

HARDWICKE CRICKET CLUB.



CLUB CONSTITUTION 2010.

<i>Revision Record</i>	<i>Rev</i>	<i>Date</i>
First Issue draft	A	6 November 01
Issued for use	B	21 November 01
Issued for 2003 season	C	5 December 02
Issued for 2004 season	D	27 November 03
Inclusion of child protection & code of conduct - Issued for approval (Hawks committee meeting & AGM 04)	E	29 September 04
Addition of Financial control policy / changes to meeting policy. General additions for 2006 season	F	12 December 05
Changes to AGM / new disciplinary and selection committee and general additions for 2007 season	G	29 January 2007
Improved cash procedures / new Vice Presidents / Re-vamped membership / General updates from AGM for 2007 season	H	29 January 2008
Updated Oct 2008 prior to AGM	I	16 October 2008
Draft for 2009 season. General additions and updates	J	2 February 2009
Issued for 2010 season. General additions and updates. Playing coach category added.	K	20 January 2010

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HARDWICKE CRICKET CLUB.



1 CLUB NAME.

- 1.1 The club shall be called Hardwicke Cricket Club. The club's home ground is at Green Lane, Hardwicke, Gloucester.

2 OFFICERS.

- 2.1 The officers of the club are the President (Hon), Chairman, Vice Chairman, Secretary, Treasurer, Social-Secretary, Fixture-Secretary, Cricket Development Officer and Club Welfare Officer who shall be elected at the annual general meeting (A.G.M.). It is recognised that the position of President is not normally elected due to the length and quality of service the incumbent has afforded the club. The officers shall have the power, at any time, to co-opt any person it sees fit to fill any vacancy that may occur within its officials.

3 DUTIES OF THE OFFICERS.

- To arrange and control cricket matches between other cricket clubs.
- To promote, assist & encourage cricket for junior players.
- To assist in the development and improvement of cricket standards.
- Generally to promote and protect the interest of cricket.

4 MANAGEMENT.

- 4.1 The management of the club shall be vested in a committee consisting of all the officers, (excluding the President), Captains, 2 committee members (with portfolio) to be elected annually at the A.G.M and up to 6 general committee family members. The committee shall have the power to fill any vacancies that may occur in it during the course of the year.
- 4.2 All senior teams shall be selected by a selection committee comprising: 1st team Captain and 2nd team Captain. The selection committee shall meet or discuss selection for all senior teams on a weekly basis. If a member of the selection committee cannot attend a selection meeting a nominated deputy can be used. Deputies should be Vice Captains or senior coaches.

5 MEMBERSHIP.

- 5.1 Every club member must complete an application form to be considered for membership. The membership form is available on the club's website or from the Secretary. The committee can refuse membership on any grounds. Membership normally runs from the beginning of January to the end of December each year. Club membership shall be divided as follows:

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5.2 **Ordinary Senior Member.** (18 and over).

5.2.1 Ordinary members shall consist of those who play for the club, those who are officers in the club (excluding the President) and any others accepted by the committee. Ordinary members must pay the annual subscription as outlined in rule 6.

5.3 **Ordinary Junior Member.** (aged 16 -17).

5.3.1 Ordinary junior members shall consist of those who play for the club who are in full time education and any others accepted by the committee. Ordinary junior members must pay the annual subscription as outlined in rule 6.

5.4 **Hawk.** (aged up to 16).

5.4.1 Hawks shall consist of those who play for the club who are in full time education and any others accepted by the committee. Hawks must pay the annual subscription as outlined in rule 6.

5.5 **Family Member.**

5.5.1 Family members are those who take an active interest in the club, but are non playing members. They assist with various club functions and club administration. Family members are eligible to be elected as officers of the club. Family membership is limited to a maximum of 6 persons in any year. Family members must pay the annual subscription as outlined in rule 6.

5.6 **Unemployed or in full time education. (18 and over proof required).**

5.6.1 Unemployed or in full time education members shall consist of those who play for the club who are unemployed or mature students in full time education and any others accepted by the committee. Unemployed or in full time education members must pay the annual subscription as outlined in rule 6.

