

OFFICIAL RULES OF HARPENDEN DOLPHINS CRICKET CLUB



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HARPENDEN DOLPHINS CRICKET CLUB

(Affiliated to the Club Cricket Conference, Hertfordshire County Cricket Association and the Saracens Hertfordshire League)

THE RULES OF THE CLUB

1 Name

The Club shall be called Harpenden Dolphins Cricket Club (referred to in these rules as 'the Club') and the colours of the Club shall be blue and white.

2 Management

2a The management of the Club shall be vested in the "Club Committee" consisting of the Officers of the Club. A meeting comprising four Officers of the Club shall form a quorum.

2b Ordinarily, the President shall chair the Club Committee – if unavailable, the chair shall be agreed (by vote if necessary) at the commencement of the meeting.

2c At meetings of the Committee, each Officer present shall have only one vote irrespective of the nature or number of positions held.

2d Outside the AGM, the Club Committee shall have the power to fill the role of an Officer of the Club (except the President of the Club – see 5d), should it become vacant for any reason.

2e Selection of teams shall be made by the Club Captain, with the support of the Vice-Captain(s) and Honorary Team Secretary, as appropriate.

2f The Club Committee shall ensure that the Club maintains a satisfactory stock of necessary equipment.

2g The Club Committee shall ensure that the Club is run in all matters in an orderly and dignified manner, appropriate to the long-term well being of the Club and its members.

3 Officers of the Club

3a The Officers of the Club shall consist of:

- President
- Honorary Club Secretary
- Honorary Team Secretary
- Honorary Fixture Secretary
- Honorary Treasurer
- Honorary Social Secretary
- Club Captain and Vice-Captain(s)

With the exception of President, all Officers of the Club shall be elected at the AGM. Ordinarily the Officers of the Club shall be sourced from the ranks of Playing Members, however, if a more suitable candidate can be found, for example, from the ranks of Vice-Presidents then this shall be permissible.

4 Duties of The Officers of The Club

4a The President shall: -

- Be considered the most senior Member of the Club, with a casting vote in the case of an impasse being reached.
- Act as the figurehead of the Club, set the tone for the ethos of the Club and be trusted to make decisions in the best interests of the Club, within the framework of the Rules of the Club.
- Call for meetings when he considers them to be appropriate.
- Clarify and decide (in instances where doubt exists) who is eligible to vote at the AGM / EGM.
- Decide upon the appropriate voting method (open/closed) for each matter requiring a vote and jointly control (with the Honorary Secretary of the Club) the collection / count / announcement of votes.
- Select a President's XI team to take on the rest of the Club in the annual President's Day fixture and, with the assistance of the Honorary Social Secretary, help organise an appropriate celebration thereafter.
- Satisfy himself that the financial affairs of the Club are run in a satisfactory manner and approve the financial report, before it is presented to the AGM for ratification.

4b The Honorary Club Secretary shall: -

- Keep a master list of all Club Members and their contact details and voting rights, which shall be made available to the Officers of the Club to enable them to fulfil their roles.
- Arrange Annual General Meetings and Extraordinary General Meetings as specified elsewhere within these Rules of the Club.
- Maintain the records of each Club Committee meeting and AGM/EGM in a "Minute Book" ; which shall be approved and signed by the President or his substitute at the next meeting. Minutes of AGMs and EGMs are to be circulated to all Members entitled to vote, whether or not they attended the meeting, within one month of the meeting taking place.
- Jointly control (with the President of the Club) the collection / count / announcement of votes for each matter requiring a vote.

- Deal effectively with general correspondence to and from the Club on behalf of the Club Committee.

