

# **BOGNOR REGIS TOWN YOUTH FOOTBALL CLUB CONSTITUTION**



1<sup>st</sup> February 2019

**1. NAME** The club shall be called Bognor Regis Town Youth Football Club

## **2. OBJECTIVES**

a) The encouragement for boys, girls and youths from U7 age group through to U18 age group to enjoy and take part in football activities promoting the spirit of healthy teamwork with the aim of developing their football skills enabling them to reach their potential.

b) Following the FA Youth review of 2012-13 the Club Philosophy for mini soccer U7 through to U10 and 9 V 9 football U11 is that children should be able to take part whatever their ability including where possible playing equal playing time with the best practice recommendation of at least 50% of time per player. Managers will have the discretion not to select players for non-competitive matches where it has been identified that their progressive development has not reached a certain level whereby it could compromise their safety on the field of play.

The Club will help players understand the Laws of the game, develop their personal skills in the four corners of the game (Technical, Psychological, Physical and Social) enable them to be listened to and feel success. Whilst not forgetting they appreciate and demonstrate good sportsmanship, form relationships and work together as part of a team.

As the aim of 9 V 9 footballs still primarily focuses on the development of the player rather than the result of the match the Club will uphold the Youth review principles throughout the 9 V 9 format of the game. Player selection for teams by the Managers should be the guidelines set by the Divisional Secretary of the League.

c) For U12 age group and above as results can be published Managers may choose to select players based on ability. If a Manager chooses this selection policy, then parents need to be informed on signing the player(s) for the respective season. Depending on the number of Club teams within the age groups U12 through to U18 where appropriate grading should take place.

## **3. CLUB COLOURS**

The Club's home kit colours are White shirts with Green shorts and White socks.

## **4. AFFILIATIONS**

a) The Club shall be affiliated to the Arun & Chichester Youth Football League.

b) The Club shall have the status of an Affiliated Member Club of the Sussex County Football Association by virtue of its affiliation to/membership of the Football Association. The Rules and Regulations of the Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.

c) The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

d) The Club shall support and promote the FA RESPECT campaign.

## **5. STATUS OF RULES**

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

## **6. CLUB MEMBERSHIP**

- a) Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of football as a participation sport.
- b) The members of the Club from time to time shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Club Secretary.
- c) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the Club Committee. A simple majority vote shall decide membership. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- d) The Club may refuse membership or expel from membership only for good and enough cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's members and decided by a majority vote.
- e) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- f) The Football Association and parent County Association shall be given access to the Membership Register on demand.

## **7. ANNUAL MEMBERSHIP FEE**

- a) Annual fees are payable by each player, these shall be determined from time to time by the Club Committee. Any fee shall be payable on a successful application for membership and annually by each player. Fees shall not be repayable.
- b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

## **8. RESIGNATIONS AND EXPULSION**

- a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of their resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
- b) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member.
- c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

## **9. CLUB COMMITTEE**

- a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, and Secretary and, plus up to 5 other members, elected at an Annual General Meeting.
- b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One

person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairperson or in their absence the Vice Chairperson or the Secretary. The quorum for the transaction of business of the Club Committee shall be three.

c) Decisions of the Club Committee and Minutes of these meetings shall be recorded by each member in turn and maintained by the Club Secretary.

d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.

e) An outgoing member of the Club Committee may be re-elected. A member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members shall fill any vacancy on the Club Committee, which arises between Annual General Meetings.

f) Save as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

#### **10. ANNUAL AND SPECIAL GENERAL MEETING**

a) An Annual General Meeting (AGM) 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 Club Committee

(iv) consider any other business.

b) 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.

c) A Special General Meeting (SGM) may be called at any time by the 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 SGM may be any business that may be transacted at an AGM.

d) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.

e) The quorum for a General Meeting shall be the Chairperson, Vice Chairperson, Secretary and Treasurer.

f) The Chairman, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

g) The Club Secretary, or in their absence a member of the Club Committee, shall record Minutes of General Meetings.

## **11. CLUB TEAMS**

At its first meeting following each AGM, the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written or verbal report on the activities of the team.

