

THE DEVON CRICKET LEAGUE RULES **2012**
The Constitution of the League: (Rules 1 to 10 Inclusive)

1. TITLE

The League shall be called 'The Devon Cricket League', hereinafter referred to as 'the **DCL**'. If, however, the **DCL** is sponsored, the name of the sponsor may be incorporated into the title for the duration of such sponsorship.

2. STRUCTURE

(a) Leagues & Divisions:

Within the **DCL** there will be two component, independent leagues:

i) The First XI League will consist of a Premier Division of ten teams together with as many other Divisions ('A', 'B', 'C' etc.), each with a maximum of ten teams and a minimum of 8 teams, as necessary unless 2(a)(v) applies.

ii) The Second XI League (that will include the Third and Fourth teams of Member Clubs) will consist of a Premier Division of ten teams, three County Divisions (2nd XI 'A', 'B' and 'C'), each of ten teams, and as many other Divisions as may be required. These additional Divisions will be regionalised on an 'East/West' basis as operationally possible. The maximum number of teams in each Division below 'C' will be at the discretion of the **EMC**.

iii) No two teams from the same Club will be permitted to play in the same Division.

iv) No Club will be permitted to play in the Premier, 'A', 'B' or 'C' Divisions of the First XI League unless the 2nd XI of that Club plays in the 2nd XI League.

v) For operational reasons, the General Management Committee (**GMC**) as advised by the Executive Management Committee (**EMC**) will have the power to increase the bottom Division of the 1st XI League to a maximum of 12 teams, also to adjust the 'regionalised' 2nd XI Divisions as required ensuring as near as possible a full competitive season.

(b) Timing of application to join or leave the DCL:

Any side withdrawing from the **DCL** shall submit confirmation to the **DCL** Administrator in writing prior to the 15th October following the season end. This includes where a Club has more than one team in the **DCL** and wishes to withdraw or add one or more teams. Only the lowest position team may be withdrawn first. New applications are required by the same date.

NB: this includes where a Club has more than one team in the **DCL** and wishes to withdraw or add one or more of their teams.

(c) League Administration:

i) The DCB will issue to each Member Club in **January each year**, an Affirmation Form that records the Club's official data. It is a requirement that each Member Club return this form to the **DCB**, suitably amended where necessary, no later than 28th February annually. To assist the **DCL** with future correspondence it is essential that an active email address is provided by each Club.

ii) When a Member Club makes any subsequent change affecting its Officials, Captains or other data relevant to the smooth running of the **DCL**, it must notify the **DCL** Administrator within 14 days from the date of any such change.

iii) Member Clubs have 21 days from the date of notification to respond to all **DCL** correspondence unless otherwise indicated. Failure to do so within this time frame will incur a £30 fine **unless** there are mitigating circumstances acceptable to the **EMC**.

(d) Affiliations and Codes:

All member Clubs are required to be affiliated to the Devon Cricket Board (**DCB**) and the Devon Association of Cricket Officials (**DACO**). Clubs must support the ECB Code of Conduct and Spirit of Cricket, and adopt the Safe Hands Policy.

3. COMMITTEES AND RESPONSIBILITIES

(a) The General Committee:

A General Committee (referred to hereinafter as '**GC**') consisting of one representative from each Member Club will govern the DCL.

(b) The DCL Management Structure:

i) The DCL will be administered by the Executive Management Committee (hereinafter referred to as the '**EMC**'). In turn, the EMC will be responsible to the General Management Committee (hereinafter referred to as '**GMC**'). The **EMC** has the responsibility to administer the DCL in accord with the Rules agreed at the Annual General Meeting (**AGM**).

ii) It is the responsibility of Member Clubs to abide by the same rules.

(c) The Executive and General Management Committees:

i) The **EMC** will consist of the League Chairman, Vice Chairman, the League Administrator, Hon. Treasurer and the Hon. Fixtures Secretary and they are hereby referred to as the 'Executive Officers' (**EO**). The **GMC** will consist of one representative from each 1st XI Division, the 'Webmaster', a representative of **DACO**, & the Results Secretaries. The **EMC** and **GMC** will have the power to co-opt from within and from outside the DCL when considered necessary.

ii) The DCL will employ, on a PAYE basis, the executive services of an Administrator. The EMC is authorized to increase the salary for such services in line with the increase in the Retail Prices Index in the previous financial year of the DCL (end of September). Any higher award requires the approval at the next AGM with any increases backdated to 1st October 2010 where appropriate.

The sum payable from 1st October 2010 will be £7,000.00 per annum.

iii) All **EMC** and **GMC** members will be elected by the **GC** at the **AGM** to serve until the next **AGM**.

iv) **Committee Meetings:** The **EMC** will meet on a bi-monthly basis and the **GMC** also bi-monthly and at such other times as the business of the **DCL** require.

v) **The Emergency Committee:** This will consist of 3 members of the **EMC** with the Chairman or his Deputy able to co-opt from the **GMC** or from outside the DCL if necessary or considered appropriate. A full report of any such meeting must be made to the **GMC** at the next meeting.

(d) Voting Rights in Committees:

i) Each member of the **GC**, the **EMC**, the **GMC** and, where relevant, the Emergency Committee, to include any co-opted members, shall have one vote at their respective meetings. The Chairman at the meeting will have the casting vote. For the avoidance of doubt, abstentions will not be counted as votes recorded an attendance of 75% of the members of the **GC** and 50% of the **EMC** and **GMC** will constitute a quorum.

ii) Any paid Executive Officer of the **DCL** is not permitted to vote on matters concerning League finance.

(e) Appeals Sub Committee:

The **EMC** and **GMC** are elected at the **AGM** and thereby empowered to apply the Rules of the DCL fairly and to impose penalties, where appropriate (and stipulated elsewhere within the Rules). In the event of a Member Club, or its member, disagreeing with such decision reached against it there is a 'Right of Appeal'.

This can be either:

i) By post, fax or e-mail to the **DCL** Administrator within 7 days of receiving the original judgment notification. The request to review the decision must be accompanied by a deposit cheque for £25, payable to the 'Devon Cricket League'. A panel of 3 **GMC** members, one of whom must be an **EMC** member (excluding the DCL Administrator) and not involved in the original judgment, will arbitrate on the original decision.

