

# NORTHERN CRICKET UNION

## GENERAL RULES (As amended 10th October 2016)

### Title and Object

1. (a) The title of the Union shall be “The Northern Cricket Union of Ireland”.
- (b) The object of the Union shall be to promote and improve cricket generally in the North of Ireland among men and women, the able-bodied and the disabled.
- (c) The Union shall be a member of the Irish Cricket Union, which is the governing body of cricket in Ireland.

### Membership

2. (a) All cricket clubs, schools and cricket organisations in the North of Ireland willing to conform to the Rules shall be eligible for membership.
- (b) Application for membership shall be made in writing to the General Secretary. A copy of the club’s constitution shall accompany the application.
- (c) The election of new clubs shall be by the Management Board and shall require the assent of two-thirds of those members present and voting.
- (d) An applicant club having substantially the same membership as a disbanded club shall not be eligible for membership until it has discharged any financial obligations of the disbanded club to the Union.

### Affiliation Fees

3. (a) The scale of annual affiliation fees shall be:

clubs participating in Saturday league cricket	£25
clubs not participating in Saturday league cricket	£20
schools entering three or more competitions	£75
schools entering one or two competitions	£40
other organisations	£5
- (b) All annual affiliation fees and advance payments of registration and umpiring fees shall be payable on or before 31<sup>st</sup> May. A club that has not paid these fees in full by this date shall be fined 5% of the outstanding sum or £10, whichever be the greater. A club that has not paid these fees in full by 30<sup>th</sup> June shall lose all league points gained by all its teams prior to receipt of payment by the Union. A club that has not paid these fees in full by 31<sup>st</sup> October shall have its membership suspended until the end of the following season.
- (c) A registration fee of £3 shall be charged for each player registered, apart from school pupils, and shall be payable in full on or before 16<sup>th</sup> November.
- (d) A club that has not paid these fees in full by this date shall be fined 5% of the outstanding sum or £10, whichever be the greater. If payment has not been made one month thereafter, the Management Board may impose one or more of the penalties set out in Disciplinary Bye-Law 3.9.

### Honorary Officers

4. (a) The Honorary Officers shall be the President, Vice-President, Chairman, Vice-Chairman, Honorary Treasurer, Honorary Secretary, Director of Domestic Cricket Development, Director of Representative Cricket, and Director of Finance and Sponsorship.
- (b) All Honorary Officers shall retire at the Annual General Meeting and shall be eligible for re-election, save that neither the President nor Chairman may serve for more than two years consecutively.
- (c) Ownership of all property of the Union shall be vested in the Honorary Officers.

### General Meetings

5. A General Meeting may be attended only by:
  - (a) the members of the Management Board;
  - (b) the Honorary Life Members;

- (c) one club representative from each team that participated in Saturday league cricket in the current or previous season;
  - (d) one representative of each club that participated only in midweek cricket in the current or previous season;
  - (e) two representatives of the schools affiliated in the current or previous season;
  - (f) two representatives of the Northern Ireland Association of Cricket Umpires and Scorers; and
  - (g) the General Secretary.
6. All those entitled to attend a General Meeting shall receive ten days' notice in writing.
7. At a General Meeting, twenty members shall form a quorum.
8. The Annual General Meeting shall:
- (a) be held not later than 31<sup>st</sup> October;
  - (b) consider and, if approved, adopt the minutes of the previous Annual General Meeting;
  - (c) consider and, if approved, adopt the Annual Report and Statement of Accounts;
  - (d) elect the Honorary Officers;
  - (e) elect the Assistant Directors;
  - (f) elect, from persons nominated by clubs, three members of the Management Board;
  - (g) elect, from persons nominated by clubs, up to five members of each Directorate;
  - (h) consider and, if approved, elect any Honorary Life Members nominated by the Management Board in accordance with General Rule 13(d);
  - (i) elect the Auditors;
  - (j) consider and, if approved by sixty per cent of those present and voting, adopt any proposed alterations to General or Competition Rules (or amendments thereto duly proposed and seconded from the floor of the meeting).
- Nominations under (d), (e), (f) and (g) and proposals under (j) shall be made in writing by affiliated clubs or, in the case of nominations under (d) and (e) and proposals under (j), by the Management Board, Directorates or Honorary Officers, and shall be received by the General Secretary no later than 15<sup>th</sup> September. No club shall nominate more than one person to the same Directorate under (f) or re-nominate an outgoing member of a Directorate who did not attend at least three meetings of the Directorate in the preceding year, unless absence was a result of serious illness.
9. A Special General Meeting may be called at any time by the Management Board or by a requisition, stating the purpose of the meeting and signed on behalf of not fewer than six affiliated clubs by their Chairmen or Honorary Secretaries. Only such business as is specified by the Management Board, or in the requisition, may be conducted at a Special General Meeting.