4c The Honorary Team Secretary shall: -

- In conjunction with the Honorary Fixture Secretary, ensure the fixtures are fulfilled over the course of the season and that any necessary communication with opposition teams is made at the earliest possible moment.
- Maintain a list of playing availabilities, having made reasonable attempts to contact all Playing Members, for forthcoming fixtures. Records of availabilities and appearances for the whole season shall be maintained for future reference.
- Make recommendations, based on his contact with Playing Members and records of the season to date, to the Club Captain on all team selection matters. He, along with the Vice-Captain(s), shall support the Club Captain, whose decision it is, in reaching fair and reasonable decisions.
- Ensure that all players for a particular match are aware they are selected (or are being asked to stand down), of meeting points and times, as well as travelling and any other arrangements, where necessary.
- Be responsible for ensuring that at least one Member is available to undertake tea duty for each home fixture and that such duties are evenly distributed amongst the Playing Members over the course of a season.
- Support the Honorary Fixture Secretary in deciding the nature and number of fixtures that are to be sought for the following season, based on his experience from the current and preceding seasons.
- Provide the AGM with a verbal report on the issues confronted by the Club in meeting its fixture commitments during the preceding season.

4d The Honorary Fixture Secretary shall: -

- Maintain a dialogue with the Saracens Hertfordshire Cricket League, League Opponents and any 'friendly' opponents to construct a reasonable fixture list, having consulted with the Honorary Team Secretary specifically and the Club Committee generally regarding the likely resources of the Club.
- In conjunction with the Honorary Team Secretary, ensure the fixtures are fulfilled over the course of the season and that any necessary communication with opposition teams is made at the earliest possible moment.
- Prepare and distribute an appropriate Fixture Card before commencement of the season to which it relates, for Club Members and opposition teams, ensuring the latter are aware of any specific arrangements for fixtures.
- Provide the AGM with a verbal report on the issues confronted by the Club in meeting its fixture commitments during the preceding season and a written fixture list, as far as he is able, for the forthcoming season.

4e The Honorary Treasurer shall: -

- Call a Committee Meeting if, at any time, he projects a shortfall in any calendar year in excess of £500 to discuss the financial status of the Club.
- Maintain accurate records of all the financial affairs of the Club, including having primary responsibility for the Club's banking relationship.
- Propose to the AGM an appropriate annual subscription for Playing and Social Members, as well as match and tea fees.
- Be authorised to use his judgement, after referring to the Committee if he deems it necessary, to agree with individuals suffering from financial hardship (whether full-time students or otherwise) an appropriate level of annual subscription and match fee for so long as it remains appropriate
- Be ultimately responsible for ensuring that all Members pay the appropriate (to their circumstances) Annual Subscriptions in a timely manner.
- Ensure Match Fees are collected from all Members who play for the Club (unless it is considered they have turned out as a guest player).
- Ensure the Club is properly insured at all times.
- Record any donations received and ensure that a formal acknowledgement on behalf of the Club is sent.
- Maintain control of bank chequebooks and ensure all payments are properly authorised by an approved signatory. Any amendments to bank mandates are to be approved by the Committee.
- Prepare a written financial report covering the preceding calendar year's financial transactions and reconciled bank balances, which is to be presented to the AGM for ratification. The President of the Club is to have signed these off as a true and accurate record in advance of the AGM.

4f The Honorary Social Secretary shall: -

- Organise pre and post season social events, plus any other event that the Committee or the President request. He shall support the President with the organisation of any President's Day celebration.
- For any event organised, advise all categories of Membership of the purpose, time, date, venue, cost and any special arrangements. Each event is to be properly costed and, in the case that a contribution from the Club in excess of £50 is thought to be necessary or appropriate, obtain the authorisation of the Honorary Treasurer, or in his absence another member of the Committee, to proceed.
- All income and expense of an event is to be properly recorded and accounted to the Honorary Treasurer within one month of the event taking place.

- Be responsible for ensuring all attendees pay the appropriate price.
- Provide the AGM with a verbal report of the events undertaken in the preceding year and, where possible, set dates for events in the forthcoming year.

