



# **Hambrook Cricket Club**

**The Pavilion, Moorend Road, Whiteshill Common  
Hambrook, Bristol, BS16 1SJ  
Club Telephone: 0117. 9566820**

## **CONSTITUTION, CLUB RULES & NOTICES**

Issue 3 – 23<sup>rd</sup> September 2011

# **Hambrook Cricket Club Constitution**

## **1. Title**

The club shall be called Hambrook Cricket Club, hereafter to be referred to as "the club" and shall be affiliated to the following Governing Bodies:

- Bristol and District Cricket Association
- England and Wales Cricket Board
- Gloucestershire County Cricket Club
- Gloucestershire Cricket Board
- National Cricket Association
- Bristol Youth Cricket league

## **2. Aims and Objectives of the Club**

- To foster and promote the sport of cricket at all levels within the community and within the sport, providing opportunities for recreation, coaching and competition.
- The Club operates an Inclusion & Diversity Policy, membership shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowed on a non-discriminatory basis. (See the Club's Inclusion & Diversity Policy for full wording).
- To manage the club
- Adopt and uphold, the principles of the England and Wales Cricket Board "Safe Hands" Child Welfare Policy

## **3. Membership**

Membership of the club shall consist of officers of the club and members.

Membership of the club shall be open to any person completing a membership application form and by paying the relevant subscription/joining fees as determined by the Annual General Meeting of the club members

There shall be the following classes of membership available:

- **Full Member** – members who pay the full membership subscription as set out in the Club Rules and have full voting rights at the AGM or EGM
- **Junior Member** [Under 18 years of age] –
- Members who pay the appropriate subscriptions but do not have any voting rights at the AGM or EGM
- **Non playing member** – members who pay the appropriate subscriptions but do not have any voting rights at the AGM or EGM
- **Honorary/ Life Member** – members who pay the appropriate subscriptions but do not have any voting rights at the AGM or EGM

All members will be subject to the constitution and, by joining the club, will be deemed to accept these regulations and the club's codes of conduct and rules

All members will be subject to the regulations of the constitution and, by joining the club, will be deemed to accept these regulations and the club's codes of conduct

#### **4. Officers**

The officers of the club shall be as follows:

- President - Non-Executive Officer - usually an honorary position

Executive Officers:

- Chairman
- Vice Chairman
- Secretary
- Treasurer
- Child Welfare Officer
- Fixtures Secretary
- Others as the club shall deem necessary

## **5. Election of Officers**

- 5.1. All officers shall be elected at the Annual General Meeting of the club, from, and by, the members of the club.
- 5.2. All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

## **6. Management Committee**

- 6.1. The affairs of the club shall be conducted by a Management Committee comprising of the Executive Officers of the Club and other members elected from, and by, the Full Members of the Club. Only these members of the Management Committee shall be entitled to vote [if necessary] at Management Committee Meetings.
- 6.2. The affairs of the Youth Section will be managed by a subcommittee who will report directly to the Management Committee.
- 6.3. The Management Committee shall have the power to formulate and pass new rules or delete existing rules and deal with any matter affecting the working of Hambrook Cricket Club. Proposals must have a majority vote of the members present and voting at the Management Committee meeting.
- 6.4. The Management Committee will be convened by the Secretary and shall meet at agreed intervals of once a month [normally the first Monday of each month]. These dates should be published at the beginning of each year.
- 6.5. The quorum requires for business to be agreed at Management Committee Meeting shall be 7 members of the Management Committee membership.
- 6.6. The duties of the Management Committee shall be:
  - 6.6.1. To control the affairs of the Club on behalf of the members with the assistance of the Selection Committee and the Youth Section Sub-Committee.
  - 6.6.2. To keep accurate accounts of the finances of the club through the Treasurer.
  - 6.6.3. The accounts should be available for reasonable inspection by members and should be audited before every Annual General Meeting.

6.6.4. The Treasurer should produce with the help of the Management Committee a monthly cash flow forecast to the Management Committee at the beginning of each financial year. The cash flow forecast should be presented at each Management Committee meeting.

6.6.5. The Club shall maintain bank accounts and the following officers shall be authorised to sign club cheques: one from either the Chairman or Treasurer.

