

CLUB CONSTITUTION & CLUB RULES

CAMBERLEY TOWN YOUTH FOOTBALL CLUB

1. NAME

- 1.1 The Club shall be called Camberley Town Youth Football Club.

2. OBJECTS

- 2.1 The objects for which the Club is established are:

- a) To encourage, enhance and promote youth football in and around the Camberley area and such other related social and recreational pursuits as may be deemed desirable by the General Management Committee.
- b) To organise Members in teams by age group.
- c) To foster individual character and team spirit.
- d) To improve the footballing skills and ability of all Members.
- e) To field the strongest teams in the appropriate leagues.
- f) To field further teams in leagues where numbers warrant.
- g) To provide organisational support for each age group and team.
- h) To organise financial support, sponsorship, grants and fund raising.
- i) To affiliate to other sports and youth organisations with the consent of the Club in General Meeting.
- j) To organise sports coaching, refereeing and first aid courses for Members, Club Officials and parents or guardians of Members.
- k) To purchase, hire or otherwise acquire football kit, balls, goals and other equipment.
- l) To purchase, take on lease, hire or otherwise acquire any land and buildings providing pitch, changing room or clubhouse facilities.
- m) To invest the monies of the Club not immediately required in or upon such investments or securities and in such manner as may be from time to time determined by the Management Committee.
- n) To borrow monies for the benefit of the Club, subject to the consent of the Club in General Meeting.
- o) To insure the assets of the Club and to arrange Public Liability, Personal Accident, Officers and such other insurances as deemed desirable by the Management Committee.
- p) To do all such other things as may be deemed incidental or conducive to the attainment of the above objects or any of them.

3. STATUS OF RULES

These rules (the "Club Rules") form a binding agreement between each member of the Club.

4. RULES & REGULATIONS

- 4.1 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 Regulations 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.
- 4.2 No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.
- 4.3 The Club will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equality Policy as shall be in place from time to time.

5. MEMBERSHIP AND SUBSCRIPTIONS

- 5.1 Membership by subscription is open to all interested youth, both skilled and less skilled alike, subject to the availability of spaces in the relevant age group. Membership shall run from 1st August in each year to the following 31st July. Members must have attained the age of five on 31st August in the year of membership. Our list of members is currently listed on TeamFeePay as a means to collect player information and payment. A list of all members is also recorded on Whole Game System. The FA and Surrey County FA shall be given access to this player register on demand.
- 5.2 The General Management Committee may, in their absolute discretion, and without assigning any reason, decline to accept any person as a new member or renew their membership. An appeal against refusal may be made to the Club Committee.
- 5.3 Annual membership subscription amounts shall be decided annually by the General Management Committee. A certificate of membership shall be provided upon receipt of the membership subscription. A membership subscription may be waived or reduced for considered individual cases at the discretion of the General Management Committee.
- 5.4 For a Member on the roll of a recognised school, priority shall be given to school activities in accordance with the recommendations of the Football Association, and where appropriate, clearance obtained from the Headteacher of the Member.
- 5.5 In the event of non-payment of membership subscription at the expiry of thirteen weeks after 1st August in each year and at the discretion of the General Management Committee membership shall be deemed to be terminated. Members wishing to resign shall give notice to this effect in writing to the Secretary, such notice to be accompanied by payment of all Club subscriptions due to that date.
- 5.6 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.
- 5.7 A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").

