

2022 Rules and Byelaws of the Charitable Incorporated Organisation (“CIO”) , Belbroughton Cricket Club(“Club”).

Dated- 11TH JUNE 2022

Having incorporated as a CIO, with registered charity number 5192862, the charity trustees of the Club (“**Trustees**”) have the right to manage the affairs of the Club and may for that purpose exercise all the powers of the CIO.

Details of the trustees can be found via the link below:

<https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5192862>

The Constitution of the Club (“**Constitution**”) has been registered with the Charity Commission and is available on the Club website, www.belbroughtoncc.co.uk.

Regulation 25 of the Club’s Constitution permits the Trustees to make rules for the proper conduct and management of the Club.

CIO Rules and Byelaws (“**Rules**”) of the Club made by resolution of the Trustees passed at a meeting held on the **11th day of November 2022**.

The Rules are as follows:

In these Rules, the term “**Management Committee**” shall have the meaning ascribed to that term in Clause 8 of these Rules.

1.Affiliation

The Club is affiliated to the England and Wales Cricket Board Limited (“**ECB**”) through the Worcestershire Cricket Board Limited. The Club and its members shall ensure that members, playing and non-playing, abide by the ECB Code of Conduct which incorporates the Spirit of Cricket and by the Laws of Cricket.

2.ECB ‘Safe Hands’ Policy and Inclusion and Diversity Policy

The Club has adopted and will, in all circumstances, conduct its business in accordance with the ECB’s Safe Hands Cricket Safeguarding Policy and Procedures (which can be read at <https://www.ecb.co.uk/about/policies-and-regulations/safeguarding/safe-hands>), the ECB Club Inclusion and Diversity Policy and the ECB Anti-Discrimination Code (“**Code**”) and any future versions of these policies.

Furthermore, all members, volunteer helpers and parents of junior members will ensure their personal conduct is in accordance with the ‘Safe Hands’ policy and the Code copies of which will be displayed on the Club’s noticeboard and website. The Club reserves the right to take any disciplinary action against any member who has failed to behave in accordance with the ‘Safe Hands’ policy and/or the Code in accordance with the Club’s disciplinary procedure. The Club has also issued a Safeguarding Policy Statement, which is displayed on the Club’s noticeboard and website.

3.Disciplinary Procedure and Appeals

3.1. The Club is committed to maintaining high standards of behaviour, both on and off the field. All members are expected to treat their team mates, training partners, coaches, opposition, spectators, umpires and other officials with respect and fairness at all times.

3.2. The Club is committed to the investigation of any claims, when brought to its attention, of any breach of the Code, including, any discrimination, harassment, bullying, abuse or victimisation of an individual and reserves the right to impose such sanctions as it considers appropriate and proportionate, where such is found to be the case.

3.3. In the event that any employee, trustee, member, volunteer, participant or spectator feels that they have suffered discrimination, harassment, bullying, abuse or victimisation they should report the matter in writing to the Hon. Secretary of the Club. Any such report should include details of what occurred; when and where the occurrence took place; any witness details; and copies of any witness statements.

3.4. Any person that is the subject of a written complaint or appeal shall be notified of the procedures to be followed by the relevant committee in reasonable time to prepare for any hearing.

3.5. The Management Committee shall appoint a disciplinary sub-committee ("**Disciplinary Sub-Committee**") who will meet to hear complaints within 14 days of a complaint being lodged. Any person requested to attend a Disciplinary Sub-Committee shall be entitled to be accompanied by a friend or other representative and to call witnesses. The Disciplinary Sub-Committee has the power to take appropriate disciplinary action on behalf of the Management Committee and the Club, including the termination of membership or exclusion from Club premises.

3.6. The Disciplinary Sub-Committee has the power to take appropriate disciplinary action and the outcome of the hearing shall be put in writing to the affected parties within 7 days of the hearing. Possible sanctions include:

A warning as to future conduct

A suspension from membership

A removal from membership

An exclusion from the facility, either temporarily or permanently

A playing suspension

There shall be a right of appeal within 14 days of receipt of the disciplinary decision against the Disciplinary Sub-Committee's findings or the sanction imposed or both.

