

# Club Constitution and Rules

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Version 6.0



**Charter Standard  
Development Club**

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# Contents

<b>1. Introduction to the Constitution</b>	<b>4</b>
1.1 The Club	4
1.2 Club Objectives	4
1.3 LFA affiliation	4
<b>2. Club Membership</b>	<b>4</b>
2.1 Club Members	4
2.2 Executive Committee	4
2.3 General Management Committee	5
2.4 Executive Officers	6
2.5 General Officers	7
2.6 Club Officers	8
2.7 Player & Parent Membership	9
<b>3 Club Teams</b>	<b>9</b>
3.1 Team Management Group	9
<b>4 Club Finances</b>	<b>10</b>
4.1 Annual Membership Fee	10
4.2 Club Accounts	11
4.3 Club Assets	11
4.4 Club Fines	11
4.5 Club Procurement	12
<b>5. Club Rules</b>	<b>12</b>
5.1 Status of Rules	12
5.2 Rules and Regulations	12
5.3 Resignations and Expulsions	12
5.4 Annual General Meeting & Special General Meetings	13
5.5 Retention of Records	13
5.6 Alterations to the Constitution	13
5.7 Dissolution	14
5.8 Any other Business	14
<b>6 Club Brand</b>	<b>14</b>
6.1 Club Logo	14
6.2 Club Player Kit	14
6.3 Club Sponsorship	15
6.4 Club Merchandise	15
6.5 Club Website	16
6.6 Club Equipment	16
<b>7 Child Welfare</b>	<b>16</b>
7.1 Child Welfare	16

# 1. Introduction to the Constitution

- 1.1 The **CLUB**: The Club shall be called **CLIFTON RANGERS JUNIOR FOOTBALL CLUB**, herein referred to as “the Club” and shall be affiliated to the Lancashire Football Association.
- 1.2 **OBJECTS**: To educate and assist young persons of any ability through their leisure time activities so as to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and members of society and their conditions of life may be improved with a particular emphasis on training for and playing the game of Association Football. The Club shall arrange association football matches and social activities for its members and aid in the development of players, coaches and volunteers.
- 1.3 **Lancashire Football Association** has hundreds of clubs in their area and naturally, a big percentage of these are junior clubs. Clifton Rangers JFC is affiliated to the LFA through its membership and holds Charter Standard Development Club status. In effect, the Club (*Clifton Rangers Junior Football Club*) is properly constituted.

# 2. Club Membership

## 2.1 CLUB MEMBERS

- 2.1a The members of the Club are those persons (*i.e. Player or Parent/Guardian/other family member, Manager, Assistant Manager, Coach and all Club Officers*) listed in the register of members (*the Membership Register*) which shall be maintained by the General Secretary (*please see 2.4c for role details*), and reviewed by the Club’s Treasurer (*please see 2.4d for role details*) and Welfare Officer (*please see 2.5c for role details*) as part of their duties of office held.
- 2.1b Any person who wishes to be a member must apply to the club using the Membership Application Form. Election to membership shall be at the sole discretion of the Executive Committee. Membership shall become effective upon an applicant’s name being entered in the Membership Register and is thereafter a continuous membership year on year until such time a member wishes to cancel their membership in writing or membership is terminated by the club.
- 2.1c In the event of a member’s resignation, expulsion or suspension, his or her name shall be removed from the Membership Register.
- 2.1d The Football Association and local County Football Association shall be given access to the Membership Register as and when required.

## 2.2 EXECUTIVE COMMITTEE

- 2.2a The Executive Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, General Secretary, Treasurer, Facilities & Fixtures Secretary elected at an Annual General Meeting and any elected General or Club Officer or non member as invited by the Executive Committee. (Please see 2.2f for details)..
- 2.2b An Executive Committee member shall hold office from the date of appointment until the next Annual General Meeting. One person must not hold more than two positions at any time, except on a temporary basis until an appointment is made. All Executive Committee members will automatically resign at every AGM and if they so wish put their names forward for re-election.
- 2.2c The Executive Committee shall be responsible for the strategic management and development of all the affairs of the Club and shall have the power to enter into any contract on behalf of the Club with all necessary documents to be signed by the Chairperson and General Secretary. Decisions of the Executive Committee shall be made by a simple majority of the Executive Committee and passed to the General Management Committee for implementation.
- 2.2d Meetings of the Executive Committee shall be chaired by the Chairperson or in their absence the Vice Chairperson or General Secretary. The quorum for the transaction of business of the Executive Committee shall be three.

