



England and Wales Cricket Board
Lord's Cricket Ground
London
NW8 8QZ

Tuesday 1st April 2008

Dear Colleagues,

Cricket's new Club Development Planning System – ready for use with immediate effect.

Following my letter in November last year I have great pleasure in confirming that the new Club Development Planning System is now complete and ready for use. The new System will replace the Club Development Planning module on the ECB County Board Management System (CBMS) from this year's current 2008 / planned 2009 data entry onwards. Thank you for bearing with us over the past few months, it has been a lengthy process updating the new System your patience is much appreciated. We welcome any comments and feedback you may have.

Attached are a number of user guides for both 'cricket club users' and 'professional officer users (CDMs)'. In brief the headline functionality of the new System is as follows:

Cricket club users:

- The new Club Development Planning System is available to all ECB affiliated clubs
- Cricket clubs will access the new System through their own www.play-cricket.com website
- **Before being able to access the System, club users must assign 'reader' and 'writer' roles to club members who will be involved in writing the club's Development Plan. This will be managed by the club's existing play-cricket site administrator in the play-cricket Club Members database.**
- Clubs will be able to attach documents to their Club Development Plan as well as print all or bespoke sections of their Club Development Plan.

Professional Officers users (including Cricket Development Managers / Officers and County Cricket Board Personnel)

- Professional Officers will access the new Club Development Planning System through the ECB County Board Management System <http://cbms.ecb.co.uk> using their existing user name and password
- Professional Officers will have 'reader' access only to Club Development Plans
- Professional Officers will be able to view published Club Development Plans for clubs in their own County only.

Content of the new Club Development Planning System.

The sections of the new Club Development Planning System are as follows:

1. Club Background
 - a. Club Mission Statement
 - b. Aims and Objectives
 - c. Club Structure
 - d. Sports Development Partners
 - e. Local Community Links
 - f. School Partnerships
2. Facilities
 - a. An audit of the current outdoor and indoor facilities at the club and in its community cluster
3. Personnel
 - a. Current and required personnel at the club
4. Club Teams
 - a. The current and planned age group teams at the club
5. Talented Players
 - a. The current talented players at the club
6. Schools Activity

- a. The current and planned schools activity across the clubs community cluster
7. 5 Year Future Objectives
- a. The planned 5 year growth at the club

The 'publish process'

The new Club Development Planning System works on the premise of Club Development Plans being 'published' when complete and approved. To summarise:

- When complete cricket clubs will 'publish' their Club Development Plan to their Cricket Development Manager for approval.
- Cricket Development Managers will be able to view published Development Plans and if approved 'publish' to the ECB or if incomplete 'push back' to the club for further work
- When published to the ECB the data in the clubs Development Plan will be immediately available to report upon using the Reporting Module at <http://reporting.ecb.co.uk>

Attached is a document that explains the publish process in full.

Training

- There will be no national training programme for professional officers on the new Club Development Planning System
- If a specific training need is identified this should be actioned through your Regional Development Manager. Training needs will be assessed and serviced on an individual basis.
- A 'mock' copy of the new System has been set up to allow club users and professional officers to familiarize themselves without affecting any live data. This can be accessed as follows:
 - o Website address: <http://annatest.ecbstaging.co.uk>
 - o Log into the testing site on the right hand side of the screen using the following username and password
 - Username: **cdpuser**
 - password: **pass123**

Help and Support

- Will be provided via a dedicated help module on the System
- Video clips / demos of the System are currently being completed and will provide direct help to users as and when they need it.
- A central helpdesk service for all users can be accessed through cbms@ecb.co.uk.
- A Frequently Asked Questions library will be built over the next few months using questions from the user community.

Existing data on the ECB County Board Management System (CBMS)

Changes can be made to existing data on CBMS up to 1st June 2008. After that time the existing Club Development Planning modules on CBMS will become inactive.

If you have any questions or comments please forward them to:

Tessa Whieldon
Community Club Programmes Manager
England and Wales Cricket Board
C/o The County Ground
Old Trafford
Manchester, M16 0PX

Direct Line: 0161 872 7578
Mobile: 07748 66 00 35
E:mail: tessa.whieldon@ecb.co.uk

I hope you find the new System more user friendly than the last. By the end of September this year over 1,000 Focus Clubs will have completed their Club Development Plan using the new System, truly making a difference to the development of the grassroots game this year, into 2009 and beyond.

Yours faithfully,

A handwritten signature in dark ink, appearing to read 'Peter Ackerley', with a horizontal line underneath.

Peter Ackerley
ECB Head of Development

Copy to:
County Cricket Boards
Cricket Development Managers / Officers
ECB Regional Development Managers
Chance to Shine Regional Development Managers
Women's Regional Cricket Managers
Chris Hoad, ECB Head of IT
ECB National Development Team – Cricket Department
Funding and Facilities Unit