

Cricket Administrator Program (CAP)



Community Cricket: Forming a club and organising a tournament

Learner Guide



International Cricket Council

Acknowledgement

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Disclaimer clause

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Contents

Introduction.....	1
Welcome.....	2
Section 1: Understanding the need for organisation	3
Section 2: Forming a new cricket club or committee	8
Section 3: Organising a tournament.....	13
Appendices	
Appendix A: Cricket administrator/volunteer roles & responsibilities...20	
Appendix B: Designing competition draws.....23	
Appendix C: Example of a tournament action plan	27
Checklists	
1. Checklist of resources required to run a tournament.....	28
2. Checklist of tasks to be completed to run a tournament.....	29
3. Smart Club checklist.....	30
Templates	
1. Example tournament budget template.....	31
2. Recording Results template.....	32

Introduction

I have been involved in cricket as a player, spectator and administrator almost all my life.

Community cricket is one of the foundations of the sport and it is essential that clubs and tournaments are structured efficiently and effectively.

When I think back to my own childhood it was the excellent structures at my school and local club and the well-organised competitions in my area that inspired me to maintain and grow my involvement in the sport.

This resource provides guidance to those that are responsible for running these critically important clubs and small tournaments. I hope the delivery of this Program by our Members will lead to more and better clubs and tournaments.

Most importantly I hope that cricket people undertaking this Program will benefit from the experience and become better administrators as a result.

A handwritten signature in black ink that reads "David Morgan". The signature is written in a cursive style with a long horizontal stroke at the end.

David Morgan

ICC President

June 2008

Welcome

Welcome to the **Community Cricket – Forming a club and organising a tournament** module of the **ICC's Cricket Administrator Program (CAP)**.

This Community Cricket module has been designed to improve the practical skills of Community Cricket Administrators in organising small cricket tournaments and clubs.

The development of capable and competent cricket administrators is a high priority in the global development of cricket. It is imperative that competent and capable administrators are engaged to drive forward the sustainable growth of the game, particularly in creating new domestic competitions and ensuring the game is played in a well organized and structured manner.

It is the aim of this module to develop the skills of cricket administrators, so that they are capable of:

- Forming new cricket clubs
- Planning and implementing community level cricket tournaments and/or competitions.

Section 2

Forming a new cricket club or committee



Activity 2.1

How would good planning help a new cricket club to be successful?



Activity 2.2

What information would you need to make sure that if you started a new cricket club, it would be a success?



Activity 2.5

a. What is Volunteer Management?

b. Discuss as a group what is involved in each of the six stages of Volunteer Management. Are all of them relevant to a cricket club?

b. Choose one of the tournament administrator/volunteer tasks you have identified in Part A of this Activity and relate this task to the staging of a tournament in the cricket-related game you invented in Activity 1.5.



Activity 3.6

Design a competition draw, then allocate days for the matches to be played for only one of the following scenarios.

- You have 5 teams and you need to develop a round-robin draw over a 5 round/1 week period, with semi-finals and a grand final.
- You have 4 teams and you need to develop a round-robin draw over a 3 round/5 day period, with semi-finals and a grand final.
- You have 7 teams and you need to develop a round-robin draw over a 7 round/10 day period, with semi-finals and a grand final with a minimum of 25 matches.

Note: If you cannot fit all the matches in the scenario given by playing one match a day you may need to schedule teams to play 2 matches a day.

Well Done!

You've now completed the Community Cricket – Forming a club and organizing a tournament module, of the ICC's Cricket Administrator Program (CAP).

On the following pages you will find appendices, checklists and templates. You can photocopy the checklists and templates and use when running your own club or tournament.

These checklist and templates are also available electronically on the ICC website www.icc-cricket.com.

For enquiries on other ICC education programs please contact your National Cricket Board or e-mail ICC at enquiry@icc-cricket.com.