6.6.6. To co-opt additional members of the Committee as the Committee feel this is necessary. Co-opted members shall not be entitled to a vote on the Committee.

6.6.7. To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.

## **7. Youth Section Sub-Committee**

7.1. The officers of the Youth Section Sub-Committee shall be as follows:

- Chairperson/ Co-ordinator (who will report to the club Management committee)
- Youth Administrator/ secretary
- Treasurer
- Child Welfare Officer(s) – to also be present on Club Management Committee.
- Fixtures co-ordinator
- Coaching coordinator
- Social Secretary
- Team Managers, Player Representatives, Co-opted members.

### **7.2. Election of Youth Section Officers**

7.2.1. Election of Youth Officers – The chairperson and Child Welfare officers shall be voted into office at the main club Annual General Meeting.

7.2.2. All other youth officers, team managers and committee members shall be approved for office at the Youth sub committee meeting following the Annual General Meeting by a simple majority vote.

7.2.3. All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

### **7.3. Youth Section Committee**

7.3.1. The affairs of the Hambrook CC Youth Section shall be conducted by a Sub-Committee comprising of the Officers of the Club and other members elected as above.

7.3.2. All members of the Youth Section must be either bona fide playing or non-playing members of Hambrook Cricket Club.

7.3.3. All Youth Sub-Committee officers must hold a current enhanced Criminal Record Bureau check for cricket

7.3.4. The Youth Sub-Committee shall have the power to propose new rules or delete existing rules pertaining to the Youth Section and deal with any matter affecting the working of Hambrook Cricket Club Youth Section. Proposals must have a majority vote of the members present and voting at the Youth Sub Committee meeting.

7.3.5. The Youth Sub-Committee will be convened by the Chair person or Administrator and shall meet at agreed intervals of not less than four times per annum.

7.3.6. The quorum required for business to be agreed at Sub-Committee Meeting shall be 7 members of the Sub-Committee membership.

7.3.7. The duties of the Youth Section sub-committee shall be as follows:-

7.3.7.i. To control the affairs of the Youth Section on behalf of the members.

7.3.7.ii. To keep accurate accounts of the finances of the club through the Youth Treasurer.

- 7.3.7.iii. The accounts should be available for reasonable inspection by members and should be audited before every Annual General Meeting of Hambrook Cricket Club.
- 7.3.7.iv. To set annual subscription rates for Youth cricket at Hambrook CC.
- 7.3.7.v. The Treasurer should with the help of the Youth section Sub-Committee provide a statement of the youth section finances at its meetings.
- 7.3.7.vi. The Youth Section shall maintain bank accounts and the following officers shall be authorised to sign youth section cheques: the youth treasurer plus one other nominated sub-committee member, cheques will require the signature of both officers.
- 7.3.7.vii. To co-opt additional members onto the Sub- Committee when the Sub-Committee feel this is necessary.
- 7.3.7.viii. To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.
- 7.3.7.ix. Deal with disciplinary matters pertaining to youth playing members in accordance with the club disciplinary procedures.

#### **7.4. Youth Section Dissolution**

In the event of the youth section folding for any reason all assets will pass to Hambrook CC. The main club committee will oversee the distribution of said assets according to its own dissolution process or will retain them for current and/ or future use.

### **8. Annual General Meetings**

- 8.1. The Annual General Meeting of the club shall be held not later than the end of September each year. There should be 21 clear days written notice given to members of the Annual General Meeting being held by circulating a copy of the notice on the club notice board.
- 8.2. Members must advise the Secretary in writing of any other business to be moved at the Annual General Meeting at least 14 days before a

meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 10 days before the meeting.

8.3. The business of the Annual General Meeting shall be to:

8.3.1. Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting

8.3.2. Receive the audited accounts for the year from the Treasurer

8.3.3. Receive the annual report of the Committee from the Secretary

8.3.4. Elect an auditor

8.3.5. Elect the Officers of the Club (i.e. President; Chairperson; Members)

8.3.6. Review club subscription rates and agree them for the forthcoming year

8.3.7. Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda

8.4. Special General Meetings may be convened by the Management Committee or on receipt by the Secretary of a request in writing from not less than 20 Full Members of the club.

