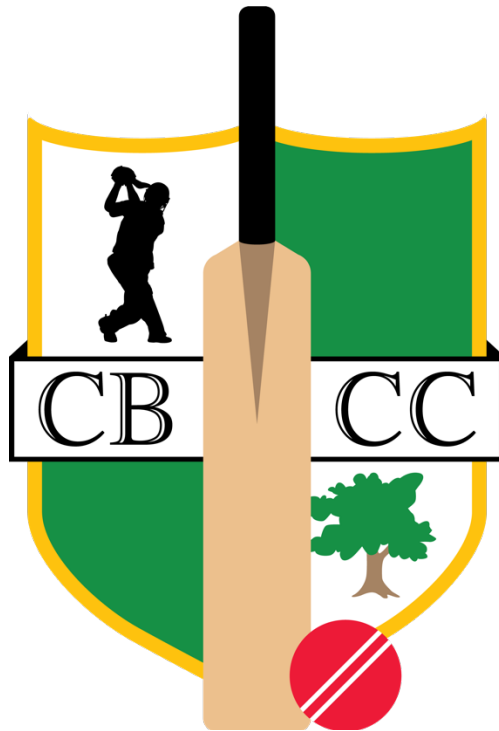


Chesham Bois Cricket Club



CLUB RULES & CONSTITUTION

REVISED AND ADOPTED
SEPTEMBER 2020

1 TITLE AND PURPOSE

The Club shall be known as "Chesham Bois Cricket Club" hereinafter stated as "the Club". The purposes of the Club are to promote and provide facilities for the amateur sport of cricket in Chesham Bois and community participation in the same.

2 HEADQUARTERS

The Club Headquarters shall be Chesham Bois Common, North Road, Chesham Bois, Bucks, HP6 5NA.

3 COLOURS

The Club colours shall be green and gold.

4 MEMBERSHIP

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. However, limitation of membership according to available facilities is allowable on a non- discriminatory basis.

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

The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.

Members shall consist of:

- Life Members: Members who, having given outstanding service to the Club, have been elected by a majority vote at an Annual General Meeting.
- Playing Members: Being those who have paid the current year's annual subscription in accordance with Rule 12.
- Honorary Members: Who shall be the President and Vice Presidents.
- Social Members: Members families and friends of the Club.
- Long Service Members: Members who have given 20 years continuous service to the Club. At the Club Committee's discretion, members who have given 20 years in total of interrupted service may also be considered for long service status.

5 CLUB INCLUSION AND DIVERSITY POLICY

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

5.1 Chesham Bois Cricket Club 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.

5.2 Chesham Bois Cricket Club will not tolerate harassment, bullying, abuse or victimization of individuals.

5.3 Chesham Bois Cricket Club will endeavour to create access and opportunities for all those individuals who wish to participate, and are lawfully eligible to participate, in its activities.

5.4 Chesham Bois Cricket Club 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 Chesham Bois Cricket Club's officers and management committee who are responsible for the implementation of this policy.

5.5 Chesham Bois Cricket Club is committed to the investigation of any claims when brought to its attention, of discrimination, harassment, bullying, abuse or victimization 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.

5.5.1 In the event that any employee, member, volunteer, participant or spectator feels that he has suffered discrimination, harassment, bullying, abuse or victimization, they should report the matter in writing to the management committee of Chesham Bois Cricket Club.

5.5.2 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.

5.5.3 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.

5.5.4 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 Chesham Bois Cricket Club's decision being notified to that party.

5.5.5 If the nature of the complaint is with regard to the management committee of Chesham Bois Cricket Club, the complainant may report the complaint directly to the relevant County Cricket Board. This policy will be reviewed periodically by Chesham Bois Cricket Club in consultation with the England and Wales Cricket Board.

6 OFFICERS

The Officers of the Club shall consist of the President, Chairman, Vice-Chairman, General Secretary, Fixtures Secretary, Ground Representative, Treasurer, Welfare Officer, Club Captain and Captains and Vice-Captains of all senior teams. The Officers of the Club, shall form the nucleus of the Club Committee.

