

Northwood Cricket Club

Constitution/Rules



1. Name and Colours

- 1.1. The Club shall be called "The Northwood Cricket Club".
- 1.2. The colours of the Club shall be dark blue, light blue and claret.

2. Purpose

- 2.1. To promote the playing of the amateur sport of Cricket in the Northwood area. All members of the community are welcome to watch Cricket at the Club and are encouraged to become Playing or Social Members.

3. Management

- 3.1. The whole management and control of the Club shall be vested in a Committee (hereinafter called "The General Committee") consisting of the President, the Chairman, Captains, Youth Section Manager, Club Welfare Officer, one or more Honorary Secretaries, a Bar Chairman, a Club Development Officer, an Honorary Treasurer (hereinafter together called "the Officers") and a maximum of five other members of the Club (hereinafter called "Ordinary Committee Members"). If properly elected, more than one position may be held by any Officer.

4. Property & Funds

- 4.1. The Club shall operate on a non-profit basis, with any annual surplus re-invested in the Club's property and facilities.
- 4.2. All Club property and funds shall be vested in the General Committee or in Trustees nominated by them.
- 4.3. The property and funds of the Club cannot be used for the direct or indirect private benefit of members. No surpluses or assets will be distributed to members or third parties.
- 4.4. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Corporation Tax Act 2010.
- 4.5. The Club may also in connection with the sports purposes of the Club:
 - a) sell and supply food, drink and 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 General Committee without the person concerned being present;
 - c) pay for reasonable hospitality for visiting teams and guests
 - d) indemnify the General Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- 4.6. The General Committee will have due regard to the law on disability discrimination and the safeguarding of children and vulnerable adults.

5. Affiliation

- 5.1. The Club is affiliated to the England and Wales Cricket Board (ECB) through the Middlesex Cricket Board.

6. Standards

- 6.1 The Club and its members shall abide by the Laws of Cricket as laid down from time to time by the Marylebone Cricket Club and by the ECB Code of Conduct which incorporates the Spirit of Cricket.
- 6.2 The Club shall adopt and implement the ECB Cricket Equity Policy and any future versions of this policy.
- 6.3 The Club shall adopt the ECB Club Inclusion and Diversity Policy by preparing and implementing a Northwood Cricket Club Inclusion and Diversity Policy. The Club does not tolerate any form of discrimination, harassment, bullying, abuse or victimisation. A Grievance Form is available on the Club website through which any such incident can be reported to the Hon. Secretary.
- 6.4 All members and guests are expected to follow the Code of Conduct for Northwood Cricket Club Members and Guests, which shall be displayed on the club Notice Board.
- 6.5 In addition to the requirements above, all Playing Members are expected to follow the Code of Conduct for Northwood Cricket Club Playing Members. This is notified to both existing and new Playing Members through the Club Website.
- 6.6 The Club shall adopt and implement the "Safe Hands- Cricket's policy for Safeguarding Children" and any future versions of the policy. The current version of the "Northwood Cricket Club Safeguarding Policy Statement" shall be displayed on the Club Notice Board and be available on the Club Website.

7. Membership and Election of Members

- 7.1 Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership numbers may have to be limited from time to time, on a non-discriminatory basis, if available facilities or resources so dictate.
- 7.2 The following categories of membership exist within Northwood Cricket Club
- a) **Full Playing Members:** persons aged over 21 years at midnight on 31st August of the year preceding the current season
 - b) **U21 and Full Time Student Playing Members:** persons aged under 21 at midnight on 31st August of the year preceding the current season or are in full time education.
 - c) **Youth Section Members:** boys and girls over the age of 6 and below the age of 18 at midnight on 31st August of the year preceding the current season. However, not all age groups will necessarily be catered for in a particular season.
 - d) **Social Members** (either Associate or Full): persons who have attained 18 years of age on or before the date of application for membership. Associate Social Members shall not be entitled to vote at General Meetings. Full Social Members (i.e. existing Social Members at 1st January 2005, members who have been Playing Members for 3 years or Associate Social Members for 10 years) shall be entitled to vote at General Meetings.

