

# **Kew Cricket Club** **Rules**

## **NAME**

1. The name of the Club shall be Kew Cricket Club and the Club colours shall be black, white and green.

## **HEADQUARTERS**

2. The Headquarters of the Club shall be at the Pavilion, Kew Green, Surrey.

## **PURPOSE**

3. The objectives of the Club shall be:
  - (a) to play and foster interest in the game of Cricket and to provide all necessary facilities for these purposes;
  - (b) to provide social amenities for the personal enjoyment of the members and the benefit of the Club funds.
  - (c) To ensure that all members, playing and non-playing, abide by the ECB Code of Conduct which incorporates the Spirit of Cricket and by the Laws of Cricket.
  - (d) To ensure a duty of care to all members of the club by adopting and implementing the ECB 'Safe Hands – Cricket's Policy for Safeguarding Children' and any future versions of the Policy.
  - (e) 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.

## **AFFILIATION OF THE CLUB**

4. The Club shall be a Members' Club and shall be affiliated to the England and Wales Cricket Board, via the Middlesex Cricket Board and the constituent Club Cricket Conference. The Club shall have an amateur status.

## **FINANCIAL RULES**

5. All surplus income or gains generated by the Club are to be reinvested in the Club and no Club assets, in cash or in kind, are to be distributed to members or third parties.
6. Any payment to a playing member can only be made for the provision of coaching to members and colts members or for work on the cricket square.

7. Upon dissolution of the club, all residual assets shall be transferred to a Community Amateur Sports Club, a registered charity or the England and Wales Cricket Board.

### **MEMBERS AND OFFICERS OF THE CLUB**

8. Membership of the Club shall be open to any section of the community.
9. The club shall comprise Honorary Life Members, Vice – Presidents, Playing Members, Honorary Members, Social Members and Colts Members.
10. The affairs of the club, in all matters except those reserved for the Club in an Annual General Meeting, shall be managed by a Management Committee which shall consist of the following Officers:

- A. Chairman
- B. Honorary Secretary
- C. Honorary Treasurer

and up to eight officers chosen by the above three Officers .

### **PROCEDURES FOR ANNUAL GENERAL MEETINGS**

11. A minimum of seven days advance notice of an Annual General Meeting and its agenda shall be given to all members in writing by the Honorary Secretary.
12. At an Annual General Meeting ten Members not including Colts Members shall constitute a quorum
13. At an Annual General Meeting all Members, except Colts Members, shall be entitled to propose and vote on any resolution for consideration, subject to Rules 20 and 21.
14. An Annual General meeting shall be called each year in November on a date to be determined by the Management Committee.
15. The Agenda for the meeting shall include a Chairman's report for the preceding season, the election of officers for the forthcoming season (i.e. those not referred to in rule 9 being Vice Presidents, Hon. Life Members and Auditors). Nominations for Captains, Vice-Captains and the other Club Officials shall be made on forms made available at the end of August by the Secretary. The forms will require the signature of the proposer and seconder together with the candidate's signature, which will indicate his willingness to serve. The names of the nominee, proposer and seconder should also be added to the list of nominations displayed on the notice board. Completed nomination forms should be returned to the secretary not later than 8pm of the fourth Sunday in

September. If only one nomination is received for a particular post, the nominee will automatically be elected. Where a position is contested voting slips will be issued by the Secretary, and should be returned prior to a specified deadline.

16. In the event that any of the Offices of the Club remains vacant at the Annual General Meeting or becomes vacant the Management Committee shall take whatever action it considers the circumstances demand.

### **EXTRAORDINARY GENERAL MEETINGS**

17. The Management Committee or any five Members, except Colts Members, acting in concert may require an Extraordinary General Meeting (EGM) to be called by notifying the Honorary Secretary in writing of their decision.
18. An EGM shall be convened by the Management Committee not later than 2 calendar months after the Honorary Secretary's receipt of such an application.

### **PROCEDURE FOR CONDUCT OF ELECTION OF OFFICERS**

20. Playing Members shall be entitled to:
  - a. nominate candidates;
  - b. stand as candidates;
  - c. vote in the elections for all official posts of the Club.
21. Non – Playing Members of the Club shall be entitled to:
  - a. nominate candidates;
  - b. stand as candidates;
  - c. vote in the elections for all official posts of the Club other than for Captains and Vice – Captains of the senior teams of the Club.