7 CLUB COMMITTEE

7.1 The Club Committee shall comprise up to nineteen Officers or Members of the Club, including the President. If a captain is unable to attend a Committee Meeting, his Vice Captain may deputise for him.

7.2 Where subsequent to the election of Officers there is a shortfall of Committee members, the attending members of the AGM shall have the power to elect additional members from those proposed and seconded in accordance with Rule 9.2 in an attempt to bring the Committee up to the required strength. Any

further shortfall shall be made up at the Committee's discretion. Fifty per cent of Committee members shall form a quorum.

8 ANNUAL GENERAL MEETING

The Annual General Meeting shall be called by the Club Chairman and/or General Secretary as soon as possible after the close of the current season but shall not be later than 31st March of the year containing that season. The Club's financial year shall end on 31st October of the current season and subscriptions, fees and donations collected by Officials shall be fully documented and handed to the Club Treasurer not later than 7th October. The meeting shall be open to members only. The Annual General Meeting shall be held primarily for:

8.1 Hearing the General Secretary's and Treasurer's Reports; and 8.2 Electing the Officers, Officials and Committee members of the Club for the following season. For this purpose, only the attending members as set out in Rule 4 shall be eligible to vote.

9 ELECTION OF OFFICERS

9.1 President. The President and Vice Presidents shall be appointed by the Club Committee and their election confirmed or otherwise at the Annual General Meeting of members.

9.2 Club Committee

9.2.1 Nominations for the members of the Club Committee, with the name of the nominator and seconder shall be made available to the General Secretary prior to the Annual General Meeting. These elections shall be by written ballot or show of hands at the AGM. Their term of duty shall commence with the closing of the AGM and continue until the end of the AGM which takes place the following year.

9.2.2 If, at the commencement of the AGM, there are no nominations for any Committee post or if any nominations were invalid, or the vacancy was created by the AGM approving a change in Club Rules, the Chairman shall:-

- Accept and acknowledge any nomination made from those present;
- Establish the Meeting's willingness or preference for the nominees they would prefer to fill the said vacancies; and
- Refer the matter to the next meeting of the Club Committee who shall establish the continued willingness of the nominees to fill the vacancies and ensure their awareness of the attendant responsibilities.

- Thoroughly review the situation
- Pay due regard to the views expressed above.
- Appoint by co-option the appropriate Club member to the vacant post.

9.2.3 Any member co-opted in accordance with Rule 9.2.2 shall be recorded on the current fixture card, and when applicable on Club stationery, as a duly elected official. Their term of office shall commence on the date of their appointment and terminate in accordance with Rule 9.2.1.

10 MATCH OFFICIALS AND AUDITORS

Election of umpires, scorers and auditors shall take place at the AGM and shall be by a show of hands. No prior nominations shall be necessary, but members proposing and seconding such officials shall ascertain they are prepared to stand.

11 DUTIES OF THE CLUB COMMITTEE

The function of the Club Committee shall be to conduct the affairs of the Club in accordance with the Rules of the Club. In addition, they shall be empowered to carry out any action they consider necessary for the good of the Club in any case that comes before them, even though it may not be covered by the Rules of the Club. The Club Committee shall have the power to set up Standing Orders and also revise and supplement such Orders when necessary. A set of Standing Orders shall be made available for scrutiny at the Club Headquarters.

Without prejudice to the generality of the above, the Club Committee shall have the power to consider any breach of the Club Rules or any misconduct on the part of the Club members which shall come to their notice. They shall have the power to suspend or terminate the membership of any Club member in appropriate circumstances.

Meetings of the Club Committee shall be called by the General Secretary and every person entitled to attend shall be given not less than seven days' notice in writing thereof, except in the case of urgency when the Chairman may call the meeting at the earliest possible time and in this case the notice need not be in writing.

12 SUBSCRIPTIONS

12.1 The annual subscription for each adult playing member of 18 years of age or more, on or before the last Saturday in April preceding the current season, shall be as recommended by the Club Committee and approved by a majority vote by those attending the AGM.

