Hadleigh & Thundersley Cricket Club Constitution

1. GENERAL

a. The name of the club shall be Hadleigh & Thundersley Cricket Club.
b. The club colours shall be black, red, and white.

2. AIMS AND OBJECTIVES

a. To promote and encourage the playing of cricket in the Castle Point Borough.
b. To provide social and recreational facilities for members.
c. To support members in representing the club in local darts competitions.
d. To support local community groups and sports clubs within Castle Point by providing access to club facilities for their use, subject to approval by the club

3. MEMBERSHIP

a. The club shall offer the following types of membership:
    i. Playing Membership – for individuals seeking to play club cricket who are over the age of 18 as of the preceding 1 September.
    ii. Youth Membership – for individuals seeking to play club cricket who are under the age of 18 as of the preceding 1 September.
    iii. Social Membership – for individuals over the age of 18 not seeking to play club cricket, but otherwise contribute to the club's aims and objectives.
    iv. Honorary Life Membership – for individuals who have made an exceptional contribution to club life over an extended period of time in an official administrative, playing and/or social capacity.
b. The membership year shall run from 1 May to the following 30 April. Members shall pay the relevant annual subscription outlined in Appendix A by 1 May each year.
c. Membership is open to all regardless of age, gender, disability, religion, ethnicity or sexual orientation. Membership applications shall be made in writing to the Secretary. Management shall review applications and accept or refuse them in the best interests of the club.
d. Honorary Life Membership shall be recommended by Management Committee and be subject to ratification by an Annual General Meeting.
e. Members shall carry their membership card with them at all times when on club premises. Any club official or staff member shall have the authority to require a member to show their membership card upon request.

4. MANAGEMENT COMMITTEE

a. The responsibility for the management of the club shall be vested in a Management Committee (otherwise referred to as 'Management').
b. The current composition of Management is as follows: President, Chairman, Secretary, Treasurer, Ladies' Cricket Manager, Men's Cricket Manager, Youth Manager, Chair of Bar Committee, Chair of Social Committee, Premises Manager, Club Safeguarding Officer(s).
c. Management shall meet a minimum of nine times each year, and shall conduct its business as it sees fit in line with the following provisions:
    i. The Chairman shall normally Chair meetings and the Secretary normally take the minutes, unless they are not present, in which case the meeting shall nominate others to fulfill these functions.
    ii. Quorum shall be at least four members, at least one of which shall be the President, Chairman, Secretary or Treasurer.
    iii. All decisions shall be made by simple majority vote of those present and voting.

iv. No individual may cast more than one vote.

v. No Management Committee may bind future Management Committee meetings on any decision.

vi. Before decisions authorising financial expenditure is taken, a full update on club finances shall be made available before voted upon.

vii. A record of all decisions shall be taken as minutes which shall be available to any member of Management Committee for inspection.

d. At the first meeting of Management after the AGM, the Secretary shall remind officials that the club is required by law to notify and warn any contractor engaged to work on site before work is started that asbestos is still present within the main building, and an Asbestos Register is stored with the Secretary as a legal requirement to show any contractors.

e. Management shall be responsible for approving or rejecting any private or community hire proposal at its discretion and agreeing any terms of use.

f. Management shall ensure the club remains accredited by the England and Wales Cricket Board (ECB) Clubmark scheme, and shall adopt the ECB 'Safehands' Policy.

g. Management shall have the power to deal with any contingencies not provided for by this Constitution. Management shall have the power to issue, amend or revoke bye-laws or policies, binding on all members, as required in the best interests of the club.

h. Management shall communicate news of any new, amended or revoked bye-law or policy in writing to all members within seven days of the resolution.

i. Any member may, in writing, request an interpretation from Management that clarifies, defines or elucidates on any provision in the Constitution.

j. Management may also empower any elected official to appoint unpaid volunteer members to support them with the execution of their duties. Any elected official appointing in this way shall set-out their responsibilities to Management Committee to ensure oversight and join-up across the club. Management will retain the ability to remove any appointed volunteer from their position. Examples may include but are not limited to a Sponsorship Officer, Social Media Manager, Fixture Secretaries, Groundsmen.

5. CLUB COMMITTEES

a. While Management shall have overall responsibility for club management, there shall be elected sub-committees with defined duties and responsibilities who shall support the management of the club.

b. Sub-committees shall meet in person within six weeks of their election, and at that meeting shall agree by majority vote the frequency of subsequent meetings that it shall hold. The expectation is that sub-committees will be in regular contact outside of scheduled meetings to meet their defined duties and responsibilities.

c. Sub-committees shall conduct their business as they see fit and may make recommendations or decisions by a simple majority vote which shall be recorded as minutes to be shared to the committee's membership as soon as practicable after each meeting.

d. Sub-committees shall provide reports in advance of each Management Committee meeting for review, outlining any recommendations proposed or updates.

e. Management Committee may refer issues to sub-committees for consideration and require sub-committees to meet within a certain period to ensure the continued good management of the club.

