

# THRIPLow CRICKET CLUB CONSTITUTION

(as adopted at the AGM on 6 November 2019)

*(For the avoidance of doubt, all references to the male in all Club documentation include the female and vice versa).*

## 1 **Name**

The club will be called **Thriplow Cricket Club** (hereinafter “the Club”).

## 2 **Colours, Emblem and Motto**

The Club colours will be **red, old gold and dark green**.

The Club emblem will be the **crossed daffodils in yellow**, the emblem of Thriplow Village.

The Club motto will be **‘Floreant Narcissi’**, (“let the daffodils flourish”).

## 3 **Aims and objectives**

The main purposes of the Club are to provide facilities for, and to promote participation in, the amateur sport of cricket, in Thriplow and the surrounding area. In delivering on this, the aims and objectives of the Club will be:

- To offer coaching and competitive playing opportunities in **cricket**.
- To promote fair play and sportsmanship within the **Laws of Cricket** and the **‘Spirit of Cricket’** embodied within them and in compliance with the published rules of the Cambridgeshire Cricket Association and Cambridgeshire Youth Cricket Association.
- To maintain and develop the facilities at Thriplow Cricket Club and Fowlmere Recreation Ground to an appropriate standard.
- To provide a pathway for Junior Playing Members into adult cricket.
- To ensure the provision of adequate Welfare safeguards within the Senior Club for those Playing Members of the Junior Club playing in adult cricket.
- To ensure a duty of care to all Members of the Club by adopting and implementing the ECB “Safe Hands – Welfare of Young People in Cricket” policy and any future versions of the policy.
- To ensure that the Club adheres to the “ECB Cricket Inclusion and Diversity Policy” and signs the ECB’s “One Game” pledge.
- To provide all its services in a way that is fair to everyone and at equitable prices.
- To ensure that all present and future Members receive fair and equal treatment.

These aims and objectives are encapsulated in the Club’s **Mission Statement**.

## 4 **Rules and Regulations**

### **(a) Status**

the Club will have the status of an Affiliated Member Club of the England and Wales Cricket Board (hereinafter “ECB”) by its affiliation to the Cambridgeshire Cricket Board (“CCB”) and the Cambridgeshire Youth Cricket Association (“CYCA”).

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- (b) Child Welfare** in order to ensure a duty of care to all Playing Members, the Club recognizes, adopts herewith and will abide by the current and all future editions of the ECB's Welfare of Young People in Cricket Policy "**Safe Hands**" and its Inclusion and Diversity Policy, the Club's own Codes of Conduct for Players, Coaches, Parents, Volunteers and Guests and its Anti-Discrimination Policy on Sports Equity.
- (c) 'Contract'** all Members of the Club agree to recognize, adopt and abide by the provisions of this Constitution, the ECB's Policies and Procedures and the Club's own Codes of Conduct.
- (d) Amendments** amendments to the Club Constitution will be by a 75% majority of votes of those eligible Club Members attending an Annual and/or Special Meeting, following adequate publicity for and consideration of the proposed amendments(s), which will be put forward in writing to the Secretary.

## 5 **Membership**

Acceptance for Membership is subject to the approval of the Management Committee. However, the Club operates a **completely open and non-discriminatory membership policy**, with membership being open to the whole local community. In particular, the Club will not discriminate on the grounds of sex, age, disability, race, nationality, ethnic origin, sexual orientation, religion or other beliefs.

The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating. The Club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport of cricket into disrepute. Appeal against refusal or removal of membership by the committee may be made to the members.

Where appropriate, the Club will also have due regard to the socio-economic status of its members and will ensure as far as possible that membership subscriptions and other charges are not a barrier to membership. *(see also the Club's "Sports Equity" policy in section 13 of this Constitution)*

The Members of the Club will consist of:

**(a) Playing Members:** every registered player will automatically be a member, on payment of the appropriate annual subscription. Junior Members (defined as U15 or below) have no voting rights at Meetings. Adult or Student Members (defined as U16 or above but still in full time education) are eligible to vote at Meetings.

**(b) Parent Members:** each Junior Playing Member may be represented by a parent, carer or legal guardian, at any Annual, Special, Disciplinary or any other Meeting, The Parent Member is not otherwise a member of the Club and will have no voting rights unless an Associate/Family membership fee is paid.

**(c) Management Members:** every duly appointed Coach and Manager of a Club team, not otherwise appointed to the Management Committee and not a playing member, will automatically be a member of the Club.

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(d) **Executive Members:** every serving member of the Management Committee, not otherwise a member of the club, will automatically be a member of the Club.

