

## L&DCC CONSTITUTION 2017

### 1. Name

The name of the Competition will be the 'Liverpool & District Cricket Competition - an ECB Premier League' qualified by the name of a sponsor, if applicable (hereinafter referred to as L&DCC).

### 2. Objects

- 2.1 To arrange cricket matches between member clubs.
- 2.2 To encourage the playing of the game in a proper cricket spirit. The Spirit of Cricket will apply.
- 2.3 To foster and develop the playing of cricket at all levels - from juniors through colts to senior players - to enable all to achieve their maximum potential and enjoyment leading to the greatest success for the representative teams and the individuals selected.

### 3. Membership

- 3.1 A 'member' club is defined as any full or associate member club.
- 3.2 Full membership is to be limited to 36 clubs which will compete on all scheduled dates of the official fixture list and will enter a team in 1st and 2nd XI competitions. Each full member club should enter at least one team in a 3rd XI competition. In these Rules & Regulations reference to 3rd XIs shall apply equally to 4th and lower XIs.

- 3.3 Associate membership will only be granted to clubs elected solely to compete in a 3rd XI competition

#### 3.4 Promotion & Relegation

- 3.4.1 Clubs promoted from Feeder Leagues shall be deemed to have acceded to full membership on the 1st January in the year immediately following their promotion. Their 2nd XIs will also be promoted.
- 3.4.2 Promotion and Relegation to and from the 2nd Division resumed in September 2015. One club will be promoted and one club will be relegated if all criteria are met fully. Thereafter clubs shall be deemed to have ceased from full membership on the 31st December in the year of their relegation.
- 3.5 ECB Feeder League status is granted to the Southport & District Amateur Cricket League.
- 3.6 Resignation from membership for the following season must be received in writing by the Honorary Secretary not later than 31st March. In the event of such a vacancy occurring, a Special General Meeting will be called at the earliest convenient date. No member club will negotiate with any other league for membership thereof without first obtaining the written permission of the Management Committee. If such a vacancy occurs, in the first instance a suitable replacement club will be sought from the Feeder Leagues by means of a play-off if necessary.
- 3.7 Withdrawal of a team from any division part way through a season will result in loss of sponsorship monies. The amount will be set by the Management Committee and will depend on the level at which the team was playing and the disruption caused to the remainder of its division's fixtures.
- 3.8 New applicants for membership from leagues outside the Feeder Leagues must apply in writing to the Honorary Secretary in accordance with the criteria laid down by the local Cricket Board and/or the League Cricket Conference. Such applications will only be considered if no suitable Feeder League club is available to meet the membership

requirements of this Constitution. Any new club will only be elected to membership by member clubs voting at a General Meeting.