Alternatively:

ii) A club can request an '**Appeal Hearing**' within the same time frame as outlined above. This request must be delivered to the **DCL** Administrator in writing and accompanied by a deposit cheque for £100, payable to 'Devon Cricket League'. The Hearing will be arranged, normally at the Exeter Court Hotel, Kennford, EXETER. The **DCL** will seek a date convenient to both parties but usually within 4 weeks from the date of the 'Appeal' letter.

If no date can be agreed then the **DCL** will set the date.

iii) The '**Appeal Panel**' will comprise 3 members of the **GMC** (to include any co-opted member), one of which must be an Executive Officer not involved in the original decision but excluding the **DCL** Administrator (who will be responsible for taking the Minutes). The appellant has the right to be represented. The Appeal Panel may confirm, vary or reverse the previous **EMC** decision. It will have the power to order the deposit, or part thereof, forfeit if the appeal is lost. When the Appeal is upheld in full or in part the original deposit will be refunded, in whole or in part, dependent upon the decision reached. The Appeal Panel will provide a written explanation of their decision and this will be final and binding on both parties.

iv) In exceptional circumstances, e.g. legal interpretation of DCL Rules, a Club can subsequently appeal to the Devon Cricket Board in accord with their Constitution and upon payment of their costs. The decision of any such arbitration service will be binding on both parties. Any deposit previously paid to the DCL will be refunded in accord with the judgment given.

(f) Disciplinary Sub-Committee (DSC)

i) The Disciplinary Sub-Committee (**DSC**) will hear complaints against players, Member Clubs or their officials, in any way connected with the **DCL** or any competition organised by the **DCL**. A separate Disciplinary Appeal Sub-Committee (**DASC**) will hear appeals against decisions reached by the **DSC**. No player (or club) shall be refused the right to appeal against any decision reached by the **DSC**.

ii) The Chairman and members of both Sub-Committees will be appointed from within the **GMC** with the power to co-opt when necessary.

iii) Each Sub-Committee shall consist of an odd number of no more than 5 and no fewer than 3 members, including the Chairman. Each member will have 1 vote with the Chairman having the casting vote. In addition, the **DCL** Administrator (or a suitable deputy), in a non-voting role, will record the Minutes of any disciplinary hearing. A full report of any Hearing will be presented to the full **EMC** and **GMC** at their next meeting.

iv) No person may sit on either committee if in the opinion of the **DCL** Chairman there is likely to be any conflict of interest arising from blood tie or Club membership.

v) All disciplinary and appeal hearings will be conducted in accord with the 'DCL Disciplinary Rules and Procedures' published in the Handbook. Decisions are binding on all parties involved.

4. GENERAL AND DIVISIONAL MEETINGS

(a) **Annual General Meeting:**

The Annual General Meeting (**AGM**) shall be held as near as possible to the last Friday in January of the year following the Season to which it relates.

(b) **Extraordinary General Meetings:**

On the instructions of the **GMC**, or at the request of no fewer than fifteen member Clubs, the **DCL** Administrator shall convene an Extraordinary General Meeting (**EGM**) giving at least 14 days notice.

(c) **Divisional Meetings:**

Individual 1st XI Divisional Sub-Committee Meetings will consist of one representative from each Club that will be playing in the Division during the following season. These meetings will be held between the last day of the current season and the 7th October of dates, times and venues to be arranged by the **DCL** Administrator, who will be responsible for notifying Clubs at least 21 days before their meeting is to take place. The proposed Agenda will be sent with such notification. The relevant Division Representative will Chair the meeting and appoint one person to take the minutes. These will be published to the Clubs attending for their approval within 14 days of the date of the meeting. The **DCL** Administrator must receive the final version of the minutes by 30th October or any earlier date as advised.

(d) **Attendance Obligatory**

It is obligatory for each Member Club to have a voting representative at any General Meeting and at Divisional Sub Committee Meetings.

Clubs not attending shall be fined £20.00.

5. AMENDMENTS TO DCL RULES

a) Rules may only be amended or deleted, or new Rules adopted, at an **AGM** or at an **EGM** called specifically for this purpose, with the exception of the Devon Senior Cup the Twenty/Twenty and the Corinthian Cup competitions. The 'Playing Rules' for these will be formulated and controlled by the **EMC** although all other **DCL** Rules will be applied where appropriate. No change to the Constitution of the **DCL** will be made unless supported by two thirds of the votes recorded. No change to the 'Playing Rules' will be made unless supported by a majority of the votes recorded. For the avoidance of doubt, abstentions will not be counted as votes recorded.

b) Proposals for any change to the Rules to be put forward for consideration at an **AGM** must be received, in writing, by the **DCL** Administrator not later than eight weeks prior to that **AGM**. The **DCL** Administrator will circulate these proposals to all Member Clubs within the following two weeks. Any proposals for amendments to those changes already submitted must be similarly received within the following two weeks. The final list of proposals will be circulated, along with the **AGM** Agenda, to all Member Clubs at least 28 days before the **AGM**.

c) Where an **EGM** is called, whether solely or partly to consider proposed amendments to Rules, the **EGM** will take place no later than 3 weeks after the last of such proposals is received, in writing, by the **DCL** Administrator.

6. SUBSCRIPTIONS & FEES

(a) Subscriptions:

(i) Each member Club shall pay an annual subscription, payable on 1 April and no later than 1 May each year, according to the following scale:-

Premier Division First XI	£162
Divisions A, B & C First XI	£113
Divisions D, E, F, G, etc. First XI	£ 88

Where a Club runs any additional team in the **DCL**, an additional subscription of **£62** shall be payable for each such team.

(ii) From 1 April 2011, the subscription payable by each Club will be changed in line with inflation as measured by the change in the retail price index (or any such index that replaces it) based upon 30 September of the previous year. Any such increase will be rounded to the nearest £1.00. However the **EMC** may propose any alteration that it considers to be in the best interest of its members.

(iii) Non-payment of a subscription by 1 May shall incur a fine of £10 per month or part thereof until such time as the subscription is fully paid.

(iv) In the event that the annual subscription does not cover the expenses of the **DCL**, any deficit shall be borne equally by all member Clubs.

(b) Tea Fees:

The rate charged for teas to away teams at all matches. For the current Season the rate shall be £33.00 per Team.

7. FINANCE

(a) Financial Year:

The financial year shall run from 1st October to 30th September.

(b) Banking Arrangements:

All monies received shall be paid into a banking account in the name of the Devon Cricket League. Accounts shall be paid by cheque and signed by the Hon. Treasurer or any other nominated member of the **EMC**.

