Club Constitution Checklist

This checklist is for use by Club Support Officers and clubs alike. It has been updated to align with the ECB's 2026 Model Club Constitution (for unincorporated clubs) and Template Articles of Association (for clubs with incorporated structures). The checklist includes provisions which are compulsory and some suggestions as to what other things it is helpful for a constitution or articles to contain.

The category section in the table has the following meaning:

1. **Required in constitution/articles.** This means that the club's governing document must contain or reflect the relevant requirement. This is required by the ECB for affiliation and/or to be eligible for ECB Accredited status. These are also flagged with an asterisk. Where the precise wording is required, the category is stated as "Required (precise text)".
2. **Required in general.** This means that the club must fulfil the relevant requirement, either in its governing document or in practice, for ECB Accredited status (although it is best practice to reflect such requirements in the document).
3. **Good governance.** This category flags issues that are usually dealt with in a club's governing document. Clubs should note that these recommendations are designed to allow the club to operate in as fair and efficient a manner as possible and are based on the ECB's experience in dealing with clubs all over the country and/or are nationally recognised good standards of governance for sports clubs. Nevertheless, the ECB recognises that circumstances differ from club to club and while some good governance standards may be appropriate for one club, they may be inappropriate for another.

The checklist also contains a "why" column, which explains why certain provisions are required or recommended, and a "further guidance" column, which points to relevant sections of the ECB Incorporation Guide for more strategic context. Finally, we include a column for points to note, where we flag any additional things to bear in mind.

Explanation of different types of constitutions
Clubs can take different legal forms, which require different constitutional documents. This checklist is designed to work with the ECB's two primary templates:

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1. **The Model Club Constitution:** For unincorporated clubs. In this structure, the club is not a separate legal entity, and its committee members could potentially be personally liable for the club's debts and contracts.
2. **The Template Articles of Association:** For clubs that are, or will be, set up as companies limited by guarantee. This is a form of incorporation, meaning the club becomes a legal entity in its own right, separate from its members, who have a nominal £1 guarantee. This limits their personal financial risk.

Some clubs may also choose to register with HMRC as a Community Amateur Sports Club (CASC) or with the Charity Commission as a charity. Both registrations provide different tax reliefs. If the club is a CASC or a charity, its governing document must contain specific provisions, which are highlighted in the templates and this checklist. See the Club Governance Guide for more details on different governance structures clubs can take.

Different clubs will have different names for their managing body. For simplicity, this checklist uses "Committee" for unincorporated clubs and "Board (of Directors)" for companies, as per the new templates.

Multi-Sports Clubs
Multi-sports clubs can be set up in lots of different ways. Some are a group of separate clubs, each with their own constitution and management board. Where this is the case, the cricket section's constitution should be checked for eligibility using this checklist, and it is best practice to ensure that the two constitutions do not conflict.

Other multi-sports clubs are legally one club with one management board – here you should look at the main constitution of the club. However, there may be some provisions that are cricket specific and these can be included in separate rules for the cricket section if that works better for the club, which again should be checked for any conflicts with the main constitution.

Ref	Provision	Category	Why?	Location in Model Club Constitution	Location in Template Articles of Association	Further Guidance and information	Points to Note
Affiliation and ECB requirements							
1	The constitution/ articles must state the club is affiliated to its Recreational Cricket Board [RCB] and forms part of the ECB-regulated community.	Required in constitution/ articles	This establishes the club's place within the national governing structure and binds it to ECB rules.	Rule 3.1	Article 2.1	See Affiliation Guide for Clubs in Club Affiliation Toolkit.	This is a fundamental requirement for affiliation.
2	The club must agree to sign and adhere to the ECB's Terms and Conditions of Affiliation annually.	Required in constitution/ articles	This is the formal mechanism for maintaining affiliation year-on-year.	Rule 3.2	Article 2.2	See Affiliation Guide for Clubs in Club Affiliation Toolkit.	N/A
3*	The club must agree to adopt, implement and comply with key ECB regulations, including the Anti-Discrimination Regulations, General Conduct Regulations, and Safeguarding Regulations.	Required (precise text)	This ensures the club is bound by the core behavioural and operational standards set by the ECB.	Rule 3.4 & 3.5	Article 2.3, 2.4 & 2.5	ECB website	The new templates consolidate these requirements into clear, specific clauses.
4*	The club must adopt and implement the ECB's Safe Hands Policy and have a separate club safeguarding policy statement.	Required (precise text)	This is the cornerstone of safeguarding and is non-negotiable for ECB Accredited status.	Rule 3.6	Article 2.4	See Safeguarding Policy Statement template in the resources section of the Club Portal and on the ECB website.	The Club Safeguarding Officer's role is detailed separately in the Committee/Board sections.

