



# Frinton-on-Sea Cricket Club

## Operating Rules

### Introduction

Having registered as a Charitable Incorporated Organisation (CIO), with charity number *1189093*, the formal operation of the Club is entrusted to the Charity Trustees (Trustees). Details of the Trustees can be found via [here](#).

The Constitution of the Club has been registered with the Charity Commission and is available on the Club website.

Paragraph 26 of the Constitution permits the Trustees to make rules for the proper conduct and management of the Club. The Trustees may alter the rules at any time.

The operating rules of Frinton-on-Sea Cricket Club were made by resolution of the Trustees passed at a meeting held on 30<sup>th</sup> April 2020, last amended 15<sup>th</sup> June 2022.

The rules are as follows

### 1. Name

The name of the club is Frinton-on-Sea Cricket Club, hereafter to be referred as 'the Club' and the Club shall be affiliated to the England and Wales Cricket Board through the Essex County Cricket Board.

### 2. Purpose

The Club's main purpose is to foster and promote the sport of cricket at all levels within the community and within the sport. We will achieve this by:

- Providing opportunities for recreation, coaching and competition.
- Ensuring that all members, playing and non-playing, abide by the ECB Code of Conduct which incorporates the Spirit of Cricket and by-laws of Cricket.
- Ensuring 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.
- Ensuring 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.
- Encouraging all members to participate fully in the activities of the Club.

### 3. Child Welfare / Safeguarding

The Trustees have appointed Tony Stubbs as the Club Welfare Officer who is responsible for:

- Ensuring the appropriate policies and procedures are in place
- Ensuring that everybody required to be DBS checked has been vetted
- Being the go to person for welfare / safeguarding issues
- Reporting any issues to the Trustees
- Being a member of the management board

### 4. Membership

The Club has the following membership policy:

- Membership of the Club shall be open to anyone interested in the sport of cricket 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.
- Application for membership of the Club must be by completion of a membership application form and by payment of the relevant subscription/joining fees as determined by the Trustees.

- No person shall be eligible to take part in the business of the Club or be eligible for selection for any Club team unless the appropriate subscription has been paid by the specified date or membership has been agreed by the Trustees.
- The Trustees may refuse or remove membership only for good cause such as conduct or character likely to bring the Club or cricket into disrepute or to jeopardise the Club's liquor licence. Appeal against refusal or removal may be made to the Club President, within 14 days, whose decision will be binding.
- All members will be subject to the rules and by joining the Club will be deemed to accept these rules and any Codes of Conduct that the Club has adopted.

## **5. Categories of membership**

There shall be the following categories of associate, non-voting membership:

- Vice president
- Full member - playing
- Full member - other
- Honorary life member
- Life member
- Student playing member, between the ages of 18 and 23 and in full time education
- Junior playing member, under 18 years at the beginning of the current year
- Social member, for all non-playing adults

The Membership and Honorary Role committee (see below) shall be responsible for maintaining accurate records of club members.

Any changes to the membership categories and the appointment of Honorary Members shall be recommended by the Membership and Honorary Role committee to the Trustees.

The annual cost of each membership category shall be recommended by the Membership and Honorary Role committee to the Trustees by the prior December at the latest. Subscriptions should be paid by the end of May each year.

The annual cost of match fees shall be recommended by the Membership and Honorary Role committee to the Trustees by the prior December at the latest.

## **6. Roles and responsibilities of the Trustees**

The Trustees are:

Chris Armstrong, Tony Blake, Chris Caden, Russell Everson, Keith Hockridge, Paul Kendall

Paul Kendall will be the Chairman. He will carry the casting vote.

Chris Caden will be the Treasurer.

Any proposed changes to these roles will be subject to a vote by the Trustees.

## **7. Committees.**

The Trustees will be able to delegate authority to approved committees.

The Trustees shall be able to appoint new committees or close down existing committees if they are no longer required.

The Trustees shall be able to appoint new members to the committees.

Any committee must contain at least one Trustee.

The current committees and their members are:

### Cricket

Responsible for:

- Creating a strategy for the development of junior and ladies cricket
- Player recruitment
- Appointment of coaches

- Appointment of captains
- Team selection
- Provide representation at league meetings

The choice of captains for each season should be recommended by the Cricket Committee to the Trustees by the end of the December prior at the latest.

*Paul Berry – Head of Cricket, Paul Kendall – Trustee, Chris Armstrong - Trustee, Russell Everson – Trustee, Tony Stubbs – Club Coach and CWO, Team Captains*

### Fixtures

Responsible for:

- Agreeing fixtures for all teams
- Production of fixture card
- Entering competitions

*Russell Everson – Trustee*

### Membership and Honorary Roles

Responsible for:

- Maintenance of the club members register
- Agreeing any changes to the membership categories
- Setting the annual subscription rates for each membership category
- Agreeing any changes to the honorary roles

Any changes to membership categories or subscription rates should be presented by the Membership and Honorary Roles Committee to the Trustees by the end of the December prior at the latest.

