

# COUNTY GROUNDS ASSOCIATIONS (CGAs) GUIDANCE DOCUMENT



# Introduction

This guidance has been produced by ECB, in association with, IOG to support County Grounds Associations (CGAs). The guidance is not exhaustive but will identify areas to help promote the establishment of a new CGA, support a recently established CGA or help sustain the future of an established CGA.

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# 1. Governance

All CGAs require a committee to lead and control it and to create a clear and relevant purpose to the group. This may include support and interests of members, supplying services and events for members, promoting best practice for the maintenance of cricket grounds and networking opportunities. Governance will help the process of developing a new CGA and assist in driving an already established one forward.

## Structured Committee

The business of the Association should be vested in an elected General Committee. This would normally consist of a Chairman, Secretary, Treasurer and any other Officers (e.g. Training, Events, Media) as agreed and elected at Annual General Meetings. The County Pitch Advisor should have an active management role in the CGA structure.

## Planning

The objectives of the Association should be specified each year in a Development Plan and will take into account the strategic needs of the County Cricket Board (CCB) or any England and Wales Cricket Board (ECB) guidance.

## Links with the County Cricket Board

The CGA should have close links with its local CCB and endeavour to work closely with the relevant professional officers.

## Representation

Where deemed necessary, the Association should have input into relevant CCB Committees or Groups, either as a member of the Facilities Committee or as a group forming a sub-committee, to represent the further improvement of pitches.

## 2. Membership

Membership should include clubs/club ground staff (whether volunteers or professionals), Leagues, other representatives of the CCB, schools and Local Authorities. Membership gives the member access to all services provided by the CGA.

The way membership is achieved is the choice of each CGA.

### The following are types of membership a CGA could use:

- **County Board affiliation:**

As part of a club's affiliation fee to its County Board, a proportion is used to make the club a member of the CGA.

- **League affiliation:**

The League provides each club within its structure the opportunity of membership to the CGA, usually an annual one-off payment.

- **Club affiliation:**

An individual club buys membership to the CGA, allowing the ground staff at their club to be members of the CGA.

- **Individual membership:**

A grounds person taking out individual membership of the CGA.



## 3. Services

### CGAs, as part of their commitment to their members, can provide the following services:

(This is not an exhaustive list and a CGA may well decide as part of its planning that there are other things it can do for its membership).

- **Promote the CGA/ECB Machinery Trailer to the membership which would include:**

Structured hire and transportation of trailers/machinery.

Structured training for machinery that is being hired out e.g. Trailer Training sessions for all users.

Cambridgeshire CGA has two trailers which went out to a total of 42 clubs in 2012.

- **Offer bulk buying opportunities:**

For example: Loam, seed, fertilizer, chemical spraying, machinery and any other relevant products.

The Lancashire CGA runs a system with recognised industry suppliers to provide excellent discounts on cricket ground maintenance materials and products.

Contact: Paul Tatton (LCGA Vice-Chairman) on 0161 702 8615 or 07977 318406.

## 3. Services (continued)

- **Access to advice:**  
For example, CCB Pitch Advisor, funding, CCB officers.
- **Information and events:**  
See Events section (page 11)

The Surrey CGA runs an annual conference at The Kia Oval.  
Chairman - John Dodwell - ECB Pitch Advisor.  
[www.surreyccricketboard.org/page/surrey-cricket-groundsmans-association/scga/contacts-614/](http://www.surreyccricketboard.org/page/surrey-cricket-groundsmans-association/scga/contacts-614/)

- **Volunteer help - through CGA meetings.**
- **Industry links:**  
With bodies such as Institute of Groundsmanship (IOG), Pitchcare, Sports Turf Research Institute (STRI) or relevant industry suppliers.



## 3. Services (continued)

- **Websites:**  
Either on the County Boards website, Play-Cricket or their own CGA dedicated web pages.

Cheshire, Lincolnshire and Wiltshire CGAs all run good websites.



[www.cag.org.uk](http://www.cag.org.uk)

**Lincolnshire  
Cricket**

[www.lincscricket.co.uk/groundsmen](http://www.lincscricket.co.uk/groundsmen)



[www.wiltshirecricket.co.uk/wga](http://www.wiltshirecricket.co.uk/wga)

- **Access to training:**  
A number of courses are available, see Training and Education section (page 10) for more information.
- **Reduced training course costs:**  
Through IOG membership of the CGA, see [www.iog.org/membership](http://www.iog.org/membership)
- **Set up Groundsman or Grounds Awards:**  
This could be through the CGA, The CCB or Leagues, and encourage promotion and recognition of its members.

## 4. Communication

To develop itself as a widely recognised group, it is important for the CGA to communicate well with its members and other partners it may need to work with.

### Develop good communication with the CGA membership through:

- CGA Website
- Newsletters (posted to those without internet access)
- Leaflets
- IOG branches
- Pitch Advisors (PAs)
- Events and meetings
- Social Media

### Formulate a database of grounds person's contact details, not just clubs, so that:

- Cricket boards and CGAs can hold and update databases with information provided about Grounds Staff at each club
- This can be used to ensure CGA information is going to the right person

Ensure all data protection protocol is followed; your local County Cricket Board should be able to advise on this.



