Arkley Cricket Club

1. **The Club**

* The Club shall be called Arkley Cricket Club, hereafter to be referred to as "the Club" and shall be affiliated to the England and Wales Cricket Board through the Middlesex Cricket Board.
* The home ground shall be at such place as determined by the Management Committee.
* The current version of the constitution is dated 5th October 2023.
* The club colours shall be claret and gold.

1. **Objectives**

* To foster and promote the sport of cricket at all levels, providing opportunities for recreation, coaching and competition.
* To ensure that all members, playing and non-playing, abide by the ECB Code of Conduct, which incorporates the Spirit of Cricket (see www.ecb.co.uk for details), and by the Laws of Cricket.
* To ensure that all members, playing and non-playing, abide by the ECB proposals relating to Equality, Diversity and Inclusion (copy appended below), the Anti-Discrimination Code (2022) and the ECB Safe Hands Policy Statement (December 2022).

1. **Membership**

* Membership of the Club shall be open to any person, regardless of race, age, gender, sexual orientation or ability.
* There shall be three classes of membership available. These are:
* Full Member

### Membership of the club shall be subject to the completion of two games for the club, being actively involved with the club and by the approval of the Committee. The 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. (See subsequent Appeals Procedure.) All members will be subject to the regulations of the Constitution and by joining the Club will be deemed to accept these regulations and any Codes of Conduct that the Club has adopted.

* Junior Member

The qualification for junior membership shall be those still in education/under 21’s. (Junior members shall receive the same rights as full members, assuming they meet the criteria for full membership, but will pay a reduced level of match fee, as determined at the AGM.)

* Vice-President/Honorary Member

The Club may appoint Vice-Presidents from those individuals who are still actively involved with the affairs of the Club and Honorary Membership from those who had past involvement with the Club. (This class of membership does not confer voting rights.)

* The constitution will be available for viewing on the Arkley website (http://arkleycc.hitssports.com) or can be provided by email upon request.
* A list of those considered to be current members shall be made available upon request to any member of the committee.

1. **Officers**

* The Officers of the Club shall be:

President, Chairman, Secretary, Treasurer, Team Secretary, Fixture Secretary, Captain, Vice-Captains, Social Secretary, GDPR Representative and Club Safeguarding Officer.

1. **Election of Officers**

* All Officers (with the exception of the President, who shall be duly appointed) shall be elected at the Annual General Meeting of the Club, from, and by, the Full Members of the Club.
* All Officers are elected for a period of one year but may be re-elected to the same office or another office the following year.
* If more than one candidate is duly proposed and seconded those Full Members present at the meeting shall vote for their selection. (The method of voting shall be at the discretion of the Chairman.) A simple majority vote is sufficient for election. In the event of a tie the Chairman shall cast the deciding vote. If only one candidate is put forward then the members will vote to elect, or reject, the nominee. Again, a simple majority will be sufficient for election.
* If, under unusual circumstances, an office becomes vacant and there are no prior nominations, a nominee may be proposed and seconded at the meeting. The procedure for voting, and election or rejection, shall be as outlined above.

1. **Committee**

* The affairs of the Club shall be controlled by a Committee comprising the Officers of the Club. The Committee shall meet at agreed intervals but not less than twice per year. (If the committee is unable to hold a “face-to-face” meeting this may be held electronically. e.g., via Zoom.)

The duties of the Committee shall be:

* To control the affairs of the Club on behalf of the Members.
* To keep accurate accounts of the finances of the Club through the Treasurer. These should be available for reasonable inspection by Members and should be distributed at every Annual General Meeting. The Club shall maintain a bank current account and two, out of three, of the Chairman, Secretary and Treasurer shall be authorised to sign Club cheques.
* To co-opt additional members of the Committee as the Committee feels this is necessary. Co-opted members shall not be entitled to a vote on the Committee.
* To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairman shall be entitled to an additional casting vote.
* The Team Secretary, Captain and Vice-Captains will constitute a committee for the purposes of team selection and for acquiring additional fixtures, in liaison with the fixture secretary, as appropriate, once the season is in operation.
* The Treasurer shall recommend the match fee to be adopted for the following season at the AGM.

1. **Subscriptions**

* All Members of the club shall pay the agreed match fee.

(The agreed match fee shall include tea, if provided.)

