

# Thaxted Rangers Football Club Constitution & Rules

## 1 Name

- 1.1 The name of the Club will be Thaxted Rangers Football Club, hereafter referred to as the Club.
- 1.2 The address of the Club will be that of the current elected Secretary in post at the time.
- 1.3 The Club will be affiliated to the Football Association, County Association and any Leagues in which the Club's teams play.

## 2 Aims and Objectives

The aims and objectives of the Club are:

- 2.1 To provide a safe environment that enables players to train for and play Association Football.
- 2.2 To identify individual's requirements, develop their skills and techniques, thereby improving the standard of football played by all players.
- 2.3 To promote football at all age groups and levels and competencies.
- 2.4 Affiliate with the Football Association, the Essex County Football Association and any other organisation as may be determined from time to time by the Management Committee.
- 2.5 To raise monies by subscriptions, match & training fees, donations, sponsorship or other methods deemed appropriate and ethical by the Executive or Management Committee for the benefit of the Club.

## 3 Statement of Intent

The Club will:

- 3.1 Abide by the Football Association's Child Protection Policies & Procedures.
- 3.2 Abide by the Football Association's Codes of Conduct.
- 3.3 Abide by the Principles of the Data Protection Act.
- 3.4 Abide by the Football Association's Anti-Discrimination Policy.

Additionally, the Club values the diverse backgrounds of its players and officials and our commitment is to:

- Create an open atmosphere of trust, honesty and respect.
- Eliminate any harassment or discrimination of any kind including that involving race, colour, sexual orientation or disability.

## 4 Status Of Rules

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

## 5 Membership

- 5.1 Membership of the Club is open to players aged five and upwards in accordance with both the Club's rules and Football Association rules.
  - 5.1.1 Fully signed up membership of the Club is a requirement for all volunteers associated with coaching and administration at the Club.
  - 5.1.2 Parents or Legal Guardians of players under the age of sixteen will be considered members and will be bound by Club Rules & Codes of Conduct. In which case Parents and Guardians are eligible to vote on club matters and will have one vote for each of their children under the age of sixteen that are playing members of the club. Votes are not transferable.
  - 5.1.3 Only members who have reached the age of sixteen years will be allowed to vote on club matters.
- 5.2 For membership purposes, the Club year will run from 1st August to 31st July.
- 5.3 All Playing Members are required to pay a membership fee for the year which is set annually at the AGM.
- 5.4 A Membership is not valid until the relevant form is completed, signed and the subscription paid.
  - 5.4.1 The Management Committee may waive the full membership fee if it is decided, that an application was made so close to the end of the Membership Year (during the close season), it would be unfair to levy the full amount. Under such circumstances the person concerned would not become a full member of the Club until the full subscription is paid for the following year.
  - 5.4.2 A Member whose annual subscription is more than two months in arrears shall be deemed to have resigned from the Club.
- 5.5 Membership may be withdrawn at any time if so decided by the Disciplinary Committee.
  - 5.5.1 Any Member has a right of appeal if received by the Chairperson in writing within fourteen days of the date of the written withdrawal of membership. If no such notification is received within that period, the right of appeal is withdrawn.
  - 5.5.2 Any Member who leaves the Club owing subscriptions or other fees or has not returned Club property will be reported to the League and a Player's registration will not be released until all outstanding matters have been resolved to the satisfaction of the Disciplinary Committee.
- 5.6 The Secretary will maintain a Register of Club Membership (Membership Register).
  - 5.6.1 In the event of a Member's resignation or expulsion, their name shall be removed from the Membership Register.
  - 5.6.2 The Football Association and parent County Association will be given access to the Membership Register on demand via the appropriate channels.
- 5.7 All Members will comply with the provisions of the Club Rules, Football Association Rules, any relevant League Rules and local rules regulating behaviour at match or training venues.

## **6 Honorary Membership**

- 6.1 The club may create an honorary position and elect any member (current or previous) to hold that position.
- 6.2 An Honorary position can be awarded in recognition of achievement or for service to the Club.
- 6.3 A nomination for an honorary position can be made by any current member.
- 6.4 An Honorary Member will be elected at a special joint Executive and Management Committee meeting by means of a unanimous vote of those present.
- 6.5 Honorary members shall not have voting rights.

