Royal Ascot Cricket Club

Constitution and Rules

1. Name

The club shall be called the Royal Ascot Cricket Club and shall be affiliated to the England and Wales Cricket Board (ECB), Berkshire Cricket Board and the Club Cricket Conference.

2. Aims and Objectives

The aims and objectives of the club shall be:

- To provide opportunities for participation and performance in cricket
- To provide facilities for the promotion and participation in the sport of cricket
- To offer coaching and competitive opportunities in cricket
- To promote the club within the local community
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone
- To ensure that all present and future members receive fair and equal treatment
- To adopt and maintain the ECB's *Safe Hands-Welfare of Children in Cricket* policy

3. Membership

Membership shall be open to all, irrespective of age, gender, disability, race, ethnic origin, creed, colour, social status or sexual orientation. All members shall be subject to the regulations of the constitution and by joining the club shall be deemed to accept these regulations and codes of conduct that the club has adopted.

Members shall be enrolled in one of the following categories:

	Requirements	**Entitlements**
Full Members	Application approved by the Committee Payment of the appropriate subscription	To play cricket for the Club To vote at an AGM or EGM To make use of the Club's facilities including the bar. Families of full members may make use of the Club's facilities including the bar.
Hon Life Members	Elected at an AGM or EGM	To play cricket for the Club To vote at an AGM or EGM To make use of the Club's facilities including the bar.
President and Vice Presidents	Elected at an AGM or EGM	To make use of the Club's facilities including the bar.

	Requirements	Entitlements
Club Officials	Non-playing officials elected at an AGM or EGM or co-opted by the Committee	To vote at an AGM or EGM To make use of the Club's facilities including the bar.
Junior Members	Players under the age of 18 Payment of the appropriate subscription	To play cricket for the Club To make use of the Club's facilities
Family Member	Parents, Guardians and Carers of Junior Members	To make use of the Club's facilities including the bar
Social Members	Application approved by the Committee Payment of the appropriate subscription	To make use of the Club's facilities including the bar.

4. Membership Subscription

Membership subscription shall be determined at the Annual General Meeting. The club shall keep subscriptions at levels that will not pose a significant obstacle to persons participating. The club shall consider sympathetically any cases of specific hardship.

The subscriptions shall be paid by the 31st May of each year, at the latest, after which a levy shall be imposed. Members failing to pay by this date shall not be considered for selection. New members joining after 30th June shall only be liable to pay 50% of the normal subscription for the joining season. Non payment of subscription by the end of the season shall result in cessation of membership.

Junior members' subscriptions shall be payable before a date as determined by the Colts Sub-Committee.

5. Officials of the Club

The Officials of the club shall be:

- President
- Vice Chairman
- Honorary Secretary
- Club Captain
- Pavilion Chairman
- Bar Committee Chairman
- Club Development Officer
- Catering Manager
- Colts Parents Representative
- Publicity Officer
- Umpires
- Scorers
- Chairman
- Honorary Treasurer
- Colts Co-ordinator
- Fixtures Secretary
- Ground Chairman
- Colts Managers
- Fund Raising Co-ordinator
- Club Welfare Officer
- Centenary Club Manager
- Senior Team Captains
- Coaches

Officials shall be elected annually at the Annual General Meeting and may stand for election each continuing year.

6. Committee

An Executive Committee consisting of the following Officials shall primarily conduct the affairs of the club. Other Officials of the club shall report into the Executive Committee as shown below.

Executive Committee	Other Officials
Chairman	Vice Chairman
Honorary Secretary	Publicity Officer Catering Manager Centenary Club Manager
Honorary Treasurer	Bar Committee Chairman
Ground Chairman	
Club Captain	Senior Team Captains Fixtures Secretary Umpires Scorers
Colts Co-ordinator	Colts Managers Colts Parents Representative Coaches
Club Welfare Officer	
Club Development Officer	Fund Raising Co-ordinator Pavilion Chairman
Members Representative	
Members Representative	

The Members Representatives shall be elected at an AGM or EGM.

The Executive Committee meetings shall be convened by the Secretary of the club and be held more frequently than once every three months. Each committee member must be given at least 14 days clear notice of such intended meeting.

The Executive Committee shall be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

Voting shall be by majority decision of all Executive Committee members.

The Executive Committee shall have powers to appoint sub-committees as necessary and appoint advisers to the Executive Committee as necessary to fulfil its business.

The Executive Committee shall make available to Club members minutes of Committee and Sub Committee meetings in suitable method and content.

The Executive Committee is empowered to co-opt members to fill any vacancies.

7. Finance

All club monies shall be banked in an account held in the name of the club.

The Hon. Treasurer shall be responsible for the finances of the club.

The financial year of the club shall be from December 1st to November 30th. An independently reviewed statement of annual accounts shall be presented by the Hon. Treasurer at the Annual General Meeting. The Independent Reviewers shall be appointed annually at the AGM.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus one of the following officers: Chairman, Vice Chairman or Hon. Secretary.

The Executive Committee shall prepare a budget for the forthcoming financial year, which shall be approved by the AGM.

All surplus income or profits shall be reinvested in the club. No surpluses or assets will be distributed to members or third parties

8. Annual General Meetings

The Annual General Meeting (AGM) of the Club shall be held before the end of February each year, the date to be decided by the Committee. The Hon. Secretary shall provide all members at least 21 clear days' notice of the AGM.

