

SAXTON CRICKET CLUB

CONSTITUTION

Adopted at the Annual General Meeting held on 5th October 1990 and as amended at subsequent Annual General Meetings 30th March 1997, 5th October 2001, 18th October 2002, 28th October 2004 and 9th October 2006.

1. NAME

- a) The name of the Club is Saxton Cricket Club.

2. OBJECTIVES

- a) To provide cricket for its members.
- b) To seek at all times to uphold the high traditions, spirit and laws of the game.
- c) To seek to be a happy, healthy club.
- d) The promotion of community participation in healthy recreation in particular by the provision of facilities for the playing cricket.

3. MEMBERSHIP

- a) Membership shall be open to all persons subject to the approval of the Committee of the Club and to the payment of the annual subscription. Membership includes juniors (i.e. those aged 9 to 18).
- b) Life membership may be awarded to members who have contributed to the Club EITHER exceptionally OR by way of their substantial service for a period of at least ten continuous years.

4. SUBSCRIPTIONS AND MATCH FEES

- a) The level and format of the annual subscription (and priorities for the forthcoming season) shall be fixed at each Annual General Meeting (AGM) and shall be due for payment before the start of the season concerned.
- b) Each paying member shall pay a fee in respect of each Wetherby League match in which he plays. The level and format of this match fee shall be fixed at each AGM.
- c) The Groundsman and Assistant Groundsman will pay a reduced fee as determined at each AGM.

5. OFFICERS

- a) The officers at the Club shall consist of:- President, Chairman, Secretary, Treasurer, Club Captain, 1st XI Captain, 2nd XI Captain, Groundsman, Juniors Coach, Fund-raiser, Fixtures Secretary, Social Secretary and Thursday Captain (see Annex A for guidance on the purpose, responsibilities and duties of respective positions). All of the above officers of the Club shall be elected at the AGM.
- b) In the event of the non-election of a Committee position, the Club will cease that activity until such a time as when election does take place. In the event of the position concerned being a captain, the secretary will notify the Wetherby League or other as such, in writing, and withdraw that team from the League or other for the following season.

6. COMMITTEE

- a) The day to day affairs of the Club shall be managed by a committee consisting of the officers of the Club and which shall meet every two months from January upto and including the AGM.
- b) Four officers shall constitute a quorum for committee meetings.

7. ACCOUNTS

- a) The Treasurer shall be responsible for the funds of the club through an account or accounts in the name of the Club. Cheques may be drawn and signed on behalf of the club by the Chairman, Secretary or Treasurer, two out of three to sign.
- b) It shall be the Treasurer's responsibility to prepare a statement of Income and Expenditure for each year to 30th September and a statement of account balances at 30th September in each year. These statements are to be prepared in time for submission to the Annual General Meeting.

8. GENERAL MEETINGS

- a) The Annual General Meeting of the Club shall be held not later than 30th November each year.
- b) The business transacted there shall be:
 - i) To receive and consider the Chairman's report
 - ii) To receive and consider the Secretary's report
 - iii) To receive, consider and approve the Treasurer's report and statement of accounts
 - iv) To receive and consider the reports from the 1st and 2nd XI Captains
 - v) To receive and consider the Juniors' Coach's report
 - vi) To elect officers for the forthcoming year
 - vii) To elect any other playing Captains and Vice-Captains
 - viii) To fix the level and format of subscription and match fees for the ensuing year
 - ix) To consider any other business of which notice has been given or which the Chairman of the meeting gives permission to be introduced.
- c) Nominations of officers should be made in writing to the Secretary so as to be in his hands by 30th September each year. The Committee may also make nominations and will automatically nominate existing officers unless they have expressly indicated that they do not wish to stand. Any person making a nomination should ensure that the person nominated is willing to stand.
- d) A Special General Meeting may be called at any time by the Secretary:-
 - i) upon the authority of the committee or
 - ii) within 14 days of his receipt of a written request bearing the signature of not less than 6 members and including the wording of a resolution to be put to the meeting.
- e) No business shall be transacted at a Special General Meeting other than that for which it was specifically called.
- f) The quorum for a general meeting of the Club shall be 10 including officers.
- g) All voting at general meetings shall be by hand. Members may vote by proxy if they submit votes at least a week in advance. A simple majority of members present shall suffice. Each member present shall be entitled to one vote. A parent can vote on behalf of no more than one junior. The Chairman shall in addition have a casting vote.
- h) The election of life members and trustees may only take place at a general meeting.

