

## SUSSEX CRICKET BOARD

### 1 - NAME

THE SUSSEX CRICKET BOARD (THE BOARD)

### 2 - ROLE

To be the governing body for all recreational and youth cricket throughout the County of Sussex.

### 3 - RESPONSIBILITIES

3.1. To provide leadership, direction, advice and support to the various recreational and youth cricketing clubs and other related organisations in the County.

3.2. To ensure there is effective management and governance within all the various recreational and youth cricketing bodies that are affiliated to the Board.

3.3. To contribute, together with the Sussex County Cricket Club, towards the development and maintenance of a rolling "5-year Strategy for Sussex Cricket" and the resultant Strategic Implementation Programme.

3.4. To ensure implementation of the elements of the Strategic Implementation Programme that relate to recreational and youth cricket, through their inclusion in the Board's Annual Action Plan, as part of the England & Wales Cricket Board's (ECB) "County Board Improvement Planning Process".

3.5. To develop and maintain an effective performance management framework, with set priorities and investment programmes, in line with the ECB's "Memorandum of Understanding".

3.6. To produce and ensure the deliverance of an annually agreed range of coaching, competition and other development programmes for youngsters and club players, through the leadership of the SCB Cricket Development Department, in liaison with the other cricketing bodies in the County.

3.7. To develop and maintain effective and transparent corporate governance and financial management systems in the affairs of the Board and to ensure that optimum

use is made of all available resources to the various recreational and youth cricketing bodies within the County.

3.8. To promote the sport of cricket at all levels and to encourage maximum participation and interest in the game amongst all age groups, through partnerships with all the cricketing bodies within the County.

3.9. To ensure that adequate channels of communication are in place between the various cricketing bodies, with a view to developing the fullest levels of ongoing mutual collaboration and co-ordination.

3.10. To ensure a duty of care to all affiliated clubs and organizations by adopting and implementing the ECB's "Safe Hands - Cricket Policy for Safeguarding Children" and any future versions of this policy.

3.11. To ensure a duty of care to all affiliated clubs and organizations by adopting and implementing the ECB Cricket Equity Policy and any future versions of the Policy.

3.12. To ensure representation of Sussex on the ECB's National Recreational Assembly and at National and Regional Forums, which determine policies and practices for the game, and to ensure the effective implementation of such policies and practices.

#### **4 - SUSSEX CRICKET BOARD AFFILIATED MEMBERSHIP**

4.1. Any cricketing club, body or organisation properly constituted and having an interest in the organisation, development or promotion of cricket within Sussex, shall be eligible to become an affiliated member of the Board. Affiliation requirements shall be determined annually at the January meeting of the Management Committee, in accordance with ECB guidelines.

4.2 The Board shall have different classes of affiliated membership on a fair and non discriminatory basis. The Board shall keep affiliation fees at levels that will not pose significant obstacles to membership.

4.3. The Board shall have the power to terminate or suspend the membership of any cricket club or of any organisation which:

- is guilty of conduct that, in the opinion of the Board, renders it unfit for membership;
- wilfully infringes or disregards any rules laid down by the Board.

4.4. If any cricket club, which is a member of a local organisation (e.g. a cricket league), is dissatisfied with the decision of that organisation, it shall have the right to refer the matter to the Board, after all efforts have been made to resolve the matter locally.

## 5 - ORGANISATION OF THE SUSSEX CRICKET BOARD

5.1. Each of the affiliated member organisations shall be ensured representation on the Board's Management Committee, through the following:

- a) 4 x Sub Groups
- b) 4 Area Cricket Associations
- c) A Board Forum

5.2. The **Board Management Committee** shall be responsible for making decisions on matters of policy and strategy, following specific recommendations and advice from the 4 Sub Groups.

The **Board Management Committee** shall be comprised as follows:

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|--|---|
| • The Chairperson / Representative of the Sub Groups | 4 |
| • Appointed Members                                  | 4 |
| • The Board's Chief Executive / Honorary Secretary   | 1 |
| • The Board's Honorary Treasurer                     | 1 |
| • The Board's Head of Recreational Cricket           | 1 |
| • The Board's Welfare Officer                        | 1 |

The Chairman of the Board Management Committee shall be elected on an annual basis, in November, by a majority vote of the members of the Management Committee.

5.3. The Board Management Committee shall establish the following substantive **Sub-Groups**:

- Cricket Development Group
- Adult Leagues Group
- Sussex Women's Cricket Group/Association
- Workforce Sub Group (Coaches Association, Umpires & Scorers Association, Groundsmen Association).

