

OLD SHARLSTON CRICKET CLUB

CLUB RULES

Amended at AGM 14th November 2016

CONTENTS

1. Name
 2. Objectives
 3. Membership
 10. Club Rules
 13. Financial
 20. Assets of the Club
 21. Meetings (Election of Officials Etc.)
 34. Responsibilities of Officers
 41. Byelaws
 42. Amendment of Rules
 43. Code of Conduct
 44. Child Welfare
 45. Equality of Opportunity
 46. Child Policies
-

OLD SHARLSTON CRICKET CLUB

CLUB RULES Amended at AGM 14th November 2016

NAME AND OBJECTIVES OF THE CLUB

1. Name

Old Sharlston Cricket Club

2. Objectives

"The promotion of community participation in healthy recreation in particular by the provision of facilities for the playing of cricket"

MEMBERSHIP

3. None Playing Membership

Any person shall be eligible for None Playing Membership of the Club, subject to the approval of the Committee and payment of the appropriate club subscription.

4. Senior Playing Membership

Any person shall be eligible for Senior Playing Membership of the Club, subject to the approval of the Committee and payment of the appropriate club subscription.

5. Junior Playing Membership

Young persons eligible for junior cricket up to and including under 17s level, or in full-time education, shall be eligible for Junior Playing Membership upon payment of the appropriate club subscription.

6. Vice Presidents

Vice Presidents shall be nominated by recommendation at an Annual General meeting. Subject to acceptance of the recommendation by the AGM the Secretary shall invite the nominee to become a Vice President upon payment of the appropriate annual subscription.

7. Honorary Members

The AGM may elect any person as an Honorary Member of the Club, such, membership being free of charge for the lifetime of the person so elected or such other period as may be determined by the AGM.

8. Period of Membership

- (a) The membership period shall commence on 1st May each year and terminate on 30th April of the next following.
- (b) For the purpose of Rule 13(b), a 'New Member' is a person who was not a fully paid up member in the previous year.

9. Membership Cards

An annual membership card shall be supplied to each member and Vice President upon payment of the appropriate club subscription.

10. Club Rules

- (a) A copy of the rules of the club shall be provided for each member upon their initial acceptance into membership of the club.
- (b) A copy of the Club Rules will be displayed at all times in the Clubhouse.

11. Cessation of Membership

- (a) Any member may resign from the Club subject to the fulfilling of all outstanding financial obligations to the Club.
- (b) Any member who has attended any course or training in the past three years, which has been paid for by the Club, remuneration must be made in full before financial obligation will be considered to be complete.

12. Suspension and Expulsion

- (a) Any member who is in arrears with his subscriptions may, at the discretion of the Committee, be suspended until such arrears have been paid.
- (b) The Committee may suspend, for a period to be determined by the Committee, any member who offends against any of the Rules or Byelaws of the Club. Before any such member is suspended, he shall be

given 7 days written notice to attend a meeting of the Committee, which notice shall contain particulars of the complaints made against him. The Member shall be given opportunity of answering the complaints made against him and shall not be suspended unless at least two-thirds of the Committee then present vote in favour of his suspension.

- (c) The Committee may expel any member who offends against any of the Rules or Bye Laws of the Club, or whose conduct shall, in the opinion of the Committee, render him unfit for Membership of the Club. Before any such member is expelled he shall be given at least fourteen days written notice to attend a meeting of the Committee, which notice shall contain particulars of the complaints made against him. The member shall be given opportunity of answering the complaints made against him and shall not be expelled unless at least two-thirds of the Committee then present vote in favour of his expulsion.
- (d) Any member expelled from the Club by the Committee shall have a right of appeal to a Special General Meeting of members of the Club convened for that purpose. The Special General Meeting may revoke, vary or confirm the decision of the Committee subject to at least two-thirds of the members then present being in favour.