Each junior member under the age of 18 on the aforementioned Saturday and students in the adult category outlined above, who are attending a recognised educational institute full time, shall pay a reduced subscription of the established adult subscription. Subscriptions are payable by 31st May.

12.2 Those members paying their subscriptions on or before 31st May will be selected before any player who has not paid his subscription.

12.3 A player joining the Club and playing their first game for the Club after 30th June in any season shall pay half the sums established in accordance with Rule 12.1. No player who would be required to pay the adult subscription shall be considered for selection after playing five Club fixtures unless he has paid the appropriate subscription.

13 MATCH FEES

13.1 In addition to the annual subscription, a match fee on all participating members in each match shall be paid by members on the day of the match, the fee to be decided by the Club Committee. The fee which shall be listed in the fixture card will apply to all matches.

13.2 It shall be the responsibility of the Captain of the day for each team to collect the appropriate match fees, although the collection can be delegated. Any charges for teas made by opposing clubs shall be deducted from the total match fees collected. Similarly, any charges made to opposing clubs shall be added to the total match fees collected.

13.3 All those participating in a match are expected to pay the appropriate fee on the day of the match. Those failing to do so shall at the Selection Committee's discretion render themselves liable to exclusion from further selection until the fee is paid.

13.4 All monies due shall be recorded and passed to the Treasurer at the earliest opportunity.

13.5 Any disputes shall be referred to the Club Committee, whose decision on such disputes shall be final.

14 TEAM SELECTION

The Team will be selected by the Team Captain / Selection committee (as appropriate), who is responsible for notifying players of their selection.

Where practical, and with due consideration to playing members availability, the selection criteria shall give preference to those members who have shown loyalty to the Club by:

- being a fully paid-up member in accordance with Rule 12.
- being in regular attendance at practice sessions.
- being helpful in other ways towards the Club's efficient functioning.

14.1 The Selection Committee shall have powers to enrol temporary playing members if a sufficient number of playing members is not available.

15 PRACTICE SESSIONS Practice sessions shall be arranged for a midweek evening and shall take place at the Club's Headquarters. All batting practice during such sessions shall be in the nets provided. The choice of practice pitch shall be made by the Ground Representative. All members participating in practice sessions shall show due regard for the safety of the general public.

16 AWARDS COMMITTEE The Awards Committee shall meet soon after the closing of each season and shall consist of the Club Captain, Chairman and Vice-Chairman. Their duties will be to assess the performance of members who have, in the past season, drawn attention to themselves in one or more of the following ways:

16.1.1 The John Plested Memorial Shield (Player of the season). This shall be the member who is voted for by all playing members, who are entitled to vote. The ballot shall be conducted by the Club Captain. In the event of a tie, the Awards committee will have the casting vote.

16.1.2 The Gomm Family Shield (Batsman of the season). This shall be awarded to the batsman who has either achieved the best individual match batting performance or has consistently achieved an outstanding level of performance scoring the most runs in the season

16.1.3 The Bunce Family Cup (Bowler of the season). This shall be awarded to the bowler who has either achieved the best individual match bowling performance or has consistently achieved an outstanding level of performance taking the most wickets in the season.

16.1.4 The Rolph Family Shield (Young player of the season). This shall be awarded to the most promising player under the age of 21 (on the first day of May in that year).

16.1.5 The Keith Ashwell Memorial Shield (Most improved player of the season). This shall be awarded to the player, who in the opinion of the awards committee, has made the biggest improvement over the previous season.

16.1.6 The Rodney Hearn Memorial Shield (Fielder of the season). This shall be awarded to the fielder who has either achieved the best individual match fielding performance or has consistently achieved an outstanding level of performance taking the most catches in the season.

16.1.7 The Len Hammond Shield (Clubman of the season). This shall be awarded to the club member, who in the opinion of the awards committee, has shown

outstanding helpfulness and service to the club throughout the previous year. This could be a non-playing member of the club.