(c) Auditors:

The annual accounts will be drawn up by the Treasurer and an independent accountant who holds a suitable professional qualification who will confirm whether or not the accounts are in accordance with the books and records of the **DCL**.

8. DEVON COUNTY CRICKET CLUB

Member Clubs shall not refuse permission to any of their players to assist the Devon County Cricket Club when required. The **DCL** shall assist as far as possible by arranging competition fixtures to accommodate Devon County Cricket Club fixtures.

9. EXTRA RULINGS

The **EMC** & **GMC** will have the full power to deal, at their discretion, with any matter affecting the **DCL** that is not specifically covered by the Rules.

10. DISSOLUTION OF THE DCL

The **DCL** will not be dissolved except by a two-thirds majority of the votes recorded at an **EGM** called specifically for this purpose. In the event that, at dissolution, the **DCL** funds are insufficient to cover the legal liabilities, any shortfall will be borne equally by Member Clubs in proportion to the number of teams they play in the **DCL**.

Similarly, in the event of a surplus of funds at dissolution, such surplus will be equally divided between all Member Clubs in proportion to the number of teams they play in the **DCL** at that date.

Playing Arrangements and Conditions: (Rules 11 to 22 Inclusive)

Note: Any reference to a 'League Match' applies to all matches taking place under the auspices of the DCL.

11. FIXTURES

(a) The Season & Rearrangement of Fixtures:

The DCL shall arrange home and away fixtures between all member Clubs. Such fixtures shall normally be circulated to the Clubs by 31st October each season. Matches shall commence on the first Saturday in May and continue to be played on consecutive Saturdays thereafter.

No rearrangement of these fixture dates shall be allowed under any circumstances.

(b) Cancellation of Fixtures:

- i. No fixture shall, on account of weather or ground conditions, be cancelled before 10 a.m. on the day of the match. Cancellation shall only be by agreement between the Club Team Captains concerned or, in their absence, a named Club Official. In the event of any dispute, as to whether cancellation should take place or not, or any lack of firm agreement, the Clubs should contact a member of the DCL EMC who will in turn may recruit the assistance of DACO. Cancellation must NOT be made unless both teams fully understand that the cancellation has been made.
- ii. The Away side shall have the option to travel and inspect the Ground. If this option is taken, the Home team must attend pending the on-site decision and the Away side shall be responsible for independent umpire's costs should the match subsequently be cancelled without a ball being bowled.
- iii. In matches where Independent Umpires are appointed, they shall be informed immediately of the decision to cancel, assuming agreement has been reached under (i) above, and shall be paid if caused to travel.

(c) Known Unavailability of Home Ground:

Where a Club has prior notice of dates when their Home Ground will be unavailable for cricket during the following Season, such dates shall be notified in writing to the Hon. Fixtures Secretary by 30th September of the previous year.

(d) Unfitness or Unavailability of Ground:

Should a Ground be declared by the EMC to be dangerous or unfit for cricket, or be unavailable for any other reason not covered in **11.(c)** above, it shall be the responsibility of the Home Club to arrange for another suitable Ground to be used and to notify the DCL Secretary, the Umpires' Representative and the Opposing Team accordingly at least three days before the fixture date, any expenses incurred being borne by the Home Club.

N.B: No re-arrangement of the venue will be permitted within three days of the fixture date. If any contravention occurs the home club will be deducted 10 points.

Should it prove impossible to find a suitable alternative venue within this time limit, the match shall be treated as 'Cancelled' and points awarded as specified in Rule 14.(a)

12. CONDUCT OF MATCHES - UMPIRES & SCORERS

(a) MCC Law:

Matches shall be conducted in accordance with the official MCC laws of cricket except for matters specially provided for in these Rules.

(b) Wide Ball:

Throughout the DCL, umpires are instructed to apply a very strict and consistent interpretation concerning this law in order to prevent negative bowling wide of the wicket.

In the Premier, 'A' and 'B' and 'C' 1st XI Divisions only, any offside or leg side delivery which, in the opinion of the umpire, does not give the batsman a reasonable opportunity to score shall be called a wide

As a guide, any ball passing, on the off side, sufficiently wide of the batsman to prevent contact with the normal striking portion of the bat shall be called 'wide'. In addition, any ball passing down the leg side, outside the batsman shall be called 'wide'.

(c) Umpires & Scorers:

i) In respect of all **Premier, 'A', 'B' & 'C'** Division 1st XI matches, the Devon Association of Cricket Officials (DACO) shall supply Independent Umpires to be paid prior to the commencement of the match. Each team shall supply one non-playing Scorer.

ii) In the remaining 1st XI and ALL 2nd XI matches, each team must supply one non-playing Scorer and one non-playing Umpire.

iii) Premier, 'A', 'B' & 'C' Divisions 1st XI's only: Failure by any side to provide a Scorer for both innings shall, result in 2 points being deducted from that side for the match concerned. The Umpires will be responsible for reporting this offence.

(d) Fitness of Ground, Weather & Light:

If at any time the Umpires together agree that the conditions of Ground, weather or light or any other circumstances are dangerous or unreasonable, they shall immediately suspend play, or not allow play to start or to recommence. Refer to MCC Law3.9.

(e) Clothing and Attire:

The **EMC** wishes to maintain standards across the league Competitions. The DCL require that all clothing worn during a League, senior Cup and Corinthian Cup match are predominantly white. Coloured clothing is acceptable only in the Twenty/Twenty Cup Competition.

13. HOURS AND CONDITIONS OF PLAY

(a) Normal Hours of Play:

Premier 1st XI & 2nd XI, 'A' 1st XI: Start Time: 1 .00 p.m.

All other Divisions: Start Time: 2.00 p.m.

These times, and those in Rules 13.(d) and 13.(g) shall be brought forward by 30 minutes in respect of the last four matches of the season.

A team not ready to start at the scheduled time shall lose one over of its innings for every full three and a half minutes they are late. In addition, at the start of the match, they shall forfeit the toss.

(b) Normal duration of Matches:

Premier 1st XI matches (subject to special rules refer to Rule.24 for clarification)

Premier 2nd XI and 'A' Division 1st XI: 100 six ball overs.

All other Divisions: 92 six ball overs.