4g The Club Captain shall: -

- Be trusted to make all cricket [as opposed to administration] decisions that he considers to be in the best interest of the Club on and off the field, within the framework of the Rules of the Club.
- Ensure the Club plays cricket within the laws and spirit of the game and affords the opposition team (and their facilities and supporters) proper respect and courtesy.
- Attempt to motivate and fulfil the cricketing needs of all Playing Members of the Club and build team spirit on and off the field of play.
- Decide, with the support of the Honorary Team Secretary and Vice-Captain(s) as appropriate, upon which players are to be selected for a forthcoming fixture. The Club Captain shall then be responsible for ensuring the player being stood down has been advised of his decision (and reasons for it) in a courteous and timely manner.
- On match day co-ordinate the players to carry out any duties he considers to be appropriate.
- On home match days ensure the visiting club are properly looked after and entertained.
- Provide the AGM with a verbal report of the performance of the Club in the preceding year.

4h The Club Vice-Captain(s) shall: -

- Support the Club Captain in any way that he is asked or deems fit, whether or not that be on match day.
- In the absence of the Club Captain undertake all his responsibilities as defined above.

5 **Election and Resignation of the Officers of the Club**

5a All Officers of the Club (excluding the President) shall retire at the appropriate juncture of the AGM – they may make themselves immediately available for re-election to the same role without the requirement for a proposer/seconded

5b New candidates for election (or existing Officers seeking election to a new role) shall be proposed and seconded by Members entitled to vote.

5c In the situation where there is more than one candidate for a particular role then a vote shall be taken at an AGM/EGM. In the case when there are more than two nominees then one person shall be eliminated at each round of voting until such time as one nominee has received a simple majority of votes from those Members present at the meeting and entitled to vote. The person achieving such a majority shall be selected as the appropriate Officer of the Club. Members entitled to vote but who are unable to attend the AGM in person shall not be permitted to submit postal votes for the election of Officers for the Club.

5d Resignations of Officers between AGM's shall be notified in writing to the President of the Club. Where such written notification is unavailable, the Honorary Club Secretary (on behalf of the President) shall verify (as far as reasonably possible) that resignation is intended. See paragraph 2d above, which then gives the Club Committee to fill the role on a temporary basis

5e Appointment of President of the Club

The process for the appointment of President of the Club shall be as follows:

- The Club Committee (for this activity excluding the existing President) shall decide to invite the existing President to continue for a further term (of one year) to be approved at the AGM by a simple majority of members entitled to vote. **OR**
- The Club Committee (for this activity excluding the existing President) shall select a new candidate, normally from the ranks of existing Vice Presidents, to undertake the role of President for an annually renewable term (of one year) to be approved at the AGM by a simple majority of members entitled to vote.

There shall be no contested elections for President of the Club. In the unlikely situation that the AGM does not approve the candidate put forward by the Club Committee or the Club Committee is unable to agree upon a suitable candidate, the Club Committee shall consult with existing Vice Presidents with a view to selecting a new candidate. Once a suitable candidate is identified then the matter is to be referred to the next available AGM/EGM for approval in accordance with the Rules of the Club. An EGM may be called specifically for this purpose.

If an impasse remains then the Club Committee shall convene an EGM (as soon as possible) to discuss the matter and seek approval (by a simple majority of Members entitled to vote in accordance with the Rules of the Club) for an alternative candidate. The successful candidate will then be appointed as the President of the Club.

If for any reason the post of the President of the Club becomes vacant between AGMs then the Club Committee shall follow the process detailed within this section to nominate and approve a replacement at an EGM, which is to be arranged as soon as possible after the vacation of the post.

6 Membership

6a Membership of the Club shall be divided into: -

- a) 'Full' Playing
- b) 'Youth' Playing

- c) President/Vice-President
- d) Social

The Club Committee shall have the right to approve/reject/revise/revoke the membership of any Member.

6b 'Full' Playing Members shall be those Members who have been accepted to full playing membership by the Club Committee. Acceptance as a Full Playing Member shall be by way of receipt of the 'Full' annual playing membership subscription, and of keeping such subscriptions current.