3.7. In the event that the individual wishes to appeal against the decision, they should appeal in writing to the Management Committee, addressing their appeal to the Hon. Secretary. The Management Committee shall appoint an appeals committee ("**Appeals Committee**"). The Appeals Committee shall have a maximum of three members 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 [21] days of the Secretary receiving the appeal. The individual who submitted 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.

4. Categories of Membership

4.1. There shall be the following categories of membership:

Junior Membership*

Youth Membership Year 5-Year 10 Boys

Girls Membership Year 5-Year 13 Girls

Young Tons Membership Year 2,3 or 4 Boys or Girls

Under 16-18 Boys Membership Year 11-Year 13 Boys

*These include non-playing membership for parents/guardians plus playing membership for the relevant child

Senior Membership

Senior Playing Member

Senior Non-playing Member (previously Vice President)

Hon. Life Members

Hon. Playing Members

Non-Playing Platinum Life Members

4.2.The annual cost of match fees shall be recommended by the Senior Cricket Steering Group Sub-Committee to the Management Committee by the prior December at the latest and shall be decided by the Management Committee. Subscriptions must be paid by the end of April each year or such later date as shall be agreed in writing by the Management Committee.

4.3.Any changes to the membership categories and the annual cost of each membership category (based on the recommendations of the Youth and Welfare Sub-Committee in the case of the annual cost of each junior membership category) shall be decided by the Management Committee.

5.Voting Rights

5.1. Every Senior Playing Member, Hon Life Member, Hon Playing Member, Non-Playing Platinum Life Member and Senior Non-Playing Member has the right to vote and has one vote at general meetings of the Club unless otherwise provided in the rights of a particular class or type of member under the then current Constitution of the Club or its then current Rules.

5.2. No person shall be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection for any Club team unless the applicable subscription has been paid by the due date and, where applicable, their membership has been approved by the Trustees under Regulation 9.1.2 of the Club's Constitution. Two days must also have passed since the application for membership was submitted before membership can be granted.

5.3.A junior member has no right to vote at any general meeting of the Club and will be categorised as a non-voting member as specified in the then current Constitution of the Club.

6.Membership Records

The Management Committee shall take reasonable steps to procure that the Hon. Secretary shall be responsible for maintaining accurate records of the Club's members.

7.Club Constitution and Rules

All members will be subject to the Club's Constitution and these Rules and by joining the Club will be deemed to accept the Club's Constitution, these Rules and any Codes of Conduct and Policies that the Club has adopted. A Code of Conduct for Members and Guests is displayed on the Club's noticeboard and website to ensure that all Club guests and non-member volunteers are aware of the code and the requirement to abide by it.

8.Delegated Authority

8.1.The Trustees have the right and power to delegate authority to a Management Committee (**“the Management Committee”**) and to authorise the Management Committee to delegate authority to Sub-Committees of the Management Committee. The Management Committee and each Sub-Committee may consist of two or more persons, but at least one member of the Management Committee and one member of each Sub-Committee must be a charity trustee.

8.2.The Trustees have with effect from the date of these Rules appointed the Management Committee and delegated authority to the Management Committee to manage the day-to-day affairs of the Club.

8.3.Subject to the provisions of Regulation 17 of the Constitution, the Management Committee shall have the right to appoint new Sub-Committees or to close down existing Sub-Committees if they are no longer required and, subject to the provisions of Regulation 17 of the Constitution shall have the right to appoint new members to the Sub-Committees.

9.Delegation by the Management Committee and Sub-Committees

9.1. The Management Committee may delegate any of their functions to Sub-committees but must specify the scope of their activity and powers; the extent to which they can commit the funds of the Club; their membership; and their duty to report back to the Management Committee. Subject to the provisions of Regulation 17 of the Constitution, the Management Committee may wind up any Sub-committee at any time or change its mandate and operating terms.

9.2.The Management Committee and any Sub-Committee must contain at least one Trustee.

10.Honorary Roles and Officers

10.1.The honorary role of President shall continue.

