



SUSSEX SENIORS' CRICKET

CONSTITUTION

Adopted at Special General Meeting

15 September 2025

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SUSSEX SENIORS' CRICKET CONSTITUTION

1. NAME AND REGISTERED OFFICE

1.1 The name of the organisation shall be "Sussex Seniors' Cricket" ("the Seniors") and may also incorporate the name of any sponsor of it.

1.2 The registered office of the organisation shall be The 1st Central County Ground, Eaton Road, Hove, Sussex BN3 3AN ("the County Ground").

2. OBJECTS

The objects of Sussex Seniors' Cricket are:

2.1 To act on behalf of the Sussex Cricket Foundation, (which is a wholly owned subsidiary of Sussex Cricket Limited) as the local managing body for competitive, Seniors' Cricket within Sussex and to be accountable to the Sussex Cricket Foundation for this activity.

2.2 To facilitate representative fixtures, home and away, with other counties in England & Wales, either on a competitive basis, or as friendly matches. These shall be in the following age groups:

- Over 50s
- Over 60s
- Over 70s.

2.3 To promote, encourage and stimulate interest in the playing and watching of Seniors' cricket within and beyond the County, within the MCC's *Spirit of Cricket*.

2.4 To ensure all members playing as representatives of Sussex Cricket conform to the laws of cricket and to such regulations as may, from time to time, be laid down by the England & Wales Cricket Board or any other relevant body or bodies, including the "Safe Hands" policy and Data Protection Regulations.

2.5 To provide sporting and social activities for its members, with enjoyment and fulfillment as its aim.

2.6 To play its part in the mission of Sussex Cricket Limited to "Inspire a passion for cricket" and to strengthen bonds with local communities.

2.7 To do all such other things as are conducive to the attainment of the above objects or are otherwise in the best interests of *Sussex Cricket* overall.

3. POWERS

To further its objects, the Seniors shall have the power to do all such things as are conducive to its objects, including (but not limited to) all or any of the following:

3.1 Either directly or indirectly to use, invest and deal with the assets and funds of the Seniors for its objects in such manner as shall be considered by the Management Committee, at its discretion, to be desirable or expedient.

3.2 To accept sponsorship, franchises and other arrangements, on such terms as may be decided by the Management Committee.

3.3 To support (whether by direct subscription, the giving of guarantees, or otherwise) any charitable, benevolent or educational fund, institution or organisation, or any event or purpose of a public or general nature, the support of which will, in the opinion of the Management Committee, directly or indirectly benefit, or is calculated so as to benefit, the Seniors in pursuit of its objects.

3.4 To promote, arrange and organise competitions and activities that will produce revenues to be deployed for the furtherance of the objects of the Seniors.

3.5 To arrange indemnity insurance for individual honorary officers and other Management Committee members against any liability of whatever nature incurred in defending any civil proceedings in relation to the affairs of the Seniors.

3.6 To maintain bank accounts in credit, or overdrawn on such terms as the Management Committee shall think fit, including the giving of guarantees and indemnities in respect of direct debits and other money transmission or collection systems.

4. SUSSEX CRICKET FOUNDATION SUPPORT

4.1 In line with its accountability to Sussex Cricket Limited, the Sussex Cricket Foundation shall provide administrative support for Sussex Seniors, which shall include the following activities:

- To organise all meetings and to take minutes of these;
- To manage and update the Sussex Seniors' database, including data collection, insight and analysis;
- To maintain and monitor all aspects of the Sussex Seniors Play-Cricket website.

4.2 Additional benefits through the Sussex Cricket Foundation, shall be as follows:

- Sponsorship opportunities;
- Uniformity of cricket clothing, both playing and casual, with the County kit;
- Involvement in the Foundation's insurance policy;
- Affordable use of playing facilities at the 1st Central County Ground, at Arundel Castle, at Blackstone and at BACA;
- Assistance with communications, publicity and good news stories etc.;
- Involvement in Sussex Cricket's End-of-Season Awards and to Social Days at County matches.

5. MEMBERSHIP, SUBSCRIPTIONS AND MATCH FEES

5.1 Membership of the Seniors shall be open to individuals residing in; born in; or playing for a Sussex Cricket affiliated club in East and West Sussex over the age of 49 years, irrespective of gender, disability, race, ethnic origin, creed, colour, social status, and sexual orientation. Members shall also have to meet the player qualification criteria of each competition.

5.2 Membership shall be separated into two categories, namely Playing and Social.

5.3 New members wishing to join the Seniors shall be required to complete an application form, which shall be sent to the Registration and Availability Manager. Such applications shall be vetted by the Team Manager.

5.4 Membership may be refused or terminated only for good cause such as a member's conduct or character, which has or is likely to bring the Seniors or cricket into disrepute, as referred in **Administrative Regulation B**.

5.5 Membership of the Seniors shall be subject to the payment of annual subscriptions, the sums of which shall be determined at the Seniors' Annual General Meeting. The subscription for social members shall be 50% of the playing membership subscription.

5.6 The subscription year shall commence on the 1st April and terminate on the 31st March in the following year. Any annual subscription not paid by the **31st May** will preclude that member from all privileges of the Seniors.

5.7 Any new Member accepted after the commencement of the season shall pay **the full** subscription within twenty-eight days of their acceptance. The level of match fees shall be determined at the Seniors' Annual General Meeting.

5.8 Playing members shall be required to pay a match fee for each match in which they participate. Such fees are due on the day they are incurred.

5.9 Members in arrears of any subscription or match fee, after the set deadlines have passed, shall not participate in either matches or practice until such arrears are paid. In addition, they shall not be entitled to propose or second a motion or to vote at any General Meeting if they are in arrears of any subscription/match fee.

6. MANAGEMENT ARRANGEMENTS

Administrative and Financial Year

6.1 The administrative and financial year of Sussex Seniors Cricket shall be the period commencing on the 1st November and ending on the 31st October in the following year.

Director

6.2 There shall be a Director of Sussex Seniors Cricket, who, as a volunteer, shall be accountable to the Community Cricket Director for Sussex Cricket for delivering

Seniors' Cricket in Sussex. The Sussex Cricket Foundation shall be responsible for the annual selection and appointment of the Director, through a nominations committee established by the Foundation for this purpose. The Seniors General Committee shall have the right to make nominations.

The Director shall normally be appointed for a three-year term, which shall be subject to a satisfactory annual review.

No individual may serve for more than nine consecutive years without taking a break from office of one 12-month period or, if less, the period from one AGM to the next AGM.