(e) **Associate/Family Members:** any person not hitherto classified in any of the above categories may be regarded as an Associate or Family Member, on payment of the appropriate membership fee as specified from time to time by the Club. Such membership will carry the right to vote at all Annual and Special and Meetings as called from time to time by the Management Committee or the Members, but only on matters affecting the general Club and not on matters affecting the playing activities of the adult sides.

(f) **Life Members:** any Associate Member may, on payment of the appropriate membership fee as specified from time to time by the Management Committee, be regarded as a Life Member. Such membership will carry the same right to vote as specified in sub-paragraph (e) above.

(g) **Vice Presidents:** Retired Members or other appropriate contributors to the Club can be elected as Vice Presidents at any AGM. Whilst they are elected for life, for the avoidance of doubt, unless they are Members, they are not eligible to vote at the AGM.

The Members of the Club will be listed in the Register of Members (the Membership Register), which will be maintained and updated by the Secretary and Membership Coordinator.

For the avoidance of doubt, membership is **not** transferable.

## **6 Subscriptions and match fees**

Membership subscriptions will be set annually by the Management Committee and will be agreed by the Members at the Annual General Meeting.

Subscriptions will be payable annually by 31 May in the season to which they relate or on successful application for new membership, whichever is the later. For new Members joining after 31 May, partial subscriptions may be payable with the approval of the Finance Officer.

The Management Committee will have the authority to levy further subscriptions and charges from the Members as may reasonably be necessary to fulfil the aims and objectives of the Club.

Match fees may be charged for adult team matches at rates determined from time to time by the Management Committee

For the avoidance of doubt, the Club considers that all membership subscriptions and other costs to be borne by a Junior Playing Member remain the responsibility of the parent or legal guardian. In cases of hardship, the Finance Officer is happy to discuss a reduced subscription or payment in instalments. Such discussions will be in complete confidence.

Membership subscriptions and other costs are only refundable in exceptional circumstances, with the agreement of the Finance Officer.

The Management Committee will have the power to expel a Member when, in their opinion, it would not be in the interests of the Club for them to remain as Member.

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## **7      *Resignation and Expulsion***

A Member will cease to be a Member of the Club if, and from the date on which, he gives notice to the Management Committee of their resignation.

A Member whose annual subscription or other costs are more than two months in arrears will be deemed to have resigned.

A Parent Member of a Junior Player whose annual subscription for the year is unpaid will not be entitled to vote at any General Meeting, even if the parent has paid an Associate/Family membership fee.

A Member who resigns, is deemed to have resigned or who is expelled, will not be entitled to claim any or a share of the property of the Club.

If a Playing Member is expelled or resigns from the Club, a CCA or CYCA league transfer form be not be approved for a change of club, unless and until his annual subscription, if applicable and any other fees and costs have been settled in full.

## **8      *Executive Officers of the Club***

The Executive Officers of the Club will be:

- President
- Chairman
- Secretary
- Fixtures and Ground Manager
- Finance Officer
- Welfare Officer(s)
- Development Director
- 1st Team Captain
- 2nds, 3rds, 4ths Captains (if formally appointed)
- Junior Manager
- Girls and Women Manager

Each Executive Officer will be elected annually at the Annual General Meeting and will hold office from then until the next AGM, unless otherwise resolved at a Special General Meeting.

The Welfare Officer (“WO”) will, where possible, have an appointed and fully-qualified Alternate. Either or both persons may attend meetings of the Management Committee.

All Officers will retire at each Annual General Meeting but will be eligible for re-election.

In the event of a vacancy in any of the above-named positions, the Management Committee will be empowered to fill the vacancy by the appointment of a Club Member, proposed and seconded by two separate remaining Executive Members. Ratification of this appointment will be by a simple majority of the remaining Executive Members, such ratification to be noted and confirmed at the next Annual General Meeting.

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## **9 Management Committee**

The Management Committee will consist of the Executive Officers of the Club together with the following (these are appointed annually by the Executive Officers) and will be responsible for the management of the Club.

- Website and Publicity Manager
- 1sts, 2nds, 3rds, 4ths Vice Captains (if formally appointed)

Decisions of the Management Committee will be approved by a simple majority of those Committee Members present at the meeting, save that no business may be transacted at any meeting unless a quorum is present. The quorum required for business to be transacted at a meeting of the Management Committee will be **three** Members of the Committee and one of the Chairman or President.

If an individual holds more than one position at any time then they have a vote in respect of each position they hold. The Chairman (or in his absence, the President) will have a casting vote in the event of an equality of votes.

The Secretary will maintain a written record of the decisions taken by the Management Committee and such records will be available to the Members.

Any Member may call a meeting of the Management Committee by giving not less than **seven** days' notice to the Secretary in writing or by electronic means.

