Upton Cricket Club



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DOCUMENT HISTORY

Version	Issue Date	Changes
0.1	1 Nov 2017	First draft
0.2	12 Nov 2017	Amendments to principles for functions, remedial work on trees around the ground & changing facilities for Ladies
1.0	11 Dec 2017	Formal acceptance of changes under v0.2
1.1	6 Dec 2018	All changes have been referenced in Appendix 2
2.0	10 Dec 2018	Formal acceptance of changes under v1.1

DOCUMENT APPROVALS

Role	Signature	Date
Jez Lamb (Chairman) witnessed by the Governing Committee	des	10 Dec 2018

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I INTRODUCTION

I.I Background

Upton Cricket Club is run by elected members collectively known as the Governing Committee who are entrusted to run the Club in an effective and efficient manner based around the following principles:

- Having a sound financial footing
- Providing the right opportunities for our members to enjoy their cricket, and
- Focussing on both the present time as well as ensuring we keep an eye on the long terms

In the 2017 the concept of a '5 Year Strategic Plan' was proposed to ensure the Governing Committee had a clear objective and focus on the most appropriate aspects of running the Club to ensure the long-term future.

The initial 5 Year Strategic Plan was approved at the Governing Committee meeting held in the Club house on 12th November 2017 and presented to the Members at the Annual General Meeting on 7th December 2017.

1.2 Objectives

Three key objectives were set out when defining the Strategic Plan:

- To write a five-year plan focused on the sustained growth of Upton Cricket Club
- To have clear objectives covering:
 - o short term (e.g. 2018 or year 1 of any updated plan)
 - o medium term (e.g. 2019/2020 or years 2 & 3 of any updated plan)
 - o long term (e.g. 2021/2022 or years 4 & 5 of any updated plan)
- To have achievable objectives that are SMART (Specific, measurable, achievable, relevant and time-bound)

1.3 Principles

Certain principles were defined as follows:

- Quarterly reviews of the Strategic Plan will take place at the March, June and September Governing Committee Meetings to review progress.
- The Strategic Plan will be reviewed and updated annually (December), or in the case of a major event occurring (whichever comes first) to become effective for the next rolling five-year period.
- For all objectives that require funds allocating, prior approval will be sought from the Governing Committee before any work commences
- In all areas, long term objectives will be reviewed in line with the lease position together with the Club's financial standing at the time and may be subject to change

I.4 Purpose

The purpose of this document is to record the objectives defined and agreed by the Governing Committee of Upton Cricket Club as part of the 5 Year Strategic Plan. This document will serve as a reference guide for both the Governing Committee and Members of Upton Cricket Club to facilitate the effective running of the Club.

I.5 Scope

The following areas are within scope of the 5 Year Strategic Plan:

- Senior cricket
- Ladies cricket
- Junior cricket
- Bar

- House
- Grounds

Certain aspects of how the Club is governed will not have SMART objectives defined but general principles will be set out. These areas include:

- Administration
- Finance
- Work within the local community
- The Clubs volunteer base
- Charity work

1.6 Exclusions

No area of the Club will be excluded from the Strategic Plan.

1.7 Roles & Responsibilities

To effectively define and work towards the objectives that form the Strategic Plan, the following roles & responsibilities have been defined:

Role	Responsibility
Chairman	To serve as an Executive Committee member facilitating the definition of the Strategic Plan
	For the management of the Strategic Plan, including;
	 Initial definition (with input from key stakeholders responsible for relevant areas of the Club)
	 Overall management of the delivery of the objectives
	 Feeding back to Members (and other interested parties) on progress
Hon.Secretary	To serve as an Executive Committee member facilitating the definition of the Strategic Plan
	For scheduling quarterly reviews of the Strategic Plan
	For the definition and delivery of the principles defined under 'Administration'
Hon.Treasurer	To serve as an Executive Committee facilitating the definition of the Strategic Plan
	For the delivery of the principles defined under 'Finance'
1 st XI Captain & Cricket Chairman	For the definition and delivery of the principles defined under 'Senior Cricket'
Ladies Cricket Coordinator	For the definition and delivery of the principles defined under 'Ladies Cricket'
Junior Cricket Chairman	For the definition and delivery of the principles defined under 'Junior Cricket'

Bar Chairman	For the definition and delivery of the principles defined under 'Bar'
House Chairman	For the definition and delivery of the principles defined under 'House'
Grounds Chairman	For the definition and delivery of the principles defined under 'Grounds'
Vice Chairman & General Committee Members	To review all sections and offer input where relevant

1.8 Recording progress & changes

At the end of each year, the Governing Committee will review and record the progress made in that calendar year. The results will be recorded in Appendix 1.