## **7 Committees & Complaints Procedure**

### **7.1 Executive Committee**

- 7.1.1 The Club will have an Executive Committee consisting of the following:
  - 7.1.1.1 Chairperson
  - 7.1.1.2 Vice Chairperson
  - 7.1.1.3 Secretary
  - 7.1.1.4 Treasurer
  - 7.1.1.5 Chief Coach
  - 7.1.1.6 Corporate & Sponsorship Officer
  - 7.1.1.7 Child Welfare Officer
  - 7.1.1.8 Fundraising & Social Secretary
- 7.1.2 No person may hold more than one position on the Executive Committee. In addition, the Child Welfare Officer may not hold any other position in the Club.
- 7.1.3 The Executive Committee will be responsible for major decision-making regarding Club matters and providing a steer on issues referred to it by the Management Committee. Additionally, the Executive Committee may refer matters to the Management Committee for their views.
- 7.1.4 In addition the Executive committee has to:
  - Sign off all budgets
  - Approve all spending above £100
  - Approve all club publications/advertising/publicity
  - Approve any agreement entered into on behalf of the club
- 7.1.5 Save as provided for in the Rules and Regulations of the Football Association and County Associations to which the Club is affiliated, the Executive Committee will have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- 7.1.6 The Executive Committee will meet each calendar month and at any other times deemed necessary.
- 7.1.7 Members of the Executive Committee will be elected at the Club's Annual General Meeting held in October and will serve no more than one year without re-election.
- 7.1.8 Only members of the Executive Committee will be able to vote on issues discussed at its meetings.
- 7.1.9 The Executive Committee will appoint all officials of the Club not elected at the AGM (Team Managers, Coaches, Management Committee members etc).
- 7.1.10 If there are less than four or 50% of the elected membership of the Executive Committee present, whichever the smaller, then no vote can take place and any decisions should be held over until a time when sufficient Members of that Committee are available.
- 7.1.11 The Chair of the Executive Committee meeting will have a casting vote in addition to a deliberative vote.
- 7.1.12 All other members of the Executive Committee will have one vote each.
- 7.1.13 Decisions of the Executive Committee will be entered into the Club Minutes Book to be maintained by the Club Secretary.

### **7.2 Management Committee**

- 7.2.1 The Club will also have a Management Committee that will meet separately from the Executive Committee.
  - 7.2.1.1 This committee will be chaired by the Manager's Representative/Chief Coach or in their absence by a nominated Manager.
  - 7.2.1.2 Other members of the Executive Committee can attend Management Committee meetings but only the chair has the authority to vote on Management Committee matters.
- 7.2.2 The following positions will be available within the Management Committee:
  - 7.2.2.1 Manager's Representative/Chief Coach (chair)
  - 7.2.2.2 Youth Development Officer
  - 7.2.2.3 Press Officer
  - 7.2.2.4 Facilities & Equipment Officer
  - 7.2.2.5 Kit Officer
  - 7.2.2.6 U6s Manager/Coach (one vote/team)
  - 7.2.2.7 U7s Manager/Coach (one vote/team)
  - 7.2.2.8 U8s Manager/Coach (one vote/team)
  - 7.2.2.9 U9s Manager/Coach (one vote/team)
  - 7.2.2.10 U10s Manager/Coach (one vote/team)
  - 7.2.2.11 U11s Manager/Coach (one vote/team)
  - 7.2.2.12 U12s Manager/Coach (one vote/team)

