

Knowle Cricket Club

KNOWLE CRICKET CLUB CONSTITUTION

1. Name and Club Colours

The Club shall be called Knowle Cricket Club, hereafter referred to as “the Club” and shall be affiliated to the England and Wales Cricket Board Limited (ECB) through the Somerset Cricket Foundation shall adhere to and follow the Directives, Guidance, and other policies of the ECB. The Club colours are to be dark blue and white.

2. Aims and objectives

The aims and objectives of the Club are:

- To provide facilities for and 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.
- To manage Knowle Cricket Club.
- 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.
- To ensure a duty of care to all employees and members of the club by adopting and implementing the ECB ‘Safe Hands – Welfare of Young People in Cricket’ Policy and any future versions of the Policy.
- To ensure a duty of care to all members of the club by adopting and implementing the ECB Cricket Equality Policy and any future versions of the Policy.
- To encourage all members to participate fully in the activities of the club.

3. Executive Officers

The club shall be managed by an Executive Committee consisting of the following Officers of the Club:

- President
- Vice President
- Hon. Secretary
- Hon. Treasurer
- Bar Chairperson
- Safeguarding Officer
- Cricket Committee Chairperson
- Social Chairperson
- Buildings Chairperson
- Communications Officer
- 1st XI Captain
- Three Alderpersons of the Club

Any person who leaves the role of President of the Club shall automatically gain the lifelong title of Patron of the Club. The role is not part of the Executive Committee and will not be given any voting rights on the Executive Committee.

4. Election of Officers

The Executive Officers shall be elected from, and by, the Full Members at the Annual General Meeting of the Club. Only these members of the Committee, and any co-opted subsequently, shall be entitled to vote at Executive Committee meetings.

At the first meeting of the Executive Committee following the Annual General Meeting, the Executive shall elect from their members a Chairperson. No person is to hold more than one position on the Executive Committee.

The Alderperson shall be members of not less than three years standing. The President shall be a member of at least ten years standing. The Vice President shall be a member of at least five years standing. All offices are annual appointments except for the Alderperson and the Vice President who shall be elected for three years

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and the President who shall be elected for five years.

The Executive shall have the power to fill any vacancy which may arise on any Sub-Committee.

Nominations for all offices plus Bar and Social Committee must reach the Hon Secretary in writing with the names of the proposers and seconders, twenty-eight days before the Annual General Meeting. Nominations must also bear the nominee's written confirmation that he or she is willing to stand for election. All such nominations shall appear on the Club Notice Board and on the Agenda for the Annual General Meeting. Where there are two or more nominations for the same position, Nominees shall be encouraged to explain their reasons for standing. The number of votes cast for each nominee shall be minuted.

5. Executive Committee

The affairs of the club shall be conducted by the Executive Committee comprising the Executive Officers of the Club.

The duties of the Executive Committee shall be to:

- a) control the affairs of the club on behalf of the members.
- b) keep accurate accounts of the finances of the club through the Treasurer. These will be made available to all members at the Annual General Meeting. The club shall maintain a bank current account and the following Officers shall be authorised to sign club cheques and have access to online banking: any two from the Chair, Treasurer and Secretary (*other Officers as appropriate*).
- c) co-opt additional members of the Committee as the Committee feels is necessary.
- d) 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.

The Executive Committee has the power to:

- a) acquire and provide grounds, equipment, clubhouse, transport, and related facilities
- b) provide coaching, training, medical treatment, and related social and other facilities
- c) take out any insurance for club, employees, contractors, players, 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) make grants and loans and give guarantees and provide other benefits
- h) set aside funds for special purposes or as reserves
- i) invest funds in any lawful manner
- j) employ and engage employees and others and provide services
- k) co-operate with or affiliate to any bodies regulating or organising the sport of cricket
- l) 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 of the Club.

The Executive Committee shall have the power to deal with any matter or situation that arises which falls outside of these rules as it feels fit. Details of any such decision must be displayed on the Club notice board within seven days.