Any changes made to objectives will be recorded in Appendix 2.

Each objective will be given a specific reference which will be made up as follows - XXYY-01, where XX represents the specific area of the club (e.g. HO for House), YY represents the year the objective was defined, and 01 will be a sequential numbering of the objectives defined in each year.

2 SENIOR CRICKET

2.1 General Principals

- The 1st XI will be the 'flagship' team within the Club and be made up primarily of players who have come through the junior setup and 'local' players.
- The process and merits for bringing over a player from overseas will be reviewed annually
- The Selection Committee will be guided by a 'Selection Policy' and work within these guidelines when selecting teams each week
- The Club will strive to maintain four competitive Saturday league teams for as long as our player base remains healthy and able to support this
- The Sunday 1st XI will continue to offer 'friendly' cricket as well as providing the first taste of senior cricket for many of our promising junior players
- Each captain will take responsibility for succession planning to ensure there is a suitable candidate ready to take over at the time the incumbent decides to stand down

Ref:	Goal	How will this be achieved	By when
SC19-01	To see the 1 st XI promoted to the CCCL Premier Division	 Introduction of a Senior Cricket Coach (who would also be a player) to formalise and developing the skills of our senior player base together with our promising juniors having specific development plans (see Junior Cricket section) 	Jan 2019
		 Recruitment of players from outside the Club who will add strength to the 1st XI squad 	Ongoing
		 Using cup games to introduce fringe/squad players into the 1st XI fold and way of playing 	Sept 2019
SC19-02	To ensure competitive cricket is maintained across all other Saturday league sides	 The target for the respective teams are as follows: 2nd XI – consolidate position in Premier Division 3rd XI – consolidate position in Division A 4th XI- mid table finish in Division C West 	Sept 2019
SC19-03	To provide more competitive cricket on a Sunday to enable the development of junior players	 Introducing more 'academy' fixtures against other well-established clubs in the region To bring the date for the '6-a-side' tournament forward and more into the season (rather than being at the end) 	

2.3 Medium Term Objectives (2020/21)

Ref:	Goal	How will this be achieved	By when
SC19-04	To see the 1st XI consolidate their position in the CCCL Premier Division	 Continued development of both senior and junior players through structured coaching by the Senior Coaching setup 	Sept 2020
		 Recruitment of players from outside the Club who will add strength to the 1st XI squad 	On- going
SC19-05	To ensure competitive cricket is maintained across all other Saturday league sides	 Specific targets for each team are as follows: 2nd XI – top half finish in Premier Division 3rd XI – top half finish in Division A 4th XI- mid table finish in Division C West 	Sept 2021
SC19-06	To have a strong 1 st XI Cup run	 By reaching (at least) the semi-finals of the Cheshire Cup To reach the CCCL T20 Finals Day 	Sept 2021 (both)

Ref:	Goal	How will this be achieved	By when
SC19-07	To see the 1st XI be a well-established Premier Division side finishing comfortably in the top half	 Continued development of both senior and junior players through structured coaching by the Senior Coaching setup Recruitment of players from outside the Club who will add strength to the 1st XI squad Target of c.75% of both 1st XI and 2nd XI players on any given Saturday being 'home grown players' 	Sept 2023 (all)

3 LADIES CRICKET

3.1 General Principals

- Ladies cricket is an integral part of the Club and will be treated as another strand of Senior cricket
- Any Ladies player, will be available to be selected for any Senior side based on their membership category
- Coaching will take place one evening a week based on availability of both players and Club practice facilities

3.2 Short Term Objectives (2019)

Ref:	Goal	How will this be achieved	By when
LA19-01	To strengthen the current player base	 Proactive recruitment of senior players with league experience Progression of players from Softball cricket into the league squad 	Apr 2019
LA19-02	To play the most competitive cricket possible	Consolidation of position in Division 2 of the Cheshire Women's Cricket League	Sept 2019
LA19-03	To further develop the Softball section with continued growth	Proactive recruitment with regular training sessions	Sept 2019

