

Springfield Cricket Club

CONSTITUTION AND RULES

1. Name

The name of the Club is Springfield Cricket Club, hereafter referred to as “the club”. The club shall be affiliated to the England & Wales Cricket Board through the Essex County Cricket Board.

The club promotes a range of sports including cricket.

By this Constitution The Club demonstrates that it complies with the ECB Clubmark requirements in delivering cricket activities for it's members.

2. Aims and Objectives

To foster & promote the sport of amateur cricket at all levels within the community and within the sport, providing opportunities for recreation, coaching & competition.

To manage the Springfield Cricket Club Pavilion, Coronation Park, Timsons Lane, Springfield, Chelmsford, Essex CM2 6AF

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

To ensure a duty of care to all members of the club by adopting & implementing the ECB “Safe Hands Cricket Policy for Safeguarding Children”, the “Cricket Equality Policy” and “Club Inclusion & Diversity Policy” this also applies to all future versions of the Policies.

To encourage all members to participate fully in the activities of the club.

3. Colours

The colours of the club shall be Bottle Green & Old Gold.

4. Membership

- (a) Membership of the club shall be open to anyone interested in the sport of cricket on application, regardless of sex, age, disability, nationality, sexual orientation, religion or other beliefs. However limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- (b) The club may have different classes of membership & subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to participation.
- (c) Application for membership of the club shall be by completion of a membership application form and by payment of the relevant joining fee/subscription as determined by the Annual General Meeting. The applicant/continuing member accepts the gathering and storage of data by any means, including the use of CCTV images. Only members of the Management Committee or Alarm Response Team shall have access to such data and only use it for purposes pursuant to membership or for the detection of crime.
- (d) No person shall be eligible to take part in the business of the club or be eligible for selection for any club team unless the appropriate subscription has been paid by the specified date or has been agreed by the Committee.
- (e) The club 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. Appeal against refusal or removal may be made to the Committee who shall appoint an Appeals Committee to hear the appeal.
- (f) All members shall be subject to the regulations of The Constitution and by joining the club will be deemed to accept these regulations and any Codes of Conduct that the club has adopted. The Constitution shall identify those members eligible to vote at any General Meetings.

- (g) The subscriptions of continuing members are due on 1st January of each year. Any member, who without due reason, has not paid their subscription by 30th April shall be deemed to have resigned from the club. Any member so deemed resigned can regain membership only by re-applying for membership in accordance with the Rules and submitting the relevant subscription.
- (h) If the application of a prospective member is accepted after 30th September, the subscription fee paid shall, in addition be deemed to cover the following calendar year.

5. **Classes of Membership**

There shall be the following classes of membership available:-

- Senior Playing Member - Voting
- Junior Playing Member (Under 18 years of age at the beginning of the current year and/or still in full time education or training). - Voting
- Colts Member (Under 16 years of age at the start of the school year). Non-Voting
- Social Member. - Voting
- Associate Member - Non Cricket & Non Voting
- Honorary/Life Member - Voting

A list of Members in each category shall be maintained by the Treasurer or other appointed officer of the club.

6. **Officers**

The Officers of the club shall be as follows:-

Executive Officers

- Chairperson
- General Secretary
- Treasurer
- Welfare Officer
- Bar Secretary
- Social Secretary
- Pavilion Secretary
- Club Captain
- Press Secretary

Honorary Officers

- President
- Life Members
- Honorary Vice-Presidents
- Vice -Presidents

7. **Election of Officers**

All Officers of the club shall be elected at the Annual General Meeting by the voting members of the club.

All Officers shall be elected for a period of one year but shall be eligible for re-election to the same office or any other the following year.

The appointment of Life Members, Honorary Vice Presidents and Vice Presidents shall be at the discretion of The Management Committee. Nominations for Vice Presidents, duly seconded, shall be submitted to The Management Committee in writing.

