Staffordshire Association of Cricket Officials

CONSTITUTION AND RULES

1. TITLE

1.1. Staffordshire Association of Cricket Officials (SACO) is an independent organisation, affiliated to the England and Wales Cricket Board's Association of Cricket Officials (ECB ACO) and to Staffordshire Cricket Limited (SCL) (UK Company Registration 07335620).

2. OBJECTS

2.1. To promote in Staffordshire the interests of cricket officials (specifically umpires and scorers) in particular, and cricket in general, in co-operation with ECB ACO, SCL and all relevant local Officials' Associations and other bodies, including Branches of ECB ACO, and, where appropriate, similar bodies in neighbouring counties.

2.2. The Association shall take account of and apply all ECB directives, regulations, guidance and adhere to the ECB safe hands policy.

3. MEMBERSHIP

3.1. All members of ECB ACO resident in, or with appropriate cricketing connections to, the cricketing county shall be eligible for membership of SACO.

3.2. Membership of SACO will be available to any cricket officials based within the cricketing county provided that such Association is affiliated to ECB ACO

3.3. Members can register with only one County ACO but may transfer to another county that may be more relevant to their officiating, at any time by notifying ECB ACO Membership Services.

3.4. All paid-up members of ECB ACO registered with Staffordshire shall be considered members of SACO.

3.5. There is no further charge for ECB ACO members who are registered with SACO.

3.6. Only members registered as Staffordshire with ECB ACO shall have voting rights at any SACO meeting.

4. COMMITTEE

4.1. The Committee shall administer the affairs and finances of the Association.

4.2. SACO shall be administered by a Committee elected by SACO members at the AGM.

4.3. The committee shall consist of the following:

- Chairman
- Deputy Chairmen
- Secretary
- Treasurer
- Member Services Officer
- 3 Area /Branch Representatives to be elected by each Area/Branch within the County
- Appointments Officer
- Young Cricket Officials Officer
- Webmaster
- Education Officer *
- Performance & Development Officer *
- Scorers' Officer *

4.4. One person may hold more than one role.

4.5. All committee members must be members of SACO.

4.6. Persons undertaking roles marked * must be ratified by the corresponding ACO Regional Officer.

4.7. The Committee as a whole will be subject to annual election at the AGM and will hold office until the termination of the following AGM.

4.8. The Committee shall administer the affairs and finances of the Association.

4.9. The Committee shall meet Pre-Season, End of Season and Pre AGM and otherwise as required at the discretion of the Chairman.

4.10. All committee members should be emailed with at least one week's notice of meetings.

4.11. Decisions shall be decided on a simple majority. In the event of a tied vote, the Chairman will have a casting vote.

4.12. At any main Committee Meeting, the quorum shall be five persons (not five roles).

4.13. Any vacancies may be filled by the Committee until the next AGM. The replacement will have full voting rights.

4.14. The Committee may co-opt additional persons who shall not have voting rights.

4.15. The Committee may invite others to attend specific parts of meetings without voting rights.

5. ANNUAL GENERAL MEETING:

5.1. An Annual General Meeting shall be held during the month of November each year within the Borough of Stafford.

5.2. The Secretary must give at least 28 days' notice of this meeting to all members

a. This may be sent by email or post to the last address registered with ECB ACO.
b. This notice will including all substantive motions to be proposed by Committee.
c. This notice will invite amendments and substantive motions to be proposed by members.
d. This notice will invite nominations for each of the roles listed in §4.3 above.
e. Those without email addresses will be asked to submit an SAE if they require a copy of the final agenda.

5.3. Such Nominations together with amendments and motions, properly proposed and seconded, must be lodged with the Secretary at least 14 days preceding the AGM. Emails are acceptable for this purpose.

5.4. All nominees, proposers and seconders must be members of SACO.

5.5. The Secretary must send final notice of meeting to members containing the final agenda with motions, amendments, and nominations at least 7 days before the meeting.

a. Where possible, members will be emailed.
b. If a member does not have a registered email address, then only those submitting an SAE (as 5.2e above) will be notified.