Official Sub-Committees

f. Social Committee – comprises the Chair of Social Committee, Social Media Manager(s), and up to eight ordinary members elected at the AGM. They shall be

responsible for arranging a programme of social events during the winter and summer months. The Social Media Manager shall report to the Chair of Social Committee.

g. Bar Committee – comprises the Chair of Bar Committee and up to six ordinary members also elected at the AGMs. They shall be responsible for ensuring the good management of the club bar facilities, including pricing and stock recommendations.

h. Cricket Committee – the section managers (Men's Cricket Manager, Ladies Cricket Manager and Youth Manager) shall each be empowered to create a 'sub-committee' to ensure the smooth running of their section. If they decide to do so, they shall ensure that it is run fairly and is representative of their section, reporting to Management Committee. These section managers shall jointly be responsible for ensuring the smooth running, maintenance and access to shared cricket facilities (such as the ground, changing rooms, nets, cricket storage) and shall establish ways of working to fulfill this shared duty. They are also jointly responsible for arranging the annual 'Cricket Week'. The section managers may appoint volunteers to fulfill voluntary jobs around the club, though Management Committee will retain the ability to remove any appointed volunteer from their position.

i. HFEL Fixture Selection Committee – comprises the Men's Cricket Manager (the Chair), and elected team captains or their nominated designate (usually the vice-captain). They shall be responsible for selecting the cricket teams in advance of HFEL league or cup cricket league fixtures. All other cricket fixtures shall be selected by the team captain.

j. Premises Committee – The Premises Manager shall be responsible for maintaining the clubhouse and patio facilities in line with legal requirements. They shall be empowered to create a 'sub-committee' to ensure the smooth running of their section, should they wish, or otherwise adopt ways of working that ensure the facilities remain in good condition for the benefit of all club users within the club's financial framework set by Management Committee.

k. The President, Chairman, Secretary and Treasurer shall always be able to attend and speak at sub-committee meetings in a non-voting capacity.

l. Management Committee may appoint temporary sub-committees with a prescribed remit and composition to last until the next Annual General Meeting.

6. ELECTIONS OF CLUB OFFICIALS

a. At each Annual General Meeting the following officials shall be elected by the membership, provided that they are proposed and seconded by members eligible to vote on General Meeting motions:

President*	Captain (for each club team)*
Chairman*	Chair of Bar Committee
Hon. Secretary*	Chair of Social Committee
Hon. Treasurer*	Premises Manager
Ladies Cricket Manager*	Club Safeguarding Officer (up to two)
Men's Cricket Manager*	Community Manager
Youth Manager	Hon. Auditor

All positions marked with an asterisk (*) shall be reserved for current or former playing members of the club, unless waived by Management Committee before an AGM. The Ladies' Cricket Manager nominees must be eligible to play for our ladies' teams under ECB rules.

b. The election of club officials outlined in Rule 6(a) shall be as follows:

i. Where there are more than two candidates for a position, there shall be two rounds of voting. After the first round, only the two candidates with the highest number of votes shall progress to the second round. Voting members shall entitled to vote once each for up to two candidates in round one. In the second round, the candidate with the highest number of votes shall be elected.

ii. Where there are two candidates, there shall be a single round of voting and the candidate with the highest number of votes shall be elected.

iii. Where there is a single candidate, voting members shall be asked to vote in favour or against their election, and their election shall be decided by simple majority.

iv. Where there is a tied vote that affects the election's outcome, this will be decided by a coin toss overseen by the Chair.

v. The Club Safeguarding Officer(s) shall be elected under procedures set out in Rule 6(c).

c. The election of ordinary committee positions outlined in Rule 5 shall be as follows:

i. Where there are more candidates than there are positions available, there shall be a single round of voting. Each voting member shall be able to cast one vote per position available on the committee (e.g. four positions, each may cast up to four votes). Each position shall then be filled by the candidate with the highest number of votes until all positions are elected.

ii. Where the number of candidates is equal to or less than the number of positions available, voting members will be asked to vote in favour or against each of their appointments with the outcome for each candidate decided by simple majority.

iii. Where there is a tied vote that affects the election's outcome, this will be decided by a coin toss overseen by the Chair.

d. Should any position (official or sub-committee) remain vacant after an AGM or later become vacant, Management may co-opt an eligible member to fill the position until the next AGM or call an EGM.

e. Captains shall be elected for all men's and ladies' teams entered into an outdoor league. Captains and their appointed Vice Captains must hold a valid ECB DBS certificate to serve or they shall be deemed to have resigned from their posts. The Cricket Managers shall appoint any captains required for indoor competitions or friendly matches.

