times.** The Quick Ratio is a measure of a liquidity, used to evaluate creditworthiness. Equals Cash (including cash on hand, bank deposits and short-term investments such as bank bills) + Accounts Receivable + alcohol supplies divided by Current Liabilities. A quick ratio of 1:1 means you have a dollar's worth of easily convertible assets for each dollar of your current liabilities. Note that stock on hand of merchandise is not included in the calculation of quick assets, since it cannot be readily converted into cash. A deviation to accepted accounting practice is that supplies of alcohol can be included as Quick Assets in this instance, given it would be reasonable to expect swift sale.

Example A		Example B	
Cash	30,000	Cash	15,000
Accounts Receivable	4,000	Accounts Receivable	1,000
Stock of Alcohol	5,000	Stock of Alcohol	1,000
<i>Total Quick Assets</i>	<i>39,000</i>	<i>Total Quick Assets</i>	<i>17,000</i>
Current Liabilities	17,000	Current Liabilities	29,000
Quick Ratio =	2.29 : 1	Quick Ratio =	0.59 : 1
✓ Club can comfortably meet short-term financial obligations		✗ Club cannot meet short-term financial obligations	

- (d) **Limit borrowings above \$15k.** Any Club considering borrowing more than \$15k must consult with Cricket Victoria prior to entering any agreement to do so. For example, a Club may borrow funds to match the contribution of the local council to upgrade club-rooms, and whilst Cricket Victoria will not unreasonably restrict the rights of the Club to borrow in this instance, prior advices are to be sought.
- (e) **Annual disclosure.** Each Club must disclose the following details in writing to the Cricket Victoria Chairman, CEO and General Manager Commercial Operations by 31 August each year:
- Details of total debt exceeding \$15k at balance date.
 - Terms of any loans and advances in arrears greater than 60 days at balance date, and debt reduction strategy.
 - Details of any and all payments to players, coaches and team personnel made in the preceding year (template attached as Appendix 4).
- (f) This information must be signed off by the Club's appointed auditor. **Note that this signoff is in addition to the auditor's report for the annual accounts.**
- (g) The above information will be kept secure and confidential by the above named Cricket Victoria personnel and only used for the purpose of assessing the ongoing financial viability of Clubs. Note that Clubs need only send the one letter, marked "Private & Confidential", to the Chief Executive Officer, Cricket Victoria – multiple copies are not required.

2.3 CRICKET VICTORIA MEMORANDUM & ARTICLES AND PENNANT RULES

Each Club must formally confirm that the Club, its members and players will abide by and fulfil the requirements of the Premier Rules and Memorandum and Articles of Cricket Victoria.

2.4 ANNUAL GENERAL MEETING

Clubs' Annual Meetings must be held in accordance with the Articles of Cricket Victoria, ie. not less than five business days prior to the Annual General Meeting of Cricket Victoria, which is held on the last Monday in the month of August. This requirement is also to be a requirement of all VSDCA Clubs.

2.5 FUNDRAISING AND SPONSORSHIP

Each Club should have a positive plan for continued fundraising and sponsorship. Local business houses should be encouraged to support their local Cricket Victoria Clubs with benefits accruing to both Club and Sponsor.

Clubs must provide:

- (a) Details of any major sponsorships of the Club, including the terms of the agreement and any specific commitments the Club has under the terms of any contract.

- (b) Confirmation that, if required, Cricket Victoria will have the ability to have signage of its major sponsor(s) erected on the perimeter fence of the Club's ground for the duration of the cricket season.
- (c) The Club must not accept any sponsorship or endorsement of any products or services, the same category of products or services the subject of a major sponsorship or endorsement agreement between Cricket Victoria and any other party.

Clubs are not permitted to enter into any agreement that in any way would conflict with any CV sponsor nor display any signage of a competitor of these sponsors. Clubs are required to assist with the promotion of any CV sponsorship of the Premier competition and Victorian cricket.

Clubs must also not endorse any products or services the result of which could bring the reputation of Cricket Victoria into disrepute.

2.6 LOCAL GOVERNMENT

Clubs must submit to the Association details of their Lease or annual Ground Occupancy Agreement prior to the commencement of each season.

2.7 INSURANCE

All Clubs must participate in the national insurance program (via JLT Sport), which provides liability and personal accident insurance for their players and officials. A copy of the Club's Certificate of Currency must be provided to Cricket Victoria prior to the commencement of each season.

2.8 ADMINISTRATIVE ASSISTANCE PROGRAM

All Premier Clubs are required to fulfil a minimum standard of primary duties/services, whether formally involved or not in the above program, and a schedule of these duties/services is attached as per Appendix 2. This listing is intended as a starting point, with each club to define/negotiate a job description specific to its own Administration Manager.