Appendix A

Cricket administrator/volunteer roles and responsibilities

Please note the following is a list of underlying responsibilities, every club or organisation is slightly different and may assign their responsibilities differently.

President

- manage committee and/or executive meetings
- manage the Annual General Meeting
- represent the club/group at local, regional, state and national levels
- act as a facilitator for club/group activities
- make sure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

Secretary

- prepare the agenda for club/group meetings in consultation with the President
- make arrangements including venue, date, time and hospitality for club meetings
- send out adequate notice of the meetings
- collect and collate reports from office bearers
- call for and receive nominations for committees and other positions for the club/group Annual General Meeting
- take the minutes of meetings
- write up the minutes as soon as possible after the meeting
- read, reply and file correspondence promptly
- keep registers of members' names and addresses, life members and sponsors
- keep files of legal documents such as constitutions, leases and titles
- deal with Associations – process transfer applications; enter teams in competitions; obtain Association sanction for club/group tournaments; and communicate information between Associations and club/group members, such as tournament deadlines.

Treasurer

- prepare a budget and monitor it carefully
- keep the club's accounts up-to-date
- keep a proper record of all payments and monies received
- track club money – show evidence that money received is banked and provide documentation for all money paid out
- send out accounts
- pay the bills
- write a financial report for each meeting and ensure the finances are available and understood by all committee members
- give Treasurer's report at regular meetings and when required
- prepare information for audit each year and arrange for audit to take place. Develop and implement financial processes and policies
- produce an annual financial report.

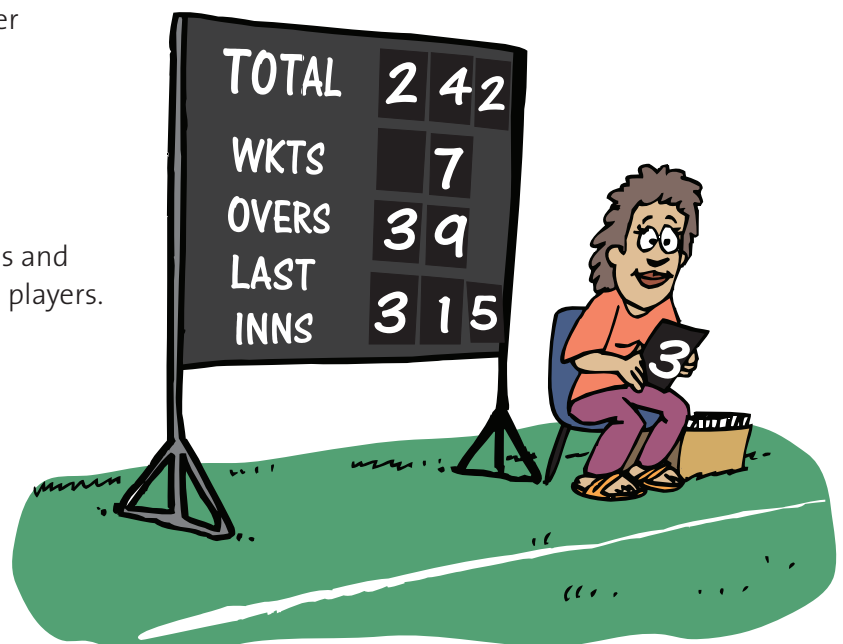


Marketing, Promotions & Fundraising Officer(s)

- develop the club marketing plan
- work with the Treasurer to develop a budget for the marketing plan
- oversee all club promotional activities
- submit regular reports to the club / group committee
- co-ordinate fundraising activities
- oversee website, newsletter and other publications.

Scorers & Statisticians

- keep the official score of each match
- compile and maintain playing records and statistics of the club, its team and its players.



Volunteers Co-ordinator

- assess the human resource needs for the club in its day-to-day activities and special tournaments/events
- recruit and recommend the appointment of volunteers to roles that suit them
- organise the orientation and the induction of volunteers
- manage volunteer rosters and maintain records
- identify and organise training and education opportunities for volunteers
- ensure that volunteers are reimbursed for their approved out-of-pocket expenses
- ensure all volunteers are recognised for their efforts
- submit regular reports to the club committee.