## **12. CLUB FINANCES**

a) 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.

b) The income and assets of the Club shall be applied solely towards promoting the Club's objects as set forth in this constitution and no portion thereof shall be paid or transferred, directly or indirectly, to the members of the Club.

c) The Club Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.

d) The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.

e) 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 recorded in the Minutes shall be conclusive evidence of such a decision.

f) 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.

g) On their removal or resignation, a Custodian shall execute a Conveyance in such form as is published by The Football Association from time to time to a newly-elected Custodian or the existing Custodians as directed by the Club Committee. 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, a Special General Meeting shall be convened as soon as possible to appoint another Custodian.

h) 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.

### **13. DISSOLUTION**

a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.

b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.

c) In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies:

A registered charitable organisation(s).

Another Club that is a registered CASC.

The sports parent Association for use by them for related community sports.

### **14. COMPLAINTS**

#### **a) Parent/Player complaint**

(i). Any formal complaint raised by either a parent or a player regarding another parent, player or Club Official should normally be addressed to the Manager of that age group in the first instance who will endeavour to resolve the complaint. If the complaint concerns the age-group manager themselves, clause iv. below applies.

(ii). If the Manager does not feel able to deal with the complaint internally, then the complaint will be dealt with by the Club Management Committee as detailed in Section 8.

(iii). In some cases, if the Management Committee feels that the complaint to be of a serious nature then advice will be sought from the Arun & Chichester Youth League Committee, or The Sussex County FA Ltd.

(iv). If the Parent/Player is not satisfied with the decision of the Manager, then details of the complaint should be made, in writing, to the Secretary who will convene an Emergency Meeting of the Committee to resolve the complaint.

#### **b) Managers Complaint**

(i). If the Manager has an issue with a Player which they have been unable to resolve through discussion between themselves then that player's parents or guardians will be informed. (this needs to be recorded)

(ii). If a problem arises with a Parent, then the Manager will normally seek to initially address the individual concerned.

(iii). At all times the Manager will endeavour to speak with either parent or player confidentially.

(iv). If the Manager does not feel able to deal with the complaint, then the matter will be dealt with by the Club Management Committee as detailed in Section 8.

(v). In some cases, if the Management Committee feels that the complaint to be of a serious nature then advice will be sought from the Arun & Chichester Youth League Committee, or The Sussex County FA Ltd.

(vi). Any formal complaint regarding an opposing team must be immediately reported to the Management Committee who will discuss and, if they feel it is appropriate, forward this matter to the Arun & Chichester Youth League Committee, or The Sussex County FA Ltd.

#### c) Committee Complaint

(i). If, at any time, a complaint is made against a Committee Member then this matter must be dealt with by the Chairman.

(ii). In some cases, if the Chairman feels that the complaint to be of a serious nature then advice will be sought from other key committee members, the Arun & Chichester Youth League Committee, or The Sussex County FA Ltd.

(iii). If the complaint is against the Chairman, then the matter will be dealt with by the rest of the Management Committee.

#### d) Other Party Complaint

(i). If any complaint is received from persons who are not Club Members (i.e. The Arun & Chichester Youth League, opposing teams, members of the public etc), then it will be referred by the Secretary to the individual concerned for an explanation of events leading to the complaint.

(ii). this explanation should be made, in writing, to the Secretary within 48 hours.

(iii). The Secretary will convene an Emergency Meeting of the Committee to ensure that the Club is able to respond to the complaint within the necessary time scale required by the League or the complainant.

#### e) Complaints involving Child Safety/Welfare

(i) Complaints of a sensitive nature involving allegations of Child Abuse/Child safety or any Child concerns must be brought to the attention of the Child Welfare Officer (CWO) in the most confidential manner by either a verbal or written communication.

(ii) Should an issue be raised in the form of verbal communication it must be followed up in writing within 48 hours. No other club members or committee members are to be informed. The (CWO) will decide what action is to be taken based on the information received by the complainant.

If, at any time, any person involved with the Club has a concern regarding the safety of any child they are encouraged to speak with the Child Welfare Officer in the strictest of confidence and no other party. Complaints of this nature will be dealt with under the direction of the (CWO) who may if required consult with senior Committee.