16.1.8 The Quackers Award (Most ducks in the season). This shall be awarded to the player(s) who have been dismissed the most number of times for nought in matches.

16.2 The Awards Committee can also award a suitable trophy to any member achieving Long Service Membership status (see Rule 4). At the Club Committee's discretion, the completion of a further 20 years continuous or interrupted service by an existing long service member should also be suitably recognised.

16.2.1 Award a suitable trophy in respect of any other act by a member on behalf of the Club that the Awards Committee deems worthy of recognition.

16.2.2 If the Awards Committee considers that performances qualifying for consideration during the season do not merit any one or all of the Awards or there is no eligible candidate, then they shall declare as such and the year remain devoid of an awardee.

17 EQUIPMENT AND GROUND RESPONSIBILITIES

17.1 Equipment Secretary The duties of the Equipment Secretary shall be as listed below:

- To examine regularly the playing equipment and make decisions on repairs and the purchase of minor items, the latter being in conjunction with the Treasurer and appropriate team Captain(s). Any proposal for the purchase of major equipment (i.e. cost totalling more than £60) should be referred to the Club Committee of which, for this purpose, three plus the General Secretary and Treasurer shall be deemed to form a quorum.

- To examine regularly the Club's fixed assets, e.g. sight screens, scoreboard, practice nets, chairs etc., and make decisions on repairs and purchases as detailed in above.

- To obtain the stock of match balls and to ensure that they are issued to team Captains "as required".

- To ensure that Captains retain and return used balls for practice sessions, for "prematch" practice, or for use as match spares.

17.2 Ground Representative The duties of the Ground Representative shall be as listed below:

- To liaise with team Captains on the selection and preparation of pitches for the forthcoming weekend.

- To liaise with the Clerk to the Chesham Bois Parish Council

- To ensure that the best possible wicket and outfield is produced.

- To ensure that the practice facilities are maintained to an acceptable standard.

18 PLAYERS CODE OF CONDUCT

The player shall agree to:

- Work towards the attainment of his or her potential

- Arrive at the match venue, whether it be home or away, at a time determined by the Selection Committee.

- Respect the wishes of the Club Captain and other Officers at all times.

- Listen to and take on board guidance given by Club coaches.

- Practice the techniques and skills taught by the coaches and attempt to apply them in matches.
- Abide by the spirit, as well as the letter, of the Laws of cricket.
- Accept the umpire's decision at all times and not show any dissent.
- Dress in all white and endeavour to wear Club colours e.g. Club shirts and caps when playing for the Club.
- Behave in an appropriate manner when representing the Club.
- Not play for the Club whilst under the influence of any substance which may impair their performance or compromise their safety or the safety of others.
- Play cricket in a competitive manner but maintain the highest standards of sportsmanship.
- Accept victory and defeat with dignity and grace.
- Not use foul or abusive language on or off the field.
- Not attempt to intimidate or deliberately distract opponents by acts of gamesmanship or aggressive behaviour.
- Abide by the ethos contained in the MCC 'Spirit of Cricket'.
- Treat all players as they would like to be treated.
- Co-operate with coaches, team-mates and opponents – remember that without them there would be no game.
- Be proud of their Club and represent its name to the highest standards at all times.
- Remember playing cricket is fun – don't do it simply to please parents and coaches.
- All members are expected to put the Club, or their team, before the individual.
- All members shall treat the Club's equipment with respect and endeavour to prevent damage by outside influences.
- Social media and networking web sites, whether private or public, will only be used to promote the Club and to organise and arrange teams and events. Anti-social, abusive, discriminatory or derogatory comments aimed at any individual within the Club or towards any other club, organisation or individual on such sites will not be tolerated and disciplinary action will automatically be taken by the committee.