The activities of the Director shall be regularly monitored by the Community Cricket Director.

Other Honorary Officers

6.3 The following honorary officers shall be subject to annual election (with the exception of Captains) at an Annual General Meeting. Their respective duties are set out in

Administrative Regulation C.

- Treasurer and Finance Manager,
- Sponsorship Manager,
- Fixtures & Grounds Manager,
- Marketing & Recruitment Manager,
- Publicity & Social Manager,
- Registration & Availability Manager,
- Scorers' Manager,
- Umpires' Manager,
- Captains of the respective squads' teams,
- League Representatives of 50+ and 60+/70+ squads,
- Manager of 50+; 60+; and 70+ squads.

6.4 In the interests of good governance, members of the General Committee should serve for no more than nine consecutive years, following which they shall take a break for one year before being eligible to stand for office again.

General Committee

6.5 The Director and the above listed honorary officers shall form the General Committee, which shall be responsible for the overall governance and operational management of the organisation and for ensuring that it is managed in accordance with the powers set out in section 3 above. The Chair of the General Committee shall be the Director of Sussex Seniors' Cricket.

6.6 The General Committee shall establish any sub-committees that it considers necessary and shall have the power to co-opt any person or persons either generally or for a specific purpose, or for a specific meeting or meetings, either as a voting or a non-voting member. It also has the authority to fill any casual vacancy that arises, subject to confirmation at the next Annual General Meeting.

6.7 The General Committee shall ensure there are robust objectives and principles in place in relation to the selection of players to the respective County squads and teams, as set out in **Administrative Regulation A**.

6.8 As identified fully in **Administrative Regulation B**, the General Committee is empowered to deal with disciplinary matters and any breach, query, or dispute, in relation to which its decisions shall be final.

6.9 The General Committee shall require, as specified, regular reports from the Director; the Treasurer/Finance Manager; the Team Managers; the Umpires and Scorers Managers; the Fixtures and Grounds Manager; and the League Representatives.

6.10 The General Committee shall meet not less than twice per annum and five members shall be required to form a quorum at Committee meetings.

6.11 Decisions taken at General Committee meetings shall require a majority vote of those present at the meeting. If there is an equality of votes, the Chair shall have a second or casting vote.

6.12 The General Committee shall decide the date, time and venue of the Annual General Meeting and shall be required to submit a report on its activities to that Meeting.

6.13 Whilst any changes to the Seniors' Constitution must be made at an Annual or Special General Meeting, the General Committee has the authority to make amendments or adjustments as it considers necessary to the various **Policy Documents and Administrative Regulations**.

7. FINANCE

7.1 Sussex Seniors' Cricket shall be financed by subscriptions, donations and fund raising.

7.2 The General Committee shall be responsible for the administration of the Seniors' finances and shall decide which local Bank/Building Society shall hold the organisation's funds, as approved by the Sussex Cricket Foundation.

7.3 The Treasurer and Finance Manager shall be accountable to the Director for the maintenance of proper records of all income, expenditure and balances.

7.4 The Treasurer and Finance Manager shall present a professionally examined statement of accounts for the year ended 31st October to the Community Cricket Director of the Sussex Cricket Foundation for examination and presentation to the Annual Meeting for approval.

7.5 The Director of the Sussex Seniors and the Treasurer and Finance Manager shall be authorised to sign cheques and to approve electronic payments.

8. MEETINGS

Annual General Meetings

8.1 The Annual General Meeting of the Sussex Seniors' Cricket shall take place no later than 31st December. The Sussex Cricket Foundation's support staff shall give not less than six weeks' notice of the meeting in writing to members and shall circulate appropriate documentation four weeks prior to the meeting.

8.2 The Annual General Meeting shall transact the annual business of the organisation, including the following:

- To approve the minutes of the previous Annual General and Special General Meetings;
- To receive and approve an audited statement of accounts for the year ended 31st October;
- To receive the written reports of the General Committee and the Captains for the year;
- To elect honorary officers and managers for the ensuing year;
- To consider alterations, additions and deletions to the Constitution and the various Appendices;
- To decide the subscriptions and fees for the ensuing year.
- To deal with any other business.

8.3 Any proposed amendment or additions to the existing Constitution must be proposed by the General Committee, or be proposed and seconded by two members, and be supported by no less than 20 paid-up members. Such proposals shall be submitted, in writing, to the Sussex Cricket Foundation's support staff not later than four weeks prior to the date of the meeting.

8.4 With regard to point 6.12 above, in exceptional circumstances, the Chair may accept proposals to amend any **Policy Document or Administrative Regulation** at an Annual or Special General Meeting.

8.5 A quorum at an Annual General Meeting shall be 25 paid-up members. In the case of this number not being met, The General Committee shall have the authority to make decisions on any agenda items.

Special General Meetings

8.6 A Special General Meeting may be summoned at any time by the Management Committee, or by a requisition, in writing, to the Sussex Cricket Foundation's support staff, signed by at least twenty members, together with a deposit of £25.00 which shall be returned or forfeited as the Special General Meeting may determine.

8.7 Such a requisition shall state clearly the motion(s) that is/are requested for debate. Any such motion(s) that seeks to change a decision reached at the previous Annual General Meeting (or at an intervening Special General Meeting) shall not be allowed to proceed unless, in the opinion of the Management Committee, there has been a material change of circumstances affecting the original decision.

8.8 A Special General Meeting shall take place within four weeks of the application being received and shall discuss only the motion(s) that form(s) the contents of the application. The Sussex Cricket Foundation's support staff shall give fourteen clear days' notice of the meeting to all members. The conduct thereof shall be in accordance with the procedures that apply for Annual General Meetings.

8.9 A quorum at Special General Meetings shall be 25 paid-up members.

9. VOTING AT ANNUAL AND SPECIAL GENERAL MEETINGS

9.1 Any decision upon matters arising at an Annual General Meeting, or Special General Meeting, shall be decided by a majority of those present.

9.2 Exceptions to this rule are as follows:

- A proposal for any change of the Constitution shall require a 67% majority of those members voting at the meeting;
- A proposal for the dissolution of the organisation shall require an 80% majority.

9.3 In the event of a tied vote in respect of the above, the Chair or their nominated deputy shall have the casting vote.

9.4 Voting at any General Meeting shall be by show of hands, unless a secret ballot is agreed by the Meeting. Voting by proxy is not permitted.

