

LEY HILL CRICKET CLUB – RULE BOOK – 2008 EDITION

A INTRODUCTION

- 1(a) The Club will be known as **Ley Hill Cricket Club** (LHCC) and will be affiliated to the England & Wales Cricket Board via the Bucks Cricket Board.
- 1(b) The official colours of LHCC will be green and gold.
- 2 **The objectives of LHCC are:**
- (i) To bring together persons interested in the promotion and playing of the game of cricket
- (ii) To play amateur cricket on either a friendly or a league basis and
- (iii) To promote interest in the game of cricket and to coach Persons wishing to play cricket from primary school age up wards.
- (iv) Membership shall be open to all, irrespective of age, gender, disability, race, ethnic origin, creed, colour, social status and sexual orientation
- (v) To promote LHCC within the community, schools and the local cricket network
- (vi) To responsibly manage the affairs of LHCC
- (vii) To ensure a duty of care to all members of LHCC
- (viii) To provide all the services of LHCC in a way that is fair to all members
- (ix) To ensure that all present and future members receive fair and equal treatment
- 3 The home ground of LHCC shall be that part of Ley Hill Common known as the cricket pitch

B MEMBERSHIP

- 4(a) Everyone who pays the agreed annual subscription to LHCC becomes a member. All members are subject to the rules of LHCC and on becoming a member, will be required to accept these rules and any codes of conduct that LHCC has adopted.
- 4(b) Members will be divided into the following categories:
- (i) **Playing Members:**
Senior: to consist of playing members of LHCC who are not Juniors and
Juniors: to consist of playing members who are under 18 as at 1st September of the previous playing season
- (ii) **Life Members:** as elected by an AGM and to consist of persons connected with LHCC who are considered worthy of this honour
- (iii)(a) **Full Associate Members:** to consist of those non-playing parents who pay the Full Family Fee which is to be equivalent to the Senior Members' Fee.
- (b) **Associate Members:** to consist of those non-playing parents who pay the Standard Family Fee.
- 5 A new member is not to be permitted to play in excess of five games at any time during one season before he is required to pay the annual subscription or a proportion of the subscription – the amount to be decided by the Committee.
- 6 All members are asked to be willing to take part in the following activities as and when the need arises:
- (i) Pitch and pavilion maintenance working parties
- (ii) Organising, assisting with and supporting fund raising events
- (iii) Providing a tea for two cricket teams

7 If anyone has been asked to leave LHCC for any reason whatsoever, they cannot come back and participate in any way without a decision being taken by the committee. Such decision to be final.

C CLUB OFFICIALS

- 8(a) The following officers will be elected by the AGM to manage the affairs of LHCC: President, Chairman, Vice-Chairman, Secretary, Treasurer, Junior Section Manager, Child Welfare Officer, Fixtures Secretary and Captains for each of the Senior teams fielded. The elected Captains will appoint their respective Vice Captains.

There is an appendix at the end of these Rules which lists the duties of all these positions apart from the President.8

- (b) The President is an honorary position holding no voting rights. However, the President may be invited to attend any meetings as considered appropriate by the committee.

9 The following may be elected by the AGM: Vice Presidents and Life Members. These positions do not hold voting rights, but both VPs and LMs are invited to attend all social and fund-raising events.

D MEETINGS

- 10(a) An Annual General Meeting will be held each year between the end of the playing season and Christmas.
- 10(b) The agenda will be sent to all senior members, life members, Vice-Presidents, the President and full associate members by the Secretary and will give them two weeks notice of the date of the meeting.
- 10(c) All nominations for officers (as set out in Rule 15(a) may either be made prior to the AGM in writing to the Secretary or at the meeting, and all nominations must be proposed and seconded by two senior playing members/life members/full associate members who have paid a subscription for the current year.
- 10(d) The quorum for AGMs will be 25% of the current membership with voting rights.
- 11(a) The following categories have the right to attend all AGMs and EGMs:
Senior Members
Life members
Full Associate members
The President
The Vice Presidents
- 11(b) The following categories have the right to one vote per person on each resolution proposed at these meetings:
Senior Members*
Life Members
However Full Associate Members* have the right to one vote per family.
(*providing they have paid a sub for the current year) but the President and Vice-Presidents do not have voting rights.
- 11(c) If a member with voting rights has a valid reason e.g. illness or business commitments, for being unable to attend a meeting, he may send his votes in advance to the Chairman in a sealed envelope, to be opened and counted at the appropriate time during the meeting.
- 12 The accounts for the year ended 31st October will be presented to the AGM by the Treasurer. The AGM will also receive reports from officers of the Committee, Team Captains and the Junior Section Manager.

