

**CODE OF CONDUCT**

**CONSTITUTION**

**CRICKET SECTION RULES**

**TENNIS SECTION RULES**

## **CODE OF CONDUCT**

**Respect and Behaviour** All club members and club officials must show tolerance, courtesy, good manners, fairness, honesty and integrity in their dealings with club members, officials, club members' guests, playing and social visitors.

**Equality** The club is opposed to discrimination in any form. All club members have a responsibility to make everyone feel welcome and to ensure that membership of the club is a positive experience.

**Safety and Responsibility** All club members will act responsibly and look to protect and ensure the safety of everyone at the club at all times and particularly to consider the well being and care of junior players and visitors.

**Fair Play** All club members will respect the rules of the sports of tennis and cricket and address disputes with dignity and appropriate language.

**Club Reputation** All club members should endeavour to protect and further the club's good reputation at all times. When representing the club all players and officials will observe the principles in this Code of Conduct.

### **Resolving Differences**

All club members will endeavour to resolve differences in the following order:

1. Between the parties involved.
2. By reference to the appropriate club section secretary, tennis junior secretary, colts manager or the club child protection officer who will determine the course of action to be followed.
3. By reference to the appropriate section or club committee.
4. Where reference is made to a section committee and the difference remains unresolved further reference may be made to the club's general committee
5. The section or junior committees shall have the power to censure any of their section members or suspend any of their section or junior members' playing or membership rights and may suspend such rights for up to four weeks. Suspension beyond four weeks or recommendations as to expulsion must be referred to the club general committee.
6. Removal of a club or section officer or committee member shall require an EGM of the club or section as appropriate.
7. All disciplinary action pursuant to this code shall be subject to a right of appeal to an EGM in accordance with club rule D2.

### **Highgate Cricket & Lawn Tennis Club**

Shepherd's Cot Park Road London N8 8SY 020 8340 6534 [www.highgate-cltc.co.uk](http://www.highgate-cltc.co.uk)

## **CONSTITUTION**

Highgate Cricket and Lawn Tennis Club (with Brookside)

The object of the Club is to provide facilities for and promote participation of the whole community in the sports of cricket and tennis. The income and property of the Club shall be applied solely towards promoting the Club's objects as set forth in these rules and no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club.

### **Section A The Club**

**A1** The Club shall be called the Highgate Cricket & Lawn Tennis Club.

**A2** The Club colours shall be Red, Blue & Yellow.

**A3** The Club's financial year shall run from 1st November in each year to 31st October in the following year.

**A4** No Club rule shall be altered, rescinded or added to unless by the consent of a majority of two-thirds of those Members voting at a General Meeting of the Club and notice of any proposed alteration shall be sent to the General Secretary, in time for it to be circulated with the notice of the meeting.

### **Section B Lands and Buildings**

**B1** The playing areas as at present constituted, shall be devoted to the playing of Cricket and Lawn Tennis.

**B2** The Club property shall only be used for Club purposes unless specifically authorised by the General Committee.

**B3** The Club lands are held in Trust by The Trustees of The Shepherds Cot Trust contained in a trust Deed dated 2nd December, 1981.

**B4** No monies shall be borrowed upon the security of the grounds of the Club.

**B5** The purchase of intoxicating liquors may be made by all Members and their bona-fide guests and, at the discretion of the General Committee, to Members of visiting Clubs playing arranged sporting fixtures or visiting the Club for the purpose of taking part in the Club's social events, provided always that persons, other than those previously specified, may, at the discretion of the General Committee, be permitted to partake in the purchase of intoxicating liquors and other bar facilities, when visiting the Club for social, sporting or similar functions.

**B6** The Club is a Community Amateur Sports Club. The Club Members shall not be entitled to dissolve the Club and distribute its assets to themselves. In the event the Club shall dissolve and is not amalgamated with any other Community Amateur Sports Club the Club's assets shall be distributed to the English Cricket Board and Lawn Tennis Association or their successors in accordance with the ratio of cricket and tennis members registered at the time of such dissolution.

**B7** The Club's database, records, email addresses, website and all intellectual property created in connection with the Club's activities is the property of the Club and shall not be used by members for any purpose that has not been authorised by the General Committee.