7. GENERAL MEETINGS

a. Annual General Meeting (AGM) – there shall be an AGM held no later than the second full week in November each year. The agenda shall take the following format:

i. Apologies for Absence – any member may seek to record apologies for absence as requested by the absent member.

ii. Chairman's Address – the Chairman shall make opening remarks and deliver their report on the previous year's events.

iii. Minutes from the Previous AGM and/or EGM – the meeting shall decide whether to accept the minutes as proposed by Management Committee.

iv. Matters Arising – members may raise any matters arising from the minutes which are not already scheduled for discussion on the current agenda.

v. Treasurer's Report and Annual Accounts – the Treasurer shall deliver their annual report and the meeting shall vote on whether to accept the Annual Accounts as proposed by Management Committee.

vi. Secretary's Report – the Secretary shall deliver their annual report which shall include a summary of current membership levels.

vii. Committee Reports – each sub-committee shall present an annual report.

viii. Constitutional Motions – any motions proposing amendments to club rules. If passed, these shall take effect from the end of the meeting unless otherwise specified in the motion.

ix. Election of Officials – election of officials as per Rule 5, Rule 6 and ratification of Honorary Life Membership recommendations. The Chairman shall remind

members of their obligations in standing for and serving as officers of the Club, and the need to ensure that those proposed for office are both willing and able to stand for election.

x. Ordinary Motions – any motions seeking a formal decision from the AGM which do not require constitutional amendments.

xi. Any Other Business – any member may raise any items for informal discussion.

b. Extraordinary General Meeting (EGM) – on receipt of a written requisition signed by at least 20 members, Management shall convene an EGM within two weeks publicising this to all members with 7 days' notice, stating the purpose for which the meeting is called. No other business may be transacted at this meeting.

c. There shall be 14 days' notice required for the AGM. Motions (ordinary and constitutional) to be moved at the AGM shall be sent to the Secretary, properly proposed and seconded, at least 8 days before the AGM. A full agenda of formal business to be raised shall be circulated 7 days' before the AGM.

d. Members who wish to table a written amendment to a motion shall provide this to the Secretary at least 48 hours' before the AGM or EGM. The Chairman shall have the power to rule any amendment out of order if brought forward after this time at their discretion.

e. Motions passed at AGMs or EGMs shall be binding on Management and all Committees. Members may ask questions of any officer or committee required to provide a report to the AGM.

f. All voting on motions shall be by simple majority except motions seeking to amend the Constitution which shall require a two-thirds majority. In the event of a tied vote, the meeting Chair shall have the casting vote at their discretion.

g. All motions shall have a proposer and seconder to move to a vote. Eligibility to propose, second or vote on a motion shall be as follows:

i. Playing members, social members, honorary life members, and youth members who are over the age of 16 as at the date of the AGM, unless they owe monies to the club in which case their eligibility is withdrawn.

ii. For motions or elections concerning the playing or administration of cricket, as designated by Management, social members shall not be eligible to propose, second or vote unless they have previously played a club cricket match.

h. Any member may raise a Point of Order to the Chair for clarification or for a formal ruling on a matter of procedure by the Chair if they believe procedure has been broken.

8. CLUB FINANCES AND CONTRACTS

a. The Financial Year shall be from 1 May to the following 30 April. Club funds shall be deposited in the name of the club at a local branch of an established bank.

b. The account(s) shall be conducted by any two signatures of the President, Chairman, Secretary and Treasurer, and shall not at any time be overdrawn.

c. Any proposed club sponsor and terms of sponsorship shall be agreed by Management before any contractual agreement is signed.

d. Any terms of employment shall be agreed by Management, and any employment contract counter-signed by the Chairman for it to be agreed on the club's behalf.

e. Management shall set match fees in consultation with Cricket Committee. Cricket Committee shall set fees for indoor winter nets or ad hoc training.

f. All surplus income generated by bona fide club activities shall be re-invested in the club and used for the benefit of all members. No surpluses or assets shall be distributed to members or third parties.