8.5. At least 21 days notice of the Special General Meeting shall be given.

8.6. Nominations from candidates for election of Offices shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date. Nominations can only be made by Full Members and must be seconded by another Full Member.

8.7. At all General Meetings, the Chair will be taken by the Chairperson or, in their absence, by a deputy appointed by the Club or by Full Members attending the meeting.

8.8. Decisions made at a General Meeting shall be by a simple majority vote from those Full Members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.

8.9. A quorum for an Annual General Meeting shall be at least 15 Full Members including Officers of the Club.



8.10. Each Full Member of the Club shall be entitled to one vote at the Annual General Meeting.

## **9. Dissolution**

9.1. If at any General Meeting of the club, a resolution be passed calling for the dissolution of the club, the Secretary shall immediately convene a Special General Meeting of the club to be held not less than one month thereafter to discuss and vote on the resolution.

9.2. If at that Special Meeting, the resolution is carried by at least two-thirds (three quarters) of the Full 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 assets of the club and discharge all debts and liabilities of the club.

9.3. The Committee will then be responsible for the orderly winding up of the club's affairs.

9.4. After settling all liabilities of the club, the Committee shall dispose of the net assets remaining to one or more of the following:

- to another club with similar sports purposes which is a registered charity and/or
- to another club with similar sports purposes which is a registered Community Amateur Sports Club and/or
- to the club's governing body for use by them for related community sports.

## **10. Alterations to the Constitution**

10.1. 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.

10.2. Any alteration or amendment must be proposed by a Full Member of the Club and seconded by another Full Member. Such alterations shall be passed if supported by not less than two-thirds of those Full Members present at the meeting, assuming that a quorum has been achieved.

## **11. Finance**

11.1. All club monies shall be banked in an account in the name of the club

11.2. The Treasurer will be responsible for the finances of the club

- 11.3. The financial year will end on 31 August
- 11.4. The Treasurer will present an audited statement of annual accounts at the AGM
- 11.5. Any cheques drawn against club funds should hold the signatures of two officers two from the Chairperson, Treasurer and Secretary.

## **12. Discipline and Appeals**

- 12.1. All complaints regarding the behaviour of members should be lodged in writing with the Secretary.
- 12.2. The Management Committee will meet to hear complaints within five days of a complaint being lodged. The Management Committee has the power to take appropriate disciplinary action, including the termination of membership.
- 12.3. The outcome of the disciplinary hearing shall be put in writing to the person who lodged the complaint and the member against whom the complaint was made within seven days following the hearing.
- 12.4. There shall be a right of appeal to the Management Committee following disciplinary action being given. The Management Committee shall consider the appeal within fourteen days of the Secretary receiving the appeal.
- 12.5. Any tariff imposed by the Discipline Panel should take into account the principles of the English Cricket Board
- 12.6. The decision of the Management Committee after the appeal will be final

## **Hambrook Cricket Club Rules**

The Hambrook Cricket Club Constitution is the governance of the club

The Rules of the club are set by the Management Committee. They can be added to, altered, amended or deleted by a simple majority at any legally constituted Management Committee meeting of Hambrook Cricket Club.

1. Each member of the club will be required to complete a membership form in order that the club can discharge its duty of care
2. Each member of the club should take into account their own personal injury insurance when playing for Hambrook Cricket Club. Always ensuring that they are sufficiently covered should they be injured whilst engaged in any cricketing activity for Hambrook Cricket Club.
3. Each member is requested to pay their subscriptions by the 30 May of each season.
4. The captains [or vice-captains] will meet on Tuesdays of each week of the cricket season to select the teams for the forthcoming week's fixtures. These meetings will be managed by a chairman of selectors. This person will be appointed by the Management Committee
5. The captains of each of the club's sides that have home fixtures for the forthcoming week will have the responsibility of organising a ground rota to prepare the ground, dressing rooms and other matters ready for the match
6. Proposals for individuals who have provided outstanding service to Hambrook Cricket Club may be proposed for the position of Club Life Member. The proposal in writing must be given to the Club Secretary who will then raise the matter at the next Management Committee Meeting
7. All nominees for awards made by the Cricket Club at its Annual Dinner will be considered by the Club President, Club Chairman and one other person nominated by the Management Committee
8. An honorarium can be paid to any person who undertakes work for or on behalf of the cricket club and who the members of the cricket club consider that service needs to be recognised. The Management Committee would decide upon the amount to be paid to the individual

