



Willoughby Cricket Club - Constitution and Rules

**Title: The Constitution and Rules of  
Willoughby Cricket Club**

Reference Number : WILL01

Issue : 7

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## 2 TITLE

The title of this Club is the **Willoughby Cricket Club**.

This policy is approved for use by Willoughby Cricket Club (W.C.C.)			
Prepared by :	David Alcock <i>Committee Members</i>	Authorised by:	Brian Hall <i>Club Chairman</i>



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### **3 AIMS AND OBJECTIVES**

The aims and objectives of the Club are:

- To offer competitive and social cricket, training and coaching to all its members.
- To promote the Club within Willoughby, the local area and cricket communities.
- To manage the associated grounds and facilities at the Club.
- To ensure a duty of care to all members of the Club.
- To provide all of its services in a way that is fair and equitable to everyone.
- To ensure that all present and future members receive fair and equal treatment.

### **4 OFFICE**

The office of the Club shall be the current address of the Honorary Secretary.

### **5 HEADQUARTERS**

The Headquarters of the Club shall be The Pavilion "The Green" situated at Pye Court, Willoughby.

The building shall be used solely for the purposes of a Cricket Pavilion incidental to the use of cricket by W.C.C. as a village cricket ground and for no other purpose, between the hours of 08.30 and 22.30 Sunday to Friday inclusive and 08.30 and 23:00 on Saturday.

The building shall not be used at any time for social functions for members of the public and shall not be used for music, dancing, or any like activities including the playing of amplified or dance band music.

### **6 MEMBERSHIP AND MATCH FEES**

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.



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Membership classes are:

- **Full Member** Male and female playing members 18 years old or over on 1<sup>st</sup> April of that playing year.
- **Student Member** - Male and female playing members 15 years old or over on 1st September of the previous year (usually school year 11) and in full-time education.
- **Junior Member** - Male and female playing members under 15 on 1st September of the previous year (usually school year
- **Associate Member** – A social, non-playing member.
- **Honorary Member** - A member that has made a significant contribution to the Club or holds one of the Club's honorary positions i.e. Chairman, Secretary and Treasurer.
- **Life Member** - A member that has made an extraordinary contribution to the Club.

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 Management Committee in writing via the Honorary Secretary.

No person shall be admitted to membership or be admitted as a Candidate for membership or to any of the privileges of membership without an interval of at least two days between nomination or application for membership and admission – nor may any person becoming a member without prior nomination or application be admitted to the privileges of membership without an interval of at least two days between becoming a member and admission.

A Full, Student, Junior or Associate member of the Club must:

- Be nominated by another Full, Student, and Associate member of the Club who shall vouch for the candidate's fitness for membership
- Have his or her name and address prominently displayed on the Club premises in a part frequented by members for at least two days before election
- Pay his or her first subscription or be elected to membership either by the Club in general meeting or by the Committee

The committee will set the match fees for each class of member and game type before the start of each season.



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### **Equality Diversity and Inclusion Policy**

Willoughby Cricket Club (W.C.C.) is strongly committed to equal opportunities for all sectors of the community.

It is the policy of W.C.C. to ensure that all participants, volunteers, coaches and parents receive equal treatment regardless of age, gender, sexual orientation, marital status, employment status, social class, colour, race, ethnic or national origin, religious belief or disability.

WCC complies with, and will adopt any future changes, the ECB Anti-Discrimination Code and the ECB EDI (Equality, Diversity and Inclusion) strategy. The club's full policy is available to download from the club website, available on request from the Club Safeguarding Officer, and available on the club notice board.

### **Safeguarding Policy**

W.C.C. acknowledges it has a responsibility for the safety of children and vulnerable adults playing cricket under its temporary supervision and to ensure a duty of care to all members.

W.C.C has adopted and complies (and will ensure compliance with future changes) with latest ECB Safeguarding policies and guidance as defined under ECB Safeguarding Policies and Procedures. W.C.C will ensure that at least certified Safeguarding Officer is in place at all times.

