



Moulton Chapel FC – Constitution

Club Name and address - The Club shall be called Moulton Chapel Football Club (MCFC) with their nickname being 'The Panthers'. The full address is as follows:

Moulton Chapel FC
Cekhira Avenue
Moulton Chapel
Spalding
Lincolnshire
PE12 0XH

Affiliation - The club and all teams shall be affiliated to Lincolnshire Football Association (Lincs FA) and associated to one of the following leagues below. The affiliation and association provide grassroots football for club members.

- a) Peterborough District Football League.
- b) Peterborough District and Junior Alliance League.
- c) Lincolnshire Women and Female League.
- d) Cambridgeshire STEC Women and Girls league.

Insurances – MCFC will purchase Lincs FA approved Personal Accident and Public Liability insurance on affiliation to cover club members. MCFC will also purchase building and contents cover for all its property and assets.

Teams – All teams affiliated with Lincs FA will be known as Moulton Chapel FC followed by the age group. If there is more than one age group, the team will be identified by colour.

Club Members - Club members are registered players in a team or parents or guardians if players are under 18 years old. All club members shall be bound by the constitution of MCFC, and rules and regulations associated with Lincs FA or MCFC policies (policies are advertised on respective websites). Club membership is for the Club only and does not include league registration or the guaranteed right to play matches.

Transfers of club members – A club member can request a transfer to another club during the football season. A transfer request by a club member must be in writing to their respective MCFC manager. The MCFC manager must inform the Club's players' secretary and treasurer. All outstanding fees and or fines must be paid by the transferee member prior to their transfer from MCFC. With outstanding fees or fines paid in full, all parties (MCFC manager, club member and new club) will be notified by MCFC player secretary and treasurer.

Resignation of club members – Club members can resign from their team at any time, once registered. The said player must inform their team manager in writing. This will prompt the player secretary to 'detach' the ex-club member from Whole

Game System (WGS) on the FA portal under MCFC. In addition, the ex-club members must ensure all fees or outstanding fines are paid up. If they fail to do so, MCFC will notify Lincs FA and respective leagues of outstanding fees or unpaid fines.

All registered club members will automatically be detached from 1st June every year as per FA ruling, unless the said club member has signed a professional contract with the club.

Resignation or dissolution of a team – Teams affiliated with MCFC can unaffiliate and move to another club or dissolve. The team wishing to move, or dissolve must inform the chairperson in writing and all club members associated with the team.

The team and its club members must ensure all registrations and monthly fees including outstanding fines are not outstanding. Failure to do so will result in MCFC notifying Lincs FA and respective leagues of club members outstanding fees and or unpaid fines.

In addition, ringfenced team sponsorship or funds raised will not be refunded to the team unless MCFC receives an official written letterheaded communication from the sponsor within 10 working days from the team announcement to move to another club or dissolve.

Lincs FA and associated league registered will be informed. The player secretary of MCFC will be instructed to 'detach' the team club members and team from Whole Game System (WGS) on the FA portal under MCFC.

Club Officers - Assigned club officers shall perform the duties of running the club. Club officers consisting of the following appointments who shall be elected at the Annual General Meeting:

- a) Chairperson.
- b) Vice-Chairperson.
- c) League/Player Secretary.
- d) Treasurer and Assistant Treasurer.
- e) Club Welfare Officer and Assistant Club Welfare Officer.

These officers will be responsible for the overall operational running and management of the club. All decisions will be voted upon with the chairperson having the final casting decision vote if 'voting' is level/drawn.

Committee/Managers group - Media representative, Meeting and Minute representative, Team Fund Raiser representative, Sponsorship representative, Team managers, and Assistant managers and team coaches will form a separate group known as the 'Committee/Managers Group'. All appointments can attend committee meetings for the purpose of sharing ideas, representation of club members, future planning contribution and receiving reports from the club officers. New team managers, assistant managers and coaches may be added to the Committee/Managers group by club officers who 'voted' outside of an AGM or at club meetings.

