Oxfordshire Cricket Association Constitution 2020

Name, Aims and Membership

1. The name of the Association shall be "The Oxfordshire Cricket Association" (The Association) and shall include, if required, reference to its sponsor(s).

2. The business of the Association shall be conducted through an Executive Committee and according to the provisions of the following which together shall be referred to as “these Rules”:
   a) The Constitution (this document)
   b) Match Rules and Playing Conditions
   c) The Byelaws
   Byelaw 1 - Wet Weather procedures
   Byelaw 2 - Administrative Penalties
   Byelaw 3 - Trophies
   Byelaw 4 - Reporting Procedures
   Byelaw 5 - Criteria for Applying/Reapplying for Membership of The Oxfordshire Cricket Association
   Byelaw 6 - Bowling Actions
   Byelaw 7 - Smoking and Alcohol
   Byelaw 8 - Player Pool Provisions
   d) Disciplinary Regulations
   e) Any other byelaws issued and notified under the provisions of The Constitution or The Match Rules.

3. Alterations and additions to the Constitution may only be made at a General Meeting of The Association. Alterations and additions to the Match Rules and Playing Conditions may be made at either a General Meeting of The Association or at the Captains’ Pre-Season Briefing.

4. Alterations and additions to The Byelaws may be made by the Executive subject to 28 days written notice given to members of the Association. Alterations and additions to Byelaws may be made by members at a General Meeting of The Association or at the Captains’ Pre-Season Briefing.

5. a) The aims of the Association shall be to promote competitive cricket in Oxfordshire and the surrounding districts, and to maintain the fairness and integrity of its competitions with particular regard to 2nd and 3rd team cricket.

   b) The Association shall manage and control the following:
      i) the Leagues
      ii) the Airey Challenge Cup
      iii) the Oxford Telegraph Cup
      iv) the Steve Dixon Memorial Cup
      v) the Osberton Radiators Cup
      vi) the Keith Crump Centenary Cup
vii) any other competitions or matches which, in the interests of cricket or The Association it may be considered desirable to arrange.

6. The Association endorses and fully supports the principles outlined in documents issued by the MCC and the England and Wales Cricket Board (“the ECB”) relating to the spirit of cricket and on matters of conduct and discipline. These include the MCC Spirit of Cricket, the ECB Code of Conduct and model Discipline Regulations and the ECB Guidelines on the Conduct of Hearings and Appeals. All member clubs are expected to observe these principles, in particular in relation to the behaviour of their players on and off the field, to observe the principle of fairness in relation to the selection of 2nd and 3rd teams and also to demonstrate respect for officials.

7. The Association is committed to providing a safe and enjoyable environment for people to enjoy playing cricket, regardless of age, gender, race, religion, sexual orientation, ability or disability.

8. The Association shall ensure a duty of care to all members of The Association by adopting and implementing the ECB “Safe Hands - Welfare of Young People in Cricket” policy and any future versions of the policy.

9. Each club, regardless of the number of its teams entering The Association’s competitions, shall be a full member of the Association.

10. All member clubs shall agree to be bound by these rules.

Admission to and Re-admission to membership of the Association

11. a) All applications and fees for admission and re-admission to the Association shall be made through the application forms for the entry of teams into the Association’s competitions.

b) Applications shall be made to the General Secretary and fees paid to the Treasurer by the date stipulated in current Byelaws.

c) As a condition of membership Clubs must provide a current and active email address for the duration of their membership of the Association and this email address must be listed on the club’s own page of the Association’s website.

d) Any Club may notify its intention not to compete in Cup competitions when making the application.

e) The application must include details of the applicant club’s ground name and address (or names and addresses) of the normal home venue or venues. Where a club does not have its own ground, this must be stated along with the intended venues for the playing of “home” matches.

12. a) Fees payable for entry into the Association’s competitions are laid down in Bye-Law 5 - Criteria for Applying/Reapplying for Membership of The Oxfordshire Cricket Association (OCA). Refunds for clubs who subsequently withdraw teams before the season start will be at the discretion of the Executive.

b) Such fees will also include payment for the purchase of the league standard cricket ball, the cost of which will be advised to clubs by the Executive on a season by season basis. Payment for balls may be at a later date than admission fees and clubs will be asked to indicate the number of balls required depending on league structures and cup competition entries.

13. The Executive Committee will determine the criteria for membership of the Association and participation in its competitions and will publish these criteria.
14 a) The Admissions Committee shall review and decide on all applications for re-admission to its competitions by existing members and for admission to its competitions from new clubs and from existing members wishing to include another team in accordance with Byelaw 5 - Criteria for Applying/Reapplying for Membership of the Oxfordshire Cricket Association (OCA).

b) The Admissions Committee’s review of all applications for admission and re-admission to its competitions must be completed within 100 days of the deadline for applications.

c) By way of a general guideline, the Admissions Committee will give serious consideration to the readmission of any team conceding 4 or more league and cup matches in a season.

d) In any case where re-admission is denied the Admissions Committee will be required to issue a formal written report to the applicant club(s) outlining the reason for refusal.

e) The Admissions Committee shall also adjudicate and decide on any club wishing to withdraw a team from the leagues where that club has more than one team be that before the season starts or during the season. Appeals may be made against the decision of the Admissions Committee and will be heard by an Appeals Committee constituted in accordance with Section 7 of the Disciplinary Regulations with references in those paragraphs to the Disciplinary Co-ordinator or Committee being read as a reference to the Admissions Committee.