- 7.2.2.13 U13s Manager/Coach (one vote/team)
- 7.2.2.14 U14s Manager/Coach (one vote/team)
- 7.2.2.15 U15s Manager/Coach (one vote/team)
- 7.2.2.16 U16s Manager/Coach (one vote/team)
- 7.2.2.17 First Team Manager/Coach (one vote/team)
- 7.2.2.18 Reserve Team Manager/Coach (one vote/team)
- 7.2.3 The same person may not hold more than one position within the Management Committee.
- 7.2.4 In the event of no team being formed for a given age group then no Management Committee position will be held.
- 7.2.5 In the event of more than one team being formed for a given age group then each team will hold Management Committee position.
- 7.2.6 The role of the Management Committee is to manage all aspects of the Club's administration not dealt with by the Executive Committee or referred to it by the Executive Committee.
- 7.2.7 Members of the Management Committee shall be approved and/or selected by the Executive committee.
- 7.2.8 The Management Committee may co-opt Members with the approval of the Executive Committee for a specific task or to be part of a sub-committee formed to carry out or plan a specific task.
- 7.2.9 Members co-opted on to the Management Committee or a sub-committee will have no right to vote at Management Committee meetings.
- 7.2.10 The Management Committee will meet at least once every month or at any other time considered necessary.

### **7.3 Disciplinary Committee**

- 7.3.1 The Club will have a Disciplinary Committee that shall consist of:
  - 7.3.1.1 The Chairperson or Vice Chairperson
  - 7.3.1.2 The Secretary
  - 7.3.1.3 The Child Protection Representative
  - 7.3.1.4 Manager's representative/Chief Coach
  - 7.3.1.5 The appropriate Members Representative
- 7.3.2 The Disciplinary Committee will adjudicate on any contraventions of Club Rules or breaches of any of the Codes of Conduct invoked by the Club.
- 7.3.3 If necessary the Disciplinary Committee may instigate a personal appeal hearing.
- 7.3.4 The Club's Disciplinary Committee will have the power to:
  - Warn Members (either verbally or in writing) as to future conduct.
  - Suspend Members from membership, if considered appropriate.
  - Remove Members from membership, if considered in the best interests of the Club.
  - Impose fines or sanctions, if considered appropriate.

### **7.4 Duties of Executive Committee Members**

- 7.4.1 The Chairperson will:
  - 7.4.1.1 Be responsible for the constitutional running of the Club.
  - 7.4.1.2 Chair the AGM (once elected) and any other relevant meetings.
  - 7.4.1.3 Report on the State of the Club at the AGM.
  - 7.4.1.4 Be responsible for the administration and co-ordination of all the Club activities and ensure that the club meets Football Association requirements.
  - 7.4.1.5 Ensure that the Club does not contravene its policies, regulations or constitution.
- 7.4.2 The Vice Chairperson will:
  - 7.4.2.1 Support the Chairperson and deputise in their absence
  - 7.4.2.2 When deputising for the Chairperson the Vice Chairperson will assume the duties and carry the authority of the Chairperson
- 7.4.3 The Secretary will:
  - 7.4.3.1 Keep a full list of Membership.
  - 7.4.3.2 Keep a record of all meetings held, that will be available to all Members of the Club.
  - 7.4.3.3 Be responsible for ensuring regular monitoring of the Club's activities and ensure that the Club's officers deal with all information correctly.
  - 7.4.3.4 Be responsible for the registration of teams and players in line with relevant League rules.
  - 7.4.3.5 Keep a file of all correspondence for the current year and the previous two years.
  - 7.4.3.6 Ensure that the minutes of all Executive & Management Committee meetings are recorded and include attendance.
  - 7.4.3.7 Make available all Club records and accounts to any member at a period of reasonable notice, if requested in writing.
  - 7.4.3.8 Attend relevant League and Football Association meetings as required by the rules of the League or Football Association.
  - 7.4.3.9 The Secretary may nominate any other member of the Executive or Management Committee to attend in his/her place.
- 7.4.4 The Treasurer will:
  - 7.4.4.1 Keep a record of, and oversee, all financial transactions of the Club.
  - 7.4.4.2 Keep an up-to-date inventory of equipment owned by the Club.
  - 7.4.4.3 Submit a financial report to the Executive Committee and Management Committee at each meeting.
  - 7.4.4.4 Present a report on the Club finances to the AGM.
  - 7.4.4.5 Ensure that no Club member receives any financial reward from the Club with the exception of the repayment of reasonable expenses agreed by the Executive Committee.