Nevertheless the Administration Manager will remain the contact point for all matters between Cricket Victoria and his/her club.

2.9 PATHWAYS MEMORANDUM OF UNDERSTANDING

Prior to the commencement of each season, all Premier Clubs are required to sign a Memorandum of Understanding (MOU) with Cricket Victoria acknowledging their respective roles in the Cricket Victoria Pathway Program. A copy of the MOU attached at Appendix 3.

3. PLAYING

3.1 FIELDING OF TEAMS

Clubs must provide confirmation that they can fill four elevens for participation in the Cricket Victoria Premier competition, as it currently exists or as amended.

3.2 MATCHES

Clubs must provide confirmation that they will be able to meet all of the responsibilities of Cricket Victoria member Clubs in the staging of matches, as determined from time to time by Cricket Victoria, over and above the Premier competition - this includes, but is not limited to:

- (a) VCCL Country Week matches
- (b) CV Pathway program matches
- (c) VMCU Inter Association matches

- (d) VWCA matches
- (e) Any other matches as directed by Cricket Victoria

3.3 CLUB COACH

The Club Coach must be accredited through the National Accreditation Scheme to a minimum of Level 2 or must display evidence that they are proceeding towards Level 2.

4. FACILITIES AT GROUNDS

4.1 TURF PITCHES

Each Club must have turf practice facilities available for its members and two Premier Cricket Management Team (PCMT)-approved ovals with turf pitches available for each scheduled home match on the scheduled day of play.

4.2 MATCH DAY REQUIREMENTS

The basic requirements are a well presented ground with adequate fencing and seating, an on-ground scoreboard, adequate pitch covers, a sponge roller, clean and functional dressing rooms for umpires and each team, adequate sightscreens and practice facilities, a functional telephone and facilities for social activities.

The following are the minimum standards to be applied to all Clubs:

MAIN OVALS

On-Field

- Clubs are required to ensure that the best possible playing conditions are provided for all of their home matches.
- The pitch and ground are to be appropriately marked and stumps provided.
- Boundaries must be clearly defined.
- Markings for limited overs matches are to be appropriately marked.
- All main ovals must have sightscreens and, at the least, a portable super-sopper.
- Covers must be available and applied in accordance with Pennant Rules and Pennant Committee direction.

Off-Field

- Host Clubs are to provide all match drinks and spare match balls for both elevens.
- All first eleven matches to have a scoreboard displaying, as a minimum, the individual batsmen's names and scores, bowler's name and details, as well as a progressive match score and number of overs.
- Scoreboards for all other elevens to contain at least team scores (wickets and runs) and number of overs.
- All first eleven teams must have an official scorer and team manager.
- The home team must provide clean dressing rooms with showers.
- A separate change room must be provided for the umpires.
- Reasonable seating must be available for players.
- A separate sheltered area for the match scorers must be provided by the home team.
- The home team is to provide afternoon tea for both teams, umpires and officials.
- Access to a nearby doctor must be available, an adequate first aid kit provided for all elevens and a stretcher must be available at each venue.
- Reasonable seating must be available for spectators at main ovals.
- An operating telephone system and internet access must be available at all main ovals.
- All Clubs are required to maintain and regularly update their own intranet site developed in conjunction with Cricket Victoria's current endorsed internet providers.
- All Clubs must actively promote the Premier Cricket competition in their own region and are required to prominently display signage as and when provided by Cricket Victoria.

3RDS & 4THS OVALS

On-Field

- Clubs are required to ensure that the best possible playing conditions are provided for all of their home matches.
- The pitch and ground are to be appropriately marked and stumps provided.
- Boundaries must be clearly defined.
- Markings for limited overs matches are to be appropriately marked.
- Covers must be available and applied in accordance with Premier Rules and PCMT direction.
- Scoreboards to contain at least team scores (wickets and runs) and number of overs.
- Host Clubs are to provide all match drinks and spare match balls.

Off-Field

- The home team must provide clean dressing rooms with showers.
- A separate change room must be provided for the umpires.
- A separate sheltered area for the match scorers must be provided by the home team.
- Reasonable seating must be available for players.
- The home team is to provide afternoon tea for both teams, umpires and officials.
- A telephone must be available (a mobile is satisfactory).
- Access to a nearby doctor must be available, an adequate first aid kit provided and a stretcher must be available.

Finals in all grades will be played on the best available grounds, determined on the basis of umpires' reports and inspections by members of the Cricket Victoria PCMT.

The basic requirements are a well presented ground with adequate fencing and seating, an on-ground scoreboard, adequate pitch covers, a sponge roller, clean and functional dressing rooms for umpires and each team, adequate sightcreens and practice facilities, a functional telephone and facilities for social activities.