15. Any club refused re-admission may appeal against the Admissions Committee’s decision. Any appeal against the decision of the Admissions Committee will be heard by an Appeals Committee constituted in accordance with Section 7 of the Disciplinary Regulations with references in those paragraphs to the Disciplinary Co-ordinator or Committee being read as a reference to the Admissions Committee.

16. A Club intending to terminate its membership of the Association must notify the General Secretary in writing no later than 1st July of the year proceeding the season of withdrawal. Such notice may be later revoked. However, membership fees subsequently received from a Club having given notice will not be refunded in the event of that Club withdrawing.

Management and Executive Committee

17. The Management of the Association shall be vested in an Executive Committee (EC) which shall consist of:

President (Ex officio)
a) Chairman

b) General Secretary
c) Fixtures Secretary
d) Registration Secretary
e) Cups and Special Events Secretary

f) Umpires Secretary
g) Treasurer

h) Results Secretary

i) Minutes Secretary
j) Grounds Secretary
k) Website Administrator
l) Disciplinary Chairman
m) Forum Secretary
n) League Development Officer
o) Social Media Secretary
p) Up to four additional members

The Executive Committee will have the power to co-opt Officers and additional members as may from time to time be necessary.

18. Any individual member of the Executive may fulfill more than one role.

19. All members of the Executive shall be reimbursed against any costs or expenses arising from the proper performance of their duties.

20. Each member of the Executive shall be required to clearly state their allegiance to any member club before election.

21. a) Decisions of the Executive Committee may be determined by majority vote.
   b) Each member of the Executive shall be entitled to one vote.
   c) No member of the Executive may vote on any matter affecting the Club he represents, and neither may a member of the Executive vote on any matter in which he has an interest.
   d) The Chairman (or his nominated deputy) shall have a casting vote only.
   e) If any doubt exists the Chairman shall rule on voting eligibility and the Chairman’s decision shall be final.

22. A quorum of the Executive shall consist of six members eligible to vote.

23. The Executive shall be responsible for the efficient running of the Association, shall control the finances of the Association and shall determine the arrangements for its competitions. The Executive shall have the power to make administrative regulations and Byelaws, to change existing administrative regulations and Byelaws and to appoint sub-committees as it considers necessary. 28 days written notice of new or changed Byelaws must be given to members.

24. The Executive shall be the authority for the correct interpretation and enforcement of these Rules and shall have full jurisdiction over all matters not provided for in these Rules.

25. Where there are inconsistencies in the Association’s Constitution, Match Rules or in any other rule or document which governs the running of the Association and its competitions the Executive shall have the power to introduce amendments without the specific approval of the member clubs and without calling a General Meeting of the Association which would otherwise be necessary in accordance with the provisions of paragraphs 30 to 32 in this Constitution. In such circumstances the Executive will be obliged to notify the members of the Association of the change immediately
Annual General Meeting

26. a) The Annual General Meeting of the Association will be held in November and Clubs will be notified by the General Secretary at least 14 days prior to the meeting of all relevant business.

b) Clubs will send a representative to this meeting who shall stay in attendance and failure to do so may result in a penalty being imposed against that club in accordance with these rules.

c) Each Club will have only one vote on any proposals.

d) A quorum shall be one-half of all member clubs.

27. a) The support of a 2/3rd majority of members present shall be necessary to carry a proposal for constitutional change at the Annual General Meeting. The support of a simple majority shall be necessary to carry all other proposals.

b) Members of the Executive shall not be entitled to vote unless they are affiliated to a club and are the sole representative of that club.

c) In the event of a tied vote, the President of the Association who normally does not have a vote shall have a casting vote.

d) The voting on all resolutions shall be taken by a show of hands, but if the voting is challenged, or is regarded by the President (or his/her alternate) as unsatisfactory, he/she shall order a card vote to be taken.

28. The conduct of a General meeting shall be at the discretion of the President of the Association (or his/her nominated alternate should he/she be unable to attend) but in general the following business will be conducted:

a) Apologies for absence (EC only)

b) Agree minutes of previous AGM

c) Matters arising from those minutes

d) Chairman’s report

e) Treasurer’s report and adoption of accounts

f) Alterations and additions to the Constitution, Match Rules and Byelaws.

   i All proposals for alterations and additions must be sent to the General Secretary at least twenty-eight days prior to the Annual General Meeting.

   ii All such proposals must be proposed by a member club and seconded by another member club.

   iii The Executive Committee may propose any alteration or addition.

g) Election of Officers and Executive Committee Members.

   i All nominations must be made in writing and must reach the General Secretary at least twenty-eight days before the Annual General Meeting.

   ii All nominations must be seconded by another member club.

   iii The Executive Committee may nominate for any position.
Nominations from the floor of the AGM for additional members of the EC may be accepted at the discretion of the President (or his/her alternate). Such nominations must be duly seconded as above.

h) Any other business, at the discretion of the President.