- 3.9 Each member club is responsible for the payment of an annual subscription which is automatically due by the 1st May; Member Clubs may supply an advertisement for inclusion in the annual handbook which will be inserted subject to the availability of space. Non payment by 1st June will incur an immediate penalty of £50.00 for each month or part thereof, that the subscription remains outstanding.
- 3.10 All member clubs are required to provide adequate facilities and grass playing surfaces to the satisfaction of the Management Committee and in accordance with the 'Grounds Criteria' as described elsewhere in this handbook. In addition, clubs should ensure that they have access to good quality practice facilities.
- 3.11 If, after reasonable notice from the Management Committee, a member club fails to abide by this Constitution consideration will be given to its expulsion from the L&DCC. A member club can only be expelled following a decision by paper ballot at a General Meeting.
- 3.12 The L&DCC website is the official website of the L&DCC. Each member club will nominate a website administrator who will be responsible for maintaining the club's own pages on the L&DCC website and regularly checking for Management Committee notices and reminders. The club's pages include a contact list of officials and ground information. Club Officials must include as a minimum the Cricket Chairman, Secretary, Fixture Secretary, Treasurer, team captains, website administrator(s), Child Welfare Officer, Youth Liaison officer, Disciplinary Representative (see 3.13 below) and an Annual Dinner Contact (see 3.14 below).
- 3.13 Each member club will nominate a Disciplinary Representative to serve on any Disciplinary or Appeal Panel formed by the Management Committee as described in the Disciplinary Procedures of the L&DCC (found elsewhere in this handbook). In addition a club official will be nominated to receive Disciplinary Reports from the L&DCC Disciplinary Representative.
- 3.14 **Annual Dinner**
  - 3.14.1 Each member club will be expected to support the Annual Awards Dinner and four places (two for associate member clubs) will be reserved. Any member club not wishing to take up its full allocation of places must advise the Annual Dinner organiser but in any event will be liable for the full payment for three places (two for associate member clubs) and half payment for any places not used.
  - 3.14.2 If a club fails to notify the Annual Dinner organiser of its intention not to take up some or all of its allocation of more than 4 tickets less than 72 hours before the Dinner, then that club shall be liable for all costs incurred by and liable to the L&DCC in respect of the places not taken.
- 3.15 **Trophies**
  - 3.15.1 Member clubs and players must make adequate provision for the appropriate safe keeping of a trophy or an award whilst it is in their possession. The club/player is responsible for the safe return, duly polished and in good condition to the L&DCC Management Committee upon request.
  - 3.15.2 Any returnable cup or trophy must be returned by a club to any member of the Management Committee by the 1st August in the year following the award. Any club failing to do so will be fined £25 and £5 per week or part thereof for any such non-return.
  - 3.15.3 In the event of loss or damage, the club/player will be financially responsible for replacement or repair.

3.15.4 The holder must ensure that the replacement trophy/award is of equivalent quality to that which has been lost or damaged and that it is suitably engraved.

#### **4. Officials**

4.1.1 The Management Committee of the L&DCC shall comprise of the President, the Chairman, the Honorary Secretary, the Honorary Treasurer, the Cricket Chairman, the Club & Ground Chairman, the Fixtures Secretary, and the Publicity Chairman. The members of the Management Committee, the members of the Cricket Committee, the Disciplinary Chairman, the 3rd XI Coordinator, the Representative Team Manager, and the Honorary Legal Adviser are the Officials of the L&DCC.

4.1.2 All Officials will be elected at an Annual General Meeting.

4.1.3 The President will normally be eligible for re-election after a three year period.

4.1.4 The Chairman will normally be eligible for re-election after a two year period.

4.1.5 All other Officials will be elected for a period of one year.

4.1.6 A person will not hold more than one office concurrently.

4.2 All references to an 'Honorary' official in the Constitution, Rules and Regulations of the L&DCC will apply to the appropriate official of the L&DCC.

4.3 The Management Committee may propose, at the Annual General Meeting, the name(s) of people who have rendered meritorious service to the L&DCC for appointment as Life Vice Presidents or Vice Presidents. Vice Presidents may be elected to membership of the Management Committee but otherwise have no automatic rights to membership thereof.

#### **5. Management Cricket Committee**

5.1 The overall management of the L&DCC will be the responsibility of a Management Committee (4.1.1 above).

5.2 The Management Committee will provide four members on the Feeder League Coordinating Board. This Board will include four representatives from each Feeder League and will be chaired by the L&DCC Chairman, or L&DCC appointed Chairman in his absence, who will have the casting vote.

5.3 The quorum of the Management Committee will be four.

5.4 In addition, the following committees will have responsibility for the management of specific areas and will report thereon to the Management Committee:

5.4.1 a Club and Grounds Committee (see Club and Ground Committee and Club and Ground Criteria);

5.4.2 a Publicity and Sponsorship Liaison Committee. The Chairman will have the powers of co-option and will seek nominations from the member clubs. It will deal with developing links with all interested media partners, the web site, the appointment of a webmaster, managing the sponsorship contract and the player of the month awards. In addition, the committee will be responsible for engraving, presentation, insurance and security of all trophies, awards etc., for matches under the auspices of the L&DCC;

