



Rowhedge FC Constitution 2022-23

1 NAME

1.1 The Club shall be called Rowhedge FC (including Rowhedge Juniors) and shall be affiliated to Essex County Football Association.

2 OBJECTIVES

- 2.1 To provide an environment to enable and encourage young people from the whole community and surrounding local areas to play association football.
- 2.2 The maintenance and provision of sports equipment to support the playing of association football.
- 2.3 To provide coaching to Junior Club members from Rowhedge and the surrounding area.
- 2.4 To maintain the clubs' facilities at The Pavilion to allow the teaching, training, and playing of association football.
- 2.5 To ensure a duty of care to all members of the Club.

3 RULES AND REGULATIONS

- 3.1 These rules form a binding agreement between each member of the Club who has registered to play football for Rowhedge Football Club during the current season and must abide by these rules.
- 3.2 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. The Rules and Regulations of the Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated shall be deemed to be incorporated into the Club Rules.
- 3.3 The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct, Antbullying, Equal Opportunities and Anti-Discrimination Policies.
- 3.4 Appropriate insurances will be taken out for registered players and officers.
- 3.5 The club shall ensure all coaches / assistants have been CRB enhanced disclosure checked via the FA CRB unit before working with children as in accordance with the FA rules. These are paid for by the club.
- 3.6 All coaches must be booked on their Level 1 course by the end of December of the current season they are managing in if not already qualified. The club will finance a Level 1 Coaching Badge for all our managers and in some instances assistants too. First aid, safeguarding and any other course renewal fees accrued in your role at Rowhedge FC will be financed by the club.
- 3.7 All managers / assistants must abide by our Volunteer Code of Conduct. (Available to see by request).

4 CLUB MEMBERSHIP

- 4.1 Membership of the Club shall be open to all persons in the area and shall comprise of five categories:
 - 4.1.1 Junior members under the age of 18 years.
 - 4.1.2 Senior players over the age of 18 years.
 - 4.1.3 Senior members who are parents / guardians of Junior members.
 - 4.1.4 Managers, Coaches and supervisory persons who shall assist in the running of the club facilities.

4.1.5 Elected members of the Club Committee who shall attend all Club Committee meetings monthly.

5 SUBSCRIPTIONS / MATCH FEES

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

5.2 Club committee members, team managers and their first assistant are entitled to half price signing on fee and half price monthly sub payments for all their children. Parents with more than 1 child registered with the club, pay half price subs after, their first child is full price.

5.3 Signing on forms, will be online Google forms, which will be sent via the team manager for parent / guardian completion by August 2022.

5.4 Any player with subs owing for 2 consecutive months could conceivably be suspended from playing until this is resolved in full. If any parent / carers are experiencing financial difficulties they can ask for help and advice from any committee member or their child's team manager, who will approach the committee for guidance / assistance. As a club we have access to a discretionary source available.

5.5 If any subs are owed when / if a player wants to transfer to another team. The Club Secretary shall inform the new Club Secretary which may delay the process. The same applies with outstanding training wear & kit, these must be returned for a transfer to go ahead.

6 RESIGNATION AND EXPULSION

6.1 A Club Committee 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. The Club Committee also reserve the right to expel a committee member if wrong doings / non-committal of rules etc have occurred.

6.2 The Club Committee shall have the power to expel any member when said member (parent / guardian in case of minors) has failed to pay the annual / monthly subs fees by the end of the season. Or if in their opinion, if it would not be in the interests of the Club for them to remain a member of the club. Members may appeal to the Club Committee, providing that the appeal is made within 7 days of the Club Committees decision to expel a member. Any appeal hearing will be chaired by the Club Chairperson, Club Secretary and Child Welfare Officer.

6.3 A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property, and any such property in the member's possession must be returned to the Club.

7 CLUB MANAGEMENT COMMITTEE

7.1 The Club Committee members shall be elected by the Club and shall be responsible for the management of all the affairs of the Club. Club Committee members shall be elected at the Club's Annual General Meeting (AGM) Any vacancy on the Club Committee, which arises between Annual General Meetings, shall be filled by a member, proposed, and seconded by Club Committee members and approved by a simple majority.

