

WELCOME TO
WILDEN VILLAGE CRICKET CLUB



INVESTING IN THE COMMUNITY OF WILDEN

WEBSITE WILDEN VILLAGE CLUB EMAIL contact@wildenvillageclub.co.uk

RULES





WILDEN VILLAGE CRICKET CLUB established 1979

Encouraging sport throughout the community

CASC REGISTERED 00564 CH 01197 WCB WORCS 0057

WILDEN TOP ROAD STOURPORT ON SEVERN DY13 0AS 01299 824356

VAT 377 2383 27

ACCOUNTANT FOLKESWORTON SOLICITORS PAINTERS

- 1. NAME** The club shall be called **Wilden Village Cricket Club** reflecting the CLUB'S origin.
The Club is composed of sports and social elements
CRICKET, FOOTBALL, BOWLS, DARTS, CRIB PLUS SOCIAL AND RECREATIONAL ACTIVITIES.
[“The CLUB”]

Each team has its own structure and organisation being responsible for all financial matters particular to that team. Each group unites into one, as the ruling authority, the **GENERAL COMMITTEE**.

- 2. STATUS** The **CLUB** is non-profit making. All surplus income or gains shall be:-
- (a) re-invested in the **CLUB** [no assets, cash or kind may be distributed to the members] or
 - (b) donated to recognised charities or other CASC registered clubs
 - (c) All such decisions shall be made by the committee at an **AGM or EAGM**.

- 3. MISSION** *Our focus shall be to build the club at a local level and beyond, accepting individuals for who they are, seeking to assist them in their development discovering their full potential, priding ourselves in being a catalyst in that growth. The club is welcoming, inclusive, offering opportunity, offering a chance for self-expression within an atmosphere of trust and understanding, offering a feeling of ownership, well-being and equality whilst celebrating ambition.*

- 4. RULES** These rules (the “Club Rules”) form a binding agreement between each member and the Club.

5. RULES AND REGULATIONS

- (a) The members of the **CLUB** shall so exercise their rights, powers and duties and shall, wherever appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the **CLUB** are carried out in accordance with the **RULES AND REGULATIONS OF THE APPROPRIATE ASSOCIATION** to which the **CLUB** is affiliated and **Competitions** in which the **CLUB** participates.
- (b) Rules may be altered, abrogated, or added to either generally or partially at an **AGM or EAGM** by vote of the majority. Details of all such changes must be forwarded to the regulating authorities. Twenty-one days' notice of all proposed changes must also be posted on the club notice board.
- (c) The Club will also abide by **The Child Protection Policies and Procedures; Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy** initiated by the regulating bodies.
- (d) Risk Assessment, H&S Policies in line with Sport England and Government are to be implemented with the required updates and checks.

- 5. CLUB MEMBERSHIP** Every person using this club is required to be

- (a). a member or the guest of a member, or a member of a visit teams' party or signed in as a guest by an officer of the club or the bar operative.
- (b). MEMBERSHIP AND SIGNING IN FEE SHALL BE AT THE AGREED RATE OR

at the collective rate for sporting teams and other organisations where one person agrees to represent that team or organisation

(c). all communication between the club and that group shall be through the representative.

(d). the members of the club from time to time shall be those persons listed in the **register of members** (the “membership register”) which shall be maintained by the **club secretary or other nominated person**.

e). updated version will be posted on the **club** notice board at the earliest possible occasion

f). any person who wishes to become a member must apply and personally complete and sign a membership **application form** and deliver it to the **club steward** together with any fees before being passed to the club’s officers for approval.

g). such data will be retained by the officers of the club or the nominated representative for the purpose of communication in a secure environment. Such communication will be circulated by the communications officer under the direction of chair, treasurer, secretary with committee approval. The communications officer is charged to maintain and develop the club’s website and social media pages with similar direction and approval.

h). should there be no objections, membership will be automatically issued with a membership card/rule book (one per family membership)

i). should the application attract objections, the membership will be decided at the next committee meeting with the applicant duly informed and invited to attend that hearing

j). election to membership shall be at the discretion of the **club committee** and granted in accordance with the anti-discrimination and equality policies which are in place from time to time.