One other working committee to be known as the Cricket Committee shall report directly to the Executive Committee. The Cricket Committee to consist of Cricket Chairperson, an Alderperson, representative from the 1st, 2nd, 3rd, Ladies and North Somerset Elevens, Honorary Fixture Secretary, Ground Chairperson and the Youth Representative.

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The Executive Committee will be convened by the Secretary of the Club and shall meet at agreed intervals and not less than six times per year.

The quorum required for business to be agreed at Executive Committee meetings shall consist of five Executive Officers.

An elected Committee member 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 member concerned has been given the chance of putting their case to the Committee. Appeal against removal from the Executive Committee may be made to the Appeals Committee. The Committee shall fairly decide time limits and formalities for these steps.

6. Finance and Auditors

All club monies will be banked in an account held in the name of the club. The Club Treasurer will be responsible for the finances of the club. The financial year of the club will end on December 31st.

The following rules associated with Finance shall be adhered to by the Executive Committee of the Club:

(a) The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits shall be reinvested in the club.

(b) The Executive Committee is empowered to borrow money for the purposes of the Club in such amounts and upon such terms as to interest, security and otherwise as the Executive Committee may from time to time determine; and

(c) The Trustees shall, at the direction of the Executive Committee, make such dispositions of the Club's property or any part thereof, and enter into and execute such agreements and instruments in relation thereto, as the Executive Committee may deem proper for giving security for such borrowed moneys and the interest payable thereon.

The Executive Committee shall appoint accountants to certify the Club accounts annually and who shall also periodically check the bar stock.

7. Cricket Selection Committee

The Cricket Selection Committee shall select each of the Club's cricket teams weekly. The day and time for the selection meeting shall be agreed by the Cricket Selection Committee. The committee shall consist of the Cricket Committee Chairperson, Captains of each team (except Youth Teams), Fixture Secretary and a Youth Coach representative. The Fixture Secretary shall not have the power to vote, and the Youth Coach representative may only vote in the selection of Youth Teams.

8. Minutes and Club Records

Minutes shall be kept by each (Sub)Committee and shall be confirmed by the chairperson of each (Sub)Committee.

With regard to the Executive Committee, the Secretary will arrange for copies of the Minutes to be circulated to each Executive Committee member prior to the next meeting and will be available on request to members.

The Social Committee will be responsible for organising and running events. They, along with all other (Sub)Committees will produce details of their income and expenditure at Executive Committee meetings as required, and these will be kept together with a brief summary of their meetings.

9. Subscriptions

Annual Subscriptions, Joining Fees and Match Fees are fixed by the Executive Committee and will be subject to review annually by the Executive Committee. In exceptional circumstances Annual Subscriptions, Joining Fees and Match Fees may be increased by the Executive Committee at their discretion. Any increases are to be shared with members seven days before any increase comes into effect. The Committee reserve the right

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to waive any subscription with particular regard to junior members.

The Membership Secretary is responsible for the collection of all Annual Subscriptions and Joining Fees. Subscriptions are due on 1st April, with payment no later than 30th April. A reminder to all Members is to be sent from the Membership Secretary after the AGM, stating membership must be paid no later than the 30th of April. Any person who loses membership by non-payment. Any person who loses membership in this manner must apply for new membership in accordance with the Club rules relating to new members. Before any such application will be considered by the Membership Secretary, all outstanding Annual Subscriptions and surcharges must be paid.

10. Membership

Membership of the Club shall be open to anyone interested in the sport on application regardless of gender, age, disability, ethnicity, nationality, sexual orientation, religion or belief (or non-belief), except as a necessary consequence of the requirements of cricket (for those applying for playing membership).

The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will have an equitable pricing policy and will keep subscriptions at levels that will not pose a significant obstacle to people participating.

All prospective new members (whether social or playing) must complete a membership application form.