3.3 Medium Term Objectives (2020/21)

Ref:	Goal	How will this be achieved	By when
LA19-04	To gain promotion from Division 2	 Proactive recruitment of senior players with league experience Development of junior girls Progression of players from Softball cricket into the league squad 	Sept 2020
LA19-05	Consolidate position in Division 1	 Proactive recruitment of senior players with league experience Development of junior girls Progression of players from Softball cricket into the league squad 	Sept 2021

Ref:	Goal	How will this be achieved	By when
LA19-06	To provide additional, and more functional changing & showering facilities incorporating the need for segregation between male & female players	 Extending the main pavilion utilising the space where the current scorers hut is with specific female changing & showering facilities. This work may also incorporate a redesign of the current changing/showering areas to make the entire area a more useable space. Any design should also consider the inclusion of umpires changing room, scorer's area and any storage requirements 	Mar 2022
LA19-07	To have a Ladies section that is self-sufficient	Development of both players and coaches so that they are self-run from both an administrative perspective as well as coaching	Apr 2022

4 JUNIOR CRICKET

4.1 General Principals

- The coaching team will be primarily volunteers from within the Club, but there may be the requirement to have paid coaches to either improve the quality, or make up for a lack of volunteers
- Friday evenings will continue to be the primary time when Junior practice is held for all age groups
- The weekly cost of providing Junior coaching on Friday evenings will be reviewed annually and may be subject to change to improve the quality of the service available
- The primary goal of our Junior cricket setup is to ensure the children get enjoyment out of playing cricket and being involved with the Club, but not losing sight of developing their talent as they progress through the age groups
- All players will have equal opportunity to coaching, but from time to time some of the more promising players will receive additional coaching if deemed appropriate
- The Junior setup will be all inclusive irrespective of gender, race, religion or disability
- Junior players (where appropriate) will have the opportunity to play Senior cricket with the aspiration for (at least) three new Junior players to transition to Senior cricket each year
- The Junior Cricket committee will review the suitability of adopting any ECB strategies at the relevant time, e.g. All Stars Cricket
- Rather than specific 'Medium' or 'Long' term objectives set, there will be a set of principles which continue a cyclical basis, those being:
 - Running Winter 'academy' sessions for those Junior players it is believed show the talent and attitude to progress further
 - The recruitment of additional coaches
 - The provision of Club funds to enable any coaches to progress with relevant qualifications
 - Succession planning to ensure the next Junior Cricket Chairman is being lined up to take over at the point the incumbent decides to stand down
 - The Junior Cricket Chairman and coaches will constantly be looking at ways to reduce the drop off of players as they progress through the ages
 - The target will be to have a steady 'production line' of Juniors transitioning into senior cricket each year

Ref:	Goal	How will this be achieved	By when
JU19-01	To ensure the financial/admin roles are fulfilled	Volunteer sought to assist on Friday evenings	Apr 2019

5 BAR

5.1 General Principals

- The primary purpose of the Club (and supporting facilities) is to promote and provide facilities for the amateur sport of cricket, to underpin this we will:
 - limit the amount of external functions we allow with both the above principle in mind but also out of consideration to our neighbours
 - always put cricket matches ahead of external functions
 - not permit external functions on a Friday or Saturday during the cricket season unless under exceptional circumstances
- The function of running the bar will remain a voluntary position (i.e. Bar Chairman who is a member of the Club), i.e. we will not have a paid Bar Steward
- There will be a core level of staff to deal with the 'standard' shifts during the cricket season, all of whom will be complying with HMRC regulations and paid accordingly
- Bar prices will remain competitive and be set accordingly ahead of each cricket season to ensure we maintain a sustainable profit margin, taking into consideration:
 - Price rises the brewery may impose
 - Taxation changes as laid down by the Government
- The bar will be stocked with products in line with demand where viable, and will be maintained to the highest attainable standards

