

## **THE SEVENOAKS VINE CRICKET CLUB Ltd OPERATING RULES**

### **1. Name of the Club**

The name of the club shall be SEVENOAKS VINE CRICKET CLUB Ltd, a Private Company Limited by Guarantee (CLG) and governed by Articles of Association. The Board of Directors, who are responsible for the management of the Clubs' business, may delegate any of the powers conferred on it in accordance with clause 7 of the Articles. However, in the event of a conflict or inconsistency between the Articles and the Operating Rules, a document approved and endorsed by the CLG Board of Directors, clause 8 of the Articles shall apply.

The Club shall be affiliated to the England & Wales Cricket Board (ECB) through Kent County Cricket Club and further affiliated as determined by the Management Committee.

### **2. Aims and Objectives**

The object of the club shall be to:

- to promote the amateur sport of cricket in the Sevenoaks area and community participation in the same
- provide facilities for the playing and enjoyment of the game of cricket at a variety of different levels and also facilities for playing and social members to enjoy both during and after the game in the social interest of members together with other ordinary benefits of Community Amateur Sports Clubs as provided for in the Corporation Tax Act 2010 and the CASC Regulations 2015 (as modified by statute or re-enacted from time to time)
- to offer coaching and competitive opportunities in cricket at all levels with particular emphasis on the development of young cricketers
- the club and its members shall ensure playing and social members abide by the ECB Code of Conduct which incorporates the Spirit of Cricket and by the Laws of Cricket
- to ensure 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 & shall adopt and implement the ECB Anti-Discrimination Code of Conduct and any future versions of this policy
- to ensure a duty of care to all members and in particular to ensure that the Club not only adopts but implements the ECB 'Safe Hands- Cricket's Policy for Safeguarding Children and any future versions of the policy
- to provide all services in a way that is fair to everyone
- to ensure that all its present and future members receive fair and equal treatment.

### **3. Club Colours**

The Club colours shall be cerise, white and blue. The wearing of whites is expected unless the Club has specifically supplied coloured kit for specific matches/teams. All players are expected to wear Club Kit when representing the Club.

### **4. Officers of the Club**

The Officers of the club, who shall be elected at the Annual General Meeting, shall consist of; Chairman, Hon. Secretary, and Hon Treasurer.

## 5. Management of the Club

The management of the club shall be vested in a Management Committee (as directed by the SVCC Ltd Board) consisting of the Officers of the Club and at least eight club members who shall be elected at the Annual General Meeting. At least three of the Committee must be unrelated to each other and not cohabiting and the membership of the Committee should reflect the skills needed and diversity.

Of these eight elected club members one shall be the Operations Director and five shall chair sub-committees responsible for:

- Commercial
- Cricket
- Membership
- Grounds
- Social
- Junior Section and to include the Club Safeguarding officer

Other members should ideally take responsibility for:

- Assistant Treasurer/Membership (with particular responsibility for Match fees)
- Equipment

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

Any six members at a Committee meeting shall form a quorum.

The Management Committee shall be responsible for ensuring that the Club is represented by at least 3 members elected on to the General Committee of The Sevenoaks Vine Club (who shall ideally be the Chairman, Treasurer and one other).

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the Club, but must always ensure that such policies, codes of conduct and rules are consistent with the Rules of The Sevenoaks Vine Club.

The Management Committee shall have the power to:

- appoint sub-committees as necessary.
- be responsible for disciplinary hearings of members who infringe the Club Rules/Regulations/Code of Conduct and will be responsible for taking any act of suspension or discipline following such hearings.
- acquire and provide grounds, equipment, coaching, training and playing facilities, clubhouses, transport, medical and related facilities
- provide coaching, training, medical treatment and related social and other facilities
- take out any insurance for the Committee, employees, contractors, players guest and third parties

- raise funds by appeals, subscriptions, loans and charges
- borrow money and give security for the same and open bank accounts
- set aside or apply funds for special purposes or as reserves
- deposit or invest funds in any lawful manner
- employ or engage staff and others and provide services
- co-operate with any organisation, club, Sporting body, government or government related agencies; and
- do all 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.