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Club Purposes (Objects)							
5	The constitution/articles must state the purpose of the club: to provide facilities for and promote participation in the [amateur] sport of cricket in [geographic area].	Required in constitution/ articles	This defines the club's core reason for existing. For CASCs, the wording is mandatory for tax relief.	Rule 2	Article 3.1	See 'Registering as a CASC' section in the Club Governance Guide for the benefits/ requirements of CASC status.	For CASCs, the word "amateur" is compulsory. The geographic area should be specified.
Membership							
6*	Membership must be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of cricket.	Required (precise text)	This is essential to ensure the club is inclusive and open to all, promoting participation.	Rule 6.1	Article 26.10	See Club Governance Guide which notes that to qualify as a CASC, clubs "must be open to the whole community".	The model constitution uses this exact wording. For companies, it is in Article 26.10. Provisions for proposers/seconders or blackballing are not permitted.
7*	The club must have a non-discriminatory and fair pricing policy, with subscriptions kept at levels that do not pose a significant obstacle to participation.	Required in general	This supports the open membership policy by ensuring affordability is not a barrier.	Rule 6.2	Article 26.10 & 26.12	See Club Governance Guide which confirms that to be a CASC, a club must be "not-for-profit", which aligns with this principle.	The model constitution provides suggested wording.

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Membership (continued)							
8	The constitution/articles will usually include details on classes of membership, subscription levels, and the register of members.	Good Governance	This provides clarity on the rights and obligations of different types of members (e.g., playing, non-playing, junior).	Rule 6.4, 6.5, 6.13	Article 26.13, 26.8	See 'Incorporation process' section in Club Governance Guide which highlights that deciding on the "membership structure" is a key step.	Junior members (under 18) typically do not have voting rights.
Committee / Board of Directors							
9*	The constitution/articles must provide for the appointment of a Club Safeguarding Officer who is a member of the Committee/Board.	Required (precise text)	To ensure safeguarding has a voice at the highest level of the club's governance.	Rule 5.4 & 5.5 (last bullet)	Article 22.1.4 & 53.1.4	See Club Safeguarding Officer Role Descriptor in Club Affiliation Toolkit.	The role's reporting responsibilities are also clearly defined.
10*	At least three of the Committee/Board must be unrelated to each other and not co-habiting (i.e., not "Connected Persons").	Required in general	This helps manage conflicts of interest and ensures a diversity of independent perspectives in decision-making.	Rule 5.4	Article 22.2	The overarching theme of "good corporate governance" which is essential for modernising clubs.	A "Connected Person" is defined in Rule 16 of the Constitution and the Schedule to the Articles.

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Committee / Board of Directors (continued)							
11*	When electing or co-opting members, the Committee/Board must have regard to the skills, experience, and diversity needed to govern the club effectively.	Required in general	Diverse and skilled committees/boards make better, more well-rounded decisions for the club's future.	Rule 5.4	Article 22.3	The Club Governance Guide mentions that incorporation provides an opportunity to "modernise the club's governance framework" and decide on the "composition and structure" of the board.	This encourages proactive succession planning and skills audits.
12*	The Committee/Board must meet at least four times a year.	Required in general	Regular meetings are crucial for proper oversight, financial management, and strategic planning.	Rule 5.5	Article 13.5	See “Committee Meetings Guide” in the Club Affiliation Toolkit	This is a minimum requirement; many clubs meet more frequently.
13*	The constitution/articles must include a robust procedure for managing conflicts of interest, requiring declaration, withdrawal from discussions and voting, and that these are minuted.	Required in general	This is a fundamental governance principle that protects both the club and the individuals involved.	Rule 5.5	Article 19	See Club Governance Guide - this directly addresses the core reason for incorporating: to protect individuals. Properly managed conflicts are part of this protection.	The constitution/ articles templates contain comprehensive wording on this process.