10.2.The following shall be the officer below:

Brian Pardoe-Chairman

[TBC]-Vice-Chairman

Andrew Bridge- Hon. Treasurer

Anthony Boardman-Hon. Secretary

Unless otherwise agreed in writing by the Trustees or the Management Committee the tasks and responsibilities of each officer are specified in the relevant Job Description contained in the then current version of the Club document **“Tasks and Responsibilities of the Club’s Officers and Other Club Volunteers.”**

11.Management Committee

11.1.The members of the Management Committee appointed by the Trustees with effect from the date of these Rules are:

Chairman

Hon. Secretary

Vice-Chairman

Hon. Treasurer

Richard Bartram

David Glover

Robert Hawk

John Raybould

Teresa Flowers

Michael Ross

Jill Turner -Safeguarding Officer

11.2.The Management Committee is responsible for the management and operation of the day-to-day affairs of the Club including, without limitation:

reviewing and updating the Club's club development plan and providing such updated plan from time to time to the Trustees for their review and creating a new club development plan in respect of the Club for the review by the Trustees to take effect from **1/1/2025** or such earlier date as shall be reasonably requested by the Trustees

identifying and proposing any major capital expenditure or maintenance outlays to the Trustees

carrying out and/or sourcing and engaging contractors to carry out any work representing major capital expenditure or maintenance outlay which has been approved by the Trustees

generating grant applications where applicable

maintaining sustainable relationships with Belbroughton Parish Council, Bromsgrove District Council and Worcestershire County Council

maintaining sustainable relationships with the ECB and Worcestershire Cricket Board Limited

responsibility for the maintenance of the club's Clubmark status

responsibility for all disciplinary matters

maintenance of the register of club members

agreeing any changes to the membership categories

setting the annual subscription rates for each membership category

entering senior competitions

annual appointment of captains

unless delegated to a specific Sub-Committee or person or persons in each case agreed in writing by the Management Committee, sourcing and engaging contractors to carry out building electrical plumbing and/or other similar building or facilities management work approved by the Management Committee

unless delegated to a specific Sub-Committee or person or persons in each case agreed in writing by the Management Committee, obtaining 3 quotations for any goods, product and/or services having a cost of £500 or more which has been approved for purchase by the Management Committee

any functions, obligations or responsibilities delegated to any specific Sub-Committee or person or persons

12. Composition of the Management Committee

12.1 The Management Committee shall consist of at least **ten** and not more than **sixteen** members (including, the Chairman, the Vice-Chairman, the Hon. Treasurer and the Hon. Secretary and the Club Safeguarding Officer);

12.2. At least three of the Management Committee must be unrelated to each other and not co-habiting.

12.3. Subject to the provisions of Regulation 17 of the Constitution, the members of the Management Committee shall be appointed by the Trustees having received if and when requested by the Trustees recommendations for such appointments from the then current Management Committee (and their appointments may at the Trustees' discretion be ratified by the members at the Annual General Meeting of the Club).

12.4. The Trustees shall consider skills needed and diversity on the Management Committee.

12.5. The Management Committee may not co-opt Club members to fill a vacancy, or as an additional Management Committee member to serve, until the end of the next AGM. The Trustees may from time to time appoint additional Management Committee members (up to the maximum permitted number).

12.6. Any Management Committee member may be re-elected without limit.

12.7. A Management Committee member ceases to be such if he or she resigns by written notice to the Club or is removed in accordance with these Rules or by the Trustees in accordance with the Club's Constitution.

13. Management Committee and Sub-Committee Meetings

Management Committee Meetings

13.1. Whenever a Management Committee member has a personal interest in a matter to be discussed he/she must declare it, withdraw from that part of the meeting (unless asked to stay), not be counted in the quorum for that agenda item and withdraw during the vote and have no vote on the matter concerned. Conflicts of Interest must be recorded and minuted.