- e) **Life Members:** on invitation only and on terms agreed by the General Committee.
- 7.3 Application for membership of the Club shall be by completion of the appropriate membership application form available on the Club website or in the Clubhouse.
- 7.4 Applications for all membership categories except for the Youth Section must be submitted to the Hon. Secretary. Applications for Youth Section membership must be submitted to the Youth Section Manager.
- 7.5 Except for the Youth Section, confirmation of membership will be made at the General Committee Meeting following receipt of the application. The General Committee delegates confirmation of Youth Section membership to the NCC Youth Section Manager.
- 7.6 The General Committee or Youth Section Manager may refuse membership but only for lack of capacity or for good cause such as conduct or character that is likely to bring the Club or cricket into disrepute.
- 7.7 The General Committee or Youth Section Manager may only refuse to admit a new member for good cause if a resolution is passed at a Committee meeting (by simple majority of those present) where the person in question has been notified in writing in advance and been given 14 days to submit written representations for the Club Committee to consider at the meeting. Appeal against a refusal of membership shall be to the Appeal Committee as detailed below.
- 7.8 Two days must pass after an application for membership has been submitted before membership can be granted.
- 7.9 The procedure for taking disciplinary action against a member, including removing membership, is dealt with in more detail below.
- 7.10 Candidates for whom membership has been refused or removed shall not again be considered for election or introduced to the Club premises as visitors or guests within a period of twelve months.
- 7.11 All members will be subject to these Rules and by joining the Club will be deemed to accept these Rules, any Club Regulations and any Codes of Conduct that the Club has adopted. A Code of Conduct for Members and Guests must be displayed prominently to ensure that all Club guests and non-member volunteers are aware of the code and the requirement to abide by it.
- 7.12 The Youth Section Manager shall keep a register of Youth Section members. The Club Secretary will keep a register of members in all other membership categories.
- 7.13 Membership is not transferable and shall cease on death.

8. Subscriptions

- 8.1 The Club shall maintain an equitable pricing policy and will keep subscriptions and match fees at levels that will not pose a significant obstacle to people participating.
- 8.2 Subscriptions shall be determined by the General Committee. Those for existing Youth Section members shall be payable before the start of the coaching sessions of that year. Subscriptions for all other membership categories are payable in full on 1st May in every year or by standing order received by this date.

- 8.3 New members must pay the subscription due as follows
- Youth Section Membership - before playing in any competitive match and before taking part in their third coaching session.
 - Playing Membership - before playing their fourth match for the club, unless otherwise agreed by at least two team captains.
 - Social Membership - within one month of submission of their application
- 8.4 Playing Members and Social Members who have not paid their subscriptions by the first day of June in any year may, at the discretion of the Committee, have their names posted in the Pavilion. No member who allows his subscription to remain unpaid for 2 months after the due date (1st May in any year) may exercise any of the privileges of membership. If any such Member allows his subscription to remain unpaid for 3 months after the due date their name shall be removed from the list of Members of the Club, but may be replaced at the discretion of the General Committee on payment of all arrears. Any past Member of the Club who by reason or default of subscription or resignation has ceased to be a Member and wishes to re-join must apply through the normal application for membership procedures provided for under Rule 7.
- 8.5 Youth Section members who have not paid their subscriptions shall not be allowed to take part in any club activities until the subscription is paid. If the subscription remains unpaid after 3 months from the date it was due, the Youth Section Member's name will be removed from the list of members. Should the young person subsequently wish to rejoin the club, the normal application procedures for membership described in Rule 7 shall apply.

9. Powers of the General Committee

- 9.1 The General Committee's role is solely to advance the Purpose of the club set out in Rule 3 above. Always acting within the law, it shall have 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 committee, employees, contractors, players, guests 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) appoint Trustees of the Club to hold and transact Club property. Trustees shall hold office until death or resignation unless removed from office by a resolution of the General Committee. (*Trustees are Keith Knowles, Stephen Clifton Lewis, Douglas Anthony Valentine Edmonds and Barry Norman Miller*). The Trustees are authorised to make long-term financial commitments on behalf of the Club, including borrowing money and pledging Club property/assets to secure loans. Signatures of any two of the Trustees shall be required to commit the Club to such long-term financial commitments and the trustees shall be entitled to be indemnified against any cost or expense properly incurred in dealing with the property or the assets out of the Club's funds.
 - h) make grants and loans and give guarantees and provide other benefits;