5.6. The meeting will:

a. Receive Officers' reports.
b. Consider and adopt Annual Accounts for the Financial Year ending 30th September in line with SCL.
c. Present training, examination, and other objectives for the forthcoming year.
d. Discuss all resolutions and amendments correctly submitted.
e. Vote on the appointment of Officers listed in 4.3 above.
f. Appoint an Independent Accounts Examiner.
g. Consider any other business but not take any binding decisions on such business.

6. EXTRAORDINARY GENERAL MEETING:

6.1. An Extraordinary General Meeting may be called by the Committee or by 20 fully paid-up members of the Association.

6.2. This must be held within 28 days of due notice being given to the Secretary.

6.3. The Secretary must give at least 14 days' notice to all members by email or post.

6.4. It shall discuss **ONLY** the business on the notice of the meeting.

7. CONDUCT OF GENERAL MEETINGS:

7.1. The quorum for all general meetings shall be 15.

7.2. Voting at General meetings will normally be by a show of hands, with a simple majority of those present and voting carrying the motion.

7.3. At the request of 5 members, or at the discretion of the chairman, voting will be conducted by paper ballot.

7.4. For each contested vote, two tellers will be appointed, who will not be the candidates, proposer, or seconder. In the event of the votes being equal for 2 or more of the candidates, then either:

(i) Should one of those candidates be the current post holder then that candidate would remain in post, or

(ii) If none of the candidates are the current post holder then the chairman of the meeting will have a casting vote

7.5. In cases where a change of Constitution is concerned, the motion shall be carried by two-thirds of those members present and voting.

7.6. No discussion shall take place on a motion unless it has been properly proposed and seconded.

7.7. All discussions shall be through the chair and not between individuals.

7.8. An amendment to a motion must be properly proposed and seconded.

a. It must be read out by the Chairman before it is discussed.
b. It must be read again immediately prior to the vote.

7.9. Only one amendment shall be considered at a time.

7.10. The order of discussion shall be:

a. First, the amendment:
b. If the amendment is defeated, any subsequent amendment may then be proposed.
c. If the amendment is carried, then it becomes the substantive motion and any further amendment may then be moved.
d. No second amendment shall be discussed until the first has been decided.

7.11. The decision of the Chairman on any point of order shall be final.

8. CODE OF CONDUCT

8.1. All members of SACO will abide by and adhere to the Code of Conduct (Appendix D) at all times.

9. INTERPRETATION

9.1. The Committee shall be responsible for the interpretation of this Constitution and shall decide on any matter on which this Constitution is silent.

10. ASSOCIATION OF CRICKET OFFICIALS – BRANCHES

10.1. Any Branch of the Association of Cricket Officials (ACO) formed within Staffordshire must have the approval of SACO and fully conform with:-

a. The SACO Constitution

b. The Constitution, regulations, policies and procedures and guidance issued by the ECB ACO.

c. A Memorandum of Understanding (MOU) between SACO and Branch(es). This MOU must be signed by the Chairman of the SACO and the Chairman of Branch(es) as part of the approvals process.

10.2. Any amendments to the MOU must also be signed by both Chairmen at the time of the change(s).

11. RECORD OF CONSTITUTION AMENDMENTS

CLAUSE	CHANGES MADE	DATE
Adopted		21/10/2011
1.1: Title	Clarification of Title	19/12/2012
2.2: Objects	Clearer subsection	19/12/2012
3.2, 3.3: Membership	Clearer subsections, addition of local branches named	19/12/2012
4.1 – 4.15: Committee	Clarification of membership of committee Administrative Officers named, removal of 4-year term clause, clarification of regulations of meetings	6/9/2013
5.1: 5.2, 5.3, 5.4, 5.5: AGM	Further clarification of the AGM agenda, regulations, and constituent	6/9/2013
6: EGM	Addition of 28-day clause	6/9/2013
7: Conduct of General Meetings	New clause - Addition of regulations and conduct of meetings. 7.1 – 7.11	6/9/2013
8.1: Interpretation	Addition of new clause	6/9/2013
9: ACO - Branches	Addition of clarification of links and regulations of Branches. 9.1 – 9.2	6/9/2013