5.7 **Vice President.**

5.7.1 Vice Presidents shall consist of those who support and take an active interest in the club but are normally non-playing members. Vice Presidents must pay the annual subscription as outlined in rule 6.

5.8 **Playing coach.**

5.8.1 A playing coach is defined as having a recognised ECB qualification, who helps run a Hawks team on a full time basis and plays for a senior team. The club will waive the annual subscription and training fees for all coaches, otherwise the normal match fees as outlined in rule 6 apply.

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5.9 Coaches' son/daughter.

5.9.1 Coaches' son/daughter shall consist of those who play for the club at Hawk or Junior level and whose parent is actively involved in youth coaching. Coaches are defined as having a recognised ECB qualification and who help run a Hawks team on a full time basis. The club will waive the annual subscription and training fees for coaches' children, otherwise the normal match fees as outlined in rule 6 apply.

5.10 Life Member.

5.10.1 Life members shall consist of those who play for the club, those who are officers in the club (excluding the President) and any others accepted by the committee. Life members must pay the one-off subscription as outlined in rule 6.

6 SUBSCRIPTIONS.

6.1 Annual Charges, Match Fees and Training Fees.

6.2 The committee annually sets the scale of charges for each season. These payments do not in whole or part cover other costs not outlined in this rule, including but not limited to (a) tour fees, (b) the annual presentation evening, and (c) other scheduled fundraising or social events, unless otherwise directed by the committee. Refer to document HCC Annual Subscriptions on the club's website for the full list of membership charges or contact the Secretary.

6.3 Annual subscriptions should be paid at the registration event held annually (normally in February). All subscriptions must be paid before the 1st May. Subscription rates for applications received after this date are at the discretion of the Membership Secretary. New members or occasional players joining during the playing season will be charged an appropriate rate at the discretion of the Membership Secretary.

6.4 Tea money collected from the away side is set at £35.00 for the 2010 season. The tea maker will be paid expenses on the production of a receipt less his match fee.

6.5 Members who are persistently in debt to the club without any obvious attempt to clear the debt will not be available for team selection.

7 VICE PRESIDENTS.

7.1 The Club, under the direction of The President, shall actively seek to recruit a number of Vice Presidents. Vice Presidents are normally selected by the committee from old players, ex committee members and from within the local business communities. They prove a valuable source of revenue and influence along with the ability to spread the word about the club.

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- 7.2 Historically the President and his Vice Presidents are primarily installed to raise funds for the club and increase its profile within the community.
- 7.3 All Vice Presidents will have their names on the fixture card and website. They are also eligible to play in the annual Presidents game against a Hardwicke team and attend social functions organised by the club. Vice Presidents will be encouraged to attend matches where they will be entitled to join the team for a free tea (subject to notice).
- 7.4 Vice Presidents will be invited to the annual general meeting where they will be given a report on the club's year.
- 7.5 Vice Presidents are entitled to limited voting rights at the AGM. These voting rights are limited to motions affecting club rule only but will not include election of officers and captains.

8 RESIGNATIONS.

- 8.1 Resignations from the committee shall be communicated in writing to the Secretary.

9 FINES.

- 9.1 The captain, or his nominated deputy, shall be responsible for imposing fines for minor offences. The maximum fine for any offence shall not exceed £1. These are to be considered "fun fines," taken in the good spirit in which they are meant, all monies raised going directly into club funds via the Treasurer.

10 DISCIPLINE.

- 10.1 Club discipline shall be vested in a Disciplinary Committee made up of 3 senior committee members including the Chairman who shall act independently of, but report to, the full committee.
- 10.2 The disciplinary committee shall be elected annually at the AGM and have the power to exclude any member for discreditable conduct, persistent breach of the club rules or players conduct, non-payment of subscriptions, training & match fees, tour fees, fines or any activity deemed to be damaging to the club or its interests.
- 10.3 Any complaints must be made in writing to the Secretary who, if he is unable to deal with them, shall submit them to the full committee whose decision shall be final.