- i) set aside or apply funds for special purposes or as reserves;
- j) deposit or invest funds in any lawful manner;
- k) employ and engage staff and others and provide services;
- l) co-operate with any organisation, club, sporting body, government or government-related agencies;
- m) make Club Policies and Procedures consistent with these Rules and publicise these to the members.
- n) appoint a Club Welfare Officer to ensure compliance with safeguarding legislation and the ECB Safe Hands policy. The Club Welfare Office shall report to General Committee meetings and the reports, together with any action taken, must be minuted.
- o) fill any vacancy among the Officers or Ordinary Committee Members. Any person so appointed shall retire at the next following Annual General Meeting but shall be eligible for re-election, for election to any other Office or for election as an Ordinary Committee Member.
- p) appoint Sub-Committees from amongst its own members, delegate to any such Sub-Committee such of the powers vested in the General Committee as the General Committee may determine, make such regulations as the General Committee shall think fit for meetings of any Sub-Committee and, except in the case of a Sub-Committee concerned in the purchase for the Club or the supply by the Club of intoxicating liquor, co-opt to any such Sub-Committee any other Member or Members of the Club not being a Member of the General Committee.
- q) elect as an Honorary Vice President of the Club and upon such terms as the General Committee shall think fit any Playing Member or any Social Member of the Club as defined by Rule 7 hereof and of not less than five years standing who in the opinion of the General Committee has rendered particular service to the Club.
- r) elect new Members of the Club in all categories in accordance with the provisions of Rule 7 hereof and to transfer Members from one category to any other category.
- s) determine and from time to time revise the subscriptions payable by each category of Member as set out in Rule 7 hereof and suspend, increase or reduce the payment of annual subscriptions of any particular category or categories or in any particular individual case.
- t) impose and from time to time increase, reduce or suspend any Match fee for any category of member, either generally or in any particular individual case.
- u) determine and from time to time revise or vary the permitted hours for the supply or sale of intoxicating liquor on the Club premises.

10. Election of Officers & Committees

- 10.1 The Officers and Ordinary Committee Members shall be elected each year at the Annual General Meeting and, subject to termination by resignation or death, shall hold office until their successors are appointed at the Annual General Meeting next following their appointment, and shall be eligible for re-election or for election to any other Offices or as Ordinary Committee Members.

- 10.2 Subject to giving the Hon Secretary a minimum of 7 days prior written notice, any two members of the Club entitled to attend and vote at meetings shall be at liberty to nominate at any Annual General Meeting any member of the Club entitled to attend and vote at meetings to be any Officer or an Ordinary Committee Member. In the event of one person only being duly proposed and seconded for any one Office or in the event of not more than five persons being duly proposed and seconded as Ordinary Committee Members then he, she or they as the case may be shall be declared to be elected to that Office or as Ordinary Committee Members. In any other event election shall be by ballot.

11. Proceedings At Committee Meetings

- 11.1 The General Committee shall meet together as necessary to control the running of the Club and as notified in writing by the Hon. Secretary, giving not less than 7 days notice. Thereafter the General Committee may adjourn or otherwise regulate their meetings as they deem necessary.
- 11.2 Seven members of the General Committee present at a meeting shall form a quorum. All decisions of the Committee shall be by simple majority of those present.
- 11.3 The Chairman of the Club shall chair any meeting of the General Committee at which he is present but in his absence the members or the General Committee present at the meeting shall choose one of themselves to be Chairman of that meeting. In case of an equality of votes during committee proceedings the Chairman shall have a casting vote.
- 11.4 Whenever a Committee member has a personal interest in a matter to be discussed, he/she must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned.
- 11.5 A resolution in writing signed by every Committee member shall be valid without a meeting.

12. Rights and Votes of Members

- 12.1. The President, and all Honorary Vice Presidents who continue to make an annual donation to the Club of not less than the subscription payable by Social Members, shall be entitled to all the rights, privileges and duties of membership.
- 12.2. Social Members shall not be entitled to use the cricket ground or the nets for playing cricket or to play for the Club in any matches. Youth Section Members, any Playing Member below the age of 18 at the date of the meeting and Associate Social Members are not entitled to vote at General Meetings.

13. Removal of Membership, Discipline and Appeals

- 13.1. Any complaints regarding the behaviour of members, guests or volunteers should be lodged in writing with the Hon. Secretary.
- 13.2. Any person that is the subject of a written complaint or appeal shall be notified of the procedures to be followed by the relevant committee in reasonable time to prepare for any hearing.
- 13.3. The General Committee shall appoint a disciplinary sub-committee ("Disciplinary Sub-Committee") who will meet to hear complaints within 21 days of a complaint being lodged. Any person requested to attend a Disciplinary Sub-Committee shall be entitled to be accompanied by a friend or other

representative and to call witnesses. The Disciplinary Sub-Committee has the power to take appropriate disciplinary action on behalf of the General Committee, including the termination of membership or exclusion from Club premises.

- 13.4. The outcome of the disciplinary hearing shall be put in writing to the person who lodged the complaint and the person against whom the complaint was made within 14 days following the hearing.
- 13.5. There shall be a right of appeal within 14 days of receipt of the disciplinary decision or decision to refuse membership:
- a) against the Disciplinary Sub-Committee's findings or the sanction imposed or both; and
 - b) against the General Committee's refusal to admit a new member

In either case, the General Committee shall appoint an appeals committee ("Appeals Committee"). The Appeals Committee shall have a maximum of three members 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 21 days of the Hon. Secretary receiving the appeal. The individual who submitted 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.