*Paul Kendall – Trustee, Russell Everson - Trustee*

### Facilities Management

Responsible for:

- Procuring and maintaining suitable playing, practice, and changing facilities
- Identifying and proposing any major capex or maintenance outlays to the trustees
- Managing the groundsman and his team

*Tony Blake – Trustee, Graham Milbank – Groundsman, Marcus Eatherton - Groundsman*

### Sponsorship and Fund Raising

Responsible for:

- Securing funding through existing channels, i.e. annual club sponsors, 150 club, cricket week and fixture card adverts
- Creating a strategy for future sponsorship of the Club
- Generating grant applications where applicable

*Keith Hockridge – Trustee, Russell Everson – Trustee*

### Cricket Week

Responsible for:

- Planning and organising all arrangements for Cricket Week

*Nene Short – Head of Cricket Week, Claire Herring – Bar Manager, Chris Armstrong – Trustee, Paul Kendall – Trustee, Chris Caden – Trustee, Russell Everson - Trustee*

### **Note:**

In all cases, Committee members should meet outside of Trustee meetings and come prepared with reports and recommendations to the Trustee meetings themselves.

## **8. Honorary roles**

Paul Edmondson is the honorary President.

The honorary role of Secretary is currently vacant

Any changes shall be recommended to the Trustees by the Membership and Honorary Roles committee on an ad hoc basis.

## **9. Trustee Meetings**

Trustee shall meet at agreed intervals and not less than four times per year. Members of the committees shall be entitled to attend in that capacity. Committee members will not have a formal vote on decisions, although their opinions will be taken into account by the Trustees.

## **10. Financial reporting**

The Club shall prepare financial statements for the period to the end of September each year, subject to review by external auditors. These shall be presented to and approved by the Trustees before uploading onto the Charity Commission website.

## **11. General Meetings**

An Annual General Meeting, 'AGM', will be held each year between September and the end of November to which all full members (playing and non-playing), Vice Presidents and Life Members of the Club are invited.

The purpose of the AGM is to:

- Receive the annual report of the Club from the Trustees
- Receive the audited annual accounts for the year from the Trustees
- Confirm any changes to Trustees and Honorary positions
- Confirm any changes to membership categories and advise subscription rates for the forthcoming year
- Confirm teams and captains for the forthcoming season

The process for appointing Trustees is stated in the CIO's constitution.

The process for appointing Committees and Committee members is stated in these rules.

The process for approving the annual financial statements is stated in these rules.

## **12. Discipline and appeals**

The Club is committed to maintaining high standards of behaviour both on and off the field.

All members are expected to treat their fellow members, team mates, training partners, coaches, opposition, spectators, umpires and other officials with respect and fairness at all times.

The Club is committed to the investigation of any claims brought to its attention of discrimination, harassment, bullying, abuse or victimisation and will impose any sanction it considers appropriate and proportionate.

In the event that any party feels that they or their child has suffered any discrimination, harassment, bullying, abuse or victimisation at the hands of a club member, they should contact the Honorary Secretary in writing within fourteen days of the incident. Any such report should include details of the occurrence including the time and the place, any witness details and copies of any witness statements.

If a dispute cannot be resolved informally, the Trustees shall appoint a Disciplinary Committee who will usually meet within fourteen days of a complaint being lodged. Any member requested to attend a Disciplinary Committee shall be entitled to be accompanied by a friend or other representative and to call witnesses.

The Disciplinary Committee has the power to take appropriate disciplinary action and the outcome of the hearing shall be put in writing to the affected parties within 7 days of the hearing. Possible sanctions include:

- A verbal warning
- A written warning
- A playing suspension
- A playing and membership suspension
- Termination of membership

There shall be a right of appeal against either the finding or the sanction imposed or both following disciplinary action being taken. The appeal should be made within fourteen days in writing to the Trustees, addressing their appeal to the Chairman. The Chairman shall appoint an Appeals Committee (a maximum of three) which shall not include members involved with the initial disciplinary hearing but may include non-members of the Club. The Appeals Committee shall outline, at the time, the process for the appeal to the affected parties.

The decision of the Appeals Committee shall be final and binding on all parties.

### **13. Clubhouse**

The following operating policy regarding the Clubhouse has been agreed with Frinton-on-Sea Cricket Club Bar Ltd:

- The Clubhouse shall be open throughout the year at times decided by the Trustees. The permitted hours for the sale of intoxicating liquor shall be those prescribed in the Club Licence obtained under the Licensing Act(s) or for fewer hours as agreed by the Trustees.
- Intoxicating liquor may only be sold or supplied to persons aged 18 years or over.
- Under 18's must vacate the Club premises by 9pm and are not permitted to sit at or near the bar.
- Intoxicating liquor shall be supplied to members and guests (signed in) during the permitted hours as fixed by the Trustees from time to time in accordance with the Licensing Act(s).
- No persons shall be paid at the expense of the Club any commission, percentage or similar payment on or with reference to, the purchase of intoxicating liquor by the Club. Nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor, by or on behalf of the Club to members or guests apart from any benefit accruing to the Club as a whole.