13.2. The Management Committee shall meet at least eight times each year. The Management Committee may decide its own way of operating. Unless it otherwise resolves the following rules also apply:

13.2.1. at least 2 Management Committee members must be present for the meeting to be valid provided not less than 7 days' notice of the date and time of and venue for the meeting has been given to all the members of the Management Committee;

13.2.2. Management Committee meetings may be held either in person or by telephone, televisual or other electronic or virtual means agreed by the Management Committee in which all participants may communicate simultaneously with all other participants;

13.2.3.the Chairman or whoever else those present choose shall chair meetings;

13.2.4. decisions shall be by simple majority of those voting;

13.2.5.a resolution in writing signed by every Management Committee member shall be valid without a meeting; and

13.2.6.the Chairman of the meeting shall not have a casting vote.

13.3. The Management Committee shall appoint a Club Safeguarding Officer to ensure compliance with safeguarding legislation and the ECB Safe Hands policy. The Club Safeguarding Office shall be a Management Committee member and report to relevant Management Committee meetings and the reports, together with any action taken, must be minuted.

13.4. A Management Committee meeting shall be called by the Secretary within 14 days of a request to that effect from any member of the Management Committee or on the written request of not less than 5 members signed by them. Such Management Committee shall be held on not less than 14 nor more than 21 days' notice at a place decided upon by the Management Committee or in default by the Chairman.

13.5. The Management Committee must keep minutes of all meetings of the Management Committee including:

- (i) the names of the Trustees present at the meeting;
- (ii) the decisions made at the meetings;
- (iii) where appropriate the reasons for the decisions; and
- (iv) decisions made by their members otherwise than in meetings.

13.6. The Management Committee must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to facilitate the preparation of annual reports and returns by the Management Committee and/or the Trustees.

13.7. The Management Committee shall comply with the Club's current and future policies/codes, specific codes/policies stipulated by the Charity Commission and all applicable laws such as Health and Safety.

13.8. The Management Committee shall prepare monthly reports and, if requested by the Trustees annual plans and budgets with periodic updates for review at Trustee meetings and/or meetings of the Management Committee and to enable the Trustees and the Management Committee to evaluate and review from time to time the Club's financial state of affairs and/or the management and operation of the day-to-day affairs of the Club.

Sub-Committee Meetings

13.9. Each Sub- Committee shall endeavour to meet four times each year or at such frequency or on such dates and at such times as shall be agreed by the Management Committee. Each Sub-Committee may decide its own way of operating. Unless the Management Committee otherwise resolves the following rules also apply:

13.9.1. at least 3 Sub-Committee members must be present for the meeting to be valid provided not less than 7 days' notice of the date and time of and venue for the meeting has been given to all the members of the Sub-Committee;

13.9.2. Sub-Committee meetings may be held either in person or by telephone, televisual or other electronic or virtual means agreed by the Sub-Committee in which all participants may communicate simultaneously with all other participants;

13.9.3. the Chairman or whoever else those present choose shall chair meetings;

13.9.4. decisions shall be by simple majority of those voting;

13.9.5. a resolution in writing signed by every Sub-Committee member shall be valid without a meeting; and

13.9.6. the Chairman of the Sub-Committee meeting shall not have a casting vote.

14. Bank Accounts

Any bank account in which any part of the Club's funds is deposited shall be operated by the Management Committee and shall be held in the name of the Club. Unless regulations state otherwise, all cheques and orders for payment of money from such accounts must be signed by at least two people authorised by the Management Committee.

15. Sub-Committees of the Management Committee

The current Sub-Committees of the Management Committee are:

15.1. Youth Cricket Sub-Committee

Responsible for:

setting out and implementing a strategy for the successful development of boys' and girls' cricket

entering junior competitions

organising junior match fixtures

appointing a Junior Cricket Coordinator (whose roles and responsibilities, unless otherwise agreed in writing by the Management Committee, are summarised in the Club document "**Tasks and Responsibilities of the Club's Officers and Other Club Volunteers**" under the heading "**2022 JCC Specification/operational check/action list**")

appointing a Women's and Girls Cricket Coordinator on an annual basis

appointing a manager for each boy's and girl's year group except the U17s group who will be appointed by the Senior Cricket Steering Group Sub-Committee

assisting the Hon. Secretary and Welfare Sub-Committee to obtain and maintain the club's Clubmark status to the extent it relates to the Junior & Youth section and girls cricket