Competition/Tournament Co-ordinator

- organise a draw to suit the number of teams involved and the time, equipment and space available for the competition
- decide the type of play-offs that will be used
- schedule matches
- appoint umpires, referees and scorers
- maintain a record of all matches, the results, the standings and scores
- organise trophies and medals
- contact all teams to ensure they know when they are playing
- cooperate with all other members of the Committee in ensuring the competition is conducted according to the wishes of the Association
- finalise the rules and regulations to be used for the competition.

Selectors

- select the squads/teams
- decide which players play at which level
- arrange an appropriate way of informing players of selection/non-selection.

Curators/Ground Staff

- prepare the playing field (pitch and outfield) for matches and training
- maintain the playing field.



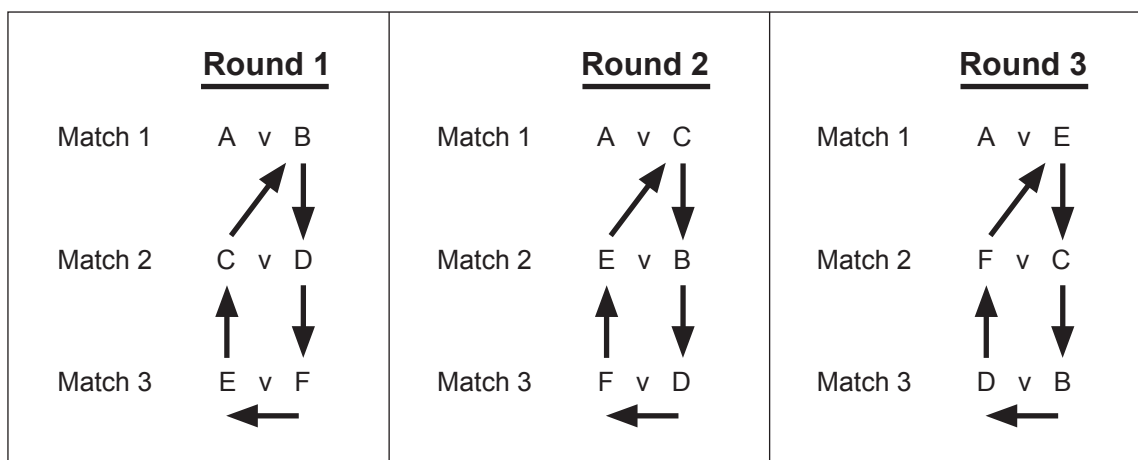
Appendix B

Designing competition draws

Developing an appropriate schedule of matches is one of the most important aspects of a successful tournament. First, it is necessary to decide how many teams will be involved; how long the competition will be; whether it will be held in different divisions according to the ability of various teams and so on.

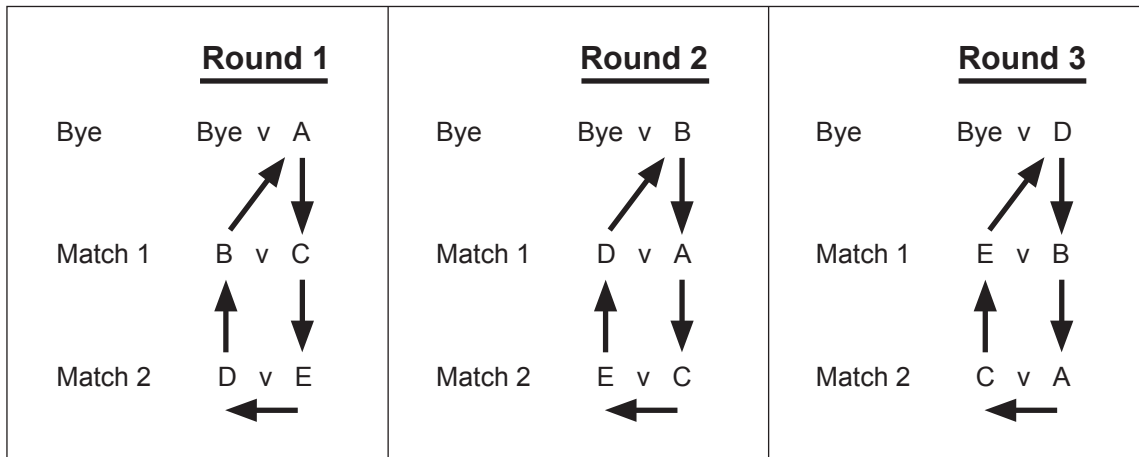
The best type of structure for local tournaments is usually the round-robin with playoffs because teams are guaranteed to play more than one match. It does not matter if you have an even or odd number of teams taking part because the process for making the draw is the same. A simple draw is very easy to construct.