9.5 Each member present at any Meeting with a right to vote is entitled to one vote only in respect of each matter to be decided.

9.6 In cases where votes are decided, whether by show of hands or by a secret ballot, the declaration by the Chair of the result shall be accepted as final, and an entry to that effect stated in the minutes of the Meeting.

10. ALTERATIONS TO THE CONSTITUTION

10.1 No alteration shall be made to this Constitution except at an Annual General Meeting or a Special General Meeting. Notice of the proposed alteration shall be given to the Sussex Cricket Foundation's support staff in accordance with the provisions of section 8 above.

10.2 Should there be any ambiguity or difference of opinion concerning the purpose or interpretation of any aspect of the Constitution, reference shall be made to the Director who shall refer the matter to the General Committee. The decision of the General Committee shall be final and binding upon all parties.

10.3 All members shall be entitled to inspect a copy of the Constitution of Sussex Seniors' Cricket, on request.

11. DISSOLUTION

11.1 The Sussex Seniors' Cricket organisation may be dissolved voluntarily by a resolution passed at a General Meeting provided that:

- The dissolution is in accordance with the Constitution;
- At least twenty-eight clear days' notice, in writing, of the proposal, which must be properly proposed and seconded, is provided by the Director to each Member of the Club; and
- At least 80% of the members present vote in favour of the proposal.

11.2 The accounts shall be prepared and audited. Any property or monies remaining after debts and liabilities have been settled, shall be disposed of to the Sussex Cricket Foundation, or to the sport's governing body, for the benefit of local cricket organisations.

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Authors – Hugh Milner and David Bowden

POLICY DOCUMENT 1

SUSSEX SENIORS' CRICKET DIVERSITY AND INCLUSION POLICY

1. The Sussex Seniors in all its activities, is fully committed to the principles of equality of opportunity in sport, and to ensuring that its members and all other individuals working or volunteering for the Sussex Seniors, and participating in or watching the Sussex Seniors' sporting and social activities are treated fairly and are able to conduct their activities free from discrimination, harassment or intimidation.
2. The Sussex Seniors in all its activities shall not discriminate, or in any way treat anyone less favourably against on the grounds of age, gender, disability, colour, race, nationality, ethnic origin, pregnancy, parental or marital status, religion or belief or sexual orientation.
3. The Sussex Seniors shall not tolerate harassment, bullying, abuse or victimisation of individuals.
4. The Sussex Seniors shall endeavour to create access and opportunities for all those individuals who wish to participate, and are lawfully eligible to participate, in its activities.
5. The Sussex Seniors shall ensure that it complies with the requirements of the relevant Equality Act and shall take all reasonable steps to ensure that its officers, members and volunteers adhere to these requirements and this policy.
6. The Sussex Seniors General Committee shall set an appropriate standard of behaviour; lead by example; and ensure that those they manage adhere to the policy and promote the Senior's aims and objectives with regard to equal opportunities.
7. The Sussex Seniors is committed to the investigation of any claims when brought to its attention, of discrimination, harassment, bullying, abuse or victimisation of an individual, and reserves the right to impose such sanction as it considers appropriate and proportionate, where such is found to be the case.
8. In the event that any 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 Director of Sussex Seniors or any Sussex Seniors' Team Manager.
9. 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. If the accused individual is a member, or volunteer, the Director of Sussex Seniors and Team Managers:
 - May decide (at its sole discretion) to uphold or dismiss the complaint without holding a hearing;
 - May (at its sole discretion) hold a hearing at which both parties will be entitled to attend and present their case;

- Shall have the power to impose any one or more of the following sanctions on any person found to be in breach of any policy:
 - warn as to future conduct; and
 - exclude a member from the facility, either temporarily or permanently.
10. Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Members, who make such allegations in good faith, shall not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith shall, however, be dealt with appropriately. Any member who is found to have committed an act of discrimination or harassment shall be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in the immediate termination of membership. The Sussex Seniors shall take a strict approach to serious breaches of this policy.
11. The Sussex Seniors has adopted the following definitions to explain the approach to diversity and inclusion in sport:
- **Discrimination** – treating someone in a less favourable way and causing them harm, because of their age, disability, gender reassignment, marriage or civil partnership, race, religion or belief, sex or sexual orientation.
 - **Diversity** – acknowledging, celebrating and respecting the differences between groups of people and between individuals. The Sussex Seniors shall work to ensure that people can be assured of an environment in which their rights, dignity and individual worth are respected, and in particular that they are able to enjoy their sport without the threat of intimidation, victimisation, harassment or abuse.
 - **Harassment** – unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual or creates an intimidating, hostile, degrading, humiliating or offensive environment. The focus is on the perception of the complainant not the intent of the perpetrator. Members can complain of behaviour they find offensive even if it is not directed at them.
 - **Inclusion** – ensuring that sport is equally accessible to any member of the community so they can be fully involved in whatever capacity they choose; and that they are supported to achieve their potential in any capacity (e.g. player, volunteer, coach or official). The Sussex Seniors shall work to ensure that people have a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities, that they feel respected and valued and are not singled out, with regard to their age, disability, gender reassignment status, sex, marital or civil partnership status, pregnancy or maternity, race, sex, sexual orientation, religion, race or sexual orientation, socio-economic status or any other background.
 - **Positive action** – The Sussex Seniors is committed to taking positive steps to counteract the effects of physical or cultural barriers – whether real or perceived – that restrict the opportunity for all sections of the community to participate equally and fully. The Sussex Seniors shall ensure that it institutes, supports or contributes to appropriate measures or initiatives that enable access to sport and participation in associated activities by people from any group that is under-represented in sport or has difficulty accessing it and that they can do so with dignity or without being singled out.

12. This policy applies to the recruitment of volunteers, counselling, training, grievance and disciplinary procedure. All volunteers are required to comply with the Diversity & Inclusion Policy when dealing with other volunteers. In particular, all volunteers must take care to guard against more subtle and unconscious forms of discrimination, which may not be immediately obvious. This may result from generalisations about the capabilities, characteristics or interests of a particular group which influence the treatment of individuals.

13. This policy is fully supported by the Sussex Seniors' honorary officers, managers and captains who are responsible for the implementation of this policy. Day-to-day operational responsibility, including regular review of this policy, has been delegated to the Director of the Sussex Seniors.

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POLICY DOCUMENT 2

SUSSEX SENIORS' CRICKET GENERAL DATA PROTECTION REGULATION 2016 – (GDPR)

Privacy Policy Statement

The General Data Protection Regulation (GDPR) gives individuals greater control over their personal data.