Responsible for:

setting out and implementing a strategy for the successful development of women's cricket using U13-U18 girls in line with WCBL's development and strategic plans for developing girls cricket notified from time to time by the WCBL's W&G's Development Officers

entering women's competitions for such girls

organising women's match fixtures for such girls

Members

Tony Boardman-Chairman

David Glover-Junior Cricket Coordinator/Fixture secretary

Sophie Hancox-W&G Coordinator

The following managers-Simon Flowers, Phil Harrison, Steve Harvey, Ricky Bhogal, David Glover, Geoff Day, Jim Richardson , Adam Burrows, and Rob Lee

Jill Turner-Welfare

Trustee to attend Youth Sub-Committee meetings- Rich Bartram and/or any other Trustee nominated by Rich Bartram

15.2.Senior Cricket Steering Group Sub-Committee **(the Group)**

Responsible for:

appointing a group of senior players including captains and vice-captains ("the Senior Cricket Selection Group") who will be responsible for team selection

setting out and implementing a strategy for the successful development of senior cricket

organising senior match fixtures

recommending to the Management Committee senior competitions to be entered

recommending to the Management Committee senior team captains and vice-captains

The choice of captains and vice-captains for each season should be recommended by the end of December prior at the latest.

taking all reasonable steps to ensure captains discharge their responsibilities for Pre and post-match administration and collect match fees

notifying captains of the importance of the timely submission of league match results

Subject to and conditional upon establishing a Women's team as opposed to a team resourced by girls playing in a women's competition

Responsible for:

setting out and implementing a strategy for the successful development of women's cricket

entering women's competitions

organising women's match fixtures

Terms of Reference:

- The Group is/should Not be concerned with individual selection of persons- this is the Senior Cricket Selection Group's remit
- Other terms of reference for this Group is to present recommended time -related or aspirational objectives and plans for and provide the strategic direction including in response to

captains requested “steers” for, cricket at the Club in 2022, if credible and reasonably achievable and in 2023 and beyond.

- Target production of suggested plans which are commented upon/reviewed by the Group including the Senior Cricket Selection Sub- Committee.
- Identify roles/responsibilities as the Group evolves to deliver agreed objectives/plans
- [N.B. It has been noted that the Group may need to consider long-term at the relevant time how it dovetails development of Women’s cricket into its terms of reference]

A representative but not-exhaustive example of the agenda items for this Group include specific objectives for cricket contained in the Club’s 2022 club development plan, any subsequent club development plan, League cricket requirements, Senior Net arrangements ,Recruitment, Sunday fixtures and how will the Club, and what will be done by who and when to develop 16–21-year-olds who play for the Club’s senior teams.

Members

Rob Hawk-Chairman

Richard Dunn

David Glover

Ryan Price

Ben Hansford

Justin Gray

Andy Farmer

Tom Oliver

Conner Karvaski

Rob Lee

Chris Chattaway

John Raybould

Trustee to attend meetings-Rob Hawk. Richard Bartram and Mick Ross to continue to be invited to the meetings

15.3.Grounds and Facilities Maintenance Sub-Committee

Responsible for:

procuring and maintaining suitable playing, practice, changing and social facilities including grounds maintenance and cleaning

maintaining and repairing and cleaning all the Club’s facilities, carrying out general maintenance of all facilities and routine maintenance of the Club’s grounds equipment

if authorised in writing by the Management Committee, sourcing and engaging contractors to carry out building electrical plumbing and/or other similar building or facilities management work approved by the Management Committee

if authorised in writing by the Management Committee obtaining 3 quotations for any Grounds or Facilities Maintenance product and/or services having a cost of £500 or more approved for purchase by the Management Committee

obtaining the approval of the Hon .Treasurer for the purchase of any Grounds or Facilities Maintenance product or services costing less than £500 which has been approved for purchase by the Management Committee

identifying and proposing any expenditure or maintenance outlays to the Management Committee

unless otherwise agreed in writing by the Management Committee ,the matters , activities, functions and duties specified in the Club document **“Tasks and Responsibilities of the Club’s Officers and Other Club Volunteers” under the heading “2022 Responsibilities of the HEAD GROUNDSMAN/Grounds and Maintenance Volunteer Team”**.

