



1. Name & Details of the Club.

The name of the Club is **Poulton Cricket Club**. (hereafter referred to as “the Club”)

The address of the Club is The Pavilion, Englands, Cricklade Street, Poulton, Cirencester, Gloucestershire GL7 5HX.

The Playing fields used by the Club are known as “Englands”

The club is a registered charity and the number of the charity is 1102682

2. Club Purposes

The purposes of the Club are to foster and promote participation in the amateur sport of cricket within the community, providing facilities for playing cricket, opportunities for recreation, coaching and competition.

3. Affiliation

- 3.1 The Club is affiliated to the England and Wales Cricket Board through the Gloucestershire Cricket Board. Its teams play in the Gloucester County Cricket, Cotswold District Cricket Association and Gloucestershire Youth Cricket Leagues.
- 3.2 The Club and its members shall ensure that members, playing and non-playing, abide by the ECB Code of Conduct (which incorporates the Spirit of Cricket) and by the Laws of Cricket.
- 3.3 The Club shall adopt and implement the ECB’s “Safe Hands” and any future version of this which is Cricket’s Policy for Safeguarding Children and any future versions of the policy.

- 3.4 The Club shall adopt and implement the ECB Anti-Discrimination Code and any future versions of this policy.

4. Status

- 4.1 The Club is accountable to Poulton Playing Field and Allotment Charity and is authorised to use Englands for the purpose of playing cricket and other associated uses including but not restricted to fundraising and social events.

- 4.2 The Club and Poulton Football club will be responsible and accountable for 1) maintaining the Pavilion in good order and 2) the designated area of Englands to a standard commensurate with the playing of cricket. The club and Poulton Football club will be jointly responsible for paying the rates, water charges and all maintenance costs on the Pavilion.

- 4.3 Accountability will be achieved through:

- 4.3.1 One member of the of the Poulton Cricket Club Management Committee will be appointed to report as required to the Poulton Playing Fields and Allotment Charity. This member will report on the following topics

- i. maintenance of the pavilion and playing field,
- ii. the financial viability of the club,
- iii. the club's views on the annual fees to be paid to the playing field and allotment charity,
- iv. the availability of the playing field to other users,
- v. the Club's Development Plan.

- 4.3.2 Equally, one trustee from the Poulton Playing Fields and Allotment Charity has the authority to attend meetings of the club's committee to discuss

- i. maintenance of the pavilion and playing field,
- ii. the financial viability of the club,
- iii. the availability of the playing field to other users,
- iv. the Club's development plan.

- 4.3.3 It is accepted that Poulton Playing Fields and Allotment Charity is responsible for ensuring

- i. that Englands is maintained as a viable venue for Cricket & Football.
- ii. that the pavilion is maintained in good order

- iii. that the Club is financially sound and under good management
 - iv. that the Club has unrestricted access to the Pavilion and Englands, to implement the development plans and play fixtures as they are arranged.
- 4.4 Poulton Playing Fields and Allotment Charity will not be responsible or accountable for any actions taken by a member of the club, nor will the trust be responsible for any debts incurred by the club or as a result of actions by members.

5. Membership

- 5.1 Membership of the Club shall be open and will welcome, anyone interested in the sport regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religious or other beliefs.
- 5.2 All Membership is for one calendar year to include one full playing season. It is split in two, one a membership of the charity and the other a playing charge which gives the member access to the facilities.
- 5.3 The club may, from season to season, choose to operate different classes of membership. These will be agreed at the club AGM with subscription on a non-discriminatory and fair basis. The classes for the next calendar year will be agreed at the AGM. The Club will have an equitable pricing policy and will keep membership subscriptions at levels that will not pose a significant obstacle to people participating. The price level of the membership classes will be agreed by the membership at the AGM preceding the calendar year they are for. Payment of the required class of membership is a condition of joining and playing for the club.
- 5.4 Application for membership of the Club shall be by completion of a membership application form made available on the club's website(s) or by request to the committee if there is no membership secretary as appointed by club.
- 5.5 No person shall be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection for any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club Committee
- 5.6 The Club Committee may refuse membership, or remove it, at their discretion but only for good cause such as conduct or character likely to bring the Club or cricket into disrepute and:
 - 5.6.1 The Club Committee may only refuse to admit a new member if a resolution is passed at a meeting where the person in question has been notified in writing in advance and been given 14 days to submit written representations for the Club Committee to consider at the

meeting. Appeal against a refusal of membership shall be to the Appeal Committee as detailed below.

