

Babbacombe Cricket Club - Additional Rules, Regulations and Procedures



(This document should be read in conjunction with the club constitution.)

1. Name of the club: Babbacombe Cricket Club

2. Club Purpose: *(section 2 of the constitution)*

The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of Cricket.

3. Affiliation: *(see section 3 of the constitution)*

4. Permitted means of advancing the purposes: *(see section 4 of the constitution).*

5. Membership *(see section 5 of the constitution):*

5a. The club will have the following class of membership:

- Full member - playing
- Full member - non-playing (social)
- Full student member (full time education) - playing adult cricket
- Junior member (under the age of 18) - playing junior cricket only
- Parking membership - off-peak use of car park only *(see terms and conditions of car park use - rule 5k iii below)* (Parking members shall not be entitled to the benefits and privileges of social membership; shall not be qualified to be officers of the club; or to vote as full members, or to claim any share of the club upon its dissolution.)

5b. The spouses/partners and dependents under the age of 18 of full members become automatic social members of the club.

5c. Only full members over the age of 18 are eligible to vote at general meetings and/or become officers of the club.

5d. Only full playing members (including student members) may vote on cricket related appointments ie. team captains

5e. All full memberships require a completed application form, subject to committee approval.

5f. Junior membership applications should be completed by a responsible adult (parent or guardian).

5g. Life Membership:

The committee shall have the power to award life membership (without subscription) to members **who have served the club for 25 years or more**. Life members retain the same privileges and rights as full members of the club.

5h. **Honorary Membership:**

The committee shall have the power to bestow an honorary membership (without subscription) to individuals associated with the club that they see fit. Honorary members shall be entitled to the benefits and privileges of social membership but shall not be qualified to be officers of the club; or to vote as full members; or to claim any share of the club upon its dissolution.

5i. **Guests:**

5i i. Every full member of the club shall be permitted to introduce friends to the club; they should ensure that this does not exceed more than **two occasions within one calendar month** and they are signed in to the visitor's book.

5i ii. '*Bona fide*' guests include: friends of full members, guests attending functions including skittles and members of opposing teams and their officials, families and spectators.

5j. **Functions, including skittles:**

5j i. Admission to the club premises shall be permitted to persons other than members and their guests to attend functions including skittles. **Such persons shall be admitted to attend functions promoted by and be the responsibility of a full member, who shall be required to be present on the club premises for the duration of the function.**

5j ii. Such functions should only be held with approval by the committee. '*The property and funds of the club cannot be used for the direct or indirect private benefit of members other than reasonably allowed by the rules*' (constitution 9.2.1). Therefore, functions shall be organised for the reasonable purposes of raising money for the funds or to discharge the liabilities of the club or the bona fide organisation on whose behalf the facilities have been hired eg. skittles teams, other amateur sports teams or charitable causes.

5j iii. Rates and conditions of clubhouse hire will be determined from time to time by the committee.

5k. **Behaviour:**

5k i. All members, guests and members of the public will be deemed to accept these rules and accept any codes of conduct adopted by the club (*constitution 5.8*). Any person not complying with the club's code of conduct may be refused entry to, or asked to leave the premises by officers of the club.

5k ii. Membership can be removed from persons not complying with the club's code of conduct (*see section 10 of the constitution - Removal of Membership, Discipline and Appeals.*)

5k iii. **All members, bona fide guests and members of the public should comply with the club's terms and conditions for use of the club car park:**

- *Members only car park*
- *A valid parking permit should be displayed at all times (unless a bona fide guest of the club*)*
- *Cars parked at owners risk*
- *The club cannot accept liability for any loss from, damage to or theft from any vehicles*
- *The committee reserve the right to close the car park at short notice*
- *The committee reserve the right to refuse entry to anyone not complying with these terms and conditions*

- *Priority shall be given to full members, guests and visitors attending cricket related activity and social functions at the club*

* *'Bona fide'* guests include: friends of full members, guests attending functions including skittles and members of opposing teams and their officials, families and spectators.

5l. Subscriptions:

5l i. The level of subscriptions will be decided by the committee from time to time and notified to the members.

5l ii. Subscriptions should be paid prior to the commencement of the cricket season (the first league Saturday in May). *Discounts and payment plans may be offered at the committee's discretion.*

5l iii. Members failing to pay their subscription after receiving a written reminder will cease to be a member of the club and shall be notified in writing by the committee. If at any time the member can provide a satisfactory explanation, they may, at the discretion of the committee be readmitted to membership upon an agreed method of payment.

6. All general meetings (see section 6 of the constitution)

6a. Formalities in connection with general meetings (such as how to put down resolutions and nominate candidates for election of officers) - (*constitution 6.8*):

6a i. Members must be given at least **21 days notification of general meetings** (*constitution 6.3*).

6a ii. The Honorary secretary shall issue nomination papers for candidates at least **14** days prior to the scheduled meeting. Further nominations for candidates as officers of the club should reach the Honorary secretary at least **4** days before the meeting.

6a iii. Should any member wish to bring forward a resolution or proposal in connection with these club rules/regulations or the constitution, it should be duly seconded by another full member and should be forwarded to the Honorary secretary at least **14** days prior to the Annual General Meeting (AGM) or Extraordinary General Meeting (EGM).