Appendix A	Further clarification of Duties of Administrative Officers	6/9/2013
Appendix B	Further clarification of Designated County Officers duties and regulations for appointment	6/9/2013
Appendix C	Memorandum of Understanding with Affiliated Branches added	6/9/2013
Role Descriptions	Addition of role descriptions for County Education Officer, County Performance Officer, County Scorer Officer	6/9/2013
8: Code of Conduct	Code of Conduct clause added	29/10/2015
Appendix D	Code of Conduct Regulations added	29/10/2015
4.3: Committee	Removal of Women's & Girl's Rep and Member Services Officer from list of committee members	10/11/2016
4.3: Committee	Addition of Member Services Officer and 3 Area/Branch representatives onto the committee	21/11/2018
4.3: Committee Details	Addition of Webmaster Addition of Young Cricket Officials Officer	26/11/2022
11: Record of Constitution Amendments	Addition of Clause to make amendments clearer	26/11/2022
Appendix A	Spelling corrections	26/11/2022
Appendix A	Duties of Webmaster and Young Cricket Officials Officer added	26/11/2022

Appendix A - DUTIES OF ADMINISTRATIVE OFFICERS:

Chairman:	To conduct each meeting in accordance with good practice. He/she will normally represent the Association on appropriate County and National bodies and may, if unavailable, nominate a deputy to attend instead. Liaise with local leagues, official's groups and other bodies Ensure the business of the Association is conducted in accordance with this constitution and directives from ECB ACO.
Deputy Chairman:	To assist the Chairman with the above duties and to deputise as necessary
Secretary:	To conduct all Association correspondence. To keep minutes of all committee and general meetings. To notify all members of meetings. Notify ECB ACO of appointment and resignation of SACO officers.
Treasurer:	To maintain the Association's accounts. To manage the Association's bank account To receive all monies due to the Association from whatever source To pay all accounts in accordance with business plan and committee decisions. Any exceptional payments in excess of £100 must be approved by the Committee To ensure that the Association's accounts are available for inspection by the Committee, ECB ACO and SCL
Membership Services Officer	To maintain a current list of all ECB ACO Members residing in Staffordshire To maximise the awareness of SACO's activities by use of all available outlets. To alert members to new items via email To draft and post newsletter items to members on the website. To action any membership issue arising from the membership
Welfare Officer	All welfare issues will be handled by SCB.
Young Cricket Officials Officer	To help the young officials within Staffordshire through the pathway ensuring they have a mentor within their area and make sure they reach their potential.
Webmaster	To manage SACO's website

Appendix B – DUTIES OF DESIGNATED COUNTY OFFICERS

The following roles are **designated** by ECB ACO with the responsibilities of

(a) disseminating and implementing relevant ECB ACO policy and procedures within the County and also of
(b) representing the views and interests of Staffordshire to their corresponding Regional Officer.

Appointments Officer (CAO)	To co-ordinate the Appointments of all members within the County using the available information from League and Cup Competitions, both within and outside, the County. He will make such appointments as he considers appropriate to the benefit of all members bearing in mind the annual gradings.

Education Officer (CEO)*	Duties as defined from time to time by ECB ACO. The current version appended herewith for reference but does not form part of SACO constitution.
Scorers' Officer (CSO)*	Duties as defined from time to time by ECB ACO. The current version appended herewith for reference but does not form part of SACO constitution.
Performance & Development Officer (CPDO)*	Duties as defined from time to time by ECB ACO. The current version appended herewith for reference but does not form part of SACO constitution.

* These Officers must hold qualifications as laid down by ECB ACO and be acceptable to their Regional counterparts.