8. **Management Committee**

The affairs of the club shall be conducted by a Management Committee (the Committee) comprising the Executive Officers of the club and up to two other members elected from the Cricket Sub Committee;

only these members of the Committee shall be entitled to vote at Committee meetings.

Committee meetings shall be convened by the Club Secretary at agreed intervals but not less than six times per year.

The quorum required for business to be agreed at committee meetings shall be two thirds of the Management Committee.

The duties of the Committee shall be:-

- a) To control the affairs of the club on behalf of the members.
- b) To keep accurate accounts of the finances of the club through the Treasurer; these should be available for reasonable inspection by members and should be audited before every Annual General Meeting. The club shall maintain a bank account and the following Officers shall be authorised to sign cheques:- any two from the Chairperson, Treasurer and General Secretary.
- c) To co-opt additional members to the Committee as the Committee feel is necessary; such co-opted members shall not be entitled to vote at meetings and shall serve until the end of the next Annual General Meeting.
- d) To make decisions on the basis of a simple majority vote. In the case of equal votes being cast, the Chairperson shall be entitled to cast an additional vote.
- e) To have due regard to the Law on Disability discrimination & the safeguarding of children & vulnerable adults.

The Committee shall have powers to appoint sub-committees as necessary and to co-opt advisers who may be non-members, invited to advise on specialist subjects.

An elected committee member ceases to be such if he/she ceases to be a member of the club, resigns by written notice, or is removed from office by the Committee for good cause, after the member concerned has been given the chance of putting their case to the Committee. Appeal against removal may be made to the Appeals Committee which shall fairly decide time limits and formalities for this procedure.

The Committee has the power to:-

- a) acquire and provide grounds, equipment, coaching, training and playing facilities, clubhouse, transport, medical and related facilities.
- b) provide coaching, training, medical treatment and related social and other facilities.
- c) take out any insurance for club, employees, contractors, players and third parties.
- d) raise funds by appeals, subscriptions, loans and charges.
- e) borrow money and give security for the same and open bank accounts.
- f) buy, lease or licence property and sell, let or otherwise dispose of the same.
- g) make grants & loans and give guarantees and provide other benefits.
- h) set aside funds for special purposes or as reserves.
- i) invest funds in any lawful manner.
- j) employ and engage staff & provide services.
- k) co-operate with or affiliate firstly to any bodies regulating or organising the sport of cricket or secondly any club or body involved with cricket and thirdly with government and related agencies.
- l) do all other things reasonably necessary to advance the aims and objectives of the club.

NONE of the above quoted powers may be used other than to advance the aims & objectives in a manner consistent with the Rules and general law.

9. **Sub-committees**

Cricket Sub-Committee

Cricket affairs shall be the responsibility of a cricket Sub-Committee consisting of the Club Captain (Chairperson), the Captains of the Cricket Elevens and the Colts Manager, so elected in General Meeting. Vice Captains will be selected at the first meeting of the Cricket Sub-Committee before the commencement of the Cricket season.

The purposes of the Cricket section of the club

Social Sub-Committee

Social affairs shall be the responsibility of a Social Sub-Committee consisting of the Social Secretary (Chairperson), Bar Secretary, Pavilion Secretary and up to two other members so elected in General Meeting.

Bar & Pavilion Sub-Committee

The control and management of the Bar & Pavilion shall be the responsibility of a Sub-Committee consisting of the Bar Secretary (Chairperson), Pavilion Secretary, Treasurer, General Secretary, Social Secretary and up to two other members so elected in General Meeting.

The Sub-Committee shall be responsible for the purchase and supply of intoxicating liquor, drinks & snacks and for any maintenance & repair activity to the fabric or buildings. Other activities connected with the Cricket Pavilion may be delegated by either The Management Committee or club members in General Meeting.

The Bar & Pavilion Sub-Committee shall constitute an Alarm Reponse Team to attend club premises in the event of an alarm call from the control centre, in order to both check the premises for intrusion or damage, to reset the alarm, to call out emergency boarding-up personnel and the police if required.