K). Membership is for one year (01/09 to 31/08) with existing members receiving automatic renewal on receipt of their completed application form together with the agreed fee.

l). an appeal against refusal may be made to the **club committee** in writing in accordance with the club’s complaint procedure in force at the time.

m). membership shall become effective once the application has been agreed with the applicant’s name being entered in the **membership register** at the earliest convenience, a minimum of two days.

n). Any member under the age of 18 years shall be regarded as a **junior member** and as such is subject to the rules and bye rules affecting junior members.

o). In the event of a member’s resignation or expulsion, his or her name shall be removed from the **Membership Register**.

p). in the case of a junior who is part of a family membership and moves to another club, the whole family members shall be cancelled.

q). All Associations shall be given access to the **Membership Register** following the receipt of a written request to the Secretary.

6. ANNUAL MEMBERSHIP FEE

(a) An annual fee payable by each member shall be determined from time to time by the **Club Committee** and set at the **AGM** at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Teams may nominate 16 players who are represented by a nominated representative. Fees shall not be repayable.

(b) The **Club Committee** shall have the authority to levy further subscriptions from the **Membership** as are reasonably necessary to fulfil the objectives of the **CLUB**.

7. RESIGNATION AND EXPULSION

(a) A member shall cease to be a member of the **CLUB** if, and from the date on which, he/she gives notice to the **Club Committee** of his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.

(b) The **Club Committee** shall have the power to expel a member when, in its opinion, it would not be in the interests of the **CLUB** for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the **Complaints Procedure** in force from time to time.

(c) A member who resigns or is expelled shall not be entitled to claim any refunds.

8. CLUB COMMITTEE

a). The **General Club Committee** shall consist of the following **Club Officers**: **CHAIR AND VICE CHAIR, TREASURER AND ASSISTANT, SECRETARY AND ASSISTANT, WELFARE OFFICER, GROUNDSMAN PLUS ASSISTANT, COMMUNICATION OFFICER, SITE OFFICER PLUS ASSISTANT, ENTERTAINMENT OFFICER, MEMBERSHIP SECRETARY, CONTRACTS OFFICER, RESEARCH AND PROJECT MANAGER, SPONSORSHIP AND FUND RAISING MANAGER** and up to a maximum of 16 members duly elected at an **Annual General Meeting**. The election of officers shall be restricted to members who have completed 24 consecutive months club membership up to the date of their appointment. In the case of trustees this shall be 48 consecutive months up to the date of their appointment. Teams using the Club's facilities are required to elect one of their number to serve on the committee.

Should the committee have reached its full complement, additional representatives may serve as co-opted members.

(b) Each **Club Officer and General Club Committee Member** shall hold office from the date of their appointment until the next **Annual General Meeting ("AGM")** unless otherwise resolved at an **Extraordinary General Meeting ("EAGM")**.

(c) One person may hold no more than two positions of **Club Office (committee and trustee)** at any time **except in exceptional circumstances**.

(d) The **Club Committee** shall be responsible for the management of all the affairs of the **CLUB**. This **GENERAL COMMITTEE** shall manage all funds and affairs of the **CLUB**.

(e) Decisions of the **Club Committee** shall be made by a simple majority of those attending the Club Committee meeting with any major decisions of policy involving the property owned or used by the **CLUB** shall first be approved by the majority of the trustees and officers [see major assets]

(f) The **Chair** of the **Club Committee** meeting shall have a casting vote in the event of a tie.

(g) Meetings of the **Club Committee** shall be held on the **First THURSDAY of the month at 7 pm** unless otherwise agreed.

(h) The quorum for the transaction of business of the Club Committee shall be **five**, three for sub committees. Such subcommittees may be appointed to deal with specific issues creating their own organisation and reporting back to the main body.

(i) Decisions of the Club Committee at meetings shall be entered into the **computer** to be maintained by the **Club Secretary** or nominated person and store securely together with all the club's documents in the office with access limited to nominated persons.

(j) Any member of the Club Committee may call a meeting of the **Club Committee** by giving not less than seven days' notice to all members of the **Club Committee** by email or personally with a poster of the same added to the club notice board.