7.1.1 Chairperson - who shall preside at all General Meetings and shall conduct meetings in accordance with the Constitution and shall have a casting vote or additional vote in the event of equality of votes. Charged with providing leadership and direction to the Committee, the Chairperson is responsible for ensuring that the Committee fulfils its responsibilities for the Committee, Club Volunteers and Senior and Junior members to achieve the Club's objectives. The Chairperson is the spokesperson for the Club and charged with working to maintain key relationships, both within the Club, and with external parties including the Essex FA and the Colchester and District Youth League.

7.1 2 Treasurer / Accountant - who shall keep proper accounts, shall present a financial statement at each monthly meeting. The Treasurer / Accountant is responsible for the preparation of the annual accounts for the Club, which will be presented to the Club Committee at the AGM.

7.1 3 Club Secretary (Youth Football) - is the official contact between the Club, the Essex FA and the Colchester and District Youth League. The Secretaries duties includes County FA affiliation, league membership, all correspondence, maintenance of club records, maintaining a player register, managing transfers and contracted players.

7.1 4 Fixtures Secretary - who shall note all fixtures and appointments for each team and notify each Team Manager of their forthcoming matches. He / she shall also liaise with referees and league secretaries when required.

7.1 5 Equipment Officer - responsible for ordering all equipment and kit on behalf of the Club, and issue said kit to the relevant Club members. All requests for kit or equipment from Club Volunteers should be made to the Equipment Officer, who in turn will request approval from the Club Committee prior to a purchase being made.

7.1 6 Child Welfare Officer - needs to understand the Clubs responsibilities when running activities for children and young people and must provide club personnel with help / advice in their duty of care towards children.

7.1.7 FA Charter Standard Officer - responsible for the maintenance of the club records held online by the FA, specifically in relation to Club officials, coaches and managers and their respective qualifications.

7.1.8 Disciplinary Officer – responsible for resolving discipline queries via suspension (if necessary) / investigation. Reporting results to Club Committee members for discussion and arranging hearings / appeals for appropriate actions to take place.

7.2 Each 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 roles within the Club at any one time. 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 shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairperson. The quorum for the transaction of business of the Club Committee shall be six.

7.3 Decisions of the Club Committee of meetings shall be recorded as minutes, and a copy of these minutes shall be distributed to all Club Committee members within 14 days of the meeting.

7.4 The Club Committee shall meet monthly.

7.5 An outgoing member of the Club Committee may be re-elected.

7.6 The Club Committee shall field questions from all Club members in addition to any business raised by the Club Committee itself, providing that questions are submitted Via email to the Club Secretary, not less than 7 days before the Committee meets.

7.7 Any Club Committee member missing 3 consecutive committee meetings shall be dismissed from the committee.

8 MEETINGS

8.1 A meeting shall be held for the managers and coaches on the first Monday (or as close as) bimonthly. The meeting shall be chaired by the Club Chairperson.

8.2 The Club Committee shall meet on a monthly basis, on the first Thursday (or as close as) of the month. The quorum for the transaction of business of the Club Committee shall be a minimum of 6 Club Committee members.

All meeting attendees across all committee meetings shall have one vote, with the exception of the chairperson, who shall have a second casting vote in the event of equal votes.

8.3 Any changes to meeting dates must be communicated not less than 7 days prior to the meeting taking place to all relevant attendees.

8.4 An annual General Meeting (AGM) shall be held each year to:

8.4.1 Receive a report of the activities of the Club over the previous year.

8.4.2 Receive a report of the Club's finances over the previous year.

8.4.3 Elect / Re-elect members of the Club Committee.

8.4.4 Consider any other business.

8.5 Nominations for election to the Club Committee shall be made by the proposer and seconder, both of whom must be existing members of the Club after being notified of intentions in writing via the Club Secretary at least 14 days before the AGM.

8.6 Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 14 days before the meeting.

8.7 The Club Secretary shall communicate to each member with written notice of the date of the Annual general Meeting, together with the resolutions to be proposed at least 7 days before the AGM.

8.8 The Chairperson 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 an additional or casting vote.

8.9 The Club Secretary, or in their absence a member of the Club Committee, shall record minutes for all Club Committee meetings.