5.2 Short Term Objectives (2019)

Ref:	Goal	How will this be achieved	By when
BA19-01	To provide the most appropriate stock to meet customer demand	 Review of product range and changing where deemed applicable To look into and deploy (if appropriate) and 'agitator' to improve the quality of canned Guinness 	Apr 2019
BA19-02	To ensure the beer/cider is presented as best as possibly can be	 Replacement cooler system will be required at some point as the current system is failing (Potential) installation of a "butchers curtain" to keep the beer chilled effectively 	Dec 2019

5.3 Medium Term Objectives (2020/21)

Ref:	Goal	How will this be achieved	By when
BA19-03	To ensure the chilled items are stored at the appropriate temperature	Provision of new fridges (this may tie in with an overall bar refresh)	Apr 2020

Ref:	Goal	How will this be achieved	By when
BA19-04	To improve both the aesthetics and functionality of the bar	Full overhaul of the bar, cellar and storage area	Apr 2022

6 HOUSE

6.1 General Principals

- The function of running the 'House' facilities will remain a voluntary position (i.e. House Chairman who is a member of the Club), and they will be supported by a team of volunteers
- Where such work demands, either due to the skilled nature or our volunteer base are unable to fulfil the requirement (possibly due to the physical nature of the task), then paid resource will be brought in
- 'General' maintenance jobs will be undertaken throughout the course of the year. These will include (but are not limited to) painting, repair work, upkeep of external spectator seating areas

Ref:	Goal	How will this be achieved	By when
HO18-03	To ensure the Tearoom building structure is maintained to protect it longer term	All internal & external girders to be painted with appropriate materials	April 2019
HO18-05	To ensure the presentation of the tearoom area is of the highest possible standard	 Painting of the entire area, taking into consideration the requirements of any long-term users of the facility (e.g. Wirral Table Tennis League) Installation of colour changing lights which will provide a better quality of light and be more amenable to external functions 	April 2019 April 2019
HO19-01	To improve the WiFi coverage in the club buildings and spectating areas	Additional networking equipment to be installed (costs to be agreed)	April 2019
HO19-02	To improve the external appearance of the clubhouse	 New fascia boards (to match those on the pitch facing side) to be installed on the side and rear of the clubhouse 	Sept 2019

6.3 Medium Term Objectives (2020/21)

Ref:	Goal How will this be achieved		By when	
HO19-03	To provide additional showring facilities for players from the back pitch and/or mixed gender teams	 By converting the 'ladies' toilets in the tearoom to a room containing (at least) two showers and benches to serve as a changing area. The current 'accessible' toilet will become a combined ladies & accessible toilet. 	Apr 2020	
HO19-04	To improve the changing facilities on the front pitch	 Consultation with the players to create a space which is more in keeping with modern day cricket and provide the best possible environment for them to excel on the pitch. This may be a temporary measure subject to longer term plans for the changing rooms (HO18-09) which are subject to the lease position. 	Apr 2020	
HO18-06	To create more/better use of storage space	 By utilising the 'void' between the bar cellar and the tearoom Explore the possibility of removing the heating system in the 'link room' and utilising the space this takes up 	Dec 2020	
HO18-07	To improve the external appearance of the club pavilion	 Rendering the pavilion brickwork so that it ties in with the tearoom Upgrading the pavilion roof to alleviate the challenges of having a flat roof, together with improving the external aspect of the pavilion 	Mar 2021	
HO18-08	To make the tearoom and associated rooms are more 'fit for purpose'	 Redesign of the rooms attached to the tearoom, which may include consolidating some of the toilet facilities, extending or even relocating the kitchen/food preparation area and/or creating new rooms that may be applicable to the usage of the facility Improving the aesthetics of the room by changing the wall solution, e.g. plastering or cladding 	Mar 2021	

Ref:	Goal	How will this be achieved	By when
HO18-09	To provide additional, and more functional changing & showering facilities incorporating the	 Extending the main pavilion utilising the space where the current scorers hut is with specific female changing & showering facilities. This work may also incorporate a redesign of the current changing/showering areas to make the entire area a more useable space. Any design should also consider the inclusion of umpires 	Mar 2022

	need for segregation between male & female players	changing room, scorer's area and any storage requirements	
HO18-10	To improve the changing facilities on the back pitch	 Replacing the current changing facilities with a new structure which would incorporate both changing and showering facilities, together with the capability to be segregated to accommodate both male and female players 	Mar 2022