(k) An outgoing member of the **Club Committee** may be re-elected. Any vacancy on the **Club Committee** which arises between **Annual General Meetings** shall be filled by a member proposed by one and seconded by another of the remaining **Club Committee** members and approved by a simple majority of the remaining **Club Committee** members.

(l) The **Club Committee** shall have the power to decide all questions and disputes arising in respect of any issue concerning the **Club Rules**.

(m) The position of a **Club Officer** shall be vacated if such a person is the subject of concern of any of the governing association to which the club is affiliated.

THE CLUB SHALL HAVE AN OFFICIAL NOTICE BOARD TO DISPLAY ALL ADMINISTRATIVE MATTERS. THERE SHALL BE A FOLDER TO HOUSE ADDITIONAL DOCUMENTATION.

9. ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

(a) An **AGM** shall be held before the **last day of March** in each year **CIRCUMSTANCES PERMITTING** to:
receive a report of the activities of the **CLUB** over the previous year.
receive a report of the **CLUB'S** finances over the previous year
elect the members of the **Club Committee and Trustees**.
assess any proposed rule changes and
receive any other business

(b) **Nominations** for election of **members as Club Officers or as members of the Club Committee** shall be made in writing by the proposer and seconder, both of whom must be existing members of the **CLUB with the required qualification**, to the **Club Secretary** not less than 21 days before the **AGM**.

Notice of any resolution to be proposed at the **AGM** shall be given in writing to the **Club Secretary** not less than 21 days before the meeting.

(c) An **EAGM** may be called at any time by the **Club Committee** and shall be called within 21 days of the receipt by the **Club Secretary** of a requisition in writing, signed by not less than five members stating the purposes for which the Meeting is required, and the resolutions proposed. Business at an **EAGM** may be any business that may be transacted at an **AGM**.

(d) The **Secretary** shall post notice of the date of a **General Meeting** (whether an **AGM** or an **EAGM**) together with the resolutions to be proposed on the club notice board at least 21 days before the meeting. The committee on its own or upon the written request by six members call a special general meeting following the notification procedure above.

(e) The quorum for a **General Meeting** shall be **five**.

(f) The **Chairperson**, or in their absence a member selected by the **Club Committee**, shall take the chair.

(g) Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the **Chairperson** of the Meeting shall have a casting vote.

(h) The **Club Secretary**, or in their absence a member of the **Club Committee**, shall record the Minutes of **all meetings**.

(i) Members unable to attend may submit their vote by letter to the secretary 7 days prior to the meeting.

(j) The financial year shall run from 1st January to 31st December.

(k) A copy of all rule changes must be made available to the **REGULATING AUTHORITIES**.

(l) The committee may call additional meetings, general meeting or **EAGM** meetings if supported by 6 members.

10. CLUB TEAMS

At its first meeting following each **AGM** each team shall appoint a representative to report all matters social and financial to the General Committee.

11. CLUB FINANCES

(a) A bank account shall be opened and maintained in the name of the **CLUB** (the "Club Account").

(b) Designated account signatories shall be the **Club Chairperson, the Club Secretary, and the Treasurer**.

(c) Sums drawn from the club's account shall be by cheques with the two of three authorise signature or by the treasurer using the club's debit card.

(d) The club shall have a debit card and operate the convenience of internet banking.

(e) All monies payable to the **CLUB** shall be received by the **Treasurer** and deposited in the **Club Account**.

(f) Reports of all transactions shall be made upon request with an overall statement available monthly.

(g) Emergency payments may be met in full with details of the transaction made at the next meeting.

(h) Expenditure over £1000 shall receive committee approval prior to purchase.

(i) The **Club Property** shall be applied only in furtherance of the objects of the **CLUB**.

The distribution of profits or proceeds arising from the sale of **Club Property** to members is prohibited.

(j) The **Club Committee** shall have the power to authorise the payment of remuneration and expenses to any **member of the Club** (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the **CLUB**.

(k) 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**.

(l) The **CLUB** may also in connection with the sports activities:

* Sell and supply food, drink and related sports clothing and equipment.

* Employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the **Club Committee** without the person concerned being present

* Pay for reasonable hospitality for visiting teams and guests; and

* Indemnify the **Club Committee** and members acting properly during the running of the **CLUB** against any liability incurred in the proper running of the **CLUB** (but only to the extent of its assets).

(m) The **CLUB** shall keep accounting records, recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the **CLUB**. **THE CLUB** must retain its accounting records for a minimum of six years.

(n) The **Team/Club** shall prepare an annual "**Financial Statement**", in agreed format for inspection by any proper person upon written request to the secretary. The **Financial Statement** shall be verified by an

independent, appropriately qualified accountant and shall be approved by members at the **annual general meeting**.

(o) The **Club Property**, other than the **Club Accounts**, shall be vested in not less than two and no more than four **custodians/trustees**.

(p) The **Custodian(trustees)** shall be appointed by the **CLUB** in a **General Meeting** and shall hold office until death or resignation unless removed by a resolution passed at an **Annual General Meeting**.

(q) **The Custodians** shall be entitled to an indemnity out of the **Club Property** for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

(r) All kit bearing the club logo should be returned to the club for recycling once it has been outgrown or a team folds. Such actions should be recognised by the club.

12. VISITORS/GUESTS

In the event of visits by members of another club to play prearranged games or social functions, such members, friends, officials shall be entitled with the sanction of the committee to purchase intoxicating liquor for the consumption on the premises on the day of the event. Any person, member of visitor may be refused a drink or asked to leave the club for any reason considered good enough by the person in charge of the bar or by any committee member. Members who invite guests are responsible for registering them in the book provided and being responsible for their behaviour as their hosts. Temporary membership up to 15 days may be granted at the discretion of the committee [waiting days being waived]. A signing in fee of £1 should be paid to the steward. Officials of each team must check the away changing room prior and following each game making sure that they are fit for purpose.

13. BYELAWS

The committee shall have the powers to create byelaws for the regulation of the club.

14. OPENING HOURS

The CLUB premises including the pavilion shall be open as and when the committee decide with such details displayed on the notice board.

The committee reserve the right to close the pavilion to the membership to carry out necessary works if there is a health and safety issue or to hold a private function of financial gain for the membership.

15. BAR HOURS

Permitted hours in the pursuance of the **LICENSING ACT 2003** shall be those outlined in the **CLUB's** Licence. Opening times shall be displayed on the notice board with adequate warning of any alteration. The committee has the right to apply to the licensing authority for extensions to their licensing hours as they may think desirable with a copy of such applications forwarded to the police.

NO PERSON UNDER THE AGE OF 18 MAY BE SUPPLIED WITH INTOXICATING DRINKS.

No person other than fully paid-up members [and official visitors/guests] shall be entitled to purchase intoxicating drinks from the bar unless prior arrangements are in place

16. PROCEDURE

Excluded members shall have their membership suspended from that moment until such times as they appear before the committee to answer the case, normally 7 days from the following THURSDAY. All players attracting a red card be required to attend a disciplinary hearing to explain their actions. Junior members are to be accompanied by a parent/guardian or team official. A report of such meeting shall, at the discretion of the committee, be forwarded to the association. Written notification shall be forwarded to the excluded member with a copy lodged behind the bar. Decisions as to the suspension, fines, etc., shall be made by a disciplinary committee. Notification of any exclusion we communicated within 24 hours. Guidelines are on record recorded and are be amended as a working document when the need arises.

17. GAMING MACHINES

Such machines shall be installed strictly in accordance with the law. The **CLUB** must take care to meet all licences and fees as they occur.

18. INSURANCE The CLUB shall always be fully insured covering all likely eventualities and liabilities, fire, accident, theft, and the like. Premiums shall be paid as due, and the policies shall be continuous with annual updates.

19. MAJOR ASSETS

Prior to the disposal the following terms and conditions must apply: -

- i. Four weeks written notice must be given to an AGM or an EAGM outlining the proposal which must be circulated to all trustees and officers of the CLUB together with a voting slip.
- ii. For the motion to be carried, 75% of the eligible trustees and officers must vote in favour. Postal voting is acceptable. If a person holds more than one position, he or she shall be restricted to one vote.