9. ALTERATIONS TO RULES

- a) Alterations to these rules can be made only at a properly convened general meeting of the Club.
- b) Any alterations to be proposed at the Annual General meeting must be sent to the Secretary not later than 30th September.

10. LOCAL SPONSORS

- a) The Club shall seek financial support from the local community (i.e. businesses, residents and others), and seek to support, thank and promote those sponsors that support the Club.

11. DISCIPLINARY ACTION

- a) The Committee has the authority to suspend any member that it considers has acted in a manner inappropriate to the well-being of the Club.
- b) The Committee has the authority to expel any member that it considers has acted in a manner inappropriate to the well-being of the Club, provided that that member has received:-
 - i) a formal verbal warning from his captain in the first instance
 - ii) a formal written warning from the Club secretary in the second instance
 - iii) the opportunity to attend a fair hearing by the committee in the final instance.

12. SAXTON CRICKET TRUST

- a) The number of trustees shall be not fewer than two and no more than five.
- b) The trustees shall hold such office until death, resignation or removal from office by resolution of the members.
- c) There shall be vested in the trustees all the property of the Club other than cash and bank and similar accounts which will be under the control of the committee and the trustees shall be indemnified against risk and expense out of the Club property.
- d) The trustees may deal with the property vested in them by way of sale, mortgage, charge, lease or otherwise as directed by the Club. Such direction shall be given by resolution of the members of the club passed by a majority of the members present at a duly convened general meeting of the Club and when so passed shall, in favour of the purchaser, mortgagee, chargee, lessee or grantee be binding upon all members of the Club. A certificate purporting to be signed by the Secretary of the time being of the club shall in favour of those persons be conclusive evidence that a direction complying in all respects with the above provision of this rule was duly given to the trustees.
- e) For the avoidance of doubt, the trustees as elected are:- Margaret Edmondson, John Harrison, George Peter Beal and Steve Throup.
- f) In the event of the dissolution of the Club, the trustees will be responsible for the orderly winding up of the trust's affairs in accordance with the terms set put in the trust and title deeds concerned. After making provision for all outstanding liabilities of the trust, the trustees shall ensure that the land is transferred to some other person or body for uses in the following order: as a cricket field; as a sports field; as an agricultural field. The proceeds of any sale will be payable to the Church.

13. DONATION TO THE CHURCH

- a) To honour the spirit in which the Club received land from Margaret Edmondson as a gift to the Club, the Club will pay the Church of All Saints (i.e. Parish Church, Saxton):-

- i) the sum of £50.00 in each of the years ending 30 September 2002, 2003 and 2004 respectively
- ii) the sum of £250.00 in every year thereafter for as long as the Club exists.

14. TROPHIES, AVERAGES ETC

- a) The Club will seek to award members' contributions to the Club by way of trophies such as the following: John Middleton Cup (most improved junior); Fred Castle Cup (single wicket competition); John Dennett Memorial Cup (Club Man of the Year); Gary Garforth Shield (most sixes in a season); Saxton CC Shield (bowling award); Player's Player Trophy; Sunar Bangla Cup (Junior contributing most to Club)
- b) The Club will award trophies relating to individual performances on the basis of the rules of the League or other relating to the same in which the performances concerned took place.

15. AMENITY

- a) In recognition of the special landscape character and views across the ground towards the village church, the Club will not allow the construction of any permanent works other than a small scale but high quality pavilion.

16. ANNUAL CLUB DINNER

- a) In the event of the Club not receiving monies for the pre-requisite number of places needed at the time of the club dinner, the Club will cancel the dinner for that year, and, after paying any incurred debt, contribute such monies as received towards the pavilion or other (as determined by the committee).

17. SELECTION

- a) Well in advance of the start of winter nets, the Juniors Coach will identify juniors capable of practising with, and playing for, senior sides, and contact their parents to check willingness to play seniors cricket, and give details to the Club Secretary accordingly; the Club Secretary will add these details onto the database before the start of the season; the 2nd XI captain will prioritise the selection of 2 juniors as of right and contact juniors accordingly.