6a iv. The committee may make club regulations consistent with the rules of the constitution and will publicise these to members (*constitution 12*).

6a v. Resolutions made concerning these additional rules, regulations and procedures made by members (as above in rule 6a iii) shall be decided by a simple majority of the votes cast (*constitution 6.7*) at a general meeting.

6a vi. Resolutions made concerning the constitution made by members (as above in rule 6a iii) shall be decided by a **two thirds** majority of the votes cast (*constitution 14.1*) at a general meeting.

6a vii. Minutes will be taken by a designated member of the committee (*usually the Honorary Secretary*) as a record of the meetings, including a list of those present and any apologies for absence made.

7. Annual General Meetings(AGM) (see Constitution section 7):

See *'All General Meetings'* above.

- 7a. At all General meetings of the club, the Club Chairman will chair the meeting, and in their absence a member selected by the committee.
- 7b. Where resolutions made concerning these additional rules, regulations and procedures require a simple majority (see rule 6a v. above), the chair shall have a second or casting vote.
- 7c. The President, Chairman, Vice-Chairman, Treasurer (*constitution 7.1.1*) and additional committee members shall be elected at the AGM or at an Extraordinary General Meeting (EGM) called for that purpose. Other officer roles, such as Honorary Secretary and Membership secretary, can be nominated or voted upon at AGMs and EGMs at the discretion of the general committee, or they can be appointed or the role delegated from within the general committee.
- 7d. In addition to above, the committee have the power to co-opt any full member to fill any vacancy on the general committee (*constitution 9.3.5*) *These appointments must, however, be ratified by a resolution of members under the Licensing act of 2003.*
- 7e. *The Committee shall consist of at least 3 and not more than 10 members (constitution 9.3.1).*
- 7f. Cricket related appointments ie. Team Captains, Vice-Captains and a cricket manager can be made at any general meeting called by the committee for that purpose during the off-season. They will be elected by secret ballot by a simple majority of those present who are eligible to vote (full playing and student members playing adult cricket - see rule 5d). Elected cricket appointees will then become co-opted members of the committee, and formally voted on to the committee at the subsequent AGM or EGM.
- 7g. A summary of the minutes of the previous AGM or EGM shall be read and be proposed and seconded as a true record at the start of business.

8. Extraordinary General Meetings (EGM) (see constitution section 8)

9. The Committee (see constitution section 9)

NB:

- *Decisions shall be made by simple majority of those voting (constitution 9.4.2 d)*
- *The chair of the meeting shall not have a casting vote (constitution 9.4.2 f)*

9a. An agenda for committee meetings will be set by the Chairman in consultation with the other committee members. (*Committee members may bring issues to the attention of the meeting at any time under 'Any other business' - AOB.*)

9b. Minutes will be taken by a designated member of the committee (*usually the Honorary Secretary*) as a record of the meetings.

9c. A summary of the minutes of the previous committee meeting shall be read as a true record at the start of business.

9d. Designated/named committee members shall be responsible that all monies received by the club are paid into the Club's banking account as promptly as practicable, while maintaining sufficient operating funds on the premises. (*Constitution 9.5*)

9e. Charges/pricing for drinks and refreshments etc. will be set by the committee from time to time. (*Constitution 9.2.3*)

9f. The committee shall ensure that the club has the relevant licences necessary for the proper running and operation of the club.

9f i. Permitted hours for the sale of alcohol shall be determined by the licensing laws at the time.

9g. A designated committee member (*usually the Membership Secretary*) shall keep a record of the contact details of club members. Its use and purpose shall be determined by current government data protection legislation ie. *it will only be used for the purposes of contacting members regarding club business, it will not be shared with third parties and will be deleted/destroyed when no longer relevant* (see Appendix 1: BCC Privacy Notice).

9h. It is the duty of the committee to ensure that the property of the club has adequate insurance, including appropriate liability insurance for amateur sports clubs, and indemnifies *'the Committee and members acting properly in the course of running the club against any liability incurred in the proper running of the club (but only to the extent of its assets).*
(Constitution 9.2.3 d)

9i. *'The committee may delegate any of their functions to sub-committees ...'*
(Constitution 9.6)

The committee can delegate any of its functions to any committee members or form sub-committees to take responsibility for different aspects of running the club as it sees fit. However, such persons or sub-committees may not commit club funds or alter rules, regulations or procedures without prior consultation and the consent of the full committee.

10. Removal of Membership, Discipline and Appeals (see Constitution section 10)

11. Property Trustees (see Constitution section 11)

12. Club regulations (see Constitution section 12)

NB: This document is the said regulations. It contains the additional rules, regulations and procedures that the committee see fit to uphold the constitution and to carry out the proper running of the club.

13. Notices - the way club members are informed regarding club rules/regulations (see constitution section 13)

14. Amendments - the way changes are made to the constitution (see Constitution section 14.)

14a. For rules regarding making changes to these additional rules, regulations and procedures ie. this document, see rules 6a iv and 6a v above.

15. Winding up the club (see Constitution section 15)

Adopted at a meeting

at

on

by (Chair of the meeting)

Signed

Witnessed by

Signed

Appendix 1: Babbacombe Cricket Club Privacy Notice