### **Section C Membership**

#### **C1 (a) Admission of Members**

There should be full open membership to all of the community. Any person who wishes to become a Member must submit an application in such form as the Tennis or Cricket Committees shall decide. Every candidate for Membership shall be considered by the Tennis or Cricket Committees, which shall admit that candidate to Membership of the Club unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the Club.

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Applications for new membership will be processed on receipt of the subscription and, if applicable, joining fee, without the need for being proposed by an existing member. The club must provide that the parent/carer/guardian of any under 18 member is given automatic non-voting membership status in the club. Our subscriptions should be fair with reduced fees for students, unwaged, colts, pensioners. Member's financial difficulties should be considered when collecting subscriptions.

**(b)** Applications for non-playing (social) Membership will be dealt with by the General Committee.

**(c)** In the case of a person wishing to join both sections of the Club, the application shall be considered by both sections at the next following General Committee Meeting, and each may accept or reject the application.

**C2** In case any Member shall, in the opinion of the General Committee, commit an act of misconduct and/or bring discredit upon the Club, the General Committee shall have the power to expel such Member from the Club by a two-thirds majority of such meeting. (Any such decision is subject to a right of appeal under Rule D.2).

**C3** The Annual Subscriptions, entrance fees and match fees, shall be determined from time to time by the General Management Committee.

**C4** The General Committee may at any time nominate any person, being a full Member, for election as an Honorary Life Member, without subscription, in recognition of valuable services to the Club. Such nomination shall then be submitted to the next Annual General Meeting for decision by the Members. Election shall be by simple majority vote.

**C5** A complete list of the names and addresses of Members shall be kept at the Clubhouse.

**C6 (a)** Subscriptions shall become due on the 1st April of each year.

**(b)** If any Member's subscription is not paid within one month of the due date, the General Committee shall be informed and they shall be empowered to deem the Membership lapsed and subject to a re-joining fee. It is the responsibility of the section committee concerned to apply this rule.

**(c)** Where Membership is for less than a full year or in other exceptional circumstances, a reduced subscription may be authorised at the discretion of the section committee, subject to authorisation by the General Committee.

#### **Section D General Meetings**

**D1** An Annual General Meeting of the Club shall be held during the Spring of each year (subject to unforeseen circumstances), for the purpose of receiving accounts for the past year ended 31st October, and for general business, including the election of all officers and Members of the General Committee. Fourteen days notice of such meeting shall be given. All Members (including Junior and Social Members) shall be entitled to vote at this meeting. The Chairman shall have a casting vote. Twenty-five Members shall constitute a quorum.

**D2** Upon receipt of a requisition for an Extraordinary General Meeting, signed by not less than 25 Members, stating the purpose for which such meeting is to be called, the General Secretary shall issue notices of such meeting. Fourteen days notice of such meeting shall be given to all Members.

#### **Section E Officers and Committee**

**E1** The Officers of the Club, being The Chairman, The Hon. General Secretary, The Hon. Treasurer, The Bar Secretary and Social Secretary, shall be elected annually at a General Meeting and shall be nominated, in writing, by not less than two full Members. Such nominations shall reach the General Secretary not less than 28 days prior to the date of the Annual General Meeting.

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**E2** The remaining Members of the General Committee shall consist of four members from the Cricket Section Subcommittee and four members from the Tennis Section Subcommittee.

**E3** The General Committee shall direct the general affairs of the Club, have control of the finances of the Club and have power to fill any vacancy which may occur during the year in the Officers of the Club or Members of the Committee and shall consist of:

- (i) The Chairman, the Hon. General Secretary and the Hon. Treasurer.
- (ii) The Captain and Secretary of both the Cricket and Tennis sections.
- (iii) A minimum of four duly elected representatives of each section.
- (iv) The Bar Secretary.
- (v) The Social Secretary.

**E4** Meetings of the General Committee shall be held at least once a month throughout the year. At such meeting, five Members shall constitute a quorum. The Chairman shall have a casting vote.

**E5** The Hon. General Secretary shall attend and take minutes at all meetings of the General Committee. He/she shall send out all general notices and generally carry out the directions of the General Committee.

**E6** The Hon. Treasurer shall receive all monies and make all payments, subject to the control of the General Committee, and keep the accounts of the Club. He/she shall also attend all meetings of the General Committee and at such meetings, shall provide details of the current financial situation.

**E7** An Honorary Auditor shall be elected at the Annual General Meeting to audit the Club accounts before presentation to Members.

