

BRAMSHAW CRICKET CLUB

CLUB CONSTITUTION

Revision November 2011
Replaces November 2002

GENERAL

1. Title.

This club shall be called BRAMSHAW CRICKET CLUB, hereinafter referred to as the "CLUB", and shall be affiliated to the England & Wales Cricket Board by membership of the Hampshire Cricket Board.

2. Aims and Objectives of the Club.

To provide facilities for cricket with a view to promoting the spirit of cricket within the local Community providing opportunity for recreation, coaching, competition and social interaction, and the welfare of the Club and its members.

To ensure that all members, playing or non-playing shall abide by the ECB Code of Conduct, which incorporates the Spirit of Cricket and the Laws of Cricket.

To ensure a duty of care to all members of the Club, by adopting and implementing the ECB Cricket Equity Policy, and the ECB "Safe Hands – Cricket's Policy for Safeguarding Children", and any future updates or revisions.

To ensure that all members, are aware of, and follow the Club's Code of Conduct for Cricket Members & Guests. (attached as Appendix 1)

3. Membership.

a) Any person may apply to become a Full Member of the Club. Upon acceptance by the Club, Full Membership will take effect from the 3rd day after payment of the Annual Subscription in full.

New players may join the Club initially as Temporary Members, but after playing 3 games for the Club, Annual Subscriptions will become due and they must apply to be a Full or Junior Member of the Club.

b) Any person may apply to become a Social/Associate Member of the Club. Upon acceptance by the Club, Social/Associate Membership will take effect from the 3rd day after payment of the Annual Subscription in full.

c) Junior/Family Membership of the Club is open to all Colts and young players, still in full time education on the 1st April of the current season, playing for the Club. Upon acceptance by the Club, Junior/Family Membership will take effect from the 3rd day after payment of the Annual Subscription in full.

Membership of the Club lapses if the Annual Subscription is not paid by the 1st of June each year.

d) The Honorary Secretary shall be responsible for maintaining a list of all Club members.

e) The Club Management Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or cricket into disrepute. Any appeal against refusal or withdrawal of membership may be made to the Club Management Committee, who shall appoint an Appeals Committee to hear the appeal.

f) Only Full Members and Junior Members, who are 14 years of age or over on the 31st October during the current season shall be entitled to vote at any Annual or Extraordinary General Meeting called by the Club Management Committee.

g) All players shall be fully paid up Members of the Club, in order to be covered by the Club's insurance policies.

h) All paid up members of the Club will be deemed to have accepted and be subject to the Constitution of The Club and any Codes of Conduct that the Club has adopted.

4. Subscriptions.

a) Subscriptions and match fees shall be reviewed annually and fixed at the Annual General Meeting or any Extraordinary General Meeting of the Club.

Payment of subscriptions shall be made annually in full at a time set at such meeting.

b) All subscriptions must be paid to the Honorary Treasurer, or other elected Officer of the Club, and will maintain a list of paid up members.

5. Management of the Club.

a) The management of the Club shall be vested in a Management Committee comprising the Executive Officers of the Club, and of a minimum of seven other full members, including Honorary Officers, usually comprising all Senior Team Captains and Colts Manager, all of whom shall retire annually and be eligible for re-election at the Annual General Meeting.

b) The Executive Officers of the Club shall be:-

- i) President
- ii) Chairman
- iii) Vice Chairman
- iv) Honorary Secretary
- v) Honorary Treasurer

Other Honorary Officers of the Club who shall be elected annually at the Annual General Meeting shall be:

- i) Fixture Secretary
- ii) Club Welfare Officer
- iii) Colts Manager
- iv) Senior Team Captains
- v) Colts Team Managers

Club Auditors and Club Trustees will be elected annually as Ex-Officio members of the Club.

c) In the event of any vacancy, the Club Management Committee shall have the power to co-opt any full member of the Club to fill such vacancy., until the post is re-elected at the next Annual General Meeting.

d) The Management Committee shall at all times consist of a majority of playing members.

e) The Management Committee in office shall be responsible for all Club property and finance and shall administer and use such property and funds for the benefit of the Club, and its Members.

f) All expenditure must be approved by the Management Committee.

g) The Management Committee shall be responsible for all debts incurred by the Club.

h) Any conditions considered by the Management Committee to be necessary for the Management and Good Order of the Club, not otherwise provided for in these rules, may be imposed from time to time by the Management Committee. Such conditions are to be confirmed at the next Annual General Meeting or Extraordinary General Meeting of the Club.

i) The Trustees of the Club shall be appointed to hold the property and assets of the Club and shall be confirmed at the Annual General Meeting.

j) Any elected Management Committee member ceases to be such if they cease to be a member of the Club, resign or are removed from the Management Committee for any just cause

k) The powers invested in the Management Committee shall be used to advance the aims and objectives of the Club, in a manner consistent with Club Rules and general Law.