### **Management Board**

10. The Management Board shall comprise:
- (a) the Chairman;
  - (b) the Vice-Chairman;
  - (c) the Honorary Treasurer;
  - (d) the Honorary Secretary;
  - (e) the Directors of Domestic Cricket Development, Representative Cricket, and Finance and Sponsorship;
  - (f) the Assistant Directors of Domestic Cricket Development, Representative Cricket, and Finance and Sponsorship;
  - (g) three club nominee members elected at the Annual General Meeting;
  - (h) one member appointed by and from each Directorate;
  - (i) up to three members co-opted in accordance with Rule 13(f); and
  - (j) the President (non-voting).
11. (a) In each year, the Management Board shall hold meetings at least quarterly, of which members shall receive at least three days' notice by e-mail or in writing.
- (b) The dates of meetings shall normally be selected by the Chairman.

- (c) A special meeting of the Management Board may be convened by a requisition stating the reason for the meeting and signed by at least four Board members.
  - (d) At meetings of the Management Board, five members shall form a quorum.
  - (e) Every voting member of the Management Board shall be entitled to one vote, save that the Chairman shall be entitled to a vote and a casting vote.
  - (f) An Emergency Committee, comprising the Chairman, Vice-Chairman and the three Directors, shall be empowered to take decisions that, by reason of urgency, need to be taken between meetings of the Management Board.
12. The Management Board shall:
- (a) have final responsibility for the administration of the Union, including all financial matters;
  - (b) have final responsibility for the management of all competitions and for the interpretation of all Rules and Bye-Laws;
  - (c) take such disciplinary action as it considers necessary in the event of the violation of such Rules or Bye-Laws
  - (d) receive the minutes of all Directorate meetings and consider any recommendations therein that fall outside the Directorates' delegated authority;
  - (e) appoint the General Secretary and determine his conditions of employment and remuneration.
13. The Management Board may:
- (a) make Bye-Laws consistent with the Rules;
  - (b) appoint sub-committees of the Board, the composition of which need not be confined to members, and delegate to them such powers as it may determine;
  - (c) elect new clubs to membership of the Union in accordance with General Rule 2(c);
  - (d) nominate to the Annual General Meeting, for election as an Honorary Life Member, any person judged to have rendered exceptional service to the Union;
  - (e) fill by co-option any casual vacancy that may occur in an Honorary Office or in the membership of the Board or any Directorate;
  - (f) co-opt up to three additional members to widen the expertise of the Board.

## **Directorates**

14. The Domestic Cricket Development Directorate:
- (a) shall comprise the Director, the Assistant Director, the club nominee members elected by the Annual General Meeting, and such other members as it may co-opt;
  - (b) shall be responsible to the Management Board for the effective discharge of the Union's responsibilities in relation to the following activities, including the implementation of the relevant parts of the Development Plan:
    - (i) promotion of grassroots cricket;
    - (ii) club development/accreditation (including advice to clubs);
    - (iii) coaching (non-elite);
    - (iv) club/school links;
    - (v) liaison with NCU Development Officer;
    - (vi) liaison with Schools' Committee;
    - (vii) grading and inspection of grounds (including setting standards);
    - (viii) umpiring and scoring (including liaison with the NI Association of Cricket Umpires and Scorers);
    - (ix) registration of players (including registration guidance);
    - (x) adult competitions (including rules);
    - (xi) liaison with the Cricket Ireland Cricket Committee regarding Cricket Ireland club competitions;
    - (xii) youth competitions (including rules).
  - (c) shall appoint one of its members to be a member of the Management Board; and
  - (d) may appoint sub-committees of the Directorate, the composition of which need not be confined to members, and delegate to them such powers as it may determine.

15. The Finance and Sponsorship Directorate:
- (a) shall comprise the Director, the Assistant Director, the Honorary Treasurer, the club nominee members elected by the Annual General Meeting, and such other members as it may co-opt;
  - (b) shall be responsible to the Management Board for the effective discharge of the Union's responsibilities in relation to the following activities, including the implementation of the relevant parts of the Development Plan:
    - (i) setting budgets and monitoring performance against them;
    - (ii) insurance, banking and investment arrangements;
    - (iii) approval of draft accounts;
    - (iv) financial delegations to Honorary Treasurer;
    - (v) liaison with Cricket Ireland Finance Committee;
    - (vi) liaison with Auditors;
    - (vii) General Secretary's remuneration;
    - (vi) Annual Dinner;
    - (vii) fundraising and sponsorship;
    - (viii) marketing.
  - (c) shall appoint one of its members to be a member of the Management Board; and
  - (d) may appoint sub-committees of the Directorate, the composition of which need not be confined to members, and delegate to them such powers as it may determine.

16. The Representative Cricket Directorate:
- (a) shall comprise the Director, the Assistant Director, the club nominee members elected by the Annual General Meeting, and such other members as it may co-opt;
  - (b) shall be responsible to the Management Board for the effective discharge of the Union's responsibilities in relation to the following activities, including the implementation of the relevant parts of the Development Plan:
    - (i) interprovincial cricket (including management of Team Administration Officer, Manager and Coach);
    - (ii) liaison with Cricket Ireland Operations Manager;
    - (iii) youth representative teams (U12 to U17);
    - (iv) appointment of coaches;
    - (v) provincial elite squad coaching and preparation;
    - (vi) provincial academy developments.
  - (c) shall appoint one of its members to be a member of the Management Board; and
  - (d) may appoint sub-committees of the Directorate, the composition of which need not be confined to members, and delegate to them such powers as it may determine.

