



# Langley Manor Cricket Club

founded 1897



## CLUB CONSTITUTION

Revision December 2021  
Replaces November 2018

### GENERAL

#### 1. Title.

The name of the club shall be called LANGLEY MANOR CRICKET CLUB, hereinafter referred to as the "CLUB", and shall be affiliated to the England & Wales Cricket Board by membership of the Hampshire Cricket Board.

#### 2. Aims and Objectives of the Club.

To provide facilities and to foster and promote participation in the amateur sport of cricket, within the spirit of cricket in the local Community by providing opportunity for recreation, coaching, competition and social interaction, and the welfare of the Club and its members.

To ensure that all members, playing or non-playing shall abide by the ECB Code of Conduct, which incorporates the Spirit of Cricket and 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,  
the ECB "Safe Hands – Cricket's Policy for Safeguarding Children",  
the ECB Cricket Unleashed Strategy  
the ECB Inclusion and Diversity Policy,  
and any future updates or revisions of these.

To ensure that all members are aware of, and follow the Club's:  
Code of Conduct for Cricket Club Members & Guests. (Appendix 1),  
Code of Conduct/Set of Rules for Young People (Appendix 2),  
Club Inclusion and Diversity Policy (Appendix 3).  
Safeguarding Policy Statement (Appendix 4)  
Bar & Kitchen Management and Bar Rules (Appendix 5)

To encourage all members to participate fully in the activities of the Club.

#### 3. Membership.

a) Membership of the Club shall be open to anyone interested in cricket on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs. However, limitation of membership according to available facilities, and the requirements of cricket, is allowable on a non-discriminatory basis.

b) 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.

c) Any person may apply to become a Full Member of the Club. Upon acceptance by the Club, Full Membership will take effect from the 3rd day after payment of the Annual Subscription in full, or as the Honorary Treasurer or Club Membership Secretary otherwise agree, and completion and signing of the Club Membership Application Form.

Full Senior Membership shall include spouse or partner as Associate Member only.

d) new players may join the Club initially as Temporary Members, but after playing 3 games for the Club, Annual Subscriptions will become due, and they must apply to be a Full or Junior Member of the Club.

e) Junior/Family Membership of the Club is open to all Colts and young players, still in full time education on the 1<sup>st</sup> of April of the current season, playing for the Club. Upon acceptance by the Club, Junior/Family Membership will take effect from the 3rd day after payment of the Annual Subscription in full.

Junior Membership shall include members of the immediate family as Associate Members only.

f) Any person may apply to become a Social/Associate Member of the Club. Upon acceptance by the Club, Social/Associate Membership will take effect from the 3rd day after payment of the Annual Subscription in full.

g) All players shall be fully paid up Members of the Club, to be covered by the Club's insurance policies.

h) All paid up members of the Club will be deemed to have accepted and be subject to the Constitution of The Club and any Codes of Conduct that the Club has adopted.

Membership of the Club lapses if the Annual Subscription is not paid by the 1st of June.

i) The Club 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.

Any appeal against refusal or withdrawal of membership may be made to the Club Management Committee, who shall appoint an Appeals Committee to hear the appeal.

j) Only Full Members and Junior Members, who are 16 years of age or over on the 31<sup>st</sup> of October during the current season shall be entitled to vote at any Annual or Extraordinary General Meeting called by the Club Management Committee.

Associate Members shall not have any voting rights at any EGM or AGM. {see 5c below}

k) The Management Committee reserve the right to award LIFE MEMBERSHIP to any person who has provided outstanding service to the Club, over a period, and is nominated and approved by the Committee.

l) The Management Committee reserve the right to award HONORARY MEMBERSHIP to any person considered to be worthy of nomination and is approved by the Committee.

m) The Club Membership Secretary shall hold a list of all Club members, for Insurance and Licencing purposes.

#### **4. Subscriptions.**

a) Subscriptions and match fees shall be reviewed annually and fixed at the Annual General Meeting or any Extraordinary General Meeting of the Club.

Payment of subscriptions shall be made annually in full at a time set at such meeting.

b) All subscriptions should be paid to the Honorary Treasurer, or directly to the Club Bank Account by BACS or Direct Debit

c) The Club Membership Secretary will be responsible for maintaining a list of paid up members and their contact details.

