

CORNWALL ASSOCIATION OF CRICKET OFFICIALS

Memorandum of Understanding with Cornwall Cricket Board for 2010 - 2011

1. Purpose

This Memorandum of Understanding (hereafter known as MOU) establishes an agreement between the Cornwall Association of Cricket Officials (hereafter known as the CACO) and the Cornwall Cricket Board (hereafter known as CCB) regarding the provision of umpires and scorers for:

- Cornish League Cricket (including the Premier League)
- All formats of cricket played in Cornwall that are part of ECB Recreational National Competitions, both adult, schools, youth and ladies/girls competitions
- All other matches/competitions not specified above that are played in Cornwall under the control of the Cornwall Cricket League or are part of ECB Recreational cricket

2. Scope

- This MOU is not legally binding on either party but expresses the wish of the parties to cooperate fully in all aspects of the provision of umpires and scorers for the lasting benefit of Cornish cricket.
- The terms of the MOU will be reviewed annually and, if necessary, modified in agreement with both parties after consultation.
- Under this MOU, the CACO shall be the sole provider of panel umpires and scorers to the matches described in para 1. In this role, the CACO shall act in accordance with the existing terms of the MOU and shall undertake any further umpiring/scoring responsibilities that may later be required by the CCB or by the ECBACO.
- Subsequent CACO or CCB responsibilities shall be placed within the MOU at the time of the annual renewal or at the earliest opportunity if based on an ECB Directive, following joint consultation between the CACO and the CCB.
- Should either party be unable or unwilling to accede to any later responsibilities or have any concerns regarding the working of the MOU, either party may raise a formal dispute or protest that shall be addressed in accordance with para 5.

3. CACO responsibilities

The CACO shall maintain three fundamental working documents, whose content shall be annually updated and revised by the CACO membership at an AGM or EGM as described in the CACO Constitution. These documents are:

1. this MOU
2. a CACO Constitution
3. a CACO Development Plan

In accordance with these documents, the CACO undertakes

- To maintain a list of competent, trained umpires/scorers as listed by ECBACO for the purposes described in para 1.
- To provide the CCB, on request, with a confidential list of all ECBACO members of the CACO.
- To provide the CCB, on request, access to CACO financial information
- To provide an efficient and cost effective administration of CACO to include the appointment of competent umpires for the purposes described in para 1.
- To assist league clubs with information on scorer training and qualifications as provided by ECBACO
- To provide ECBACO local training for all umpires listed with the CACO; that training shall include participation in all ECBACO umpire training initiatives.
- To provide senior umpires willing to undertake the role of umpire trainers that the CCB can recommend to any national or local body based on ECBACO national training courses and CACO local training courses including refresher training.
- To maintain and improve all umpire/scorer services based on the mutually agreed CACO Development Plan; this Plan shall be annually assessed by the CACO and an annual written report shall be provided for the CCB as to the progress and priority of the objectives within the Plan. The CCB shall have the right to seek changes or improvements to the CACO Development Plan in keeping with national objectives and to suggest further local objectives for mutual agreement.
- To seek prior approval from and keep the CCB promptly and fully advised of any future financial outlay that will be required to fulfil the CACO responsibilities and that cannot be funded directly by the CACO funds, thereby enabling the CCB to maintain its financial responsibilities as described in para 4.
- To work in a spirit of mutual co-operation with the CCB and other representative bodies involved in Cornish cricket.
- To act at all time within the terms of the CACO Constitution that shall include adherence to the proper requirements of any national umpire/scorer representative body approved by CACO members and recognised by the CCB.

4. CCB responsibilities

The CCB undertakes:

- To recognise the CACO as the sole provider of umpires for those matches and competitions described in para 1.
- To accept an appointment, made by the CACO members, for a County Board Umpire/Scorer Representative to represent the CACO on the CCB.
- To accept that member appointed County Board Umpire/Scorer Representative to attend all ECBACO regional forums
- To ensure that the CACO is kept promptly and fully aware of all ECB umpiring/scoring directives, publications and other information regarding the role of the umpire and scorer.

