

# **ROPLEY CRICKET CLUB RULES**

## **1. NAME**

The name of the Club shall be “**ROPLEY CRICKET CLUB**”.

## **2. ADDRESS**

The Club is based at the Ropley Sports Club pavilion located at the RECREATION GROUND, ROPLEY.

## **3. STATUS**

The Club shall be a members’ Club and shall consist of those classes of members specified in Rule 5 hereof.

## **4. OBJECTS**

The objects of the Club shall be the promotion of cricket.

## **5. MEMBERSHIP**

Membership of the Club shall be open to any person other than those whose membership has been terminated in accordance with Rule 11 hereof.

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.

The classes of MEMBERSHIP shall be as follows:-

- a) **ORDINARY MEMBERS:** Persons who participate in the sporting activities of the Club. Persons who participate in the non-sporting activities of the Club and support the sporting activities.
- b) **OVERSEAS PLAYER.**
- c) **VICE-PRESIDENTS:** Persons who have served the Club and the Club wishes to mark their contribution
- d) **HONORARY MEMBERS** consisting:-
  - (i) **CLUB PRESIDENT:** A candidate for President shall be proposed by an ordinary or honorary member and seconded by an ordinary or honorary member and shall be elected by the Club in general meeting. The term of office shall be three years unless they resign or are removed from office by resolution of the Club in general meeting. At the end of the term they shall revert to the class of membership previously held unless elected to another class by the Club or are re-elected to the office of President.

- (ii) HONORARY VICE-PRESIDENTS: Members of at least two years standing who have performed valuable service to the Club are eligible to be elected Honorary Vice President by the Club in general meeting. A candidate shall be proposed by one ordinary or honorary member and seconded by one ordinary or honorary member.
- (iii) LIFE HONORARY MEMBERS: Members who have given exceptional service to the Club for a period of twenty years are eligible to be elected to honorary membership for life by the Club in general meeting. A candidate shall be proposed by one ordinary or honorary member and seconded by one ordinary or honorary member.

All classes of member shall be entitled to use and enjoy, in common with other members, the facilities of the Club and to vote at all general meetings of the Club except:

- Persons under 16 years of age;
- An overseas player;
- Persons on a reduced subscription unless on the grounds of hardship or as a non-playing member of the Club committee;
- Persons who on the day of the meeting have failed to pay their subscription or are otherwise indebted to the Club.

Honorary members shall be relieved of all liability to pay subscriptions.

## **6. MANAGEMENT**

- a) The affairs of the Club, except in those matters reserved under these rules for the Club in general meeting, shall be managed by the committee of the Club.
- b) The committee shall exercise the powers given to it under these rules and shall consist of a chairman, vice-chairman, secretary, treasurer, fixture secretary, ground secretary, social secretary, first open XI captain, second open XI captain, first women X1 captain, second women X1 captain, Head of Junior cricket, club welfare officer and such number of other members as deemed necessary by the Club in general meeting for the effective discharge the management duties of the committee.
- c) The Committee shall appoint a Club Welfare Officer to ensure compliance with safeguarding legislation and the ECB Safe Hands policy. The Club Welfare Office shall be a Committee member and report to relevant Committee meetings and the reports, together with any action taken, must be minuted.
- d) The Committee shall consist of at least three and not more than 25 members (including Officers and the Club Welfare Officer). At least three of the Committee must be unrelated to each other and not co-habiting.
- e) The Committee members shall consider skills needed and diversity on the Committee.
- f) All committee members, including office bearers, shall be elected by the members at the Annual General Meeting of the Club. They shall go out of office in every year but shall be eligible for re-election. All candidates for election to the committee shall be proposed by one ordinary or honorary member and seconded by another ordinary or honorary member.
- g) Voting for the election of committee members shall be by ballot.

- h) If a causal vacancy occurs in the committee by virtue of the death, resignation or expulsion of one of its members, the committee may appoint another member to fill the vacancy, such person to hold office during the remainder of the period of tenure of the member they replace.
- i) If it becomes apparent to the committee that the membership of the committee as elected at the previous Annual General Meeting is inadequate to effectively discharge the management duties of the committee, the committee may make further appointments to the committee as it deems necessary.
- j) The committee of the Club shall meet at least four times every year to conduct such business as shall be necessary and a quorum at such meetings shall consist of six members. The resolution of a simple majority of those committee members present and voting at any meeting of the committee shall be binding upon both the committee and the Club. The chairman shall preside at all meetings of the committee at which he/she is present. In his/her absence the committee shall elect a chairman for that meeting only.
- k) The secretary shall take minutes of all meetings of the committee. In his/her absence the meeting shall appoint one of its number to take the minutes.
- l) The committee may, by the issuing of by-laws, manage the affairs of the Club to extent and degree which is not inconsistent with these rules.
- m) The Club supports the England and Wales Cricket Board (ECB) guidance on child protection and the committee must publish, maintain and enforce a child protection policy.
- n) The Club shall adopt and implement the ECB Safe Hands – Cricket’s Policy for Safeguarding Children and any future versions of the policy. The Club must also have a separate club safeguarding Policy Statement, as required by the ECB.
- o) The Club shall adopt and implement the ECB Club Inclusion and Diversity Policy and any future versions of this policy.**
- p) The committee may appoint one or more sub-committees to conduct such of the business of the committee as the committee shall deem appropriate. Any such sub-committee shall consist of not less than three members, not less than half of such a sub-committee shall form a quorum. All resolutions passed in sub-committee shall be subject to ratification by the general committee.
- q) 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. Conflicts of Interest must be recorded and minuted.
- r) Any bank account in which any part of the Club’s funds are deposited shall be operated by the Committee and shall be held in the name of the Club. Unless regulations state otherwise, all cheques and orders for payment of money from such accounts must be signed by at least two people authorised by the Committee, including at least one Committee member.**

