

## 1. Name and Address

The name of the Club is "Ottershaw Cricket Club", its headquarters will be the Clubhouse, Memorial Field, Foxhills Road, Ottershaw, Surrey.

## 2. Club Purposes

The main purpose of the Club is to provide facilities for and to promote the participation in the amateur sport of cricket in the Ottershaw district, and community.

## 3. Club Colours

The Club colours will be Blue and the Club badge will be an otter.

## 4. Permitted means of advancing the Purposes

The Committee has the power to:

- i. acquire and provide grounds, equipment, coaching, training and playing facilities, clubhouse, transport, medical and related facilities;
- ii. provide coaching, training, medical treatment, and related social and other facilities;
- iii. take out any insurance for club, employees, contractors, players, guests and third parties;
- iv. raise funds by appeals, subscriptions, loans and charges;
- v. borrow money and give security for the same, and open bank accounts;
- vi. buy, lease or license property and sell, let or otherwise dispose of the same;
- vii. set aside funds for special purposes or as reserves;
- viii. invest funds in any lawful manner;
- ix. employ and engage staff and others and provide services;
- x. co-operate with or affiliate to firstly any bodies regulating or organizing the Sport and secondly any club or body involved with it and thirdly with government and related agencies;
- xi. do all other things reasonably necessary to advance the purposes;

NONE of the above powers may be used other than to advance the purposes consistent with the Rules below and the general law.

## 5. Membership

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 except as a necessary consequence of the requirements of cricket. However, limitation of membership according to available facilities is allowable on a non discriminatory basis.

- i. The Club may have different classes of membership and subscriptions on a non-discriminatory and fair basis:
  - **Junior** (under 19 at 1<sup>st</sup> September of the previous year or members in higher education/training and therefore not in full time employment),
  - **Senior**
  - **Associate** Persons who in the Committee's opinion take an active interest in the Club but have no wish to play cricket
  - **Life Vice Presidents** Chosen for their long and meritorious service to the club may be elected at an Annual General Meeting (AGM) only upon the proposal of the Committee, agreed upon at a meeting and contained in the Agenda for the subsequent AGM.
- ii. Membership of the Club except for Life Vice Presidents will require the payment of an annual Subscription for the calendar year. The membership fees and any discounts for early payment to be agreed at the previous AGM. All and any subscriptions will be fixed at the AGM and may only be changed at another General Meeting. Only members whose subscription has been paid will be eligible to participate in Club activities, except by consent of the committee. Preference will be given at selection to paid up members. New members joining after 15<sup>th</sup> July of any year will pay half subscriptions. Match fees will be set by the Committee prior to the season as soon as all playing costs are known.
- iii. Subscriptions will be on a non discriminatory and fair basis. The Club will keep subscriptions and match fees at levels that will not pose a significant obstacle to people participating
- iv. Persons may not be admitted to membership or be admitted as candidates for membership to any of the privileges of membership without an interval of at least two days between application/nomination and admission.
- v. 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 members.

## 6. Annual General Meetings (AGM)

The Club's AGM will be held each year in the first week of December and the Agenda for that meeting, together with a statement of the Club's annual financial position will be sent to Club members at least seven days beforehand. At every AGM:

- i. the Members will elect a Committee including a Chair, Treasurer, Secretary and Bar Manager to serve until the next AGM;
- ii. the Members may elect a President to preside over the Club until the next AGM and, if required, an appropriate number of Vice Presidents;
- iii. the members will elect Team Captains as appropriate to serve until the next AGM. In the event of posts being unfilled the elected Committee may co-opt club members to serve in the required posts until the next AGM;
- iv. the Treasurer will produce accounts of the Club for the previous financial year closing on 30th September, independently reviewed by an appropriate person appointed for that purpose at the previous AGM. (In the event of him / her being unable to fulfill this function a satisfactory replacement will be elected by the Committee);
- v. the Committee will present a report on the Club's activities (playing and administrative) since the previous AGM;
- vi. the Members will appoint a suitable person to review the accounts; and
- vii. the Members will discuss and vote on any resolution (whether about policy or to change the Rules) and deal with any other business put to the meeting.

Members will only be eligible to stand for Office if they are present at the Meeting or they have notified the Committee in advance of their intention to stand.

All voting at the AGM will be organized on a single non-transferable vote system and in every case a simple majority will suffice. Only fully paid up Club Members over the age of 18 years, the President and Life Vice Presidents will be entitled to vote. Vice Presidents, Associate Members and playing members under 18, will be entitled to participate in the AGM though without powers of voting. One-quarter of the voting membership will represent a quorum. Members eligible to vote may appoint a proxy to vote on their behalf.

## 7. Extraordinary General Meetings (EGM)

An EGM shall be called by the Secretary within 14 days of a request to that effect from the Committee or on the written request signed by a minimum of 12 members (i.e. fully paid up Club Members over the age of 18 years, the President and Life Vice Presidents) or a one fifth of the total membership (i.e. fully paid up Club Members over the age of 18 years, the President and Life Vice Presidents) which ever is lesser. Such EGM shall be held on not less than 14 nor more than 21 days' notice at a place decided upon by the Committee or in default by the Chair.