## 5. Management of the Club.

Subject to these Rules the Committee shall have responsibility for the management of the Club, its funds, property and affairs, including the Clubhouse, grounds, equipment, coaching, training, medical and related facilities.

- a) The management of the Club shall be vested in a Management Committee comprising the Executive Officers of the Club, and a minimum of seven (7) other full members, including Honorary Officers, all of whom shall retire annually and be eligible for re-election at the Annual General Meeting.

At least 3 of the Committee must be unrelated to each other and not co-habiting.

The Committee shall consider and reflect the diversity and skills needed.

- b) The Executive Officers of the Club shall be: -

- i) President
- ii) Chairman
- iii) Vice Chairman
- iv) Honorary Club Secretary
- v) Honorary Treasurer

- c) Other Honorary Officers of the Club who shall report to the Management Committee and shall be elected annually at the Annual General Meeting:

- i) Fixture Secretary
- ii) Club Welfare Officer -- see d) below
- iii) Club Membership Secretary
- iv) Development Officer
- v) Senior Team Captains
- vi) Colts Team Managers

Club Officers and elected Committee Members shall be considered Full Members and shall have full voting rights at any EGM or AGM.

Club Trustees will be confirmed annually as Ex-Officio members of the Club.

- d) The Committee shall appoint a Club Welfare Officer to ensure compliance with safeguarding legislation and the ECB Safe Hands Policy. The Club Welfare Office shall report to the Management Committee meetings and the reports, together with any action taken, will be minuted.

- e) In the event of any vacancy, the Club Management Committee shall have the power to co-opt any full member of the Club to fill such vacancy until the post is re-elected at the next Annual General Meeting.

- f) The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are to be re-invested in the Club. No surpluses or assets will be distributed to members or third parties.

- g) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post-match refreshments and, (if relevant), other ordinary benefits of Community Amateur Sports Clubs as provided for in the Corporation Tax Act 2010, and the Community Amateur Sports Clubs Regulations 2015 (as modified by statute or re-enacted from time to time), the CASC Regulations.

- h) The Club may also in connection with the sports purposes of the Club:

sell and supply food, drink and related sports clothing and equipment.

employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present.

pay for reasonable hospitality for visiting teams and guests; and

indemnify the Committee and members acting properly during the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

- i) The Committee will have due regard to the law on disability discrimination and the safeguarding of children and vulnerable adults.
- j) Any Club Member's personal data stored by the Club will in accordance with the GDPR Regulations 2018.  
No personal data will be disclosed to any third party, except for cricketing purposes, without the knowledge and approval of the Member
- k) The Management Committee in office shall be responsible for all Club property and finance and shall administer and use such property and funds for the benefit of the Club, and its Members.
- l) All expenditure must be in line with delegated authorities agreed by the Management Committee.
- m) The Management Committee shall be responsible for the administration of the Club's finances, without taking on the personal responsibility for the debts of the Club.
- n) Any conditions considered by the Management Committee to be necessary for the Management and Good Order of the Club, not otherwise provided for in these rules, may be imposed from time to time by the Management Committee. Such conditions are to be confirmed at the next Annual General Meeting or Extraordinary General Meeting of the Club.
- o) The Trustees of the Club shall be appointed by the committee and shall hold office until death or resignation or removal from office by a resolution of the committee. The Trustees shall not be more than 4 in number nor less than 2, and the property of the Club shall be vested in them. They shall deal with the property of the Club as directed by resolutions of the committee and they shall be indemnified against any risk and expense out of Club property. Whereby reason of death, resignation, or removal, it becomes necessary to appoint a new Trustee, the committee shall make such a resolution. To giving effect to such a nomination, the Chairman is nominated as the person to appoint a new Trustee of the Club, within the meaning of the Trustee Act 1925 section 36. The Chairman shall be deed appoint the Trustee nominated by the committee as the new Trustee of the Club and the provisions of the Trustee Act 1925 shall apply to any such appointment.  
The names of the Club Trustees shall be confirmed at the Annual General Meeting.
- p) Any elected Management Committee member ceases to be such if they cease to be a member of the Club, resign, or are removed from the Management Committee for any just cause.
- q) The powers invested in the Management Committee shall be used to advance the aims and objectives of the Club, in a manner consistent with Club Rules and General Law.
- r) Communication with the Club shall be through the Club Secretary, who will advise other Management Committee, and Club Members as appropriate.