4.3 FINALS SERIES MATCHES

All Finals in all grades will be played on the best available grounds, determined on the basis of umpires' and captains' reports, inspections by and at the discretion of the Cricket Victoria PCMT.

Host clubs will provide a ground and facilities in accordance, where relevant, with the requirements of 4.2.

NON-COMPLIANCE
(as approved December 2009)

1. ADMINISTRATION

- (a) For non-compliance with the By-laws or Articles dealing with matters such as lodgement of Annual Reports, **audited** Financial Statements, declaration of the number of members, the holding of AGMs etc, any breach of the above to carry an automatic fine of up to \$5,000 per breach.

(b) **Lodgement of Documents**

- Club Constitution
- Statutory Declarations
- Sponsorship Details
- Details of Ground Occupancy
- Details of Public Liability Insurance
- Details of Personal Accident Insurance for Players

NB: In some cases, such as Club Constitution, this is only required to be lodged once, not every year.

Clubs to be written to in August each year by the Premier Cricket Department reminding them of the need to lodge the above documents with Cricket Victoria. In the event that the documents are not lodged not less than one week prior to the scheduled commencement of the cricket season, Clubs shall be fined up to \$100 per requirement, with the fine to accumulate on a monthly basis until they are lodged.

2. PLAYING/FACILITIES REQUIREMENTS

Any breach of items 3 & 4 of the Criteria Assessment, which cover playing/facilities requirements on and off ground, to be governed by the following:

- First Breach – Clubs to receive a warning or fine of up to \$250 and/or loss of points.
- Second Breach – a fine of \$500 and/or suspension and/or loss of points.
- Third or Subsequent Breach - a fine as determined by the PCMT and/or suspension and/or loss of points.

3. RIGHT OF APPEAL

- (a) In respect of all penalties that are imposed for non-compliance with the Criteria Assessment, Clubs will have the right of appeal to an independent Appeals Commissioner.

If a Club or Affiliate wishes to appeal against a decision under the Criteria Assessment, it must be lodged, in writing to the Chief Executive Officer, within seven (7) days of being advised of the decision.

- (b) In lodging an appeal to the Appeals Commissioner, Clubs will be required to lodge a bond of \$250 which will be withheld in the event that the appeal is deemed to be frivolous or trivial.

APPENDIX 1: FINANCIAL STATEMENTS – MINIMUM PRESENTATION FORMAT**XYZ CRICKET CLUB
STATEMENT OF INCOME & EXPENDITURE**

2001	INCOME	2002	2001	EXPENSES	2002
\$		\$		\$	\$
	Cricket Victoria			Administration Expenses	
	Allocation			Honorariums	
	Administration Grant			Light & Power	
	CUB Sponsorship			Petty Cash & Postage	
	Prizemoney			Printing	
	Match Reimbursement			Stationery	
	Country Week etc.			Telephone	
				Bank Charges	
	Membership			Insurance	
	Subscriptions			Other Expenses	
	Players' Match Levies				
				Cricket Expenses	
	Social & Fundraising Activities			Ground Pavilion Rental	
				Ground Rates/Maintenance/Water	
	Sponsorships & Donations			Curator Costs	
				Player Insurance	
	Other Income			Umpires & Scoreboard Attendants	
	Interest			Coaching & Player Fees	
	Merchandise Sales			Materials & Repairs	
	Other Miscellaneous Income			Catering – Afternoon Teas	
				Social & Fundraising Expenses	
				Other Expenses	
				Trophies	
\$	TOTAL INCOME	\$	\$	TOTAL EXPENSES	\$
			\$	PROFIT/(LOSS)	\$

President_____
Treasurer_____
Delegate_____
Delegate

**XYZ CRICKET CLUB
BALANCE SHEET AS AT 30 JUNE 2002**

	2002 \$	2001 \$
Current Assets		
Cash		
Investments		
Receivables		
Inventories		
Total Current Assets		
Non-Current Assets		
Receivables		
Property, Plant and Equipment		
Total Non-Current Assets		
TOTAL ASSETS		
Current Liabilities		
Bank Overdraft		
Creditors and Borrowings		
Total Current Liabilities		
Non-Current Liabilities		
Creditors and Borrowings		
Total Non-Current Liabilities		
TOTAL LIABILITIES		
NET ASSETS		
Member Funds		
Retained Profits/(Losses)		
TOTAL MEMBER FUNDS		
Investments		
Term Deposits		
Bank Bills		
TOTAL INVESTMENTS		

President

Treasurer

Delegate

Delegate

APPENDIX 2: ADMINISTRATIVE ASSISTANCE PROGRAM – DUTIES

The list of Primary Duties contains those tasks Cricket Victoria believes the Club should impose upon the Administration Manager as part of the Administration Manager's engagement with the Club. In addition, the Club may choose to include some/all of the list of Secondary Duties; however these are considered less important as compared to the Primary Duties:

PRIMARY DUTIES

- Co-ordinate the Club's involvement in any competition/activity of Cricket Victoria
- Oversee memberships
- Provide Club handbook data to Cricket Victoria
- Arrange budget
- Register players, player clearances, permits to play in lower elevens, players playing overseas etc
- Coordinate match day requirements - eg. sight screens, Cricket Victoria reports, scoreboard maintenance etc
- Oversee junior development
- Arrange statutory declarations
- Ensure all players are aware of the player's code of behaviour and Club's racial vilification policy
- Arrange reported players' attendance at Tribunal
- Organise country matches
- Advise names of Club representatives
- Arrange Annual General Meeting (AGM) of Club - at least one week prior to Cricket Victoria AGM
- Prepare Annual Report (incl. financials & audit report in the required format)
- Arrange audit in accordance with Australian Auditing Standards
- Oversee liquor licensing
- Liaise with Cricket Victoria on hospitality arrangements for state and international matches
- Ensure covers are in good condition, available and laid in accordance with Cricket Victoria rules
- Notify Cricket Victoria of adverse weather conditions
- Arrange player/Club Insurances
- Risk management
- Arrange pre-season matches
- Liaise with Local Government, Clubs & Associations as directed by Club
- Comply with all other Club requirements
- Police and reference checks on junior coaches, managers and assistants
- Manage Club facilities - eg. showers & change rooms
- Ensure umpires' and scorers' facilities are clean & tidy
- Ensure Club complies with Cricket Victoria Criteria Assessment
- Provide details of major sponsors and basis of sponsorship (ie. cash or product)
- Send teams by 8pm on Thursdays and match scores to Cricket Victoria and press as required.
- Sponsorships/Fundraising
- Oversee Marketing/PR/Media (including weekly updates of Club's website per Cricket Victoria requirements)
- Update results and match statistics on MyCricket in a timely and accurate manner

SECONDARY DUTIES

- Assist with recruitment
- Arrange indoor training
- Organise staff and supplies
- Arrange and organise bar
- Arrange security

- Collect and store nets, poles, stumps etc
- Handle bookings for Club functions
- Handle pavilion hire
- Coordinate different sub-committees

APPENDIX 3: PATHWAYS MEMORANDUM OF UNDERSTANDING

PREMIER CLUBS AND ALIGNED REGIONS

One of Cricket Victoria's main supporting strategies of the 2007-2011 Strategic Plan is to maintain Premier cricket as a healthy, vibrant and competitive club competition and a crucial part of the Victorian Cricket Pathway. Hence the Cricket Victoria Game Development (GD) department via the 16 regions across the State and Premier cricket clubs agree to work cooperatively and in partnership.

The relationship between the region and the aligned Premier club is vital and the aim of this MOU is to formalise arrangements between the two parties. Individual differences from region to region and club to club are apparent; hence this is considered the minimum requirement for both the Game Development department and the aligned Premier club.

CRICKET VICTORIA:

1. The Regional Cricket Manager (RCM) to schedule, as a minimum, a pre- and post-season meeting with the aligned Premier Club representative to discuss players and the overall Pathway program.

The pre-season meeting to cover the following:

- regional players (current list)
- review of development squads (if appropriate)
- use of facilities, including training schedule for the regional teams at the Premier ground
- communication channels in the event of any changes

The post season meeting to cover the following:

- players for club development squads in the winter
- coach appointments/nominations for next season (if appropriate)
- review of season (communication, link between region/club etc.)

2. RCMs to send their list of initial Pathway squad names (U14, U16 & U18) to an internal GD point (Pathways Manager) and to include aligned Premier clubs on the email. This enables all clubs to access this information from October onwards – this ensures clubs not aligned to a region can access player details, if required, through a central point of contact.
3. RCMs to invite aligned recruiting club personnel to Pathway trial/training sessions.
4. GD to develop a calendar of designated Pathway weeks whereby a region may be training. This information will be forwarded to Premier clubs prior to the commencement of the season as a way of assisting in the monitoring of their younger players.

PREMIER CLUB:

1. Premier clubs to forward details of any development programs to Game Development (Pathways Manager) by 1 October.
2. Premier clubs to host training sessions/trial matches as agreed to and arranged by Club and RCM. In cooperation with the relevant RCM this could be divided across each age group or focused on one or two age groups.
3. Clubs should not schedule any development matches during the October to January period unless prior approval has been sought from Cricket Victoria in writing.

This MOU is designed as a set of operational guidelines. It enables Cricket Victoria and Premier clubs to work in a spirit of cooperation to identify and capture the best available talent in the State.

PREMIER CLUB

CRICKET VICTORIA