C. Appendix C – MEMORANDUM OF UNDERSTANDING WITH AFFILIATED BRANCHES

C.1. This Memorandum of Understanding (MOU) sets out the operating protocols for both Staffordshire Association of Cricket Officials (SACO) and formally recognised Affiliated Branches operating under the Constitution and Framework within the County of Staffordshire.

a. The objectives of this MOU is to ensure that affiliated Branches operate within the Constitutions of both ECB ACO and SACO and conform within the operating protocols to ensure that all the requirements of SACO are fully delivered.

b. Branches will be able to operate their local affairs within their own determination provided that the following mandatory items are fully delivered satisfactory to the County ACO.

c. All Members of Branches who are members of the ACO will be entitled to be nominated for SACO Committee Posts and attend Annual General and Extraordinary General Meetings including voting rights in accordance with the SACO Constitution.

C.2. SACO is required to submit a single Business Plan covering the whole of the County annual requirements for Officials for consideration by Staffordshire County Cricket Ltd (Staffordshire County Cricket Board) who fund the training needs strategy. If Branches, who have been granted membership of Staffordshire County Cricket Ltd, wish to submit their Training Plan as a bid for resources, then this must be submitted to the SACO Training Officer by the date requested for consolidation with his submission to SACO Treasurer.

C.3. Membership Matters

a. The Branch will inform the SACO Membership Services Officer of any changes to ACO Membership that are notified to Branch officials.

b. The SACO Membership Services Officer will periodically supply the Branch with copies of his records relating to Branch members.

C.4. Management of Funds

a. Any branch may hold funds associated with bone-fide Branch and ACO activities. To accord with ECB ACO requirements, a set of administratively inspected annual accounts shall be submitted to SACO Treasurer by no later than one month after the end of the end of ECB ACO Financial year.

C.5. Appointments

a. SACO Appointments Officer operates a single point of contact for the Staffordshire Youth Cricket and other recognised appointments of Cricket officials other than those under the jurisdiction of Regional Appointments Officer and the County Women's Cricket Appointments Officer.

b. The SACO Appointments Officer may agree at his/her discretion a protocol with the Branch Appointments Officer for allocating single or multiple appointment requirements as appropriate.

C.6. Training

a. SACO Training Officer will retain the overall jurisdiction for all Training Requirements throughout SACO members and branches. The SACO Training Officer may at his/her discretion agree a Branch Training strategy with ACO Qualified Instructors and Examiners.

C.7. Performance & Development Officer

a. SACO Performance & Development Officer (CPDO) has responsibility to the Regional Performance & Development Officer for the collation, audit and submission of all ECB ACO Officials on an annual basis. Branches are required to co-operate with the CPDO to assist in ensuring that official ECB league performance reports, marks and gradings are provided by Umpires' League Secretaries or other appropriate officials as part of the annual process and within the dates required.

b. The CPDO will also oversee the examination invigilation and other matters associated with this aspect. Branches must regularly inform the CPDO of those candidates requiring assessment as part of the ECB ACO progression.

Signed……..... Date .....
Chairman of Staffordshire Association of Cricket Umpires and Scorers

