



Roffey Cricket Club

Club Constitution

Current Issue	December 2013
Last Incorporated Change	Changes incorporated to bring our Constitution into line with ECB requirements and HM Revenue & Customs needs to allow the Club to register with the Community Amateur Sports Club scheme. Changes incorporated to fully comply with the requirements of the Licensing Authority (Horsham District Council) covering the governance of the Club Premises license.
Responsible	Honorary Club Secretary

1 General Statement

- 1.1 The Club Constitution and all amendments within this document have been approved at the Extraordinary General Meeting of the Club on the 19 December 2013.
- 1.2.1 The name of the club shall be ROFFEY CRICKET CLUB and the headquarters of the Club shall be The Cricket Pavilion, Roffey Cricket Ground, Roffey, Horsham, West Sussex, RH12 4HE and the Club colours shall be black and white.

2. Club Objectives

- 2.1 The objectives of Roffey Cricket Club are:
 - 2.1.1 To provide facilities for and promote participation of the whole community in the sport of cricket.
 - 2.1.2 Maintain a Club House; provide good fellowship, recreation and entertainment for the benefit of the Club members
 - 2.1.3 To provide a social environment wherein Members and visitors to the Club are respectful of each other's views and are able to express them freely.
 - 2.1.4 To Maintain Roffey Cricket Club as a "not for profit" organisation. The Income and Property of the Club shall be applied solely towards promoting the Club's objects as set forth in the Constitution and no portion thereof shall be paid or transferred, directly or indirectly, to the members of the Club.
 - 2.1.5 To ensure that all members, playing and non-playing, abide by the ECB Code of Conduct which incorporates the Spirit of Cricket and by the Laws of Cricket.
 - 2.1.6 To ensure a duty of care to all members of the club by adopting and implementing the ECB 'Safe Hands – Cricket's Policy for Safeguarding Children' and any future versions of the Policy.
 - 2.1.7 To ensure a duty of care to all members of the club by adopting and implementing the ECB Cricket Equity Policy and any future versions of the Policy.

3. Club Membership

- 3.1 The Club shall consist of the following membership structure:
 - The President
 - Vice Presidents
 - Honorary Life Members
 - Life Members

- Playing Members
 - Non-playing Members
 - Temporary Members
- 3.2 Membership shall be granted for the year under the following headings:
- Playing Membership (see different types below).
 - Playing Membership and Spouse (or Cohabiting Partner).
 - Non Playing Membership.
 - Non Playing Membership and Spouse (or Cohabiting Partner).
 - Senior Citizen Membership (65 and over).
 - Senior Citizen Membership and Spouse (or Cohabiting Partner).
 - Special Membership may be granted to persons under the age of 18 in the interest of the Club;
- 3.3 The categories of Playing Membership shall be as follows:
- Adult Male
 - Adult Female
 - Youth (16-18 year old as at 1 April of that year or anyone in full-time education)
 - Colt (15 or under as at 1 April of that year)
- 3.4 A Colt Member's parent, carer or guardian will be given automatic non-voting social membership of the Club until the Colt reaches the age of 16 when the Colt becomes a Youth member.
- 3.5 Temporary Members being members and friends of teams playing matches against Roffey Cricket Club or Associate Clubs/Organisation. Such Members being for the day only – see Clause 9
4. **Qualification for Membership**
- 4.1 Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of cricket as a particular sport. The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Management Committee who shall appoint an Appeals Committee to hear the appeal.
- 5 **Applying for membership**
- 5.1 Application for membership of the Club shall be by completion of a membership application form and by payment of the relevant subscription/joining fees as determined by the Annual General Meeting of the Club. No person shall be eligible to take part in the business of the Club or eligible for selection for any Club team unless the appropriate subscription has been paid by the specified date or membership has been agreed by the Management Committee. The Management Committee reserves the right in its absolute discretion to refuse an application for membership.
6. **Subscriptions**
- 6.1 The Annual Subscription shall be due and payable on election and on the 1st day of April in each year. New Members elected during the course of the year shall pay such proportion of the Annual Subscriptions, for that year as the Management Committee shall determine.
- 6.2 Subscriptions shall be determined by the Management Committee of Roffey Cricket Club and to be paid by the 1st April each year. Yearly increases should rise at least by the rate of inflation.
- 6.3 A joining fee is payable on application or re-application for membership to the Club in addition the appropriate Annual Subscription. The joining fee is set each year by the Management Committee and takes effect from 1st April each year. A joining fee will not apply to Adult Female, Colt or Youth subscriptions.
- 6.4 Annual subscriptions must be paid by the 31st day of May. A penalty will be payable by all existing members if their renewal subscription is not paid before the 31st May in any year.
- 6.5 If any member neglects to pay their subscriptions within the time allowed, the Management Committee shall have the power to terminate the said membership and rights to play cricket for the Club forthwith. Any member ceasing to be a member of the Club shall forfeit all rights and privileges. Any non member making a re-application for membership will be required to pay the joining fee in addition to the membership subscription.