Each new social member must be proposed and seconded for membership by Club members of at least two years standing who shall vouch for the candidate's suitability for membership. No member can propose or second more than 3 new members in any one calendar year. Completed application forms will be reviewed by the membership secretary.

The Membership Secretary shall recommend persons for social membership to the Executive Committee. On election to membership by the Executive Committee the Membership Secretary shall communicate to the person advising of acceptance of social membership on receipt of first subscription. Pro-rata subscriptions are to be charged from the date of election to social membership.

Playing membership shall remain open throughout the year and shall not be subjected to an internal vetting process.

In addition to full memberships, there shall be an Associate Membership category. An Associate Membership is given to a member of a sports team that makes use of the Club facilities to fulfil fixtures in their given sport. An Associate Member is entitled to make use of Club facilities on the day that their team fulfil their sporting fixture. A Team Bar Card will be issued on receipt of the appropriate team subscription. The Team Bar Card will be valid for an appropriate period of time that will reflect the duration of sporting season in question. Associate Members have no rights to vote on club matters, propose new members, bring others into the club, or to attend any organised events.

The Executive Committee shall have the power to close social membership without discrimination.

11. Life Membership

Life Membership shall be given on the recommendation of the Executive Committee. This being for outstanding services to the Club or the game of cricket.

12. Hon. Life Membership

The Executive Committee can confer Hon. Life Membership on any member who has paid a subscription for an unbroken period of fifty years.

13. Annual General Meeting

The Annual General Meeting shall be held on the last Friday in February, or such later date as the Executive Committee shall decide. Seven days' notice of such meetings shall be communicated to all members, but in the event of the date being altered, fourteen days' notice will be given. At such meetings, officers and committees shall be elected, accounts submitted after being duly certified and any other business transacted. No alterations or additions to the rules shall be made except at an Annual General Meeting or a Special General

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Meeting and twenty-eight days' notice in writing shall be given to the Hon. Secretary of any such proposal which shall appear on the agenda. The number of votes cast both for and against any alteration or addition shall be minuted. Only members who are fully paid up shall be entitled to vote at the AGM.

Captains for all senior cricket teams to be voted in by cricket members via a Cricketer's Forum held by the end of November of each year. In order to be eligible for a vote at the election of senior captains, a playing member must be paid up, present and have played a minimum of one adult league game of cricket in that calendar year. Selection for the position of cricket chairperson will run in line with the process and timings for the voting of cricket captains.

14. Special General Meeting

A special General Meeting is summoned by the Hon. Secretary on the requisition in writing signed by twenty members of the Club or by one fifth of the Club Members which ever shall be less, or by the Executive Committee. Twenty-eight days' notice with agenda being sent to all members. Such a meeting shall have the power to deal with such an Agenda – except that no alteration of this Constitution shall be made unless passed by a majority of those Club Members present. The number of votes cast both for and against any alteration or addition shall be minuted.

15. Visitors

Two visitors may be admitted within the Clubhouse if introduced by an existing Club Member; but no member may introduce as a visitor any person who has been proposed for Club Membership and rejected or any Member who has been expelled from or is currently suspended from Club Membership. The member introducing visitors shall be responsible for his visitors' actions and behaviours – strictly observing the Club rules and shall not leave the Club premises before his guests. A nominal charge fixed by the Executive Committee may be made for all visitors excluding visiting cricket teams. Visitors will not be admitted after 10.00 p.m. The Executive Committee has the power to prevent a person being admitted as a visitor if, in their opinion, he or she is admitted as a visitor too frequently.

16. Special Prizes and Gifts

In the event of special prizes or gifts being given to the Club or to Executive Officers of the Club, the awarding of these shall be left to the discretion of the Executive Committee. Club Officers receiving prizes or gifts should declare these to the Executive Committee at the next scheduled Executive Committee meeting.