29. The Executive Committee will make arrangements for an independent examination of the Associations accounts and will present these accounts at the Annual General Meeting and upon request at any specially convened General Meeting.

Special General Meeting

30. a) A special General Meeting of the Association, for which at least seven days’ notice must be given, may be called at any time by the President or on a requisition to the General Secretary.

b) This requisition must be signed by the representatives of not less than 10 member clubs.

c) At such a meeting a half of member Clubs to form a quorum.

d) Each Club will have only one vote on any proposals.

31. The conduct of a Special General Meeting will be at the discretion of the President of the Association or his/her nominated alternate should he be unable to attend the meeting.

32. a) The support of a 2/3rds majority of members present shall be necessary to carry a proposal at a Special General Meeting.

b) Members of the Executive shall not be entitled to vote unless they are affiliated to a club and are the sole representative of that club.

c) In the event of a tied vote, the President of the Association (or his/her alternate) who normally does not have a vote shall have a casting vote.

d) The voting on all resolutions shall be taken by a show of hands, but if the voting is challenged, or is regarded by the President (or his/her alternate) as unsatisfactory, he shall order a card vote to be taken.

Captains’ Pre-Season Briefing

33. a) A meeting will be held in March/April for the purpose of briefing Club Captains about administration arrangements and Byelaws for the coming season. Handbooks (if produced) for the year will be distributed together with other appropriate documentation.

b) Clubs will be notified by the General Secretary at least 14 days prior to the meeting and each will send at least one representative, who must be a playing captain or vice-captain for the coming season, to this meeting who shall stay in attendance and failure to do so may result in a penalty being imposed against that club in accordance with these rules.

c) Where previously notified as in b) above, a vote may be taken on proposed changes to match rules and playing regulations.

d) Where a vote is taken this may be by club or by team as deemed appropriate by the EC.

e) Voting may be for the league as a whole or by division or groups of divisions as deemed appropriate by the EC.
f) The support of a simple majority of members present shall be necessary to carry a proposal at the Captain’s Pre-Season Briefing

Duties of the Officers

34. The duties of the Officers and the additional members of the Executive will be determined by the Executive and periodically these duties and responsibilities will be reviewed. The Executive shall prepare a report to the AGM each year on the allocation of roles and responsibilities and how these responsibilities have been fulfilled.

Cups and Trophies

35. The Executive shall keep an inventory of all trophies that will be awarded for its competitions. That inventory will identify each trophy and the competition in relation to which it will be awarded. That inventory will be published each year as a byelaw.

36. The President and Hon-Treasurer shall hold the trophies on trust for The Association. The Steve Dixon Memorial Cup is the property of Kennington CC. No cup or trophy may be won outright by any club.

37. All trophies must be returned to the Honorary Treasurer in a satisfactory condition as follows: Knock Out Cups and relevant Man of the Match trophies to be returned by 1st July, all other trophies by 1st October.

Winding Up

38.a) In the event of the Association being wound up a final statement of accounts shall be prepared and independently examined.

b) If these accounts reveal a deficit every full member Club at the date of winding up and every club that ceased to be a member within the year preceding the date of winding up shall contribute equally to clear the said deficit.

c) If a surplus is revealed it shall be equally divided among the member Clubs at the date of winding up.

Discipline and Appeals

39. The Executive will appoint a Disciplinary Chairman (“DC”). The DC will then second at least 2 members of a list of people approved by the EC to act with him as a Disciplinary Panel (“DP”). The DC will ensure that none of the members of the DP have any conflict of interest or have had any involvement with any decision in connection with the matter the subject of the DP. The DP will meet as required to fulfil their duties.

40. All disciplinary matters will be dealt with under the Oxfordshire Cricket Association Disciplinary Regulations.

41. Disciplinary proceedings may be invoked against any member club, individual member of a member club or member of the Executive for any breach of these Rules or for other matters contrary to the ECB Code of Conduct and Spirit of Cricket.

Administrative Rules and Penalties

42. The Executive shall be entitled to establish a schedule of Standard penalties for breaches of provisions of the Constitution or of breaches of the Match Rules or Disciplinary Regulations. These
will be included in a Byelaw of the Association. This Byelaw will specify the nature of the offence and the penalty.

43. In respect of breaches of the Constitution or Match Rules and penalties as specified in the Byelaw required by paragraph 42 above there shall be a penalties panel (PP) comprising the Registration Secretary and 2 other members of the Executive. The PP shall consider the failure and agree the penalty to be applied either unanimously or by majority vote. The PP may reduce the penalty specified in the Byelaw at their discretion but may not increase the penalty.

44. A player or club has a right of appeal against the levy of any penalty under paragraph 42 or 43 above. The appeal process as outlined in the Disciplinary Regulations, Section 7 shall apply.