6) Sub- Committees.

a) Sub-Committees may be set up from time to time to undertake duties specified by the Club Management Committee and shall be responsible to the full Management Committee for their actions.

7) Meetings.

Management Committee

a) The Management Committee shall meet at least a minimum of 4 times per year. It may also be convened as often as appropriate, as situations dictate.

b) All Committee meetings shall be private and members of the Management Committee must not reveal to any non-Committee member how their vote or that of any other Committee member was cast.

c) All Management Committee members shall become jointly responsible for decisions reached in Committee.

d) The Honorary Secretary shall in the case of all Management Committee meetings give seven days notice to Committee members.

e) A quorum for all Management Committee meetings shall be six full Management Committee members.

f) In the event of a tie during any vote during Management Committee meetings the Chairman will have the casting vote.

Annual General Meeting

a) The Annual General Meeting of the Club shall be held by the 31st December every year.

b) Prior to all Annual General Meetings the Honorary Secretary shall give a minimum of 14 days notice to all members.

c) Members must advise the Honorary Secretary, in writing, of any business to be included in the Agenda of the AGM, at least 7 days before the meeting.

The business of the Annual General Meeting shall be to:

Confirm the Minutes of the previous Annual General Meeting
Receive the audited accounts for the year from the Honorary Treasurer
Receive the Annual Report from the Management Committee
Elect the Executive Officers of the Club
Elect other Officers of the Club

Review and confirm the Annual Subscription and Match fees for the following season
Transact any other business received in writing by the Honorary Secretary and included in the Agenda.

All decisions made at an Annual General Meeting should be by a simple majority vote, by members attending the meeting.

Extraordinary General Meeting.

An Extraordinary General Meeting may be called either by:-

- i) A majority of the Management Committee
- Or by
- ii) A written request signed by not less than 25% of the full membership.

- a) The Honorary Secretary shall in the case of all Extraordinary General Meetings, give 14 days notice in writing to the full membership.
- b) A quorum for all Extraordinary General Meetings shall be 25% of the full membership.
- c) All proposals will be passed by a simple majority vote, except in the case of Rule Changes (see 12b).

8. Financial Affairs

- a) The Club financial year shall end on 31st October each year. The Balance Sheet and Accounts shall be prepared for each financial year, duly audited and presented at the Annual General Meeting by the Honorary Treasurer for acceptance.
- b) The Honorary Treasurer shall be responsible for the finances of the Club, and shall prepare and present an Annual Report at the Annual General Meeting.
- c) All major financial transactions, shall be performed through a Bank Account, in the name of the Club.
- d) The Management Committee shall ensure that the Club maintains adequate and appropriate Insurance to cover the activities and assets of the Club.
 - e) The Auditor(s) shall be appointed at the Annual General Meeting for the following financial year.
- f) The Club may also in connection with the sports purposes of the Club supply and sell food, drink and related sports clothing and equipment (see Appendix 3)
- g) The Club shall indemnify the Management Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club.

9. Discipline and Appeals

All complaints regarding the behaviour of members of the Club, shall be notified in writing to the Honorary Secretary, who will advise the Executive Officers of the Club.
The Management Committee will appoint a Disciplinary sub Committee who will meet to hear complaints within 10 days of receipt of a complaint.
Any member requested to attend a Disciplinary hearing shall be entitled to be accompanied by a colleague, or fellow member, and to call witnesses

The result of the Disciplinary hearing will be put in writing to
the person who lodged the complaint
the member against whom the complaint was raised
the Management Committee

The Management Committee has the power to impose appropriate disciplinary action, (in line with the ECB and Hampshire Cricket League Disciplinary Procedure and Penalties), or to withdraw membership of the Club.

There shall be a right of appeal to the Management Committee against either the finding or the penalty imposed, following disciplinary action being taken.

The Management Committee shall appoint an Appeals Committee, who shall meet within 10 days of receipt of such appeal, to review and report on the disciplinary report and penalty imposed.

10. Selection Policy

The Club will try to select the best, balanced sides in line with player availability, except in cases where youth development is considered beneficial to the development of the player and the Club.

The Club Selection Policy and Club Rules Playing are detailed in Appendix 2.