## **6) Sub- Committees.**

Sub-Committees may be set up from time to time to undertake duties specified by the Club Management Committee and shall be responsible to the full Management Committee for their actions.

## **7) Meetings.**

### **Management Committee**

- a) The Management Committee shall meet at least a minimum of 4 times per year.  
It may also be convened as often as appropriate, as situations dictate.  
Committee meetings may be held either in person or by telephone, televisual or other electronic or virtual means agreed by the Committee in which all participants may communicate simultaneously with all other participants.

m) Whenever a committee member has a personal interest in a matter to be discussed he/she must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote, having no vote on the matter concerned.

Conflicts of interest must be recorded and minuted.

c) All Committee meetings shall be private, and members of the Management Committee should not reveal to any non-Committee member how their vote or that of any other Committee member was cast. Minutes of the Management Committee Meetings will be available from the Club Secretary.

d) All Management Committee members shall become jointly responsible for decisions reached in Committee.

e) All decisions shall be by simple majority of those voting.

f) The Honorary Club Secretary shall in the case of all Management Committee meetings give seven days' notice to Committee members.

g) A quorum for all Management Committee meetings shall be six full Management Committee members.

h) In the event of a tie during any vote during Management Committee meetings the Chairman will have the casting vote.

### **Annual General Meeting**

All Members may attend all General Meetings of the Club in person.

Only Full Members and Junior Members, who are 16 years of age or over on the 31<sup>st</sup> of October during the current season shall be entitled to vote at any Annual or Extraordinary General Meeting called by the Club Management Committee.

Associate Members shall not have any voting rights at any EGM or AGM.

The Annual General Meeting ordinarily shall be held at the clubhouse in Knellars Lane. The committee may decide to find an alternative venue or hold the meeting electronically should it not be possible or desirable to hold the meeting in the clubhouse.

- a) The meeting should ordinarily be held by 31<sup>st</sup> of December but in exceptional circumstances, can be delayed by a month to 31<sup>st</sup> January.
- b) Prior to all Annual General Meetings the Honorary Club Secretary shall give a minimum of 14 days' notice to all members.
- c) Members must advise the Honorary Club Secretary, in writing, of any business to be included in the Agenda of the AGM, at least 7 days before the meeting.
- d) Nominations for Senior Team Captains and Colts Managers must be submitted to the Club Secretary before the start of the Annual General Meeting.

The business of the Annual General Meeting shall be to:

Confirm the Minutes of the previous Annual General Meeting  
Receive the authorised accounts for the year from the Honorary Treasurer  
Receive the Annual Report from the Management Committee  
Elect the Executive Officers of the Club  
Elect other Officers of the Club  
Review and confirm the Annual Subscription and Match fees for the following season  
Transact any other business received in writing by the Honorary Club Secretary and included in the agenda.

All decisions made at an Annual General Meeting should be by a simple majority vote, by members attending the meeting. If the meeting is to be held electronically, the secretary will communicate to the members by email the voting process that will be adopted.

## **Extraordinary General Meeting.**

An Extraordinary General Meeting may be called either by: -

i) A majority of the Management Committee

Or by

ii) A written request signed by not less than 25% of the full membership.

a) The Honorary Club Secretary shall in the case of all Extraordinary General Meetings, give 14 days' notice in writing to the full membership.

b) The EGM should be held no less than 21 days from receipt of the request for a meeting.

If the Committee fails to call a meeting within 14 days of receiving a valid request from the members, then the requisitioners may themselves call a meeting.

c) A quorum for all Extraordinary General Meetings shall be 25% of the full membership.

d) All proposals will be passed by a simple majority vote, except in the case of changes to The Constitution and Rules of the Club (see 12b).