Any voting at an EGM will be organized on a single non-transferable vote system and in every case a simple majority will suffice. Only fully paid up Club Members over the age of 18 years, The President and Life Vice Presidents will be entitled to vote. Vice Presidents, Associate Members and playing members under 18, will be entitled to participate in an EGM though without powers of voting. One-quarter of the voting membership will represent a quorum. Members eligible to vote may appoint a proxy to vote on their behalf.

## 8. The Committee

### a. Role

Subject to these Rules the Committee shall have responsibility for the management of the Club, its funds, property and affairs.

### b. Property etc

- i. 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. All surplus income or profits are reinvested in the club. No surpluses or assets will be distributed to members or third parties.'
- ii. The Club's registered premises will be for the benefit of Club members and their guests, or others solely at the discretion of the Committee. The Committee will have the power to deny access to those premises to any person or persons considered to be undesirable. The bar is run solely on behalf of the Club and no persons will derive any direct or indirect pecuniary benefit from its operation.
- iii. The various Cups, property of the Club, will be awarded annually according to the regulations approved by the Committee.
- iv. 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.
- v. The Club may also in connection with the sports purposes of the Club:
  - a. sell and supply food, soft drink, alcohol in accordance with Rule 8e and related sports clothing and 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;

- d. indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

- vi. The Committee will have due regard to the law on disability discrimination and child protection.

#### **c. Composition etc**

- i. The Committee shall consist of at least four and not more than twenty members (including Officers).
- ii. The Committee members may co-opt club members (up to the maximum permitted number) to serve until the end of the next AGM. Co-opted Committee members may not exceed 30% of elected Committee members.
- iii. Any Committee member may be re-elected or re-co-opted without limit.
- iv. A Committee member ceases to be such if he or she ceases to be a member of the Club, resigns by written notice, or is removed by the Committee for good cause after the Member concerned has been given the chance of putting his/her case to the Committee with an appeal to the Club members, or is removed by club members at a general meeting. The Committee shall fairly decide time limits and formalities for these steps.

#### **d. Committee Meetings**

- i. 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.
- ii. The Committee may decide its own way of operating. Unless it otherwise resolves the following rules apply:
  - a. at least 3 members or 50% of the Committee must be present for the meeting to be valid;
  - b. committee meetings shall be held face to face;
  - c. decisions shall be by simple majority of those voting;
  - d. a resolution in writing signed by every Committee member shall be valid without a meeting;
  - e. the chair of the meeting shall not have a casting vote.

#### **e. Bar**

- i. The purchase and supply of intoxicating liquor will be managed by a Bar Committee consisting of the Bar Manager, Secretary and Treasurer.
- ii. Intoxicating liquor may be sold to members of visiting teams and their guests.
- iii. The Bar is run solely on behalf of the Club and no persons will derive any direct or indirect pecuniary benefit from its operation.
- iv. The Bar Committee is empowered to adopt suitable hours of opening and closing to conform to the Licensing Act in force for the time being.
- v. When open, the Bar will always be the responsibility of a Bar Committee member.
- vi. In matters relating to the satisfactory management of the Bar during any particular evening, the Bar Manager or, if the Bar Manager is not present, the Captain or Team Manager of the Club's representative team playing at the Memorial Field that day will be considered the voice of the Bar Committee.

#### **f. Delegation etc.**

- i. The Committee may delegate any of their functions to sub-committees but must specify the scope of its activity and powers; the extent to which it can commit the funds of the Club; its membership; its duty to report back to the Committee. The Committee may wind up any sub-committee at any time or to change its mandate and operating terms.
- ii. A Cricket sub-committee, appointed by the committee, will be responsible for organizing the selection of the Club's representative sides at a meeting held early each week of the playing season. Members will be expected to play for the team for which they are selected. It will be the player's responsibility to notify the sub-committee of his availability.

#### **g. Disclosure**

Annual club reports and statements of account must be made available for inspection by any member and all club records may be inspected by any Committee member.

#### **9. Discipline**

- i. The Club fully endorses the views regarding behavior, discipline and fair play as expressed in The Spirit of Cricket preamble to the Laws of Cricket.
- ii. Any complaints regarding the behavior of a club member should be submitted in writing to the Secretary. The Committee will meet to hear complaints within 14 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including the termination of membership. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing. There will be the right of appeal to the Committee following disciplinary action being announced. The Committee should consider the appeal within 14 days of the Secretary receiving the appeal.

#### **10. Drug & Child Abuse**

The Club is fully committed to the elimination of drugs and child abuse in the sport, and will continue to follow guidelines set down by the England and Wales Cricket Board.

#### **11. Amendments**

These Rules may be amended at a general meeting by two-thirds of the voting members (i.e. fully paid up Club Members over the age of 18 years, The President and Life Vice Presidents) present at the meeting and those voting by proxy but not (if relevant) so as to jeopardize the Club's status as a Community Amateur Sports Club as first provided for by the Finance Act 2002. One-quarter of the voting membership will represent a quorum.

#### **12. Dissolution of the Club**

- i. The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.
- ii. The Committee will then be responsible for the orderly winding up of the Club's affairs.
- iii. Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports

#### **13. Priority**

Interpretation of all the Rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2003).

The Committee will be the sole authority for the interpretation of these Rules, as also for any matter affecting the Club and not provided for in the same (subject to any reservations expressed in Rule 7 - Extraordinary General Meetings).

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