- 2.2e If it is felt by the Executive Committee that a new position is needed to fulfil a role or support someone's role within the General Management Committee, then such a position will be agreed upon by the Executive Committee and added to the General Management Committee register and communicated throughout the Club.
- 2.2f The Executive Committee have the right to invite any General/Club Officer or non-Club member (*i.e. outside person, organisation or stakeholder*) to join the Executive Committee as part of a project and/or their role justifies them being part of a decision process solely for that project. This invite will run for an agreed time period only or until such time the project has been concluded.
- 2.2g Decisions of the Executive Committee shall be recorded and communicated to the General Management Committee by the Club's Chairman in a suitable format (*i.e. email*) and maintained by the General Secretary.
- 2.2h The Chairman will ensure that all Executive Committee minutes will be documented, published and distributed by the General Secretary to all Executive Committee members within 25 days from the date of the last meeting.

### 2.3 GENERAL MANAGEMENT COMMITTEE

- 2.3a The General Management Committee shall consist of the main Executive Committee and General Officers: General Secretary, Assistant Secretary, Charter Standard Officer, Volunteer Coordinator, Fixtures Secretary, Coaching Secretary, Head of Coaching & Coaching Development, Welfare Officer (Child Welfare), Community Officer, Social Secretary, Fund Raising Secretary, Schools and Colleges Liaison Officer, Grounds Manager, elected at an Annual General Meeting and any other officer who may be introduced by the Executive Committee to fulfil a role (*please see 2.2e for details*). A General Management Committee Member shall hold office from the date of appointment until the next Annual General Meeting. One person must not hold more than two positions at any time, except on a temporary basis until an appointment is made. All General Management Committee members will automatically resign at every AGM and if they so wish put their names forward for re-election.
- 2.3b The General Management Committee shall be responsible for the day to day implementation of the Club's constitution, policies and procedures.
- 2.3c Meetings of the General Management Committee shall be chaired by the Chairperson or in their absence the Vice Chairperson, General Secretary or Assistant General Secretary. The quorum for the transaction of business of the General Management Committee shall be three.
- 2.3d Decisions of the General Management Committee shall be made by a simple majority of those attending the General Management Committee meeting.
- 2.3e The Chairperson of the General Management Committee meeting shall have a casting vote in the event of a tie.
- 2.3f If however, there are insufficient General Committee Members present to resolve or reach a decision it will be passed to the Executive Committee to preside over the decision to resolve it. The Executive Committee quorum for the transaction of business will be three.
- 2.3g If it is felt by the General Management Committee that a new position is needed to fulfil a role or support someone's role within the Club Officers, then such a position will be discussed with the General Management Committee and agreed upon. Any appointment of a new Club Officer will be made by the General Management Committee and such an appointment added to the register of Club Officers and communicated throughout the Club.
- 2.3h Decisions of the General Management Committee at general meetings shall be entered into the Minute Book or similar register of the Club to be maintained by the General Secretary.
- 2.3i The General Secretary will ensure that all General Management Committee meeting minutes will be documented, published and distributed to all General Management Committee members accordingly, within 25 days from the date of the last meeting, allowing Executive & General officials to carry out any actions outlined within the minutes, and to prepare and collate information for the next General Management meeting.

- 2.3j Any member of the General Management Committee may call a meeting of the General Management Committee by giving not less than 14 days' notice to all members of the General Management Committee stating the purpose for such a meeting. The General Management Committee shall hold not less than four meetings a year.
- 2.3k Any member of the General Management Committee can resign at anytime. The Executive Committee have the power to fill the vacancy as they see fit until the next AGM election, when such person(s) will if they so wish, put their name forward for formal election.
- 2.3l All General Management Committee members shall hold their position/office for twelve months and/or until the next AGM where they will resign their position/office but his/her name may be put forward for re-election at the AGM (*please see section 4.4 for details*).

### 2.4 EXECUTIVE OFFICERS

#### **Chairperson**

2.4a The Chairperson shall preside over the Executive Committee, General Management Committee meetings, the AGM and any other Special or group meetings. The Chairperson shall hold the casting vote in any ballot for whatever reason taken and shall use this only when all votes are counted and such ballot results in a tie. Finally the Chairperson is responsible to ensure the Club meets its obligations in line with the Club's constitution, policies and procedures, and other commitments, (*e.g. FA, LFA, Club Development, and Strategic Partners and Charter Standards etc*) in accordance with agreed role and responsibilities.

#### **Vice-Chairperson**

2.4b The Vice-Chairperson shall support the role/position of the Chairperson and deputise for the Chairperson when required to do so, in order that the Chairperson can carry out his/her duties and responsibilities as is required by the office and in the best interests of the Club, in accordance with agreed role and responsibilities.

#### **General Secretary**

2.4c The General Secretary shall be required to carry out the customary duties of this office in accordance with agreed roles and responsibilities, including the summoning and giving notice to members of meetings and the preparation of minutes of the proceedings for submission as appropriate to the Executive Committee and General Management Committee. The General Secretary shall be responsible for attending or ensuring that the Club is represented at all Club Secretaries meetings of the League(s)/competitions in which the Club is entered or represents. Finally the General Secretary is responsible for the day-to-day running of the clubs administration.