9. VISITORS AND BAR LICENCING (Subject to Police Approval)

a. Visitors must be introduced by Members who shall be responsible for the conduct of the visitor(s). No person who has been refused membership of the club shall be introduced by a member to the club's premises as a visitor.

b. Persons visiting the club for the purpose of taking part in matches, competitions, games etc., may be permitted to enter the club's premises and the club may sell intoxicating liquor for consumption on the premises to such visitors.

c. Visitors introduced by a member in accordance with this rule shall record their names and addresses in a visitors' book kept for the purpose. Each record shall be countersigned by the introducing member.

d. Subject to and in accordance with section 28 of the Licensing Act of 1964, the privileges of the club, including the right to purchase intoxicating liquor and other commodities from the bar, shall be extended to the following persons:-

   i. Members of visiting cricket clubs and their guests.
   ii. Members of other sporting clubs in Castle Point Borough invited by the club.
   iii. Any person or persons requested by the Management Committee, the Bar Committee or any other sub-committee of the club to attend at the pavilion in connection with any club activity.
   iv. Any spectator using the club's facilities with the approval of the Management Committee.
   v. Any member's guests using the club's facilities when the member has been granted use of the club's facilities by Management for a private function.

e. The bar shall be opened for the sale of intoxicating liquor at the direction of the Bar Committee but in no circumstances beyond the limits of the existing licensing laws.

10. DISCIPLINARY & APPEALS PROCESS

a. All members and their guests shall follow the Code of Conduct (Appendix B).

Making a complaint

b. Any complaint regarding the behaviour of members, guests or visitors shall be lodged in writing with the Hon Secretary or Chairman within two weeks of the alleged event(s). Management Committee retains the power to initiate a disciplinary investigation in the absence of a written complaint. Complaints against employees shall be handled according to the club's policies for employees.

c. Management Committee shall have the power to suspend any member (without prejudice) pending an investigation into a potential breach of the code of conduct where the matter alleged is serious.

Initial investigation and outcome

d. An investigation shall be conducted by a member of Management Committee who will establish the facts of the matter, determine whether there has been a breach of the code of conduct on the balance of probabilities, and recommend an appropriate penalty to be applied, if appropriate, considering any mitigations from the member under investigation. The recommendation may, where appropriate, be that mediation is attempted in the first instance in which case this shall be attempted before a disciplinary outcome is reached.

e. A member of Management who did not conduct the initial investigation shall be the decision maker (usually the Chairman). The decision maker shall consider the recommendations and make the final decision. The decision maker shall decide whether there has been a breach of the code of conduct on the balance of probabilities, and the nature of any penalty to be applied, as appropriate. This outcome will be communicated to the member under investigation and any complainant – each of whom has the right to appeal the decision within 48 hours in writing to the club email address setting out their grounds for appeal.

f. If a complaint is submitted or investigation initiated concerning a non-member (guest or visitor) then action may be taken against the member who was responsible for them and/or the decision maker has the right to apply a penalty up to and including permanent exclusion from the club premises against the non-member who shall have no right of appeal.

Appeal processes

g. If the outcome is appealed, Management shall appoint a three-person Disciplinary Committee from its number who will hear the appeal at the earliest opportunity.

h. The Disciplinary Committee has the power to adopt any fair way of proceeding as it sees fit which may include conducting an additional investigation or accepting the facts established by the initial investigation but reaching its own decision about whether there has been a breach of the code of conduct on the balance of probabilities. The Disciplinary Committee has the power to amend any penalty applied, including increasing the severity.

i. Anyone involved in the appeal shall be notified of the procedures to be followed in reasonable time to prepare for any hearing. Any person requested to attend a Disciplinary Committee hearing shall be entitled to be accompanied by another person (member or otherwise).

j. The outcome of the Disciplinary Committee shall be reached on a majority basis and be put in writing to the member who was investigated and any complainant.

Disciplinary penalties

k. The decision maker and the Disciplinary Committee has the power to take disciplinary action on behalf of Management, including the suspension of membership, termination of membership or other proportionate financial or non-financial penalties. The penalty applied may include a formal warning or suspended penalty.

Proceedings against youth members

l. Any proceedings against a youth member shall broadly follow the above process, but the England and Wales Cricket Board policy on Disciplinary Proceedings Involving Children must be followed and shall always take precedence. The Club Safeguarding Officer(s) must be involved.

11. DISSOLUTION

a. In the event of the dissolution of the Club all assets will be realised and, after the payment of all creditors and obligations, the remaining assets will be transferred to the Sport's Governing Body, the England and Wales Cricket Board (ECB) for discretionary use to support recreational cricket.