13	Where a vote is necessary, a simple majority will suffice. This can either be by a show of hands or a written vote where the Chairman deems it necessary. (Or as provided for under Rule 30). Should a vote be tied, the Chairman's casting vote will decide the outcome.	19(d)	The meetings of the general committee must not be at longer intervals than eight weeks. The Secretary will issue an agenda giving one week's notice of meetings.
		19(e)	The committee shall have the power to invite additional members to meetings as and when it is considered their specialist knowledge is necessary.
14	All resolutions put to meetings must have a proposer and seconder who are paid up senior or full associate members.	F	SENIOR TEAMS
15(a)	The following offices will become vacant annually and elections for these offices shall be held at the AGM: Chairman, Vice-Chairman, Team Captains, Treasurer, Secretary, Junior Section Manager, Child Welfare Officer, Fixtures Secretary and enough committee members to bring the committee up to strength (see Rule 19(b).	20	The selection of players for senior teams will be made by the Team Captains. The Captains will appoint Vice-Captains to assist them and to act as Captain if an elected Captain is absent from a match. When selecting, Captains will bear in mind:
15(b)	Senior members, life members and full associate members* are eligible to be considered for all offices other than Team Captains which are only open to senior members. *But only one person per family is eligible for full associate members.	i)	Members who have paid subscriptions for the current season should be considered for selection in preference to those who have not done so.
		ii)	Players must be notified as soon as possible that they are selected.
		iii)	The 1 st Team must have the strongest possible side and the Captains will liaise to ensure that this is achieved.
16	The honorary positions of the President and Vice-President(s) will become vacant annually and elections for these will be held at the AGM. The meeting may also elect anyone as a Life member who they consider has made an outstanding contribution towards the running of the Club.	iv)	Players are expected to play for any of the Club's teams and not pick and choose which team they prefer.
		v)	If any complaints about selection cannot be resolved by the Captains, the complaints can be referred to the general Committee.
17	Nominations for the offices of President, Chairman, Treasurer, Secretary, Junior Section Manager and Child Welfare Officer will be considered by the committee at their last meeting before the AGM. Their recommendations will then be put to the AGM for the meeting's consideration.	G	FINANCIAL
		21(a)	All money collected on behalf of LHCC will be handed to the Treasurer who will bank it in an account held in the name of the Club.
18	An Extraordinary General Meeting can only be called when matters of extreme importance to the Club as a whole need to be urgently considered. An EGM may be called:	21(b)	Neither the Committee nor any of the membership will possess the power to place LHCC in debt.
(i)	By a two thirds majority of the committee or	22	No-one will spend more than £100 on the Club's behalf without the consent of the Treasurer.
(ii)	By 40% of the eligible membership. The request for the EGM to be made in writing to the Secretary, setting out in detail the matter(s) to be discussed and signed by all of the members requesting the EGM.	23	There will be two signatures on all cheques issued in the name of LHCC. Those signatures to be any two from the Chairman, the Treasurer and the Secretary.
(iii)	The agenda will be sent to all senior members, life members, Vice-Presidents, the President and full associate members by the Secretary and will give them two weeks notice of the date of the meeting.	23(a)	The financial year for LHCC will run from 1 st November to 31 st October
		23(b)	The accounts to be audited by a competent person -who is not a member of LHCC. The Treasurer is required to produce a Statement of Income & Expenditure at the AGM prior to having the accounts officially audited.
E	COMMITTEES		
19(a)	The administrative affairs of LHCC will be managed by the elected committee. The general committee is responsible for adopting new policy, codes of conduct and rules that affect the administration of LHCC.	24(a)	The Treasurer will recommend the rates for subscriptions and match fees for the coming season to the AGM who will debate and then decide these rates.
19(b)	The general committee is to consist of a minimum of ten - Chairman, Vice-Chairman, Treasurer, Secretary, Junior Section Manager, Child Welfare Officer and four others, but there is no maximum number of committee members. A quorum is to be 60% of the committee members.	24(b)	Senior membership is available at a reduced rate (decided by the AGM) to students over 18 as at 1 st September of the previous playing season, unemployed persons or senior citizens. A reduced match fee is also available for these categories.
19(c)	The general committee has the power to form a series of sub-committees to look at specific issues as and when required. The sub-committee members can be drawn from the general membership but the chairman must be a committee member.	25	Any player who still has either subs or match fees outstanding by the end of the playing season will not be permitted to play the following year until they have been settled.