## **8. Financial Affairs**

a) The Club financial year shall end on 30<sup>th</sup> September each year. The Balance Sheet and Accounts shall be prepared for each financial year, duly authorised, and presented at the Annual General Meeting by the Honorary Treasurer for acceptance.

b) The Honorary Treasurer shall be responsible for the finances of the Club and shall prepare and present an Annual Report at the Annual General Meeting.

c) All major financial transactions shall be performed through a Bank Account, in the name of the Club.

d) The Management Committee shall ensure that the Club maintains adequate and appropriate Insurance to cover the activities and assets of the Club.

e) The Club may also in connection with the sports purposes of the Club supply and sell food, drink and related sports clothing and equipment.

f) The Club shall indemnify the Management Committee and members acting properly during the running of the Club against any liability incurred in the proper running of the Club and will maintain adequate relevant insurance to cover such liabilities.

## **9. Disclosure**

Annual Club Reports and Statement of Accounts must be made available, on request, for inspection by any member, and all Club Records may be inspected by any Committee Member.

## **10. Discipline and Appeals**

All complaints regarding the behaviour of members of the Club, shall be notified in writing to the Honorary Club Secretary, who will advise the Executive Officers of the Club.

The Management Committee will appoint a Disciplinary sub Committee who will meet to hear complaints within 10 days of receipt of a complaint.

Any member requested to attend a Disciplinary hearing shall be entitled to be accompanied by a colleague, or fellow member, and to call witnesses

The result of the Disciplinary hearing will be put in writing to

- the person who lodged the complaint
- the member against whom the complaint was raised
- the Management Committee

The Management Committee has the power to impose appropriate disciplinary action, (in line with the ECB and Hampshire Cricket League Disciplinary Procedure and Penalties), or to withdraw membership of the Club.

There shall be a right of appeal to the Management Committee against either the finding or the penalty imposed, following disciplinary action being taken.

The Management Committee shall appoint an Appeals Committee, who shall meet within 10 days of receipt of such appeal, to review and report on the disciplinary report and penalty imposed.

#### **11. Selection Policy**

The Club will try to select the best, balanced sides in line with player availability, except in cases where youth development is considered beneficial to the development of the player and the Club.

#### **12. Religion and Politics.**

Langley Manor Cricket Club shall be Non-Sectarian, Non-Political, and Non-Sexist.

#### **13. Alteration of the Club Constitution & Rules.**

a) The Constitution and Rules of the Clubs may only be altered at the Annual General Meeting or an Extraordinary 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 CASC Regulations and not in any event to alter its purposes (unless the procedure set out in 12 c) has been followed or winding up provisions.

b) Notice of such changes shall be notified to all Club Members in writing at the time of notification of that meeting.

c) The Club Purposes may be changed to include another eligible sport if the Committee unanimously agree, and the members also agreed the change by a 75% majority of votes cast.

#### **14. Nominations and Proxy Votes.**

a) Nominations for the election of  
Executives Officers of the Club  
Honorary Officers of the Club

shall be made to the Honorary Club Secretary, in writing, at least 7 days prior to the Annual General Meeting.

Each nomination shall be supported by.

- i) Two other Club members as Proposer and Seconder.
- ii) The signature of the nominee agreeing to the nomination.

Proxy votes will not be accepted.

#### **15. Closure of the Club.**

- a) In the event of the Club closing down, the Management Committee will be responsible for the orderly winding up of the Club's affairs.
- b) After settling all the liabilities of the Club, the Club assets shall be disposed of by the Management Committee to the best financial advantage of the Club, and the proceeds shall be added to the Club funds, which shall be allowed to rest at a Bank nominated by the Management Committee in the names of the Trustees of Langley Manor Cricket Club.

The Trustees will retain the responsibility to dispose of these accrued funds by making donations to other local cricket Clubs/Associations or to the Lords Taverners, for use by them for related community sports, as deemed appropriate.

c) In no case shall the funds or assets be distributed to any members.

**16.** The Club Committee shall be empowered to take such action as may be considered necessary in the event of the any breach of the foregoing Rules.

**17. Declaration**

Langley Manor Cricket Club hereby adopts and accepts this Constitution as a current operating document regulating the actions of the Club and its members

Adopted at Langley Manor Cricket Club Annual General Meeting 2018

.....

T LONGMAN  
Club Chairman

16<sup>th</sup> January 2022

.....

