

Smallfield Cricket Manor Club Constitution and Rules

General

1. The Club is called Smallfield Manor Cricket Club, hereinafter called ' the Club' and the Club is affiliated to the England & Wales Cricket Board through the Sussex County Cricket Board.
2. The affairs of the Club are governed by a committee consisting of, Chairman, Secretary, Treasurer, Saturday 1st XI, 2nd XI, & Sunday & T20 Captains, Social Secretary, Welfare Secretary. Fixture Secretary to attend when required. The President may also attend but not vote. A quorum shall be four of the mentioned officials (not counting the President), one of which must be the Secretary or Treasurer..
3. In the event of a vacancy arising on the committee, the remaining members of the committee shall have the right to co-opt.
4. A General Meeting may be called by a majority of two thirds of the paid up club members, fourteen days' written notice must be given.
5. The committee will call an Annual General Meeting for no later than the end of November at which all officers of the club will be elected by simple majority of those in attendance. Officers of the previous year may offer themselves for re-election if they so wish. All nominations must be proposed and seconded by Members of the Club. Reports from officials of the club will be given at the Annual General Meeting.
6. 21 days' notice of the AGM will be given in writing or email and a full agenda sent to all members at least 7 days before the meeting
7. Agenda items may be proposed by any member of the club and must be given in writing to the Secretary at least 14 days before the date of the AGM. Any other business (AOB) items will only be accepted at the AGM if the matter is urgent and has arisen after the 14-day deadline. Any matter known prior to this will not be accepted.
8. The quorum for the AGM will be 25% of the paying membership of the club as at the date of the AGM.
9. The Chairman, Secretary and Treasurer will be the Club's representatives to the Smallfield Sports' Association who shall have full powers to vote on behalf of the club.
10. The Honorary Treasurer is responsible for keeping the Club's financial records in such appropriate books and keeping these books in order.
11. 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. Cheques will be signed by two authorised officers of the club one must be either the Honorary Treasurer or Honorary Secretary. A balance sheet will be presented at the Annual General Meeting.

Aims & Objectives

12. To foster and promote the amateur sport of cricket to all sectors of the community and within the sport, providing opportunities for recreation, coaching and competition.
13. To manage the playing and training facilities at the Plough Road Playing Field, Plough Road, Smallfield, Surrey, RH6 9JL.
14. To ensure that all members playing or non-playing, abide by the ECB Code of Conduct, which incorporates the Spirit of Cricket and by the Laws of Cricket

15. To ensure a duty of care to all members of the club by adopting and implementing the ECB 'Safe Hands – Cricket's Policy on Safeguarding Children' and any future versions of the policy.

16. To ensure a duty of care to all members of the club by adopting and implementing the ECB Cricket Equity Policy and any future versions of the policy

Membership

17. Membership is open to all, whether players or non-players. All prospective members must complete an application form. (See also Equal Opportunity Statement para 32).

18. The committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or cricket into disrepute. Refusal or removal of membership maybe appealed to the Committee who shall appoint a sub-committee to hear the appeal.

19. All members will be subject to the regulations of this constitution, club rules and any Codes of Conduct the club has adopted.

Annual Subscription & Match Fees

20. All questions regarding Annual Subscription and Match fees will be decided at the Annual General Meeting. The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions etc. at levels that will not pose a significant obstacle to people participating. The Annual Subscription is due on 1 January. The Committee may at its' discretion allow fees to be paid in instalments on 1 January and 1 June in any year. Failure to pay subs in full or part by 30 June will result in rules 29 & 30 being invoked without exception. Any member wishing to pay by instalments may only do so by Standing Order Mandate.

21. New members joining the club after 1 June in any year will be allowed three grace matches before the annual subscription becomes due (match fees will, however, be payable). On playing the fourth game the annual subscription becomes due and the amount payable will be in proportion to the club year outstanding, in complete and part months from, and including, the month in which the first game was played (club year is 1 January to 31 December)

22. Any member in arrears on 1 September will be deemed not to be a member of the Club.

23. Any performances recorded whilst in arrears as at 30 September in any year will not be computed for awards.

24. A £1.00 (50p for under 18's and concessions) fine shall be payable by any player who does not pay the Match Fee on the day of the match.