#### **Treasurer**

2.4d The Treasurer shall be required to carry out the customary duties of this office in accordance with agreed roles and responsibilities, including managing the funds of the Club, keeping proper books of account, producing an annual receipts and payments account with appropriate appendices and his/her annual report. All payments, whatever the nature or purpose, must have the authority of the Executive Committee.

#### **Fixtures and Facilities Officer**

2.4e The Fixtures and Facilities Officer shall be responsible for collating all fixtures updating the managers on a regular basis with this information. The Fixtures and Facilities Officer shall also be responsible for liaising with the facilities and act and in the best interests of the Club, in accordance with agreed role and responsibilities.

## 2.5 GENERAL OFFICERS

### Assistant General Secretary

2.5a The Assistant General Secretary shall support and assist the role/position of the General Secretary in accordance with agreed roles and responsibilities, and deputise for the General Secretary when required to do so in order that the General Secretary can carry out his/her duties and responsibilities as is required by the office and in the best interests of the Club.

### Coaching Secretary

2.5b The Coaching Secretary/s shall be required to carry out the customary duties of this office in accordance with agreed roles and responsibilities, including enrolment of volunteers and FA qualified coaches, delivering or designating persons to arrange coaching courses, coaching development plans, training programmes, distribution of coaching material, promote the use of coaching resources, organise training facilities and their maintenance, ensuring that they are used in a responsible manner and only in suitable weather conditions plus:

- Develop links with pro and semi pro clubs, and any other sports organisation
- Enhance the Club's Charter Standard Club status.
- Ensure age groups are working in line with FA Charter Standard and FA Youth Development.
- Help in the continued development of the Club's coaching and development.
- Provide opportunities for coaches and members to enjoy football.
- Appraise the performance of Coaches and Managers and establish a coaching forum to improve coaching delivery.

### Welfare Officer (Child Welfare)

2.5c The Welfare Officer shall be required to carry out the customary duties of this office in accordance with agreed roles and responsibilities, including carrying out of the Club's Welfare Policy for child protection and data protection, ensuring that all Club Officials and Volunteer Workforce in direct contact with children are DBS checked and registered as a member of the club, review the Club's Membership register and ensure DBS checks are validate.

### Community Secretary

2.5d The Community Secretary shall be required to carry out the customary duties of this office in accordance with agreed roles and responsibilities, including taking charge of the Club's communication policy, Club PR and marketing, online resources, electronic communication, newsletters and press releases, updating the Club's website content, providing information to sponsors and strategic partners outlined by the Executive and General Management Committee, taking the lead in organising Club events and fund raising activities.

### Head of Coaching & Coaching Development

2.5e The Head of coaching & coaching development shall be required to carry out all or shared part of the customary duties of this office in accordance with agreed roles and responsibilities, including taking charge of the continuous development of junior and youth team coaches and players, devising and supporting coaching sessions, organising in-service coaching sessions, promoting use of coaching resources, continuous coaching development and education, player development and assessment, and links with professional and non-professional clubs, and any other way of development to

- Ensure age groups are working in line with FA Charter Standard and FA Youth Development.
- Develop, implement and maintain the clubs or third party Player and Skills Award Scheme.
- Provide opportunities for ALL to enjoy Football within a safe environment.
- Work within schools and develop school and community sports links.
- Work in partnership with third parties to achieve community objectives.

### Assistant Treasurer

- 2.4f 2.5f The Assistant Treasurer shall support the role/position of the Treasurer and deputise for the Treasurer when required to do so, in order that the Treasurer can carry out his/her duties and responsibilities as is required by the office and in the best interests of the Club, in accordance with agreed role and responsibilities.

## 2.6 CLUB OFFICERS

### Club President

- 2.6a The Club President is an honorary role and the Club is not obliged to have a President. However, a person may be invited to accept this position if it is felt by the Executive Committee that there is a need for one. There are no customary duties of office but may be invited to undertake certain duties in order to benefit the Club. The Club has the right to invite any person from inside or outside the Club to be President. A person from within the Club must have been a member for a minimum of 15 years; from outside the Club, a person must, in the opinion of the Executive Committee, be someone who it is felt will be of significant benefit to the Club.

### Club Team Manager

- 2.6b The Team Manager shall be required to carry out the customary duties of this office in accordance with agreed roles and responsibilities, including summoning and giving notice to players/parents or guardians of meetings, training, match fixtures etc. The Team Manager shall be responsible for attending or ensuring that his team is represented at all relevant Club meetings and when required relevant meetings of the League(s)/competitions in which the Club is entered or represents. Finally the Team Manager is responsible for the day-to-day running of his/her team and the conduct of all players, parents and guardians of their team. All team managers will follow the Club rules, team development plans, FA Youth development and code of conduct as agreed by the Managers and the Executive and General Management Committee (*see Team Managers hand book*).