- 7.4.5 Manager's representative/Chief Coach will:
- 7.4.5.1 Be responsible for overseeing the training of the clubs Managers and Coaching Staff.
- 7.4.5.2 Ensure that the Club complies with the League and Football Association Guidelines regarding the training and responsibilities of the Managers and Coaching Staff.
- 7.4.5.3 Liaise with the Facilities and Equipment Officer to ensure that the pitches and equipment are of the required standard.
- 7.4.6 The Corporate & Sponsorship Officer will:
- 7.4.6.1 Foster and maintain links with companies and corporate bodies for the purposes of generating revenue for the club.
- 7.4.6.2 Assist the Executive committee forming an ethical sponsorship policy.
- 7.4.6.3 Assist the Clubs future financial needs and submit a budget annually.
- 7.4.7 The Child Welfare Officer will:
- 7.4.7.1 Ensure that the Club adopts a culture in which its members can have fun and take part safely in both its football and social activities.
- 7.4.7.2 Ensure that the Club complies with the Football Association's guidelines on child protection
- 7.4.7.3 Produce and maintain the Club's Child Protection Policy
- 7.4.7.4 Develop and produce the Club's Code of Practice that all members should abide.
- 7.4.8 The Social & Fundraising Secretary will:
- 7.4.8.1 Coordinate all Social & Fundraising events.
- 7.4.8.2 Form and Chair a Social & Fundraising Sub-committee.

## **7.5 Duties of Management Committee Members**

- 7.5.1 Manager's Representative/Chief Coach will in addition to their Executive Committee duties:
- 7.5.1.1 Chair the Management Committee meetings
- 7.5.1.2 Represent the Coaching Staff at Executive Committee meetings
- 7.5.2 Youth Development Officer will:
- 7.5.2.1 Be responsible for recruitment of new club members
- 7.5.2.2 Maintain and develop links with local schools and clubs
- 7.5.2.3 Liaise with team managers on matters concerning player recruitment
- 7.5.3 Press Officer will:
- 7.5.3.1 Be responsible for all press and publicity concerning the club
- 7.5.3.2 Maintain and develop links with local news papers and publications
- 7.5.3.3 Maintain and develop links with the clubs sponsors
- 7.5.3.4 Represent the club and act as a spokesperson on press related matters
- 7.5.4 The Facilities and Equipment Officer will:
- 7.5.4.1 Be responsible for overseeing the upkeep and maintenance of the Clubs facilities and equipment and to liaise with the manager's representative/chief coach to ensure that the pitches and equipment meets the needs of all age groups
- 7.5.4.2 Ensure that the Club complies with the League and Football Association Guidelines regarding playing and coaching facilities and equipment and that they conform to the club's health and safety policy.
- 7.5.4.3 Assess the Clubs future needs and submit a budget annually
- 7.5.5 The Kit Officer will:
- 7.5.5.1 Be responsible for holding stock all team kit
- 7.5.5.2 Hold an inventory of all stock
- 7.5.5.3 Get approval for all kit purchases from the Executive Committee
- 7.5.5.4 Ensure that all team kit is collected, cleaned and stored at the end of each season.
- 7.5.5.5 Distribute team kit for registered players to team managers before the start of each season.
- 7.5.6 The Team Managers will:
- 7.5.6.1 Ensure that their team is run within the rules of the Club.
- 7.5.6.2 Ensure that their team and parents/guardians abide by the Club's code of conduct
- 7.5.6.3 Ensure that their team is run within the policies and rules of the Football Association, County Associations and League.

## **7.6 Committee Members' Attendance at Committee Meetings**

- 7.6.1 Members of the Executive Committee who miss three consecutive meetings will be asked to explain their absence in writing and may be removed from the Committee by a 2/3-majority vote.
- 7.6.2 Members of the Management Committee who miss three consecutive meetings or in the case of Team Managers fail to have a team representative will be asked to explain their absence in writing and may be removed from the Committee by a 2/3-majority vote.

## **7.7 Complaints Procedure**

- 7.7.1 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 of Conduct have been broken, he or she should follow the procedures below.
- 7.7.2 He/she should report the matter to the Chairperson in writing within 7 days of the event. The report should include:
- Details of what, when, and where the occurrence took place.
  - Any witness statement 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.