Selection

25. 'Teamer' (or similar App) will be used to check availability. Members are required to respond timely to allow the Captains to assess availability. It is up to club members to inform the Captains of their availability and to check whether they have been selected. Selection will be in accordance with the Club's 'Selection Protocol'

26. For weekend games selection will take place on the Wednesday evening before the games. A selection sub group will deliberate either at a meeting or via a closed WhatsApp group. The committee will consist of the three captains with the Secretary and Vice Chairman being copied in.

27. For weekend games, in the event that more players are available than places, individuals will be asked to stand down. If this for a Saturday anyone asked to stand down will be offered, if places available, a game on the Sunday. However it is anticipated that no player will be asked to stand down more than once in a season.

28. The selection for T20's will be made by the T20 Captain, on the same basis as outlined in 25 above. Where there are more players available than places a fair rotation of players will take place,

i.e. if a player does not get a game one week he is guaranteed a game next time he is available.
Note: only League registered players may play in Cup or Trophy games.

29. No player in arrears of subscription may play in the Saturday League or cup/plate games until all paid up members have been approached.

30. Any player in arrears of subscription after 30 June will not be selected to play in any game until all paid up members have been approached.

Captains

31. Elected League Captains may not also be elected Captain for friendly games, irrespective of when that team plays (friendly 20/20 and tour matches excepted). However, the elected Vice-Captain of the League team may be the elected Captain of the other team and visa-versa.

Equal Opportunities Statement

32. Membership of the Club is open to all and no member or prospective member shall be discriminated against on the grounds of - race, colour, creed, religion, faith, ethnic origin, gender, age, sexual orientation or disability. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

Child Protection Policy & Guidelines

33. All members and volunteers will comply with the Club's Child Protection Policy & Guidelines at all times in their dealings with the Club.

34. Any member who, following investigation, is found to be in breach of the provisions of the policy or guidelines will be expelled from the Club. (See also paragraphs 15 and 39-50)

Property and Funds

35. 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 & profits shall be reinvested in the Club. No surpluses or assets will be distributed to members or third parties.

36. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the

Corporation Tax Act 2010

37. The club may also in connection with the sports purposes of the club:

- a. Sell and supply food, drink and related sports clothing or equipment
- b. 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.
- c. Pay for reasonable hospitality for visiting teams and guests; and
- d. Indemnify the Committee and members acting properly in the course of the running of the club against any liability incurred in the running of the club (but only to the extent of its assets)

38. The Committee will have due regard to the law on disability discrimination and the safeguarding of children and vulnerable adults

Discipline and Appeals

39. All complaints regarding the behaviour of members must be lodged in writing with the Secretary

40. The Committee shall appoint a Disciplinary sub-committee who will meet to hear the complaint(s) within 14 days of a complaint being lodged

41. Any member requested to attend a disciplinary sub-committee shall be entitled to be accompanied by a friend or other representative who is a member of the club and call witnesses. If the member who is called to attend a hearing is under 18 years of age they may be accompanied by a representative from outside the club (e.g. parent, guardian, older sibling etc.)

42. The reason(s) for calling the member to a disciplinary hearing and any supporting documentation shall be given to the member at least two weekdays before the hearing

43. The sub-committee has the power to take appropriate disciplinary action, including termination of membership

44. Confirmation of the outcome of the disciplinary hearing shall be put in writing to the person who lodged the complaint and the member against whom the complaint was made within 5 weekdays following the hearing

45. There is a right of appeal to the Committee against the decision and should be made in writing within 7 weekdays of receipt of the sub-committee's decision

46. The Committee will appoint an appeals committee consisting of three people, one of whom may not be a member of the club. No member who sat on the disciplinary sub-committee may sit on the appeal.