## 4. Communication (continued)

### A CGA officer having administration access to their own website or a web page within a CCB site to allow:

- Updating information (meetings, PAs, contact details)
- Upload pictures/information from training nights/courses
- Links to relevant industry partners

Have CGA contact details and information in any County or League Handbooks.

### Develop and maintain good and open communication with:

- CCBs
- County Cricket Development Managers
- Cricket Development groups



## 5. Partnerships

For a CGA to operate effectively it must have good links with groups around it that are relevant to its on-going existence and development.

**The CGA should try to link up with IOG branches, other CGAs and grounds person groups to:**

- Increase attendance of meetings
- Assist in the organising and set up of meetings
- Organise annual grounds personnel information seminars
- Organise relevant events, training and information days/evenings
- Identify relevant Sport Turf industry products. Various companies could be invited to demonstrate their products to the CGA membership (although you should take care with regards to endorsements or sponsorship)
- Make other groups aware of existing CGAs
- Contact ECB cricket development groups and Leagues
- Arrange grounds staff information evenings - both practical and presentation led discussions
- Develop website links and information to relevant industry partners
- Support county age group coaches
- Support county umpires' groups



## 6. Training and Education

A prime reason for a CGA to exist is to improve the turf maintenance abilities of its members and grounds staff across the county. This will contribute to improved grounds and facilities, leading to better player satisfaction in the hope that it will ultimately keep people in the game.

**Promote training of any sort – IOG courses available are:**

- Modular – short two hour courses on an individual maintenance topic
- Foundation one day courses -  
Part A Spring and Summer Maintenance of a Cricket Ground.  
Part B Autumn and Winter Maintenance of a Cricket Ground
- Intermediate one day course – An Introduction into the Theory of Cricket Grounds Maintenance
- Advanced one day course – The Theory of Turf Culture
- Management two day course – Maintenance to Management of Sports Turf
- Safe use of Machinery – Training on Machinery up to NPTC Competence Certificate Standard
- Pa1, Pa2 and Pa6 – Training in the Application of Chemical Products
- Bespoke training for any aspect of cricket ground maintenance

Promote succession training for Club groundsman.

Linking young Groundsmen and women in with the V Programme – <http://vinspired.com/ecb>

Sponsoring young Groundsmen and women to go on courses.

## 7. Events

CGAs should consider running events at appropriate times during the year for the benefit and interest of the members and the association. These can be in a number of areas and can use additional support from partners in cricket and the grounds industry to improve their appeal and interest.

### These could include:

- Pitch/ground maintenance
- Best practice
- New techniques
- Networking opportunities
- Grounds and grounds staff development
- Product knowledge
- Relevant professional venues
- Guest Speakers

Events to encourage young groundsmen and women to help with grounds maintenance at their club are important. This can include inviting them to events/seminars or working directly with County age level squads, schools and volunteers to improve their understanding of pitches.



## 8. Health and Safety

Each CGA should work in line with current legislation and regulations for all events, training and any other activities undertaken by the CGA.

The CGA should provide Health and Safety guidance only and should, if incidents occur, point members in the direction of suitably qualified Health and Safety Advisers. Only suitably qualified people should give Health and Safety advice.

For further information visit [www.hse.gov.uk](http://www.hse.gov.uk)



# 9. Support and Advice for CGAs

Support and advice for your CGA can be obtained from the following:

## IOG Regional Pitch Advisors:

### North West

Ian Mather-Brewster  
E: [imather-brewster@iog.org](mailto:imather-brewster@iog.org)  
T: 07743 025547

### East

David White  
E: [dwhite@iog.org](mailto:dwhite@iog.org)  
T: 07841 338230

### South East

Ian Norman  
E: [inorman@iog.org](mailto:inorman@iog.org)  
T: 07915 999143

### North East

Ian Powell  
E: [ipowell@iog.org](mailto:ipowell@iog.org)  
T: 07841 338221

### West Midlands

Kevin Duffill  
E: [kduffill@iog.org](mailto:kduffill@iog.org)  
T: 07841 338226

### South West

Rob Donnelly  
E: [rdonnelly@iog.org](mailto:rdonnelly@iog.org)  
T: 07841 338229

### East Midlands

Tom Rowley  
E: [trowley@iog.org](mailto:trowley@iog.org)  
T: 07841 338224

### London

Andy Clarke  
E: [aclarke@iog.org](mailto:aclarke@iog.org)  
T: 07754 532545

### Wales

Len Smith  
E: [lsmith@iog.org](mailto:lsmith@iog.org)  
T: 07800 885583

## ECB Facilities and Investment Managers:

Dan Musson (North) - E: [daniel.musson@ecb.co.uk](mailto:daniel.musson@ecb.co.uk)  
Tim Nicholls (South West and Wales) - E: [tim.nicholls@ecb.co.uk](mailto:tim.nicholls@ecb.co.uk)  
John Huband (Midlands) - E: [john.huband@ecb.co.uk](mailto:john.huband@ecb.co.uk)  
Chris Whitaker (London and the East) - E: [chris.whitaker@ecb.co.uk](mailto:chris.whitaker@ecb.co.uk)

## Websites:

[www.iog.org](http://www.iog.org)  
[www.ecb.co.uk/clubsupport](http://www.ecb.co.uk/clubsupport)