### Club Coach

- 2.6c The Coach shall support and assist the role/position of the Team Manager and deputise for the Team Manager when so required to do so, in order that the Team Manager can carry out his/her duties and responsibilities as is required by the office and in the best interests of the Club. The Coach is responsible for the continuous development of player's skills and abilities whatever the player's level. Coaches should always seek to improve their coaching ability through learning and continuous development and support provided by the Club's Head Coaches and coaching resources.

### Parent Representative

- 2.6d The Parent Representative shall support and assist the role/position of both the Team Manager and Coach when so required to do so in order that both Club Officers can carry out their duties and responsibilities as is required by their office and in the best interests of the Club. The Parent Representative is responsible to attend relevant meetings e.g. fund raising meetings, event meetings, on behalf of their team and represents and acts in the interests of all the parents of that team.

### Volunteer Co-ordinator

- 2.6e The Volunteer Co-ordinator shall support and assist the role/position of the Coaching Secretary and shall be required to carry out the duties of this office in accordance with agreed roles and responsibilities, including recruiting and managing a volunteer workforce. The Volunteer Co-ordinator shall be responsible for attending all relevant Club meetings. Finally the Volunteer Co-ordinator is responsible to support each team and ensure there are sufficient volunteers to help in the running of the Club and its activities and under instruction of the Welfare Officer that all volunteers have been successfully CRB checked or Club vetted and approved.

### School Liaison Officer



- 2.6f The School Liaison Officer shall support and assist the role/position of the Head of Coaching both for Juniors and Youth Teams and shall be required to carry out the duties of this office in accordance with agreed roles and responsibilities, including developing links with local schools/colleges, working with them to support exit routes for players and develop recruitment links for players to join the Club. The School Liaison Officer shall be responsible for developing school activities, soccer camps and encourage schools to achieve the Charter Standard themselves. Finally the School Liaison Officer is also responsible to work with the Heads of Coaching and develop links with sporting partners e.g. Blackpool Leisure Services Development Officer.

#### Charter Standard Officer

- 2.6g The Officer shall support the enhancement of the Club's Charter Standard in accordance with agreed roles and responsibilities, including supporting the Club's Development Plan and maintaining the Charter Standard Health Check. He/she will also work with the Executive Committee (*see section 2.2f for details*) to include any strategic projects within the plan and recommend any update or changes needed to the Club's documentation.

### 2.7 PLAYER AND PARENT MEMBERSHIP

- 2.7a On joining the Club a player must complete his/her registration form and a parent/guardian/family member or suitable adult/guardian must set up a bank standing order or suitable bank instruction, except cheques, for regular monthly payments to be paid for membership fees. At this stage the player becomes a member of the Club represented by their parent or guardian, family member or suitable adult/guardian.
- 2.7b Parents and/or guardians automatically become members of the Club to represent the registered player (their son or daughter). It is their responsibility to ensure that fee instalments are paid when due and any changes in circumstances e.g. address, contact details etc are notified promptly to the Club. All members are entitled to a vote at the AGM. However, parents who have more than one child registered as a player with the Club or officials who hold more than one position on the Committee will have a maximum of one vote only.

## 3 Club Teams

### 3.1 TEAM MANAGEMENT GROUP (TMG)

- 3.1a At its first Managers meeting following each AGM, the General Management Committee shall appoint a Team Manager, Assistant Team Manager and Coach. The Team Manager must hold a minimum of a Certificate in Coaching Football Level 1 and all others appointed must have a DBS completed and in date. The appointed Manager(s) and Coach(s) shall be responsible for managing the affairs of the team. The appointed Manager(s) shall present to the General Management Committee at its last meeting prior to an AGM a written report on the activities of the team and its continued development over the year.
- 3.1b Each team manager must keep an updated register of players with full contact and medical details and information as required by the Club and/or the League and inform the General Secretary, Treasurer and Welfare Officer of any changes to player details immediately.
- 3.1c Team Managers are responsible for all Club kit/equipment issued to them and for the safe return of this kit/equipment at the request of the Club. Managers must ensure that playing kit is only used on match days and/or competitions. The player or player's parent/guardian must pay for any loss or damage to playing kit, which includes shirts, shorts, socks and/or jackets/rainwear provided by the Club (*please see Club Kit and Sponsorship Policy*).
- 3.1d Every Manager on his/her appointment by the Club will receive a welcome pack of their duties and responsibilities formulated by the General Management Committee as an instruction and guide to the required and efficient smooth running of the team and therefore, the Club.
- 3.1e Team Managers and/or their Assistants/Coaches/Parent Representatives must attend regular meetings with the Club regarding, League matters, and Club matters. If a Team Manager cannot attend for any reason, they should ensure a Team Official represents their age group at the meeting. If an age group/team is not represented at a meeting, the Committee will decide if it is appropriate to remove the concessions from that age group/team.