1. The Sussex Seniors shall keep the personal information that its members and volunteers provide, which shall be retained on the Sussex Seniors' databases and in paper files. Personal information shall be used to contact individuals and in order for the Sussex Seniors to operate effectively as a Seniors' Cricket organization. In addition, personal cricketing statistics shall appear in the appropriate sections of relevant websites.
2. The personal information of the Director, the Managers and the Captains is made available to the membership via newsletters; fixture lists; the ECB Play-Cricket Over 50s website; the Sussex Seniors' Play-Cricket website; the Over 60s website; and the 60+/70+ National Cricket Championship Play-Cricket website.
3. Personal information shall be submitted to the relevant Sussex Senior Managers and Captains for the purpose of team selection and to the respective Competition Leagus for the purpose of registration and publishing of match results and statistics. Details of individuals' cricketing achievements and photographs shall appear in the newsletters. Personal information shall not be made available to anyone else, unless requested or authorised by the individual.
4. The Sussex Seniors shall keep all personal information on its secure database; membership details; paper files; and financial records unless it is advised by the individual to the contrary. Individuals may ask to see this personal data or ask for it to be changed or removed at any time by contacting the Director.
5. Any member who is not willing for their personal information to be shared in the manner described above is at liberty to "opt out", with a request in writing to the Director that their personal information is not published in these media.
6. A Guidance Note for General Date Protection Regulation can be found at:
<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

ADMINISTRATIVE REGULATION A

SUSSEX SENIORS' CRICKET **SELECTION SUB-COMMITTEE - TERMS OF REFERENCE**

Composition

The Selection Sub-Committee shall comprise all Age Group Managers and Team Captains, with the Vice-Captain deputising whenever the respective Captain is unavailable.

The Director of SSC may attend the Selection Sub-Committee in an advisory capacity.

Selection Sub Committee discussions will be held weekly, as necessary.

1. Objective

The aim is to win every competition entered.

2. Principles

The Selection Sub Committee shall be responsible for the selection of players for all matches.

The opinion of each Captain shall be respected in regard to who they feel is the best player to fill a particular position.

The strongest team possible shall be selected, with the necessary balance of skills.

Players shall be selected on merit, with defined roles and a full part to play.

Captains must acknowledge that the selected team is representing Sussex Cricket and favouritism should not play any part in the selection process.

Selection shall be carried out hierarchically by each Team Captain, with the senior side in each age group selected first.

Selection for League matches must be in accordance with the Rules and Conditions of the appropriate Championship.

Championship sides are the main priority, with each age group following in order.

There shall be a close liaison with other captains when making decisions.

Wherever possible, bearing in mind that the strongest team possible should be selected, players over the age of 50 should play in 50s cricket; players over the age of 60 should play 60s cricket; and players over the age of 70 should play 70s cricket.

Players will promptly notify their availability whenever requested by the Registration & Availability Manager, the appropriate Manager and the Captain and this availability will be added to the master Availability Spreadsheet without delay.

Players not selected will automatically be made available and selected in a lower team.

Players shall be notified by the appropriate Manager of selection, by email, Whatsapp, or by post where appropriate.

Players will not normally be promoted or demoted across more than one level at a time.

If a selected player becomes unavailable, the captain and appropriate Manager must be notified immediately. The captain of that team will choose a player from the next team to be promoted and the resultant vacancy will be back-filled by the captain of the team that the player is promoted from with support and assistance from other captains.

Players shall be informed personally of promotions and/or demotions (with reasons) by their existing Team Captain.

3. Players' Commitment

Players selected for all teams must be:

- Committed to play and not drop out unless it is absolutely necessary;
- Prepared to play both home and away which, by the very nature of inter-county cricket, will inevitably involve travel;
- Make sure their Manager and Captain are advised of one's availability promptly, which shall require the player to return each availability sheet without delay;
- Responsible for checking their selection and advise any non-availability to the Team Manager at the earliest opportunity;
- Confirm their selection immediately;
- Arrival at the game a minimum of 60 minutes before the start;
- Properly dressed both on and off the field of play, wearing the approved Sussex Seniors' casual and playing kit;
- Earn one's place in a team; no-one has a right to play for a particular or any team.
- Willing to play where selected to the best of their ability;
- Willing to help their captain on match days, without being asked;
- Willing to pay match fees on time where applicable;
- Responsible, in the event of inclement weather, to contact either their Captain or Team Manager to ascertain whether the game is on, or not.

Players must always uphold "*The Spirit of Cricket*" & "*Code of Conduct*" and exercise good manners, on and off the field.

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ADMINISTRATIVE REGULATION B

SUSSEX SENIORS' CRICKET CODE OF CONDUCT & DISCIPLINARY REGULATIONS

1. Aims and Jurisdiction

- 1.1 The England & Wales Cricket Board (**ECB**) is committed to maintaining the highest standards of behaviour and conduct in the game of cricket. Sussex Seniors' Cricket (the Seniors') shares this commitment and takes the issue very seriously.
- 1.2 The Seniors' Code of Conduct & Disciplinary Regulations are intended to provide guidance on the Code of Conduct and to ensure uniformity in dealing with any alleged breach of the Code.
- 1.3 All those who participate in the Seniors' must comply with the Code of Conduct & Disciplinary Regulations, including players, honorary officers, social members, representatives of the League, umpires, scorers and any other person or body that is from time-to-time engaged in cricket-related activities under the auspices of the Seniors' (the "*Participants*").
- 1.4 The Seniors' Management Committee shall be responsible for the enforcement and administration of the Disciplinary Regulations.
- 1.5 All participants are required to cooperate in regard to discipline in accordance with the Code of Conduct and shall not act in any way that is prejudicial or detrimental to the interests or reputation of the Seniors', or the game of cricket.
- 1.6 There is nothing in the Disciplinary Regulations preventing the Management Committee from applying additional or stronger penalties in regard to breaches of the Code of Conduct beyond those set out in the Disciplinary Regulations, whether or not penalties may apply under the Disciplinary Regulations.
- 1.7 At all times, it is to be remembered that the core aim of the Code of Conduct is to maintain the highest standards of behaviour and conduct in the game of cricket. The procedures detailed in the Disciplinary Regulations are intended to be fair, straightforward and proportionate to the needs of the Seniors' and its participants, respecting fundamental principles of natural justice and fairness but recognising that those involved with the procedures will not typically be, and do not need to be, legally qualified. Therefore, as long as the principles of natural justice and fairness are not infringed, minor practical or technical points will not serve to invalidate the procedure or any decisions or findings under the Disciplinary Regulations.