L PAYNE  
Honorary Club Secretary

16<sup>th</sup> January 2022



# APPENDIX 1

## CODE OF CONDUCT FOR CRICKET CLUB MEMBERS & GUESTS

Members and Guests of Langley Manor Cricket Club are required to abide by the provisions of this Code of Conduct and any subsequent updates as may be in force from time to time, and by their presence on club premises or at club events or activities are deemed to have accepted and to abide by the provisions of this Code and any other relevant Codes of Conduct, Rules or Regulations the Club has adopted.

All Members and Guests of Langley Manor Cricket Club will:

- Respect the rights, dignity and worth of every person within the context of Cricket
- Treat everyone equally and not discriminate on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, religious belief, class or social background, sexual preference or political belief
- Not condone, or allow to go unchallenged, any form of discrimination if witnessed
- Display high standards of behaviour
- Promote the positive aspects of Cricket e.g., fair play
- Encourage all participants to learn the Laws and rules and play within them, respecting the decisions of match officials
- Actively discourage unfair play, rule violations and arguing with match officials
- Recognise good performance not just match results
- Place the well-being and safety of children above the development of performance
- Ensure that activities are appropriate for the age, maturity, experience, and ability of the individual
- Respect children's opinions when making decisions about their participation in Cricket
- Not smoke, drink, or use banned substances whilst actively working with children in the Club.
- Not provide children with alcohol when they are under the care of the Club
- Follow ECB guidelines set out in the 'Safe Hands – Cricket's Policy for Safeguarding Children' and any other relevant guidelines issued
- Report any concerns in relation to a child, following reporting procedures laid down by the ECB

- In addition to the above, all Club Officers and Appointed Volunteers will:
  - Have been appropriately vetted, if required, before taking on their role
  - Hold relevant qualifications and be covered by appropriate insurance
  - Always work in an open environment (i.e., avoid private or unobserved situations and encourage an open environment)
  - Inform Players and Parents of the requirements of Cricket
  - Know and understand the ECB's 'Safe Hands – Cricket's Policy for Safeguarding Children'
  - Develop an appropriate working relationship with young players, based on mutual trust and respect
  - Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the young player's full consent and approval
  - Not engage in any form of sexually related contact with a young player. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms. The ECB adopts the Home Office guidelines which recommend the principle - "People in positions of trust and authority do not have sexual relationships with 16-17 year olds in their care"
  - Attend appropriate training to keep up to date with their role, especially that relating to the Safeguarding of children
  
- If a breach of the provisions or principles of this Code occurs or is reasonably suspected to have occurred the Club reserves the right to take such action as it deems appropriate, including but not limited to asking the person responsible for the breach to leave the Club premises. Any disciplinary or complaint hearings in connection with a breach of these rules shall be dealt with in accordance with the disciplinary procedure as set out in the Club constitution or Cricket Section Regulations as may be amended from time to time.

**Adopted by the Langley Manor Cricket Club: January 2018**

\* Members and Guests include all members, officers and volunteers of the Cricket Club and all guests of those members, officers, and volunteers, as well as all individuals who watch / attend / participate / officiate in matches hosted by the club in whatever capacity

## **APPENDIX 2**

### **POLICY STATEMENT: YOUNG PLAYERS CODE OF CONDUCT**

As a club it is our policy for children and young people to come to a safe and friendly environment to learn how to play cricket, to take part in matches, to have fun, to be with their friends and to keep fit

Whilst being fun, cricket can also be dangerous. It is therefore important for all young players to understand that it is necessary to have a code of conduct for their personal welfare and safety.

This code of conduct provides young players with details of acceptable and unacceptable behavior, and the expectations of others in relation to good practices. Breaches of these codes of conduct will initially be managed at club level or at regional level as appropriate in each individual circumstance.

**It is expected that all Young Players representing The Club should-**

- ❖ Have a positive attitude towards other young people and adults
- ❖ Respect the rights, of every other young person
- ❖ Treat, and expect to be treated with dignity and respect
- ❖ Support other players and not poke fun or bully
- ❖ Listen to coaches/managers when being instructed to improve my cricket
- ❖ Use appropriate language and not be offensive
- ❖ Learn and play within the laws of cricket, always respecting the decisions of match officials
- ❖ Be an example in following fair play

**Best practice if a young player contravenes the Code:**

- ❖ Coaches/ age group manager to speak directly with the young player regarding their conduct explain why the young player's behavior is not acceptable
- ❖ Parents/guardians to be informed verbally of any behavioral concerns