5.4.3a Cricket Committee chaired by the Cricket Chairman will meet as necessary but at a minimum of quarterly intervals after due and reasonable notice has been given; maintain contact among the whole committee between meetings by regular exchange of emails and or telephone calls or by any other convenient means; have the powers of co-option but will include as ex-officio members, the Management Committee as necessary, the

Registration Official, the 3rd XI Coordinator a representative of the MCUA plus a representative from each of six full member clubs, two chosen from each of the Premier, First and Second Divisions, <sup>2017</sup> and one associate member club. The seven clubs will be chosen annually, largely alphabetically, and will be formally notified to the L&DCC at the appropriate AGM. The attendance of a club representative at each meeting is mandatory; non-attendance will result in a £15 fine on the club on each occasion.

The Committee will deal with cricketing matters, including youth cricket and the registration of players. It may also set up subcommittees to deal with such matters as the selection of the representative teams, 2nd and 3rd XI cricket and will report via the Cricket Chairman to the Management Committee regularly at least every month; and

5.4.4 a Disciplinary Committee, whose Chairman will deal with all matters referred to him by the Management Committee in accordance with the Disciplinary Guidelines issued by the L&DCC and agreed by the member clubs. ECB guidelines will also be taken into account.

5.4.5 The detailed terms of reference and procedures of these committees will be agreed by the Management Committee.

#### **6. Finance**

6.1 The L&DCC's financial year will commence on the 1st October.

6.2 The Annual Accounts will be audited by an Honorary Auditor appointed at the Annual General Meeting.

6.3 BACS transactions or cheques drawn on the L&DCC's bank account will be signed by the Honorary Treasurer and approved or countersigned as required by the Chairman, Honorary Secretary or other official of the L&DCC.

6.4 The Annual Subscription for the following year shall be agreed at the Annual General Meeting.

6.5 Should any monies remain outstanding as at the date of the first league fixture in April in any year, no match points will be gained by the offending club in all team league fixtures until such a debt is paid to the Honorary Treasurer and/or to the satisfaction of the Management Committee.

#### **7. Annual General Meeting**

7.1 The meeting will be held in the month of January each year and nominations of officials must be submitted to the Honorary Secretary by 31st October of the preceding year.

7.2 All nominations for membership of the Management Committee will be made in writing, before 31st October of the previous year, on the official form provided for this purpose and will be proposed by the Management Committee or the Cricket Chairman and/or Secretary of one full member club and seconded by the Cricket Chairman and/or Secretary of a different full member club. Proposals by the Management Committee do not need to be formally seconded. The proposal will indicate the nominee's willingness to serve. The officials requiring formal nomination in addition to the Management Committee are:

- Chairman of the Disciplinary sub Committee.
- 3rd XI Coordinator.