* The match fee will be determined at the AGM. (Should the Treasurer think, under specific financial circumstances, that amendment may be required, he will only make such an amendment with the expressed approval of the Committee.)
* The club’s financial year shall be from 1st November to the following 31st October.

1. **General meetings**

* The Annual General Meeting shall be held not later than the end of November each year.
* 14 clear days’ written notice shall be given to Members of the Annual General Meeting by circulating a copy of the notice to every member at their home address or by email communication.

(If the club is unable to hold a “face-to-face” meeting this may be held electronically. e.g., via Zoom.)

* The business of the Annual General Meeting shall be to:
  + Receive apologies for absence.
  + Confirm the minutes of the previous Annual General Meeting and any matters arising.
  + Receive the annual report of the Committee, and other club matters, from the Secretary.
  + Receive the accounts for the year from the Treasurer.
  + Review the match fee and agree this for the forthcoming year.
  + Receive the Captain’s Report for the year.
  + Appoint the President/Vice-Presidents/Honorary Members
  + Elect the Officers of the Club.
  + Review the fixtures for the coming season.
  + Present the awards from the previous season.
  + Transact any other business.
* Extraordinary General Meetings may be convened by the Committee.
* Nomination of candidates for election of Officers shall be made in writing, or email, to the Secretary at least 14 days in advance of the Annual General Meeting date. Nominations can only be made by Full Members and must be seconded by another Full Member.
* The Secretary shall circulate the agenda for the AGM not less than seven days prior to the meeting.
* At all meetings, the chair will be taken by the Chairman or, in his absence, by the President or a deputy appointed by the Club or by Full Members attending the meeting.
* Decisions made at any meeting shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes, the Chairman shall be entitled to an additional casting vote.
* A quorum for an Annual General Meeting shall be seven Full Members.

1. **Alterations to the Constitution**

* Any proposed alterations to the Club Constitution may be considered at an Annual General Meeting, provided seven days’ notice had been given to all members together with the proposed resolution to amend the constitution. Any alteration or amendment must be proposed by a Full Member of the Club and seconded by another Full Member. Such alterations shall be passed if supported by a majority of those Full Members present at the meeting, assuming that a quorum has been achieved.
* The Committee shall also be empowered to make such alterations to the Constitution, as are considered necessary, for formal ratification by those Full Members at the AGM (as above), and subsequent notification to all club members.

1. **Discipline and Appeals**

* All complaints regarding the behaviour of members should be lodged, in writing or email, with the Secretary.
* The Committee shall appoint a Disciplinary sub-committee who will meet to hear complaints within 21 days of a complaint being lodged. Any member requested to attend a Disciplinary sub-committee shall be entitled to be accompanied by a friend or other representative and to call witnesses. The Committee (or its sub-committee) has the power to take appropriate disciplinary action, including the termination of membership.
* The outcome of the disciplinary hearing shall be put in writing by post or email to the person who lodged the complaint and the member against whom the complaint was made within 21 days following the hearing.
* There shall be a right of appeal to the Committee against either the finding or the sanction imposed or both following disciplinary actions being taken. 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 21 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.

1. **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 Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.
* If, at that Special General Meeting, the resolution is carried by a majority of the Full Members present at the meeting, 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.
* After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Full Members of the Club but shall be given or transferred to some other voluntary organisation having objects like those of the Club.

1. **EDI (Equality, Diversity and Inclusion) STATEMENT**

Arkley Cricket Club reflects a diverse set of customs, values and points of view and is fully committed to the principles of equity and equality of opportunity in cricket. The club has adopted and abides by the ECB Anti-Discrimination Code and the ECB Safe Hands Policy to ensure that participants of all ages, backgrounds and abilities are provided with appropriate support and protection.

It is the duty of the club to ensure that its officials, members, and all other individuals working or volunteering for the club, and participating in or watching club activities, are treated fairly and be free from discrimination, harassment, or intimidation.

It is essential that there is equal access and opportunity for all those individuals who wish to participate, and are lawfully eligible to participate, in the club’s activities.

The club benefits from the presence of cricketers from different ethnic backgrounds and it is important that they are treated equally and with equity. The club has appointed to its Management Committee an Equity, Diversity and Inclusion Officer who will oversee the implementation of the policy in all the club’s activities.