## 7. TRUSTEES

- a) Trustees, who shall be two in number, may be appointed from time to time as necessary by the members of the Club in general meeting. Candidates for

trusteeship shall be proposed and seconded in the like manner as laid down in Rule 6 (b) for committee elections.

- b) A trustee shall hold office during his/her life or until his/her resignation in writing to the secretary or until resolution removing him/her from office shall have been passed by a two thirds majority or those present and voting at a general meeting called for the purpose under Rule 10 hereof.
- c) All the property of the Club of whatsoever nature may be vested in the trustees for the time being to be held in trust in their names for the use and benefit of the Club as a whole. On the death, resignation or removal from office of a trustee, the committee may take steps to secure the appointment by the Club of a new trustee in his / her place and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property into the names of the trustee as constituted after the said appointment.
- d) The trustees shall at all times and in all respects act in regard to the property of the Club held by them in accordance with the directions of the committee and shall have the power to sell, pledge, lease, and mortgage or otherwise alienate any Club property in compliance with the directions of the committee. But no purchaser, lessee or mortgagee or other successor in title shall be concerned to enquire whether any such direction has been given.
- e) The trustees shall, on the direction of the committee, represent the Club in litigation.
- f) The trustees shall be entitled to an indemnity out of the property of the Club in respect of any action taken by them on the direction of the committee.

## **8. SUBSCRIPTIONS**

- a) The subscription for members other than honorary members shall be as fixed by the committee from time to time.
- b) Said subscription shall be due and payable as determined by the committee. The committee may terminate the membership of any member whose subscription remains unpaid. Other penalties may also be imposed at the discretion of the committee.

## **9. ACCOUNTS**

- a) The treasurer shall keep accurate and proper books of account as will enable him/her at every Annual General Meeting, or at such other time as may be required by the committee upon reasonable notice, to present to the Club as full and accurate report and statement concerning the finances of the Club.
- b) If so determined by resolution at the Annual General Meeting, those accounts presented to the Annual General Meeting of the Club shall be certified by a suitably qualified person appointed from time to time by the members in general meeting as being a fair and accurate summary of the income and expenditure of the Club for the period covered by their certificate which shall be the same period as covered by the said accounts.

## **10. MEETINGS OF THE CLUB**

- a) A general meeting of the Club (to be known as the Annual General Meeting) shall be held in the cricket closed season. Notice of the date and time of the Annual General Meeting shall be displayed on the Club notice board for at least 14 days before the said meeting.
- b) The business to be transacted at the Annual General Meeting shall consist of the election of the committee members, the presentation of the accounts, the report of the chairman on the previous year, the report of the treasurer on the previous year and any other business.
- c) Additional general meetings of the Club may be summoned at any time by the committee following the expiry of 14 days written notice to be displayed by the secretary on the Club notice board.
- d) The secretary shall summon a general meeting if required to do so by written request signed by not fewer than twenty ordinary or honorary members. Upon receipt of such a request, the secretary shall cause such a meeting to be summoned by notice displayed on the Club notice board within 24 hours of receipt of such a request.
- e) A letter or electronic communication shall be sent to members informing them of additional general meetings. The meeting is to be held after the expiry of 14 days from the display of the said notice.
- f) At all general meetings of the Club voting shall be confined to ordinary and honorary members except those persons whose voting rights have been curtailed in accordance with rule 5. Every member shall be entitled to be present and, if qualified, to cast one vote upon every question put to vote. In the case of equality of voting the chairman of the meeting (who shall be the chairman of the Club, if present, which failing a member elected for the occasion by the meeting before the business of the meeting is opened) shall have a second or casting vote. All voting (except where expressed otherwise elsewhere in these rules) shall be by simple majority.
- g) The secretary, if present, who failing some other member nominated by the meeting, shall take minutes of the proceedings at all general meetings of the Club.

## **11. CONDUCT OF MEMBERS**

- a) Any complaints regarding the behaviour of members, guests or volunteers should be lodged in writing with the Secretary.
- b) 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.
- c) 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.
- d) 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.