- 3.1f The objective of this meeting is for Team Managers and/or their Assistants to hold a forum with the Club, where the day-to-day running of the team(s) and Club can be discussed openly and matters arising dealt with in a democratic way. Its focus is on the development of each team and the interests of the Club.
- 3.1g The General Secretary will ensure that all Team Managers meeting minutes will be documented, published and distributed to all appropriate Club Officials accordingly, within 25 days from the date of the last meeting, allowing Club Officials to carry out any actions outlined within the minutes, and to prepare and collate information for the next Team Manager's meeting.

## **4 Club Finances**

### **4.1 ANNUAL MEMBERSHIP FEE**

- 4.1a This fee will be determined annually by the Executive Committee and is only payable on a successful application for membership. The fee to be paid monthly by a suitable bank instruction, except cheques, commencing in June each year.
- 4.1b The person(s) responsible for payment may pay the total fee in full providing that it is paid before the 30<sup>th</sup> of June.
- 4.1c Those who wish to pay in two instalments must make the first payment by the 30<sup>th</sup> June and the second by the 30<sup>th</sup> November.
- 4.1d Those who wish to pay in 3 or 4 instalments may do so with prior agreement of the Club's Treasurer and which is acceptable to both parties.
- 4.1e Fees shall not be repayable unless there are special circumstances;
- moving outside the area (*15 miles from the Club's headquarters*);
  - long term illness or injury (*the Club defines long term illness or injury as a period greater than 3 months*)
- 4.1f League players joining during or mid season will pay a Club Membership fee pro-rata to the number of games still to be played in that season. Such a player may be asked to pay an initial payment in order to bring in line with the monthly payment system.
- 4.1g Junior team members under 6, 7 and 8's shall pay an annual fee by a suitable monthly bank instruction, as agreed by the Executive Committee.
- 4.1h The Executive Committee reserve the right to levy further subscriptions from its members as are necessary to fulfil the objects of the Club.
- 4.1i Children of Team Managers and Assistant Managers (being agreed as the Clubs Team Coach) may pay a reduced membership fee as agreed annually by the Executive Committee but is limited to one son/daughter/grandchild per manager, assistant manager and committee official whom is registered with the Club.
- 4.1j Any Manager/Assistant Manager not having a son/daughter registered with the Club will not be entitled to claim any fee by way of compensation.
- 4.1k In the event of non-payment of fees in full or part over a two month period of any year, membership shall be deemed to be suspended until such amount outstanding is paid in full. This means players will be suspended from playing in accordance with FA rules.
- 4.1l Any player wishing to leave to join another club during the season must have cleared all outstanding debt and returned all Club kit/property before a transfer is sanctioned.
- 4.1m Any player owing fees, fines etc, and in the possession of Club kit will be prevented from joining any other club until such time the debt is paid in full and the kit returned.

4.1n The payments of fees etc are by way of covering the Club's expenses (*e.g. Club playing kit, match fees, pitch fees, referees fees, winter training costs etc.*)

4.1o Financial Hardship will not prevent membership of the club. The Executive Committee will consider each individual case on merit, in accordance with the clubs hardship policy.

4.1p Late payments of fees, instalments and underpayments;

- Late within one month – The Treasurer will inform the parent/guardian in writing to settle outstanding debt within 14 days of the date of the letter. All correspondence must be kept on file.
- Late by two months - The Treasurer will write a final letter to the parent/guardian to give notice on bringing the account up to date or membership will be suspended within 7 days of the date of the letter. All correspondence must be kept on file.
- The Treasurer will hand a copy of the final letter to the General Secretary after the 7 days, advising on the suspension of membership for non payment. If payment becomes late by three months and no effort has been made to discuss a hardship case or resolve, the General Management Committee will be requested to consider their membership status, withhold player registration and request all outstanding kit to be returned.

#### **4.2 CLUB ACCOUNTS**

4.2a 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 General Secretary, the Treasurer and another designated signatory. No sum shall be drawn from the Club Account unless authorised by any two of the four designated signatories. The Club has the authority to open further accounts of any description with any provider, if required and deemed necessary.

4.2b All monies payable to the Club (*including sponsorship, team fund raising or donations*) shall be received by the Treasurer and deposited in the appropriate bank account.

4.2c The Executive Committee have the power to invest such surplus monies in any form of investment providing the total investment or part thereof is available to be withdrawn and placed in the Club's bank account(s).

4.2d The Executive Committee shall have power to authorise the payment of expenses to any member of the Club and to any other person or persons for services rendered to the Club.

