



SECRETARY AND TREASURER'S GUIDE

(Updated November 2020)

This guide is intended to summarise the tasks that club secretaries and treasurers will normally have to perform during the course of a year. Some are tasks that may need doing regularly and are identified as such. Some will need doing just once per year and a timeline is given for them.

Player Registration (throughout the year)

Subject	Applicable to	Notes	Contact for further details
Registering new players	All league and cup matches	All players (including loan players) must be correctly registered online via the League Play-Cricket website. There is a downloadable document in the General Information/Registration of Players section of the YPLN website explaining the process. Please see Player Registration Rules.	administration@ypln.co.uk
Unregistered players or unknown players	All league and cup matches	The League will accept the registration of players after a match has been played only if the player has never played for another club. This must be completed within 48 hours of the end of the match. Please see Player Registration Rules.	administration@ypln.co.uk

Please Note: The onus and responsibility for ensuring that all players are fully eligible rests totally with each club. If there is any doubt, please ask. However, neither the League nor ECB are able to offer advice regarding visas required for overseas players. A regular oversight is a failure to register bona fide players brought in at the last minute or loan players.

Miscellaneous (throughout the year)

Subject	Applicable to	Notes	Contact for further details
Club Details	All clubs	All clubs must keep fully up to date on an ongoing basis the contact details of all Officers, Captains, and general club details on Play-Cricket. <u>It is vitally important that Secretary and Chairman details are accurate as these two officials are the primary recipients of league communications which are done via Play-Cricket.</u> Please see Management Rule 3.9	assistant@ypln.co.uk
DBS Checks	All clubs	Captains, umpires and scorers participating in the YPLN and Y&DSCL on a regular basis must be DBS checked prior to the start of the season. It is a club's responsibility to ensure that all relevant personnel are fully compliant. Please see YPLN Playing Condition 16.7 and Y&DSCL Playing Condition 15.9	sec@yplncricket.co.uk

Notification of Club Welfare Officer	All clubs	Clubs must ensure that the details of their CWO(s) are kept up to date on Play-Cricket and that CWO(s) are fully compliant with current ECB requirements. CWOs must also be DBS checked. Please see Management Rule 11.2.	sec@yplncricket.co.uk
ECB Child Protection Policy	All clubs	Clubs must comply with the ECB Child Protection Policy requirements relating to junior players and ensure that ECB Safeguarding policies are adhered to. Please see Management Rule 11.1.	sec@yplncricket.co.uk
Disciplinary Rules	All clubs	All clubs must possess a copy of club specific disciplinary rules and these must be sent immediately to the Case Officer in the event of a disciplinary incident without the League having to request them. Please see Management Rule 13.2	sec@yplncricket.co.uk

November/December

Subject	Applicable to	Notes	Contact for further details
Annual General Meeting	All clubs	Notice of the AGM will be sent out at least 28 days in advance of the meeting. Attendance is voluntary, but all clubs must vote in advance by email submission in a process as directed by the league secretary or appointed deputy. Please see Management Rule 4.	assistant@ypln.co.uk
League Trophies	All clubs	Any club or individual winning a League trophy is responsible for its safekeeping, and will be required to compensate for any loss or damage. Winners must arrange adequate insurance cover and must have the trophy appropriately engraved in order to be available for presentation to the new winners. Please see Management Rule 12.	assistant@ypln.co.uk
League Fees	All clubs	Invoices will be issued to clubs and it is their responsibility to ensure that fees are paid on time. Please see Management Rule 6.1.	assistant@ypln.co.uk

February

Subject	Applicable to	Notes	Contact for further details
Ordering of Cricket Balls	All clubs	Clubs will be contacted and asked to submit orders for cricket balls. Orders must be submitted by the given date and clubs must order a minimum of 6 balls per team. Please see YPLN Playing Condition 19 and Y&DSCL Playing Condition 13	administration@ypln.co.uk

March

Subject	Applicable to	Notes	Contact for further details
YCB Affiliation Fees	All clubs	A single invoice will be sent to cover YCB fees, the required minimum two tickets for the Annual Dinner and the cricket balls that were ordered in February. Please see Management Rules 6.1, 18.2, YPLN Playing Condition 19 and Y&DSCL Playing Condition 13	administration@ypln.co.uk
Annual Dinner			
Cricket Balls			
Registration of covers	Y&DSCL teams below the First Division	Teams in YPLN and Y&DSCL Premier and First Divisions must have and use covers. Clubs with teams below the Y&DSCL First Division must inform the League if they do not have or do not intend to use covers during matches by April 1 st each year. Please see YPLN Playing Condition 14 and Y&DSCL Playing Condition 10.	assistant@ypln.co.uk

April

Subject	Applicable to	Notes	Contact for further details
Pre-season Meetings	All clubs	The purpose of these meetings is to update and inform clubs of latest directives and initiatives etc. and to distribute cricket balls. It is mandatory for all clubs to attend. Please see Management Rule 5.	assistant@ypln.co.uk

September

Subject	Applicable to	Notes	Contact for further details
Umpires Fees	Y&DSCL Premier and First Division Teams	Invoices will be issued to clubs and it is their responsibility to ensure that fees are paid on time. Please see Management Rule 6.2.	administration@ypln.co.uk
Annual Dinner	All clubs	Clubs will be circulated with details of the Annual Dinner and asked to submit a request for tickets in excess of the two already paid for. Please see Management Rule 18.2	administration@ypln.co.uk