47. The Appeal's Committee shall consider the appeal within 7 weekdays of the Secretary receiving the appeal.

48. The appellant may be accompanied at the appeal in the same way as for the disciplinary hearing.

49. The decision of the Appeal's Committee shall be binding on all parties.

50. Apart from the written confirmation of the disciplinary sub-committee's decision all time scales can be varied by agreement of both sides but any delay must not ordinarily exceed 5 weekdays

Dissolution of the Club

51. If at any General Meeting of the club a resolution is 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.

52. If at that meeting the resolution is carried by at least two-thirds of the full voting membership present at the meeting, the Committee shall thereupon, or at such a date as shall have been specified in the resolution, proceed to realize the assets of the club and discharge all debts and

liabilities of the club

53. The committee will be responsible for the orderly winding up of the club's affairs.

54. After settling all liabilities of the club the Committee shall dispose of the net receipts remaining to one or more of the following:

- a. to another club with similar sports purposes which is a charity; and/or
- b. to another club with similar sports purposes which is a registered CASC; and/or
- c. to the Club's national governing body for use by them for related community sports

Awards

55. Trophies will be awarded each year for playing performances. There are two standing awards:

- Highest Individual Innings
- Best Bowling in a Match

All other awards will be determined by the committee depending on the performances during the season.

The playing awards will be computed by aggregating all non-limited over games on whichever day they are played.

Outstanding performances in limited over games, scheduled for 40 or less overs, will be subject to separate awards as determined by the Committee.

Other special awards may be made to players who have achieved an outstanding performance or performances that in the opinion of the Committee or the majority of players merit an award.

The Burstow Shield will be awarded to the Club Member who in the opinion of the Committee has contributed most to the Club in a non-playing role over the previous 12 months. No person may be awarded this trophy in consecutive years.

56. A player will not be eligible to receive a playing award if any part their annual subscription remains outstanding on 30 September (see also 23).

Young Players-Safety Helmets

57. The wearing of safety helmets when batting or fielding close to the bat (including wicket keeping) for players under 18 years of age, at midnight on 31 August in the year preceding the season, is compulsory unless written permission is given by their parent or guardian. However the Club reserves the right to bar a young player from playing without a helmet even if written permission is given.

58. Helmets to BS7928:1998 with a full grill must be worn.

Young Players-Fast Bowling

59. The English Cricket Board has given the following directive, which will be upheld by the Club.

Age	Max overs/spell	Max overs/day
up to 13	5	10
U14,U15	6	12
U16, U17	7	18
U19	7	18

A fast bowler is defined as a bowler to whom a wicket keeper in the same age group would normally stand back.

Other Matters

60. The committee will determine any other matter arising that does not fall within these rules, unless in the opinion of the Committee an Extraordinary General Meeting is required. In this case 14 days' notice or as much notice as practicable will be given.

Alteration to the Constitution and Rules

61. Any proposed alterations [except mandatory League or ECB requirements, which will be adopted by the Committee] to the Club Constitution and Rules may only be considered at an Annual or Extraordinary General Meeting, convened with the required written notice of the proposal (see paragraphs 4, 6, 7 and 60). Any alteration or amendment must be proposed by a full member and seconded by a full member unless the Committee proposes it. Such alterations shall be passed if

supported by not less than two-thirds of those full voting members present at the meeting but not (if relevant) so as to jeopardise the Club's status as a Community Amateur Sports Club as first provided for by the Corporation Act 2010 and not in any event to alter its purposes (unless the procedure set out in para 62 has been followed) or winding up provisions.

62. The Club purposes may be changed to include another eligible sport if the Committee unanimously agree and the members also agreed the change by a 75% majority of votes cast.

Declaration

63. Smallfield Manor Cricket Club hereby adopts and accepts this Constitution and Rules as a current operating guide regulating the actions of all members.

SIGNED (CLUB CHAIRMAN) DATE 9 November 2016

NAME: [Chris Glossop](#)

SIGNED (CLUB SECRETARY) DATE 9 November 2016

NAME: [Peter Marklew](#)