4.2e The Club shall prepare an annual Financial Statement in such format as may be issued in total or in part to interested parties upon request (*e.g. banks, corporate businesses, independent organisations*).

#### **4.3 CLUB ASSETS**

4.3a The Club assets are Buildings and Contents , Equipment (*i.e. footballs, bibs, goals etc*) and Funds (*i.e. cash in bank(s) and investments*)

4.3b The Club assets shall be vested in not less than two and no more than four Custodians, who shall deal with the Club assets as directed by decisions of the Executive Committee and the entry in the Minute Book, shall be conclusive evidence of such a decision.

4.3c The assets of the Club shall be applied only in furtherance of the objects of the Club. This includes any reserve finances set aside for such purpose.

- 4.3d The Custodians shall be appointed within the Executive Committee and shall hold office until death or resignation unless removed by a resolution passed at an Executive Committee Meeting.
- 4.3e The Custodians shall be entitled to indemnity out of the Club Funds for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

#### 4.4 CLUB FINES

- 4.4a All fines and/or administration fees levied on Club Officials e.g. Team Managers and players, or parents/guardians and supporters, must be paid by the said offender or for those offenders under 18, by their parent(s) or guardian(s).
- 4.4b Payment must be made as soon as is reasonably practicable but not to exceed more than 14 days from the said offence.
- 4.4c The said offender must prove payment by requesting a receipt as proof of payment.
- 4.4d Failure to pay such fines will result in the possible suspension of such individuals until payment is received in full by the Club or by resolution of the General Management Committee to write off part or whole of the said fine.

#### 4.5 CLUB PROCUREMENT

- 4.5a All purchasing must first be approved by the Executive Committee and meet the Club's requirements. (See Club policy).
- 4.5b The Executive Committee will provide an annual plan of expenditure, which will be allocated to nominated officer(s) to carry out procurement outlined in the Club's requirements policy.
- 4.5c Monitoring of expenditure will be carried out on a regular basis and any additional expenditure must be approved by the Executive Committee.
- 4.5d The Club must seek value for money and that any decisions, on any subject, are not influenced by or conflict with member's who have a vested personal interest. All members shall formally declare any conflicting interest before discussions commence so that the appropriate Committee members can proceed in the best interests of the Club.

## 5 Club Rules

#### 5.1 STATUS OF RULES:

- 5.1a These rules (the Club Rules) form a binding agreement between the Club and each member.

#### 5.2 RULES AND REGULATIONS:

- 5.2a The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association.
- 5.2b The Rules and Regulations of The Football Association Limited and local County Association and any League or Competition to which the Club are affiliated for the time being shall be deemed to be incorporated in the Club Rules.

5.2c No alteration to the Club Rules shall be effective without prior written approval by a simple majority vote of the Executive Committee.

5.2d The Club will also abide by The Football Association's Child Protection Policies, Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy and any other legislation.

### **5.3 RESIGNATIONS AND EXPULSION:**

5.3a All members, including Committee members shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Executive Committee of their resignation in writing.

5.3b The Executive Committee shall have the power to expel or suspend a member if, in their opinion and after investigation in accordance with the Club's policy, have brought the Club in to disrepute or it would not be in the interests of the Club for them to remain a member. There shall be no appeal procedure.

5.3c A member who resigns or is expelled shall not be entitled to claim or share any, of the Club's Property, Trust Accounts or Assets.

5.3d The Executive Committee shall have the power to expel or suspend a member from using a facility if, in their opinion and after investigation in accordance with the Club's policies, have damaged Club or associated property, not adhered to regulations for an associated property, or it would not be in the interests of the Club for them to continue using a facility. There shall be no appeal procedure.

### **5.4 ANNUAL AND SPECIAL GENERAL MEETINGS**

5.4a An Annual General Meeting (AGM) shall be held in each year to:

- Receive reports of the activities of the Club over the previous year from the Chairman, General Secretary, Treasurer and other Officials if requested.
- Receive a report of the Club's Accounts and finances for the previous year
- Elect the members of the Executive Committee and General Management Committee
- Consider any other business.

5.4b Nominations for election of Executive Committee and General Management Committee must be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the General 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 General Secretary not less than 21 days before the Meeting.

5.4c A Special General Meeting (SGM) may be called at any time by the Executive Committee and shall be called within 14 days of the receipt by the General Secretary of a requisition in writing signed by not less than four Club members stating the purposes for which the meeting is requested and the resolutions proposed.

5.4d The General Secretary shall send to each Team Manager, Officers and all Executive and General Management Committee members' notice of the date, time and venue of an AGM together with the resolution(s) to be proposed at least 14 days before the meeting to allow Team Managers time to give notice to all parents/guardians from their squad.

5.4e The quorum for an AGM shall be nine and for a SGM, a quorum shall be five.