ANNEX A

Committee Positions and Roles of Members

Introduction

The purpose of this annex is to define the roles of members and Committee members. This will help each to understand what is expected of them, and guide both new members and those undertaking a committee position.

1. President

- Purpose: - to oversee affairs of club and act as club figurehead
Responsibilities: - welfare of club and members
Duties/tasks: - to maintain watching brief on club matters

2. Chairman

- Purpose: - to ensure proper management and development of club
Responsibilities: - supervision of Committee meetings and annual general meeting (AGM)
- persuasion/coercion/thanking of members/others for contributions on/off field
Duties/tasks: - to chair monthly Committee meetings and AGM
- to provide Chairman's report at AGM, thanking key members as appropriate
- to get/stimulate members to help and encourage accordingly
- to manage helpers (fixtures, Juniors Day, BBQ, day-night, dinner)

3. Treasurer

- Purpose: - to administer finances of club
Responsibilities: - administration of monies in/out of club
- communication of balance of club account
Duties/tasks: - to state balance of account at Committee meetings and provide guide budget in March
- to provide captains with subs/fees collection forms and money bags in April
- to receive/arrange payment for at least 4 tickets to WDCL dinner
- to enter/withdraw monies in to/from club account, signing all cheques out (with another)
- to enter all entries/withdrawals in accounts book (and keep up-to-date)
- to provide written report on Financial Year at AGM and handle tax matters (if any)
- to pay the annual donation to the Church as appropriate

4. Secretary

- Purpose: - to manage and administer core functions of club
Responsibilities: - administration of database of members' addresses/details
- communication of key information to members
- all club correspondence (and liaison with WDCL)
Duties/tasks: - to keep database of members' details/addresses up to date
- to communicate key information to members by way of club newsletters (Jan, Apr)
- to handle correspondence/phone calls from WDCL/other (and inform captains as needed)
- to write to WDCL with club officials (Jan) and registered players (Mar/April)
- to contact WDCL with top averages, new record claims, rule changes & cups, if any (Sep)
- to register new players on WDCL forms (and complete transfer form if necessary)
- to send captains updated lists of playing members & match fee forms (April)
- to calculate averages and/or send on to WDCL as appropriate
- to report on Club admin. and take minutes at AGM/meetings if necessary
- to advertise key events (BBQs, friendlies, AGM, League/Club dinner) as needed

5. Groundsman

- Purpose: - to ensure grounds are fit for play
Responsibilities: - preparation of square
- supervision of assistant groundsman

- maintenance of pavilion
 - liaison with captain concerned to allow/cancel play in event of rain
 - supervision of key volunteers
- Duties/tasks:
- to prepare wickets for all matches (i.e. cut, roll and mark crease)
 - to direct/supervise assistant groundsman and designated helpers as appropriate
 - to maintain pavilion
 - to hold Grounds Day in early spring and autumn and direct activities
 - to provide estimated budget to Treasurer
 - to be “contactable” by captains before 11.45am on a Saturday

6. 1st and 2nd Team Captains

- Purpose:
- to ensure teams play matches
- Responsibilities:
- selection of teams of players for matches (and teas)
 - communication/confirmation of selection decisions
 - checking fitness of ground/pitch (i.e. not preparing)
 - liaison with Groundsman to allow/cancel play due to rain
 - upholding spirit and laws of the game on the field of play
- Duties/tasks:
- to check availability of players for matches (after matches)
 - to liaise with other captain to select teams (e.g. Saturday evening)
 - to inform members potentially unaware of their selection and find players if needed
 - to pin up team sheets in Greyhound/village notice-board by Tuesday am
 - to contact Groundsman before 11.45am to cancel play due to rain
 - to contact players in case of cancellation of match
 - to take Club kit bags to matches, and buy new balls and other kit as appropriate

7. Club Captain

- Purpose:
- to represent club at external meetings
- Responsibilities:
- attendance at key external meetings (e.g. WDCL, TEL)
 - marketing of club to new members and others
 - management of well-being of all club members
- Duties/tasks:
- to attend key external meetings (e.g. WDCL, TEL) and report back
 - to nominate other representative (if unable to attend)
 - to co-ordinate/conduct door-drops/other to attract new players
 - to attend selection meetings every fortnight to ensure member participation