9. A Discipline Sub Committee formed of three members of the Management Committee will meet if there is a need in accordance with the Club Constitution
10. Each new member on joining the cricket club and all existing members of the cricket club will be given a copy of the Club's Constitution, Rules and any other document[s] that the Management Committee decide would be helpful to each member

## **HAMBROOK CRICKET CLUB**

### **JUNIOR CLUB RULES**

**Hambrook Cricket Club** is fully committed to safeguarding and promoting the wellbeing of all its members. The Club believes that it is important that members, coaches, administrators and parents associated with the Club should, at all times, show respect. Encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the Club with

**Mr Jon Snell ESQ – HON CLUB SECRETARY.**

As a member of Hambrook CRICKET CLUB you are expected to abide by the following junior club rules:-

- i) All members must play within the rules and respect officials and their decisions.
- ii) All members must respect opponents
- iii) Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going late.
- iv) Members must wear suitable kit for training and match sessions, as agreed with the coach/team manager.
- v) Members must pay any fees for training or events promptly
- vi) Junior members are not allowed to smoke on Club premises or whilst representing the Club at competitions.
- vii) Junior members are not allowed to consume alcohol or drugs of any kind on the premises or whilst representing the Club.

## Hambrook Cricket Club – Safeguarding Policy Statement

Hambrook Cricket Club is committed to ensuring all Children(\*) participating in cricket have a safe and positive experience.

(\*The word “Children” should be taken to mean all persons under the age of 18.)

We will do this by:

- Recognising all children participating in cricket (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to have fun and be protected from harm in a safe environment.
- Ensuring individuals working within cricket at, or for, our club provide a safe, positive and fun cricketing experience for children.
- Adopting and implementing the England and Wales Cricket Board (ECB) “Safe Hands – Cricket’s Policy for Safeguarding Children” and any future versions of this.
- Appointing a Club Welfare Officer and ensuring they attend all current and future training modules required by the ECB, so they have the necessary skills to undertake their role effectively.
- Ensuring all people who work in cricket at, or for, our club (such as staff, officials, volunteers, team managers, coaches and so on) understand the “Safe Hands Policy” applies to them according to their level of contact with children in cricket.
- Ensuring all individuals working within cricket at, or for, the club are recruited
- and appointed in accordance with ECB guidelines and relevant legislation.
- Ensuring all individuals working within cricket at, or for, the club are provided with support, through education and training, so they are aware of, and can adhere to, good practice and code of conduct guidelines defined by the ECB, and the club
- Ensuring the name and contact details of
  - the Club Welfare Officer is available:
    1. As the first point of contact for parents, children and volunteers/staff within the club.
    2. As a local source of procedural advice for the club, its committee and members
    3. As the main point of contact within the club for the ECB County Welfare Officer and the ECB Child Protection Team, and
    4. As the main point of contact within the club for relevant external agencies in connection with child safeguarding

Ensuring correct and comprehensive reporting procedures exist for raising and managing child safeguarding concerns. Such procedures should recognise the responsibility of the statutory agencies and be in accordance with pre defined child safeguarding procedures as set down by the ECB, Statutory Agencies and Local Safeguarding Children Board (LSCB) guidelines and policies.