5.6.2 The procedure for taking disciplinary action against a member, including removing membership, is dealt with in more detail below.

- 5.7 By joining the Club, all members will be deemed to have accepted any Club Regulations and any Codes of Conduct that the Club has adopted. A Code of Conduct for Members and Guests will be available to all members to ensure that all Club guests and non-member volunteers are aware of the code and the requirement to abide by it.
- 5.8 The Club Committee will keep a register of members.
- 5.9 Membership is not transferable unless agreed by the committee
- 5.10 A member may resign by written notice to the Club, but the return of any subscription paid is at the discretion of the Club Committee.
- 5.11 Life Memberships of the club may be appointed by the Committee to reward persons who have made special contribution to the club. Such persons shall be entitled to vote on Playing Matters at the club and use and enjoy the facilities. They must have been members of the club for a minimum of 10 years but these need not have been be consecutively.
- 5.12 Family memberships will be made available to parents of junior players so that they may control all aspects of their child's interactions with the club. These memberships will be in all ways equal to playing memberships however if the parent wishes to use the playing or practice facilities they must purchase an additional membership in their own name.
- 5.13 Selection of Club members to teams will be at the discretion of any Club and/or any relevant team captains and vice-captains. The process of selection will be left to these members but the committee may decide by majority to convene a selection sub-committee should they feel this beneficial to the management of the club. Any disputes relating to selection should be raised with the Committee.
- 5.14 Vice-Presidents may be appointed to the club by the committee, but these individuals will not be given voting rights for club matters unless themselves members of the club.

6. The Committee

6.1 Role

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

6.2 Property, etc.

6.2.1 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 [and all surplus income or profits are to be re-invested in the Club. No surpluses or assets will be distributed to members or third parties.]

6.2.2 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 Corporation Tax Act 2010.

6.2.3 The Club may also in connection with the sports purposes of the Club:

- (a) sell and supply food, drink 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; and
- (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).

6.2.4 The Committee will have due regard to the law on all forms of discrimination and the safeguarding of children and vulnerable adults.

6.3 Composition, etc.

6.3.1 The Committee shall consist of

- (a) Five permanent members, automatically appointed to the committee on their direct election at the AGM. They shall assume the following roles on the day of their election at the AGM and serve until their resignation on the day of the next.
 - President
 - Chairperson
 - Secretary
 - Treasurer
 - Youth Section Manager
- (b) A Vice-Chairperson should the elected Chairperson decide that he/she requires one in support. This member shall be chosen by

the Chairperson and require a majority of the committee to approve his/her appointment.

- (c) All Playing and/or Club captains for the following season as elected at the AGM.
 - (d) if possible, representative(s) of the two most senior youth sides whether parents or players.
 - (e) A Welfare Officer chosen by the elected committee to care for the club's junior players.
 - (f) Any further non-permanent members that the permanent members of the committee deem required (by majority) for the running of the club during the following season. A list of potential club officer roles will be detailed in the Poulton Officials Document available all year and circulated prior to the AGM. Nominations will be called for in line with those for permanent positions but should none materialise, the elected committee may appoint individuals to these roles and alter their responsibilities providing the officers roles document is updated accordingly to record these changes.
- 6.3.2 No club member may hold more than one of the permanent roles on the committee but they may hold additional club roles as decided at committee meetings or at the AGM. In such instances that a committee member holds more than one role on the committee, the voting right of that member shall still only amount to a single vote.
- 6.3.3 Should any permanent members need to resign their positions during their period in office, then interim members will be appointed by the committee until the next AGM without the requirement for an EGM.
- 6.3.4 The Committee members may co-opt club members to serve until the end of the next AGM.
- 6.3.5 Any Committee member may be re-elected or re-co-opted without limit.
- 6.3.6 A Committee member ceases to be such if he or she:
- (a) ceases to be a member of the Club; or
 - (b) resigns by written notice to the Club; or
 - (c) is removed by the Committee in accordance with clause [5.6] and [11].