[The organisational structure of the Board is attached].

In addition, the Management Committee may establish any other sub-groups, advisory groups and working parties as it sees fit. One such group shall be the Operational Management Group, which shall be responsible for keeping under close review progress on meeting the targets set in the Annual Action Plan.

5.4. Each **Sub Group** shall have terms of reference based on its area of interest, as approved by the Board Management Committee. It shall be charged with making formal recommendations to the Management Committee and will take any subsequent action determined by the Committee.

Each **Sub Group** shall comprise elected members from each of the Group's constituent organisations, but it may also co-opt specialist or other individuals from outside the Board's affiliated membership.

5.5. The **Board Forum** shall be responsible for ensuring that all constituency affiliated members of the Board are given an opportunity to express their views about any aspect of recreational and youth cricket in the County and for making suggestions for improvement. The **Forum** shall meet at least once each year, one meeting of which shall be held in September. The Board Management Committee is responsible for arranging the Forum meeting(s) and for ensuring that the views expressed and suggestions made are passed to the appropriate Sub Group(s) for formal consideration.

## **6 - ELECTION OF MEMBERS TO BOARD MANAGEMENT COMMITTEE AND SUB GROUPS**

6.1. The membership of the **Board Management Committee** shall be renewed annually at its November meeting.

6.2. The members of the **Sub Groups** shall be elected annually by the respective constituent organisations.

6.3. The Chairman of each **Sub Group** shall be elected annually by the members of the respective Sub Group at the autumn meeting.

6.4. Elections to the constituent organisations shall be in accordance with the constitution of the Association concerned, or in the case of the Cricket Development Sub Group, in accordance with the formal terms of reference for the four Area Cricket Associations, established by the Board. In most cases, these elections would be made at the respective Annual General Meetings.

## **7 - MEETINGS OF BOARD EXECUTIVE AND SUB GROUPS**

7.1. The **Board Management Committee** shall meet at least four times annually and a quorum shall exist if over half of the membership is present. An alternative member of a Sub Group shall be allowed to attend in the absence of the Sub Group Chairman concerned. At least 10 days notice of all meetings shall be given and minutes of all meetings taken and circulated to all concerned.

Each member of the **Board Management Committee** shall have a vote, and a simple majority of those entitled to vote shall determine the resolution of any matter subject to a vote. The Chairman of the Board Management Committee shall have a second and casting vote in the event of a tied vote.

7.2. The **Sub Groups** shall meet regularly depending on the business to be undertaken, but no less than 3 times per annum. A quorum shall exist if over half of the Sub Group membership is present. At least 10 days notice of all meeting shall be given and minutes of all meetings taken and circulated to all concerned.

7.3. The **Board Forum** shall meet on at least one occasion during the year and at least 28 days notice shall be given of each meeting.

## **8 - BOARD FINANCES**

8.1. The Honorary Treasurer shall ensure that adequate financial records are maintained, including the effective monitoring of funding from the ECB, the ECB Trust and the Sussex County Cricket Club. The annual accounts shall provide a clear and accurate view of the Board's affairs for the year ended 31<sup>st</sup> October, and shall be available for inspection by the end of December of that year.

8.2. The Board Management Committee shall appoint external auditors, whose position shall be reviewed annually.

8.3. Members of the Board Management Committee may be reimbursed for out-of-pocket expenses incurred on Board business.

8.4. The Board Management Committee shall determine the level of subscriptions it will levy on affiliated member clubs and other organisations at its January meeting. Any subscription not paid by 30<sup>th</sup> June may preclude the defaulting club or organisation from the benefits of membership of the Board.

## **9 - SCB MANAGEMENT**

9.1. The principal officer of the Board shall be the Honorary Secretary (or Chief Executive). He shall be supported in this role by the Head of Recreational Cricket.

9.2. The finances of the Board shall be managed by the Honorary Treasurer.

## **10 - AMENDMENTS TO CONSTITUTION**

10.1. The Constitution shall be kept under review by the Board Management Committee, with any amendments being circulated in writing to all Management Committee members with 28 days notice and requiring a two-thirds majority.