(c) Normal duration of Innings (side batting first):

Premier 1st XI matches (subject to special rules refer to Rule.24 for clarification)

Premier 2nd XI and 'A' 1st XI: 50 six ball overs (maximum) **

All other Divisions: 46 six ball overs (maximum) **

Any part overs shall be treated as having been completed. In all cases the Innings of the **Side Batting Second must use the balance of overs available after completion of the First Innings.

(d) Intervals:

(i) Tea Interval:

All Divisions: 30 minutes, normally taken between Innings.

If the first innings is concluded before 3.30 p.m. in the Premier Division 2nd XI and the 'A' Division 1st XI. In all other Divisions 4.00 p.m., there shall be a ten minute interval between innings. Tea shall be taken at 4.15 p.m. in the Premier Division 1st and 2nd XI and the 'A' Division 1st XI or in all other Divisions 4.35 p.m. or after 35 minutes of the second innings, whichever is the later. In matches affected by the weather or light, tea may be taken by agreement between the Captains and the Umpires.

If, however, (i) the first innings closes or (ii) there is a stoppage for weather or light, between 4.00 p.m. and 4.20 p.m., tea shall be taken immediately. In the event of (i) above, there shall be no separate or additional interval between innings.

Premier Division 1st XI matches (subject to special rules refer to Rule.24 for clarification)

(e) Over Rates (Premier, 'A', 'B' & 'C' Divisions First XI only)

i) To prevent over long matches and to encourage an over rate of 17 per hour of actual playing time, time allocations for innings shall be as follows:

Premier & 'A' Division: An innings of 50 overs maximum must be bowled in 175 minutes of playing time.

'B' & 'C' Division: An innings of 46 overs maximum must be bowled in 162 minutes of playing time.

ii) Where overs have been added to the normal maximum length of an innings, an additional seven minutes shall be allowed for every two overs and three minutes for an odd over. Part overs shall be deemed to have been completed

iii) In circumstances which cause loss of playing time and which are beyond the control of the bowling side, any one event which delays play by more than two minutes shall be noted by the Umpires and the total time lost through that event shall be excluded from the actual playing time.

iv) Any bowling side failing to achieve the required over rate shall lose one point for

every one over per hour, or part thereof, by which they fall short of the requirement. Any such penalty shall be applied by the Result Secretary in consultation with the **EMC** using information recorded on the result sheet and the Umpires reports and, if necessary, after discussion with the umpires

(f) Restriction on Overs per Bowler:

NB: Special regulations apply to Premier Division 1st XI matches refer to Rule.24.

No bowler may bowl more than 30% of the available overs in any innings.

In the event of an interruption during the first innings, the number of overs available per bowler shall be reduced accordingly. If, on resumption of play, a bowler has exceeded the new maximum number of overs, he shall not be allowed to bowl again, other than to complete an unfinished over.

The Umpires will, prior to the start of the innings, or upon resumption of play, advise the Captains and Scorers of the maximum number of overs available per bowler.

(g) Interruption or Delay of Play:

If during the first innings the weather or light delays play to the extent of seven minutes or more, two overs shall be deducted from the match total for every complete seven minutes delay.

In **All Divisions**, irrespective of the number of overs available, the side batting first may use no more than 50%

No game shall commence after 3.30 p.m. in Premier 2nd XI & 'A' Division 1st XI. Or the second innings after 6.00 p.m. In all other Divisions 4.00 pm. or second innings after 6.30 p.m. will apply No match shall be of less than 40 overs duration

14. SCORING OF POINTS

NB: Premier Division 1st XI matches bonus points vary from that below.

(a) Match Points shall be awarded as follows:

10 points for an outright win

6 points for a draw with the higher score

2 points for a draw with the lower score (but See Notes: (iii) below)

5 points for a tie or draw with the scores level

6 points for a cancellation or abandonment

No points shall be awarded for an outright defeat.

Notes: (i) The maximum number of points any side can be awarded is twenty.

(ii) Bonus points awarded prior to the abandonment of a match shall stand.

(iii) In a drawn match, the side batting second that fails to score at least two thirds of the required total to win shall be awarded **NO** points for the draw and the side batting first shall be awarded an additional **TWO** points.

(b) Bonus Points:

(i) **Batting:**

One batting point shall be awarded for the first hundred runs and one additional point shall be awarded at each of the following totals: 125, 150, 175 and 200 runs (i.e. a maximum five points).

One batting point shall be awarded to a winning side batting second for every two wickets standing at the end of the match, providing that the total of batting points awarded does not exceed five.

However, should the side batting second successfully chase a target of less than 100 runs, they shall be awarded one batting point, plus additional batting points for wickets in hand as stated in the paragraph immediately above.

(ii) **Bowling:**

One bowling point shall be awarded for every two wickets taken. If a side cannot bat a full eleven, the bowling side shall be awarded the maximum of five points only when all available wickets are taken.

(c) Inability to Fulfill a Fixture:

Should any team be unable to fulfill a fixture where a suitable ground is available, it shall forfeit the match and be awarded no points; twenty points being awarded to the opposing team.

Such Team shall also have 10 points deducted from its total to date. Where a clear 48 hours notice to the opposition has not been given, if the offending Club is the away team, they shall pay to the home team a sum of £33.00. The offending Club shall be responsible for paying independent Umpires where applicable, as if the fixture had taken place.

In other than exceptional circumstances, no Club may fail to fulfill a higher XI fixture whilst fulfilling a lower XI fixture on the same day. The penalty on a Club for failure to observe this part of the Rule shall be the loss of all points resulting from any fixture fulfilled on that day, in addition to penalties (detailed above) applied to the Team failing to fulfill its fixture.

15. MATCH RESULTS / RESULT SHEETS / UMPIRE ASSESSMENT FORMS

a) The Home Captain will be responsible for ensuring that an official result sheet, completed to include all players names, whether they had batted or not, is signed by or on behalf of both Captains. The Captain or another member of the Home side will be responsible for submitting the fully completed, accurate and legible result sheet (in black ink) to the appropriate Divisional Result Secretary by scanned Email, at the earliest opportunity. The result sheet must be received by the Result Secretary no later than noon on the first Tuesday following the match taking place.