- e) There shall be a right of appeal within 14 days of receipt of the disciplinary decision or decision to refuse membership.
- f) In either case, the Committee shall appoint an 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, except where the Inclusion & Diversity Policy is invoked in which case 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 three months of Ropley's decision being notified to that party.
- g) The committee may suspend the membership of any member whose conduct, whether on the Club premises or elsewhere, is considered by the committee to be detrimental to the best interest of the Club or its reputation.
- h) Within seven days of such suspension the committee shall display upon the Club notice board a notice stating that a named member has been suspended and specifying the alleged grounds. A date shall be fixed for a meeting of the committee for the purposes of considering further action, said meeting to be not earlier than seven days and not later than 21 days from the display of the suspension notice. Members wishing to make representations to the committee concerning the suspension must do so in writing to the secretary not later than six days from the display of the suspension notice.
- i) The secretary shall, not later than six days before the committee meeting be summoned to consider further action, cause written notice of the meeting to be served upon the suspended member at his/her last address as notified to the secretary, informing him/her of his/her right to be present and legally represented at said meeting if he/she so desires.
- j) At the said meeting of the committee, any allegations against the suspended member shall be narrated (in his/her presence if he/she elects to attend and in the presence of his/her representative if he/she elects to appoint one), and the suspended member and/or his/her representative shall be afforded the opportunity of being heard in answer thereto. The suspended member may produce such witnesses as he/she wishes and the committee shall not unreasonably refuse any request by the suspended member for an adjournment of the proceedings to enable him/her to prepare his/her answer.
- k) After hearing all the evidence, the committee shall (if they so wish) retire to consider further action and shall thereafter vote thereon. It shall be in the sole power of the committee to reinstate the suspended member, to impose a period of suspension and/or a fine or to terminate his/her membership.
- l) Any member who breaches his/her suspension either before or after adjudication shall be deemed in breach of the Club rules and liable to an additional or further charges under these discipline procedures. If the breach is prior to adjudication the matter may be dealt with at the committee meeting summoned to deal with the allegation for which the member is suspended. If the breach is after adjudication the



- committee shall treat the matter a separate matter and recommence proceedings in accordance with subsection (11b) and (11c) hereof.
- m) In the event of a breach of suspension being dealt with at the same time as the original allegation no further notice need be displayed on the Club notice board nor served on the suspended member. If a member fails to pay a fine within the period specified on imposition the committee may resolve to terminate the membership of that person without recourse to further disciplinary procedures.
  - n) The decision of the committee shall be final except where the Inclusion & Diversity Policy is invoked in which case 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 three months of Ropley's decision being notified to that party.
  - o) The decision of the committee shall be communicated to the suspended member in writing with seven days thereof.
  - p) Any person whose membership is terminated under this rule or under Rule 8 hereof shall immediately be excluded from the Club premises and shall not have claim against the Club, the committee or any member thereof.

## **12. ALTERATION OF RULES**

These rules or any of them may be added to, amended or replaced by resolution of a two thirds majority of those present and voting at a general meeting called for the purpose under Rule 10 thereof.

## **13. DATA PROTECTION**

- a) The Club reserves the right to record personal data of members on computer or a manual system. Any member or prospective member who does not wish personal data to be so recorded shall notify the secretary in writing. On receipt of such notification the secretary shall cause the removal of the personal data.
- b) The Club shall only disclose personal data so held:-
  - (i) In order to publish a list of members of the Club, or
  - (ii) As deemed necessary by resolution of the committee in the interest of the objects of the Club as specified in Rule 4 hereof.
- c) The committee may resolve to register the Club under the provisions of the data protection legislation and thereby record personal data without the consent of the data subject in so far as is permitted under the said registration or under any registration made to comply with subsequent enactments. If the committee so acts, subsections (13a) and (13b) hereof shall cease to have effect from the effective date of the said registration until that registration expires and is not renewed or is cancelled.

## **14. DISSOLUTION**

- a) The Club shall be dissolved upon a resolution to that effect passed by a three quarters majority of those present and voting at a general meeting of the Club called for the purpose under Rule 10 hereof.
- b) Following upon such resolution, the trustees shall take immediate steps to convert

- into money all the property of the Club whatsoever, with the power to postpone or delay the conversion of any particular property as so directed by the general meeting.
- c) Out of the proceeds of such conversion, the trustees shall discharge all debts and liabilities of the Club including all expenses incidental to the said conversion.
  - d) All money remaining from the said conversion, following upon the discharge of all debts and liabilities aforesaid, shall be donated to the Ropley Sports Club subject to that Club at the time being a Community Amateur Sports Club or Registered Charity. In the event of Ropley Sports Club not so qualifying, all money shall be donated to any other Community Amateur Sports Club.

## **15. DISPUTES**

Any dispute arising out of, or not covered by, these rules shall be referred to the committee whose decision shall be final except where the Inclusion & Diversity Policy is invoked in which case 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 three months of Ropley's decision being notified to that party.