Even number of teams – Assuming there are six teams, start your draw process by writing down the letters **A, B, C, D, E** and **F** as shown below. Keep **A** locked in place and rotate the other letters as shown (clockwise direction). A ‘round’ is complete when all teams in the pool or competition have either played a match. In the example below every time you rotate all of the teams one position, you have all of the matches that will make up a round. The first 3 rounds of the competition for 6 teams would look like this:



As shown by the arrows, you move all but the locked team (**A**) around one position at a time (clockwise direction) until you are back where you started (in this example, **B** arrives back at the top). With 6 teams you will have 5 rounds with a total of 15 matches to be played (5 rounds x 3 matches each round). Each team is guaranteed to play 5 matches regardless of whether they win or lose. After doing the basic draw you can assign an actual team to each letter and then allocate match dates, starting times, venues, umpires, scorers and so on.

Odd number of teams – If you have an odd number of teams, you need to even the number by adding another team called 'bye' to your draw. A bye is when a team does not play, but instead have a scheduled rest. When you have an odd number of teams one team, will have a bye(rest) in each round. The first 3 rounds of a competition with 5 teams would look like this:



As shown by the arrows you lock the 'bye' in place and move all the teams around one place (clockwise direction) at a time until you are back to where you started. With 5 teams there will be 5 rounds and each team will play 4 matches and have one bye. The total number of matches to be played will be 10. (5 rounds x 2 matches per round)

The process for a round robin tournament draw is the same no matter how many teams you have. The only thing that changes is the number of rounds required and total number of matches to be played.

The following are sample draws for up to 8 teams:

4 TEAMS – each team plays 3 matches, it takes 3 rounds to complete and the total number of matches will be 6.

Round 1	Round 2	Round 3
A v B	A v C	A v D
C v D	D v B	B v C

5 TEAMS – each team plays 4 matches and has 1 bye. It takes 5 rounds to complete and the total number of matches to be played is 10.

Round 1	Round 2	Round 3	Round 4	Round 5
Bye – A	Bye - B	Bye - D	Bye - E	Bye - C
B v C	D v A	E v B	C v D	A v E
D v E	E v C	C v A	A v B	B v D

7 TEAMS – each team plays 6 matches and has 1 bye. It takes 7 rounds to complete and the total number of matches to be played is 21.

Round 1	Round 2	Round 3	Round 4	Round 5	Round 6	Round 7
Bye - A	Bye - B	Bye - D	Bye - F	Bye - G	Bye - E	Bye - C
B v C	D v A	F v B	G v D	E v F	C v G	A v E
D v E	F v C	G v A	E v B	C v D	A v F	B v G
F v G	G v E	E v C	C v A	A v B	B v D	D v F

8 TEAMS – each team plays 7 matches and it takes 7 rounds to complete and the total number of matches to be played is 28.