9 CLUB TEAMS

9.1 At the earliest opportunity, typically under 7 age group upwards, players shall be placed into BLUE and RED teams only. We have capped the number of teams per age group to 2 due to our home pitch capacity.

9.2 Players shall not be transferred between teams without the express permission of both team managers. Should agreement not be reached between team managers then the Club Chairperson and Child Welfare Officer shall be consulted and will be responsible for the final decision. Players and parents / Carers will also need to support this decision to transfer a player. The ethos of the Club shall be to encourage Managers and Coaches to develop the same core group of players through to under 16 age group, and to consider what is best for each team from both a sporting and social perspective.

10 ELIGIBILITY

10.1 A player's eligibility will be strictly in accordance with the registration criteria of the League for which he / she has been registered.

10.2 Players should ideally play in the year group for which they qualify due to their age on 31st August of the relevant playing season following League and FA Rules. Playing 1 year up may be accepted in exceptional circumstances and at the discretion of the Club Committee.

11 CLUB FINANCES

11.1 A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatory shall be the Club Chairperson, Club Secretary and Treasurer. All monies payable to the Club shall be received, once received by the Club Chairperson, Club Secretary and Treasurer it shall be deposited into the Club Account. Cheques are to be signed by at least one of the designated signatories.

11.2 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.

11.3 The Club shall prepare an annual Financial Statement, and copies of the statement shall be made available to various third parties upon request, providing that permission is given by the Club Committee.

11.4 We are a non-profit making Club and all profits are reinvested to further the objectives of the Club. No surpluses or assets will be distributed to members or third parties.

12 EQUALITY POLICY

12.1 The aim of this policy is to ensure that everyone is treated equally and fairly and with respect and that our club is equally accessible to all.

12.2 The Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by anyone who wants to participate in it.

12.3 The Club in all its activities will not discriminate or in any way, treat anyone less favourably on grounds of age, gender reassignment, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability, or disability. The Club will ensure it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in and enjoy its activities.

12.4 The Club will not tolerate harassment, bullying, abuse, or victimization of an individual, which for the purpose of this policy and the actions and sanctions applicable is regarded as discrimination. This applies to all parents, Carers and spectators who are on the respect lines during and after a match has taken place.

12.5 This includes sexual or racially based harassment or other discriminating behaviour, whether physical or verbal. The Club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

12.6 This policy is fully supported by the Club Committee who are responsible for the implementation of this policy.

12.7 The Club is committed to taking positive action where inequalities exist and to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination and promote equality in football.

12.8 The Club is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the Equality Act 2010 including amendments to The Equality Act 2010.

12.9 The Club commits itself to the immediate investigation of any claims when brought to its attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop, and sanctions are imposed as appropriate.

13 CHILD PROTECTION POLICY

13.1 The Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's (FA) Child Protection and best practice policy and procedures and endorse and adopt the policy statement contained in that document.

13.2 The key principles of The FA child protection policy are that:

13.2.1 The child's welfare is, and always must be, the paramount consideration.

13.1.2 All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs, and sexual orientation.

13.2.3 All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

13.2.4 Working in partnership with other organisations, children and young people and their parents or carers is essential.

13.3 We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. The Club recognises that this is the responsibility of every adult involved in our club.

13.4 The Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual, or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's child protection and regulation (see FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This includes those who are a volunteer, match official, helper on club tours, football coach, club official or medical staff etc.

13.5 We endorse and adopt the FA's child protection and best practice guidelines for recruiting our volunteers and will:

13.5.1 Develop / advertise a role as necessary.

13.5.2 As a minimum and where possible at least 3 committee members will conduct an interview with the applicant. A volunteer application form shall be completed. ID documents requested.

13.5.3 Ideally follow up with a reference before appointing as / if necessary.

13.5.4 Request an FA CRB Unit Enhanced Disclosure is completed and accepted in line with FA guidelines.

13.6 All managers and (maximum up to 2 per team) assistants will be required to complete a CRB Enhanced Disclosure via The FA CRB Unit every 3 years. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of the Club, then guidance will be sought from The FA. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRB Unit Enhanced CRB Disclosure and that all decisions will be made in the best interests of children and young people.