FINANCIAL

13. Subscriptions

- (a) Subscriptions shall be paid annually in advance and will fall due on 1st May each year. A period of one month grace will be allowed for payment.
In special circumstances, and at the discretion of the committee, a member who is unlikely to play in 5 games, shall not be liable to pay full subscriptions unless that member plays in 5 club representative games, after which members will be “in arrears” for the purpose of Rule 12(a).
- (b) Subscriptions will be due immediately from any ‘New Member’ joining the club after 31st May.
- (c) The level of annual subscriptions shall be fixed at each Annual General Meeting for the next succeeding year and shall be payable to the Treasurer or Secretary.

- (d) The Committee may, at their discretion, impose any further subscription levy upon members to enable the Committee to discharge the financial obligations of the Club

14. Match Fees

Subject to approval at each AGM, a match fee shall be charged to all members playing in O.S.C.C. representative games. The match fee shall be fixed at the AGM for the next succeeding year.

15. Drawing of Cheques

Every cheque drawn on the Club's accounts shall be signed by any two or all of the following:

The Chairman
The Secretary
The Treasurer

16. Books of Accounts

Books of account shall be maintained by the Treasurer in a manner agreed by the Club auditors.

17. Financial Year

The financial year shall be from 1st October to the next succeeding 30th September.

18. Income and Expenditure Account

The Treasurer shall prepare an Annual Income and Expenditure statement which shall be audited prior to submission to the Annual General meeting.

19. Auditors

At each Annual general Meeting two auditors shall be appointed who will be responsible for auditing the accounts of the Club and reporting thereon.

20. Assets of the Club

- (a) All the property of the Club (other than cash, which shall be under the control of the Treasurer) shall be vested in not less than four trustees who shall be appointed at an Annual General meeting by a resolution of a majority of the members present and entitled to vote thereat and shall hold office for 4 years.

- (b) If the committee, by simple majority, decides at any time that the Club should cease to function, the Trustees shall call a Special General Meeting of members, giving at least 21 days notice of the meeting, to those members who have the power to vote. If such a decision is confirmed by a majority of those present and voting at the meeting, the Trustees shall have the power to dispose of any assets held by the Club. Any assets remaining, after the satisfaction of any proper debts or liabilities, shall be given or transferred to such charitable groups or groups having similar objects to the Club as the Trustees may decide.
- (c) Notwithstanding the rules of the Club the four Trustees are empowered at any time to collectively assume responsibility for the affairs of the Club.
- (d) The Trustees shall be indemnified against risk and expense out of Club property.

MEETINGS

21. Annual General

The Annual General Meeting of the Club shall be held during the months of October/November each year and will routinely deal with the following matters:

- (a) Receive the annual report of the Secretary.
- (b) Receive the Chairman's annual address.
- (c) Receive the Treasurer's Statement of Accounts.
- (d) Election of the following Officers:
 - (i) President (term of office 5 years)
 - (ii) Chairman (term of office 3 years)
 - (iii) Vice Chairman (term of office 1 year)
 - (iv) Secretary (term of office 3 years)
 - (v) Treasurer (term of office 3 years)
- (e) Nomination of Vice Presidents.

- (f) Election of Trustees (term of office 4 years)

New Trustees must have been a member of the Club for not less than 20 years.

Proposals for Candidates for this position must have not less than 75% support of the existing committee.

Proposals shall be in writing and submitted to the existing committee not less than 7 days before the AGM.

They should also be signed by the Proposer and Seconder.

- (g) Election of: -

- (i) First XI Captain)
- (ii) First XI Vice Captain) To form the
- (iii) Second XI Captain) Selection
- (iv) Second XI Vice Captain) Committee
- (v) Chairman of Selection Committee)
- (vi) 20/20 Captain
- (vii) 20/20 Vice Captain

- (h) Election of a Child Welfare Officer
- (i) Election of a Deputy Child Welfare Officer
- (j) Election of a Junior Co-ordinator
- (k) Election of a Events Co-ordinator
- (l) Election of additional members of the Club Committee
(Term of office 1 year)
- (m) Election of Honorary Auditors
- (n) Election of League Representatives
- (o) Election of Media Officer
- (p) Review of Subscriptions
- (q) Review of match fees
- (r) Review of averages qualifications

NOTE: The Club Committee shall be comprised of Officers of the Club, Chairman of Selectors, Team Officials and Child Welfare Officer, Events Co-ordinator and Junior Co-ordinator together with at least three additional members elected at the Annual General Meeting.