Signed……..... Date .....
Chairman of ……Branch

D. Appendix D – CODE OF CONDUCT

1) It shall be a disciplinary offence for any Member whether in the course of or in connection with their ACO duties, or otherwise, to misconduct himself or herself or to act, at any time, in a manner likely to prejudice the good name or interests of SACO and/or ECB ACO.
2) On receipt of a written complaint by the Secretary, whether from any member or non-member, the Chairman (or Deputy Chairman if the complaint involves the Chairman) shall determine whether a prima facie case exists and whether it appears to be Gross Misconduct.
    a) In the case of Gross Misconduct, the Chairman will immediately refer the matter to the Regional Chairman for him/her to take the matter further.
    b) If the Chairman determines that there is no Prima Facie case, then he shall respond to the complainant. The complainant shall have the right of appeal to the Regional Chairman.
    c) Otherwise, the Chairman shall forthwith convene an Internal Enquiry to consider the allegation(s).
3) The purpose of such an Internal Enquiry shall be to establish the facts and, where appropriate, take necessary disciplinary action to ensure that both SACO and its Members act in a manner designed to protect the good name of SACO, ECBACO and of Cricket generally.
4) The Chairman will appoint a Panel Chairman and two independent Members, not from the Committee, to hear the case and award punishment(s), if appropriate.
5) The Panel Chairman may attempt to resolve the issue without convening a formal hearing but the Member(s) concerned may request a personal hearing. In which case, the Panel Chairman must give reasonable notice of such a hearing to all parties concerned.
6) Any Member attending such an Internal Enquiry, or any Appeal therefrom, shall be entitled to be accompanied at the enquiry by a friend or other representative. In exceptional circumstances, the Member may be represented in their absence.
7) If, at any Hearing, the Internal Enquiry finds that the misconduct has been proved then the Panel shall have the following powers:
    a) If the conduct constitutes gross misconduct, to recommend that ECB ACO terminates the Member's membership of ECB ACO forthwith.
    b) To suspend the Member's membership of SACO for a specific period.
    c) To suspend the Member's right to be considered for selection by SACO to officiate in one or more matches.
    d) To suspend or terminate membership of a Committee or Office.
    e) To record a reprimand and to give a warning as to the future conduct in the case of a first offence.
    f) Save that SACO, for the same offence, may if it thought fit impose more than one of the above penalties.
8) Where the Panel has imposed any penalty the Member shall have the right to appeal to the SACO Chairman or his nominee for a review of the findings of the Internal Enquiry and of any penalty or penalties imposed.
9) All appeals must be lodged with the Chairman or his nominee in writing within seven calendar days of the date of the written decision being received by the individual(s) concerned detailing the contents of the hearing and any punishment awarded.
10) The decision of the Chairman or his nominee in all cases will be final and binding subject to ECB ACO Constitution Para 4.7.

ECB ACO
Role Description - CEO
(April 2012 edition)

Role: **County Education Officer, CEO**

Key relationships: **Regional Officers: Chairman, Education, Performance & Development & Scorer**
County Officers: Chairman, Performance & Develop't, Scorer, Appointments
Other County Education Officers in the region
National Executive Officers

CEO role

The CEO with the support of the REO is expected to lead and guide their County in all areas of ECB ACO policy, practices and procedures working with, and through, the relevant County ACO Officers.

specifically the **County Education Officer** is responsible for:

representing the views, opinions, processes and practices of their ECB County and its ACO membership to their Regional Education Officer, (REO), for consideration by the Regional Council and the Education sub-committee of the ACO Board.

representing the views, opinions, processes and practices of their ECB County and its ACO membership by attendance at relevant national and regional conferences.

overseeing, supporting and implementing the ECB ACO Education and Supported Development programmes plus the ECB ACO education policies and procedures within their County

coordinating the Education and Supported Development 'best practice' programmes across their County informing and supporting CPDO to ensure an effective Education, Assessment and Grading process within their County

consulting with the County Performance & Development (CPDO), Lead Tutors and County Scorer Officer, (CSO) to inform and influence the Education and Supported Development programmes and assessment 'best practice' at all levels.

agreeing and implementing a consistent approach to educational practices at all levels, e.g. Level 1 and Level1A within their County.

ensuring the effectiveness of the Education and Supported Development programmes by coordinating the identification, recruitment, training and accreditation of suitable members to be Tutors and Lead Tutors at the relevant levels, within County and with the REO also across the region.

supporting the participating officials by arranging and coordinating the education programmes and development workshops for Level 1, Level 1A and Level 2C within their respective Counties.

(on behalf of ECB ACO members in the relevant County) owning and managing the education policy, procedures and process for the County which means liaising with the relevant county officers to collect the performance data from as many sources as possible then to assign appropriate grades and subsequent nomination for further development to the REO.