19 CLUB OFFICIALS & VOLUNTEERS CODE OF CONDUCT

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

- Consider the well-being and safety of participants before the development of performance.
- Develop an appropriate working relationship with performers, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part
- Promote the positive aspects of the sport (e.g. fair play)
- Display consistently high standards of behaviour and appearance
- Follow all guidelines laid down by the English & Wales Cricket Board and the Club
- Hold the appropriate, valid qualifications and insurance cover
- Never exert undue influence over performers to obtain personal benefit or reward

- Never condone rule violations, rough play or the use of prohibitive substances

20 CLUB MEMBERS & GUESTS CODE OF CONDUCT

All Members and Guests will:

- Respect the rights, dignity and worth of every person within the context of Cricket
- Treat everyone equally and not discriminate on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, religious belief, class or social background, sexual preference or political belief
- Not condone, or allow to go unchallenged, any form of discrimination if witnessed
 - Display high standards of behaviour
 - Promote the positive aspects of Cricket e.g. fair play
 - Encourage all participants to learn the Laws and rules and play within them, respecting the decisions of match officials
 - Actively discourage unfair play, rule violations and arguing with match officials
 - Recognise good performance not just match result
 - Place the well-being and safety of Young People above the development of performance
 - Ensure that activities are appropriate for the age, maturity, experience and ability of the individual
 - Respect Young People's opinions when making decisions about their participation in Cricket
 - Not smoke, drink or use banned substances whilst actively working with Young People in the Club.
 - Not provide Young People with alcohol when they are under the care of the Club
 - Follow ECB guidelines set out in the "Safe Hands – Cricket's Policy for Safeguarding Children" and any other relevant guidelines issued
 - Report any concerns in relation to a Young Person, following reporting procedures laid down by the ECB

In addition to the above, all Club Officers and Appointed Volunteers will:

- Hold relevant qualifications and be covered by appropriate insurance
- Always work in an open environment (i.e. avoid private or unobserved situations and encourage an open environment)
- Inform Players and Parents of the requirements of Cricket
- Know and understand the ECB's 'Safe Hands – Cricket's Policy for Safeguarding Children'

21 DISCIPLINARY PROCEDURES

21.1. Any complaints regarding the behaviour of members, guests or volunteers should be lodged in writing with the Secretary.

21.2. 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.

21.3. The 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 Committee, including the termination of membership or exclusion from Club premises.

21.4. 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.

21.5. There shall be a right of appeal within 14 days of receipt of the disciplinary decision or decision to refuse membership:

- against the Disciplinary Sub-Committee's findings or the sanction imposed or both; and

- against the Committee's refusal to admit a new member. In either case, the 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 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.

22 PROPERTY AND FUNDS

Trustees shall be appointed by the Club to oversee the use of the ground, in accordance to the conditions of the ground lease from Chesham Bois Parish. The names of the Trustees will be notified to Chesham Bois Parish Council.

22.1 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 are reinvested in the Club.

22.2 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 Finance Act 2002.

22.3 The Club may also in connection with the sports purposes of the Club:

- sell and supply food, drink (non-alcoholic) and related sports clothing and equipment;
- employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
- pay for reasonable hospitality for visiting teams and guests
- indemnify the 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).
- The Committee will have due regard to the law on disability discrimination and child protection.

23 DISSOLUTION

23.1 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.

23.2 If at that Special Meeting, the resolution is carried by at least 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.

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

23.4 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.

28 RULE AMENDMENTS

These rules may be reviewed towards the end of each season. Members may give notice of a request for any amendment to the rules, but such request stating reasons and logic for the suggested amendments, shall be delivered, in writing, to the General Secretary or Chairman prior to, or on, the last match day of the season. This notice is required to enable the Club Committee to investigate the implications and significance of the proposed amendment at their final meeting prior to the AGM. The Club Committee shall have the power to submit an amendment to the amendment if investigations prove this to be desirable. The AGM will then vote on the second, and then the first amendment, one or the other being carried otherwise by a majority vote. Both the original amendment and the Committee's amendment will be issued to all members with the AGM agenda. A copy of the approved amendments to the Rules shall be made available to each member before the commencement of the following season.

29 PRIORITY Where there is any conflict between any of the Rules 1, 4, 5, 26 & 27 ("key Rules") and any other rule or rules the key Rule(s) will take priority. Interpretation of all the Rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002.)