12. BYE LAWS

1. Management shall post rules governing the use of the clubhouse on the noticeboard.
2. The hours during which the clubhouse may be used by members shall be defined from time to time by the Management Committee.
3. Club officials may request a form of photographic identification or other form of identification from any user of the club, member, visitor or guest to verify who they are.
4. The official club tie shall be agreed by Management Committee.
5. Management officials and staff shall have the power to direct members or guests to leave club facilities if their conduct is disorderly or contrary to the code of conduct.
6. Members who play darts competitively for the club shall agree any darts captain(s) between themselves, as long as the nominated representative is a paid member.
7. The darts season duration shall be defined by Management each year for Darts Membership purposes.
8. Members who regularly introduce their spouse/partner to the club with them as a guest shall be able to register their name and address with the Hon. Secretary who shall maintain a digital Visitor Book of regular spouse/partner guests for the purpose of Rule 9(c). Any spouse/partner of a member whose details are not recorded in the digital Visitor Book must use the physical guest book provided instead.

9. A member may only introduce a guest who is not in their immediate family (e.g. a spouse or partner) up to twice per calendar month unless they have express permission from the Management Committee.
10. A guest may only be introduced by members twice in total in any calendar month.
11. Drinks should only be consumed on the licensed premise.
12. The club formally adopts the ECB Anti-Discrimination Code and notes that discriminatory will be treated as misconduct under our disciplinary rules.
13. Application for membership shall be made in writing to the Secretary under Rule 3 (c). Under the same rule Management shall consider the membership application with the powers to decline any application in the best interests of the club (namely conduct or character likely to bring the Club or cricket into disrepute). Where a membership application is refused, the applicant has recourse to Rule 10 (c) to appeal the decision.

Appendix A – Membership Subscription

The current annual membership subscription rates shall be as follows:

Membership Type	Existing Members	New Members
Playing Member Eligible to be selected for all open age fixtures.	£120*	£120*
Youth Member (Softball to U18)^ Eligible to be selected for youth age group matches and for Year 8+, all open age fixtures.	£60	£80 – and the club will buy your youth match shirt.
Youth Member (Free School Meals)^ Same eligibility as youth membership.	Free	Free
Ladies Hardball Playing Member Eligible to be selected for ladies hardball and softball matches.	£60	£60
Ladies Softball Playing Member Eligible to be selected for ladies softball matches.	£40	Free
Social Member	£50	£50
Social Member (Spouse/Partner)	£25	£25
Honorary Life Membership	Optional Donation	N/A

Notes

* Playing Member rates will be discounted to £60 for those in full time education or unemployed

** A family discount of 20% will apply to the total cost of main rate playing memberships where there is an adult couple who are both playing members, or a family has two or more paying youth members. E.g. two siblings, each U15 youth members would be (£60 + £60) x 80% = £96.

^ Up to two parents or guardians of a Youth Member shall be complementary Social Members. Where a child has joined the All Stars or Dynamos Programme, they shall become a Youth Member by paying £10 to the club and completing a membership form.

Additional Notes

1. Playing and youth membership shall include the cost of outdoor training, facilities and use of shared club equipment.
2. Members who need to pay in installments due to their financial circumstances shall make an agreement with the Treasurer on a payment plan.

3. Management may grant complementary membership each year to any individual if they believe it is in the best interests of the club, but may not grant this for serving Management Committee members.
4. Playing, Social and Honorary Membership shall extend discounted social membership to a common-law partner, spouse or partner in a long-term relationship.
5. Social members (who are not renewing members) who join after the AGM shall pay pro-rata subscriptions to cover until the end of the current membership year.

Appendix B – Code of Conduct

1. Members shall treat fellow members, guests, visitors and staff with respect, and shall not behave in a manner liable to intimidate, harass, distress or offend on club premises.
2. Members playing cricket for the club or spectating shall behave with the highest standards of sportsmanship before, during or after a match in keeping with the dignity and best traditions of the game (see the Preamble to the Laws of Cricket, ECB Model Disciplinary Regulations, and relevant cricket league disciplinary regulations).
3. The club expects captains, vice-captains and youth coaches to exercise appropriate control over their teams.
4. Members and their guests shall look after club facilities, and shall not leave litter, mess or otherwise damage or risk damage to club facilities through their actions.
5. Members shall not act in any way, both on and off club premises, that is liable to bring the club into disrepute. This includes consumption or distribution of illegal substances.
6. Members, their guests and visitors are expected to conform to acceptable standards of dress and appearance when using club facilities.
7. Members shall follow any rules, bye-laws and policies set by the club, as well as any reasonable requests by officials or staff. Club officials shall carry out their duties under the Constitution, and shall not abuse their office or position of trust for personal gain or the gain of others.