Additional committee/manager group - If a 'position' become vacant after the AGM or new appointments are required e.g., a further committee member is required to fulfill a vacant or new appointment, the elected club officers may appoint any person they consider suitable to the position. A vote from the club officers is needed at a club meeting.

Resignation of club officer or committee/manager group – A club officer and/or committee/manager can resign at any time. The said person must inform the chairperson in writing and will be documented in club minutes of the said resignation.

Annual General Meeting (AGM) - The AGM shall be held in June of each year. At least seven days' notice will be given to all club members by a club officer nominated by the chairperson. All club members shall be allowed to attend and are entitled to vote. Votes may only be cast by those present at the AGM in person.

The business of the AGM shall be:

- a) To receive the annual report from the outgoing Chairperson and/or Vice Chairperson.
- b) Receive the Treasurer's Statement of Accounts.
- c) To vote on club officers for appointments and elect committee/manager group. Resignations for 'club officers only' (listed above under paragraph Club Officers) should be notified to the league secretary in advance (7 days prior to the AGM) of the meeting. Note: Due to the 'lease' signed by the club officers in 2018, these appointments will only be replaced by a club member in attendance at the AGM, or received in writing in advanced, if the club officer decides to step down.
- d) Consolidate, reaffirm, or review club members 'registration and subscriptions fees' for the forthcoming year based on club officers' report of financial viability.
- e) Receive, discuss, and adopt, if vote so decides, amendments to the club rules and/or constitution. Note: Alterations to the club constitution require 2/3rd majority vote.
- f) Discuss any other business.

Extraordinary General Meeting (EGM) - An EGM may be called at any time by any officer at the club. The EGM business must be voted upon by any point(s) raised with a 2/3 majority vote and in agreement to be carried. Club members can approach club officers to call an EGM.

Policies - The club will abide, adopt and follows all FA policies and procedures as set out by the FA and Lincs FA.

Welfare – MCFC will appoint a Club Welfare Officer or Assistant Club Welfare Officer who is available to offer advice, guidance and action where required, completion of Criminal Record Checks - Disclosure Forms by all personnel involved, and for Child Protection to remain an agenda item at each club meeting to allow for discussion, advice and learning opportunities.

As set out by the FA in their development programme, the club will adopt and abide by the Code of Conduct for Coaches, Players, Team Officials, Parents/ Spectators together with a Complaints Procedure. All literacy and understanding can be found on the club website.

Fines - The club is not responsible for the payment of fines. The responsibility for the payment of fines rests solely with the offending club member and his/her parents/guardians.

Any fines not paid within the specified date on the invoice to the governing bodies will result in the player being suspended from playing matches with MCFC until the fine is paid.

Sponsorship – Sponsorship can be sourced from any club member for the club or teams. Any money received by a team will be ring fenced within MCFC accounts. Proof of item required to be paid by the sponsorship must be given to the club treasurer as a receipt or invoice from the supplier. All receipts and invoices will be kept for accounting purposes by MCFC and annotated on MCFC yearly accounts.

Sponsorship of clothing for any team is available at cost price. More information is sourced from (Mr Phillip Woolsey on 07753237563 or email cpwoolsey@hotmail.com).

Fund Raising – Any club member can fund raise for the club or team. Initial costs will be paid by MCFC with the club reimbursed by the fund raiser. The Club costs will be reimburse and the remaining funds will be split 50:50 between the club and team. Due to fund raising event being advertised under Moulton Chapel FC name, all monies raised will be ring fenced within MCFC accounts. Proof of item required to be paid must be given to the club treasurer as a receipt or invoice from the supplier. All receipts and invoices will be kept for accounting purposes by MCFC and annotated on MCFC yearly accounts.