- To ensure that, subject to prior approval as described in para 3, all costs incurred by the CACO in the provision of the requirements described in paras 1,2,3 are fully met by the CCB within one month of any request for such funding, where such costs exceed the annual administration funding from the CCB to CACO.
- Should the CCB have any concerns regarding the working of this MOU, the CCB shall raise a formal dispute or protest that shall be addressed in accordance with para 5.

5. Disputes and protests

Should either party to this MOU have cause to raise a formal dispute or protest against the other, the following procedure shall be adopted:

1. The Secretary of the aggrieved party shall inform the Secretary of the other party of the dispute or protest in writing; this letter will be acknowledged in writing.
2. The other party shall advise its Committee members of the details of the formal dispute or protest; the Committee of each party shall decide according to its own Constitution how that formal dispute or protest shall be answered and that answer shall be conveyed in writing.
3. If this exchange of letters fails to fully resolve all parts of the dispute, representatives of each party shall meet as soon as possible with the primary purpose of resolution and agreement on all matters raised. If all further attempts fail to fully resolve all matters raised, each party shall then decide whether they wish to:
 - a. Terminate the MOU as described in para 7
 - b. Seek amendments of the MOU

6. Intention

Both parties agree to work together in a manner that encourages trust, mutual respect and understanding and to seek at all times to fully resolve disputes or protests in the interest of Cornish cricket on the foundation of this MOU.

7. Termination of the MOU

In the event of 5.3a above, either party must give 3 months written notice of their intention to withdraw from the terms and conditions of the existing MOU. Nonetheless, in that event, both parties agree to continue to strive with the 3 months notice period to fully resolve any issue(s) between them in accordance with para 6.

8. Signature of Parties

Signed on behalf of the CACO

Signed on behalf of CCB

Signature

Signature

CACO Officer.....CHAIRMAN

CCB Officer.....CHAIRMAN

Date

Date

A copy of this signed MOU will be retained by each party.

CORNWALL ASSOCIATION OF CRICKET OFFICIALS

DEVELOPMENT PLAN 2008 – 2012

This document was ratified by the membership at the Inaugural Meeting of CACO on 17 September 2008 for the Committee and membership of the CACO to adopt and take forward.

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Document History

RATIFICATION DATES	17 September 2008	11 November 2009	To be considered at 2011 AGM	
AMENDMENTS	As original	As original	Red	

1. Executive Summary

- To review and update systems as necessary to effectively manage the CACO in accordance with the Constitution and the Memorandum of Understanding.
- To address membership recruitment, training and retention.
- To encourage membership from Club Umpires **and scorers**
- To provide full programme of training courses and examinations as determined by the national ECBACO.
- To develop **ECBACO** and local training courses/roadshows etc to promote the role of the CACO, to act as an aid to recruitment.
- To encourage active panel umpires to attend regular refresher training programmes and attain higher qualifications.
- To liaise with the Cornwall Cricket Board, as described in the Memorandum of Understanding, to ensure funding for all of the Association's activities.
- To develop and maintain local sponsorship of the CACO.
- To adopt and expand all forms of communication devices to ensure that the work of the CACO is brought to the widest audience in the County and beyond.
- To encourage greater attendance and participation at Full Membership Meetings.
- To maintain and improve the present Umpires Performance Assessment System so that future match appointments, whether local or national, are firmly based on assessment gradings, qualifications and experience.

- To create and maintain close working links with all bodies involved in cricket in the County of Cornwall.
- To create and maintain close working links with all bodies involved in cricket outside of the County of Cornwall.

