

# Four Elms Cricket Club Membership Form

We are very pleased to welcome you to Four Elms Cricket Club. To ensure we have the correct contact details for you, please complete this form. You can complete the form using this pdf and email to: [info@fourelmscricketclub.co.uk](mailto:info@fourelmscricketclub.co.uk) or print out the form and on completion return to the club secretary, details can be found on our website: [www.fourelmscricketclub.co.uk](http://www.fourelmscricketclub.co.uk). If you are under 16 you must have a parent or guardian complete the emergency details below and consent form on the reverse of this form. We will use this information to ensure you are kept up to date with club matters and events.

If you complete the form electronically to sign the document enter your name in to the signature box this will act as your signature. Accompanying this form is a copy of our club constitution and data protection policy for your reference.

## Personal Details

<b>Name:</b>			
<b>Address: (inc postcode)</b>			
<b>Telephone:</b>		<b>Mobile:</b>	
<b>Email Address:</b>			

## Emergency Contact Details

Please insert the information below to indicate the person(s) who should be contacted in the event of an incident/accident.

<b>Name:</b>			
<b>Telephone:</b>		<b>Mobile:</b>	

## Medical Information (Non-playing members do not need to complete this section)

Please detail below any important medical information that our coaches, captains, first aiders should be aware of (eg: epilepsy, asthma, diabetes etc)

## Sporting Information (Non-playing members do not need to complete this section)

Have you ever played cricket? Yes:  No:  (If 'Yes' please indicate where you have played by ticking the boxes below).

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Primary School | <input type="checkbox"/> Secondary School | <input type="checkbox"/> Local Authority Coaching Session(s) |
| <input type="checkbox"/> Club           | <input type="checkbox"/> County           | <input type="checkbox"/> Other (Please specify below)        |

## Signature (For senior playing and non-playing members)\*

<b>Signed:</b>		<b>Date:</b>	
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\* For junior membership the extra form overleaf must be completed by a parent or guardian.

## Parental/Guardian Consent (For junior members to be completed by a parent or guardian)

By returning this completed form, I agree to my son/daughter/child in my care taking part in the activities of the club. I understand that I will be kept informed of these activities - for example timing and transport details. I understand in the event of injury or illness all reasonable steps will be taken to contact me and to deal with that injury/illness appropriately. I understand and authorise that in the event of an accident where emergency services need to issue anaesthetic to my son/daughter/child, they hereby have my permission without the need to consult me.

Name of parent/guardian:			
Signed parent/guardian:		Date:	

## Permission Form for the use of photographs and images

### To be completed by the parent/guardian

I \_\_\_\_\_ (parent/guardian full name)

CONSENT/DOES NOT CONSENT TO FOUR ELMS CRICKET CLUB PHOTOGRAPHING OR VIDEOING

\_\_\_\_\_ (name of young person)

UNDER THE STATED RULES AND CONDITIONS AND I CONFIRM I HAVE LEGAL PARENTAL RESPONSIBILITY FOR THIS CHILD AND AM ENTITLED TO GIVE THIS CONSENT. I ALSO CONFIRM THAT THERE ARE NO RESTRICTIONS RELATED TO TAKING PHOTOS.

Signed parent/guardian:		Date:	
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### To be completed by Young Person (if 12 years or older)

I \_\_\_\_\_ (Young Players full name)

CONSENTS/DOES NOT CONSENT TO FOUR ELMS CRICKET CLUB PHOTOGRAPHING OR VIDEOING MY INVOLVEMENT IN CRICKET UNDER THE STATED RULES AND CONDITIONS.

Signed:		Date:	
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**Four Elms Cricket Club** recognises the need to ensure the welfare and safety of all Young People in Cricket. As part of our commitment to ensure the safety of Young People we will not permit photographs, video images or other images of young people to be taken or used without the consent of the Parents/Guardians and the Young Person.

**Four Elms Cricket Club** will follow the guidance for the use of images of Young People, as detailed within the **ECB WELFARE FOR YOUNG PEOPLE POLICY**.

**Four Elms Cricket Club** will take steps to ensure these images are used solely for the purposes they are intended, which is the promotion and celebration of the activities of **Four Elms Cricket Club**.

If you become aware that these images are being used inappropriately, you should inform **The Club Child Welfare Officer** immediately.