- 7.3 The Honorary Secretary will provide all member clubs with at least 28 days notice in writing and forward a copy of:
- The Financial Statement
  - Nominations for the Management Committee
  - A detailed Agenda
  - The proposed amendments (if applicable) to the Constitution, Rules and Regulations and the names of membership applicants together with their proposers and seconders.
- 7.4 The quorum of an AGM is the nearest whole figure to two thirds of the full member clubs at the time of the meeting.
- 7.5 Attendance at the meeting will not be restricted. The Press will be welcome, if invited by the Management Committee.
- 7.6 **Voting**
- 7.6.1 Each full member club will only be allowed one vote. Proxy votes will not be allowed. Voting will be by show of hands except where a proposal for a paper ballot has been approved or where elections to the Management Committee are concerned.
- 7.6.2 All constitutional matters decided by voting will require a two thirds majority of full member clubs.
- 7.6.3 The election of officials will be decided by a simple majority of full member clubs.
- 7.6.4 All other matters will be decided by a two thirds majority of those full member clubs present and voting (excluding abstentions).
- 7.6.5 Associate member clubs will not be allowed a vote unless the meeting has previously agreed, except in the case of a proposal relating to the 3<sup>rd</sup> XI competition when each associate member club, with a team in the 3<sup>rd</sup> XI competition, will be allowed one vote.
- 7.6.6 The Chairman will have a casting vote on all matters decided by voting.
- 7.7 The ordinary business of the AGM will consist of:
- Presentation of the Annual Report;
  - Consideration of the Financial Statement;
  - Election of Officials and Committee Members for the ensuing year;
  - Determination of the subscription for the ensuing year;
  - Any other business of which due notice has been given;
  - Appointment of Honorary Auditor; and
  - Appointment of Honorary Solicitor.
- 7.8 Should no nominations for any particular office or membership of the Management Committee have been received by the Honorary Secretary prior to 31st October of the preceding year, nominations may be proposed and seconded at the AGM and voted upon in accordance with 7.6 above.
- 7.9 All general propositions and changes to the Constitution, Rules and Regulations will be proposed and seconded on the official form as indicated in 7.2 above and forwarded to the Honorary Secretary by 31st October of the preceding year.
- 7.10 Amendments to propositions may be proposed, seconded and voted upon at the AGM. If accepted, the amended proposition will be put to the vote and, if further accepted, incorporated in the L&DCC's Constitution, Rules and Regulations as agreed by that meeting.

## **8. Special General Meetings**

- 8.1 A Special General Meeting (SGM) will be convened by the Honorary Secretary as and when required by the Management Committee or at the request of twelve full member clubs from whom requests for such a meeting in writing are required by the Honorary Secretary.
- 8.2 At least 21 days notice of such a meeting will be provided to members and the notice will state the specific purpose of the meeting including any proposed changes to the Constitution, Rules and Regulations.
- 8.3 The quorum, attendance and voting rights for an SGM will be the same as an AGM.
- 8.4 A 'pre-season' SGM will be held on a Tuesday in April before the start of the season.
- 8.5 An 'end of season' SGM will be held on a Tuesday in October as required.
- 8.6 A 3rd XI 'end of season' SGM will be held in November as required.

## **9. Fixtures**

- 9.1 League Matches will not normally be scheduled on Bank Holiday Mondays with the exception of the 1st XI fixtures between New Brighton and Wallasey (when these two clubs are in the same division) which, in order to maintain the long history and tradition, will be scheduled for the appropriate Bank Holiday Mondays in each season.
- 9.2 Requests for fixture scheduling on specific dates when a club's main ground is unavailable, e.g. County matches, other sports, fund raising events etc., may be made to the Fixture Secretary. All such requests are to be submitted before 30th November. Requests received after this date will not be considered (except for County matches). Every effort will be made to accommodate all requests, e.g. by scheduling 1st XI fixtures to be played away, but this cannot be guaranteed. Corresponding 2nd XI fixtures, or any affecting 3rd XIs, which need to be rearranged will be indicated on the fixture lists as 'TBA'. The home team is responsible for agreeing an alternative date/venue for rearranged fixtures and such agreement must be achieved before 31st May and notified in writing to the Management Committee. Failure to meet this deadline will result in the match being conceded by the home team.
- 9.3 After full consultation with the 3rd XI Coordinator and the Fixtures Secretary of the Feeder League(s), the Fixtures Secretary will present draft fixtures to the Cricket Chairman for ultimate approval by the Management Committee by the 31st of December. The fixtures for the ensuing season will then be forwarded to each member club by the Fixtures Secretary.
- 9.4 No alteration will be made to either dates or venues on the Official Fixture List without the prior approval of the Cricket Committee/Management Committee. Requests must be submitted to the Fixtures Secretary or 3rd XI Coordinator, on the form provided (on the website). Failure to do so may result in the home team forfeiting the match.

## **10. Constitution, Rules and Regulations**

The Constitution, Rules and Regulations can only be amended, added to or deleted at an Annual or Special General Meeting.