14. Resignation of Members

- 14.1 Any Member wishing to resign his or her membership shall give notice in writing, by letter or e-mail, to the Hon Secretary before the date fixed for payment of Annual Subscriptions under Rule 8, failing which such Member shall be liable to pay the subscription for that current year.
- 14.2 Subscriptions paid by members, in part or whole, are not refundable on resignation except in circumstances of extreme hardship and only at the discretion of the General Committee

15. Meetings

- 15.1 The Annual General Meeting of the Club shall be held every year and not more than 15 months after the last AGM for the following purposes:
- a) To receive from the General Committee a report on the Club's activities since the previous AGM;
 - b) To receive from the General Committee a financial report, balance sheet and statement of accounts for the year ending at a date in October determined by the General Committee
 - c) To elect Officers and Ordinary Committee Members to serve until the next AGM
 - d) To appoint an Honorary Auditor.
 - e) To discuss and vote on any resolution (whether about policy or to change the Rules) and deal with any other business put to the meeting.
- 15.2 Copies of the Report and Accounts of the General Committee shall be sent with the notice convening the Annual General Meeting.
- 15.3 An Extraordinary General Meeting for the consideration only of the business specified in the notice convening it shall be convened by the Hon. Secretary on

the instructions of the General Committee or on a written requisition signed by not less than ten members of the Club entitled to attend and vote at meetings of the Club.

- 15.4 Not less than ten clear days notice in writing of every Annual General Meeting and not less than twenty one clear days notice in writing of every Extraordinary General Meeting shall be given to all Members of the Club entitled to attend and vote at meetings of the Club.
- 15.5 If the General Committee fails to call an Extraordinary General Meeting within 14 days of receiving a valid request from the members, then the requisitionists may themselves call a meeting.
- 15.6 The Chairman shall be Chairman of any meeting of the Club at which he/she is present but in his absence then the Members shall choose one of the Members of the General Committee to be Chairman of that meeting. In case of an equality of votes the Chairman shall have a casting vote.
- 15.7 Except as otherwise expressly provided by these Rules all matters for decision at any General Meeting shall be decided by a majority of Members present and voting. In case of an equality of votes the Chairman shall have a casting vote.
- 15.8 Ten Members present in person shall be a quorum at an Annual General Meeting and twenty Members present in person shall be a quorum at any Extraordinary General Meeting.
- 15.9 The accidental omission to give notice of any General Meeting to any Member shall not invalidate the proceedings of that Meeting.

16. Alteration of Rules

- 16.1 Excepting those Rules dealing with Club Purpose and Dissolution, these Rules may be added to, repealed or amended by resolution at any Annual or Extraordinary General Meeting of the Club provided that particulars of the proposed resolution is sent to Members with the notice convening the Meeting and provided that the resolution is passed by a majority of two thirds of the Members present and voting thereon. Such changes shall not jeopardise the Club's status as a Community Amateur Sports Club as first provided for by the Corporation Tax Act 2010.
- 16.2 The Club Purpose may be changed if the Committee unanimously agree and the members also agreed the change by a 75% majority of votes cast.

17. Sale of Intoxicating Liquor

- 17.1 Unless and until otherwise reduced by the General Committee, the permitted hours shall be normal licensed hours under the provisions of the legislation current at that time.
- 17.2 Members of any visiting Cricket Team, including the Umpire and Scorer for such team and their guests, shall be admitted to the Club premises during the day on which such team shall be playing against the Club and, during such day intoxicating liquor may be sold to such persons and to their guests by or on behalf of the Club for consumption on the Club premises.
- 17.3 No intoxicating liquor may under any circumstances be sold or supplied by or on behalf of the Club for consumption off the Club premises except to a Member in person.

18. General

- 18.1 A list of all Honorary Vice Presidents, Full Playing Members, U21 Playing Members over the age of 18 years, Social Members and any Youth Section member over the age of 18 years together with their addresses, shall at all times be kept in the Pavilion and in any other premises in respect of which the Club is registered under the Licensing Act 1961 or any Act replacing or amending the same.
- 18.2 An up to date copy of the Rules shall be available in the Club and shall be accessible on the club website.

19. Dissolution

- 19.1 Except in the case of non-viability (in which circumstances the General Committee shall decide on the advice of the Hon. Auditor) the Club shall not be dissolved except by resolution passed by a three fourths majority of all the Full Playing Members and U21 Playing Members at an Extraordinary General Meeting of the Club duly convened.
- 19.2 In the event of dissolution of the Club, any net assets remaining after settling all liabilities shall be given to the England & Wales Cricket Board (the ECB) for use by them for related community sports.

Adopted at the Annual General Meeting of Northwood Cricket Club

on Friday 7th April 2017

Signed by

Keith Watson
.....
Keith Watson
Chairman

Ian Keys
.....
Ian Keys
Hon. Secretary

Date..... 07 April 2017.....