11 PLAYERS RESPONSIBILITIES.

- 11.1 **Match day Responsibility.**
- 11.2 Pitch preparation and teas are each member's responsibility as per the rotas laid down by the captains. Individual tasks on match days include:

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- Preparing teas
- Boiling the urn
- Laying out of the tea
- Washing up
- Providing drinks during play
- Un-roping the square
- Roping the square
- Boundary flags
- Care & storage of the club kit
- Changing room security
- Changing room tidiness
- Umpiring/scoring

11.3 Members failing to help with these duties are liable to a fine as detailed under rule 9.

11.4 Players are to arrive at the ground for home games 60 minutes before the projected start time to assist in setting up, however those arriving later will be expected to take the lead in the clearing up process after the end of the game. Players arriving late without good reason or prior arrangement with the captain will be fined £1.

11.5 No member shall take away or permit to be taken away from the club premises on any pretext whatever any article which is the property of the club without the permission of a committee member. Neither must any member wilfully damage or destroy any club property.

11.6 The common meeting place for all away fixtures is Hardwicke Village Hall car park. Meeting times will be communicated via the captains or coaches.

12 MEETINGS (INCLUDING AGM).

12.1 The full Committee shall meet regularly to discuss club matters. Meetings dates will be confirmed by the Secretary, but are normally in the months of Jan, Feb, Mar, Apr, May, June, July, Aug, Sept, Oct, Nov and Dec. The date for Nov will be the annual general meeting (AGM). The Secretary shall prepare an agenda for each committee meeting and take minutes for distribution.

12.2 The AGM shall take place in November. The Secretary shall give at least 2 weeks notice to every member specifying the time and place of the meeting. A notice will also be placed in "Hardwicke Matters" & "Quedgeley News". It may be appropriate to place the notice in the local press.

12.3 Any proposition for consideration at the AGM must be forwarded to the Secretary at least 2 weeks prior to the meeting and a draft agenda will be circulated to all committee members. The final agenda will be circulated to all committee members 1 week before the meeting.

12.4 The committee shall submit a report at the AGM on the working of the club for the year. This shall take the form of an individual report by each committee member.

12.5 No motion affecting the club rule may be brought forward at the AGM of which notice has not been received by the Secretary at least 2 weeks before the meeting.

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12.6 The club, at its AGM, shall appoint the following:

- President (Hon) (incumbent, not normally elected)
- Chairman
- Vice chairman
- Secretary
- Treasurer (member having served a minimum of 2 years with the club)
- Fixtures secretary
- Captains (Sat/Sun/Midweek)
- Social secretary
- Club welfare officer
- Maximum of 2 committee members with portfolio (as required)
- Disciplinary committee
- Selection committee
- Club finance account auditor
- Membership secretary

12.7 The AGM agenda, as published, will be strictly adhered to during the meeting.

12.8 Quorum for meetings.

12.8.1 A quorum for an Annual General Meeting shall be the lower of 25% of the membership entitled to vote or 10 members.

12.8.2 A quorum for a committee meeting shall be 5 committee members, 2 of whom must be either the Chairman, Vice Chairman, Secretary or Treasurer.

12.9 Extraordinary General Meeting.

12.9.1 An EGM may be convened at any time by the Chairman or upon receipt by the secretary in writing from at least 10 members of the Club. The meeting will be arranged within 14 days and an agenda published to all members.

12.9.2 Any rule instigated or amended at an EGM will remain in force until voted on at the next AGM or committee meeting, subject to the conditions of rule 15.1.3.

12.10 Dissolution of the Club.

12.10.1 At any AGM or upon receipt by the secretary in writing from at least 20 members of the Club, a resolution may be passed calling for the dissolution of the Club.

12.10.2 Upon receipt the Secretary will call an EGM within 14 days to discuss and vote upon the resolution.

12.10.3 If at the EGM the resolution is carried by a two third majority, the committee will then proceed to realise all Club assets and discharge all debts and liabilities of the Club.

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12.10.4 After settling all liabilities of the Club, the committee shall dispose of the assets remaining to one or more of the following:

- To another club with similar sporting interests, to the local GCB or the SDCA.

13 ELECTION OF THE OFFICERS.

13.1 All Officers shall retire at the AGM but will be eligible for re-election.

13.2 Any member of the club may propose or second another member as an officer, providing that person is agreeable and is present at the meeting. All elections shall be properly proposed and seconded and the decision shall be on by majority vote. The committee (if agreeable) may be re-elected “en-bloc” at the Secretaries discretion.

