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2023



FAIRFORD YOUTH FOOTBALL CLUB CONST



ITUTION



1. **Name**

The Club shall be called Fairford Youth Football Club. For the purpose of this document, it shall be referred to as ‘The Club’

# 2. Objectives

The objectives of the Club shall be to provide facilities, promote the game of Association Football, arrange matches and social activities for its members, and community participation in the above activities.

**3. Status of Constitution**

This Constitution (the “Club Constitution”) forms a binding agreement between each member of the Club.

# 4. Rules & Regulations

1. The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulation of The Football Association Limited (“The FA”), County Football Association to which the Club is affiliated (“Parent County Association”) and Competitions in which the Club participates, for the time being in force.
2. The Club will also abide by The FA’s Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti Discrimination Policy as shall be in place from time to time.

# 5. Club Membership

(a) A member shall be defined as one of the following:

1. A child under the age of U18, engaging in the core activity of the Club, i.e. the playing of football
2. An adult volunteering as a coach to support the core activity of the Club
3. An adult volunteering as a committee member or other engaging in other voluntary work to support the core activity of the Club
4. The members of the Club from time to time shall be those persons listed in the register of members (the “Membership Register”) which shall be maintained by the Club Secretary.
5. Any person under the age of 18 who wishes to be a playing member of the Club must apply on the Membership Application Form and deliver

it to the Club. Election to membership, as a player, coach or other volunteer shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in place from time to time. Membership shall become effective upon an applicant’s name being entered in the Membership Register.

1. In the event of a member’s resignation or expulsion, his or her name shall be removed from the Membership Register.
2. The FA and Parent County Association shall be given access to the Membership Register on demand.

# 6. Annual Membership Fee

1. An annual fee payable by each member shall be determined annually by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and paid monthly or annually by each member. Fees shall not be repayable.

1. The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objectives of the Club.

1. No membership fee shall be required from any person aged over the age of 18 engaging in voluntary work for the club as defined in rule 5, (a) 2 and 3.

# 7. Resignation and Expulsion

1. A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his / her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.
2. The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.
3. A member who resigns or is expelled shall not be entitled to claim any, or share of, any, of the income and assets of the Club (the “Club Property”).

# 8. Club Committee

1. The Club Committee structure and each role’s responsibilities can be found in Annex A.
2. Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extraordinary General Meeting (“EGM”). One person may hold no more than one (1) position of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. A simple majority of those attending the Club Committee meeting shall make decisions of the Club Committee. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the chair or in their absence the Vice Chair The quorum for the transaction of the business of the Club Committee shall be three (3).
3. Decisions of the Club Committee shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
4. Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days’ notice to all members of the Club Committee. The Club Committee shall hold not less than four (4) meetings per year.
5. An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between AGMs shall be filled by a member proposed by one (1) and seconded by another one (1) of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
6. Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
7. The position of a Club Officer shall be vacated if such a person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

(f) Subcommittees may be set up and each committee will have terms of reference and a strict purpose. Minutes of the meetings held for the subcommittees will be made available to the committee.

# 9. Annual and Extraordinary General Meeting

1. An AGM shall be held each year to: (i) receive a report of the activities of the Club over the previous year; (ii) receive a report of the Club’s finances over the previous year; (iii) elect members of the Club Committee; and (iv) consider any other business.
2. Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 7 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 7 days before the Meeting.
3. An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members, stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
4. The Secretary shall send to each member at their last known address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.
5. The quorum for a General Meeting shall be 5
6. The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes, the Chairperson of the Meeting shall have a casting vote.
7. The Club Secretary, or in their absence a member of the Club Committee, shall enter the Minutes of General Meetings into the Minute Book of the Club.

# 10. Club Finances

1. A bank account shall be opened and maintained in the name of the Club (the “Club Account”). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Club Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
2. The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceedings arising from the sale of Club Property to members is prohibited.