6.4 Committee Meetings

6.4.1 Committee meetings may take place as regularly as required at the Chairperson's discretion.

6.4.2 Whenever a Committee member has a personal interest in a matter to be discussed he/she must declare it, and 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.

6.4.3 The Committee may decide its own way of operating and unless it otherwise resolves the following rules apply:

- (a) at least 2 Committee members in addition to the Chairman and/or a Vice-Chairman if one has been appointed must be present for the meeting to be valid;
- (b) Committee meetings may be held either in person or by telephone or any electronic or virtual means agreed by the Committee in which all participants may communicate simultaneously with all other participants;
- (c) the Chairperson or whoever else those present choose, shall chair meetings;
- (d) decisions shall be by simple majority of those voting; the Chairperson, if present, shall have a casting vote.
- (e) a resolution in writing signed by every Committee member shall be valid without a meeting; and
- (f) the club Secretary or if not present, an alternate member, shall provide the agenda and minute the meeting. These minutes shall be made available to the committee and once agreed shall be made available to the club and the Chairman of the Poulton Playing Field and Allotment Charity.

6.4.4 The Club Safeguarding Officer shall ensure compliance with safeguarding legislation and the ECB Safe Hands policy. The Club Safeguarding Officer shall report to relevant Committee meetings and the reports, together with any action taken, must be minuted.

6.5 Delegation, etc.

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 change its mandate and operating terms.

6.6 Disclosure

Annual club reports and statements of account must be made available on the club's website(s) for inspection by any member and all club records may be inspected by any Committee member.

7. Permitted means of advancing the Purposes

The Committee has the power to:

- 7.1 acquire and provide grounds, equipment, coaching, training and playing facilities, clubhouse, transport, medical and related facilities;
- 7.2 provide coaching, training, medical treatment, and related social and other facilities;
- 7.3 take out any insurance for club committee, employees, contractors, players, guests and third parties;
- 7.4 raise funds by appeals, subscriptions, loans and charges;
- 7.5 borrow money and give security for the same, and open bank accounts;
- 7.6 buy, lease or licence property and sell, let or otherwise dispose of the same provided that no disposal of Englands can be made.
- 7.7 make grants and loans and give guarantees and provide other benefits;
- 7.8 set aside or apply funds for special purposes or as reserves;
- 7.9 deposit or invest funds in any lawful manner;
- 7.10 employ and engage staff and others and provide services;
- 7.11 co-operate with any organisation, club, sporting body, government or government-related agencies; and
- 7.12 do all other things reasonably necessary to advance the purposes.

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

8. All General Meetings

- 8.1 All members may attend all general meetings of the Club in person or in online video conferencing when the option.
- 8.2 All full members shall have one vote.
- 8.3 Members must be given at least 14 clear days notice of all general meetings.
- 8.4 The quorum for all general meetings is 10 members present

- 8.5 If a quorum is not present within 15 minutes of the start of the meeting, the meeting will be adjourned to such other time and place as the Committee decide and any voting members attending the adjourned meeting will constitute a quorum.
- 8.6 The Chairperson or another member chosen at the meeting by the members shall preside.
- 8.7 Except as otherwise provided in these Rules or in Club Regulations every resolution shall be decided by a simple majority of the votes cast on a show of hands.
- 8.8 If so required, members unable to attend the AGM may register their voting intentions on any motions with the club secretary.
- 8.9 All other formalities in connection with general meetings (such as how to put down resolutions) shall be decided by the Committee in Club Regulations and publicised to Club members

9. Annual General Meetings

The Club will hold an AGM once in every calendar year and not more than 15 months after the last AGM. At every AGM:

- 9.1.1 the Members will elect the five permanent members of the Committee to serve until the next AGM
- 9.1.2 the Members will elect all playing Captains required for the next season.
- 9.1.3 the Treasurer will produce accounts of the Club for the latest financial year audited as the Committee shall decide;
- 9.1.4 the Committee will present a report on the Club's activities since the previous AGM and requirements for the next period.
- 9.1.5 the Members will appoint a suitable person to examine and recommend the accounts; and
- 9.1.6 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.