8. Juniors Coach

- Purpose:
- to manage and develop juniors section of club
- Responsibilities:
- organisation of practice sessions, matches and other events
 - communication of the above to parents
 - involvement of parents in running of club as much as possible
 - selection of teams for juniors matches and liaise with parents
 - supervision of key volunteers
- Duties/tasks:
- to formulate programme of events/fixtures and provide to parents
 - to ensure coaches’ attendance
 - to promote coaching to members within the club as appropriate
 - to designate ask parents/others to undertake roles (e.g. U-11s coach, U-13s manager)
 - to organise Juniors Day
 - to buy new balls and other kit as appropriate

9. Fund-raiser

- Purpose:
- to raise funds for club from external sources
- Responsibilities:
- co-ordination of match ball sponsorship (MBS) initiative
 - organisation of fund-raising events and schemes
 - realisation/maximisation of opportunities for fund-raising
 - supervision of key volunteers

- Duties/tasks:
- to write (standard) letter to potential MBSs (January)
 - to give list with MBSs to Fixtures Secretary (mid-March)
 - to write (standard) thank you letter to MBSs (March/April)
 - to write MBS on blackboard and set up outside ground on match day
 - to provide annual dinner menu with list of members on back (October)

10. Fixtures Secretary

Purpose: - to manage fixtures of club

Responsibilities: - organisation of fixtures
- administration of database of fixtures and MBSs

- Duties/tasks:
- to liaise with Secretary, Juniors Coach and Fund-raiser to produce fixtures list
 - to book village hall for annual general meeting (AGM) and provide agenda
 - to book winter nets and indoor competition each year (or delegate accordingly)
 - to formulate fixtures list with MBSs on and ensure distribution via Secretary (April)
 - to update teas rota list with fixtures for the season
 - to pin up liability notice/teas template/updated teas rota/fixtures list in pavilion (April)

11. Social Secretary

Purpose: - to organise Club dinner

Responsibilities: - liaison with Secretary/Fixtures Secretary/Fund-raiser

- Duties/tasks:
- to establish date of Club dinner and ensure collection of monies well in advance
 - to arrange for the purchase/engraving of League/Club trophies as appropriate

12. Thursday Evening League Captain

Purpose: - to ensure teams play matches

Responsibilities: - selection of teams of players for matches
- communication/confirmation of selection decisions
- checking fitness of ground/pitch (i.e. not preparing)
- liaison with Groundsman to allow/cancel play due to rain
- upholding spirit and laws of the game on the field of play

- Duties/tasks:
- to check availability of players for matches (after matches)
 - to inform members potentially unaware of their selection
 - to contact Groundsman before 5pm to cancel play due to rain
 - to contact players in case of cancellation of match

13. Assistant Groundsman

Purpose: - to assist groundsman (and act as stand-in when groundsman away)

Responsibilities: - preparation of outfield
- maintenance of ground in general

- Duties/tasks:
- to help prepare outfield for all matches
 - to liaise with helpers, run rota and help out as appropriate
 - to help out at Grounds Day and direct activities

14. Vice-Captains

Purpose: - to provide captain with administrative and other back-up on match days

Responsibilities: - collection of annual subscriptions and weekly match fees (not applicable, Thursdays)
- liaison with WDCL/other about results of matches
- preparedness to act as stand-in captain as appropriate
- checking of tidiness and security of pavilion after matches
- display of bollards and match ball sponsorship boards

- Duties/tasks:
- to collect annual subscriptions and weekly match fees (not applicable, Thursdays)
 - to check address/tel. no. of WDCL/other match secretary and assistant respectively
 - to phone WDCL/other with (home) match results on evening of match
 - to send WDCL/other (home) match results on evening of match (to reach by Tuesday)
 - to act as captain when captain on holiday or delegate as appropriate

- to coerce members to tidy pavilion after members
- to ensure pavilion is locked up after end of match
- to put out parking bollards and match ball sponsor boards before matches

15. Members

Purpose:

- to do his or her bit for the club

Responsibilities:

- payment of subs, match fees and teas
- confirmation/communication of availability/no-availability for matches
- confirmation and implementation of teas and odd jobs (on lists in pavilion)
- upholding spirit and laws of the game on the field of play
- finding new players as appropriate and making them feel welcome.
- thanking, supporting and seeking sponsors

Duties/tasks:

- selection:-
 - **confirm availability** for next match(es) (after matches)
 - inform captains of periods of absence due to holidays/other
 - check teams selected (pub/village notice board from Tuesday)
 - inform captain **by Wednesday** before game if unable to play
 - be “contactable” on the morning of a match
- playing:-
 - arrive at ground half an hour before start of play
 - pay subs to treasurer before 10 April or bring to first game
 - bring correct fees to matches and give to captain/vice-captain
 - enter name on teas list in pavilion (1 session per season)
 - when doing teas, do the following:-
 - bring milk, squash and teas as prepared or collected
 - arrive at ground no later than 1.15 pm, Saturday, and unlock ladies loo, lay out drinks tray, and boil water for tea (i.e. boil before play, switch off and **then reboil 10 overs before interval**)
 - before leaving, ensure toilet/changing rooms are clean/tidy, lock up ladies’ toilet, and bag up any rubbish (and dispose off-site).
- sponsorship:-
 - photocopy sponsorship letter and send to at least 1 sponsor
 - support match ball sponsors as they support us
 - thank match ball sponsors on behalf of club
- odd jobs:-
 - enter name on list in pavilion for odd jobs (1 per season)
 - do “odd job” (e.g. hedge-cutting, BBQ tombola) in own time
- other:-
 - undertake/attend meetings/courses/other tasks as appropriate.

16. Indoor 6-a-side Captain

Purpose:

- to ensure teams play matches

Responsibilities:

- selection of teams of players for matches
- communication/confirmation of selection decisions
- checking times with indoor cricket centre
- upholding spirit and laws of the game on the field of play

Duties/tasks:

- to check availability of players for matches (including after matches)
- to inform members potentially unaware of their selection
- to contact players in case of cancellation of match

17. U-11s/U-13s/other Coaches

Purpose:

- to provide coaching/instruction and assume responsibility for on-the-field matters

Responsibilities:

- coaching/instruction (including conduct of juniors on field of play during matches)
- tidiness and security of pavilion after matches
- collection of juniors’ subscriptions and match fees

- Duties/tasks:
- to provide coaching and instruction all aspects of game (including conduct)
 - to coerce (juniors) members to tidy pavilion after members
 - to ensure pavilion is locked up after end of match

18. U-11s/U-13s/other Managers

- Purpose:
- to provide coaches with administrative and other off-the-field back-up on match days (i.e. to allow coaches to concentrate on cricket/on-the-field matters/coaching points)
- Responsibilities:
- communication of cancellations/postponements of matches to parents
 - liaison with WDJCL/other about results of matches
- Duties/tasks:
- to field calls from parents on match days and provide travel/cancellation details
 - to contact WDJCL match secretary with match reports (or ensure junior does)
 - to phone WDJCL with (home) match results on evening of match
 - to send WDCL (home) match results on evening of match (to reach by Tuesday)

19. Friendlies Captain

- Purpose:
- to ensure teams play friendlies
- Responsibilities:
- selection of teams of players for matches
 - communication/confirmation of selection decisions
 - checking fitness of ground/pitch (i.e. not preparing)
 - liaison with Groundsman to allow/cancel play due to rain
 - upholding spirit and laws of the game on the field of play
- Duties/tasks:
- to check availability of players for matches (including after matches)
 - to inform members potentially unaware of their selection
 - to contact Groundsman before 1pm to cancel play due to rain
 - to contact players in case of cancellation of match

20. Nets Manager

- Purpose:
- to book nets and ensure participation
- Responsibilities:
- booking nets with indoor cricket school
 - communication of sessions with Secretary/members
 - collection of monies (say £2 each) per session
 - bringing of kit to nets
 - upholding safety standards in net
- Duties/tasks:
- to book nets
 - to urge participation and/or contact players in case of cancellation
 - to bring kit to nets
 - to collect monies at nets and give to Club Treasurer
 - to obtain receipt from indoor cricket school and ask Club Treasurer to pay