- 7.7.3 The Club's Disciplinary Committee will sit for any hearings that are deemed necessary as a direct result of a complaint.
- 7.7.4 The subject of the complaint will be informed in writing detailing the allegation(s) and a hearing date will be set with 21 days of this notice.
- 7.7.5 The parties have the right to appeal to the Executive Committee.

## **8 Annual General Meeting**

- 8.1 The AGM will be held annually in October. Current Members will:
  - 8.1.1 Receive a report of the activities of the Club during the previous year.
  - 8.1.2 Receive a report of the Club finances during the previous year.
  - 8.1.3 Elect the members of the Executive Committee.
  - 8.1.4 Consider any other business.
- 8.2 All Members present must approve the Club Constitution.
- 8.3 All Members must be given at least four weeks notice of the AGM in writing by the Secretary.
- 8.4 Nominations for positions on the Executive Committee must be received by the Secretary in writing at least fourteen days prior to the AGM. They must be proposed and seconded by current Club Members. People who are applying for re-election onto the Executive Committee do not need to be nominated in writing as long as they have indicated their intentions to the Secretary prior to the AGM.
- 8.5 Nominations for positions on the Management Committee do not require notice in writing and may be made verbally at the AGM.
- 8.6 Elections for Members of the Executive & Management Committees will be on a simple nomination and majority basis.
- 8.7 A Special General Meeting (SGM) will only be held if requested by at least 20% of the Membership in writing to the Club Secretary or by the Executive Committee; giving at least 14 day's notice.
- 8.8 A Quorum at a General (Annual or Special) Meeting will be 20% of the Membership or 25 Members whichever is the smaller.
- 8.9 Each current fully paid up Member present at the AGM or SGM will have one vote on any issue. The Chairperson has both a deliberative vote and casting vote if required.
- 8.9.1 Parents or Legal Guardians of current, fully paid up, Junior Section Members will be allowed one vote each on any matter.
- 8.10 Amendments to the Club's Constitution may be made at the AGM or at a special meeting arranged for the purpose. Any amendments must be carried with a majority vote.

## **9 Club Finances**

- 9.1 A bank account(s) will be maintained in the name of the Club (the Club Account). Designated account signatories will be the Chairperson, the Club Secretary and the Treasurer. No sum will be drawn from the Club Account except by cheque signed by Treasurer and one of the other two designated signatories. All monies payable to the Club will be received by the Treasurer and deposited in the Club Account.
- 9.2 The income and assets of the Club will be applied only in furtherance of the Aims & Objectives of the Club.
- 9.3 The Club will prepare an audited Annual Financial Statement.

## **10 Safety**

- 10.1 The Club will follow all guidelines laid down by the Football Association and any local regulations in force at locations and buildings used for games, training or Club meetings.
- 10.2 The Club will maintain a register of all accidents and "near misses" that occur during matches, training or at any other time that Members are under the Club's control.

## **11 Ownership of the Club**

- 11.1 The Club is owned by the Membership, although no Member will ever financially benefit from their shared ownership of the Club.
- 11.2 If a person ceases to be a member of the Club their share will be automatically forfeited.

## **12 Dissolution of the Club**

- 12.1 A resolution to dissolve the Club will only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
- 12.2 The dissolution shall take effect from the date of the resolution and the members of the Executive Committee will be responsible for the winding up of the assets and liabilities of the Club.
- 12.3 Any surplus assets remaining after the discharge of the debts and liabilities of the Club will be transferred to the Parent Association that shall determine how the assets will 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, including the consent of the Junior Members' parents, shall determine.

Amendments from Issue 3 Oct 2007

- 5.1.3 Corrected age to "Sixteen"
- 7.5.4.2 Corrected spelling of "health"
- 7.7.4 Corrected statement to "within"

Amendments from Issue 4 Oct 2008

- 8.7. *From* "A Special General Meeting (SGM) will only be held if requested by at least 20% of the Membership in writing to the Club Secretary"
- 8.7. *to* "A Special General Meeting (SGM) will only be held if requested by at least 20% of the Membership in writing to the Club Secretary or by the Executive Committee; giving at least 14 day's notice"