### **TENURE OF OFFICE**

22. All Officers of the Club shall serve from their election until a successor is elected or he or she should resign.

### **HONORARY LIFE MEMBERS AND VICE-PRESIDENTS**

23. A member other than a Colts Member, wishing to propose another Member, except a Colts Member, as an Honorary Life Member or Vice-President of the Club shall do so at the Annual General Meeting.

The Member shall also give prior written notice of this intention to the Honorary Secretary not later than 21 days prior to the date of the Annual General Meeting. The nomination(s) received shall be circulated by the Honorary Secretary to all members in advance of the General Meeting.

## **TRUSTEES**

24. There shall be two Trustees of the Club, both of whom shall be Members.

25. A Trustee shall hold office during his life-time or until:

- a. he shall present a written resignation to the Management Committee;
- b. a resolution removing him from Office shall be passed at a General Meeting of the Club with the support of at least two-thirds of the Members present and entitled to vote.

26. All Property of the Club including land and investments shall be held by the trustees in their own names, so far as it is necessary and practicable, for the use and sole benefit of the Club.

27. On the death, resignation or removal from Office of a Trustee the Management Committee shall convene a General Meeting to elect a successor and shall as soon as possible thereafter take all the lawful and practicable steps to vest all Club property with the new Trustees.

28. The Trustees shall be authorised to represent the Club in any claim or legal proceedings, of whatever nature, in which the Club may be involved. The Trustees shall have power to sell, lease, charge or offer as collateral any Club property for the purpose of raising or borrowing money for the benefit of the Club, after prior consultation with the Management Committee.

## **THE MANAGEMENT COMMITTEE**

29. The Management Committee shall have authority for the interpretation and enforcement of these rules. It shall have full jurisdiction over all matters pertaining to the Club not covered by the rules.

30. The meetings of the Management Committee shall be held as often as the Chairman considers necessary

31. Five members shall constitute a quorum of the Management Committee

32. The Management Committee may co-opt for any period of time any Member whenever it considers this necessary.

33. The Management Committee shall be empowered to appoint Standing or as-hoc Committees.

### **MANAGEMENT SUB-COMMITTEES**

34. The number and choice of the members of Sub-Committees shall be the responsibility of the respective Chairmen who shall seek formal approval for these decisions from Management Committee.

35. The Sub-Committees shall meet as the Chairmen consider necessary.

### **TEAM SELECTION SUB-COMMITTEE**

36. The Team Selection Sub-Committee shall consist of the Captain of every senior team and the Honorary Team Secretary.

### **ANNUAL SUBSCRIPTIONS**

37. The Annual subscriptions and any additional levies payable by Honorary Playing and Colts Members shall be agreed by the Members of the Club, except Colts members, at a General Meeting.

38. Annual subscriptions shall be due at the commencement of each cricket season or on election to membership.

39. Existing Playing Members who pay the annual subscription before 31 May shall be entitled to a reduction of that subscription by an amount agreed at a General Meeting. For Colts between the ages of 15 and 18 and students, who are elected to senior playing membership, the annual subscription levied will be half the full rate paid by Playing Members with an identical arrangement for rebate.

40. In the event of a Playing Member failing to pay for his annual subscription by 30 June in any year, the Team Selection Sub-Committee shall decide whether the Playing Member shall remain eligible to play for the Club on each occasion the Member is available for selection until the appropriate subscription is paid.

41. Any Member who fails to pay his or her subscription by 31 October in any year shall cease to be a Member of the Club.

### **APPLICATION FOR MEMBERSHIP**

42. Election of new members of the Club shall take place at an Annual General meeting or at a meeting of the Management Committee or, in the case of playing members, of the Selection Sub-Committee.

43. Membership shall be open to all members of the community regardless of race, religion, disability, age or sexual orientation.

44. Applicants for Playing Membership shall, at the discretion of the Selection Sub-Committee, be invited to play matches on trial.

45. Applicants for membership shall be notified in writing of the Club's decision by an Officer of the Club.

46. The Management Committee may reduce, at its discretion, the amount of a new Playing Member's subscription in the season the Member is admitted to the Club.

### **RESIGNATION FROM MEMBERSHIP OR OFFICE**

47. Any resignation from Membership or Office must be forwarded in writing to the Honorary Secretary.

### **THE HONORARY SECRETARY**

48. The Honorary Secretary shall keep a record of all Annual and Extraordinary General Meetings and meetings of the Management Committee and any other records that the Management Committee shall consider necessary.