Should a Full Playing Member or prospective Full Playing Member be experiencing financial hardship (whether full time students or otherwise) they shall have the option of approaching the Honorary Treasurer to agree a level of annual subscription and match fee appropriate to their personal circumstances, for so long as they remain appropriate. In these circumstances Full Playing Member rights will be retained.

Full Playing Members may stand or propose/second candidates for election as Officers of the Club, be elected as an Officer of the Club, serve (if elected/appointed) on any Committee of the Club and shall be entitled to vote at the AGM/EGM.

Where 'Playing Member' is referred to elsewhere within these Rules it shall relate to Full Playing Members.

6c 'Youth' Members shall be those Members who are under the age of 18 and have been accepted to youth membership by the Club Committee. Acceptance as a Youth Member shall be by way of receipt of an appropriate Youth Member annual playing membership subscription, and of keeping such subscriptions current.

Youth Playing Members shall not have any right to vote, stand or propose/second candidates for election as Officers of the Club unless they have paid the Full annual playing membership subscription, in which case they will be treated as a Full Member in every way.

6d Any past or present Member may be invited to become a Vice President of the Club by the President, having obtained ratification from the Club Committee, providing a list of new candidates for approval by an AGM (by a simple majority of Members present at the AGM and entitled to vote).

An invitation to become a Vice President of the Club shall normally be in recognition of outstanding service to the Club and is, in effect, an invitation to become an honorary life member of the Club.

No subscription or fee is payable for being the President or a Vice President, although some choose to make very welcome financial donations to the Club.

If the President or Vice President is also a current Playing Member, then that Playing Membership requires the payment of the agreed Playing Membership subscription and fees in accordance with Clause 7.

The President and all Vice Presidents shall be permitted to vote at both AGM/EGM, in accordance with the guidelines elsewhere in these Rules of the Club.

Vice Presidents are expected to remain interested and in contact with the Club. Should the Club Committee believe this not to be the case, having made a reasonable effort to contact the Vice President concerned to establish the reasons for this, shall propose their de-selection from the list of Vice Presidents for agreement at an AGM (by a simple majority of Members present at the AGM and entitled to vote).

6e Any other persons interested in the Club may be approved as Social Members (if proposed by an Officer of the Club and upon payment of the agreed Annual Social Subscription).

Social members shall not have voting rights nor, ordinarily, become an Officer of the Club.

Social Members may not submit motions affecting Rules of the Club, nor are they entitled to bring forward business items under AOB at the AGM. They shall, however, be entitled to participate in the general discussion of agenda items.

7 Annual Subscription and Match Fee

7a The match/tea fees and annual subscriptions for Playing/Youth/Social Members for the forthcoming season shall be proposed to the Annual General Meeting by the Honorary Treasurer, for approval by the Members entitled to vote and present at the meeting.

7b Full and Youth Playing Members are required to pay the agreed annual subscription prior to the start of the playing season. In cases of late payment, the Club Committee shall have the right to revoke playing privileges, voting rights or such other sanctions as it deems appropriate. Generally speaking, players shall be required to pay an annual subscription if they expect to play or have played 5 or more matches in a season.

7c Social Members shall pay their annual subscription at the behest of the Honorary Treasurer.

8 Annual General Meeting (AGM)/Extraordinary General Meeting (EGM)

8a The Financial Year of the Club shall close on the 31st December and the Annual General Meeting shall be held no later than two months after this date.

8b An Extraordinary General Meeting shall be arranged upon the written request of three Committee Members or the President.

8c No less than 28 days' notice of the AGM (14 days for an EGM) shall be given to all Members of the Club by the Honorary Club Secretary, specifying the time and place of the meeting, appending a draft Agenda of the business to be

transacted and (if appropriate) inviting nominations for specified Officer posts and items for discussion under 'any other business'. The Honorary Club Secretary MUST clearly indicate (in the AGM/EGM notification) the description of people entitled to vote and whether there is the option of postal votes (in the case of an EGM only). The deadline for the receipt of any postal votes shall also be specified.