## **6. Captains of Playing XI's**

Team captains and vice-captains and Hon. Fixture Secretaries shall be proposed at a meeting of paid-up senior playing and non-playing members, to be held by 30<sup>th</sup> November of the preceding year and confirmed and elected at an Annual General Meeting.

{Senior members shall be defined as a member who has paid a subscription in the previous season as a non-playing member or a playing member in the Category of Full playing member or Schoolboy or girl/Student/U21 member}.

## **7. Cricket Committee**

A Cricket Committee, consisting of a Chairman, team captains and vice-captains, Hon. Fixture Secretaries, senior coaches and a representative of the Junior Section, shall be responsible for all cricket matters and shall report to the Management Committee. The Club Chairman will be an ex-officio member of the Cricket Committee.

## **8. Selection**

Teams will be chosen from the list of paid-up playing members at a weekly selection meeting of the Chairman of the Cricket Committee, team captains and/or vice-captains and club coaches. Playing members not wishing to be selected must notify their unavailability prior to the selection meeting.

## **9. Membership and Subscriptions**

Membership shall consist of Officers and Members of the Club. All members will be subject to the Sevenoaks Vine Cricket Club Rules and the Sevenoaks Vine Club Constitution and by joining the Club will be deemed to accept these Rules and any other Codes of Conduct adopted by the Club.

Membership of the club shall be open to anyone interested in the sport of cricket on application regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. 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 have an equitable pricing policy and will keep subscriptions at levels that will not pose a significant obstacle to people participating.

Members of the Club are automatically also members of The Sevenoaks Vine Club and may enjoy the general sporting and social facilities provided by The Sevenoaks Vine Club.

Membership and Annual subscriptions, payable each year, shall fall into one of the following categories and members may be of any sex:

- Playing member aged over 21
- Playing member aged over 15 on 1st September prior to the season or under 21 or older if in full time education or unemployed
- Old Oaks playing member over 40
- Social members (may play 3 times per season without additional subscription)
- Vice Presidents will also become a Life Member of the Club and if they are not a full Playing Member, they will not be required to pay a Social membership subscription. Any Honorary Life Member of the Club will not be required to pay a membership subscription.

The following categories shall apply in the Junior Section and the Membership and Coaching fees shall be decided by the Junior Management Committee

- Junior member (Players at School in the a) U18, b) U15/14, c) U13/12, d) U11/10 & e) U9/8 category)

Application for membership of the club shall be by completion of a membership application form and by payment of the relevant subscription/joining fees as determined by the Annual General Meeting of the club.

The Management Committee may nominate a member to be an Honorary Life Member.

All players shall pay a match fee on the day of each game in which they play. The level of the match fee shall be fixed at the Annual General Meeting

The Management Committee may at its discretion agree to waive or reduce subscription fees and/or match fees for any Member who, in their sole opinion, is unable to pay the full fees and would otherwise be excluded from the Club.

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. Two days must also have passed since the application for membership was submitted before membership can be granted.

The Management Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or cricket into disrepute. Appeal against refusal or removal may be made to the Committee who shall appoint an Appeals Committee to hear the appeal. Further details about the appeals process can be found in the regulations

of the cricket club.

The Club Committee will keep a register of members maintained by the Membership Secretary.

All members will be subject to the regulations of the Rules and by joining the club will be deemed to accept these rules and any Codes of Conduct that the club has adopted. The Rules shall identify those members eligible to vote at any General Meetings.

## 10. Finance

The Club Treasurer will be responsible for the finances of the Club, reporting to the Management Committee of the Club and to the General Committee of the Sevenoaks Vine Club. The financial year end of the Club shall be 30<sup>th</sup> September and a statement of accounts will be presented to the Members by the Treasurer at the Annual General Meeting. A copy of the accounts will be presented by the Treasurer to the General Committee of The Sevenoaks Vine Club.