1.8 In the event that any incident or other matter occurs, which is not provided for by the Disciplinary Regulations (whether it relates to conduct, jurisdiction, procedure or penalty), the Seniors' Director, or their nominated deputy, may take such action as considered appropriate in the circumstances, taking into account the specific circumstances.

1.9 In the event that any alleged breach of the Code of Conduct falls under any other relevant ECB regulations (as may from time-to-time be in force), such as the ECB Safeguarding Complaints and Disciplinary Procedure, or is subject to investigation by the police or other public authority (or analogous body), or is subject to any other legal/regulatory process, the Seniors' Director may temporarily suspend the procedure.

2. Code of Conduct

2.1 The Seniors' Management Committee must take adequate steps to ensure good behaviour of their players, officials, members and supporters (the "*Participants*").

2.2 Captains are responsible at all times for ensuring their teams play within the *Spirit of Cricket*, as well as within the Laws of Cricket.

2.3 Participants must always accept the umpire's decision. They must show self-discipline and must not show dissent at the umpire's decision or react in a provocative or disapproving manner towards another player or a spectator.

2.4 Participants shall not intimidate assault or attempt to intimidate or assault an umpire, another participant or a spectator.

2.5 Participants shall not use crude and/or abusive language (known as "*sledging*"), nor make offensive gestures or hand signals, nor deliberately distract an opponent.

2.6 Participants shall not use language, gestures or actions that offend, discriminate against, insult, humiliate, threaten, disparage or vilify another person on the basis of that person's actual or perceived age, disability, gender identity, race (including colour, ethnic origin and nationality), religion or belief, sex (gender), sexual orientation or socio-economic background.

2.7 Participants shall not use, or in any way be concerned in the use or distribution of illegal drugs, or be involved in other criminal activity.

2.8 Participants shall not make any public or media comment, which is prejudicial or detrimental to the interests or reputation of other participants or the game of cricket in general. In this respect, media shall include (but not necessarily be limited

to) press, radio, television, external websites, club websites, social networking sites and match programmes. Nothing in this provision shall prevent any comment that constitutes honest opinion in regard to cricketing matters and which is made in a fair and respectful manner.

2.9 Participants shall not publicly disclose or comment upon any alleged breach of the Code of Conduct.

2.10 Participants shall not act in any manner that is against the *Spirit of Cricket*, otherwise improper, or prejudicial or detrimental to the interests or reputation of the League, or the game of cricket.

3. Spirit of Cricket

3.1 Cricket owes much of its appeal and enjoyment to the fact that it should be played not only according to the Laws, but also within the *Spirit of Cricket*. Any action, which is seen to abuse this *Spirit* causes injury to the game itself. The major responsibility for ensuring fair play rests with the team captains, but extends to all Seniors' participants.

3.2 There are two Laws of Cricket that place the responsibility for a team's conduct firmly on the team captain. These concern the following aspects:

- **Responsibility of Captains**

The captains are responsible at all times for ensuring that play is conducted with the spirit of the game as well as within the Laws.

- **Players Conduct**

In the event of any player failing to comply with the instructions of an umpire; criticising his decision by word or action; showing dissent; or generally behaving in a manner which might bring the game into disrepute, the umpire concerned shall in the first place report the matter to the other umpire and to the player's captain, requesting the latter to take action.

3.3 According to the Laws, the umpires are the sole judges of fair and unfair play. The umpires may intervene at any time, and it is the responsibility of the team captain to take action where required.

3.4 The umpires are authorised to intervene in cases of:

- Time wasting;
- Damaging the pitch;
- Dangerous or unfair bowling;
- Tampering with the ball;
- Any other action that they consider to be unfair.

3.5 The *Spirit of Cricket* involves **RESPECT** for:

- One's opponents;
- One's own captain and teammates;
- The officials (umpires and scorers);
- The game's traditional values.

3.6 It is against the *Spirit of Cricket* to:

- Dispute an umpire's decision by word, action or gesture;
- Direct abusive language towards an opponent or umpire; or
- Indulge in cheating or any sharp practice, for instance:
 - Appealing knowing the batsman is not out;
 - Advancing towards an umpire in an aggressive manner when appealing; and
 - Seeking to distract an opponent either verbally or by harassment with persistent clapping or unnecessary noise under the guise of enthusiasm and motivation of one's own side.

3.7 There is no place for violence on the field of play.

3.8 Captains and umpires together set the tone for the conduct of a cricket match. Every player is expected to make an important contribution to this.

3.9 Failure to comply with the provisions of the Code of Conduct may lead to disciplinary action, irrespective of a proven breach being related to a match not under the jurisdiction of the Seniors'.

4. Disciplinary Regulations

Reporting of Breaches by Participants

4.1 Any allegation of a breach of the Code of Conduct by a Seniors' participant made against another participant, which arises from an incident during the course of a match or on the field of play should be reported to the Seniors' Director.

4.2 Any allegation of a breach of the Code of Conduct by a participant made against another participant, which does not arise from an incident during the course of a match or on the field of play, should, ideally, be notified to the Director promptly after the incident giving rise to the allegation. Subject to any direction from the Director, a written report should be produced, which should allow the Director to understand the background to the alleged incident; why a breach of the Code of Conduct is alleged; and the Level of breach alleged. Where possible, notifications and reports should be submitted to the Director in such other manner as may be directed by them.

4.3 The Director shall have an overriding discretion to accept or decline reports submitted under section 4.2 above. Apart from exceptional circumstances, such

reports shall not be accepted relating to any alleged breaches of the Code of Conduct that have been, or could have been, reported by an umpire pursuant to paragraph 3.4 above. The Director may contact an umpire for their observations, views on allegations and the content of any report, or where there has been undue delay in making a notification or report.

4.4 Any complaints submitted under section 4.2 above must be made in good faith. The submission of a report, which is trivial, vexatious, made for tactical reasons, or otherwise improper may be treated as a breach of the Code of Conduct.

4.5 The Director shall convene a Disciplinary Committee within 14 days of receipt of the complaint that has been reported under circumstances of point 4.1 and 4.2 above and shall notify the participant concerned accordingly. The participant is required to acknowledge receipt of the report within 48 hours of receiving it.