Guidance Note: Clubs may wish to ensure that the Result Secretary has received the result sheet. Subject to notification of an appropriate Email address an acknowledgement will be issued.

b) Failure by the Home team to submit a completed result sheet, as required in 15(a) by noon on the first Tuesday following the match will incur a £10.00 fine. After the third, and any subsequent offence during the same season 5 points will be deducted from the appropriate team total in addition to the said fine. Errant Clubs will be notified of each offence in the most expedient manner.

c) In the event of an abandoned game (that is a match where play has commenced) the result sheet must be fully completed and returned as required in 15 (a).

d) In the event of cancellation (that is where no play has taken place) the result sheet must be completed by the Home Captain (or a representative of his Club) stating 'Match Cancelled' and the time it was confirmed with the opposing Captain. After signing the result sheet the submission procedure outlined in 15 (a) will apply.

e) In those Divisions where Umpires are appointed by **DACO**, both Captains must fully complete the Umpires Assessment Form. The completed form is to be posted to the nominated **DACO** Representative, in the **DCL** envelope supplied, so that it is received no later than noon on the first Wednesday following the match taking place. If the Home Captain fails to comply or the form is received late a fine of £10.00 will be incurred for each occurrence.

16. CHAMPIONSHIPS

(a) **The Champion Team:**

The Team gaining the greatest number of points at the end of the Season shall be the Champion Team of each Division.

(b) **Equality:**

Should two or more Teams have equal points, the winner shall be the Team with the highest number of outright wins. Should equality still prevail the Team with the highest number of winning draws shall be the winner. Should equality still prevail, the Teams concerned shall be joint winners. The same principles shall apply in the determination of each Team's position within each Division save that, where equality still prevails, the Team with the most batting points shall be placed the higher.

(c) **Promotion and Relegation:**

In both First and Second Eleven Leagues the two Teams finishing top in all Divisions will be promoted, with the exception of the Premier Division (both 1st and 2nd XI) and the regionalised 'D' Divisions 2nd XI. Within the regionalised Divisions 'D' West 2nd XI and 'D' East 2nd XI, only the top team will be promoted from each. (NB: See Rule 22b. ref. Ground Grading Criteria)

The two teams finishing bottom in all divisions will be relegated, with the exception of 'F' Division 1st XI, 'E' East 2nd XI and 'E' West 2nd XI. If however a team withdraws from the DCL then the club in ninth place will retain its place in the appropriate division.

Note.1:

Should a Team fail to qualify for promotion under Rule 2 (a) (No 2nd XI) or Rule 22 (b) or 22 (c) (Ground Grading / No artificial requirements), the Team finishing in the next best position will be promoted instead.

Should the latter Team also fail to qualify for promotion, the Team due to be relegated in its place will remain in the higher Division, in its final position.

Note.2:

Should a Team be relegated to a Division in which a lower Club XI is already playing in the lowest Division, the **EMC** will seek an equitable solution to ensure that no Team is unfairly denied promotion.

17. TROPHIES

Winners of Championship Trophies, the Long Service achievement award, the Player of the season and the Bob-Bridges Trophy, will be responsible for their safe custody and their return to the DCL Administrator on or before the Annual Divisional Meetings.

Failure by a Club to return the trophy in good condition by the due date will result in a fine of £30.00 or the cost of replacement, whichever is the greater.

18. MATCH BALLS

(a) In all matches each side shall provide one new match ball, both balls to be lodged with the Umpires before the commencement of the match. The ball used first in the match shall be deemed to be that supplied by the Home side. The side fielding second MUST use the second ball from the commencement and for the duration of the innings, where possible.

At all times both balls used must be of the same standard and manufacturer.

(b) In all Premier Division and 'A' Division 1st & 2nd XI matches the ball used must be '**Dukes County International**'. In all other League matches, the ball used must be '**Dukes Special Crown Match**'. Any new ball must bear the **DCL** symbol. (NB: For the 2012 season only, '**Tiflex**' equivalent balls will be allowed, assuming that both balls used are the same manufacturer and also subject to the approval of the Umpires)

The **DCL** Administrator must receive all orders for new balls by 28th February each year (unless advised accordingly). Payment must be received no later than four weeks after receipt of the appropriate invoice from the **DCL**. NB: VAT Invoices cannot be provided.

An adequate number of spare balls (bearing the **DCL** symbol) must be made available by all home sides for use as and when necessary. For Premier Division 1st XI matches only, a minimum of four used balls of the requisite type and condition shall be made available by the home side.

The said balls will be subject to the approval of the Umpires as satisfactory before the start of play. The selection of a spare ball from this stock, when the ball previously in use is lost, shall be as directed by the Umpires.

19. PLAYERS: ELIGIBILITY & REGISTRATION

a) Procedure:

Registration of all payers will take place in accordance with guidelines issued from time to time by the EMC.

The rules will apply to both male and female gender and must comply with EMC guidelines, which may be subject to change from time to time.

Registration of players applies to ALL 1st XI teams and any player in category 2 or 3.

For the avoidance of doubt, category 2, 3 or 3E players in any team below must also be registered.

All players playing in any of the Cup Competitions organised by the DCL must also be registered (Except the Corinthian Cup Competition, refer to the competition rules)

Each team must include a minimum of NINE category 1 players. Additionally, teams may include either.

- One category **2** and one category **3** OR
- One category **2** and one category **3E** OR
- One category **3** and one category **3E** OR
- Two category **3E** players OR
- If 10 category 1 players are included, one player only from category **2, 3 or 3E**.

Category 1

This category comprises players who either:

- a) Are qualified for England under current ECB rules (these rules are available at anytime from the ECB Website) OR

- b) Hold a British passport **OR**
- c) Are a foreign citizen who has been resident in the UK for the preceding four consecutive years as of the date of registration and has spent a minimum of 210 days in each of these preceding 4 consecutive years within the UK (for which purpose shall mean a year ending 31st March) **OR**
- d) Are a citizen of a UK Overseas Protectorate (note e.g. Anguilla, St Helena, Falkland Islands) **OR**
- e) Who otherwise falls under category 3 or 3E but who, on the 1st September in the preceding year is under 17 years of age.

Category 2

This relates to players who, at the date of registration, are contracted to a First Class County or MCC Young Cricketers. Players must comply with the qualification requirements and restrictions of categories 1 and 3. This means, for example, that a player regarded as non-overseas for the purpose of County Cricket may nevertheless still fall within the DCL category 3 definition and be restricted accordingly. For the purpose of clarification, a contracted player with a county club is one who either has a full playing contract, a summer contract or development contract but not an Academy contract (aged 16-19). Only one category 2 player may play in any DCL League or Cup game

However, “home grown” players as defined below will be regarded as category 1 players. A “home grown” player is one who was a bona fide member of that club for at least the last two UK seasons prior to his 21st birthday, and played at least 12 matches in total in DCL League or cup games in the preceding two UK seasons, and was a member of the club immediately prior to the award of a contract.