H	PROVISION OF TEAS & REFRESHMENTS	32	LHCC does not insure players against personal injury whilst playing and players do so at their own risk. Neither is player's personal property covered by the Club's insurance. Cars are parked adjacent to the cricket pitch at the owner's risk. LHCC do not take responsibility for damage to vehicles caused by cricket balls.
26	A full tea will be provided for both teams at all home senior games. Squash and biscuits will be provided for junior evening games.		
27	Members will be requested from time to time to provide a tea or part of a tea, and the Captain will advise them well in advance of the game what it is he wishes them to bring along. As a guideline, a maximum amount claimable for a FULL tea will be agreed annually at the AGM, and members supplying provisions for a tea will be entitled to reimbursement of their costs up to this figure. Should more than one member have supplied provisions for the same tea, the cost will be shared between them up to this maximum figure.		
	I DISCIPLINARY ACTION		K LICENSED BAR
28	The disciplinary rules as drawn up by the Mid Bucks League (or any other league which LHCC joins) will apply to matches played in that league.	34	The Club will, after obtaining all the requisite consents from the relevant authorities, be able to run a licensed bar at the Club pavilion and it is agreed that no intoxicating liquor should be supplied other than to a person who has been a member of the Club for at least two days or whose nomination or application for membership was made at least two days before his admission to the privileges of membership and no member shall be entitled to introduce more than three bonafide guests at any one time
29	Should any player commit an act, either on or off the field of play sufficiently serious to warrant disciplinary action, the matter will be dealt with by the captain of his team. If further action is necessary, the captain will place the matter before the committee	35	Sale of intoxicating liquors shall only be to club members and teams visiting the Club premises for the purpose of playing a match and the names and addresses of all guests and the name of the member signing them in are to be entered into a book maintained for that purpose and kept on the premises.
30(a)	If the LHCC Team Captain is unable to resolve a disciplinary matter, or if a complaint is received from another club or member of the public, the complaint should be sent in writing to the Secretary. The Secretary will call an emergency committee meeting to hear the complaint within 14 days of receipt.	36	Intoxicating liquor may also be sold to persons attending the Club premises for social or other functions organised or authorised by the Club provided always that the number of such functions does not exceed twelve in any one year but no function is to be permitted to which admission may be obtained by payment of money at the door whether for a ticket or otherwise
30(b)	The member or members against whom the complaint has been lodged will be invited to make a written statement and to attend the committee meeting. They have the right to bring along a third party to speak on their behalf if they wish to do so.	37	A list of the names and addresses of all the Club members is to be kept on the Club premises and is to be open to inspection at any time. No intoxicating liquor is to be supplied to any person under the age of eighteen years or for consumption off the premises except to a member in person.
30(c)	The Committee has the power to take appropriate disciplinary action including the termination of membership. The outcome of a disciplinary hearing will be notified in writing to both the person who lodged the complaint and the person(s) against whom the complaint was made within 7 days of the Committee's decision		The permitted hours are to be as follows: Monday to Saturday 11 am to 11 pm Sunday 12 noon to 10.30 pm Good Friday 12 noon to 10 pm Christmas Day 12 noon to 10.30 pm (with four hour break beginning at 3 pm).
30(d)	There will be the right of appeal to the Committee following disciplinary action being announced. The Committee will consider the appeal within 14 days of the Secretary receiving it.		
	J GENERAL		
31(a)	These rules to be reviewed a minimum of every five years.		
31(b)	These rules can only be changed at either an AGM or EGM.		
31(c)	Any eligible person (with voting rights) who wishes to propose alterations to the rules must send full details in writing to the Secretary at least 28 days prior to the published date of the AGM. Each change must have a proposer and seconder. The Secretary will then send the proposed changes with the agenda for the meeting to all those eligible to vote.		
31(d)	Proposals for rule changes given verbally and/or without prior notice will be ruled out of order.		
31(e)	Any eligible voters proposing such alterations at an EGM must do so in accordance with Rule 18(ii).		

APPENDIX – DUTIES OF CLUB OFFICIALS

Chairman

The duties of the Chairman shall include:

- (1) Chairing all Annual and Extraordinary General Meetings and Committee Meetings
- (2) Using his casting vote at such meetings where votes are tied

Vice-Chairman:

The duties of the Vice-Chairman are to stand in for the Chairman when he is unavailable.