Disciplinary Hearing

4.6 The hearing is not a Court of Law but an enquiry into the circumstances giving rise to the complaint. No legal representation will be allowed.

4.7 The Disciplinary Committee shall comprise the Director and three persons appointed by the SCF Community Cricket Director, who shall determine the conduct of the hearing. The Director shall appoint one of the members to make a written note of the Disciplinary Hearing. The decision, penalty and other matters arising for determination at the Disciplinary Hearing shall be on the basis of a simple majority vote. In the event of a split decision, the Director shall have the casting vote. No person who is connected in any way with the complaint shall be involved in convening or officiating at the Disciplinary Hearing or on an Appeal.

4.8 The decision of the Disciplinary Committee shall be given at the meeting, shall be confirmed in writing as soon as possible thereafter by the Director; and shall be put into effect at the date thereof subject to any possible appeal. In the event of an appeal being lodged, the penalty shall be suspended until determination. No further discussion or submissions will be taken at the meeting.

4.9 The SSC Disciplinary Committee can reserve the right to take into account the conduct of A player during the three previous seasons.

Penalties

4.10 The Disciplinary Committee shall impose such penalties as they consider appropriate in accordance with the schedule of penalties laid down from time to time which shall be published. If a member is found guilty of breaching ECB and Sussex Cricket Foundation directives, the SSC Disciplinary Committee has the power to:

- Recommend that the SSC General Committee should dismiss the member;
- Suspend the member for a number of games depending on the seriousness of the incident;
- Give the member a written warning about their future conduct.

Appeal Procedure

4.11 The Complainant and the Respondent may appeal the decision of the Disciplinary Committee providing new evidence is forthcoming. The Director of SSC must receive new evidence in writing to enable the Disciplinary Committee to decide if an appeal is warranted. If not warranted, the decision is final. If warranted, the Director should set a date for an appeal as soon as possible. An appeal against the decision of the Disciplinary Committee shall be given in writing, setting out the reasons thereof, and must be received by the Director no later than seven days from the date of the decision to be appealed against. The Disciplinary Appeal Committee shall have the power to accept an appeal out of time only in exceptional circumstances.

4.12 Upon receipt of an Appeal, the Director of SSC shall convene a meeting of the Disciplinary Appeal Committee and give no less than seven days' notice to the complainant and the Respondent.

4.13 The Appeal is also not a Court of Law and no legal representation shall be allowed. The Disciplinary Appeal Committee shall comprise of five persons appointed by the SCF Community Cricket Director, excluding any who comprised the Disciplinary Committee whose decision is under appeal. In the event that there are insufficient qualified persons to sit on the Disciplinary Appeal Committee, the General Committee shall appoint other members of the Seniors to sit. The Disciplinary Appeal Committee shall nominate one of its members as Chair, who shall determine the conduct of the appeal. The Chair shall appoint one of the members to make a written note of the appeal hearing.

4.14 The Disciplinary Appeal Committee shall have the power to uphold or vary the decision and to uphold, increase or decrease the penalties (if any) imposed or to order a fresh hearing.

4.15 The decision of the Disciplinary Appeal Committee shall be final and binding on all parties and shall be confirmed in writing by the Director of SSC as soon as possible thereafter.

4.16 If action is taken by any of the Seniors' Championships' Leagues against an Sussex Seniors player, the Director shall ensure all procedures are adhered to and shall arrange for the player to be accompanied to a hearing.

Notification and Recording of Offences

4.17 All information relating to disciplinary matters shall be retained by Sussex Seniors and be available to all Officers of Clubs and Leagues affiliated to the ECB.

ADMINISTRATIVE REGULATION C

SUSSEX SENIORS' CRICKET **MANAGERS' & CAPTAINS' RESPONSIBILITIES**

Director of Sussex Seniors

Role

Responsible to the Community Cricket Director for Sussex for delivering Seniors' Cricket in Sussex.
To assist all Managers and League Representatives in undertaking their responsibilities.
To ensure that all meetings of the organisation are properly and efficiently managed and minuted.
To represent Sussex Seniors' Cricket at all relevant meetings.

Duties

To manage and chair the Annual General Meetings/Special General Meetings of the Sussex Seniors and General Committee meetings.
To accept motions and amendments that are properly proposed and seconded, and are properly put to the Meeting and the result declared.
To sign the Minutes of previous Meetings as being a true record of the proceedings that took place, when so confirmed by the Meeting, and when so confirmed and signed the Minutes shall be conclusive as to all matters and things therein recorded and purported to have been done or directed to have been done.
To rule on any question of procedure at a Meeting; such ruling shall be final and binding on the Meeting and shall not be discussed.
To have the right to a second or casting vote in the event of an equality of votes.
To sign cheques as an authorized signatory.
To ensure the appointment of Managers and Captains.
To ensure that all defibrillators are operational and batteries & pads are in date and to arrange courses for CPR and the use of defibrillators.

Treasurer and Finance Manager

Role

To keep the funds of the Club in a bank approved by Sussex Cricket Foundation and to ensure that no financial liabilities are incurred or payments made, except under a special or general authorisation of the General Committee.
To control and manage the accounts and finances of the Sussex Seniors.
To sign cheques, as an authorized signatory.

Duties

To ensure the preparation of income/expenditure budget and the balancing of accounts on a weekly basis. Ensure the payment of all liabilities as required.
To administer all financial affairs of the club.
To manage the clubs bank accounts, receive all monies payable to Sussex Seniors, ensuring sufficient balances are retained.
To maintain accurate financial records and prepare financial statements (e.g. profit and loss statement; budget etc.).
To ensure the production of balanced accounts for the year ended 31st October and the submission to the Head of Community Cricket for Sussex and for the independent examination by a qualified accountant.

To review and make necessary payments to all suppliers, ensuring appropriate audit back up is retained.

To liaise with the Director of the Sussex Seniors, in the preparation of annual budgets and financial statements to be made available for independent review by Sussex SCF and the approval of the General Committee.

To present a financial report and provide advice to the General Committee at meetings.

To monitor payments of membership and match fees and to support the captains and to progress missing payments.

To ensure the development and Committee review of financial policies and procedures.

To support any required auditing processes.

Jointly with the Director of the Sussex Seniors, to be authorised to sign cheques.

To ensure members pay their fees on time and keep a record all players in arrears of registration and match fees.

Sponsorship Manager

Role

In association with Sussex Cricket Foundation, to manage the process of finding and establishing sponsor relationships and providing publicity in return.