5.4f The Chairperson, or in his/her absence the Vice Chairperson, or in their absence a suitable member selected by the Executive Committee, shall take the chair. Each member present shall have one vote and only a simple majority is required to pass or reject resolutions. In the event of a tie, the Chairperson of the Meeting shall have the casting vote.

- 5.4g The General Secretary, or in their absence the Assistant General Secretary, or in their absence a suitable member selected by the Executive Committee, shall take minutes of the AGM or SGM and enter them into the minute book or similar register.

### 5.5 RETENTION OF RECORDS

- 5.5a All Club administration and financial records shall be securely retained in a format and for a period to be determined by the Executive Committee. Any Club record shall only be destroyed in a secure manner as approved by the Executive Committee.

### 5.6 ALTERATIONS TO THE CONSTITUTION

- 5.6a Alterations to the Constitution may be proposed by the Executive Committee at any time.
- 5.6b The Executive Committee will prepare a consultative document for the General Management Committee to review and consult on the changes proposed to the Constitution.
- 5.6c The Executive Committee will set out a reasonable timeline (*not less than 14 days*) for the consultation period and all GMC members must respond to the changes proposed within this time period.
- 5.6d Any GMC member(s) who have not submitted their feedback, for whatever reason, within the time allowed will have their vote cast by the Chairperson.
- 5.6e The purpose of the consultation period is to ensure all GMC members are made aware of the changes proposed and are given sufficient time to consider such changes and provide adequate feedback on the changes.
- 5.6f If the consultation period does not conclude that a clause(s) is agreed by the majority or it needs to be clarified, such clause(s) may be reworded and re-presented for further consultation until such time as it has a simple majority vote.
- 5.6g Each clause(s) will be allowed three passes in front of the GMC in the consultation process. If it still has not been agreed by the majority of all GMC members then it will be taken out of the constitution altogether.
- 5.6h Once all feedback has been received, the Executive Committee will produce the findings of the consultation in a report to the GMC. It is the Executive Committee that is responsible for the changes to the constitution. However, it is through consultation with the General Management Committee that these changes are finalised.
- 5.6i The amended Constitution shall be adopted by a resolution passed by not less than two thirds of the members present and voting at an AGM or SGM.

### 5.7 DISSOLUTION

- 5.7a A resolution to dissolve the Club shall only be proposed at a Special General Meeting properly convened for that purpose.
- 5.7b In the event of such a resolution being carried by two-thirds majority of those present and voting, the Executive Committee shall have the power to realise any assets held by or on behalf of the Club.
- 5.7c Any assets and funds of the Club as remain after all liabilities have been met, shall be donated or transferred to any newly formed club in the area accepted by and affiliated to the LFA and registered with the local league.
- 5.7d In the event of no such club being established or accepted by the LFA and local League then such funds/assets are to be held in trust by Blackpool Borough Council Leisure Services to be used in the community at their discretion.

### 5.8 OTHER BUSINESS

5.8a Any matters not governed by the foregoing rules shall be dealt with by the Executive Committee, the decision of which shall be final and binding.

## 6 Club Brand

### 6.1 CLUB LOGO:

6.1a The Club's logo is the trademark of the Club and should be used on all correspondence, brochures, literature and signage used by the Club.

6.1b The Club logo is used in conjunction with the FA's Charter Standard Development Club logo to promote our status as a Development Club.

6.1c The current Club logo has two official styles;

- Full colour,
- Mono colour (*black & white*)

6.1d The Club's standard team title (e.g. Clifton Rangers JFC U7s) can be personalised in agreement by the Executive Committee. A personalised title can be used for groups who progress to form individual teams and play in the same league format (e.g. PDPL 7 aside). Personalisation can be used when more than one team play in the same league (e.g. BDYFL 11 side League A). The current personalisation is: Wasps, Hornets, Bees, and Stingers.

### 6.2 CLUB PLAYING KIT

6.2a The Club has a duty to provide each team with playing kit in the Club's colours.

6.2b The playing kit consists of a shirt, shorts and socks. The shirt colour is primarily yellow (see Club kit and sponsorship policy for details), the shorts are primarily black and the socks again are primarily Yellow

6.2c The Club will approve a kit supplier(s) for all Club playing kit and merchandise. All Club playing kit will be purchased from the approved supplier(s) until such time as the Executive Committee change or renew this agreement. Please see Club Kit and Sponsorship policy for the purchase and use of Club kit and equipment.

6.2d The Club's away shirt is primarily Red with, black shorts and black socks.

6.2e The Club encourages each team manager to try to secure sponsorship for their team's kit/merchandise.

6.2f Playing Kit is normally for two years, (*although it can be for longer*) where the Club will look to replace the Club's kit with a new one. This encourages team managers to look to secure sponsorship for their team's kit and for sponsors to receive a replica shirt signed by the players, advertising on the shirt and advertising on the official Club website for a fixed rate sponsorship.