- 6.6 A match levy will be charged to each player per game played. This levy will be determined by the Cricket Committee and then agreed at a Players Meeting.

7. Conduct of Members

- 7.1 All Members are expected through their words and conduct to behave in a way in keeping with the Club Objectives. If the conduct of any Club member shall be in the opinion of the Management Committee be harmful to the reputation or interest of the Club, or breaches the Club's objectives, then the Management Committee reserves the right to compel the Member to attend a confidential meeting of the Management Committee so that the Member can answer any allegations put. The Member shall be given at least three clear days notice in writing of their expected attendance at such meeting. Such written notice shall be sent by the Honorary Secretary and shall contain a statement of the charge against the Member.
- 7.2 If two-thirds of the Management Committee present shall determine that the Member has acted in a manner which breaches the Club Objectives or in a way that is harmful to the reputation or interests of the Club then the Management Committee shall determine the appropriate sanction to impose on the Member which may include:
- A formal warning in writing as to the Member's conduct and the expectation over their future conduct;
 - A period of suspension for the Member for such period as the Management Committee shall determine;
 - Expulsion from the Club.
- 7.3 The Management Committee shall be entitled in its absolute discretion to attach such sanction (and such conditions to that sanction) as it shall deem fit.
- 7.4 A Member will be entitled to appeal against a sanction imposed by the Management Committee within 7 days of them being sent notification of the sanction imposed.

8. Admission of Guests of Members

- 8.1 Members may introduce guests to the Club. No more than five guests may be admitted at any one time by one member and no more than four times in a calendar year i.e. any guest can be admitted four times in any membership year. The Member must register their guest in the visitors' book, and the Guest must pay the Guest's Fee at the bar. The member must accompany their guest while on the Club premises and is responsible for ensuring the Constitution of the Club is strictly observed. If the Guest's conduct falls below the standard expected of Members then the Member who introduced the Guest shall themselves be liable to action under this policy as if they themselves had committed such conduct.

9. Admission of visitors

- 9.1 The Club shall admit as visitors the visiting teams who are playing matches against the Club or associate clubs/organisations. The members and friends of the visiting teams shall be temporary members for the day. They have no other rights. These temporary members may purchase refreshments and intoxicating liquor while on the Club premises subject to the requirements of the Licensing Laws. Temporary members must strictly observe the Club Constitution.

10. Officers of the Club

- 10.1 The officers of the Club shall consist of:
- The President
 - The Chairman
 - The Vice Chairman
 - The Cricket Committee Chairman
 - Honorary Club Secretary
 - Asst Honorary Club Secretary
 - Honorary Club Treasurer
 - Asst Honorary Club Treasurer
 - Honorary Membership Secretary
 - Colts Manager / Cricket Development Officer
 - Social Committee Chairman
 - Two Club Welfare Officers
- 10.2 The above positions shall be elected at the Annual General Meeting of the Club. The term of office for each officer shall be for one year and each officer may be available for re-election.

- 10.3 The players meeting is to be held by the end of February each year to decide the various Captains and Vice Captains together with the Cricket Chairman/Secretary, Colts Manager, Cricket Development Officer and the Honorary Fixture Secretary. These nominations will be presented for ratification at the Club's Annual General Meeting. Any member of the Club is entitled to attend this meeting but only paid Playing Members, Youth Playing Members and Officials (Recognised Umpires) will be allowed to propose and second any nomination and vote on any resolution. The elected Officials will normally constitute the Cricket Committee.

11. Management Committee

- 11.1 The affairs of the Club shall be managed by an elected management committee ("the Committee"), comprising of the following officers of the Club.

- The President
- The Chairman
- The Vice Chairman
- The Cricket Committee Chairman (or his/her appointed substitute)
- Honorary Club Secretary
- Asst Honorary Club Secretary
- Honorary Club Treasurer
- Asst Honorary Club Treasurer
- Social Committee Chairman
- Club Welfare Officer

- 11.2 The members of the Committee shall be elected each year and the term of office shall be one year. Retiring members shall be available for re-election. The Committee shall appoint such sub-committees as it considers necessary. The Committee shall determine the composition and function of such sub-committees.