13.3 Members wishing to be considered to office but unable to attend the AGM with good reason may forward their intentions to the Secretary and, providing they are properly proposed, seconded and elected, may take office.

13.4 Voting rights and eligibility to hold office is only permitted to fully paid-up members of the club who are free from debt to the club and not subject to investigation by the Disciplinary committee.

13.5 Members who are not present at the AGM and under 18’s have no voting rights. Under 18’s are not able to hold office. Vice Presidents have limited voting rights as detailed under section 7.

13.6 No officer can be installed on the committee without the full approval of the Chairman or Vice Chairman.

14 SELECTION AND INSTALLATION OF PRESIDENT.

14.1 The committee shall offer the office of President. This positions carry with it honorary membership. Once installed the President shall maintain office until resignation, either voluntarily or directed to do so by the committee. In such circumstances the committee must be in unanimous agreement before any action can be taken.

15 CONSTITUTION.

15.1 The Chairman shall keep and maintain the club’s constitution and any rules of which are hereafter adopted. The Secretary is responsible to uphold the constitution.

15.2 On joining the club, each member agrees to abide by the constitution and Child Welfare Policy.

15.3 No rule shall be altered or rescinded nor a fresh rule be adopted without the consent of a two-thirds majority of those voting at an AGM, EGM or committee meeting.

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16 POWER OF THE COMMITTEE.

- 16.1 The committee shall be empowered to deal with any matter arising in connection with the club.

17 MISSION STATEMENT.

- 17.1 A 10 Point Mission Statement has been adopted by the club. This statement details the club's philosophy and direction and should be promoted by every member.

The 10 points are:

1. To provide and promote cricket in the local communities of Hardwicke, Quedgeley and the surrounding areas.
2. Encourage young people to play cricket by organising practice, league and friendly fixtures.
3. Provide equipment for the use of cricketers.
4. Organise fixtures, both friendly and competitive league.
5. Provide and organise suitable practice facilities both during and prior to the playing season.
6. Develop players' skills through coaching, practise & matches.
7. Maintain and improve playing facilities such as the cricket square and outfield in conjunction with Hardwicke Parish Council.
8. Provide changing facilities in conjunction with Hardwicke Village Hall.
9. Advertise as often as possible for new players.
10. Publish detailed match reports in the local newsletters of Hardwicke & Quedgeley.

18 PLAYERS CODE OF CONDUCT.

- 18.1 The sport of cricket requires gentlemanly conduct from all players. The following code of conduct is adopted for all players and officials of Hardwicke Cricket Club:

No player or official shall:-

- Abuse equipment, clothing, or any part of the ground or pavilion.
- Show dissent at an umpire's decision by word or by action.
- Use language or a gesture that is obscene, offensive or of a seriously insulting nature to another player, umpire, referee, team official or spectator.
- Appeal excessively.
- Aggressively point towards the pavilion by a member of the fielding side upon the dismissal of a batsman.
- Publicly criticise a match related incident or match official.
- Instigate inappropriate and deliberate physical contact between players during play.
- Aggressively charge towards an umpire while appealing.
- Deliberately distract or obstruct on the field.
- Throw the ball at a player, umpire or official in a dangerous manner.
- Change the condition of the ball in breach of Law 42.3.
- Make any attempt to manipulate a match in regard to the result.
- Intimidate an umpire.
- Threaten to assault a player, team official, or spectator.
- Cheat whilst umpiring.
- Smoke on the field of play.

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- Consume alcohol before or during play.
- Wear inappropriate clothing or equipment.
- Talk on the field when the bowler has started his run-up.

18.2 It is for the Captain to decide whether a breach of the code of conduct has taken place and as to the severity of the breach. Serious and persistent breaches shall be brought to the attention of the Disciplinary committee (see 10.1.1). Minor breaches will be dealt with by the Captain (see 9.1.1). Any breach of the code by the Captain will be dealt with by the Disciplinary committee.

18.3 Members are free to play for other clubs whilst being a member of Hardwicke Cricket Club provided they do not join a team which plays in a league in which any Hardwicke team is entered.

18.4 Members who wish to leave the club to join another must be free of debt before being eligible to play for the new club.