Round 1	Round 2	Round 3	Round 4	Round 5	Round 6	Round 7
A v B	A v C	A v E	A v G	A v H	A v F	A v D
C v D	E v B	G v C	H v E	F v G	D v H	B v F
E v F	G v D	H v B	F v C	D v E	B v G	C v H
G v H	H v F	F v D	D v B	B v C	C v E	E v G

Finals

Having completed the rounds, you then have to decide on the method of playoffs/finals.

Option 1 – Small number of teams

With a small number of teams you may choose the following finals' structure where only the top 4 teams in the competition points table participate. (See page 33 for details on competition points tables)

FINALS

Round 1	Round 2
<u>Semi-final 1 (SF1)</u> 1st Place v 4th Place	<u>Grand Final</u> Winner SF1 v Winner SF2
<u>Semi-final 2 (SF2)</u> 2nd Place v 3rd Place	<u>Play-off for 3rd</u> Loser SF1 v Loser SF2.

Option 2 – Large number of teams

If you have a large number of teams, there are many variations you can choose that will maintain interest for the top teams. One example involving the top 6 teams in the competition points table is as follows:

FINALS

Round 1 (Qualifying finals)	Round 2 (Semi-finals)	Round 3 (Final)
<u>Qualifying final 1 (QF1)</u> 6 th Place v 3 rd Place	<u>Semi-final 1 (SF1)</u> Winner of QF1 v 1 st Place	<u>Grand Final</u> Winner SF1 v Winner SF2
<u>Qualifying final 2 (QF2)</u> 5 th Place v 4 th Place	<u>Semi-final 2 (SF2)</u> Winner of QF2 v 2 nd Place	<u>Play-off for 3rd</u> Loser SF1 v Loser SF2

- The two losing teams in the Qualifying finals (QF1 & QF2) or Round 1 are eliminated
- The two highest placed teams in the competition points table do not play in Round 1 of the finals, they get to rest.
- The two losing teams in semi-finals (SF1 & SF2) or Round 2 play off for the 3rd position in Round 3
- The two winning teams in semi-finals (SF1 & SF2) or Round 2 play each other in the Grand final for 1st and 2nd position.

Appendix C

Example of a tournament action plan

Tournament Action Plan				
Area	Action	When by	Who	Resources
Facilities	Check grounds are available	2 months prior to tournament	Facilities & equipment volunteer	\$50 hire fee
Umpires	Confirm availability of umpires	Confirm appointments 6 weeks prior to tournament	Umpires Manager	1 volunteer at 3 hours each = 3 hours
Promotion	Print Program and distribute	Final copy to printers 18 days prior to tournament	Media & Publicity volunteer	250 programs at \$1.50 each = \$375
Equipment	Order balls and stumps	4 weeks prior to tournament	Facilities & equipment volunteer	\$200 of equipment



Checklist 1

Checklist of resources required to run a tournament

This list is an example of the resources that may be required. There may be other things you need when organising an event in your area but this list should help get you started.

Checklist items	Completed
Finance	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cricket ground with a pitch	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bats and balls	<input type="checkbox"/> Yes <input type="checkbox"/> No
Stumps and bails	<input type="checkbox"/> Yes <input type="checkbox"/> No
Player safety equipment:	
- Pads	<input type="checkbox"/> Yes <input type="checkbox"/> No
- Helmets	<input type="checkbox"/> Yes <input type="checkbox"/> No
- Guards	<input type="checkbox"/> Yes <input type="checkbox"/> No
- Gloves	<input type="checkbox"/> Yes <input type="checkbox"/> No
Boundary rope	<input type="checkbox"/> Yes <input type="checkbox"/> No
Score board	<input type="checkbox"/> Yes <input type="checkbox"/> No
Food and drinks	<input type="checkbox"/> Yes <input type="checkbox"/> No
Umpires	<input type="checkbox"/> Yes <input type="checkbox"/> No
Scorers	<input type="checkbox"/> Yes <input type="checkbox"/> No
Teams	<input type="checkbox"/> Yes <input type="checkbox"/> No
Volunteers	<input type="checkbox"/> Yes <input type="checkbox"/> No
First Aid Kit	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No

Checklist 3

Smart Club checklist

A Smart Club should be doing all of the following. This checklist allows you to monitor your current status and make a note of the areas in which you need to progress.