8d The Honorary Club Secretary is the only Officer of the Club entitled to receive/present postal votes. The Honorary Club Secretary is the sole arbiter of whether individual postal votes meet the required criteria for inclusion at the EGM.

8e No motion affecting the Rules of the Club may be brought forward at the AGM/EGM unless written details of the motion have been received by the Honorary Club Secretary 14 calendar days before the AGM. Motions affecting the Rules of the Club may only be brought forward by those Members entitled to vote.

8f All Playing Members and Vice Presidents/President of the Club may submit additional business items for discussion under AOB either in advance or at the time of the meeting.

8g All Members of the Club may attend an AGM/EGM and a quorum shall consist of 10 Members entitled to vote.

8h Postal votes from Members entitled to vote but unable to attend an EGM shall be permitted on agenda issues at such a meeting. However, Members entitled to vote but who are unable to attend the AGM in person shall not be permitted to submit postal votes for the election of Officers for the Club or any other issue raised at such a meeting. E-mail votes shall not be accepted in any circumstance.

8i For all matters other than for amendments to the Rules of the Club (see 9c) the motions shall be carried by a simple majority of votes from those Members present at the meeting and entitled to vote (AGM) or present at the meeting and entitled to vote plus those Members who have submitted a valid postal vote (EGM).

8j At the AGM, the Club Captain shall submit a verbal report on the performance of the Club for the preceding year.

8k At the AGM, the Honorary Treasurer shall present in a written form the Accounts for the preceding year – these accounts must be scrutinised and approved (prior to the AGM) by the President. He shall also propose match/tea fees and annual subscriptions for Playing -/- Social Members for the forthcoming season, for approval by the Members entitled to vote and present at the meeting.

8l At the AGM, the Honorary Team Secretary shall submit a verbal report on the issues confronted in meeting the fixtures of the preceding season.

8m At the AGM, the Honorary Fixture Secretary shall provide a written fixture list for the forthcoming season, in so far as he is able, for discussion.

8n At the AGM, the Honorary Social Secretary shall submit a verbal report on the social events arranged in the previous year and to set appropriate dates, in so far as he is able, for the forthcoming season.

8o At any AGM -/- EGM the Honorary Club Secretary shall prepare minutes and circulate these to all Members entitled to vote within one month of the meeting taking place.

9 The Rules of the Club

9a The Honorary Club Secretary shall keep the original of these Rules of the Club and subsequent versions.

9b All Members of the Club (of any membership category) shall, without unreasonable delay, be given a copy of these Rules of the Club and of any subsequent versions. Nonetheless, all Members shall be bound by these Rules of the Club whether or not they have received a copy.

9c The Rules of the Club shall not have anything added, amended or rescinded without the consent of a two-thirds majority of those Members entitled to vote at an AGM/EGM (in accordance with the guidelines contained within these Rules of the Club). Any Member that is entitled to vote and has submitted a postal vote for an issue raised at an EGM shall be considered to be present for the purpose of calculating whether the necessary majority has been achieved.

9d Although these Rules of the Club refer to Members and Officers only in the male gender, the Club shall not discriminate against any person on grounds of their sex, sexuality, race, religion, nationality, disability or any other criteria.

10 Power of Club Committee / President of the Club

10a The Club Committee shall be empowered to deal with any matter arising in connection with the Club not provided for in these Rules of the Club.

10b In the unlikely event of an impasse within the Club Committee or at an AGM/EGM or at any other time and in instances not provided for in these Rules of the Club, the President of the Club is empowered to take decisions in the best interests of the Club.

**ADOPTED AT AN EGM DATED 16 October 2003 AND
UPDATED AT THE AGM DATED 25 January 2006**