6.2g All kit provided by the Club or provided through sponsorship remains the property of the Club.

6.2h Players who do not return their playing kit will be charged for a new one (*please see section 4 for details*).

6.2i Any playing kit, including footballs, lost or damaged will be replaced by the Club using the team's trust fund to replace the item(s).

### 6.3 CLUB SPONSORSHIP

- 6.3a It is the responsibility of the Executive Committee to source a main Club sponsor to help cover the cost of Club playing kit where possible.
- 6.3b The sponsor will receive a replica shirt in a frame, all Club kits will have the main sponsor on the shirts and they will have premier position on the Club's website and official literature. Main sponsors will also be invited to Presentation Night to present key awards and have contact with the Club's members.
- 6.3c For full details please see the Club's policy on Club sponsorship.
- 6.3d Where a Club Sponsor cannot be found, Team Managers will be asked to find a team sponsor for the Playing kit for the team.
- 6.3e Team Managers who raise a sponsor should use the monies to purchase Club playing kit and merchandise.

### 6.4 CLUB MERCHANDISE

- 6.4a The Club will develop its brand using Club merchandise to financially support the growth of the Club.
- 6.4b The merchandise could consist of;
- Club Hoodies
  - Tracksuits
  - Rain Jackets
  - Umbrellas
  - Polo Shirts
  - Training Tops
  - Touchline Jackets
  - Club Hats and Scarf and gloves
- 6.4c All merchandise will be sold through the Club's official website, providing a sustainable income to the Club.
- 6.4d All merchandise will remain the property of the Club until such time as a financial transaction has taken place transferring ownership to the purchaser.
- 6.4e Any merchandise supplied by the Club or provided through sponsorship remains the property of the Club.

### 6.5 CLUB WEBSITE

- 6.5a The Club website is the property of the Club and is copyrighted.
- 6.5b The purpose of the Club's website is to provide its members with all the information about the Club, its events, training, games and coaching resources.
- 6.5c The website will allow members to shop online for Club merchandise and other items.
- 6.5d It uses the Club's brand logo and communicates with all team members on the events run within the Club.



6.5e The website is the hub for members to communicate and be communicated to on all matters related to Club's activities.

6.5f It is the Executive Committees responsibility to look at the strategic development of the site and is the responsibility of the General Management Committee to ensure the day-to-day running and maintenance of the website, database and online shop resources.

## 6.6 CLUB EQUIPMENT

6.6a The Club will ensure that all teams have sufficient equipment at the beginning of each season.

6.6b The equipment remains the property of the Club at all times.

6.6c The Club has approved one supplier for sports equipment, all equipment requirements will be purchased through this supplier (*please see Club Kit and sponsorship Policy for details*).

6.6d It is the responsibility of Team Managers and Coaches to use the equipment provided for its intended purpose. All equipment should be looked after; any equipment faulty should be reported immediately to the Head of Coaching - Juniors / Youth, or Coaching Secretary.

6.6e Equipment, including footballs, that has been lost or damaged will be replaced and the cost taken from the teams trust account. Teams should look to raise funds to replace the equipment or footballs damaged or lost. If a team's account is not in funds or insufficient funds to cover the cost of replacing the balls then the team will not be given any replacements until such time funds are available to cover the cost(s).

6.6f If players have equipment and do not return it on request, they may be charged for its replacement. This cost will be levied against their name on the Club's members register and may affect them leaving to join other clubs.

6.6g All equipment provided by the Club or through sponsorship remains the property of the Club.

# 7 Child Welfare

## 7.1 CHILD WELFARE:

7.1a The Child Welfare Officer is responsible for the Club's policy for the protection of all children registered within the Club.

7.1b The Club will implement the FA's Child Protection Policy as a minimum standard for Club governance, and the Club's Welfare Officer will ensure that all requirements of this policy is communicated and enforced within the Club as a whole.

7.1c Team Managers are required to report any child welfare issues to the Club's Welfare Officer immediately and must not discuss any case with any other parent or guardian. The Welfare Officer will investigate any reported incident in accordance with the FA's guidelines and current legislation, and provide feedback to the Executive Committee if so required.

7.1d The Welfare Officer will ensure ALL registered Club Officers are CRB checked and recorded on the Club's membership register. All player information will be held centrally on a secure Club database and the Welfare Officer only will ensure that all data is correct, up to date and all CRB checks are recorded and validated.

**We the Executive Committee after consultation with the GMC, here by agree to the changes and alterations to the Club's Constitution. This Constitution supersedes all previous Club Constitutions and provides a framework supported by Club policy documents in the running and administration of the Club, its assets and the conduct of Club Officials.**

**Signed by the Chairman**

**Date:**

**Signed by the General Secretary**

**Date**