- 11.3 A quorum of five main committee members shall be present at every management committee meeting. These meetings will be held monthly.

- 11.4 The responsibility of the Chairman is to ensure all matters arising on the proposed agenda (prepared 1 week prior to any management meeting by the Honorary Club Secretary) are discussed and actions documented. The Chairman of any committee only has a casting vote.

- 11.5 Any member of the Committee that without good cause fails to attend three consecutive meetings may be replaced at the discretion of the management committee. Should this situation arise any member co-opted to the main management committee will retain the previous elected officer's entitlement and benefits.

- 11.6 The duties of the Committee shall be:

- 11.6.1 To control the affairs of the club on behalf of the members.
- 11.6.2 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 current account and the Committee shall determine who should be authorised to sign club cheques.
- 11.6.3 To co-opt additional members of the Committee as the Committee feel is necessary. Co-opted members shall not be entitled to a vote on the Committee and shall serve until the end of the next Annual General Meeting.
- 11.6.4 To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chair shall be entitled to an additional casting vote.

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

- 11.8 An Elected Officer ceases to be such if he or she ceases to be a member of the club, resigns by written notice, or is removed by the Committee for good cause after the person concerned has been given the chance of putting their case to the Committee. Appeal against removal may be

made to an Appeals Committee. The Committee shall fairly decide time limits and formalities for these steps.

11.9 The Committee has the power to:

11.9.1 acquire and provide grounds, equipment, coaching, training and playing facilities, clubhouse, transport, medical and related facilities

11.9.2 provide coaching, training, and related social and other facilities

11.9.3 take out any insurance for club, employees, contractors, players, guests and third parties

11.9.4 raise funds by appeals, subscriptions, loans and charges

11.9.5 borrow money and give security for the same, and open bank accounts

11.9.6 buy, lease or licence property and sell, let or otherwise dispose of the same

11.9.7 make grants and loans and give guarantees and provide other benefits

11.9.8 set aside funds for special purposes or as reserves

11.9.9 invest funds in any lawful manner

11.9.10 employ and engage staff and others to provide services

11.9.11 co-operate with or affiliate firstly to any bodies regulating or organising the sport of cricket and secondly any club or body involved with cricket and thirdly with government and related agencies

11.9.12 do all other things reasonably necessary to advance the aims and objectives of the Club.

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

12. General Meetings

12.1 The Annual General Meeting of the Club shall be held on the third Saturday of March unless otherwise notified by the Honorary Club Secretary. The purpose of the meeting shall be for the election of the President, Vice Presidents and other Officers and members of the Management Committee and the presentation of the audited accounts.

12.2 The draft Agenda for Annual General Meeting and General Meeting must be displayed on the Club's notice board and website at least 14 days before the date set for the meeting. Should a member wish to have an item added to the agenda for the meeting then they should notify the Chairman or Secretary at least 10 days prior to the meeting. The final agenda will then be posted on the Club's notice board and website at least 7 days prior to the meeting.

12.3 Nominations of candidates for election of Officers shall be made in writing to the Secretary in advance of the Annual General Meeting date. Nominations can only be made by members and must be seconded by another member. Nominations will close 7 days before the Annual General Meeting, and nominations for all Officers of the Club shall be displayed on the Club's notice board and website at least 4 days prior to the meeting.

12.4 The Management Committee may summon a General Meeting held at any time giving reasonable notice.

12.5 A special General Meeting must be called by the Club's Honorary Secretary if summoned to do by not less than thirty members of the Club, one fifth of the originators must be present. Such meeting must deal only with business specified in the request.

13. Voting

13.1 At the Annual General Meeting or General Meeting the voting shall be confirmed to all members of the club, each of whom shall have one vote. In the case of a tie the motion will be decided by the Chairman who only has a casting vote. A simple majority shall be sufficient for elections or for ordinary motions put to the meeting.

14. Quorum for the Annual General Meeting / General Meeting

14.1 The quorum for an Annual General Meeting or General Meeting shall be twenty members. No motion shall be put to a meeting attended by less than that number.

15. Bye Laws

- 15.1 The Management Committee may from time to time make bye laws, not inconsistent with the Constitution, for the conduct of members and the governing of the affairs of the Club. A copy of these bye laws must be made available for inspection on the request of any member.