The AGM shall receive a report from each of the officers of the Club and a statement of the audited accounts.

Nominations for President, Vice-Presidents, new Hon Life Members and all other officers of the Club shall be displayed on the notice board, and members notified, 14 days prior to Annual General Meeting.All Full Members, Hon. Life Members and Club Officials have the right to vote at the AGM. A quorum for a general meeting shall be 25% of the voting membership as defined in Section 3.

The Executive Committee has the right to call an Extraordinary General Meetings (EGM) outside the AGM. In addition, an EGM may be called at any time by any 12 members of the club, who in writing advise the Hon. Secretary of their desire and reason for such meeting to be called. Procedures for an EGM shall be the same as for the AGM.

9. Discipline and Appeals

All members of the various teams must pay due regard to the respective Captains and Managers and to the good name of the Club. Players, officials, members, supporters and employees of the Club must adhere to this instruction, which prohibits racially abusive comments and actions against fellow players, officials, members, supporters and employees. Failure to comply with this instruction shall result in disciplinary action being taken against the offender(s).

Any problems with discipline should be dealt with, in the first instance, by the Captain or Manager of the day.

Any member of the club with a grievance against another member or members may instigate the disciplinary procedure by presenting the grievances in writing to the Hon. Secretary. Submissions from all concerned parties shall be sought and the matter heard at a meeting of the Executive Committee. Any member requested to attend such a meeting shall be entitled to be accompanied by a friend or other representative and to call witnesses.

The Committee shall take any action it considers appropriate, which may include, but is not limited to, warning, censure or suspension or expulsion from the club.The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.

There shall be the right of appeal to the Executive Committee following disciplinary action being announced. The Committee 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 consider the appeal within 14 days of the Secretary receiving the appeal. The individual submitting 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.

The non-payment of a subscription or any monies within the actual playing season shall result in automatic loss of membership, and until such subscription is paid, the member shall not be entitled to join the Club at a later stage.

10. Dissolution

If at any General Meeting of the club, a resolution be passed calling for the dissolution of the club, the Secretary shall immediately convene a Extraordinary General Meeting (EGM) of the club to be held not less than one month thereafter to discuss and vote on the resolution.

If at that EGM, the resolution is carried by at least a two-thirds majority, the Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the club and discharge all debts and liabilities of the club. The Committee will then be responsible for the orderly winding up of the club's affairs. After settling all liabilities of the club, the Committee shall dispose of the net assets remaining to the England and Wales Cricket Board (ECB).

11. Rules, Codes of Practice and Procedures

The Club shall adopt and observe the following codes of conduct. These shall be held and maintained by the Honorary Secretary and made available to the club membership by suitable method.

- Code of conduct for club officials and volunteers
- Guidelines for dealing with an incident/accident
- Equity policy statement
- Code of conduct for parents/carers
- Junior club rules
- Code of conduct for senior players
- ECB coaches code of conduct
- Recruitment Procedure
- Other Codes of Conduct or Procedures as required

12. Intoxicating Liquor

(a) The hours of opening of the Club Bar are to be:

Weekdays And Saturdays:	10:00 to 23:00
Sundays And Good Friday:	12:00 to 22:30
Christmas Day:	12:00 to 15:00;
	19:00 to 22:30

(b) No intoxicating liquor shall be supplied otherwise than to a member who has been a member for at least two days.

(c) A Register shall be kept in the Clubhouse showing the names and addresses of the members and the date of payment of their subscriptions. Such Register is to be kept in the pavilion at all times and be open to inspection at any time.

(d) No alcoholic liquor is to be served to any persons under the age of 18 years. Also no person under 18 shall serve behind the bar.

(e) No intoxicating liquor for consumption off the premises shall be sold to any person other than a member.

(f) Each member of the Club is allowed to bring three bona-fide guests into the Club at any one time. The names and addresses of all guests shall be kept in a book along with the member's name. This book is to be kept on the premises.

(g) When members of visiting clubs attend the premises for the purpose of playing a match, they shall be entitled to purchase liquor during the permitted hours. A register shall be kept of all visitors who are temporary members under this rule; it shall be signed by all such visitors and be open to inspection at any time.

(h) Social members may use bar facilities on the payment of the appropriate subscription. The total number of social members shall not exceed 15% of the total membership.

(i) Intoxicating liquor may be sold to persons attending the club premises for social or other functions organised by the club, provided that the number of such functions shall not exceed 12 in one year. No function shall be permitted to which admission may be obtained by payment of money at the door whether for ticket or otherwise.

(j) The Bar Committee Chairman shall manage the purchase for the Club and the supply by the Club of intoxicating liquor.

13. Amendments to the constitution

The constitution shall only be changed through agreement by at least a two-thirds majority vote at an AGM or EGM.

14. Declaration

The Royal Ascot Cricket Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: Mark V. Wiggett DATE: 21/JUN 16

NAME: Mr. Mark Wiggett POSITION: CHAIRMAN

SIGNED: L. Abrams. DATE: 21 June 2016.

NAME: Mrs. Lesley Abrams POSITION: HON. SECRETARY