2. Present Situation

- **Management** – the management and operation of CACO is laid down in the Constitution and the Memorandum of Understanding. The management committee meets at least bi-monthly to discuss routine matters of business or when needed to meet urgent issues.
- **Membership** – full membership of CACO is open to all ECBACO members resident in the County of Cornwall as listed by the ECBACO membership list held by the Cornwall Cricket Board. The number of active umpires has fallen steadily for some years so that, at present, the CACO can now only cover matches in the Premier and County 1 Divisions. The recruitment and training of more active umpires would enable coverage of matches in County 2E and County 2W Divisions considered essential for new umpires to gain experience and confidence. All active members must be CRB checked to umpire in any cricket matches in the County. **From November 2009, associate membership will also be open to all non ECBACO members and retired members in accordance with the definition within the Constitution.**
- **Encouragement is needed to bring scorers into CACO.**
Encouragement is needed to bring Club Umpires in the lower divisions into CACO not only to offer training opportunities but to provide a pool of umpires to stand at the highest levels in the future. The CACO will work with the Cornwall Cricket Board and other bodies to promote recruitment of umpires **and scorers where possible.**
- **Training** – past training and examinations courses have been a core activity and based upon the courses/material and training aids provided by the former national ACU&S. **The CACO will provide ECABACO Level 1 and 1a training within the County based on the current national ECBACO courses. The CACO will encourage and promote full members should they wish to be considered for training to Level 2 trainer status and beyond.**
- **Financial** – through the Memorandum of Understanding, the CACO will seek appropriate funding from the Cornwall Cricket Board to undertake all of its duties. The CACO will also raise funds through local sponsorship and CACO membership fees.
- **Communication** – the CACO will seek to maintain a newsletter (4 issues a year) to all members and encourage membership attendance at Full Membership Meetings that will be scheduled for 4 per year. The CACO will use all communication methods as required by the membership.
- **Appointments/match expenses** – the CACO appointments officer currently makes all Cornwall league match appointments and other appointments when asked by the ECB or other organising bodies. Such appointments are made with due regard to difficulty of travel and personal wishes. Since 2003, appointments are weighted towards those umpires with proven experience and qualifications recently enhanced by the Umpire Performance Assessment System.

Match expenses are annually discussed by the membership and agreed with the Cornwall League Management Committee at the League AGM. A mileage scheme is in operation to partly re-imburse members travelling excessive distances. These expenses are the lowest of all the ECB countywide leagues.

- **Partnerships** – the CACO will actively consider partnerships that enhance the status of umpires and scorers within and without the County. The following partnerships exist:
 - **Cornwall League Management Committee** – the CACO will annually elect one member to act as a representative on this Committee; that representative will have a named deputy. The CACO will also annually elect two members onto the League Management Grounds Committee.
 - **Cornwall Cricket Board** - the CACO will annually elect one member to act as a representative on the CCB.
 - **Regional ECBACO Forums** – the CACO will annually elect one member to attend ECBACO Regional Forums
 - **Sponsorships** – the CACO will actively seek local and other sponsorships in accordance with the Constitution.

3. Development Programme for CACO

3.1 Management

Areas of development: Constitution
Committee Officials

Sub-Committees
Memorandum of Understanding
Development Plan

Actions : Inaugurate new CACO Committee
Approve Constitution, Memorandum of Understanding and Development Plan review and amendments to meet ECB requirements
Appointment of working groups *

Target: achieved by January 2009 – some aspects (*) ongoing

3.2 Membership

Areas of development: Panel umpire membership
Club/Associate membership
Recruitment/ Retention

Actions : Involvement of all members to increase Panel size
Ensure mandatory CRB clearance for all umpire and scorer members
Retention and role identification of retired umpires and scorers

Target dates: ongoing

3.3 Training

Areas of development: Training of Instructors *
Purchase and replacement of training materials and equipment
Introduction of ECBACO training courses
Training refresher courses *
New training courses *
Roadshow seminars
Ground Assessment courses *

Actions : Inaugurate ECBACO training and examination courses
Identify source(s) of ground assessment knowledge

Target dates: main areas achieved by April 2009 – some aspects (*) ongoing

3.4 Finances

Areas of development: CACO subscriptions
CACO/CCB funding streams
Local business sponsorship and advertising
Umpire match expenses
Training course funding and fees

Actions : Seek sponsorships for ring fenced funding

Target dates: ongoing

3.5 Communications

Areas of development: CACO website
CACO newsletter
Social functions
Full Membership Meetings

Actions : Improve content and scope of full membership Meetings
Use of e-mailing to reduce costs, speed dissemination of information and provide Committee forum discussion.

Target dates: ongoing.