49. Each Member shall keep the Honorary Secretary informed of his or her private address or of another address, telephone numbers and email address to which correspondence on Club matters may be sent.

### **FUNCTION OF THE HONORARY TREASURER**

50. The Honorary Treasurer shall keep proper books of account to enable him to present at the Annual and Extraordinary General Meetings, or at any other time specified (on reasonable notice to him) by the Management Committee, an accurate report on the finances of the Club and a Statement of Account for the preceding year, or the current year respectively. Similarly the Honorary Treasurer shall keep proper books of account of Sales, Purchases and Stocks relating to the Bar Account and shall be able to present an accurate report and statement of the Bar Account when so required.

51. The Financial year of the Club shall cover the period from 1 November to 31 October.

52. The Annual Statement of Account and accounting records shall be examined each year by two Honorary Auditors or alternatively a

professional accountant who shall be elected (with the other Officers) at the Annual General Meeting.

53. The audited accounts and the Annual Financial Report shall be printed and circulated to all Members of the Club.

54. The Management Committee shall have full control of all the funds of the club and no trustee, official or member shall receive payment or benefit of any kind in the exercise of duties authorised by the club.

55. An account or accounts shall be kept in the name of the Club at a Bank approved by the Management Committee and all profits including bar profits accruing to the Club shall be applied to the Club's Accumulated Fund for the sole benefit of the Club.

56. The Management Committee shall authorise the Honorary Treasurer (or such other Member as shall be duly authorised by resolution of the Management Committee) to sign cheques for the payment of accounts certified by the Honorary Treasurer (or other duly authorised Member) on behalf of the Club and all monies received by the Club shall be paid to the bank accounts(s) by the Honorary Treasurer or other duly authorised Member.

#### **FUNCTION OF THE BAR SUB-COMMITTEE**

57. The Bar Sub-Committee shall keep detailed records of bar purchases, supplies and sales and shall prepare and submit them to the Honorary Treasurer when the accounts are closed at the end of each financial year.

58. The manager of the Bar shall regularly take stock of the bar as a means of exercising control.

#### **BAR LICENCE**

59. On such days as the Club's Headquarters shall be open purchases from the bar shall be permitted, in accordance with the general licensing hours as are applicable at the time, or any such other extended hours as may be granted following application to the Licensing Authority.

#### **VISITORS**

60. Purchases from the bar may be made by Members and their guests; save however, that purchase of liquor for consumption off the Club premises shall be made by Members only.

61. It is specifically stated that members of visiting teams and those accompanying them are guests of the Club and are included among those by whom purchases from the bar may be made under Rule 60.

## **COLTS SECTION**

62. The Colts Manager shall be responsible to the Management Committee for:

- (a) organising Colts fixtures and other Colts activities;
- (b) choosing the Captain(s) of the Colts team(s);
- (c) arranging practice sessions for Colts;
- (d) handling all applications for Membership of the Colts section.

63. The Club shall appoint a Club Welfare Officer who shall be responsible for the welfare of all Colts members. He or she shall also be the point of contact for any complaints about the operation of the Colts Section and investigating any alleged inappropriate behaviour by a Club member.

64. All adults involved in any way with the Colts Section must have the necessary Criminal Records Bureau clearance.

## **MISCONDUCT**

65. Any Member accused of misconduct on the field of play, club premises or elsewhere in connection with the Club shall be dealt with as the Management Committee think fit at a meeting specially called for the purpose and of which the Member concerned shall be given due notice.

64. The Management Committee shall have the power to expel from Membership any Member who has brought discredit upon the Club but no Member shall be expelled without having the opportunity of stating a case before the Management Committee.

65. Neither the Club nor any of its Officers shall be liable to any Member or guest or visitor for the loss of or damage to the Member or guest or visitor's property occurring from whatever cause in or about the Club premises; nor for any injury sustained by any Member, guest or visitor whilst on, entering or leaving Club Premises. A notice to this effect shall at all times be displayed in a prominent position in the Club premises.

66. The Management Committee shall be empowered to investigate all complaints against the Club by Members, guests or visitors. The parties concerned in the complaint shall have the right of attendance before the Management Committee meeting convened for the purpose.

## **CLUB RULES**

67. Alterations to the Club Rules shall only be made at an Annual or Extraordinary General Meeting with the support of a majority of the Members present.

68. Exact and complete details of any proposed alterations to the Club Rules shall be circularised in accordance with Rule 8.

69. The Rules shall be deemed to be known by all Officers of the Club and through them to all members who shall be bound by them.