Duties

Invite sponsorship as necessary. Issue yearly membership fee notices and keep accurate record of all membership payments.

To outline sponsorship opportunities such as cricket balls and contact businesses with proposals to the General Committee.

To ensure that Sussex Seniors fulfils its sponsorship obligations.

To collect sponsorship payment and discuss renewal.

Fixtures & Grounds Manager

Role

To arrange and confirm all fixtures—Competitions League and Friendlies.

To source grounds for all Sussex home fixtures.

Duties

To agree dates for all fixtures ensuring that there is no conflict between age groups and to advise Director of Sussex Seniors of all agreed fixtures.

To confirm arrangements with all appropriate Managers and Captains and opponents and advise the appropriate League website administrator of agreed fixtures.

To produce an annual master availability spreadsheet schedule to cover all fixtures and players for use by Managers and Captains.

To arrange early season friendlies for each age group and, where appropriate, mid-season and end-of-season friendlies where required.

To produce annual fixtures schedule and provide the Registration & Availability Manager with a monthly availability schedule for circulation to all players, supporters and officials.

To source grounds for all home fixtures, negotiating an acceptable price for the use of the ground and for teas, where appropriate.

To seek new grounds in Sussex, negotiating an acceptable price for the ground and teas.

To ensure that complete information relating to all fixtures is notified to the Competition Organisers, opponents and Sussex Seniors and that the information is entered onto the Play-Cricket web site.

Marketing & Recruitment Manager

Role

To work with and to support marketing initiatives, improving communications and promoting the Sussex Seniors through various media opportunities to highlight the Seniors and to encourage recruitment to all the age groups.

To form relationships within the community with the goal of promoting and recruiting players to the Sussex Seniors.

To take overall ownership and management of the website and keep all social media channels updated.

Duties

To advertise and promote the playing opportunities of the Sussex Seniors.

To promote the recruitment of new players for each age group.

To encourage Team Managers and Captains to search for new players through the Sussex Cricket League and clubs and form relationships within the community with a view to recruiting players for all age group sides.

To oversee and be responsible for the Sussex Seniors' presence and strategy on the internet.

Publicity & Social Manager

Role

To manage public relation issues.

To manage the organisation's social media presence.

To act as main contact/spokesperson for all media enquiries relating to the club.

To suggest and arrange social events.

To suggest and co-ordinate ideas for 'advertising' at the club.

Duties

To use the Sussex Seniors' website to promote the its activities, including the use of social media options.

To manage the play-cricket website to include appropriate up-to-date information on the Sussex Senior and its activities.

To ensure Sussex Seniors club has comprehensive social media coverage, including Facebook, X (Twitter) and Instagram.

To draft press releases covering every issue relating to the Seniors.

To encourage members to post appropriate material to social media outlets.

To deal with press enquiries and public relations.

To develop media contacts, including television, radio and newspaper, and more recent technologies.

To consider Internet communications for operations.

To build relationships with local and national media organisations.

To seek opportunities to have the club featured in written press, on TV and online.

To write press releases and articles, take photos and videos (to be distributed internally & externally).

In conjunction with the club's Webmaster, to ensure club news is shared online and offline through the website, newsletter and any print communication.

To develop media releases and to communicate newsworthy items to various media contacts.

To write and issue regular media releases concerning upcoming events, interesting personalities and club activities and achievements.

To assist in the preparation and publication of club newsletters.

To publish the team results in local newspapers wherever possible, and on PlayCricket and to circulate to the membership and social media.

To present regular articles and newsletters for the Sussex Cricket Foundation website.

Registration & Availability Manager

Role

To ensure the proper registration of all players and other officials within the Sussex Seniors.

To manage the play-cricket website to include appropriate up-to-date information on the Sussex Senior and its activities.

To ensure Sussex Seniors club has comprehensive social media coverage, including Facebook, X (Twitter) and Instagram.

To draft press releases covering every issue relating to the Seniors.

To encourage members to post appropriate material to social media outlets.

To maintain a full database of all members and players and ensure their registration.

To maintain an up-to-date schedule of the availabilities of players, umpires and scorers for every fixture.

With the Finance Manager, to ensure the maintenance of an up-to-date and master record of all registered players and non-players to include contact information, dates of birth and club affiliation, all in accordance with GDPR.

To ensure that all players are properly registered with the appropriate Championship League, as required through "Play-Cricket" or other means.

Duties

To register new members.

To renew current members.

To maintain a full and detailed membership database.

To draw up a list of players pre-season and register all players with the appropriate Championship League ensuring that all player details are passed to the League for inclusion in the League database.

To update the master list of players throughout the season, advising the League of any changes.

To organise County-wide net sessions in conjunction with the Team Captains.

To encourage players, Team Managers and Captains to ascertain all players' availabilities for the season's fixtures.

Age-Group Team Managers

Role

To assist the Director of Sussex Seniors in the smooth running of the organisation by taking responsibility for particular teams and/or age groups.

Duties

To liaise closely with each of their captains.

To agree selected sides with appropriate captain; to advise selected players of selection and venue; to distribute team sheets by email, *WhatsApp* or post to all registered players and supporters.

In the event of cancelled matches, to liaise with home ground authorities or opposition contacts as appropriate; also, to notify the Sussex players and officials (including the Officials' Manager) of the cancellation and to notify the Competition Organiser of the cancellation.

To re-arrange cancelled and abandoned fixtures as necessary, in conjunction with the Fixtures and Grounds Manager, informing opposition, Competitions Organisers, Officials Manager, appropriate Captains and all registered players and supporters.

When appropriate, to up-date the master copy of the players availability spreadsheet controlled by the Fixture and Grounds Manager.

To have a sound understanding of and to apply all league/region/state rules and regulations.

To have a sound understanding of the rules and regulations of all the respective Championship Leagues.

Scorers' Manager

Role

To maintain a record of all scorers who have indicated a wish to score in Seniors' matches.

Duties

To liaise with the Director of Sussex Seniors on scorers' fees.

To appoint scorers for all fixtures; notifying the Director of Sussex Seniors, the Managers and Captains of the appointed scorer, together with contact information and insert the scorer's name on the availability spreadsheet.

Umpires' Manager

Role

To maintain a record of all umpires who have indicated a wish to stand in Seniors' matches.

Duties

To liaise with the Director of Sussex Seniors on umpires' fees.

To appoint qualified umpires for all fixtures; notifying the Director of Sussex Seniors, the Managers and Captains of the appointed umpire, together with contact information and insert the umpire's name on the availability spreadsheet.