ECB ACO
Role Description - CPDO
(April 2012 edition – title change 2015)

Role: **County Performance & Development Officer, CPDO**

Key relationships: **Regional Officers: Chairman, Education, Performance &Development, & Scorer**
County Officers: Chairman, Education, Scorer, Appointments
Other County Performance & Development Officers in the region
National Executive Officers

CPDO role:

The CPDO with the support of the RPDO is expected to lead and guide their County in all areas of ECB ACO policy, practices and procedures working with, and through, the relevant County ACO Officers.

specifically the **County Performance & Development Officer** is responsible for:

representing the views, opinions, processes and practices of their ECB County and its ACO membership to the Regional Performance & Development Officer, (RPDO), for consideration by the Regional Council and the Performance sub-committee of the ACO Board.

representing the views, opinions, processes and practices of their ECB County and its ACO membership by attendance at relevant national and regional conferences.

overseeing, supporting and implementing the ECB ACO Supported Development programmes plus the ECB ACO performance policies and procedures within their County

coordinating the Supported Development 'best practice' programmes across their County informing and supporting RPDO to ensure an effective Assessment and Grading process within their County

consulting with the County Education, (CEOs), Lead Tutors and County Scorer Officers, (CSOs) to inform and influence Supported Development programmes and assessment 'best practice' at all levels.

agreeing and implementing a consistent approach to assessment practice at all levels, e.g. Level 1 and Level1A within their County.

ensuring the effectiveness of the Supported Development programmes by coordinating the identification, recruitment, training and accreditation of suitable members to be match observers at the relevant levels, within County and across the region.

supporting the participating officials by arranging and coordinating the Professional Discussions for Level 1A within their respective Counties.

arranging and coordinating the Professional Discussions for Level 1A within their County

supporting the County programmes to recruit and retain members for the benefit of all

(on behalf of ECB ACO members in the relevant County) owning and managing the performance and grading process for the County which means liaising with the relevant county and appointments officers to collect the performance data from as many sources as possible then to assign appropriate grades. Such grades to be communicated in a timely manner to the individual candidates and to forward to the ECB ACO Senior Executive Officer at Lord's by the 1st of October each year.

Agree with the RPDO by April each year any County officials who should and will be observed during the season with a view to promotion through Level 2 and onto Level 3 each year.

ECB ACO
Role Description - CSO
(April 2012 edition)

CSO role

Role : **County Scorer Officer, CSO**

Key relationships: **Regional Officers: Chairman, Education, Performance & Development and Scorer's Officer.**
County Officers: Chairman, Education, Performance & Development
Relevant officers of the County Cricket Board
Other County Scorer Officers in the relevant region
Scorers within the various Cricket Leagues across the relevant county

CSO role

The CSO with the support of the RSO is expected to lead and guide their County in all areas of ECB ACO policy, practices and procedures working with, and through, the relevant County ACO Officers.

Specifically, the **County Scorer Officer** is responsible for:

- representing the views, opinions, processes and practices of their ECB County and its ACO membership to the Regional Scorer Officer, (RSO), for consideration by the Regional Council and the Scorer Sub-committee of the ACO Board and by attendance at relevant national and regional conferences or by a deputy attending in their stead whenever possible.

- overseeing, supporting and implementing the ECB ACO scorer Supported Development programmes plus the ECB ACO scorer policies and procedures within their County.

- coordinating the scorer Supported Development 'best practice' programmes across their County informing and supporting RSO to ensure an effective assessment process within their County.

- consulting with the County Performance & Development, (CPDO), and Education Officers, (CEO) and Lead Tutors to inform and influence scorer Supported Development programmes and 'best practice' at all levels.

- agreeing and implementing a consistent approach to continuing professional development and good practice at all levels within their County.

- ensuring the effectiveness of the Scorer Supported Development programmes by coordinating the identification, recruitment, training and accreditation of suitable members to be Tutors and Development Observers at the relevant levels, within County and across the region.

- supporting the participating officials by working with the Regional Scorer's Officer to co-ordinate and arrange the Professional Discussions within their respective Counties.

- (on behalf of ECB ACO members in the relevant County) owning and managing the Scorer's Pathway process for the County which means liaising with the relevant officers to collect the scorer data from as many sources as possible.

- agree with the RSOs any scorers in your County who could be observed during the season with a view to promotion the Scorer's Pathway and for relevant additional appointments.

- support national, regional and county initiatives to recruit and retain scorers in membership of ECB ACO.

This is a broad outline of the CSO role and may vary depending on the person in that role. As this is a voluntary position it is understood that adjustments may need to be made from time to time and so keeping in close contact with the Regional Scorer's Officer is important.