22. Special General

A Special General meeting of the Club may be convened at any time by the Committee and shall also be convened within 14 days from the date of receipt of a request in writing to the Secretary signed by not less than ten Senior/Social Members stating the purpose for which such meeting is required.

23. General

At least seven days notice of both the Annual General meeting or a Special General meeting shall be given to every member of the Club, stating the time when and the place where such a meeting will be held at the business to be transacted thereat, by means of notices posted on various club notice boards.

24. Business to be conducted

The business at any General meeting shall be confined to that provided by these Rules, any further matters specified in the notice convening the meeting and any other business deemed appropriate for consideration by the Chairman.

25. Quorum

The quorum at any General meeting shall be ten members.

26. Voting

Every fully paid up member present at a General meeting shall be entitled to one vote in respect of each resolution considered. In the event of an equality of votes the Chairman of the meeting shall have a casting vote.

27. Management

The affairs of the Club shall be managed by a Committee (which in these Rules and in any byelaws, shall be referred to as 'The Committee') comprised of officers and members specified in the Note to Rule 21.

28. Election of Officers and Committee

All Officers and Committee Members shall be elected at an Annual General Meeting. The term of office for the President shall be five years. The term of office for the Chairman, Secretary and Treasurer shall be three years, each being elected in rotation such that one is due for re-election each year. The Vice Chairman shall be elected annually. The term of office for the CWO, HA, LR, MO, EC and JC shall be one year. The term of office for Committee members shall be one year.

29. Co-opted Members

The Committee may exercise the right to co-opt any member of the Club on to the Committee.

30. Resignation of Officers and Committee Members

Any vacancy amongst the Officers or Members of the Committee can be filled by an appointment by the Committee; any person so appointed by the Committee shall hold office only until the next Annual General meeting and shall then be eligible for re-election.

31. Meetings of Committee

- (a) Meetings of the Committee shall take place not less frequently than once each month. Subject thereto the Committee may meet together for the despatch of business, adjourn and regular their proceedings as they think fit. The Chairman shall be responsible for fixing the date of meetings.
- (b) Motions arising at any meeting shall be determined by a majority of votes of those members present and in case of equality of votes the Chairman of the meeting shall have a casting vote.

32. Quorum

At any meeting of the Committee five members shall constitute a quorum.

33. Sub-Committee

- (a) the Committee may from time to time appoint such Sub-Committees as they think fit for such purposes as they may determine.
- (b) Sub-Committees shall comply with any instructions that may be given to them by the Committee and any recommendations must not be inconsistent with the Club Rules.

- (c) *All Sub-Committee recommendations shall be submitted to the Committee for ratification.*

RESPONSIBILITIES OF OFFICERS

34. The President

The President fulfils the role of leader of the Club and has overall responsibility for ensuring that the conduct of all Officers and Members and that the business of Committee is at all times carried out in the best interest of the Club. In fulfilling these responsibilities the President provides appropriate guidance upon matters under consideration, and notwithstanding the responsibilities of other Officers of the Club, may exceptionally take any action necessary to protect the interests of the Club. Should any point of difficulty arise which cannot be resolved by the President, Officers and Members of the Committee, such difficulty shall be referred by the Committee to a General Meeting to be convened in accordance with Rule 22.