11. Religion and Politics.

Bramshaw Cricket Club shall be Non-Sectarian, Non-Political and Non-Sexist.

12. Alteration of the Club Constitution & Rules.

a) The Constitution and Rules of the Clubs shall only be altered at the Annual General Meeting or an Extraordinary General Meeting. Notice of such changes shall be notified to all Club Members in writing at the time of notification of that meeting.

b) No alteration shall be made unless passed by a two-thirds majority at such a meeting.

13. Nominations and Proxy Votes.

a) Nominations for the election of

Executives Officers of the Club

Honorary Officers of the Club

shall be made to the Honorary Secretary, in writing, at least 7 days prior to the Annual General Meeting.

Each nomination shall be supported by;

- i) Two other Club members as Proposer and Seconder.
- ii) The signature of the nominee agreeing to the nomination.

Proxy votes will not be accepted.

14. Closure of the Club.

a) In the event of the Club closing down, the Management Committee will be responsible for the orderly winding up of the Club's affairs.

b) After settling all the liabilities of the Club, the Club assets shall be disposed of by the Management Committee to the best financial advantage of the Club, and the proceeds shall be added to the Club funds, which shall be allowed to rest at a Bank nominated by the Management Committee in the names of the Trustees of Bramshaw Cricket Club.

c) In no case shall the funds or assets be distributed to any members.

15. The Club Committee shall be empowered to take such action as may be considered necessary in the event of the any breach of the foregoing Rules.

16. Declaration

Bramshaw Cricket Club hereby adopts and accepts this Constitution as a current operating document regulating the actions of the Club and its members

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A STICKLAND
Club Chairman

Date

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C ROGERS
Honorary Club Secretary

Date

APPENDIX 1

BRAMSHAW CRICKET CLUB

CODE OF CONDUCT FOR CRICKET MEMBERS & GUESTS

All members & Guests of Bramshaw Cricket Club will:

Respect the rights, dignity and worth of every person within the context of Cricket.

Treat everyone equally and not discriminate on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, religious belief, class or social background, sexual preference or political belief.

Not condone, or allow to go unchallenged, any form of discrimination if witnessed.

Display high standards of behaviour.

Promote the positive aspects of Cricket, eg fair play.

Encourage all participants to learn the Laws and Rules and play within them, respecting the decisions of match officials.

Actively discourage unfair play, rule violations and arguing with match officials.

Recognise good performance not just match results.

Place the well being and safety of Young People above the development of performance.

Ensure that activities are appropriate for the age, maturity, experience and ability of the individual.

Respect young People's opinions when making decisions about their participation in Cricket.

Not smoke, drink or use banned substances whilst actively working with Young People in the Club.

Not provide Young People with alcohol when they are under the care of the Club.

Follow ECB guidelines set out in the "Safe Hands – Cricket's Policy for Safeguarding Children" and any other relevant guidelines issued.

Report any concerns in relation to a Young Person, following reporting procedures laid down by the ECB. In addition to the above, all Club Officers and Appointed Volunteers will:

hold relevant qualifications and be covered by appropriate insurance.

always work in an open environment, (ie avoid private or unobserved situations and encourage an open environment)

inform Players and Parents of the requirements of Cricket

know and understand the ECB's "Safe Hands- Cricket's Policy for Safeguarding Children".

Approved by the Committee of Bramshaw Cricket Club 2010

APPENDIX 2

CLUB SELECTION POLICY & CLUB RULES-PLAYING.

SELECTION

1 Purpose

This document is intended to make transparent the selection procedures of the club to ensure every player is treated in a fair manner and to help ensure that the decisions of the Selection Committee are understood and accepted by all. The key principle is that Bramshaw Cricket Club is more important than any individual member of it.

2 Selection Committee

- 2.1 The Saturday League teams shall be selected by the Selection Committee.
The Midweek League and Friendly teams will be selected by the relevant Captain, with assistance from the Selection Committee if requested.
- 2.2 The Selection Committee shall consist of the Senior XI's League Team Captains or their representative.

3 Team Selection Policy

The Policy will be to select League Teams to adequately perform at their league status and to maintain the standards set by Bramshaw Cricket Club.

The selection of players shall be based on the following factors:

- Recent performances
- Ability and potential for improved performance
- Availability
- Attitude and conduct
- Reliability

3.1 Selection of the 1st XI

1st XI team selection will consider the following criteria:-

1. Selection of the 1st XI will take priority over the other League Teams.
2. The Selection Committee will seek to select the strongest possible 1st XI to represent Bramshaw Cricket Club, based on the available Members of the Club, whilst providing opportunities for developing players, of all ages.
3. 1st XI team selection will seek to combine experienced and developing players at all times.