## **11 - DISCIPLINE AND APPEALS**

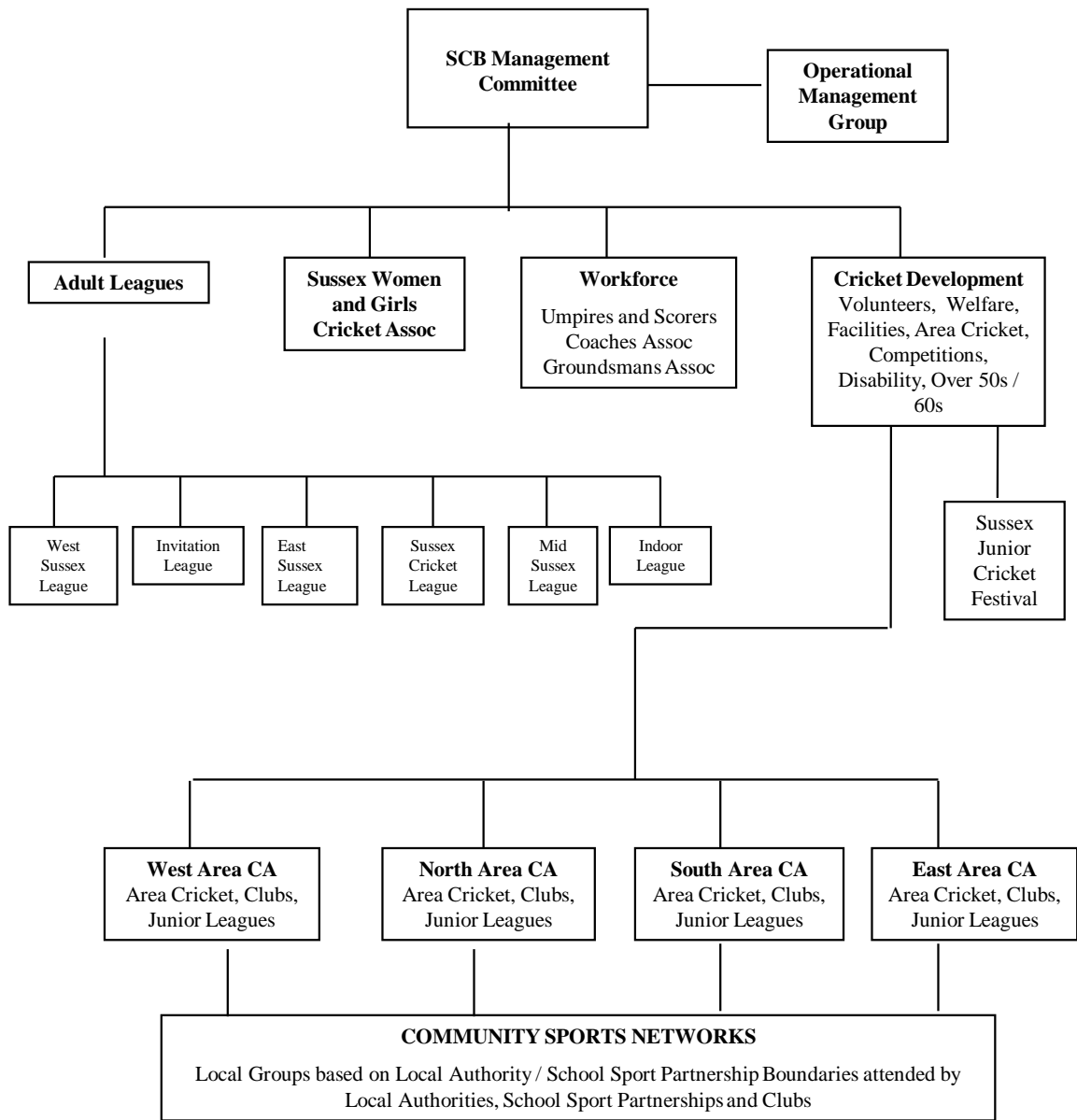
11.1. All complaints regarding the behaviour of affiliated members shall be lodged in writing with the Secretary.

11.2. The Management Committee shall appoint a Disciplinary Sub-Committee, which shall meet to hear complaints within 10 days of a complaint being lodged. Any affiliated 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 Sub-Committee has the power to take appropriate disciplinary action, including the termination of membership.

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

11.4. There shall be a right of appeal to the Management Committee against either the finding or the sanction imposed, or both, following disciplinary action being taken. The Management Committee shall appoint an Appeals Committee (a maximum of three), which shall not include members involved with the initial disciplinary hearing. 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.

**Sussex Cricket Board Management Committee**  
**3 June 2008**



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