1. The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.

1. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002. 4 THE FA CHARTER STANDARD CLUB RULES

1. The Club may also in connection with the sports purposes of the Club: (i) sell and supply food, drink and related sports clothing and equipment; (ii) employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present; (iii) pay for reasonable hospitality for visiting teams and guests; and (iv) indemnify the Club

Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

1. The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six (6) years.

1. The Club shall prepare an annual “Financial Statement” in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at a General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA. (h) The Club Property, other than the Club Account, shall be vested in not less than two (2) and not more than four (4) custodians, one of whom shall be the Treasurer (the “Custodians”), who shall deal with the Club Property as directed by decisions of the Club Committee, and entry in the Minute Book shall be conclusive evidence of such a decision.

1. The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

1. On their removal or resignation, a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.

1. The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties

# 12. Lead Coaches

At its first meeting following each AGM, the Club Committee shall appoint a Lead Coach in each age group. The appointed Lead Coaches shall be responsible for managing the affairs of the age group.

# 13. Insurance

The Club must arrange insurance coverage as follows:-

-Public Liability Insurance

-Personal Accident Insurance in respect of all places

-The Club Secretary shall ensure that the policies are in place and that they comply with the requirements of any league, competition or County Football Association to which the Club is affiliated.

# 14. Data Protection Policy

The Club is committed to a policy of protecting the rights and privacy of individuals in accordance with the Data Protection Act and GDPR. Members’ personal details held by the Club will be used solely to achieve the objective of the Club to organise mini-soccer and 11-a-side football matches and associated social activities. It is expressly prohibited for personal details held by the Club to be divulged to any third party not directly involved in achieving the objective of the Club. All reasonable measures will be taken to ensure the security of personal details and such information will be expunged upon a member ceasing to be part or affiliated to the club. The use of data can be found in the club’s privacy notice or members’.

# 15. Complaints Procedure

(a) In the event that any member feels that he or she has suffered discrimination in any way or that the Club Policies, Rules or Code(s) of Conduct have been broken the following procedure should be followed.

They should report the matter to the Club Secretary or Welfare Officer. The report should include the following and be written on the club’s standard template:

-Details of what, when, and where the occurrence took place.

-Any witness statements and names.

-Names of any others who have been treated in a similar way.

-Details of any former complaints made about the incident – date, when and to whom made.

-A preference for a solution to the incident.

-The Club Committee will sit for any hearings that are requested. The quorum for a complaint hearing shall be three.

1. Any committee member(s) having a complaint made against them will not sit on the committee for that hearing. If, in this situation, the remaining committee members cannot meet the quorum, club volunteers may be seconded to the committee to only hear that complaint.
2. If a complaint is upheld the committee will impose a penalty as per the Club disciplinary procedure and/or in line with the FA disciplinary procedure.
3. The committee’s decision shall be final.

# 16. Disciplinary Procedure

It is members’ responsibility to know and uphold the Club’s Policies, Rules and Codes of Conduct. If a member’s behaviour falls below the standard required the following procedure should be followed.

1. The matter should be reported to the Club Secretary or Welfare Officer. The report should include the following and be written on the clubs standard template:

-Details of what, when, and where the occurrence took place.

-Any witness statements and names.

1. The Club Committee will sit for any hearings that are required. The quorum for a disciplinary hearing shall be three.
2. If a member is found to have broken the Club’s Policies, Rules or Code(s) of Conduct then, prior to imposing a penalty, the committee will take into consideration the previous conduct of the member.

(d)The Club Committee will have the power to:

-Warn as to future conduct

-Suspend from training and/or matches and/or social activities

-Suspend from membership

-Remove from membership

1. The committee’s decision shall be final
2. A record shall be kept of any penalty imposed

# 17. Dissolution

1. resolution to dissolve the club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
2. The dissolution shall take effect from the date of the resolution and the members of the club committee shall be responsible for the winding up of the assets and liabilities of the club.
3. Any surplus assets remaining after the discharge of the debts and liabilities of the club shall be transferred to the parent Association which shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the members of the club with the consent of the parent Association shall determine.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson, Fairford Youth Football Club

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee Member, Fairford Youth Football Club

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club Secretary, Fairford Youth Football Club