3.2 Selection of the 2nd XI

2nd XI team selection will consider the following criteria:-

1. Selection of the 2nd XI will take priority over the 3rd XI.
2. The Selection Committee shall seek to combine the most able players who have not been selected for the 1st XI and the developing players who have the ability to play in the 1st XI in the future.
3. The Selection Committee will seek to select the strongest possible 2nd XI to compete in their League based on the available Members of the Club.

3.3 Selection of the 3rd XI

3rd XI selection will consider the following criteria:-

1. Selection of the 3rd XI will follow the selection of the 1st and 2nd XI's.
2. The Selection Committee will seek to select the strongest possible 3rd XI to compete in their League, based on the available Members of the Club, combining experienced and young players, whilst providing development of the ability of players capable of playing in the higher League team, in the future.

4 Player Availability/Selection

- 4.1 Only eligible players who qualify under league rules shall be selected.
- 4.2 Only Club Members will be selected.
- 4.3 All players are obliged to play for whichever team that they are selected to play for by the Selection Committee. Notification of any player unwilling to fulfil this obligation, without good cause, will be passed to the Management Committee, for possible further action
- 4.4 The Team Captains will assume that all players are available unless told otherwise.
- 4.5 All players must make their unavailability known to a member of the Selection Committee, on, or prior to, the selection meeting.
- 4.6 All players will be advised by their Team Captain of their selection. Players making late withdrawals from selected teams will be warned as to this unacceptable behaviour and may be referred to the Management Committee for possible further action.
- 4.7 It is the responsibility of all members to check with their team captain if a game is in doubt due to the weather.

5 Communication

It is essential that captains communicate with any player who is promoted or demoted and convey the reasons for the decision. If a player wishes to discuss his own selection he is encouraged to do this with any member of the Selection Committee.

CLUB RULES -PLAYING

1. a) All members selected to play shall be at the venue or other meeting place at the time notified by the Team Captain or Manager.

b) Should there be any doubt, due to weather or other cause, about the match being played it is the player's responsibility to ascertain the situation by contacting the Team Captain or Manager.
2. a) Players may not be selected unless subscriptions are paid in full by the time set at the previous Annual General Meeting.

b) Match fees shall be paid to the Team Captain or Manager on the day of the match.
3. a) Team Captains and Managers shall make every reasonable endeavour to ensure the Bramshaw Cricket Club members conduct themselves, both on and off the field of play, in a manner which will not bring disrepute upon the Club.

b) Members in breach of any of the foregoing may be called upon by the Club Management Committee to account for their actions.
4. The Club Ground, Pavilion and Equipment must not be used for any purpose other than the Club's sport, except by special permission of the Committee.

APPENDIX 3

CLUB RULES-BAR

1.
 - a) The licence shall be held in the name of the Club Honorary Secretary.
 - b) A Sub-Committee shall be appointed to manage the Bar.
 - c) The Club Honorary Secretary shall be responsible for ensuring that the terms of the licence are adhered to in all respects.
 - d) A nominated member of the Committee shall be responsible for ordering stock, accounting for receipts and presenting all bills and receipts to the Honorary Treasurer .
 - e) The Bar will only be open during the hours determined by the Club Management Committee within the current Licensing Laws.
 - f) The operation of the Bar will be carried out in such a manner to comply with the Requirements and Guidelines issued by the Food Standards Agency .
2.
 - a) Only items purchased by the Club may be offered for resale from the Bar.
 - b) No payments in kind or another may be made to any persons involved in running or manning the Bar. Such work shall be considered voluntary.
3. The use of the Bar facilities is only available to fully paid up Members of the Club.
4. No person known or thought to be under 18 years of age may consume or purchase any intoxicating liquor on the Club premises.
5. Visiting teams and their families shall be signed in by the Home Team Captain of the day or another Committee Member.
6.
 - a) Guests may be admitted to the Club only after they have been signed into the book kept for that purpose, but may not remain on the premises after the introducing person has left.
 - b) Guests may not make purchases from the Bar.
 - c) The Member introducing a guest shall be responsible for the conduct of that guest for the duration of that visit.
 - d) Members may not introduce more than 2 guests on the same day.
7. All Members present in the Club shall be responsible for the maintenance of Good Order, Behaviour and Speech. Any improper conduct by a Member, visitor or guest at the Club premises shall be dealt with as considered appropriate at that time.