17. Trustees of the Club

The Executive Committee shall have power at its sole discretion to vest the whole or any part of the property of the Club in Trustees in such manner & form & subject to any conditions as the Executive Committee may think fit. Also to direct acquisition and disposal of any property required or not required for the purpose of the Club, & a certificate signed by three persons appearing to be the Secretary & two members of the Executive Committee of the Club that any document has been executed in accordance with the direction of the Executive Committee or a resolution of the Club, shall be conclusive evidence that the document is binding on the Club & every member thereof.

16. Bar and Social Events

Persons under the age stated by law shall not be permitted to purchase, consume or be supplied with intoxicating liquor. No one under the age of 14 shall be allowed to remain in the Club pavilion after 10.00 p.m. with the exception of Fridays and Saturdays when they shall be allowed to stay until 11.00 p.m.

Social events should be allowed on any evening, provided the appropriate booking form has been completed (and where required payment made) and either the Social Chairperson or Bar Chairperson has approved the event.

17. Dogs

Only dogs belonging to members, or their visitors shall be allowed in the Club grounds or buildings. Dogs must always be held on a lead.

18. Behaviour

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Members are expected to behave in a way which does not cause offence to others and with respect to both the Club name and property.

Members are expected to assist the Executive Committee in enforcing the Club rules.

All complaints regarding behaviour or breach of Club rules shall be made in writing to the Hon. Secretary. The Executive Committee will not act on any verbal complaint or accusation.

For cricket related incidents the Club will adopt, every year, the disciplinary procedures that are agreed by the West of England Premier League (WEPL).

The Membership Secretary and/or Executive Committee 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, or where the welfare of Club members or its employees is deemed to be at risk. Appeal against such a decision may be made to the Club's members/a separate appeals panel (no member will have been involved in making the initial decision) and decided by a majority vote.

The Executive Committee has power to expel or suspend any member only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute, or where the welfare of Club members or its employees is deemed to be at risk. The Executive Committee shall have the power to suspend membership pending enquiry into any such incident. The Secretary is to advise a member of his or her expulsion or suspension in writing immediately any such decision has been made by the Executive Committee. The Secretary will display details of such expulsion or suspension on the Club notice board when they consider that the member concerned has received his written notification. Appeal against such a decision may be made as detailed in this clause. Any expulsion of membership for a period of 1 year or longer will result in the member needing to reapply for membership.

19. Child Protection Policy Statement

Knowle Cricket Club is committed to creating and maintaining the safest possible environment for children and young people to play cricket.

The Club achieves this by:

- Recognising that all children have the right to freedom from abuse.
- Ensuring that all our employees and volunteers are carefully selected and accept responsibility for helping to prevent the abuse of children in their care.
- Responding swiftly and appropriately to all suspicions or allegations of abuse and providing parents and children with the opportunity to voice any concerns they may have.
- Appointing Child Safeguarding Officer(s) who will take specific responsibility for child safety and act as the main point of contact for parents, children and outside agencies.
- Ensuring access to confidential information is restricted to the Child Safeguarding Officer(s) or the appropriate external agencies.
- Reviewing the effectiveness of our Child Protection Policy and activities each year.

20. Equal Opportunities Policy

Knowle Cricket Club is committed to the development and promotion of Equality of Opportunity for all.

Knowle Cricket Club is committed to ensuring that no person receives less favourable treatment (including dual discrimination) on the grounds of the following:

- Age
- Disability
- Marriage and civil partnership
- Pregnancy and maternity
- Race including nationality and ethnicity
- Religion or belief (including no belief)
- Sex/Gender
- Sexual orientation

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- Socio-economic status

Or less favourable treatment in relation to any other characteristic that cannot be shown to be justified.

All club members have an individual responsibility to ensure that they adhere to the principles and standards outlined in this Policy. Club members have a responsibility to make Club Executive Officers and Officials aware of literature, language or behaviour that offends against those standards.

