



FINTAN FOOTBALL CLUB

'THE CLUB CONSTITUTION'

Prepared and written by the executive committee of Fintan FC - updated June 2021

Presented for approval at the AGM - 10th June 2021 (edited and approved at the June 2021 AGM)

1. Name and Aim of the Club

The club shall be called Fintan Football Club (the "club") and shall be duly affiliated to Gloucestershire Football Association (the "County Football Association").

The aim of the club is to :

- To encourage participation in and enjoyment of association football.
- To develop the skills of all participating players and officials.
- To develop the fitness of all participating players.
- To provide a positive environment to play developmental football.
- To provide a positive and competitive environment to play eleven a side and small sided football.
- To promote sportsmanship and fair play in all footballers, officials and parents.
- To provide exemplary social opportunities to all club members.
- To establish and maintain a youth section to ensure future growth.
- To prioritise the development and progression of the First Team up the FA Pyramid.

2. Club Committee and Management

a) i) The Executive Committee shall consist of the following officers:

Chairman

Vice-Chairman

Secretary

Treasurer

Club Development Officer

ii) The General Committee shall consist of the following officers:

Club Welfare Officer

Football Development Officer

Media Officer

Minutes Secretary/Administrator

and upto 5 duly elected Ex-Officio Members.

(b) Each officer and committee member shall hold office from the date of appointment until the next AGM unless otherwise resolved at a Special General Meeting (SGM).

(c) One person may hold no more than two club officer positions at any time unless a qualification criteria requires so. Voting rights remain at one per officer even if two or more positions are held.

(d) The executive committee shall be responsible for the management of all the affairs of the club. They shall have the power to deal with, as it sees fit, any matters arising from the activities of the club.

(e) Decisions of the club committee shall be made by a simple majority of those attending the club committee meeting. The Chairman has the authority to request a unanimous vote for exceptional circumstances.

(f) Only the executive committee has the power to vote unless the executive committee votes to extend voting rights to the general committee (on a temporary, case-by-case basis).

(g) A simple majority may be decided by holding a secret ballot, which will be conducted by the Chairman, or in his absence, the Vice-Chairman.

(h) The Chairperson of the meeting shall have a casting vote in the event of a tie.

(i) Meetings of the club committee shall be chaired by the Chairman or in their absence, the Vice-Chairman or another duly elected officer appointed by the Chairman.

(j) The quorum for the transaction of business of the club committee shall be four executive committee officers.

(k) Decisions of the committee at meetings shall be documented in club minutes to be retained by the duly appointed officer.

(l) Any member of the club committee may call a meeting by giving not less than 7 days' notice to all members of the committee in writing which is to be distributed via the committee@fintanfc.co.uk mailbox.

(m) The committee shall hold monthly meetings, but not less than four meetings in a calendar year. Executive Committee meetings are to be held on a regular basis in keeping with the football year. This shall be on a four weekly basis unless unanimously agreed by the standing committee.

(n) Any outgoing member of the committee may be re-elected for the rest of that term.

(o) Any vacancy on the committee which arises between AGMs may be filled by a candidate proposed by one member and seconded by another. Approval or non-approval will be decided by a simple majority of the remaining committee members. The proposed candidate would not be present at any such meeting and a secret ballot may be held in such circumstances where appropriate. In the event of a tie the Chairman has the casting vote.

(p) 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.

(q) All members of the club have the right to request to attend committee meetings, or to make special requests, by giving not less than 7 days' notice to the Club Secretary. They will not have voting rights at such meetings. The committee will have the ability to accept or deny any requests to attend.

(r) The committee has the power to request the attendance of any club member to discuss club matters. This will be by invite only, and it is expected that the club member will make all reasonable arrangements to accept this request.

(s) Any resignations from office bearing positions must be reported to the Chairman and Secretary in writing, preferably before the AGM, with resignation taking effect immediately.

3. Membership Requirements of the club

(a) All teams under the banner of the club will be registered with the County Football Association and be bound by the rules of that organisation.

(b) All member teams will abide by the Fintan FC Mission Statement, Club Constitution and Club Policies.

(c) All member teams will have a recognised and qualified "first aider" in attendance at all team fixtures.

(d) All member teams will have at least one FA Level 1 qualified coach to direct the training and development of the players under their supervision.

(e) Any player who seeks membership with the club must state their intentions to the relevant team manager, sign a club registration form and pay the relevant registration fee.

(f) Club membership is open to everyone from the age of 5 years old and upwards. Membership is to the club only and does not include League Registration or the guaranteed right to play matches. This is at the sole discretion of the manager in charge of the particular team and must be respected.

4. Subscriptions and Fees

The Club Committee shall have the authority to levy subscriptions/training-fees/match-fees from the members as are reasonably necessary to fulfil its objectives.