- ❖ If concern is resolved, no further action to be taken but recorded by the coach or age group manager for possible future reference
- ❖ If unacceptable behavior persists a total of two further verbal warnings should be given to the young player and reported to parents/guardians and recorded. To be explained to young player why their behavior is not acceptable
- ❖ If unacceptable behavior persists a letter to be sent to parents outlining the problem and the young player informed. A meeting with parents/guardians, young player coach, age group manager and a club welfare officer is to be held and an agreed plan put in place
- ❖ If after the agreed plan is put in place and the unacceptable behavior continues, a meeting is to be held with the coach, age group manager and a club welfare officer to decide the future club membership of the young player.
- ❖ If it is deemed necessary to revoke the young player's membership a letter will be sent to the parents/careers explaining the reasons why and that any membership fees paid are not able to be refunded
- ❖ Parents will have the right of appeal to the Club Chairman whose final decision will stand.

If young players or parents have any concerns regarding being subject to any negative behavior from others, please report them to any club official so they can be investigated and hopefully resolved as soon as possible.

Approved by Langley Manor Cricket Club – January 2018

## APPENDIX 3

### CLUB INCLUSION & DIVERSITY POLICY

Langley Manor Cricket Club, in all its activities, is fully committed to the principles of equality of opportunity in cricket, and to ensuring that its employees, members and all other individuals working or volunteering for Langley Manor Cricket Club, and participating in or watching Langley Manor Cricket Club's activities are treated fairly and are able to conduct their activities free from discrimination, harassment or intimidation.

- Langley Manor Cricket Club in all its activities will not discriminate, or in any way treat anyone less favorably against on the grounds of age, gender, disability, race, parental or marital status, pregnancy, religion or belief or sexual orientation.
- Langley Manor Cricket Club will not tolerate harassment, bullying, abuse or victimization of individuals.
- Langley Manor Cricket Club will endeavor to create access and opportunities for all those individuals who wish to participate, and are lawfully eligible to participate, in its activities.
- Langley Manor Cricket Club will ensure that it complies with the requirements of the Equality Act 2010 and shall take all reasonable steps to ensure that its members and volunteers adhere to these requirements and this policy.
- This policy is fully supported by the Langley Manor Cricket Club's officers and Management Committee who are responsible for the implementation of this policy.

Langley Manor Cricket Club is committed to the investigation of any claims when brought to its attention, of discrimination, harassment, bullying, abuse or victimization of an individual, and reserves the right to impose such sanction as it considers appropriate and proportionate, where such is found to be the case.

- If any member, volunteer, participant or spectator feels that he has suffered discrimination, harassment, bullying, abuse or victimization, they should report the matter in writing to the Management Committee of Langley Manor Cricket Club.
- Any such report should include details of what occurred; when and where the occurrence took place; any witness details and copies of any witness statements.
- If the accused individual is a non-employee, the Management Committee:
  - may decide (at its sole discretion) to uphold or dismiss the complaint without holding a hearing.
  - may (at its sole discretion) hold a hearing at which both parties will be entitled to attend and present their case.
  - will have the power to impose any one or more of the following sanctions on any person found to be in breach of any policy: (a) warn as to future conduct; (b) suspend from membership; (c) remove from membership; (d) exclude a non-member from the facility, either temporarily or permanently; and (e) turn down a non-member's current and/or future membership application; and
  - will provide both parties with written reasons for its decision.

- A party may appeal a decision of the Management Committee to the relevant County Cricket board by writing to the relevant County Cricket Board within 3 months of Langley Manor Cricket Club's decision being notified to that party.
- If the nature of the complaint is about the Management Committee of the Langley Manor Cricket Club, the complainant may report the complaint directly to the relevant County Cricket Board.

This policy will be reviewed periodically by the Langley Manor Cricket Club in consultation with the Guidelines issued by the England and Wales Cricket Board Limited.