**ROLE OF THE EDI OFFICER**

The EDI Officer will be responsible for engaging with the club’s community to encourage an inclusive environment which enables people of all backgrounds and abilities to feel valued and able to enjoy the game of cricket.

The EDI Officer is a valuable conduit to enable the opinions and needs of the club Community to inform the Management Committee’s decision making.

**PROVISION OF TRAINING AND GUIDANCE**

To ensure that the main provisions of the club’s policy is understood and reflected in all its activities, the EDI Officer will be available to offer advice, guidance and education on issues which might previously been difficult to address.

Where unconscious bias may exist, the club through its EDI Officer, will provide appropriate training and guidance to eradicate this as it can be a huge barrier to inclusion of people from all backgrounds.  
  
This policy is to be used in conjunction with the ECB Anti-Discrimination Code, ECB Safe Hands Policy and the ECB Disciplinary Regulations. It will be regularly reviewed and updated to include any new ECB guidance. The club will also ensure it complies with the requirements of the Equality Act 2010 and take all reasonable steps to ensure that its officials, members and volunteers adhere to these requirements and this policy.

**THE EDI CODE OF CONDUCT**

1. It is not acceptable for any member of the club to be discriminated against or be treated in any way less favourably, on the grounds of age, gender, disability, race, parental or marital status, pregnancy, religion or belief or sexual orientation.
2. Harassment, bullying, abuse or victimisation of individuals by word or action will not be tolerated. Crude and provocative abuse is not banter when it is intended to belittle, offend, or upset another participant and will be punished when reported.
3. Public comments being made by club officials, players, scorers, umpires or members, whether on websites, social media, written material or public pronouncements, that are disrespectful, provocative or abusive in any way to any other participants of the league on the grounds of their age, gender, disability, race, parental or marital status, pregnancy, religion or belief or sexual orientation will not be tolerated.
4. Captains will be held responsible for making sure their players do not behave in discriminatory or abusive manner and will be liable to punishment under the disciplinary code along with any members of their team who are found guilty of such behaviour.
5. Clubs have a responsibility to ensure their officials, players and supporters do not breach the EDI Code of Conduct and will be charged with bringing the league into disrepute if they fail to take appropriate and decisive action.

**COMPLAINTS**

1. The club is committed to investigate any complaints brought to its attention of any breaches of this policy and reserves the right to impose such sanction as it considers appropriate and proportionate, where such is found to be the case.
2. Any complaint of discrimination, harassment, bullying, abuse, victimisation or any other breach of this policy on or off the field of play by club officials, players, scorers, umpires or members should be reported by email to a committee member.
3. Reports should be submitted on the official EDI Report Form which can be found on the club website
4. If a report is judged to be false or malicious the individual making the complaint may be liable to punishment for Disrepute,

**PROCEDURE**

The EDI Officer will study all reports and will decide whether further evidence is required from the involved parties. Once the Officer is satisfied that all the evidence required is available:

1. Ask the Management Committee to hold a hearing and report their findings.

Should the Management Committee not agree on their findings then the following should take effect; the case will be referred to a local League panel for adjudication

1. The conduct of any panel will be as provided in the appropriate league’s Procedure for Hearings. In the event of the complaint being upheld, the panel will impose sanctions which they consider appropriate.

**The relevant policies from which punishments can be applied:**

ECB Disciplinary Regulations,

The club’s Social Media Policy

The league’s Code of Conduct - Disrepute

1. The verdict of the panel will be given verbally to the involved parties after the hearing and confirmed in writing within 48 hours. The defendants will be informed of their right of appeal.
2. Request for an appeal before a non-conflicted panel must be made by email to the EDI Officer within seven days of the conclusion of the hearing along with a payment of £100 being deposited in the club’s bank account. If the appeal is upheld the fee will be refunded.

**REVIEW**

This policy will be reviewed annually by the club in consultation with the club’s Equity, Diversity & Inclusion Officer, and will include consultation with members of diverse communities and minority groups to ensure the policy remains relevant and realistic to the needs of a multi-cultural cricket club. Guidance and advice from the ECB will be acted upon whenever it is provided to strengthen the provisions of the policy’s over-arching aims.

**Adopted:** November 2023 **Next review:** November 2024

1. **Declaration**

Arkley Cricket Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of its members.

SIGNED (CLUB CHAIRMAN) NAME DATE

SIGNED (CLUB SECRETARY) NAME DATE