35. The Chairman

The Chairman as head of the administration of the Club, i.e. the Committee, is responsible for furthering the interests of the Club, for ensuring that the Officers of the Committee carry out their duties in a satisfactory manner and for ensuring that the rules and byelaws are consistently applied throughout the Club. In fulfilling these responsibilities the Chairman may veto any decision of the Committee which is not covered by the Rules of the Club. Should any matter then arising not be resolved by the Chairman, Officers and members of the Committee such matter will be referred by the Committee to a general meeting to be convened in accordance with Rule 22.

36. The Vice Chairman

The Vice Chairman will assume the responsibilities of the Chairman in the Chairman's absence.

37. The Secretary

The Secretary shall keep a register of the names and addresses of all members, call meetings, keep correct minutes of the proceedings of all meetings of the Club and Committee, conduct the correspondence, be responsible for the books and papers appertaining to his office and perform such other duties in connection with the affairs of the Club as the Committee may from time to time direct.

38. The Treasurer

The Treasurer shall receive and, on the authority of the Committee, disburse all monies due to or from the Club, shall prepare all financial statements and shall be responsible for the books appertaining to his office.

39. The Child Welfare Officer

The Child Welfare Officer and deputy CWO shall take full responsibility for the safety and wellbeing of all juniors and young people associated with the Club. All incidents or complaints regarding young people shall be dealt with by the CWOs. Should any incident arise that cannot be resolved satisfactorily by the CWOs, such incidents shall be referred to the Committee.

40. Officers Indemnity

All Officers of the Club shall be chargeable only with such monies as they shall have personally received on behalf of the Club and shall not otherwise be answerable individually, nor for each other, nor for any Banker, Broker, or any other person in whose care any monies or securities shall have been placed provided that the Officers have acted in good faith and have not been wilfully negligent.

MISCELLANEOUS AND GENERAL

41. Byelaws

The Committee shall have power from time to time to make such byelaws (not to be inconsistent with these Rules) as they think expedient for regulating the conduct and affairs of the Club. All such byelaws shall be binding upon the Members of the Club until repealed by the Committee or set aside by resolution of a General meeting of the Club. All such byelaws shall be exhibited on a notice board on the Club premises.

42. Amendment of Rules

a) No amendment may be made that would have the effect of making the charity cease to be a charity at law.

b) No amendment may be made to alter the Objects if the change would not be within the reasonable contemplation of the members of or donors to the charity.

c) No amendment may be made to alter the Objects without the prior written consent of the Charity Commission.

d) No alteration of, or deletion from, or additions to these Rules shall be made, except by a Resolution carried by a majority of the Members present at a General meeting, notice of which shall have contained particulars of the proposed alteration, deletion or addition.

Any proposed amendment shall be in writing to the Secretary not less than 14 days before the AGM.

43. Code of Conduct

All members, guests and volunteers of Old Sharlston Cricket Club will strictly adhere to the ECB Code of Conduct. A copy of which will be placed on the Clubhouse Notice Board and Website, and can be obtained on request.

44. Child Welfare

Old Sharlston Cricket Club hereby adopts the ECB Safe Hands Policy. The Safe Hands Manual can be found on the Clubhouse Notice Board and Website, and can be obtained on request.

45. Equality of Opportunity

The cricket club is fully committed to the principles of equality and hereby adopts the ECB Cricket Equity Policy. A copy of the ECB Cricket Equity Policy can be found on the Clubhouse Notice Board and Website, and can be obtained on request.

46. Child Policies

For the safety of children and young people, Old Sharlston Cricket Club also adopts the following policies and will display them in the Clubhouse and on the Website, and can be obtained on request.

- Anti Bullying Policy 2016
- Changing Rooms and Showering Facilities 2016
- Code of Conduct 2016
- Missing Children Guidelines 2016
- OSCC Junior Membership 2016
- Photography and Video Camera 2016
- Safeguarding Policy Statement 2016
- Social Media for Children and Young People 2016
- Social Media for Coaches 2016
- Social Media for Parents 2016

Chairman

Keith Hartshorne