7 GROUNDS

7.1 General Principals

- The function of maintaining the 'Grounds' will remain a voluntary position (i.e. Grounds Chairman who is a member of the Club), and they will be supported by a team of volunteers except for a paid Groundsman whose work will be limited to the preparation and maintenance of the 'squares'
- The outfields and surrounding areas will be maintained weekly during the cricket season (and lead up to it) and during the 'off-season' as and when deemed necessary
- The Club's practice facilities and ensuring they are fit for purpose will fall under the responsibility of the Grounds Committee and regular maintenance programmes, together with recommendation for improvements will be managed annually
- All machinery will be subject to self-maintenance during the season after each usage to ensure we protect the assets we have
- All machinery will be serviced by professionals at intervals deemed appropriate by the Grounds Chairman in line with available finances, and where appropriate, new machinery may need to be purchased
- Where such work demands, either due to the skilled nature or our volunteer base are unable to
 fulfil the requirement (possibly due to the physical nature of the task), then paid resource will be
 brought in
- The Community Payback scheme, when available will provide a regular resource to assist with the upkeep and maintenance of the grounds and surrounding areas

Ref:	Goal	How will this be achieved	By when
GR18-02	To ensure the presentation of the garage is of the highest possible standard	Painting of the external cladding to create a similar finish to the external render of the tearoom	May 2019
GR18-05	To improve the surrounding areas of the grounds	 Tidy up of depositing/compost area used by the Grounds team by the practise nets (Community Payback resource would be utilised for this activity unless it is deemed beyond their skill levels) 	Mar 2019
GR19-01	To ensure suitable walkways are in place so people don't have to walk on potentially wet/muddy grass	Pathway to be created in front of players seating area	Apr 2019
GR19-02	To improve the training facilities	Provision of a practise wicket to be prepared each week on the edge of the square	Ongoing

• Electricity to be supplied to the nets area for using the bowling machine plus secure storage box 2019

7.3 Medium Term Objectives (2020/21)

Ref:	Goal	How will this be achieved	By when
GR19-03	To improve the external appearance of the club	Realignment of the kerb stones down the driveway	Dec 2021
GR19-04	To improve the nets area	Potential re-laying of new carpet and remedial work on base layer	Apr 2021

7.4 Long Term Objectives (2022/23)

Ref:	Goal	How will this be achieved	By when
GR19-05	To provide parking facilities that ensure the flow of traffic is optimised together with the provision of additional spaces	 To repair the car park together with clearly marked parking bays (if deemed necessary) with the provision of additional car parking spaces by extending into the area between the two pitches. The exact work will be determined by available budget and demand 	Dec 2022

Other objectives will be defined upon receipt of the ECB outfield report which is due to be completed w/c 10^{th} December 2018 with the report produced in January 2019.

8 OTHER OBJECTIVES

8.1 Club administration

- To run the Club in line with the principles of the Constitution
- To meet the ECB required standards in all areas to ensure we maintain our Clubmark status. Reaccreditation took place in October 2018 and lasts for three years with yearly self-assessments in place
- To ensure all necessary personnel have the appropriate level of DBS checking
- To ensure we comply with all necessary regulatory requirements

8.2 Finance

- To manage the Club finances in a responsible manner and where significant spend is required this is presented in the right way (e.g. 3 x quotes) so as the Governing Committee or membership are in a position to make an informed decision
- To look at ways of increasing Club revenue to ensure we maintain a 'healthy' set of accounts that first and foremost allow us to meet the costs of running the Club, but where possible allow us to develop our facilities

8.3 Community

- To ensure we have an 'open' membership policy in line with the Club Constitution
- To work with as many community organisations as is deemed appropriate to promote the Club at the forefront of community activity

8.4 Volunteer base

- To encourage our volunteer base to grow
- To ensure any volunteer is not overburdened with Club work
- To gain insight into the skill set of all members to understand where specific help could come from where appropriate

8.5 Charity

• To maintain active relationships with various charities, with one nominated as a 'Charity Partner' for a period of two years, or longer if deemed appropriate. Any charity work however will not be at the detriment of Club finances

APPENDIX I - End of year (2018) review

This section will review all those objectives that had a target of being achieved in 2018, plus any other objectives which may have been brought forward.