**E8** General Committee Members must put the interests of the Club first. General Committee members who have coaching interests in competition with the Club are not entitled to serve as Committee members.

#### **Section F Sub-Committee**

**F1** The Cricket and Tennis Sub-Committees shall manage the affairs of their respective sections of the Club and may make such regulations as shall, in their opinion, be for the benefit of that section, provided always that such regulations do not conflict with the general rules of the Club.

**F2** The Sub-Committee Secretaries shall attend and take minutes of the proceedings at all meetings of their respective sections Sub-Committees and carry out their directions.

**F3** In case of any vacancy, temporary or otherwise, in any of the Sub-Committees during a current year, the remaining Members of the Sub-Committee in which the vacancy occurs, shall have the power to fill the same.

This Constitution (Club rules) was passed at the Annual General Meeting of the Club held on 2nd April, 1995 and amended at the Club AGM held on 16 March 2003 and further amended at the Club AGM held 5 March 2006. Amended at EGM 2009 and further amended at Club AGM 27th March 2011.

## **CRICKET SECTION RULES**

**1** The AGM of the Cricket Section will take place between 1st September and 31st December in each year. 21 days notice of this date will be given and the agenda sent out or posted on the cricket section website.

**2** The Cricket Committee will consist of:

Cricket Chairman

Saturday League Captains

Sunday Captains

Mid-Week Captain

Cricket Secretary

Fixture Secretary

Cricket Treasurer

Colts Development Manager

Hire outs Secretary

The Ground Manager

Chair of Selectors

Membership Secretary

Webmaster

Committee members x2

**3** Voting and nomination procedure

i The positions set out in 2 above will be voted on at the AGM by those entitled to vote either by reason of presence at the meeting or by having voted in the manner set out in vi below.

ii Each paid up member, including colts, will be entitled to vote and to attend the AGM. In the case of colts under 16 that entitlement to vote and attend the AGM shall be exercised by one parent.

iii Nominations, which shall be in writing, for each of the above committee positions must be received by the Cricket Secretary and/or the Club Chairman no later than 7 days before the AGM.

iv In the event of more than one candidate standing for any position (or more than two for general committee positions) the Cricket Secretary will indicate on the website that there will be a contested election and invite votes as set out in vi below.

v Should there be no nomination received for any post 7 days before the AGM, nominations will be accepted up to and at the AGM.

vi Once nominations have been received in accordance with iii above, those members entitled to vote may do so at any time up to and including the day before the AGM by email addressed to the Cricket Chair and/or the Cricket Secretary.

vii Should there be more than one candidate for any post (or more than two for general committee positions) by reason of nominations accepted pursuant to v above, the Cricket Secretary may, in his absolute discretion, allow voting in accordance with vi above or may restrict the voting to those present at the AGM.

viii In the event of there being a contested election, votes at the AGM will be taken by secret ballot, and the identity of those who voted by email will not be disclosed except to the Cricket Chair and Cricket Secretary.

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4 Before accepting nomination for these positions, members must be aware of the responsibilities that go with them and should discuss the position and its responsibilities with the incumbent and/or the Cricket Chair.

5 The Cricket Committee will meet at least three times in each calendar year. 5 members of the committee will constitute a quorum.

6 The General Committee of the Club meets monthly and as part of the responsibilities attached to being a member of the Cricket Committee members will be expected to support the General Committee and attend the monthly meetings where possible.

7 Team Captains (or vice captains), Cricket Chairman and the Chair of Selectors must meet no later than Tuesday of each week to select teams for that week and this meeting shall apply the Selection Policy published in the Players Handbook and on the website. Members will themselves comply with that policy.

8 Responsibilities of the Committee

**The Membership Secretary** will be responsible for the collection of annual subscriptions.

**The Club Secretary** will be responsible for liaising with all leagues and the general administrative functions of the club and the liaison with the General Committee

**The Fixture Secretary** will co-ordinate league fixtures and arrange friendly fixtures as required.

**The Cricket Chairman** will be responsible for over viewing selection and the club's general development.

**The Chair of Selectors** will be responsible for chairing the weekly selection meeting having previously collated all availability and for ensuring compliance with the published selection policy

**Team Captains** are match secretaries and must make sure match fees are collected after every game, keep good records and report regularly to the selection committee