All Club monies shall be banked in an account in the name of the Sevenoaks Vine Cricket Club Ltd. Cheques drawn against Club funds shall be signed as directed by the Management Committee with two signatories appointed.

Ultimate ownership of the Club's monies is vested in The Sevenoaks Vine Club.

## 11. Club Property

Cricket Club property, including memorabilia, trophies and club records (including photographs), shall be listed in a club inventory and vested in the SVCC Ltd Board, and the Club Historian), who are to be appointed at the Annual General Meeting. The property and funds of the Club may not be used for the direct or indirect private benefit of its members other than is reasonably allowed by this Rule.

No Club property shall be disposed of without the prior agreement of the Board and the Management Committee.

## 12. Resignation and Expulsion of Members

Any member may resign their membership by giving notice in writing to the Membership Secretary.

A Member may be requested to resign from membership of the Club if the Management Committee considers there is good reason to believe that the Member is a disruptive influence or that their actions are prejudicial to the interests of the Club. **The Management Committee must give the Member 14 days notice in writing, giving the reason for their request.** The Member will have the right to attend a disciplinary hearing which shall be conducted according to the documented and adopted procedure. If following the disciplinary hearing the Management Committee confirm their decision to request the Member to resign, they may expel such Member if he/she does not voluntarily resign.

Any person ceasing to be a member shall forfeit all rights to and claims upon the Club and The Sevenoaks Vine Club. No refund of subscription will be made at any time.

### **13. Annual General Meeting**

An Annual General Meeting is to be held before the opening of each cricket season and prior to 1<sup>st</sup> April to;

- receive and approve the Management Committee's report;
- receive and approve the Honorary Treasurer's report which shall include a statement of accounts for the preceding year to 30 September;
- set subscriptions and match fee rates for the following year;
- elect the Club's President if necessary;
- elect any Vice-Presidents proposed by the Management Committee;
- elect the Directors for SVCC Ltd
- elect the Officers of the Club;
- elect the other members of the Management Committee;
- elect the team captains and vice captains and the Fixture Secretaries;
- elect the Club Historian

Members' nominations for the President and Vice-Presidents must be received by the Honorary Secretary by 31 December. Notice of a General Meetings is to be given by the Honorary Secretary at least fourteen (14) days before such General Meeting. A General Meeting shall require not less than fifteen (15) members to be in attendance to form a quorum.

### **14. Special General Meeting**

A General Meeting of the club may be convened at any time, upon receipt by the Hon. Secretary of a written request signed by no less than twenty-five (25) club members. Notice of such meeting is to be given by the Hon. Secretary at least 14 days beforehand. The General Committee has the right to call Special-General Meetings outside the Annual General Meeting and procedures for a Special General Meeting shall be the same as for an AGM.

### **15. Alteration and Interpretation of Rules**

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 Community Amateur Sports Club as first provided for by the Corporation Tax Act 2010 and not in any event to alter its purposes (unless the procedure set out in 14.2 has been followed) or winding up provisions.

Interpretation of all Rules must be consistent with the statutory requirement of Community Amateur Sports Clubs as first provided for in the Finance Act 2002 and amended in 2015.

### **16. Dissolution**

The Members may vote to wind up the Club if not less than 75% of those present and voting support that proposal at a properly convened General Meeting. The Management Committee will then be responsible to the orderly winding up of the Club's affairs.

After settling all liabilities of the club, the Committee shall pass the net assets remaining to one or more of the following:

- The General Committee of The Sevenoaks Vine Club for use in accordance with its objects for the promotion of amateur sports in the Sevenoaks area
- Another registered CASC
- to the Club's national governing body for use by them for related community sports.

**Adopted at a meeting held**

at Sevenoaks Vine CC AGM

on 24<sup>th</sup> February 2023

**Signed**

Name                    Hugo Tudor, Chairman Sevenoaks Vine Cricket Club Ltd

Signature .....