Category 3

All players not covered by category 1, 2 & 3E or the “home grown” rule”

Only one category 3 player may play in any DCL League or Cup game.

Category 3E

This category comprises players who do not qualify under category 1 or 2 but who have been resident in the UK between 18 months and 4 years as of the date of registration and who have spent a minimum of 330 days in the UK (for which purpose shall mean a year ending 31st March) **OR**

Hold a passport issued by a member state of the European Union.

19 (b) Registration of Players.

1) Where a **category 1** player has been registered with a club in the previous season that registration will be carried forward to the new season. This will be subject to the holding club re-affirming the registration. Players in **categories 2, 3 and 3E** must complete the current year DCL registration form. The completed registration form together with any other requirements stated below must be received by the Registration Secretary (currently the DCL Administrator) no later than 10.00 p.m. on the 23rd April each season in order to be eligible for the first match of the current season..

- 2) After this first match, a player can be registered up to 10.00 p.m. on the Thursday prior to the match in that he/she wishes to play in.
- 3) No new player registrations will be accepted by the Registration Secretary (or the EMC in the absence of the registration secretary) after 10pm on the 31st July of the current season.
- 4) Once registered with a club, a player remains registered until officially transferred or the holding club notifies the Registration Secretary that the player's registration is to be cancelled.
- 5) Any substitute (as defined by the Laws of Cricket) used in a League or Cup match need not be a registered player.
- 6) At the time of registration **category 1c, 2, & 3e** players must provide a written statement of their compliance with the eligibility rules.
- 7) At the time of registration **category 1e** players must provide proof of age.
- 8) At the time of registration, **category 2** "home grown" players must provide the relevant proof as described in **category 2** in order to play as if they were **category 1** players.
- 9) At the time of registration, **category 1d, 3 & 3E** players **must** provide the following:
 - a) A copy of their passport to include entry stamp into the UK where appropriate **plus**
 - b) A copy of their visa, where a visa is required.
 - c) If the Visa or entry stamp prohibits any paid work, or has restrictions on particular type of work, the club must confirm in a separate letter that they will not be paying that player in any capacity at that club (or confirm that the payment meets the terms of the restriction in the passport on paid work). For the avoidance of doubt, payment includes but is not restricted to air fares, lodging allowances, coaching fees, Grounds-man's fees, provision of a vehicle, mileage allowances or appearance money.
 - d) The club, at the date of registration, is also required to inform the DCL whether or not the player will be involved in coaching at any level. If so then a **Level 2** coaching certificate (or equivalent in the players own country) must be produced. If not, then the DCL will accept a copy of confirmation of payment for the appropriate course, that course and qualification to be obtained within the current season.
 - e) The club at the date of registration is also requested to inform the DCL if the player will be coaching under 18's and if so a CRB certificate (or equivalent in the players own country) must also be produced.
 - f) Registration will be granted providing that **9a, 9b, 9c** and if appropriate, **9d**, are complied with at the date of registration **BUT subject to 9g below**.
 - g) If the documents to support **9e** are not available at the time of registration but requirements of **9a, 9b, and 9c**, have been met. Provisional Registration will be granted but it remains the responsibility of the Club to comply with all relevant and current UK Tax Laws (such as PAYE and NI)

GUIDANCE NOTE

The Registration secretary will accept by Fax, Post, E Mail or by Hand the fully completed DCL Registration forms (note-full names including initials, post codes, contact telephone numbers and date and place of birth, are all a requirement), together with any supporting documents that are required to fulfill the requirements of 19b, and within the time limits prescribed within the rules.

Once registered with a club, a player remains registered with them until officially transferred, or the holding club notifies the Registration Secretary that the player's registration is to be cancelled.

The Registration Secretary (or the EMC) shall have the power to refuse registration at any time in the best interest of the DCL.

1) Club Responsibility when Registering Players.

A club, when relying upon a player registration continuing from the previous season, is responsible for:-

- (i) Checking that the players name is shown on the list of Registered players as supplied by the Registration Secretary
- (ii) Ensuring that a Player is not registered with any other club e.g. that the player was officially transferred to his club in the previous season
- (iii) An authorised official of that club returning a signed copy of the Registration list (from the previous season) to the Registration secretary no later than a full 14 days before the 1st scheduled league match
- (iv) Failure to respond in time will result in unregistered Players and their ineligibility to play in the first match of the season.
- (v) Eligibility after 31 July: In Premier, "A" , "B" and "C" Divisions only a player who has not played during the current season at any level in the DCL up to and including the last Saturday in July shall not be eligible to play in any remaining 1st X1 fixtures of that season

10) Playing an Unregistered or Ineligible Player.

- a) Should a team play an unregistered player in circumstances where prior registration is required, or play an ineligible player, then such team shall have 5 points deducted for each player and deducted from its total to date
- b) Should a team be found guilty of deliberately playing an unregistered player or ineligible player, in addition to the penalties detailed above in 13a, such team shall forfeit all points gained in the match in question, have 20 points deducted and be fined £50.

20. PLAYERS: TRANSFER

(a) Application for transfer:

- (i) No previously registered player can re-register with another **DCL** member Club without completion of the official DCL Transfer Form. (This form must be signed by an authorised official from each Club involved) **and** completion of a new registration form.

- (ii) No previously unregistered player irrespective of whether he/she has played in the previous or current season can switch between **DCL** member clubs, or any Club affiliated to the **ECB**, without completion of the official **DCL** Transfer Form and a Registration Form.
- (iii) A Category 3 or 3E player may transfer between **DCL** Clubs in the current season but may not play 1st XI cricket for the new Club during that season.

The Registration Secretary will accept, by concession, any form of instruction from the Player's previous club offering the Player for transfer. Any such document must be signed by an authorised official of the ceding club. This is designed to expedite the transfer process.

The Player's new club must still need to submit the official **DCL Transfer Form and Registration Form** where appropriate, signed by the Player and an authorised official of the new club.

Guidance Note

A Transfer Form must be completed for **all** players who change clubs irrespective of whether they have been previously registered but have not played for the registered club.

The transfer system applies to all Players moving between DCL Member Clubs.

(b) Transfer Time Scale

- (i) A completed Transfer Form and Registration Form, where appropriate, must be received by 10.00 p.m. on the Thursday preceding the first match the transferring Player is required to play in for his/her new club.