THIS RULE HAS BEEN INTRODUCED TO SAFEGUARD THE CLUB.

20. NOISE/ENVIRONMENT

- i. Members shall always keep noise to an acceptable minimum, with parents/guardians keeping their children under control.
- ii. There shall be no unauthorized games on the field.
- iii. Rules, licences, certificates, etc., shall be either displayed on the notice board or held in the CLUB's office.
- iv. The CLUB shall do all within its powers to manage, maintain and improve the environment for the enjoyment of its members and the community of Wilden.

21. STEWARD

- i. A **steward** shall be appointed by the committee to run the **CLUB** in all matters, working in tandem with the committee and membership within the guidelines laid down.
- ii. The bar finances are entrusted to the steward following the guidelines laid down by the committee and under the direction of the treasurer.
- iii. A salary shall be negotiated with the committee reflecting the financial status of the club paying the minimum living hourly wage with bonus payment consider following the club's financial year.
- v. No one other than the steward, the committee or their agents shall be allowed behind the bar.
- vi. All staff must be over the age of 18 years unless the committee reluctantly agrees otherwise.
- vii. The post of steward may be terminated by either party following one month's notice.

21. RESPONSIBILITY/GENERAL PUBLIC

Teams using the outdoor facilities are responsible for the equipment, security of the premises, parking and the general tidiness of the ground and the changing rooms. Failure in this regard shall result in sanctions levied at the committee's discretion. This also applies to the behaviour and language of players, officials, and spectators.

22. PUBLIC USE

Dogs are not permitted on the field

The public use of the site is restricted to the official footpath, one metre in from the hedge running around the east and south of the field. There is also a bridal way through the woodland [Littlebury Lane].

23. JUNIORS

All junior members shall be asked to leave the CLUB at 8 pm unless accompanied by a responsible adult member who is willing to be responsible for their behaviour.

The **CLUB** has adopted a "**safe hands policy**" regarding all junior members and has appointed welfare officers to this end.

Teams are required to obtain the necessary adult checks, **CRB and the like** and each participating adult shall sign a volunteer self-declaration form.

**SMOKING IS FORBIDDEN WITHIN THE BUILDING.
THE FIRE ASSEMBLY POINT IS THE BOWLING AREA.**

25. MODEL RULES AND DISCIPLINARY PROCEDURE

It shall be a disciplinary offence for any player during or in connection with a match/event misconduct him/herself or act in a manner calculated to prejudice the good name or interests of the club.

The player, (this includes anyone on the field of play or on the premises), committing the offence shall be liable to penalties described hereafter.

Before any penalty is introduced there shall be a disciplinary hearing before a disciplinary sub committee of three committee members with a minimum of seven-day notice of such a hearing in writing (email/text) detailing the alleged offence.

The accused is allowed to attend the hearing to be legally or otherwise represented and to call witnesses.

If at the hearing the offence is proven, the committee shall have the power to impose any or a combination of the following

Expulsion from the club, suspension for one or more matches, activities, or weeks, impose a fine or simply reprimand.

The accused may appeal against said penalty giving notice of appeal in writing setting out the grounds for appeal within seven days of the hearing to the secretary accompanied by a deposit of £20.

Upon notice of appeal the imposed penalty shall not take effect until after the appeal hearing.

The rehearing shall be before a different sub-committee who have the power to confirm, vary or reverse the decision but not increase it.

Should they feel the appeal is without merit the deposit shall be forfeited.

The accused has the same right of representation.

The decision of the appeals sub-committee or indeed the original committee if there is no appeal is final and binding.

26. WILDEN VILLAGE FOOTBALL CODE OF CONDUCT

1. This code of conduct exists to promote standards and harmony within the group, team and club as a whole.

2. It is reasonable to expect that all members respect the contents of the code and honour the contents to the best of their ability.

3. Each member should be aware and respect the needs of every other member particularly those requiring assistance for whatever reason be it physical, financial, etc. Older members should consider themselves as role models acting as on-site guardians.