## Additional information

Please use this section for any additional information you feel may be useful.

# Four Elms Cricket Club Rules and Constitution

Adopted at the Annual General Meeting held on the 27th February 2009 at the Four Elms Public House.

Updated adopting Rule 17: Dissolution, at the Annual General Meeting held on the 5th March 2010 at the Four Elms Public House.

## 1. Name

The name of the club shall be FOUR ELMS CRICKET CLUB ("the Club") and its playing laws shall be those of the England and Wales Cricket Board ("ECB"), through the Kent Cricket Board.

## 2. Aims and Objectives

To foster and promote the sport of Cricket at all levels within the community and within the sport. The object of the club shall be the promotion of Cricket.

To ensure that all members, playing and non playing, abide by the ECB Code of Conduct which incorporates the Spirit of Cricket and by the Laws of Cricket.

To ensure a duty of care to all members of the Club by adopting and implementing the ECB "Safe Hands – Cricket's Policy for Safeguarding Children" and any future versions of the Policy.

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

## 3. Colours

The colours of the Club shall be light blue, dark blue and gold.

## 4. Membership

- (a) Membership of the Club shall be open to anyone interested in the sport of Cricket on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities 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 keep subscriptions at levels that will not pose a significant obstacle to people participating.
- (c) Application for membership of the Club shall be by completion of a membership application form and by payment of the relevant subscription/joining fees as determined by the Annual General Meeting of the Club. Within any applications for junior membership of the Club, parents of such junior members must inform the Club of medical conditions affecting their child and parents as well as the junior member must sign consent forms in compliance with the ECB Welfare for Young People Policy.
- (d) No person shall be eligible to take part in the business of the Club or eligible for selection for any Club team unless the appropriate subscription has been paid by the specified date or membership has been agreed by the Committee.
- (e) The Club 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. Appeal against refusal or removal may be made to the Committee who shall appoint an Appeals Committee to hear the Appeal.
- (f) All members will be subject to the regulations of the Constitution and by joining the Club will be deemed to accept these regulations and any Codes of Conduct that the Club has adopted.
- (g) Any member whose membership is refused or removed from the Club shall thereupon forfeit all rights in respect of or claims upon the Club or its property and cease to be a member of the Club.

## 5. Classes of Membership

There shall be the following classes of membership available:

- Full member
- Junior member (under 18 years of age at the beginning of the current year)
- Non playing member

## 6. Subscriptions

Annual subscriptions are payable by the 1 July each year and shall be reviewed and agreed by the Committee from time to time.

## 7. Officers

The Officers of the Club shall be as follows:

President, Vice Presidents, Chairman, Honorary Secretary, Honorary Treasurer, Honorary Fixtures Secretary, Honorary Team Secretary, Ground Committee Chairman, Social Secretary, Captains and Vice Captains of Teams, Child Welfare Officer, Youth Team Manager and General Club Committee Members

## 8. Election of Officers

All Officers shall be elected at the Annual General Meeting of the Club from, and by, the members of the Club. All Officers shall be elected for a period of 1 year but shall be eligible for re-election to the same office or to another office the following year.

## 9. Trustees

The Committee shall appoint four Trustees who shall be known as the Cricket Club Trustees.

The Trustees shall hold office until death or resignation or until removed from office by a resolution of the Committee who may for any reason which may seem sufficient to the majority of them present and voting at any meeting remove any Trustee or Trustees from office but without prejudice to his or their right of indemnity in respect of anything done or suffered during his or their term of office.

## 9. Trustees Continued

If by reason of any such death, resignation or removal it shall appear necessary to the Committee that a new Trustee or Trustees shall be appointed or if the Committee shall deem it expedient to appoint an additional Trustee or Trustees, the Committee shall by Resolution nominate the person or persons to be appointed as new Trustee or Trustees.

For the purpose of giving effect to such nomination, the Chairman for time being of the Committee is hereby nominated as the person to appoint new Trustees of the Club within the meaning of section 36 of the Trustee Act, 1925 and he shall by Deed duly appoint the person or persons nominated by the Committee as new Trustee or Trustees of the Club and the provisions of the Trustee Act, 1925 or as amended, shall apply to such appointment.