Senior Team Captains

The duties of Senior Team Captains shall include:

- (1) Selecting teams and ensuring that they have the best possible eleven players. It is permissible for a 1st XI Team Captain to take players from other XIs to bring his team up to strength if there is no possible alternative, consulting and negotiating at all times with the other Team Captain(s) concerned.
- (2) Choosing a Vice-Captain from amongst the regular players in his team.
- (3) Ensuring the good conduct of the team on and off the field of play for the duration of the game.
- (4) Ensuring the well being of any junior members who are playing in the team in accordance with the issued guidelines – “Guidelines for Senior Captains & Vice Captains for Junior Members in Senior Sides”.
- (5) Ensuring the provision of a suitable tea for the home team and the opposing team at all home games.
- (6) Liaising with the groundsman (if available) in the event of bad weather to make a decision as to whether or not play is possible. When a game has been cancelled, the Captain must advise the opposition and all his own players of the cancellation.
- (7) Informing the players in the event of bad weather cancelling an away game.
- (8) Collecting match money from his team (and tea money from the opposition where applicable) and ensuring it reaches the Treasurer (or Assistant Treasurer) with a completed match money form.
- (9) Ensuring that both pitch and pavilion are left in a clean and tidy state at close of play (ie the scoreboard, sponsors’ board and any tables and chairs outside are put away and the rope put round the square) and that all electrical equipment (excluding fridges) and taps are switched off, any uneaten food is disposed of and the pavilion is securely locked up before leaving.
- (10) Ensure that opposition umpires and teams are greeted and know the local rules.

Team Captains may delegate part or all of these responsibilities except the conduct of the team to Vice-Captains or any other member of the team whilst retaining overall responsibility.

Senior Team Vice-Captains:

The duties of Vice-Captains shall include:

- (1) Giving their captains all necessary support and assistance on and off the field.
- (2) Taking the place of the captain in his absence.

The Secretary:

The duties of the Secretary shall include:

- (1) Taking an accurate record of the minutes of all formal meetings and distributing the minutes to all those attending the meetings.
- (2) Dealing with such correspondence as the committee considers necessary.
- (3) Sending out notices of all meetings: two weeks for Annual and Extraordinary General Meetings and one week for committee meetings.
- (4) Maintaining a record of all members together with their addresses, telephone numbers and email addresses.

The Treasurer:

The duties of the Treasurer shall include:

- (1) Collecting income from subs, match fees, tea money, fund raising and social events, vice-presidents donations etc and banking and keeping a record of this income.
- (2) Paying all bills received in the club’s name and keeping a record of these payments.
- (3) Producing an annual income and expenditure statement and other appropriate financial statements.
- (4) Arranging for the auditing of these accounts.
- (5) Keeping the committee informed of any players who are defaulting on either their subs or match money payments.

The Fixtures Secretary:

The duties of the Fixtures Secretary shall include:

- (1) Liaising with other clubs and the Club Cricket Conference in arranging as full a fixture list as possible for all teams fielded, taking league fixtures into account.
- (2) Arranging the printing of the fixture lists.

The Groundsman:

The duties of the Groundsman shall include:

- (1) The care of the cricket table, artificial wicket and outfield, including the preparation and marking out of wickets.
- (2) Liaising with team captains in the event of bad weather.
- (3) Maintaining grounds equipment.
- (4) Organising working parties as and when these are necessary.

The Junior Section Manager:

The duties of the Junior Section Manager shall include:

- (1) Generally overseeing the running of the club's Junior Section
- (2) Keeping records of volunteer coaches as regards their qualifications and encouraging those who are unqualified to go on ECB coaching courses
- (3) Appointing Team Managers for the various Junior teams from amongst the available volunteers
- (4) Ensuring that everyone working with children has been CRB checked.
- (5) Liaising with and setting up working relationships with local schools.

Coaches and Team Managers

The duties of Coaches and Team Managers for Junior Teams shall be as laid down in the issued guidelines - "Guidelines for Coaches & Team Managers"

Child Welfare Officer

The duties of the Child Welfare Officer shall include:

- (1) Safeguarding all children involved in cricket from harm by ensuring that everyone at Ley Hill Cricket Club who is involved with children is aware of the current Child Protection guidelines adopted by the club.
- (2) Liaising with the relevant agencies in the event of a complaint of any nature.

All Club Officials:

Any other duties as required of them as the situation demands.

Amended November 2008