The club's full policy is available to download from the club website, available on request from the Club Safeguarding Officer, and available on the club notice board.

## **7 SUBSCRIPTIONS**

For the purposes of annual subscriptions the 'year' will begin on 1<sup>st</sup> April and end on the 31<sup>st</sup> March the following year.

Annual subscriptions for all members become due for payment on 1<sup>st</sup> April each year.

The subscription for all Members may be paid in full on the due date of each year. In special circumstances the subscription may be altered and spread over the year or some part of it by a predetermined number of direct debit payments as agreed with the Honorary Treasurer.

Any member who has not paid the due subscription in full or has not made a signed arrangement



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to pay by direct debit by 31<sup>st</sup> May will be deemed to have allowed their membership to lapse and will no longer be deemed a member of the Club.

## **8 MEMBERS AND COMPLAINTS**

All members should have, at all times, the interests of the Club at heart, both on and off the field. They should also conduct themselves in a manner consistent with the "Spirit of Cricket" as defined by Lords M.C.C. / E.C.B. and the document entitled "Willoughby Cricket Club's Code of Conduct".

All complaints of any nature concerning the Club, its officers or its members should be submitted in writing to The Honorary Secretary and will be dealt with by the Committee at the next Management Committee meeting.

Players are encouraged in the first instance to approach their team captains before submitting written complaints. Captains will endeavour to resolve any complaints amicably before written referral to the Honorary Secretary and Management Committee.

## **9 MANAGEMENT AND ADMINISTRATION**

The Management and Administration of the affairs of the Club shall be vested in the Committee consisting of:

1. President.
2. Chairman.
3. Honorary Secretary.
4. Honorary Treasurer.
5. Fixture Secretary.
6. Captain - Saturday First XI.
7. Captain - Saturday Second XI.
8. Captain - Sunday XI.
9. Captain - Wednesday XI.
10. Captain - Ladies Team.
11. Junior Cricket Co-ordinator
12. Four (4) or more other members.

Ideally persons serving on the Committee to be no less than fifteen. Where one person holds two



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or more posts or where a designated member is unable or unwilling to serve, further members may be elected by the committee to make up the total of at least 15.

Any vacancy on the Committee occurring during the year shall be filled by an election at an Extraordinary General Meeting (E.G.M.), or by co-option.

Should the Chairman be unable to attend a meeting, the chair shall be taken by a committee member nominated by the Chairman.

Should the Honorary Secretary be unable to attend he will appointment one of the other committee members to take the minutes.

## **10 COMMITTEE MEETINGS**

Seven days' notice shall be given of any Committee Meeting – Committee business meetings are convened at the Secretary's discretion throughout the year – two fifths of the total committee members rounded down form a quorum

## **11 SUB COMMITTEES**

The Committee shall elect a minimum of three (3) members who will form a sub-committee as and when required. The Club Chairman may act in an advisory capacity on such a Committee.

## **12 SELECTION**

The selection of players for junior and open age teams will be made in adherence to the W.C.C. document entitled " Junior and Open Age Selection Policy ".

## **13 APPLICATION OF INCOME AND FUNDS**

The Club is a not for profit organisation.

The income and funds of the Club shall be applied toward:

- Maintenance of "The Green".
- Maintenance of the Pavilion and Shed.
- Purchase and maintenance of playing and training equipment.
- Training of volunteers to perform their roles e.g. coaching, groundsman and first aid courses.
- Any other necessary capital expense.

Donations and/or subscriptions to any Charities or Persons etc. shall be permitted with the consent



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of the committee.

#### **14 FINANCIAL PROVISION**

The Honorary Treasurer shall be responsible for payment into and out of the Club's Banking Account. All cheques to be signed by the Treasurer, together with the Secretary or Chairman. The account shall be in the name of "Willoughby Cricket Club", all cheques drawn on the Account shall be entered on the minutes of the monthly club Management Committee meeting.



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## **15 TRUSTEES**

There shall not be more than six trustees of the Club.