The Cricket Club Trustees shall enter into, seal, execute and deliver all such Instruments, Deeds or Assurances whatsoever as may from time to time be required by the Committee for any of the purposes of this Rule.

The property of the Club shall be vested in the Cricket Club Trustees for the time being. The Freehold and Leasehold property of the Club shall be leased, charged, sold, settled, or otherwise disposed of and similar property shall be acquired for the Club, by purchase, lease, gift or otherwise, on such terms and in such manner, in all respects, as a Special General Meeting shall determine; and a Special General Meeting may at any time or times irrevocably delegate all or any of the powers of Special General Meetings, in respect of such property, either to the Committee or to the Trustees; and also ratify any acts which either the Committee or the Trustees shall have done without such previous delegation; and everything done in pursuance of this Rule shall bind every Member of the Club as fully, to all intents and purposes, as if he had individually assented thereto.

The Trustees may, with the consent of the Committee, for any object approved by a Special General Meeting, borrow, raise or secure the payment of money in such a manner as the Trustees, with the consent of the Committee shall think fit, and in particular by the issue of debentures charged upon all or any of the property of the Club and may with the like consent, redeem or pay off any such securities.

## 10. Management

The Management of the Club shall be vested in a Committee which shall consist of the Chairman, Honorary Secretary, Honorary Treasurer, Ground Committee Chairman, Honorary Fixtures Secretary, Honorary Team Secretary, Bar Chairman, Child Welfare Officer, Youth Team Manager and Social Secretary. The Committee shall retire at each Annual General Meeting, when the vacancies on the Committee shall be filled.

The Quorum of the Committee shall be five.

The Committee shall also have power, from time to time, to appoint Sub-Committees from among the Members of the Club generally, for such purposes as they may deem expedient, and to co-opt additional members of the Committee as they deem necessary. Co-opted members shall not have a vote on the Committee.

The Committee shall have the power to fill any vacancy in the officers or on the Committee that may occur during the year.

The Committee shall have the entire management of the property, funds and the affairs of the Club, and shall have power from time to time, to make, alter and rescind the Constitution, as they may consider expedient and shall decide all questions arising as to the construction of the Constitution, or otherwise as to the management and affairs of the Club.

The Committee shall also have power to invest the funds of the Club in or upon such stocks and shares, securities or other investments of whatsoever nature and wheresoever and whether involving liability or not as the Committee shall determine and for this purpose to employ the services of and delegate the choice of investment to any financial company, firm or corporation upon such terms and conditions as the Committee from time to time consider expedient and so that neither the Committee, nor the Trustees of the Club, shall be under any liability for any loss arising from any act or default of such company, firm or corporation.

An elective Committee member ceases to be such if he or she ceases to be a member of the Club, resigns by written notice, or is removed by the Committee for good cause after the member concerned has been given the change of putting their case to the Committee. Appeal against removal may be made to the Appeals Committee. The Committee shall fairly decide time limits and formalities for these steps.

## 11. General Meetings

The Annual General Meeting of the Club shall be convened prior to the opening of each Cricket season. 21 clear days written notice of the Annual General Meeting shall be given to members by circulating a copy of the Notice to every member at their home address and posting the Notice on the Club Noticeboard. Members must advise the Secretary in writing of any other business to be moved at the Annual General Meeting at least 14 days before a Meeting.

The business of the Annual General Meeting shall be to:

- (a) Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting;
- (b) Receive the Audited Accounts for the year from the Treasurer;
- (c) Receive the Annual Report of the Committee from the Secretary;
- (d) Elect an Auditor;
- (e) Elect the officers of the Club;
- (f) Review Club subscription rates and agree them for the forthcoming year;
- (g) Transact such other business received in writing by the Secretary from members in due time before the Meeting.

## 12. Special General Meetings

The Honorary Secretary shall convene a Special General Meeting at any time on receiving a requisition to that effect signed by at least ten Members of the club. Fourteen days notice shall be given of such a meeting.

At all General Meetings the Chair will be taken by the Chairman or in their absence by a Deputy appointed by full members attending the Meeting. Decisions made at a General Meeting shall be by a simple majority vote from those full members attending the Meeting. In the event of equal votes the Chairman of the Meeting shall be entitled to an additional casting vote.