16. Intoxicating Liquor

- 16.1 The purchase and supply to members of intoxicating liquor on the Club's premises shall be under the control of the Wine and Finance Committee. The Wine and Finance Committee consists of the Club's Honorary Secretary, Clubs Honorary Treasurer and up to two of the Management Committee. Intoxicating liquor shall be supplied on the club's premises to members and on their order to guests subject to the requirements of the Licensing Laws and bye laws of the club (Clause 15)

17. Alterations to the Constitution

- 17.1 The Constitution of the Club may be amended, repealed or replaced by a resolution at the Annual General Meeting or the Club provided that any resolution concerning these rules must receive a majority vote of the members present who are entitled to vote at the Annual General Meeting. Any proposed alterations to the Constitution must be posted on the Club's notice board for at least 10 days prior to the meeting to which the proposed alteration is to be submitted. All alterations to the Constitution must be proposed and seconded by current members of the Club.

18. Dissolution

- 18.1 A motion for the winding up of the Club may be put at a Special General Meeting called for this purpose on reasonable notice in writing to all paid members on the register. At such a meeting at least 75% of the membership on the current register must be present. In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following sporting or charitable bodies:

- A registered charitable organisation which is an enrolled Environmental Body; or
- Another Club which is a registered CASC and also an enrolled Environmental Body.

19. Finance

- 19.1 The independently audited statement of the Accounts of the Club shall be made up to the 31st of January in each year and posted on the Club's notice board at least 10 days before the date of the Annual General Meeting. Inspection of the accounts may be open to any member upon written request to the Honorary Treasurer. In the interest of the Club the Management Committee shall have the power to obtain overdraft facilities or a loan or mortgage from the bank or any other finance house.

20. Landfill Communities Fund

- 20.1 The work of Roffey Cricket Club shall not be for the benefit of landfill site operators who may contribute to Roffey Cricket Club and claim credit under the Landfill Communities Fund. Nor shall it be for the benefit of the contributing third parties, as defined in the landfill tax regulations.

21. Sports Equity and Ethics

- 21.1 Roffey Cricket Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sport equity. The Club will also ensure a duty of care to all members by adopting and implementing the ECB Cricket Equity Policy and any future versions of the Policy.
- 21.2 Sports Equity is about fairness is sport equality of access, recognising 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.
- 21.3 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, race, ethnicity, religious beliefs and sexuality of social/economic status.
- 21.4 The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse. All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

- 21.5 The Club will deal with any incidents of discriminatory behaviour seriously, according to rules set out herein.

22. Child Protection Policy

- 22.1 Roffey Cricket Club is committed to ensuring that all young people who play cricket have a safe and positive experience.
- 22.2 Roffey Cricket Club is committed to developing and implementing policies and procedures, which ensures that everyone knows and accepts their responsibility in relation to a 'duty of care' for young people. It is committed to ensuring that there are comprehensive and correct reporting procedures and by promoting good practice and sound recruitment procedures for all individuals working within cricket. Roffey Cricket Club recognises that it is not the responsibility of those individuals working within in cricket to determine if abuse has taken place, but it is their responsibility to act upon and report any concerns.
- 22.3 This policy sets out a framework for fulfil Roffey Cricket Club's commitment to good practice and the protection of young people within its care whilst engaged in the activities of cricket.
- 22.4 This policy applies either directly or indirectly to all individuals working within cricket (in a paid or voluntary capacity) according to their level of contact with young people in cricket.
- 22.5 Roffey Cricket Club has appointed a Club Welfare Officer
- 22.6 Roffey Cricket Club fully endorses and works to the guidelines set out within the England and Wales Cricket Board Safe Hands Welfare of Young People Cricket Policy. Full details of this document are available on request from the Club Welfare Officer.

23. General

- 23.1 Children under the age of 18 must be accompanied by parents/guardians, unless they are playing cricket at the Club at the time.
- 23.2 The Cricket Ground shall be open to members to practise during the playing season at times determined by the Management Committee.
- 23.3 At the discretion of the Management Committee the Club will be closed to the membership up to a maximum of 12 evenings per year.
- 23.4 At the discretion of the Management Committee the Club may be hired to third parties. This is with strict terms and conditions as decided by the Management Committee. Guests attending will be treated as temporary members as per Clause 8
- 23.5 The Management Committee shall have the power to deal with all matters not provided for in the Constitution.
- 23.6 The Constitution will be reviewed at such frequency as the Management Committee shall determine.