(a) All players are required to pay a signing-on fee at the commencement of their registration with the club. **The fee for the 2020/21 season and onwards is £35.** A player is not deemed to be eligible to play any league or cup games until the fee is received.

(b) Where a player registers pitch side, a signing on deposit of £10 is to be paid before the player can be considered eligible. The remainder of the fee must be paid before the player is eligible to take part in a second fixture.

(c) The £35 fee will reduce by £5 on the 1st of each month commencing on the 1st October of the relevant season to reflect the number of remaining games in the season.

(d) In the event that a player will play less than 50% of the season's matches, a 50% reduction will be made to their signing fee. The new fee will be £17.50. If the player proceeds to participate in more than 50% of games, the remaining £17.50 will be required.

(e) Signing on fees & subscriptions are non-refundable should a player terminate or have their membership terminated at any point in the season.

(f) Monthly subscriptions will be £20 a month for August, September, October, November, December, January, February, March and April. If the season runs into May, league and cup games, including training, will be free of charge for May only. Monthly subscriptions are to be paid on or before the last day of the previous month ready for the next month.

(g) The only acceptable payment method is standing order or bank transfer. No cash will be accepted with the exception of training or pre-season matches in June or July only. This will be charged at £2 per training session (where a facility is paid for) and £5 per match. A no-pay, no-play policy will be deployed at all times, without fail.

(h) Where a player only plays one game in a calendar month (including new player's first games for the club), the player is to pay £5 only. However, if the player proceeds to make a second appearance in one month, the remaining balance of £15 will be required to total the full £20 subscription.

(i) Where a player only plays one game in a calendar month, but also attends training sessions, a fee of £10 will be charged. However, if the player proceeds to make a second match appearance in one month, the remaining balance of £10 will be required to total the full £20 subscription.

(j) In the event that the season is delayed, postponed or cancelled due to pandemics or other, the executive committee will call a special general meeting and discuss & vote to offer credits or refunds to its playing members.

(k) A special season membership/subscription rate of £150 will be offered to club members to cover all signing-on fees and monthly subscriptions. This offers a discount of £65 for the whole season. This does not include fines or charges for disciplinary issues. These are to be paid in addition to the £150. This is subject to rule 4(e).

5. Powers of the Committee

The management of all Club assets and property shall be invested in the committee. It shall have the powers to:

(a) Appoint such sub-committees as may be necessary, from time to time, and shall receive reports and act on recommendations from such sub-committees. Should an outgoing committee have decided to constitute a social committee to manage fundraising and social functions, then members of that committee shall be re-elected at the AGM. This committee shall comprise a minimum of three members.

(b) Declare a seat vacant should a member absent him or herself from three consecutive meetings without satisfactory explanation or, in the view of the committee; be guilty of conduct contrary to the interests of the club.

(c) Cancel the membership of any member for misconduct. No fees will be refunded.

6. Registration 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 committee of their resignation.

(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. This must be a majority vote of present committee members. There shall be no appeal procedures.

(c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the club property or finances. If this member is a manager or coach of a club's team(s), they will have no right or permission to transfer, uplift or attempt to persuade the existing team to leave alongside them. This is backed by County Football Association legislation and those who fail to comply with this rule faces disciplinary action from the County Football Association, which may result in their suspension from playing, coaching and managing.

7. Annual General Meeting

(a) The Annual General Meeting shall be held no later than 30th June each year. At least seven days' notice will be given to all player members and/or in local publications and/or in such other manner as the committee shall decide suitable.

(b) All members shall be allowed to attend and all fully paid up club members during the year under review shall be entitled to vote. Votes may only be cast by those present.

(c) The business of the A.G.M. shall be:

7.1 To receive the Annual report from the outgoing Chairman and Secretaries.

7.2 Receive the Treasurer's Statement of Accounts.

7.3 Elect the Club Officials and Committee.

(Nominations for committee members should be notified to the Chairman in advance of the meeting)

7.4. Fix membership subscriptions.

7.5. Receive, discuss and adopt, if vote so decides, amendments to the Club Rules and Constitution.

(Alterations to the Constitution require 2/3rd majority vote)

7.6. Discuss any other business.

8. Extraordinary General Meeting

(a) An Extraordinary General Meeting (EGM) may be called at any time by the Club Committee (see Rule 2l) or by the Secretary on receipt of a written request by a minimum of 5 club members. All elected committee officers who are allowed to attend and vote at an Annual General

Meeting shall be allowed to attend and vote at an Extraordinary General Meeting. Where applicable, this also applies to Club members who would normally be in attendance at an AGM. The Chairman will consider the reason for the EGM being called and will make the final decision.

(b) EGMs are called when urgent or emergency matters arise that cannot wait for the next annual general meeting. This may include: legal matters, adjustment to the Club Constitution etc.

9. Discipline

(a) All member teams, officials and players shall accept the disciplinary procedures adopted by the County Football Association and other relevant Leagues or Associations.