## 13. Alterations to the Constitution

Any proposal for alterations to the Club Constitution may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a full member of the Club and seconded by another full member. Such alterations shall be passed if supported by not less than two thirds of those full voting members present at the Meeting, assuming that a quorum has been achieved.

## 14. Finance

- All Club monies shall be banked in an account in the name of the Club.
- The Treasurer shall be responsible for the finances of the Club and for providing a report on the financial position.
- The Treasurer shall ensure that the Club maintains adequate and appropriate insurance to cover the activities and assets of the Club.

The financial year will end in October or such date as the Committee may decide.

The Treasurer will present an audited statement of the annual accounts at the Annual General Meeting.

Any cheques drawn against Club funds should hold the signatures of any 2 of the Treasurer, Chairman, Honorary Secretary or Bar Chairman.

## 15. Property and Funds

- 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 shall be reinvested in the Club.
- The Club may also in connection with the sports purposes of the Club:
  - (i) Sell and supply food, drink and related sports clothing and equipment;
  - (ii) Employ members and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
  - (iii) Pay for reasonable hospitality for visiting teams and guests;
  - (iv) Indemnify the Committee and members acting properly in the course of running the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

## 16. Discipline and Appeals

All complaints regarding the behaviour of members should be lodged in writing with the Secretary.

The Committee shall appoint a Disciplinary sub-committee who will meet to hear complaints within 7 days of a complaint being lodged. Any member requested to attend a Disciplinary sub-committee shall be entitled to be accompanied by a friend or other representative and to call witnesses. The Committee (or its sub-committee) has the power to take appropriate disciplinary action, including the termination of membership.

The outcome of the disciplinary hearing shall be put in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days following the hearing.

There shall be a right of appeal to the Committee against either the finding or the sanction imposed or both following disciplinary action being taken. The Committee shall appoint an Appeals Committee (a maximum of three) which shall not include members involved with the initial disciplinary hearing but may include non members of the Club. The Appeals Committee shall consider the appeal within 10 days of the Secretary receiving the appeal. The individual submitting the appeal shall be entitled to be accompanied by a friend or other representative and to call witnesses. The decision of the Appeals Committee shall be final and binding on all parties.

## 17. Dissolution

- (a) If at any General Meeting of the club, a resolution be passed calling for the dissolution of the club, the Secretary shall immediately convene a Special General Meeting of the club to be held not less than one month thereafter to discuss and vote on the resolution.
- (b) If at that Special Meeting, the resolution is carried by at least two-thirds (three quarters) of the Full Voting Membership present at the meeting, the Committee shall thereupon, or at such a date as shall have been specified in the resolution, proceed to realize the assets of the club and discharge all debts and liabilities of the club.
- (c) The Committee will then be responsible for the orderly winding up of the club's affairs.
- (d) Upon dissolution of the club any remaining assets shall be given or transferred to another registered Community Amateur Sports Club, a registered charity or the sport's governing body.

# Four Elms Cricket Club Data Protection Policy

Our data protection policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

## We are committed to:

- Ensuring that we comply with the eight data protection principles, as listed below
- Meeting our legal obligations as laid down by the Data Protection Act 1998
- Ensuring that data is collected and used fairly and lawfully
- Processing personal data only in order to meet our operational needs or fulfill legal requirements
- Taking steps to ensure that personal data is up to date and accurate
- Establishing appropriate retention periods for personal data
- Ensuring that data subjects' rights can be appropriately exercised
- Providing adequate security measures to protect personal data
- Ensuring that a nominated officer is responsible for data protection compliance and provides a point of contact for all data protection issues
- Ensuring that all club officers are made aware of good practice in data protection
- Providing adequate training for all staff responsible for personal data
- Ensuring that everyone handling personal data knows where to find further guidance
- Ensuring that queries about data protection, internal and external to the organisation, are dealt with effectively and promptly
- Regularly reviewing data protection procedures and guidelines within the club

## Data protection principles

1. Personal data shall be processed fairly and lawfully
2. Personal data shall be obtained for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
4. Personal data shall be accurate and, where necessary, kept up to date
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes
6. Personal data shall be processed in accordance with the rights of data subjects under the Data Protection Act 1998
7. Appropriate technical and organisational measures shall be taken against unauthorised and unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data