Checklist items	Yes	No	Progress
Recording information			
Running meetings			
Finding and supporting volunteers			
Planning			
Raising Money			
Running tournaments			
Marketing and promotion			
Safety issues (including insurance)			
Running a committee			
Using technology			

Template 1

Example tournament budget template

It is important that each tournament start with an estimated budget. When working out a budget all costs should be included. Don't leave out an item saying "maybe someone will give us that". Sponsorship is difficult to get so do not include anything unless you are absolutely sure that you can get it.

Having worked out a budget, add 10% to make sure that all expenses are adequately covered as costs often rise.

The following will give a rough guide to your planning:

Expected Income	\$
Entry fees	
Players' fees	
Spectators	
Subsidies	
Grants	
Product sales (T-shirts etc.)	
Catering sales	
Other Income	
Total Income	

Expected Expenditure	\$
Hire of venue	
Promotional material	
Printing/design costs	
Advertising	
Equipment	
Materials purchased	
Trophies and prizes	
Catering costs	
Transport for teams	
Administration, typing, postage, telephone, photocopying, programs etc.	
Staff costs, e.g. doorkeeper, umpires etc.	
10% allowance for variations	
Total Expenditure	

P	Number of matches played
W	Number of matches won
D	Number of matches drawn
L	Number of matches lost
Pts	Total competition points (running total of all points assigned to the team for their wins, losses and draws) $(W \times 2) + (D \times 1) + (L \times 0)$
RF	Total number of runs scored by the team in the competition so far
OF	Total number of overs faced by the team in the competition so far (NOTE: an incomplete over is classified in decimal terms – i.e. four overs and two balls will be converted to 4.33 for the calculation. {Partial over = 2 balls delivered/6 balls per over = 0.33; therefore total overs for the purpose of calculation = 4 (complete overs) + 0.33 (partial overs) = 4.33})
RRF	'Run Rate For' is the average runs scored by the team. It is calculated by dividing the total number of runs scored in the competition (RF) by the total number of overs faced (OF). Formula = RF/OF
RA	Total number of runs scored against the team in the competition so far
OB	Total number of overs bowled by the team in the competition so far (NOTE: an incomplete over is classified in decimal terms – i.e. four overs and two balls will be converted to 4.33 for the calculation. {Partial over = 2 balls delivered/6 balls per over = 0.33; therefore total overs for the purpose of calculation = 4 (complete overs) + 0.33 (partial overs) = 4.33})
RRA	'Run Rate Against' is the average runs scored against the team. It is calculated by dividing the total number of runs scored against the team in the competition (RA) by the total number of overs bowled by the team in the competition (OB). Formula = RA/OB
NRR	Net Run Rate (NRR) is the average runs scored by the team (RRF) minus the average runs scored against the team (RRA). Formula = $RRF - RRA$

Note:

- **When you develop a points table for a tournament or competition, remember that you need to update the table after each round of matches.**
- **Make sure that you keep a written record of the results of each match.**

Net Run Rate (NRR)

If a team is all out in less than the maximum number of overs that could have been faced, the full allocation of overs will still be counted (i.e. 50 overs in a 50 over match even if they are bowled out in 45 overs).

In the case of there being no result then the net run rate will not be affected. (i.e. No result = No affect on run rate).

The Duckworth/Lewis Method of resetting targets

In international cricket and some domestic cricket the Duckworth/Lewis Method is used to calculate a revised target for the side batting second where a match is interrupted by rain, bad light or other factors.

The Duckworth/Lewis method is not covered in this Program but further details can be found on the ICC website, www.icc-cricket.com or obtained from your National Cricket Board.