Approved by Langley Manor Cricket Club – January 2018

## APPENDIX 4

### SAFEGUARDING POLICY STATEMENT

Langley Manor Cricket Club is committed to ensuring all Children (i.e., all persons under the age of 18) participating in cricket have a safe and positive experience. We will do this by:

- ❖ Recognizing all children participating in cricket (regardless of age, gender, race, religion, sexual orientation, ability, or disability) have the right to have fun and be protected from harm in a safe environment
- ❖ Ensuring individuals working within cricket at, or for, our club provide a welcoming, safe, and fun experience for children
- ❖ Adopting and implementing the England and Wales Cricket Board (ECB) “Safe Hands – Cricket’s Policy for Safeguarding Children” and any future versions of this
- ❖ Appointing Club Welfare Officers (Male & Female) and ensuring they attend all current and future training modules required by the ECB
- ❖ Ensuring all people who work in our club and have close contact with children (such as, coaches, team managers, officials, and parent volunteers,) have a responsibility for safeguarding children, and understand how the “Safe Hands Policy” applies to them
- ❖ Ensuring all individuals working within cricket at, or for, the club are recruited and appointed in accordance with ECB guidelines and relevant legislation
- ❖ Ensuring all individuals working within cricket at, or for, the club are provided with support, through education and training, so they are aware of, and can adhere to, good practice and Code of Conduct guidelines defined by the ECB, and the club
- ❖ Ensuring the names and contact details of the Club Welfare Officers are available: - As
  1. The first point of contact for parents, children, and volunteers/staff within the club
  2. A local source of procedural advice for the club, its committee, and members
  3. The main point of contact within the club for the ECB County Welfare Officer and the ECB Safeguarding Team, and
  4. The main point of contact within the club for relevant external agencies in connection with child safeguarding
  5. Ensuring correct and comprehensive reporting procedures exist for raising and managing child safeguarding concerns
- ❖ Providing an environment where the views of children, parents and volunteers are sought and welcomed on a range of issues. This will help us create an environment where people can voice any concerns (about possible suspected child abuse/neglect and/or about poor practice) to the Club Welfare Officers
- ❖ Details of the County Welfare Officer will be made available, in case the Club Welfare officers are unavailable, or the concern relates to the Club Welfare officers

- ❖ Ensuring all suspicions concerns and allegations are taken seriously and dealt with swiftly and appropriately
- ❖ Ensuring access to confidential information relating to child safeguarding matters is restricted to those who need to know to safeguard children – including the Club Welfare Officers and the appropriate external authorities, such as the Local Authority Designated Officer (LADO), as specified within ECB child safeguarding procedures

Approved by Langley Manor Cricket Club – January 2018



## **APPENDIX 5**

### **BAR & KITCHEN MANAGEMENT AND BAR RULES**

The business of the bar and kitchen facility will be managed by a sub committee appointed by the Committee. The members of the subcommittee shall be elected members of the Club over eighteen years of age. They will be responsible for:

- i) Manning, ordering of stock, maintenance and cleanliness of the bar and kitchen facilities.
- ii) Ensuring that the terms of the license are met.
- iii) Ensuring that no personal payment in cash or kind is received about the purchase or sale of alcohol. Any such gain must be for the benefit of the Club as a whole.
- iv) The Bar Rules are to be displayed at the Bar.
- v) The Club Premises License will be displayed on the notice board.
- vi) The operation of the Kitchen and Bar facility will be carried out in such a manner to comply with the Requirements and Guidelines issued by the Food Standards Agency.

### **BAR RULES**

- 1 No alcohol to be served to persons under 18 years of age, identification must be produced on request.
- 2 No alcohol to be sold to any member, knowingly that the alcohol is to be consumed by a member under the age of 18.
- 3 Only persons authorised by the committee are allowed to serve at the Bar.
- 4 Only Club Members (or temporary members, e.g., visitors) are permitted to purchase alcoholic drinks from the Bar.
- 5 Bar opening hours shall be in accordance with the Club Premises License, under which the Club is licensed at any time.
- 6 Visiting opposition teams, their members and officials will be considered temporary members of the Club for the day. They must be signed in the Visitors Book, by their Captain.
- 7 The visiting Captain will be responsible for the behaviour of his Club's members and officials whilst on Langley Manor Cricket Club premises.

All Members present in the Club shall be responsible for the maintenance of Good Order, Behavior and Speech. Any improper conduct by a Member, visitor or guest at the Club premises shall be dealt with as considered appropriate at that time.

Approved by Langley Manor Cricket Club – January 2018