The following persons shall act as Trustees for the Club and ground:-

1. Beryl Evelyn Hallam of Waverley, Willoughby
2. Eric Charles Palmer of "Lyndhurst", Willoughby
3. Brian James Hall of Barrowfield, Willoughby
4. David Alcock of 203 High Street, Upton, Northampton
5. Graham Hallam of 40 Main Street, Willoughby
- 6.

The Trustees shall be appointed by the Club in general meeting and the property of the Club (other than cash which shall be under the control of the Treasurer) shall be vested in them to be dealt with by them as the Committee shall from time to time direct by resolution (of which an entry in the minutes shall be conclusive evidence). The trustees shall be ex-officio members of the committee.

The trustees shall be indemnified against risk and expense out of the club property and if this is insufficient by all members of the club. The trustees shall hold office until death or resignation or until removed from office by a resolution of the Club in general meeting who may for any reason which may seem sufficient to a majority of members present and voting at any meeting remove any trustee or trustees from the office of trustee. Whereby reason of any such death, resignation or removal it shall appear necessary to the Club in general meeting that a new trustee or trustees shall be appointed or if the Committee shall deem it expedient to appoint an additional trustee or additional trustees the Club in general meeting shall by resolution nominate the person or persons to be appointed the new trustee or trustees. All trustees are encouraged to take out group or individual trustee indemnity insurance.

## **16 ACCOUNTS**

The Honorary Treasurer shall be responsible for the banking of all club funds over and above the immediate requirements of the Honorary Secretary. He shall present and have audited a statement of account in respect of his year in Office at the A.G.M.





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## **17 APPOINTMENT OF AUDITOR AND DUTIES**

At the Annual General Meeting the Club shall appoint an Honorary Auditor for the following year who shall hold office for 12 months but shall be eligible for re-appointment. The Auditor shall ascertain that all payments have been vouched, and examine books and audit the accounts of the Club.

## **18 ANNUAL GENERAL MEETING**

The Annual General Meeting (A.G.M.) of the Club shall be held during the month of February each year. At least 14 days' notice of the meeting shall be displayed in the Village Notice Board with particulars of the business to be transacted. The agenda, shall be available to all members in attendance and shall be as follows:

1. Election of Chairman.
2. Election of Honorary Secretary.
3. Confirmation of minutes of the last A.G.M.
4. Items of Pre-Notified Constitutional Business.
5. Reception of Honorary Treasurer's Report, and Statement of Account as audited by Club Auditor.
6. Reception of Committee's Annual Report.
7. Election of Fixture Secretary.
8. Election of Honorary Treasurer.
9. Election of Membership Secretary
10. Election of Captains.
  - 10.1. Election of Saturday First XI Captain.
  - 10.2. Election of Saturday Second XI Captain.
  - 10.3. Election of Sunday Captain.
  - 10.4. Election of Wednesday First XI Captain.
11. Election of President.
12. Appointment of Vice Presidents and Life Members
13. Election of Committee.
14. Appointment of Ground Staff.



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15. Appointment of Auditor.
16. Election of Scorer.
17. Election of Umpires.
18. Election of Statistician.
19. Election of Press Officer.
20. Election of Chairman of Taverners.
21. Election of Taverners Committee
22. Election of Junior Cricket Co-ordinator
23. Annual Subscriptions.
24. Any other business of an urgent or pressing nature only.

If a new Chairman is appointed then the remainder of that A.G.M. will be conducted by the previous year's Chairman.

An E.G.M. of the Club may be summoned at any time by the Committee giving 14 days' notice thereof stating the business to be dealt with at such meeting. Such notice shall be sufficiently given by posting the same on the Club Notice Board for a period of not less than 14 days immediately preceding the proposed meeting. The Committee shall call such a meeting if requested to do so in writing by 10 or more members.

Each Full, Student, Junior, Honorary and Life Member of the Club who has attained the age of 16 years old or over on 1st April of the playing season's year before the A.G.M. shall have one vote at any A.G.M of the Club. No person who is not a Full, Student, Honorary and Life Member of the Club shall have a vote. Associate Members who are ex-Full Members (players) shall retain their voting rights at any A.G.M. Members of the Committee will be treated as Full Members of the Club for their period of service on the Committee.