## **11. Complaints & Reports**

- 11.1 All complaints will be forwarded, in writing, to the Honorary Secretary.
- 11.2 Any member club, member of the Management Committee or member of the MUA making a complaint against any other member club, or player or member thereof, will forward a copy of the complaint to the member club or clubs concerned.

- 11.3 A copy of the complaint will be forwarded immediate upon receipt by the Honorary Secretary to the secretary of the member club or clubs concerned requesting written comments which will be returned within 14 days. Complaints will be investigated and dealt with in accordance with the Disciplinary Procedures.
- 11.4 Complaints relating to the management of the L&DCC or any other matter of a general nature will, in the first instance, be dealt with by Management Committee.
- 11.5 Where the MCC Laws of Cricket (latest edition) mandate umpires to make reports to the Governing Body this shall be to the Management Committee via the Honorary Secretary. Final decisions on penalties will be taken by the Management Committee following consideration and/or investigation by the Cricket Committee including consultation with the umpires.

## **12. Fines and penalties**

- 12.1 In addition to any fines included above, i.e. Clauses 3.9 & 5.4, the following fines will be levied:
- 12.1.1 Any club failing to attend the AGM or a Special General Meeting in any calendar year will be fined £25.00 on the first occasion, and £50.00 on any subsequent occasion.
- 12.1.2 Fines will be incurred by clubs that fail to comply with the Playing Regulations Clauses 6, 8.1.2, 8.1.10, 8.1.12, 8.1.13, 8.2.1, 9.1, 9.4, 10.1.2 and 10.2.5; and KO Competition Playing Regulations Clauses 2.5 and 6.1.
- 12.2 Point penalties will be incurred by clubs that fail to comply with Clause 6.5 above and with the Playing Regulations (Clauses 4.1.8 and 6).
- 12.3 Any fines or other outstanding monies not paid to the Honorary Treasurer by the 31st December (i.e. 3 months from the end of the Financial Year) will be doubled.

## **13. ECB Safe Hands Policy (October 2003)**

- 13.1 The L&DCC is firmly and enthusiastically committed to ensuring that Cricket within the L&DCC, provides a safe, friendly and enjoyable experience for children and vulnerable adults. To this end, the L&DCC requires that member clubs implement fully the ECB Safe Hands Policy (October 2003) in respect of the welfare of young people in cricket. The Child Welfare Official from each club shall be defined and recorded in the L&DCC handbook.
- 13.2 Each member club is required to appoint a Child Welfare Official to qualify for both Full and Associate membership of the L&DCC.
- 13.3 The L&DCC will follow ECB directives in respect of Clubmark.

## **14. Dissolution of the Liverpool & District Cricket Competition:**

- 14.1. A resolution seeking the dissolution of the Liverpool & District Cricket Competition may be passed, and only passed, at a Special or Annual General Meeting on a requisition proposed and seconded by not less than one third of all full member clubs at that time.
- Two officials from each full member club proposing such a requisition must sign the proposal. An official is here defined as being the current President, Chair, Cricket Chair, Secretary or Treasurer of the full member club proposing such a dissolution resolution.
- 14.2. The Honorary Secretary of the Liverpool & District Cricket Competition shall call such a meeting within 28 days of receipt of the properly formulated requisition.

- 14.3. If at the convened meeting the resolution seeking dissolution is carried by two thirds or more of all the full member clubs, the committee shall thereupon, or on such date as shall have been specified in the resolution, be responsible for the orderly winding up of the Liverpool & District Cricket Competition affairs.
- 14.4. The Management Committee shall realise the assets of the Liverpool & District Cricket Competition and discharge all debts and liabilities of the Liverpool & District Cricket Competition.
- 14.5. Any surplus assets will be given or transferred to other tax exempt institutions having objects similar to some or all of the objects of the Liverpool & District Cricket Competition and as specified in the resolution.

## **15. Powers of the Management Committee**

The Management Committee will have the powers to determine any matter not provided for in this Constitution.