The power to confirm or reject a transfer vests in the Registration Secretary or in the event of a dispute with the appointed Emergency Committee.

- (ii) No transfer will be permitted after 1st July each season.

(c) Financial Commitment to a Previous Club:

No player may be transferred to, or registered with **any DCL** club until such time as **all** financial commitments have been settled with that Player's previous Club.

21. PLAYERS: YOUNG

Limitations applying to Young Fast Bowlers, Young Players in the Field and the Wearing of Helmets by Young Players shall be imposed in all Divisions in accordance with the current **ECB** Directives and Safety Guidance.

All young players are subject to the restrictions on playing adult cricket as may be promulgated from time to time by the ECB. These restrictions are normally shown on the ECB Website. It is the responsibility of Clubs to comply with these guidelines.

All Captains shall be familiar with these Directives and shall be responsible for their implementation.

Umpires shall be required to monitor compliance.

22. LEAGUE GROUNDS

League grounds will be monitored and facilities inspected by officials of the **GMC** as required, maintaining compliance with **DCL** Grounds and Facilities Criteria.

Technical assistance and advice will be offered to Clubs to improve the standard of cricket grounds by the **DCL** Groundsman's Association and the Institute of Groundsmanship I.O.G.

(a) Availability and use of Covers:

In the Premier and 'A' Division 1st XI matches effective covers must be available for immediate use in rain affected matches (See facilities criteria). It is also a requirement that the covers are used during the 24 hours prior to the commencement of the match if the weather is inclement. The Umpires shall have discretion in arranging to re-locate the pitch to another part of the square in an effort to commence the match. This will be done in conjunction with the Home side groundsman.

(b) No Club shall be promoted to a higher Division unless its facilities comply with the Facilities Criteria for that Division (refer to the appropriate section in the handbook). The Grounds will also be monitored from regular inspection reports received by the **DCL**. The decision of the **EMC** as to compliance of grounds and facilities will be final and binding.

(c) Artificial Pitches:

The use of artificial wickets is not permitted except under the following circumstances. A Club 3rd XI or lower, playing in the lowest two divisions East & West will be granted exemption (upon application to the **DCL**) if their home ground has no grass pitch available throughout the whole season.

Rule.23. CLUBMARK.

- a) Commencing in the 2011 season ALL Teams participating in the premier Division of the Devon Cricket League must be in possession of a current Club Mark certificate issued by the Devon Cricket Board and ECB. Failure to achieve this will result in relegation.
- b) A Club will be refused promotion from the 'A' Division to the Premier Division if they are not in possession of a current Club Mark certificate issued by the Devon Cricket Board and ECB.

Rule.24. PREMIER DIVISION PLAYING CONDITIONS 1st XI ONLY 2012 SEASON.

1. Matches:

All Clubs will be scheduled to play each other on a Home and away basis. Fixtures will be determined by the DCL Fixtures Secretary.
All matches shall be of a 'one' innings duration per team.

2. Rules.

All rules contained within the normal Devon Cricket League rules shall apply unless amended within the playing conditions detailed below.

3. Scheduled Games:

- a) All games will be scheduled to be 100 overs duration with each team batting limited to a maximum of 50 overs. Both sides will have an innings of the same duration if the first innings is delayed or interrupted. The Umpires will be the sole judge of the match duration
- b) All games shall be scheduled to start at 1.00 p.m. except that the last FOUR games of the season will start at 12.30 p.m.

- c) If either side is not ready to take the 'toss' 15 minutes before the scheduled start time of the match the non-offending side can claim the 'toss'. Furthermore a side not ready to start at the schedule time shall lose one over of its innings for every 3½ minutes that they are late.

4. Standard uninterrupted 100 over-game. Points Scoring system.

- a) For the side scoring the most runs. **10 points**
- b) Batting Points: 125-1 **point**, 150-2 **points**, 175-3 **points**, 200-4 **points**, 225-5 **points**.
- c) Bowling Points: 2 wkt's-1 **point**, 4 wkt's-2 **points**, 6 wkt's-3 **points**,
8 wkt's-4 **points**, 10 wkt's -5 **points**.
- d) Side batting second and winning, for each two wickets in hand, providing the total of batting points awarded does not exceed 5. **1 point**.
- e) For a side batting first and winning having declared on or before the completion of 90% of their allocated overs. **2 points**.

NB: In the event of the 90% being a fraction of the over the fraction to be rounded down.

5. Cancelled or Abandoned matches.

- a) For all cancelled matches each team will receive **6 points**.
- b) Abandoned matches each team will receive **6 points** plus any bonus points accrued during the match, the match to be recorded as 'No Result'.
- c) The appointed Umpires shall be the sole arbiters of abandoned matches.

6. Rain Interrupted Matches.

- a) If during the first innings the weather or light delays play to the extent of seven minutes or more, two overs shall be deducted from the MATCH total for every 7 minutes delay.
- b) In Premier 1st XI Division matches no game shall commence after 3.30 p.m. (3 pm in the last 4 matches of the season) or second innings no later than 6.00 p.m. (5.30 pm in the last 4 matches of the season).
- c) In all 1st XI Premier Division matches no game shall be less than a total of 50 overs. The team batting second shall have a minimum of 25 overs to constitute a match.
- d) For interruptions for Weather and Light the 'Run Rate' system will be used. Prior to commencement of play and/or after any interruption the Umpires and Scorers will confer to determine the required 'Run Rate' and overs remaining and convey this to both Captains. This to be employed for all interruptions.
- e) It is essential that all parties are aware of these rules prior to commencement.

7. The Result.

- a) The side scoring the most runs will win the match unless Rule.6.d above is employed.