All Club Executive Officers and Officials have a duty, in addition to their individual responsibility, to ensure that they confirm to the standards of behaviour set by the club and confront incidents of behaviour that offend against those standards.

No club member or employee will be subjected to victimisation, harassment or bullying in line with any of the above listed characteristics or in relation to any other characteristic that cannot be shown to be justified. Such behaviour will, by no means, be tolerated.

Any club member who has a grievance concerning equality of opportunity is encouraged to seek a resolution of the grievance within the club Equal Opportunities Procedures.

Equal Opportunities Procedures:

Any club member who wishes to raise an issue under the Equal Opportunities Policy or raise a grievance concerning any matter should do so to a member of the Executive Committee. The names of the members of the Executive Committee and their contact details can be found on the club noticeboard or on our website.

Any such issue raised shall be dealt with IN CONFIDENCE and only raised with the members affected and the Executive Committee. If such matters are raised at Executive meetings, then the minutes of such meetings shall not identify any individuals but only state in general terms, the issue(s) discussed. The Alderperson on the Executive Committee shall have overall charge of any investigation.

Monitoring of Procedures:

The club will monitor this policy and procedure by the following means:

Gender - Will only be an issue in relation to cricket matches if the governing bodies require single sex competition. Mixed teams will be allowed. Ladies' teams will be encouraged whenever there is sufficient demand. Supervision of mixed teams at junior level will be by the existing coach system in conjunction with the club's Child Protection Policy. Supervision at a senior level will be on the recommendations of the Chairperson of the Cricket Committee according to circumstances.

Disability - The club will encourage the full inclusion of disabled people throughout the organisation including cricket activities provided such activities are safe for them and the risk of physical injury is negligible. Access to all parts of the pavilion at Broadwalk shall be suitable for disabled persons.

Nationality of Players:

The number of foreign nationals eligible to play cricket will only be restricted by the governing bodies in competitions as detailed in the relevant rules and regulations.

The Membership Secretary shall maintain accurate records of the following categories in order to monitor the make-up of the Club membership.

Playing

Nonplaying

Age

Gender

Disability (if so, the condition) Ethnicity

These details shall be gathered at the start of each year by club members completing and returning annual membership subscriptions or throughout the year when new members join.

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21. Supplementary Rules regarding Licensed Bar

The Property of the Club shall be invested in the Officers and Committee for the time being.

The Club premises shall be open at such times as the Committee in its absolute discretion may decide and in accordance with licensing laws.

There may be admitted to the Club premises persons other than members or guests provided that a) such persons are members or officials of visiting teams, their families or friends when attending a bona fide sporting function or b) such persons are attending a private function, organised by an the responsibility of a club member, who shall have obtained the authority of the Executive Committee, and this club member shall remain in attendance throughout the function and be responsible for the behaviour of persons attending or c) such persons who are attending a function held at Club premises and sanctioned by the Executive Committee provided that where such functions at d) are not organised by the committee for the benefit of Club members then i) they shall not exceed for than 12 (twelve) occasions per year and ii) 48 hours' notice shall be given to the police and to the Clerk to the Justices at the Magistrates Court.

Intoxicating liquor may be sold to such persons defined in Rules 9 and 18(e) who are over the age of 18 years for consumption on the premises.

There will be a Bar Committee made up of a minimum of six members, all of whom shall be elected annually.

22. Discontinuance of the Club

If the Executive Committee at any time decides that it is expedient to discontinue the Club, any money or property belonging to the Club after payment of all expenses or liabilities properly incurred shall be distributed for such charitable purposes as the Committee may in their discretion determine.

All surplus income or profits are re-invested in the Club. No surpluses or assets will be distributed to members or third parties. A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

After settling all liabilities of the Club, any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.

Declaration

Knowle Cricket Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed Date 17/03/2023
Name Steve Windaybank
Club President

Signed Date 17/03/2023
Name Richard Davis
Club Secretary

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Constitution & Rules as amended on 3rd March 2023 @ AGM