Finance Sub-Committee

Financial affairs shall be the responsibility of a Sub-Committee consisting of the Treasurer (Chairperson), General Secretary, Bar Secretary and Pavilion Secretary.

10. General Meetings

The Annual General Meeting of the club shall be held not later than the end of December each year. 21 clear days written notice of the AGM shall be given to members by posting a copy of the notice on both the club website and on the notice board in the Pavilion. Members must advise the General Secretary in writing of any business to be moved at the AGM at least 14 days in advance of the posted date.

The General Secretary shall give notice of the agenda for the meeting to members, not less than 7 days in advance.

The business of the Annual General Meeting shall be to:-

- a) Confirm the minutes of the previous AGM and any General Meetings held since the last AGM.
- b) Receive the audited accounts for the year from the Treasurer.
- c) Receive the annual report of the committee from the General Secretary.
- d) Elect Auditors.
- e) Elect the Officers of the Club as listed in this constitution.
- f) Review club subscription rates and agree them for the following year.
- g) Transact such other business received in writing by the General Secretary from members 14 days prior to the meeting and included on the agenda.

Members entitled to vote at all General Meetings (hereafter referred to as "voting members") shall be :-

Senior Playing members, Junior Playing members, Social members and Honorary Officers of the club who are on the membership roll on 30th September immediately preceding the General Meeting. Voting rights shall be applicable to all matters with the exception of those pertaining only to cricket (as defined by the Management Committee). Voting on cricket matters shall be restricted to Senior Playing members, Junior Playing members and members of the Management Committee.

Nominations of candidates for election of Officers shall be made in writing to the General Secretary at least 14 days in advance of the AGM date. Nominations can only be made by voting members and must be seconded by another voting member.

Special General Meetings may be convened by the Management Committee or on receipt by the General Secretary of a request in writing from not less than 10 voting members of the club, containing the agenda item for discussion. At least 21 days notice of the meeting shall be given.

At all General Meetings the Chair will be taken by the Chairperson currently elected or, in their absence by a deputy appointed by members attending the meeting. Decisions made at a General Meeting shall be by a simple majority vote from those voting members attending the meeting. In the event of equal votes being cast, the Chairperson currently sitting shall be entitled to an additional casting vote.

A quorum for a general meeting shall be 20 voting members.

11. **Alterations to the Constitution**

Any proposed alterations to the club Constitution may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a voting member of the club and seconded by another voting member. Such alteration shall be passed if supported by no less than two-thirds of those voting members present at the meeting, assuming that a quorum has been achieved.

Any alterations must comply with the ECB Clubmark requirements as in force from time to time and in the case of any conflict,appertaining to cricket, between the provisions of the Constitution and the ECB Clubmark requirements, the latter shall take precedence.

12. **Finance**

All club monies shall be banked in accounts in the name of the club.

The Treasurer shall be responsible for the finances of the club and for providing a report on the financial position as required by the Committee.

The treasurer shall ensure that the club maintains adequate and appropriate insurance to cover the activities of the club.

The financial year shall end on 30th September.

The Treasurer shall present an audited Statement of Annual Accounts at the Annual General Meeting.

Any cheques drawn against club funds shall hold the signatures of any two of the three Officers as stated in section 8b of this document.

13. **Bar Rules**

Members have the privilege of introducing guests to the club. Guests shall have their names entered in the "Visitors Book" and countersigned by the member introducing them. No member may introduce more than three guests on one day. No guest may be introduced more than five times in any year.

The following persons may be permitted to enter the Club premises and providing that they are eighteen years of age or over, the club may supply or sell intoxicating liquor for consumption on the premises to such persons:-

- a) Members of Springfield Cricket Club and their guests.
- b) Members and bona fide supporters of visiting clubs playing or meeting at Coronation Park, Chelmsford on the

match/meeting day.