Members

John Raybould-Chairman

Brian Pardoe

Mick Ross

Simon Felton

Graham Stringer

Larry Turner

Mick Sawyer

David Knights

Trustee to attend meetings- Mick Ross

15.4.Fundraising and Social Events Sub-Committee

Responsible for:

raising funds for the Club including via sponsorship

all internal and external communications including social media and the website

organising social and fundraising events, with the purpose of strengthening intra-club relationships and relationships with the local community and raising funds for the Club including outside catering events agreed to be held by the Fundraising and Social Events Sub-Committee from time to time

Members

Richard Bartram -Chairman

Rachael Bartram

Kym Pearlman

Andy Bridge

Rob Hawk

Maggie Hawk

Arthur Bibbey

Trustee to attend meetings-Richard Bartram

15.5.Bar and Catering Sub-Committee

Responsible for

operating the bar, ordering stock for the bar approved for purchase by the Hon. Treasurer or which reasonably and accurately reflects historic purchases made in the preceding calendar year and serving the bar's food (such as bar snacks/pre-packaged food) beverages and other refreshments

leading a team of volunteers to help serve the bar's food , beverages and other refreshments and to provide table service where necessary

creating a welcoming environment for members and visitors

ensuring consistent good quality beverages are served to customers

monitoring inventory of beverages and bar food to ensure adequate stock

overseeing the cleanliness of the physical bar area and paying attention to possible health hazards and regulation violations

washing and sanitising all glass ware

compliance with the Club's Premises Licence and all applicable Health & Safety regulations including Food Safety and Health and Hygiene regulations

Bank all cash payments for Beverage sales

Responsible for

the provision of all food and refreshments from the kitchen and any outside catering facility unless otherwise specified and agreed by the Fundraising and Social Events Sub-Committee

ordering all food and refreshments served from the Kitchen and any outside catering facility approved for purchase by the Hon. Treasurer or the Fundraising Social Events and Catering Sub-Committee

compliance with the Club's Premises Licence and all applicable Health & Safety regulations including Food Safety and Health and Hygiene regulations

cleaning the kitchen and cleaning and sanitising all tableware and cutlery

Bank all cash payments for Food sales

Members

TBC-Chairman

Rachael Bartram

Kym Pearlman

Teresa Flowers

Mick Ross

John Raybould

Connor Karvaski

John Price

Elaine Ross

Maggie Hawk

Rich Bartram

Trustee to attend meetings- Mick Ross

15.6. Safeguarding Sub-Committee

Responsible for

adopting and implementing and ensuring the Club and its members, parents of members ,volunteers and visitors comply with the ECB's new Safeguarding Policy and Procedures trailed in June 2022

implementing and ensuring the Club and its members, parents of members ,volunteers and visitors comply with the ECB's 'Safe Hands' policy and procedures

complying with the advice and requirements of the ECB's "Safe Hands Safeguarding Kit Bag"

providing the Club with cricket specific safeguarding advice and guidance

attending all applicable Safeguarding and/or Safe Hands training organised by the WCBL/Worcestershire Cricket's Safeguarding Officer

recruiting Club Assistant Safeguarding Officers

carrying out DBS checks and processing DBS applications for relevant captains/vice-captains, coaches, team managers and adult supervisors including the Club's matches and coaching and training sessions

creating and maintaining the Safe Hands Management System (SHMS), an online Club Management Tool whereby the ECB require all County Boards and Clubs to input the details of individuals in key regulated roles or those with responsibilities for the management and running of County and Club activities.

sending out invitations to join the Club's SHMS

advising the Club on making the Club a welcome place for children and young people and creating and maintaining a safe, welcoming and inclusive environment at the Club

dealing with, investigating , managing and resolving allegations and concerns relating to safeguarding and child protection in accordance with "Child Safeguarding Complaints and Disciplinary Procedures" and "*Safe Hands – Cricket's Policy for Safeguarding Children*" including investigating allegations, concerns and breaches of the ECB Codes of Conduct, and for managing potential risk by the ECB

liaising with members of the ECB Safeguarding Team for advice and support on complying with the above-mentioned ECB policies and procedures