10. 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 of not less than **12** members signed by them. 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. If the Committee fails to call a meeting within 14 days of receiving a valid request from the members then the requisitionists may themselves call a meeting.

11. Removal of Membership, Discipline and Appeals

- 11.1 Any complaints regarding the behaviour of members, guests or volunteers should be lodged in writing with the Secretary.
- 11.2 Any person that is the subject of a written complaint or appeal shall be notified of the procedures to be followed by the relevant committee in reasonable time to prepare for any hearing.
- 11.3 The Committee shall appoint a disciplinary sub-committee (Disciplinary Sub-Committee) who will meet to hear complaints within 21 days of a complaint being lodged. Any person requested to attend a Disciplinary Sub-Committee shall be entitled to be accompanied by a friend or other representative and to call witnesses. The Disciplinary Sub-Committee has the power to take appropriate disciplinary action on behalf of the Committee, including the termination of membership or exclusion from Club premises.
- 11.4 The outcome of the disciplinary hearing shall be put in writing to the person who lodged the complaint and the person against whom the complaint was made within 14 days following the hearing.
- 11.5 There shall be a right of appeal within 14 days of receipt of the disciplinary decision or decision to refuse membership:

11.5.1 against the Disciplinary Sub-Committee's findings or the sanction imposed or both; and

11.5.2 against the Committee's refusal to admit a new member

in either case, the Committee shall appoint an appeals committee ("Appeals Committee"). The Appeals Committee shall have a maximum of three members which shall not include members involved with the initial disciplinary hearing but may include non-members of the Club. The Appeals Committee shall consider the appeal within 21 days of the Secretary receiving the appeal. The individual who submitted the appeal shall be entitled to be accompanied by a friend or other representative and to call witnesses. The decision of the Appeals Committee shall be final and binding on all parties.

12. Charity Trustees

- 12.1 Any property or assets of the Club may be vested in between two and four trustees. The trustees shall hold the same for and on behalf of the members of the Club.
- 12.2 The Committee shall have power by notice in writing to appoint such trustees from the membership of the Club, and may remove them at any time, by resolution of the Committee.
- 12.3 The trustees shall deal with the Club's property and assets as directed by the Committee from time to time.

- 12.4 The trustees shall be entitled to be indemnified against any cost or expense properly incurred in dealing with the property or the assets out of the Club's funds.

13. Club Regulations

The Committee may make Club Regulations consistent with these Rules and will publicise these to the members.

14. Notices

- 14.1 Notices to be sent out in accordance with these Rules may be sent by hand, by post or by suitable electronic means and will be treated as being received:
- 14.1.1 24 hours after being sent by electronic means or delivered by hand to the relevant address;
 - 14.1.2 Two clear days after being sent by first class post; or
 - 14.1.3 Three clear days after being sent by second class post.
- 14.2 Notice of all general meetings must be distributed by all means available to reach the widest portion of the membership possible including but not limited to Email, Instant Messaging and on the Club website(s).
- 14.3 A technical defect in the giving of notice of which the members or the Committee are unaware at the time does not invalidate decisions taken at a meeting.

15. Amendments

- 15.1 These Rules may be amended at a general meeting by resolution passed by two-thirds of the votes cast [but not (if relevant) so as to jeopardise the Club's status as a registered charity.

16. Winding Up the Club

- 16.1 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.
- 16.2 The Committee will then be responsible for the orderly winding up of the Club's affairs.
- 16.3 After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
- 16.3.1 to another Club with similar sports purposes which is a charity; and/or
 - 16.3.2 to another Club with similar sports purposes which is a registered CASC; and/or

16.3.3 to the Club's national governing body for use by them for related community sports.

Adopted at a meeting held

at a Remote Zoom Meeting

on Thursday November 3th, 2022 at 7.30pm

Signed

Name

William BATHWEST

Signature



[Name and signature of chair of meeting]

Witnessed

Name

ROBERT IRELAND

Address

THE OLD SCHOOL HOUSE, NEIGHBRIDGE GL26DX

Occupation

RAILWAY ENGINEER / HON SECRETARY

Signature