Providing everyone connected with the club (including parents, children and volunteers) with the opportunity to voice any concerns they have (about possible suspected child abuse, and/or about poor practice) to the Club Welfare Officer

Ensuring all suspicious concerns and allegations are taken seriously and dealt with swiftly and appropriately

Ensuring access to confidential information relating to child safeguarding matters is restricted to the Club Welfare Officer and the appropriate external authorities, such as the Local Authority Designated Officer (LADO), as specified within ECB child safeguarding procedures

## **HAMBROOK CRICKET CLUB**

### **CODE OF CONDUCT FOR CLUB OFFICIALS AND VOLUNTEERS**

The essence of good ethical conduct and practice is summarised below. All volunteers must:

- i) Consider the well being and safety of participants before the development of performance
- ii) Develop an appropriate working relationship with performers, based on mutual trust and respect.
- iii) Make sure all activities are appropriate to the age, ability and experience of those taking part.
- iv) Promote the positive aspects of the sport (i.e. fair play)
- v) Display consistently high standards of behaviour and appearance
- vi) Follow all guidelines laid down by the National Governing body and the Club
- vii) Hold the appropriate, valid qualifications and insurance cover.
- viii) Never exert undue influence over performers to obtain personal benefit or reward.
- ix) Never condone rule violations, rough play or use of prohibitive substances



## **HAMBROOK CRICKET CLUB**

### **CODE OF CONDUCT FOR PARENTS/CARERS**

- i) Encourage your child to learn the rules and play within them
- ii) Discourage unfair play and arguing with officials
- iii) Help your child to recognise good performance, not just results
- iv) Never force your child to take part in sport.
- v) Set a good example by recognising fair play and applauding the good performance of all.
- vi) Never punish or belittle a child for losing or making mistakes.
- vii) Publicly accept officials' judgements.
- viii) Support your child's involvement and help them to enjoy their sport
- ix) Use correct and proper language at all times

## **HAMBROOK CRICKET CLUB**

### **INCLUSION & DIVERSITY POLICY**

Hambrook C.C., in all its activities, is fully committed to the principles of equality of opportunity in cricket, and to ensuring that its employees, members and all other individuals working or volunteering for Hambrook C.C, and participating in or watching Hambrook C.C's activities are treated fairly and are able to conduct their activities free from discrimination, harassment or intimidation.

- Hambrook C.C, , in all its activities will not discriminate, or in any way treat anyone less favourably against on the grounds of age, gender, disability, race, parental or marital status, pregnancy, religion or belief or sexual orientation.
- Hambrook C.C will not tolerate harassment, bullying, abuse or victimisation of individuals.
- Hambrook C.C will endeavour to create access and opportunities for all those individuals who wish to participate, and are lawfully eligible to participate, in its activities.
- Hambrook C.C will ensure that it complies with the requirements of the Equality Act 2010 and shall take all reasonable steps to ensure that its employees, members and volunteers adhere to these requirements and this policy.
- This policy is fully supported by the Hambrook C.C's officers and [management committee] who are responsible for the implementation of this policy.

Hambrook C.C is committed to the investigation of any claims when brought to its attention, of discrimination, harassment, bullying, abuse or victimisation of an individual, and reserves the right to impose such sanction as it considers appropriate and proportionate, where such is found to be the case.

- In the event that any employee, member, volunteer, participant or spectator feels that he has suffered discrimination, harassment, bullying, abuse or victimisation, they should report the matter in writing to the Senior or Youth management committee's of Hambrook C.C. .
- Any such report should include: details of what occurred; when and where the occurrence took place; any witness details and copies of any witness statements.
- If the accused individual is an employee, the [management committee] will regard the issue as a disciplinary issue and will follow Hambrook C.C's employment disciplinary procedure.

- If the accused individual is a non-employee, the [management committee]:
  - may decide (at its sole discretion) to uphold or dismiss the complaint without holding a hearing;
  - may (at its sole discretion) hold a hearing at which both parties will be entitled to attend and present their case;
  - will have the power to impose any one or more of the following sanctions on any person found to be in breach of any policy: (a) warn as to future conduct; (b) suspend from membership; (c) remove from membership; (d) exclude a non-member from the facility, either temporarily or permanently; and (e) turn down a non-member's current and/or future membership application; and
  - will provide both parties with written reasons for its decision.
- A party may appeal a decision of the [management committee] to the relevant County Cricket board by writing to the relevant County Cricket Board within 3 months of Hambrook C.C's decision being notified to that party.
- If the nature of the complaint is with regard to the either of the management committee's of the Hambrook C.C the complainant may report the complaint directly to the relevant County Cricket Board.

This policy will be reviewed periodically by the Hambrook C.C in consultation with the England and Wales Cricket Board Limited.