Members

Jill Turner-Chairman

Sam Richardson

Amy Evans

Tony Boardman

Teresa Flowers

Trustee to attend meetings-Richard Bartram

15.7. In all cases, Sub-Committee members should meet outside of Management Committee meetings and come prepared with reports and recommendations to the Management Committee meetings themselves. The Sub-Committee members must keep minutes of all meetings of their Sub-Committees including:

- (v) the names of the Trustees present at the meeting;
- (vi) the decisions made at the meetings;
- (vii) where appropriate the reasons for the decisions; and
- (viii) decisions made by their members otherwise than in meetings.

15.8. Each Sub-Committee must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to facilitate the preparation of annual reports and returns by the Management Committee and/or the Trustees.

15.9. Each Sub-Committee shall comply with the Club's current and future policies/codes, specific codes/policies stipulated by the Charity Commission and all applicable laws such as Health and Safety.

15.10. Each Sub-Committee shall prepare monthly reports and, if requested by the Trustees or the Management Committee, annual plans and budgets with periodic updates for review at Trustee meetings and/or meetings of the Management Committee and to enable the Trustees and the Management Committee to evaluate and review from time to time the Club's financial state of affairs and/or the management and operation of the day-to-day affairs of the Club.

16. Financial Reporting

The Club shall prepare financial statements for the period to the end of October each year, subject to review by external auditors. These shall be presented to, and approved by, the Trustees before uploading onto the Charity Commission website.

17. Annual General Meeting

An annual general meeting will be held each year in accordance with the procedures specified in the Club's then current Constitution

18. Appointing Trustees

The process for appointing Trustees is stated in the Club's Constitution.

19. Appointing the Management Committee

The process for appointing the Management Committee and its members and Sub-Committees and Sub-Committee members is stated in these Rules.

20.Approving Annual Financial Statements

The process for approving the annual financial statements is stated in these Rules and the Constitution.

21.Miscellaneous Provisions

21.1Notices

Notices to be sent out in accordance with these Rules may be sent by hand, by post or by suitable electronic means and will be treated as being received:

24 hours after being sent by electronic means or delivered by hand to the relevant address;

Two clear days after being sent by first class post; or

Three clear days after being sent by second class post.

Notice of all general meetings must also be put on the Club's notice board(s) and website (if any).

A technical defect in the giving of notice of which the members or the relevant committee or Sub-Committee are unaware at the time does not invalidate decisions taken at a meeting.

21.2. Amendments

These Rules may be amended at a general meeting by resolution passed by 75% of the votes cast but not (if relevant) so as to jeopardise the Club's status as a registered charity

21.3.Execution of documents

21.3.1 The CIO shall execute documents either by signature or by affixing its seal (if it has one).

21.3.2 A document is validly executed by signature if it is signed by at least two members of the Management Committee provided at least one of the members who signs the document is a Trustee.

21.4 Use of electronic communications

21.4.1 General

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

- (i) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
- (ii) any requirements to provide information to the Commission in a particular form or manner.

21.4.2 To the CIO

Any member or Trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

21.4.3 By the CIO

21.4.3.1. Any member or Trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.

21.4.3.2. The Trustees may, subject to compliance with any legal requirements, by means of publication on its website:

- (i) provide the members with the notice referred to in clause 11.3 of the Constitution
- (ii) give Trustees notice of their meetings in accordance with clause 18.1 of the Constitution (Calling meetings); and
- (iii) submit any proposal to the members or Trustees for decision by written resolution or postal vote in accordance with the CIO's powers under clause 10 of the Constitution (Members' decisions), clause 10.3 of the Constitution (Decisions taken by resolution in writing), or clause 11.10 of the Constitution (Postal voting).

22. Disputes

If a dispute arises between members of the CIO and/or between members of the Management Committee and/or members of any Sub-Committee about the validity or propriety of anything done under the Constitution and/or under these Rules and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.