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## **19 ELECTION OF ABSENT MEMBERS**

A Member of the club may be elected in his absence to serve as:

- Captain.
- Vice-Captain.
- Committee Member.

Providing the proposer has the member's specific permission which shall be confirmed to the Committee in writing.

## **20 INSURANCE**

The Hon. Secretary shall arrange for suitable insurance cover for

- the buildings and all their contents.
- All trophies owned by the club.
- Public Liability.

## **21 VICE-CAPTAINS**

Team captains will select their Vice-Captains if not elected at the AGM and notify the Club Press Officer in the week following the A.G.M. so all members can be informed of their appointments.

## **22 AVERAGES**

Qualification for the Batting and Bowling Averages is published in the policy document WCC Averages.

NOTE: Should the position arise whereby no three batsmen or no three bowlers achieve their respective qualification the decision shall be that of the Chairman and Committee of the Season in question.

In the event that players represent both the 1<sup>st</sup> XI and 2<sup>nd</sup> XI their aggregate innings and overs shall be considered for the team they represented most, and should that be equal, the one which they have the better average.

## **23 TAVERNERS**

To assist with the selection of the numerous annual club awards there shall be a Taverners Committee, the Chairman and members of which shall be appointed at each A.G.M.



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## **24 LICENSING HOURS**

The opening hours of the Bar for the supply of intoxicating liquor shall comply with the terms and conditions of the Club Premises Certificate / Liquor Licence granted by the Local Authority. These are posted at the bar.

## **25 VISITORS**

The Club may, at the discretion of the committee, supply intoxicating liquor for consumption of the Club premises to any person visiting the Club at the invitation of the Club in general meeting or of the Committee on behalf of the Club for the purpose of playing cricket or supporting or assisting in a game of cricket.

## **26 CONSTITUTION**

The constitution and rules shall not be added to, amended or rescinded, except at an A.G.M. or E.G.M. and then only with the consent of not less than two thirds of the members present and voting at such a meeting but not so as to jeopardise the Club's status as an Amateur Club as first provided for by this Constitution.

Any member wishing to make a proposal under this heading may do so providing such a proposal is submitted in writing to the Secretary not less than 14 (fourteen) days prior to a General Meeting

## **27 POLICIES AND PROCEDURES**

Club Policies and Procedures can be issued, amended and put into immediate use with the consent of not less than two thirds of the committee members present at a management committee meeting.

The document entitled "Policies, Procedures and Formal Documents" will list of the current policies, procedures and formal documents in use by the Club.



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## **28 WINDING UP**

In the event of all objects of the Club failing (or on dissolution of the Club) an E.G.M. will be held open to all.

Under these circumstances, the members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at the properly convened general meeting. The Committee will then be responsible for the orderly winding up of the Club's affairs. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining in conjunction with The Trustees.

## **50 CHANGE HISTORY**

<b>Issue</b>	<b>Date</b>	<b>Description of Change</b>
1	01 Jan 1902	First issue
2	Unknown	Issue 2
3	05 Feb 2017	Document Format. Section Amendments and additions: Aims and Objectives, Membership, Subscriptions, Membership and Complaints, Management and Administration, Application of Income and Funds, Trustees, Annual General Meeting, Insurance, Vice-Captains, Averages, Licensing Hours and Constitution
4	26 Feb 2018	Adoption of ECB's "Safe Hands" children protection and safeguarding policy. Re-introduction of Selection Section which refers to a selection policy. Reference to a new Code of Conduct in the Members and Complaints Section. Clarification of voting groups and age. New Policies and Procedures section. Head of Cricket changed to Cricket Co-ordinator.
5	25 Feb 2020	Additional Trustees. Clarification of age groups for membership. Average calculation published as a separate document.
7	27/02/24	Verbiage around EDI and Safeguarding updated