19 CHILD PROTECTION.

19.1 The club will adopt a “Club Welfare Policy” in line with instructions from ECB including the appointment of a Club welfare Officer (CWO). It will be the responsibility of the youth coaches to adhere to this policy for the protection of both themselves and their players.

19.2 The CWO will be supported and monitored by both the League Welfare Officer and County Welfare Officer. The CWO receives adequate training to perform the role.

19.3 The Club Welfare Policy (CWP) ensures that:

- Everyone involved in youth cricket is screened by the Criminal Records Bureau.
New coaches supply references and adhere to the coaches contract.
A coaches code of conduct is adopted
A comprehensive registration form for players is completed
Control is established over the taking of photographs.
Control is established over car sharing for away fixtures.

19.4 The full Club Welfare Policy document has been prepared by the Club Welfare Officer and is available from the club on request.

20 FINANCIAL CONTROL.

20.1 The Treasurer is responsible for ensuring the financial well-being of the club and has the power to co-opt any officer to assist with this. The Treasurer will propose an annual budget at the January committee meeting based on income and expenditure from the previous season. Annual subscriptions, match fees and training fees and other financial matters shall be agreed at this meeting. Under the guidance of the Treasurer the following financial controls are in force:

20.2 All club captains and youth team coaches are responsible for collecting and recording all monies due (e.g. subs, training and match fees) for the teams they are running.

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- 20.3 The committee will nominate a responsible officer for organising club events such as (but not limited to) fun days, presentation evenings, tours and nets sessions.
- 20.4 All responsible officers are responsible for producing a budget plan. The budget plan must be approved in advance of agreeing to the event. The budget plan must include summary of expected costs, forecast attendance, suggested pricing policies and expected profit or loss. Any planned loss making venture must be approved by the committee.
- 20.5 Where the Treasurer is nominated a responsible officer a deputy must also be nominated in order to follow the cash control procedure detailed in section 21. This is to ensure appropriate segregation of duties between cash collection and bookkeeping.
- 20.6 All club captains, youth coaches and responsible officers are responsible for chasing arrears associated with training sessions, matches and any club event, and will be accountable to the committee for any such outstanding arrears.
- 20.7 The committee reserves the right to ban any member from club activities for the non payment of arrears, after all measures have been taken to collect money, this will include at least one letter in writing from the club Treasurer.
- 20.8 All responsible officers are to follow the cash control procedure detailed in section 21.
- 20.9 Any costs incurred on behalf of the club will only be reimbursed on production of an approved invoice or receipt except for sundry items egg. cricket balls, food, tea and coffee etc.
- 20.10 Any item exceeding £100 must be approved by the committee before committing to the expenditure in any way. Should expenditure be committed to without the prior consent of the committee then the individual concerned will be liable for the associated cost.
- 20.11 The Treasurer will supply money bags, cash books, record sheets and paying in books to all club captains, youth coaches and responsible officers.
- 20.12 The Clubs current bank account is held with Lloyds TSB. Cheques may be drawn against this account using a minimum of 2 signatories being either the Vice Chairman, Secretary or Treasurer.
- 20.13 The year end accounts will be audited by an elected Club member and agreed as correct, before presentation at the AGM.

21 CASH CONTROL.

- 21.1 All Cash generating events will be assigned a responsible officer by the committee.
- 21.2 An event can be a season's team games, youth training and matches or a fund raising event.

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- 21.3 The responsible officer will be given a cash control form by the Treasurer. The form is to be used to record all cash collected at the event, any cash expenditure incurred at the event, any cash owed by an individual and cash banked.
- 21.4 The responsible officer is to chase any individual owing monies in the first instance. After reasonable attempts to collect the money have failed the responsible officer should refer the matter to the committee. The committee will then follow the process as detailed in the statement of financial control.
- 21.5 For events that can last the whole season such as a teams matches cash should be banked on a regular basis, ideally weekly using the paying in slips provided by the Treasurer.
- 21.6 Once an event has ceased the completed form must be given promptly to the Treasurer.
- 21.7 Any differences between cash collected and banked should be clearly detailed on the form.
- 21.8 The form must be ready for review at any time by the Treasurer to enable the completion of financial reports to the committee.