Area	Ref:	Progress	Status
Senior Cricket	SC18-01	1 st XI more than consolidated their position in Division 1 of the Cheshire County League, narrowly missing out on promotion	Complete
Senior Cricket	SC18-02	The addition of 11 new players, plus the majority of the existing membership ensured we had strength in depth to compete across all four Saturday league sides. The 2 nd XI gained promotion, the 3 rd won their league, the 4 th XI had a mid-table finish whilst the Sunday 1 st XI offered a pathway for our juniors to progress to senior cricket	Complete
Ladies Cricket	LA18-01	Regular competitive Ladies cricket was provided by competing in Division 3 of the Cheshire Women's Cricket League in 2018	Complete
Ladies Cricket	LA18-02	There was a large enough player base to support the demands of playing league cricket with a total of 21 players used in 2018	Complete
Ladies Cricket	LA18-03	Set as a goal for 2019, the development of the squad in order to push for promotion from Division 3 was achieved at the first attempt in 2018	Complete
Junior Cricket	JU18-01	The best development pathway for the most promising junior players was provided by an 'academy' style coaching system in operation during December 17/January 18	Complete
Junior Cricket	JU18-02	Four new members of the coaching setup were recruited and appropriately qualified	Complete
Junior Cricket	JU18-03	Recruitment of a longer-term Junior Cricket Chairman was put on hold as Matt Owen decided to remain in office for a further year	On Hold
House	HO18-01	Professional cleaners have been employed and work two days per week during the cricket season and as required out of the season	Complete
House	HO18-02	Decision made not to proceed with partitioning the 'link room' as it would make it feel too much like a corridor	Closed
House	HO18-03	Painting of internal & external girders to be carried forward to 2019, however quotes have been received (£700 internal/£150 external)	Open

House	HO18-05	Costs obtained (£250) for painting the tearoom	Open
Bar	BA18- 01/02	The burden of responsibility for both overseeing functions and opening/locking during the season was reduced during 2018 but further work can be done to improve this	Open
Bar	BA18-03	A general refresh of the bar hasn't been undertaken as discussion focussed on to making the bar more functional	Open
Bar	BA18-04	Live sports events shown on Sky Sports were actively promoted as were Sunday afternoon Winter opening when live football is shown. Whilst we may not have seen a huge increase in revenue, there is a belief we may never see a return. We will continue to promote live sporting events	Closed
Grounds	GR18-01	Additional seating (c.30 seats) created with the construction of the decking area	Complete
Grounds	GR18-02	Garage not painted during 2018 due to availability of necessary resource	Open
Grounds	GR18-03	Square levelling works not undertaken due to poor weather. Decision taken to put this on hold for the time being	Closed
Grounds	GR18-04	Decision made not to proceed with any additional fencing at the far end of the back pitch as the solution in place is enough	Closed
Grounds	GR18-06	New covers, originally planned for 2020 were provisioned via grant funding in 2018	Closed

Appendix 2 – Summary of Changes (v2.0)

Any changes made to specific objectives will be recorded below. New objectives will not be recorded in this section.

Area	Ref:	Summary of changes	
Senior Cricket	General principles	The Captains will be focussed on finding a suitable replacement for their respective teams to ensure our succession planning is in good shape	
Senior Cricket	SC18-05	UPDATE – The plan to be promoted to the CCCL Premier Division has been moved from 2021 to 2019 (SC18-04 has been closed on the back of this)	
Junior Cricket	General principles	A new set of cyclical principles have been added which will replacer specific medium/long term objectives	
House	HO18-01	UPDATE - Painting of internal & external girders to be carried forward to 2019	
House	HO18-04	UPDATE – Shower improvement works moved from 2019 to 2022/23 when the lease position is known	
House	HO18-05	UPDATE - Painting of the tearoom moved from 2020 to 2019	
Bar	General principles	UPDATE — Reducing the workload of the Bar Chairman for both overseeing functions and opening/locking during the season (BA18-01 and 02) has been made a General Principle as we should be looking to do this continuously	
Grounds	GR18-02	UPDATE - Painting of garage scheduled for 2019	