**The Ground Manager** will be responsible for all matters relating to our home ground and liaising with all groundsmen at both home and away grounds

**Colts Development Manager** will be responsible for coordinating the work of the colt's team managers and liaising between them and the cricket committee

**The Webmaster** will be responsible for the content of the website (not its drafting) to ensure that the Club stays compliant with these Rules, child protection laws and generally

**The Hire Out** will be responsible for all hire out arrangements at the Club

**The Fixtures Secretary** will be reassemble for organising all fixtures at the Club and will ensure that the fixtures and the hire outs dovetail

**The Cricket Treasurer** will be responsible for the management of the Club's finances and will liaise with the Club Treasurer and the General Committee in respect of all matters financial.

9 Membership of the club will be from January 1st to December 31st of each year. Annual subscriptions become due on January 1st. The level of subscriptions and the categories of membership are set by the Cricket Committee. Members who have not paid their subscription by 30th April will not be selected for any team.

10 Members who bring the club into disrepute by word or action or fail to comply with these Rules will be subject to any of the following as decided by the Cricket Committee

- a) exclusion from club teams
- b) suspension – not able to use club facilities
- c) expulsion from the club

11 All members of a team are expected to carry out any reasonable duty required of them by the Captain/Vice Captain on the day of the match and will fully comply with the responsibilities expected of him or her as set out in the Player's Handbook and the Child Protection Policy

12 Cricket Committee Members must put the interests of the Club first. Cricket Section members who have business, coaching or other interests in competition with the Club are not entitled to serve as Cricket Committee members.

13 Cricket Section members who play league Cricket for other clubs are not entitled to serve as Cricket Committee members.

14 The Cricket Committee will be entitled from time to time to set up sub committee to deal with specific matters such as sponsorship, grant applications, ground development or recruitment and will be entitled to co-opt on to these sub committees non committee members if it so decides where specialist skills are required.

Highgate Cricket section adheres to the principles and guidelines of the ECB Cricket Equity Policy and any future versions of the Policy. Highgate Cricket section adheres to the principles and guidelines of the ECB 'Safe Hands Policy for Safeguarding Children' and any future versions of the Policy.

As agreed at an AGM September 2003, amended at an AGM on March 5th 2006 as amended further 2008 and at Club AGM 27th March 2011

## **TENNIS SECTION RULES**

- 1** The Tennis Section Committee shall consist of the Tennis Captain, the Tennis Secretary and 7 tennis section members.
- 2** The Club Coach should attend all Tennis Committee meetings whenever possible. The Coach should be allowed to vote unless there is a conflict of interest e.g. coaching issues.
- 3** Except when a Committee Member leaves, the Committee shall not be entitled to co-opt new Tennis Committee members.
- 4** It is the role and duty of Tennis Committee Members to support at all times the Tennis Captain, the Tennis Secretary and each other, and to abide by the decisions of the Tennis Committee.
- 5** Changes in team selection, captaincy and other sensitive or important membership issues should wherever possible be discussed with the individuals involved prior to meetings. Contentious issues should be put on the agenda in advance wherever possible and not raised under Any Other Business unless time or circumstances prevent this. All members have the right to have an item they wish discussed put on the meeting's agenda.
- 6** The Committee shall be entitled to delegate its functions including Membership Secretary, coaching or junior development to individual members or sub-committees as it sees fit.
- 7** The Committee shall be entitled to elect from Committee members a Chair to act as a neutral Chair of the Committee's meetings. The Chair may be the Tennis Captain. The Chair does not have a casting vote. The Chair must act at all times in a neutral and impartial manner.
- 8** Tennis Committee Members must put the interests of the Club first. Tennis Section members who have coaching interests in competition with the Club are not entitled to serve as Committee members.
- 9** Tennis Committee members who wish to play competitive tennis for other clubs must seek the permission of the Tennis Committee to do so. This should be in advance where reasonably practical.
- 10** Nominations for Tennis Captain, Tennis Secretary and Committee Members shall be given 1 month in advance of the Tennis Section AGM, providing notice of the AGM is given 2 months before the AGM date.
- 11** 4 Committee Members shall be elected as Club General Delegates at the first Tennis Committee Meeting following the AGM.
- 12** Wherever possible, the Tennis Section AGM shall take place immediately before the Club AGM.

As agreed at 2003 tennis section AGM