3.6 Appointments/match expenses

Areas of development: Umpire match expenses
Umpire Performance Assessment/Boundary assessment
Creation of appointments sub-committee
Travel allowance scheme

Actions : Continue present performance and boundary assessment schemes
Develop appointments system to better reflect experience, qualifications and proven field craft

Target dates: ongoing

3.7 Partnerships

Areas of development: Representation on national and county organisations *
Liaison with partners *

Actions : Representation on CCB
Representation at ECBACO national forums
Representation on LM Committee and LMC Grounds Committee
Training support for club umpires *

Target dates: current with some aspects (*) ongoing

The target dates will be reviewed annually or when requested by the CCB.

Longer term goals and targets will be formulated by the CACO Committee and be brought to the CACO AGM for ratification or at an EGM is urgent or required by the CCB or ECB.

4. Recommendations for Further Action

- It is recommended that this Development Plan be expanded and modified as new information is obtained and presented for annual endorsement at the CACO AGM.

Cornwall Association of Cricket Officials CACO



President: E.J.Ford, "Buena Vista", Tolcarne Rd., Beacon, Camborne. TR14 9AA
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Hon. Treasurer & Appointments Officer: Ron Fenton, 29 Merrick Avenue, Truro TR1 1NF
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CACO AGM, NOVEMBER 2010 - COMMITTEE NOMINATION FORM

COMMITTEE POST	NOMINEE	PROPOSER	SECONDER
HONORARY MEMBER	J FORD	V HASSELL	N HARRINGTON
PRESIDENT	J FORD	D HEAD	R FINE
CHAIRMAN	D HEAD	R FINE	S MENNEAR
DEP. CHAIRMAN	J THOMPSON	G IVEY/R STROUT	J MIDDLETON/J MOLDEN
SECRETARY	R FINE	D HEAD	S MENNEAR
TREASURER	R FENTON	D HIGMAN	R STROUT
APPOINTMENTS OFFICER	R FENTON	R STROUT	D HIGMAN
CCB REPRESENTATIVE	R STROUT	G MASON	D HIGMAN
CCL REPRESENTATIVE (1)	G IVEY	S MENNEAR	J MIDDLETON
CCL REPRESENTATIVE (2)	J MOLDEN	N HARRINGTON	J THOMPSON
ECBACO REGIONAL REPRESENTATIVE	M. ROBERTS	R FENTON	R STROUT
MEDIA OFFICER	S MENNEAR	R FINE	D HEAD
EDUCATION OFFICER	J MIDDLETON	N HARRINGTON	R STROUT
COMMITTEE MEMBER (two to be elected)	D HIGMAN	R STROUT	P DINGLE
COMMITTEE MEMBER	N HARRINGTON	J MOLDEN	R STROUT
COMMITTEE MEMBER	T BOSTON	S MENNEAR	R FINE
LMC GROUNDS COMMITTEE MEMBER (1)	N HARRINGTON	V HASSELL	J MOLDEN
LMC GROUNDS COMMITTEE MEMBER (2)	R SCAIFE	V HASSELL	J MOLDEN

CACO AGM, NOVEMBER 2010 - PROPOSAL FORM

PROPOSAL	PROPOSER	SECONDER
1. THAT THE MEMORANDUM OF UNDERSTANDING (REVISED) FOR 2010-2011 BE ACCEPTED	VH	
2. THAT THE DEVELOPMENT PLAN (REVISED) FOR 2008-2012 BE ACCEPTED	VH	
3. THAT THE CACO CONSTITUTION BE ADOPTED UNCHANGED FOR 2010 - 2011	VH	

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CACO ANNUAL GENERAL MEETING

There will be an **ANNUAL GENERAL MEETING** of the CACO
on **WEDNESDAY, NOVEMBER 10, 2010**
at the **Cornwall Cricket Centre, Truro, starting at 7.30pm**

1. Welcome by the President
2. Apologies
3. Minutes of AGM, November 2009
4. Matters arising from AGM, November 2009
5. Correspondence – Secretary

- Reports:**
6. President's Report
7. Chairman's Report
8. Treasurer's Report
9. Education Officer's report
10. Appointments Officer's report

11. CACO Committee Nominations
12. Proposals for CACO AGM 2010
13. Proposals for League AGM 2011
14. AOB

Following the AGM, there will be an Open Meeting to discuss the following:

- a. volunteers for mentoring
- b. ideas for CACO website development
- c. Social events
- d. ideas for a further Open Meeting in February of each year
- e. ideas for use of Social Fund