8. Fielding Circles and Power Plays (in all games)

- a) At the instant of delivery, there may not be more than 5 fieldsmen on the leg side.
- b) In addition to the restriction contained in 8.a. above, further fielding restrictions shall apply to certain overs in each innings. The nature of such fielding restrictions and the over's during which they shall apply (hereinafter referred to as the 'Power-Play' Overs are set out below.
- c) The following restrictions shall apply:
Two semi-circles centered on each middle stump (each with a radius of 30 yards) and joined by a parallel line on each side of the pitch. In the event of an infringement, the square leg Umpire shall call and signal 'No Ball'.
The fielding circle should be marked by painted white 'dots' at 5-yard intervals, each 'dot' to be covered by a plastic or rubber (not metal) disc measuring seven inches in diameter.
During the **first** block of Power-Play Over's (as set out below), only two fieldsmen shall be permitted outside the fielding restriction area at the instant of delivery.
During the second and third Power-Play blocks only three fieldsmen shall be permitted outside the fielding restriction area at the instant of delivery.
- d) 'NO Ball' Free Hit after a Foot Fault 'No Ball'
In addition the delivery following a 'no ball' called for a foot fault (Law 24.5) shall be a free hit for whichever batsman is facing it. If the delivery for the free hit is not a legitimate delivery (any kind of 'no ball' or 'wide ball'), then the next delivery will become a free hit for whichever batsman is facing it.
For any free hit, the striker can be dismissed only under circumstances that apply for a 'no ball' even if the delivery for the free hit is called wide.
Field changes are not permitted for free hit deliveries unless there is a change of striker save that in all circumstances, any fielder within 15 yards of the striker may retreat to a position on the same line no more than 15 yards from the striker.
The Umpires will signal a free hit by (after the normal 'no ball' signal) extending one arm straight upwards and moving it in a circular motion.
- e) Subject to the provisions of 7.j below, the Power-Play Over's shall apply for 20 over's per innings to be taken as follows:
- f) The first block of power Play over's (block of 10 over's in an uninterrupted match) shall be at the commencement of the innings.
- g) For the remaining second and third block of Power-Play over's (blocks of 5 over's for an uninterrupted match), one block shall be taken at the discretion of the fielding Captain and the other at the discretion of either of the batsmen at the wicket.
- h) A batsman must nominate his team's Power-Play no later than the moment at which the Umpire reaches the stumps at the bowlers end for the start of the next over. The fielding Captain may nominate his team's Power-Play any time prior to the commencement of the over. The Umpire who will stand at the bowlers end for the commencement of a Power-Play block shall determine which side made the first request.
- i) Once a side has nominated a Power-Play, the decision cannot be reversed.

- j) Should either team choose not to exercise their discretion, their Power-Play over's will automatically commence at the latest available point in the innings (i.e. in an uninterrupted innings, one unclaimed Power-Play will begin at the start of the 46th over.
- k) In circumstances when the number of over's of the batting team is reduced, the number of Power-Play over's shall be reduced in accordance with the table set out in 8.l. below.

l)

Innings duration	First Power-Play	Fielding Power-Play	Batting Power-Play	Power-Play Total
10-11	2	1	1	4
12-13	3	1	1	5
14-16	3	2	1	6
17-18	4	2	1	7
19-21	4	2	2	8
22-23	5	2	2	9
24-26	5	3	2	10
27-28	6	3	2	11
29-31	6	3	3	12
32-33	7	3	3	13
34-36	7	4	3	14
37-38	8	4	3	15
39-41	8	4	4	16
42-43	9	4	4	17
44-46	9	5	4	18
47-48	10	5	4	19
49-50	10	5	5	20

- m) Each block of Power-Play over's must commence at the start of an over.
- n) If play is interrupted **not** during the Power-Play over's, then on resumption, for the purposes of allocating any remaining Power-Play over's, those taken to date will be deemed to have been in sequence: the initial allocation, the fielding side's allocation then the batting side's allocation. The nomination of any Power-Play over's remaining for the batting side, and if applicable for the fielding side, may be made in the usual way.
- o) If play is interrupted during the first or second Power-Play and on resumption the over's required to be bowled in that Power-Play have already been exceeded, then the subsequent Power-Play(s) will assume to have been taken consecutively up to that point.
- p) If play is interrupted during the first Power-Play and resumes during the second Power-Play, the second Power-Play will be deemed to have been nominated by the fielding Captain.
- q) If following an interruption, on resumption the total number of Power-Play over's for the innings has already been exceeded, then there will be no further Power-Play deliveries bowled in the innings. Note that this is the only circumstance under which the Power-Play status can be changed during an over.
- r) If following any interruption, it is found on resumption that the re-calculated number of Power-Play over's remaining exceeds the number of over's to be bowled in the innings, the Power play's will commence at the start of the next over. The number of Power-

Play over's will then be reduced by the shortfall in the total number of Power-Play over's for the innings.

- s) At the commencement of each discretionary block of Power-Play over's, the Umpire shall signal such commencement to the scorers by rotating his arm in a large circle. If the batting side is chosen the Power-Play the Umpire shall signal this to the scorers by tapping his hands above his head after the signal.
- t) The Umpire shall also indicate to the fielding Captain before any signal is made that the batting side has chosen its Power-Play.
- u) A coloured disk or light shall be displayed on the scoreboard whenever the Power-Play overs are being bowled.
- v) In periods of NON Power Play at least 4 fielders plus the bowler and the Wicket Keeper must be within the fielding circle at the point of delivery.

9. Over Rate Penalty.

- a) Refer to over rate penalties **DCL: Rule 13.e.i-iii & iv.**

10. Bowlers and Fielders.

- a) No bowler may bowl more than 10 overs in a standard game. Where circumstances reduce the overall number of overs of the match, any bowler may not bowl more than 20% of the revised allocated overs.
- b) In a reduced overs match any bowler may not bowl more than 20% of the allocated overs.
- c) In the event of a bowler breaking down mid-over then that over may be completed by another player and that over will be allocated entirely to the original bowler.

11. Tea Interval and Drinks Breaks.

- a) The tea interval will normally be taken between innings, or at the discretion of the Umpires. However tea will not be taken earlier than 3.30 p.m. (3.00 p.m in the last four games of the season).
- b) If the first innings is completed before 3.30 p.m, there should be a 10 minute interval and resumption for 15 overs.
- c) Timing of drinks breaks will normally be after 25 overs have been bowled, unless additional breaks are agreed with the Umpires prior to the commencement of an innings.

12. Conduct of Matches.

Refer to DCL: Rule 12.

13. Fixtures.

Refer to DCL Rule 11.

14. Match Balls.

- a) Refer to DCL Rule 18.

- b) A minimum number of 4 spare balls must be handed to the Umpires prior to the start of the match. Any spare ball must display the DCL logo and be of equivalent quality to the match ball i.e. 'Tifflex' Buckingham will be permitted as spares for the first half of the season after this the spares must be the same as the match balls.

All remaining rules inc. the DCL Constitution and general playing conditions must be adhered to.

DCL/GJC/Feb 11.12