4. Every member should respect the rules, laws and officials governing the club or officiating in whatever capacity.

5. Each member should respect the club, the facilities and equipment ensuring its safe storage, general security and tidiness and report any safety concerns.

6. Each member should modify their language and behaviour to reflect the situation and age of the members in the vicinity, acting in a manner not likely to offend any other person. Our goal is harmony which will require goodwill and tolerance from every quarter, members, players, guests, visitors and spectators.

7. Each member should promote the best interests of the organization working for its success on and off the field and to enhance its standing within the community working as an ambassador on behalf of the club. This may require an active as well as a passive role.

8. All members are part and parcel of the club and as such are equally valued and respected. If at any time you are concerned inform the match official and/or a member of the committee.

9. Individuals who fall below the required standard shall agree to answer any concerns brought against them and agree to reflect upon their failings and future behaviour.

26. CLOSURE PROCEDURE

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In the unlikely need to proceed down this route the committee will discuss the matter fully and resolve the way forward giving two months grace to address any issues.

An EAGM shall be called with all parties notified as to the decision to move towards closure.
75% of committee members and trustees, one vote each, shall determine the outcome.
Whatever the decision, all debts will be met in full. The level of debt may determine the way forward
A solicitor shall be appointed to handle the sale of the land and pay any loans or outstanding invoices
As a CASC registered club, any profit will be distributed in accordance with the law.

27. TRUSTEES

The trustees of the club shall number up to four persons from nominations put forward from the membership and elected at each AGM

The WVCC rules state that the club shall be run day to day, in all respects, by an elected members' committee. The trustees are "our House of Lords" they exist to offer advice when required to do so. Their role is ambassadorial, to work along-side supporting the committee using their experience to enhance the reputation of the club, improve its facilities and perpetuate its existence as a sports and social facility. They are ex-officio committee members welcome to all meetings.

Trustees will be required to vote on one issue, which relates to the rules regarding the disposal of assets. Here as the rules state 75% of the trustees and officers must be in favour for the proposal to be carried.

From time to time at the direction of the committee the trustees will be required adding their signature to legal documents expressing the wishes of the club without personal prejudice.

The club has indemnity insurance covering officers and trustees totalling £100,000. Those persons serving the club are not liable for any debts incurred by the club.

The club recognises that personal circumstances change and therefore it is club policy to remove trustees, when their focus is elsewhere, relinquishing their post in favour of someone more focused. Such decisions will be made at an AGM by the vote of the members there present following the required resolution being posted.

There is no time limit to their post.

Historical Wilden



Wilden Works circa 1854 drawn from a poster work image of the time. Note the redirected Stour and waterwheel.

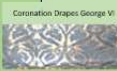


Wilden Lane circa 1930 squeezing between the Works and Wilden House



Wilden House with the old Post Office featured to the left

BALDWIN TRAIL: WILDEN



Coronation Drapes George VI



William Morris Gold Altar Frontal



Arts & Craft Altar Drapes



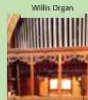
Lucilla's Prayer Book

Baldwin Silver

Every window is a Burne-Jones Masterpiece



Alfred's Memorial



Willis Organ

Baldwin Graves



All Saints' Church circa 1980



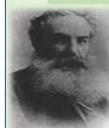
All Saints' School circa 1980



Further information please refer to the church notice boards

www.wildentowitley.org.uk

Famous Names



Alfred Baldwin created his own parish and mini cathedral. A great industrialist with philanthropic ideals. 1841-1908



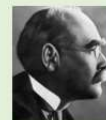
Louisa, Alfred's wife, one of the MacDonald sisters, an author in her own right, often seen in school reading to the girls. 1845-1925



Prime Minister 1923-1924, 1924-1929, 1935-1937, Church warden, School Manager 1867-1947



Sir Edward Burne-Jones Pre-Raphaelite artists source of the famous All Saints' Church Windows 1833-1898



Rudyard Kipling, author, nephew of Louisa visited All Saints on numerous occasions 1865-1936

William Morris, Arts & Craft Movement, designed the All Saints' Gold Altar Frontal 1865-1896