- c) Persons attending such as may be arranged by the letting of the Club premises for organised private functions only and consisting of a minimum of twenty persons. Such lettings to be authorised by the Management Committee and not to exceed six per month.

Members and guests shall pay for all intoxicating liquors supplied to them at the time they are supplied. All intoxicating liquors supplied to guests must in like manner be defrayed by the member introducing them.

Intoxicating liquors may be supplied only during the hours approved by the Licensing Authority as displayed at the bar.

14. **Property and Funds**

The property and funds of the club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules, all surplus income or profits shall be reinvested in the club. The club may also, in connection with the sporting purposes of the club:-

- a) sell and supply food, drinks & intoxicating liquor, related sports clothing and equipment.
- b) employ members (though not for playing) and remunerate them for providing goods and services on fair terms set by the Committee but without the person concerned being present.
- c) pay for reasonable hospitality for visiting teams & guests.
- d) indemnify the Committee and members acting properly within the Rules of the club against any liability incurred in the proper running of the club, to the extent of its assets.

The property of the club, other than cash which is in the control of the Treasurer, shall be vested in the Trustees and shall be dealt with by them as the Management Committee may direct.
There shall be no more than five Trustees of the club.

The Trustees shall hold office until death or resignation or until removed by resolution of the Management Committee. Where, by reason of such death, resignation or removal, it shall appear necessary to the Management Committee that a new Trustee or Trustees be appointed, or if the Management Committee deem it expedient to appoint an additional Trustee or Trustees, the Management Committee shall by resolution nominate the person or persons to be appointed. For the purpose of giving effect to such nomination, the Chairperson is hereby nominated to appoint new Trustees of the club within the meaning of section 36 of The Trustees Act 1925 and shall by deed duly appoint the person or persons nominated.

15. **Discipline and Appeals**

All complaints regarding the behaviour of members should be lodged in writing with the General Secretary.

Any person who is the subject of a written complaint or appeal shall be notified of the procedure to be followed by the General Secretary in reasonable time to prepare for any hearing.

The Committee shall appoint a Disciplinary Sub-Committee who shall meet to hear complaints within 14 days of a complaint being lodged. Any person requested to attend such a meeting shall be entitled to be accompanied by a friend or other representative and to call witnesses.

The Committee (or its sub-committee) has the power to take appropriate disciplinary action, including the termination of membership or exclusion from club premises.

The outcome of any disciplinary hearing shall be put in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days following the hearing.

There shall be a right of appeal to the Management Committee against either the finding or the sanction imposed or both, following disciplinary action being taken. The Committee shall appoint an Appeals Committee with a maximum of three, which shall not include members involved with the initial disciplinary hearing but may include non-members of the club.

The Appeals Committee shall consider the appeal within 10 working days of the General Secretary receiving the Notice of Appeal. The individual submitting the appeal shall be entitled to be accompanied by a friend or other representative and to call witnesses. The decision of the Appeals Committee shall be final and binding on all parties.

16. Dissolution of the Club

- a) If at any General Meeting of the club, a resolution be passed calling for the dissolution of the club, the General Secretary shall immediately convene a Special Meeting to be held not less than one month thereafter to discuss and vote on the resolution.
- b) If at that Special Meeting, the resolution is carried by at least three quarters of the Voting Membership present at the meeting, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the club assets and discharge all debts and liabilities of the club.
- c) The Committee shall then be responsible for the orderly winding up of the club's affairs.
- d) After settling all liabilities of the club, the committee shall dispose of the net assets remaining to one or more of the following:-
 - i) to another club with similar sporting purposes which is also a registered charity
 - ii) and/or to another club with similar sporting purposes which is a registered Community Amateur Sports Club
 - iii) and/or to the club's governing body for use by them for related community sports.

17. Declaration

Springfield Cricket Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of all members.

SIGNED (CLUB CHAIRPERSON)

NAME **DATE**

SIGNED (GENERAL SECRETARY)

NAME **DATE**

SIGNED (CLUB CAPTAIN)

NAME **DATE**