Captains

Role

To ensure that all matches are played in accordance with the rules and traditions of the game and that the Spirit of Cricket is upheld at all times by all players in his team.

To ensure that all participants realise they are representing Sussex and the Captain must demonstrate the importance of this to all his players.

Duties

To comply with the Selection Policy and ensure that the best side is selected at all times.

To ensure that selection is completed and notified to the appropriate Manager at least five days before the match to ensure prompt circulation.

To ensure that umpires decisions are not questioned; opponents are not abused; no player is berated for failure.

To always personally explain to players who are not selected or dropped, the reason for the decision.

To ensure that you have telephone numbers for players, opponents and umpires with you at the match, together with the match fee sheet, result sheets, scorebook, match balls and sufficient spares.

To ensure that a fully functioning defibrillator and fully stocked first aid kit is present.

To ensure the players allow visitors to get their teas first.

To ensure that all players thank opponents, umpires and scorers.

To collect and document match fees and ensure fees are passed to the Finance & Sponsorship Manager, or are promptly banked.

To ascertain and document player availability for next fixture(s).

To retrieve the match balls and spares and to retrieve scorebook.

To complete result sheet and ensure the result is advised to the appropriate Championship official.

To complete full score sheet on play-cricket promptly, including cancelled and abandoned matches.

League Representatives

Role

To represent the Sussex Seniors at meetings of the various 50+, 60+ and 70+ Championships as required, including any Annual General Meeting.

Duties

To collate and promote matters from Managers and Captains for discussion at meetings of the various 50+, 60+ and 70+ Championships as required, including any of their Annual General Meetings.

To disseminate relevant information from any Championship League representation meeting or Championship League correspondence to the appropriate members of Sussex Cricket.

To ensure that all relevant documentation issued by the League is circulated to players and club officials.

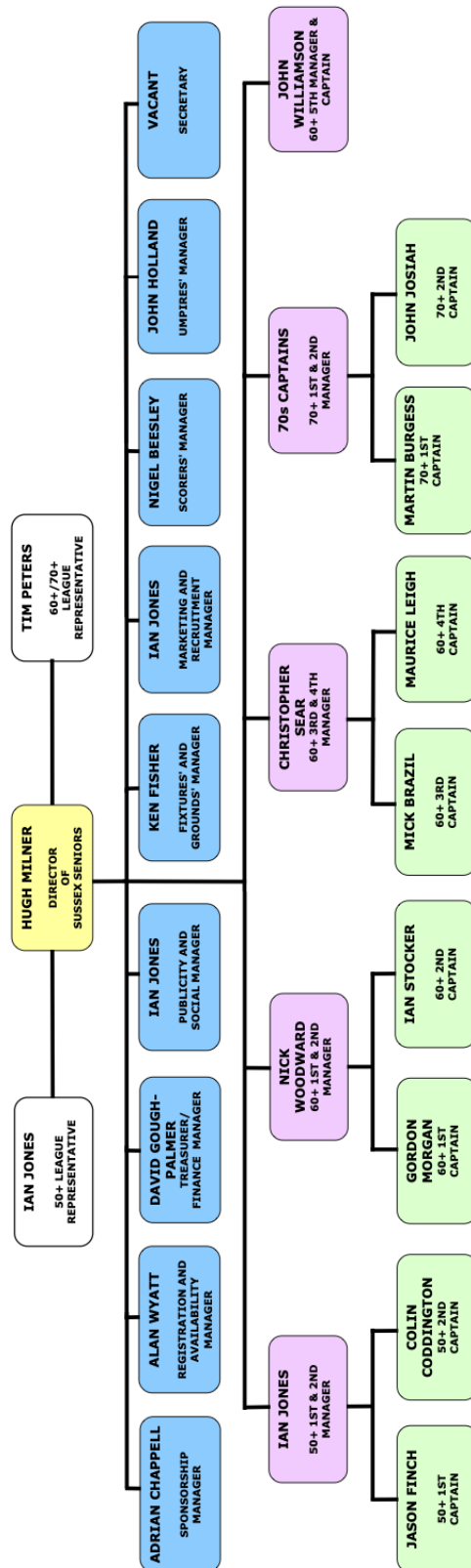
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ADMINISTRATIVE REGULATION D

SUSSEX SENIORS' CRICKET ORGANISATIONAL CHART

December 2025

SUSSEX SENIORS' ORGANISATION CHART



ADMINISTRATIVE REGULATION E

SUSSEX SENIORS' CRICKET **ELECTION OF CAPTAINS**

1. Introduction

Historically, and probably from the date the Sussex 50+ started playing competitive cricket, captains were appointed by consensus, but changes were made in 2014. Previously, it had been generally accepted that when a current captain wished to stand down, he spoke to his vice-captain and other “senior” players in his team and agreed a successor.

2. Procedure

At the meeting of Managers and Captains in February 2023, the importance of being democratic and involving the players in the appointment of Captains was agreed. It was decided that where a vacancy for a Captain arose, players who had played in two or more games in that Captain’s team should be canvassed to nominate possible candidates for consideration. Every eligible player in the squad would be granted the opportunity to cast a vote, thereby ensuring equal participation and a transparent method for appointing their leader. This not only enables players to express their preferences but would also foster a greater sense of ownership and inclusivity within the team. Nominees should give their consent to the nomination and there should be a proposer and seconder. The nominations would be forwarded to the Director. Once a final list of candidates was agreed, all players in that particular age group team who had played at least two games for that team in the preceding season, in addition to the nominated players, would be permitted to vote. The Director would arrange a ballot and the successful candidate subsequently appointed. Through such an election, the individual who commanded the trust and respect of their teammates, would emerge as captain—a reflection of the collective confidence in their leadership abilities. Moreover, the process would encourage ongoing evaluation, with regular feedback and open discussion allowing the team to assess and support their captain’s performance as the season unfolds. Appointed captains would continue to appoint their own vice captains. However, if following two successive seasons, the same Captain is in post, there will be an automatic reselection process for the position of Captain. The current Captain, subject to a proposer and seconder, can reapply for this position along with anyone else who wishes to stand and has both a proposer and seconder. The Managers’ and Captains’ Committee shall decide the periods of tenure of office.

This Administrative Regulation was confirmed by the Managers and Captains Meeting held on the 3rd November 2025 and adopted by the Annual General Meeting of the Sussex Seniors held on the 8th December 2025.