Ideally at least **four** meetings of the Management Committee should be held in any year. The date of the subsequent meeting will be decided at the close of each meeting.

Save as provided for in the Rules and Regulations of the ECB, CCB and CYCA, the Management Committee will have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules, Policies or Codes of Conduct.

The Management Committee will have the power to appoint such sub-committees and advisers as are considered necessary to fulfil its business and the aims and objectives of the Club.

Any proposals, suggestions or complaints from Members who are not part of the Management Committee should be made in writing to the Chairman or Secretary, who will bring the matter to the attention of the Management Committee for discussion at the next meeting. The proposers and their supporters may be invited, at the discretion of the Chairman, to attend this meeting in order to elaborate on and explain the matters they have raised. They will not be entitled to vote at the meeting.

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## **10. Annual and Special General Meetings**

An Annual General Meeting ("AGM") will be held on or before 30 April in each year to:

- Receive a report of the activities of the Club over the previous year.
- Receive a report of the finances of the Club over the previous year.
- Elect the Executive Officers.
- Consider any other business.

Nominations for changes to the incumbent Executive Officers must be made in writing, together with details of proposer and seconder (who must both be current Members of the Club), to the Secretary not less than **fourteen** days before the AGM.

In the absence of any nomination for changes the incumbents shall be eligible to stand for re-election.

Notice of any resolution to be proposed at the AGM must be made in writing to the Secretary not less than **fourteen** days before the AGM.

Consideration, by the Members present at the AGM, of any proposals which have not complied with these rules will be at the discretion of the Chairman.

The quorum for an Annual General Meeting will be **three** Members of the existing Management Committee, one of whom must be the Chairman or President, and at least **seven** of those other Members eligible to attend and vote.

A Special General Meeting ("SGM") may be called at any time by the Management Committee or will be called within **twenty-eight** days of the receipt by the Secretary of a requisition in writing, signed by no fewer than **five** Members eligible to attend and vote, stating the purposes for which the meeting is required and the resolutions proposed.

Business at a SGM may be any business that may be transacted at an AGM. The quorum for a SGM will be **three** Executive Members, one of whom must be the Chairman or President, and at least **25%** of those members eligible to attend and vote.

Only duly paid up Members from the previous playing season are eligible to attend and vote at the AGM (or any SGM) held prior to the start of the subsequent playing season.

The Secretary will send to each Member eligible to attend and vote at their last known address, either in writing or by an electronic method notice of the date of any General Meeting at least **twenty-one days** prior to the meeting. The Secretary will then send to each eligible Member at least **seven** days prior to the meeting the agenda and resolutions proposed.

The Chairman or President or, in their absence, another member of the Management Committee, will take the chair.

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Each Member present and eligible to vote (including the Parent Representatives of Junior Playing Members) will have **one** vote and resolutions will be passed by a simple majority. In the event of an equality of votes, the Chairman of the Meeting will have a casting vote. For the avoidance of doubt, an eligible Parent Member will be entitled to vote on behalf of a Playing Member. This will be the only instance of proxy voting.

The Secretary, or in his absence a Member of the Management Committee, will keep a record of General Meetings.

## **11 Coaches, Assistant Coaches, Junior Team Managers and Adult Team Captains**

At the first appropriate meeting following each AGM, the Management Committee will appoint the Coaches and, where felt necessary, Assistant Coaches and Team Managers to be responsible for the management of each of the Club's junior cricket teams for the forthcoming season.

Coaches, Assistant Coaches and Team Managers will be regarded as Members of the Club and will remain in office until their resignation or replacement by the Management Committee.

Coaches will, where possible, be qualified to UKCC2 and Assistant Coaches to UKCC1 standard. As part of their qualification, all Coaches, Assistant Coaches and Team Managers will have undertaken approved training in Child Welfare Policies and First Aid and will possess a current and valid CRB check. All individuals acting as Adult Captains and Vice-Captains will possess a current and valid CRB check.

All Coaches agree to abide by the Club's relevant Codes of Conduct and agree to ensure that all subscriptions to the ECB Coaches Association and premiums for insurance and legal expenses cover, where appropriate, are current and up to date.

Prior to appointment, all Coaches, Assistant Coaches and Team Managers agree to provide references on request and complete a self-declaration form, if so required.

Prior to the transfer or selection of an Adult or Junior Player, Coaches, Assistant Coaches or Team Managers must consult with the Secretary to ensure that the correct CCA or CYCA registration procedure is followed.

Team selection will be the joint responsibility of the respective Captains (for adult teams), Coach, Assistant Coach and Team Manager, with the Development Director required to be consulted if there is any junior player related selection issue. Only eligible and CCA- or CYCA-registered players may be selected and Members with unpaid subscriptions may only be selected at the discretion of the Captains, Coach or Team Manager.