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Committee / Board of Directors (continued)							
14	The constitution/articles should be clear about how Committee members/ Directors are appointed (e.g., elected at AGM, co-opted), for how long, and how they can be removed.	Good Governance	This provides certainty and ensures the club's leadership is properly constituted and accountable.	Rule 5.4 & 8.2	Article 23 & 24	See Club Governance Guide - deciding on the "composition and structure of the new company's board of directors" is a key governance task during incorporation.	Consider including term limits (e.g., a maximum of 9 years as per Sport England code) to refresh the board.
15	Provisions should be included for Committee/ Board meetings, including how they are called, the quorum, and voting.	Good Governance	This ensures decisions are made in a fair and transparent manner.	Rule 5.5	Articles 12-18	See “Committee Meetings Guide” in the Club Affiliation Toolkit	The templates allow for flexible meeting formats, including virtual participation and written resolutions.
16*	All cheques and orders for payment from club bank accounts must be signed by at least two people authorised by the Committee/Board, including at least one Committee member/Director.	Required in general	This is a critical internal control to minimise the risk of financial mismanagement or fraud.	Rule 5.6	Article 4.1.16		Clubs should set a threshold for transactions requiring two signatures.

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Committee / Board of Directors (continued)							
17	Provisions should be included allowing the Committee/ Board to delegate powers to sub-committees or individuals, specifying the scope of that delegation.	Good Governance	This allows for efficient management of specific tasks (e.g., grounds, events) while maintaining overall oversight.	Rule 5.7	Article 9 & 10		It's better to include this power even if not used immediately, as it provides flexibility for the future.
Amendments							
18	The constitution/ articles should include provisions about how the document can be amended.	Good Governance	It is important to set out a clear process for future changes to ensure any amendments are made properly and with the necessary member approval.	Rule 14	Article 47 (for member resolutions) & Article 14 (for amendments to Articles themselves)		For unincorporated clubs, Rule 14 sets out the amendment process. For companies, amendments to the Articles themselves are covered by the Companies Act, but Article 47 sets out how members can pass resolutions to change them.
Meetings of Members							
19	Provisions should be included for Annual General Meetings (AGMs) and other general meetings, covering how they are called, notice periods, quorum, and voting procedures.	Good Governance	This ensures members have a clear mechanism to hold the leadership to account and participate in key decisions.	Rules 7, 8 & 9	Articles 30-47	See AGM Guide for clubs in Club Affiliation Toolkit.	The templates provide detailed, modern provisions for this, including rules for electronic meetings and proxy voting for companies.

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Disciplinary Processes							
20*	The constitution/articles must include a clear and reasonable disciplinary process for club members, guests, and volunteers. This process must include a right of appeal against removal or refusal of membership, heard by different people to those who made the original decision.	Required in constitution/ articles	To ensure fairness and natural justice. Clubs can face legal challenge if they remove a member without a fair process and a right of appeal.	Rule 10	Article 29		The new templates contain a detailed, step-by-step process covering minor/major complaints, disciplinary sub-committees, and a separate appeals committee.
Winding Up (Dissolution)							
21*	The constitution/articles must contain a clear statement as to what happens to the assets of the club on winding up.	Required in constitution/ articles	It is essential to stipulate in advance how any remaining assets will be disposed of after all debts are settled.	Rule 15	Article 57	See the 'Which legal entity?' section in the Club Governance Guide for an explanation of the concept of limited liability. It clarifies that members of a company limited by guarantee "guarantee a fixed amount if the company is wound up."	The constitution/ articles templates offer several options. CASCs must use the first option (assets to another CASC, charity, or ECB). Non-CASCs can choose an alternative, but it must be clearly stated.

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