(b) The Club shall accept responsibility for the conduct and behaviour of all member teams, officials, players and other individuals associated with the Club. However, any fine incurred by an individual is the responsibility of the individual. Non-payment within 7 days will lead to suspension from the club and an application for the sine die register will be lodged. Any playing member of the club who incurs a fine of any amount, will be immediately temporarily suspended and unable to play again until they have paid the fine and served any relevant bans. This applies to all league, cup or friendlies.

(c) The member teams shall agree to abide by the decisions of the Executive Committee.

(d) A disciplinary panel will be set up, as and when necessary. The members are to be decided at an emergency Executive Committee meeting, but must be headed by the Chairman.

10. Fines/Cautions/Dismissals

The Club abides by the rules and practices stated in the Football Association regulations. It is the policy of the Club to abide by the referee decisions in assigning cautions. The Club will not dispute these decisions without significant evidence, nor is the Club responsible for the payment of fines. But the club will satisfy any fines with the County Association and seek reimbursement from the offending member. The responsibility for the payment of those fines rests solely with the offending player or member and his/her parents/guardians. Any fines not paid within 14 days of the offence, will result in the player being suspended from playing matches until the fine is paid, and registered with the Gloucestershire Football Association as 'Sine Die'.

11. Finance

(a) The Committee shall have cause, through the Treasurer, to keep proper books of accounts which shall be presented at each Committee meeting. Auditing of the books shall be undertaken every 3 years or more frequently at the discretion of the Committee. All expenditure must be authorised by the Committee. Cheques must be signed by two officers' authorised by the Committee.

(b) It is the responsibility of the Secretary to ensure that invoices are paid on time, through close liaison with the Treasurer.

(c) Any expenditure incurred by the club to the value of £20.00 or below must be first agreed by the Chairman and Treasurer before ordering or purchase. The receipt and invoice must be lodged with the Treasurer. Any expenditure incurred by the club, to the value of £20.01 or higher, must be agreed by the majority of the committee in attendance at a meeting before order or purchase. If agreed, the receipt and invoice must be lodged with the Treasurer. Payments to the County Association or Leagues are exempt from this rule.

(d) An Annual Financial Statement must be prepared and presented to the members at the AGM in such form as shall be published by The Football Association from time to time.

12. Club Colours

The Club home colours are red and black. Away colours are yellow. Any change to this shall be decided by the Club Committee.

13. Club Playing Ground

The Club's playing grounds are King George V Playing Field, St Marks. Any change to this shall be decided by the Club Committee.

14. Transfers

Transfer of members to or from other clubs must be undertaken in accordance with the appropriate League rules. This process is the responsibility of the individual to ensure the transfer paperwork is transported to and filled out by Club Secretaries in an adequate and timely fashion. It is then the responsibility of the 'receiving team' Club Secretary to countersign and process the transfer through the correct and official channels at the relevant league/association.

15. Insurance

(a) The Club must hold Public Liability Insurance.

(b) Whilst the club holds this insurance, each member of the club is liable for their own health and safety unless there is proof of serious neglect that results in serious injury. Players must seek additional personal insurance for personal injuries incurred during activity with the club, as well as travelling to and from venues.

(c) Insurances are invalid unless policy holders abide by safety regulations that are in place by the Football Association. This is directly linked to the use of shin-pads during training and matches throughout the Club.

16. Club Teams

(a) The AGM shall appoint a club member to be responsible for each of the club's football teams (ie. manager). 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 verbal summary on the activities of the team or a written report if they are unable to attend the meeting.

(b) This appointed manager reports to the committee who will decide on whether to reappoint or replace at the following AGM. This will be decided based on team/player management, financial management and overall performance.

17. Child Protection

(a) In accordance with County Football Association rules, the club will have a 'Club Welfare Officer'.

(b) This officer will be the first point of contact regarding any Child Protection issues.

(c) All managers, coaches and officials are to be CRC checked in accordance with County Football Association regulations.

18. Playing Kit

(a) All playing kits that belong to the club must never be removed from the possession of the club. In practice, this means that a player is never allowed to wear or take kit home. It is the responsibility of the team manager to ensure this rule is applied.

(b) Playing shorts and socks will be provided by the club, or purchased by the individual player, and will be the property of the player. If this kit is lost or damaged, it is the responsibility of the player to replace. This shall be paid for by the player and not the club.

19. Dissolution

(a) A resolution to dissolve the Club shall only be proposed at an Annual or Extraordinary General Meeting and shall be carried by a unanimous vote of all members, including those not in attendance.

(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) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them for related community sports.

20. Interpretation of the Constitution

In interpreting the terms of the constitution, the decision of the properly elected Chairman shall be final.

21. Constitution Change

The committee can amend the constitution as necessary at any committee meeting. Each Executive Committee member present shall have one vote and resolutions shall be passed by a simple majority.