All monies collected by Captains, Coaches and Team Managers are the property of the Club and should be accounted for to the Finance Officer promptly and with adequate supporting documentation.

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## 12 **Finance**

One (or more) bank account(s) will be opened and maintained in the name of the Club (hereinafter the "Club Account(s)").

The Finance Officer will be responsible for the management of the Club Account(s) and for the general finances of the Club.

Signatories on the Club Account(s) will be the Finance Officer plus at least one other of the Chairman, Secretary or another member of the Management Committee, the signatories in every case being two separate persons.

All surplus income or profits of the Club (the Club Property) are to be invested in the Club. No surpluses or profits will be distributed to Members or third parties.

The Management Committee will have the power to authorise the reimbursement of expenses to any member of the Club and to any other persons for services properly rendered to the Club, providing such expenditure was previously authorised by the Finance Officer.

The financial year of the club will end on **30 September**. Annual Financial Statements will be presented by the Finance Officer at the Annual General Meeting.

The Club will keep in force at all times an appropriate policy of Public Liability Insurance, with copies on display in places to which all Club Members have access.

## 13 **Sports equity**

The Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the '**ECB Club Inclusion and Diversity Policy**' and also the following **Sport England** definition of sports equity:

***" ....sports equity is about fairness in sport, equality of access, recognizing inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society ..."***

The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, ethnicity, religious belief, sexuality or socio-economic status.

The Club will comply with a policy of Equal Opportunities for All, meaning that (save as permitted by the ECB, CCB and CYCA Rules and Guidelines), the Club will not discriminate on grounds of sex, race, nationality, ethnic origin, disability, sexual orientation or religion or other protected belief.

The Club has a commitment to ensure that everyone has the right to enjoy their sport in an environment free from the threat of intimidation, harassment and abuse.



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All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity. The Club will take very seriously any incidence of discriminatory behaviour and will deal with it in accordance with the disciplinary procedures as outlined in this Constitution.

*(Discrimination is defined as meaning prejudicial less favourable treatment without lawful justification.)*

## **14 Discipline, complaints and appeals' procedure**

In the event that any Club Member feels that he has suffered discrimination in any way or that the Club Rules, Policies or Codes of Conduct have been broken, the allegation must be reported in writing, giving full details, to the Secretary.

On receipt of such a written complaint, the Management Committee will, within **fourteen days**, convene a Special Hearing at which the complaint will be considered. The Committee will adopt such procedure at the hearing as is deemed appropriate in the circumstances but both the Plaintiff and the Defendant, where relevant, will be entitled to address the Committee at the Hearing and/or make written representations.

One Member of the Committee will be elected Chairman of the Hearing and one separate Member will be required to take a written record of the proceedings.

If the Plaintiff or Defendant is a Junior Playing Member and attends the Hearing, he **must** be accompanied by a Parent Member.

If the Plaintiff or Defendant is a Member of the Management Committee, then that person must leave the Hearing whilst the complaint is being heard, but is entitled to make and receive copies of all written representations submitted.

At the conclusion of the Hearing, the Management Committee will decide whether the Defendant has discriminated against the Plaintiff or has broken any of the Club Rules, Policies or Codes of Conduct.

The Management Committee will record its decision in writing and will inform the parties in writing within **seven** days of the date of the Hearing. If the complaint is considered to be proved, the following sanctions may be applied against the Defendant:

- warning as to his future conduct.
- suspension from membership of the Club for a specified time.
- expulsion from membership of the Club.

Any allegations which are felt to involve a welfare issue will be referred to the Club's Welfare Officers and dealt with in accordance with the Club's Child Protection Procedures, as encapsulated in the ECB's Welfare of Young People in Cricket Policy "**Safe Hands**".

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## **15     *Dissolution***

A resolution to dissolve the Club can only be proposed at a properly-constituted AGM or SGM and must have a majority of at least **90%** of those Members present and eligible to vote.

The dissolution will take effect from the date of the resolution and the Management Committee will be responsible for the winding up of the Club, the realisation of its assets and the settlement of its liabilities.

Upon dissolution of the Club any remaining assets shall be given or transferred to another registered Community Amateur Sport Club, a registered charity, or cricket's governing body for use by them in related community sports.

## **16     *Amendments to the constitution***

The Constitution may only be adopted or changed by a 75% majority of votes of eligible Members at a properly-constituted AGM or SGM.

## **17     *Declaration***

Thriplow Cricket Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of the Management Committee and the Members.

**Signed:**

**Date: 6 November 2019**

**Name:**

CHRIS NEILD

**Chairman**