### **Duties of Officers**

18. The Chairman shall:
- (a) oversee the proper conduct of the affairs of the Union;
  - (b) ensure that meetings of the Management Board are convened in accordance with General Rule 11 and choose the dates for them;
  - (c) chair meetings of the Management Board; and
  - (d) be *ex officio* a member of all Directorates.
19. The General Secretary shall:
- (a) be responsible to the Management Board for the proper conduct of the affairs of the Union as prescribed in the Rules and in accordance with the decisions of the Management Board or the appropriate Directorate or sub-committee;
  - (b) give notice of, and arrange for, all General Meetings, ensuring that attendance and voting are restricted to duly entitled persons;
  - (c) give notice to those entitled to attend the Annual General Meeting of any proposals to alter Rules;
  - (d) give notice of, and arrange for, meetings of the Management Board and of each Directorate;
  - (e) make and keep minutes of all meetings of the Management Board and of each Directorate and include a record of all attendances at Management Board, Directorate and sub-committee meetings in the Annual Report;

- (f) send copies of the Fixture and Rules Book to each affiliated club and school at the start of each season;
- (g) send to each competing club the forms referred to in Competition Rules 3, 5, 16, 25, 29 and 30 no later than fourteen days before the first league fixtures;
- (h) report as soon as possible to the Chairman or the appropriate Director any irregularity coming to his notice or any correspondence requiring their urgent attention;
- (i) arrange for the engraving of all trophies, obtaining from each challenge cup winner the list of players' names to be inscribed thereon;
- (j) obtain official receipts from all clubs to which trophies have been presented, acknowledging responsibility for their safe custody;
- (k) have no vote at any meeting.

20. The Honorary Treasurer shall:

- (a) lodge all monies with a recognised bank in the name of "The Northern Cricket Union of Ireland";
- (b) transfer, whenever he deems it appropriate, to an interest-bearing security approved by the Finance and Sponsorship Directorate, such monies as appear to him to be surplus to normal annual requirements;
- (c) furnish all accounts as required by the Rules;
- (d) keep proper records of all receipts and payments;
- (e) issue receipts on request for cash received;
- (f) collect and verify all gate receipts;
- (g) adequately insure all property; and
- (h) prepare and have audited by the Auditors the Annual Statement of Accounts up to 31<sup>st</sup> March in each year for submission to the next Annual General Meeting.

21. The Honorary Secretary shall:

- (a) be responsible, in conjunction with the General Secretary, for the efficient working of the Union; and
- (b) deputise for the General Secretary when the latter is indisposed or otherwise unavailable.

## **Appeals**

22. (a) A club may appeal against any ruling of a sub-committee or official of the Union. Any such appeal shall be in writing and shall state the grounds of the appeal. It shall be lodged with the General Secretary within ten days of the ruling's receipt by the club, together with a deposit of £50.
- (b) The Appeals Committee shall consider any such appeal within ten days of its receipt by the General Secretary. During the intervening period, the ruling shall stand. The Appeals Committee's consideration will normally be based solely on the written appeal and a written response from the committee or official responsible for the ruling in question. Alternatively, the club may request an oral hearing, in which case the Appeals Committee shall hear oral evidence from both parties and may ask them questions.
- (c) The Appeals Committee's decision, and the reasons for it, shall be communicated to the club in writing within seven days of its consideration of the appeal. The Appeals Committee shall also have the power, where it considers the appeal to be without merit, to order the deposit to be forfeited.
- (d) If the club, or any other club affected by the decision, is not satisfied with the decision of the Appeals Committee, it may make a further appeal. Any such appeal shall be in writing and shall state the reason(s) why the club considers the decision to be mistaken. It shall be lodged with the General Secretary within ten days of the decision's receipt by the club, together with a deposit of £50.
- (e) The Management Board shall consider any such appeal within ten days of its receipt by the General Secretary. During the intervening period, the decision of the Appeals Committee shall stand. The Management Board consideration will normally be based solely on the written appeals and the written response from the committee or official responsible for the original ruling. Alternatively, the club may request an oral hearing, in which case the Management Board shall hear oral evidence from both parties and may ask them questions.
- (f) The Management Board decision on any such appeal shall be final. The Management Board shall also have the power, where it considers the appeal to be without merit, to order the deposit to be forfeited.

(g) The conduct of appeals shall be in accordance with the rules of natural justice.

### **Child Protection**

23. The Union is fully committed to safeguarding the wellbeing of its members. Every individual in the Union should, at all times, show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the Union and the guidelines contained in the *Code of Ethics and Good Practice for Children's Sport in Ireland*.