13.7 Please refer to section 3 - Rules and Regulations, 3.6 & 3.7 regarding our managers requirements.

14 KIT AND EQUIPMENT

14.1 The Club will provide playing kit if no sponsorship can be sourced.

14.2 If a sponsor is sourced, then the cost of playing kit shall be re-chargeable as a legitimate expense to the relevant member of the Club.

14.3 Annually in time for the new season the Club will provide (if required) training balls and 2 match balls for each age group or youth football team. An additional 10 training balls may be requested by each manager to account for wear and tear / loss etc during the playing season. All requests are to be submitted to the Equipment Officer, who will decide on final order quantities.

14.4 All Club purchases will be sourced from Club funds.

14.5 All kit and equipment funded remains the property of The Club.

14.6 Any player or person leaving the Club must ensure that all fees are paid up to date and return any kit and equipment belonging to the Club. Failure to do so will result in an invoice being issued to the full current replacement value of items outstanding and will have an obligation to the Club until paid in full.

15 DISSOLUTION

15.1 A resolution to dissolve the Club shall only be proposed at an Annual General Meeting or an Emergency General Meeting and shall be carried by a unanimous majority of the Club Committee.

15.2 The dissolution shall take effect from the date of the formal agreement at the AGM and the members of the Club shall be responsible for the winding up of the assets and liabilities of the Club.

15.3 Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be given or transferred to another registered Community Amateur Sports Club (CASC), a registered charity or the sport's governing body for use by them in related community sports.

16 DISCIPLINARY

16.1 All concerns, allegations or reports of poor practice / abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the clubs best practice guidance and safeguarding children policies. The Child Welfare Officer is the lead contact for all members in the event of any child protection concerns.

16.2 All complaints regarding the behaviour of members should be presented and submitted in writing to the Club Secretary. The Club Disciplinary Officer and at least 2 other Club Committee members will meet to hear complaints within 14 days of a complaint being lodged. The Club Committee has the power to take appropriate disciplinary action including the termination of membership.

16.2.1 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

16.2.2 There will be a right of appeal to the Club Committee following disciplinary action being announced within 7 days. Any appeals should be heard by 3 Club Committee members who were not party to the original process.

16.3 Any player, coach or volunteer who is reported to the Club by the Football Association or respective league will be required to stand in front of the Club Committee to explain the situation and justify their continuation with the Club.

16.4 Any player who receives a fine from the FA for their playing conduct is responsible for that payment to be made back to Rowhedge FC within 14 days, any red cards for 'violent conduct' or 'dissent' the player may be called to stand in front of the Club Committee to explain the situation and justify their continuation with the Club.

16.5 Any player who receives more than five yellow cards in a single season may be called to stand in front of the Club Committee to explain the situation and justify their continuation with the Club.

16.6 The responsible parent / guardian for any player who the Club Committee decides to expel from the Club, shall be responsible for the settlement of any outstanding fines incurred by the player.

17 TRAINING / GAMES

17.1 No friendlies are to be played at Rowhedge FC home ground during the playing season.

17.2 All under 11 and underage groups are to train at the Rowhedge home ground on a Saturday morning, extra midweek evening training sessions at Rowhedge will be allowed between April – September (with the exception of June for ground maintenance) depending on availability and pitch conditions. This is subject to change via notification from the club Groundsman. Extra training sessions other than the Saturday to be held elsewhere are also permitted but not funded by the club.

17.3 All under 10 teams and above can train midweek evenings at the Rowhedge home ground from April until September (except for June for ground maintenance) depending on availability and pitch conditions. This is subject to change via notification from the club Groundsman. From October – March these teams will train elsewhere for 1 session funded by the club up to £30 a session. Extra training sessions to be held elsewhere if required will also be permitted but not funded.

18 COMPLAINTS PROCEDURE

18.2 Any member or Parent / Guardian / Carer who has any other grievance or complaint should submit it in writing to the Club Secretary. The management Committee will consider the grievance / complaint at its next scheduled meeting, in accordance with the Club Complaints Procedure.

OTHER

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

Date: 31/08/2022