6. MANAGEMENT OF THE CLUB

- 6.1 The management of the Club shall be carried out through a Committee which shall have complete authority for the day-to-day organisation and responsibility for the well-being of the Club. The Committee should consist of a Chairman, Vice-Chairman, Secretary, Treasurer, Child Welfare Officer, Registration Officer, Kit Manager and other members as to be decided by the committee.
- 6.2 All members shall be elected by the Club at each Annual General Meeting and shall be eligible for re-election. Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two positions of Club Officer at any time.
- 6.3 The Management Committee shall meet once every other month in order to transact Club business. Notice of meeting dates needs to be given at least seven days' beforehand to all members of the Management Committee. A quorum for such meetings shall be six, of whom not less than four committee members should be present. All decisions shall be by simple majority vote. Each Committee member shall have one vote, but in the case of an equality of votes the chair of the meeting shall have a second casting vote. Meetings will be chaired by the Chairman or in their absence, the Vice Chairman or Secretary. Minutes to be recorded, stored and distributed by the Club Secretary.
- 6.4 In the interim months, meetings will be held that involve all team managers in order for business to be discussed with the wider club.
- 6.5 In addition to its general powers the Management Committee may:
- a) fill any mid-year vacancies which may arise;
 - b) arrange for alternates where a committee member is unable to act;
 - c) appoint sub-committees with executive or non-executive powers, as it deems desirable;
 - d) appoint individuals or other groups to perform specific functions or tasks.
- 6.6 Where sub-committees, groups or individuals are appointed, the Management Committee shall require monthly reports on the activities of the appointees, including full accounts of income and expenditure, where authorised.
- 6.7 The Management Committee may from time to time make, amend or report Club Policies for the general good conduct or organisation of the Club, provided always that such Policies shall not contradict or be inconsistent with the Club's Constitution or the Rules of the Football Association, which shall always take precedence.
- 6.8 The Management Committee shall be the sole authority for the purpose of the interpretation of the Club's Constitution and Club Policies.
- 6.9 The position of a Club Officer shall be vacated if such 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.

7. ROLES AND RESPONSIBILITIES

- 7.1 The Chairman, or in his absence the Vice-Chairman or other Office Bearer nominated

for the purpose, shall chair meetings of the Club and officially represent the Club at meetings with third parties and at functions.

- 7.2 The Secretary shall have the responsibility of issuing all notices calling meetings of the Club and the Management Committee, attending to correspondence, arranging league registrations and communication with our affiliate FA and interpretation of the rules of the relevant leagues.
- 7.3 The Treasurer shall have the responsibility of safeguarding the funds of the Club, keeping correct accounts of all financial transactions of the Club, keeping bank and building society accounts as deemed necessary in the name of the Club to be operated by the Secretary, Treasurer, and Chairman or any two of them, and dealing with the taxation affairs of the Club. The Treasurer shall submit to the Management Committee each month a statement of monies held and shall submit an income and expenditure account for any fundraising activities. For each financial year the Treasurer shall prepare within four weeks of the financial year end an income and expenditure account and balance sheet for submission to the Annual General Meeting of the Club.
- 7.4 The Club Welfare Officer(s) shall have the responsibility of ensuring all within the club can play football within a safe and positive space. This ensures record keeping for all adults in the club ensuring they have the correct DBS checks and qualifications. They should also ensure that all documents related to good safeguarding practice are kept up to date.
- 7.5 The Registration Officer shall have the responsibility of recording and maintaining details of all members and issuing each member with a membership certificate upon receipt of the correct subscription.
- 7.6 The Kit Manager shall have the responsibility of the control and procurement of football kit and equipment and for maintaining an inventory of all Club football kit and equipment.
- 7.7 In addition to these roles, there are other important roles within the Club – of which a list is both on the Club website and in the managers' handbook.

8. ANNUAL GENERAL MEETINGS

- 8.1 An AGM, notice of which should be published at least one month in advance, shall be held in 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 the members of the Committee;
 - (iv) approve any proposed alterations to the Constitution;
 - (v) transacting any other competent business, notified by the Management Committee or a parent or guardian of a Member, for which 28 days notice, in writing, shall have been given to the Chairman.
- 8.2 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 21 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 21 days before the meeting.

- 8.3 An EGM maybe 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.
- 8.4 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.
- 8.5 The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair.
- 8.6 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.
- 8.7 Any member aged under 18 years may not vote in a general meeting save that one of his or her parents/ guardians may vote on his or her behalf.

9. TEAM ORGANISATION

- 9.1 The Club shall be organised into teams by age group from Under 7s to Adult as warranted, corresponding to the age qualification for youth football teams in the local football organisations.
- 9.2 Each team shall have a Team Manager, who shall have responsibility for the organisation of all matters relating to his team. Some organisational matters may be delegated or apportioned to team assistants depending upon the style chosen by the Team Manager and the availability of willing assistants. The designation of the team assistants is a team matter for local decision but must be clearly defined and must not conflict with the role of the appointed club officials.
- 9.3 The Management Committee may appoint Age Group Co-ordinators for an age group (who may be Team Managers in the same age group) to be responsible for the efficient organisation, training and team liaison between the teams in that age group.

10. CLUB FINANCES

- 10.1 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 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.
- 10.2 The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.
- 10.3 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.
- 10.4 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.

10.5 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)

10.6 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 years.

10.7 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 general meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

10.8 The Club Property, other than the Club Account, shall be vested in not less than two and no more than four 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.

10.9 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.

10.10 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.

10.11 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.

10.12 The Management Committee shall appoint at least one suitably qualified Auditor, who may be a parent of a Member but shall not be a Committee Member, Manager or Age Group Co-ordinator, to undertake an audit of the annual accounts prior to their submission to the Annual General Meeting.

11. TRUSTEES

- 11.1 There shall be not less than two nor more than four Trustees of the Club who shall be nominated from time to time as necessary by the Management Committee. A Trustee shall hold office during their life (subject to section 12 below) or until they shall resign by notice in writing given to the Secretary.
- 11.2 All property of the Club including land and investments shall be held by the Trustees for the time being in their own names so far as necessary and practicable for the use and benefit of the Club. If from death, resignation or removal from office of a Trustee, the number of Trustees falls below two, the Management Committee shall take steps to procure the appointment of a new Trustee(s) and as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property in the names of the Trustees after the said appointment.
- 11.3 The Trustees shall have power to sell, lease, mortgage or pledge any Club property for the purpose of raising or borrowing money for the benefit of the Club, subject to the consent of the Club in General Meeting.
- 11.4 In exercising their powers the Trustees shall, providing they act honestly and in good faith, be indemnified against risk and expense out of Club property, assets and funds.
- 11.5 To give effect to a nomination by the General Management Committee:
- a) the Chairman is nominated as the person to appoint new Trustees of the Club within the meaning of Section 36, Trustee Act 1925,
 - b) the Chairman must by deed appoint the person or persons nominated by the Committee as the new Trustee (or Trustees) of the Club,
 - c) the provisions of the Trustee Act 1925 shall apply to any appointment.
- 11.6 Any statement of fact in a deed of appointment of new Trustees, in favour of a person dealing bona fide and for value with the Club or the Management Committee, is conclusive evidence of the fact so stated.

12. COMPLAINTS

- 12.1 All complaints concerning the Club shall be made to the Secretary in writing and all issues raised shall be referred to the Committee. The Committee shall have power to deal with such complaints as they deem fit. Parties involved will be notified in writing of the Committee's decision.

13. SUSPENSION AND EXPULSION

- 13.1 The Management Committee shall have power on a vote by ballot, by a majority, to suspend any Member, Office Bearer, Trustee, Age Group Co-ordinator or Manager whose conduct appears to them to be contrary to the good character, interests and of proper order of the Club.
- 13.2 The Club at a General Meeting of which due notice has been given shall have power, on a vote by ballot, and by a majority of at least two-thirds of those voting, to expel any such Member or remove from office any such official. At least twenty-one days before calling such a meeting the Management Committee shall communicate with the person suspended to provide that person an opportunity of appearing before the Management Committee or resigning from the Club.

14. EXCLUSION OF LIABILITY

- 14.1 Neither the Club nor any Office Bearer, Trustee or Manager shall be liable to any

Member or other person for any loss or damage to any property occurring from whatever cause in or about Club Premises.

15. ALTERATION OF CONSTITUTION

- 15.1 No alteration shall be made to the Club's Constitution except by a majority of at least two-thirds of the parents or guardians of Members personally present and voting at an Annual General Meeting or at a General Meeting of the Club called for the purpose.

16. DISSOLUTION

- 16.1 If the Members of the Club shall fall below twenty five at any time or if the Club shall pass in a Special General Meeting by a majority of two-thirds or more of the parents or guardians, present and entitled to vote, of Members, a resolution of its intention to dissolve, the Management Committee or failing them the Trustees shall take immediate steps to convert into money all the property of the Club with power however to delay or postpone the conversion of any particular property if the Club in General Meeting so authorise.
- 15.2 Out of the proceeds of any such conversion, the Management Committee or failing them the Trustees shall discharge all debts and liabilities of the Club including expenses of such conversion and any balance remaining shall be donated to such Registered local Charity as the Club in General Meeting shall resolve and thereupon the Club shall for all purposes be dissolved.