Adult Registration and Fees (1st team) – All registered players will pay £285.00. This must be paid upfront and is non-refundable. This fee covers affiliation, registered club members to leagues via the FA Whole Game System, purchased insurances, equipment, additional match and training kit costs, cup entry, referee fees, external training venues and running costs of MCFC.

Youth Registration Fee – A yearly registration fee of £35.00 will be paid by each club member representing and signing for a MCFC team in July of each year. This fee will offset the cost of a match and or training kit.

Youth Monthly Fees - Monthly fees of £25.00 will be paid by each club member from August to May each year. These fees will be used to affiliate, register club members to leagues via the FA Whole Game System, purchase insurances, equipment, additional match and training kit costs, referee fees, tournament costs, external training venues and running costs of MCFC.

If monthly fees have not been received by the club member for two consecutive months within the season or the last month of the season, the club member will be

detached from Whole Game System and reported to the Lincs FA and the respective league as non-payers. This will result in the club members being unable to play football in the future. **If a club member is struggling with monthly fees, they must speak with the Moulton Chapel FC Treasurer team for assistance for an alternative payment plan.**

Note: All officers, managers and assistant managers will receive half price monthly fees for their children for running the club in an appointment role and respective team.

Dual Youth Club Member Fees – All club members must pay the subscription fees. If there are additional siblings representing MCFC the same or another team, then the club member parent can speak with the Chair for a reduced monthly fee payable to MCFC.

Matches – All home competitive and non-competitive fixtures will be played at the club's name and address above. However, during the month of June only there is no competitive and non-competitive fixtures including friendlies to be played at the club's name or ground. The month of June is for pitch maintenance by club officers or external agencies. Parents are to also refer to 'notes for parents below'.

Training venue – All team training will take place at the club's name and address above on days and timings at the manager's discretion during the week. If there is a period where the weather forecast is likely to stop training at MCFC, the team manager can source external indoor training with the officers' approval prior to booking and arranging. If approved, the club will pay for external training for the team. Parents are to also refer to 'notes for parents below'.

Tournaments – All teams registered with MCFC will be able to enter local tournaments with up to three whole team or six half team entries. Entry fees will be paid by the Club.

Team Colors - Moulton Chapel Football Club match colors are red or grey shirts with black shorts, and black/red socks which will be sourced yearly by the club officers at registration for each team.

Assets and Property – All assets and property of MCFC are owned by the Club. All officers are responsible for these assets and property and must be health and safety compliant and safe to use by club members. In addition the managers, and assistant managers must ensure the equipment used by club members at matches and during training are also health and safety compliant and safe to use by their team members registered to their team and non-registered members during matches and training.

Club dissolution - 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. Any surplus assets remaining after the discharge of the debts and liabilities of the club shall be sold off.

NOTES TO PARENTS

Injury Risks ~ Important - Parents are advised that club members play entirely at

their own risk. Parents should therefore take steps to ensure their sons/daughters avoid injury; both while playing matches and training by wearing the correct clothing and accessories (shin pads), and while travelling to and from matches and training. Should a club member be ill or injured outside the club, parents are to inform the team manager.

Transport to and from matches and training - It is entirely the responsibility of parents to ensure that club members' are provided with transport both to and from matches and training sessions whilst registered with MCFC.

Accidents whilst travelling - MCFC can take no responsibility for accidents which may take place whilst club members are travelling in other parents' or committee members' vehicles to fixtures or training.

Behaviour - Responsible behaviour is always expected from all club members including extended family members and visitors. Racism, bullying, discrimination, and foul and abusive language will not be tolerated at any time. Please refer to the code of conducts at on Moulton Chapel Football Club's website ([Moulton Chapel Football Club \(godaddysites.com\)](http://Moulton Chapel Football Club (godaddysites.com))).

Clothing - Parents must ensure club members are properly clothed at fixtures and training sessions.

Shin Pads / Studs - All club members must wear shin pads whenever training and during fixtures. They must only wear football boots with studs/moles within the legal requirements. It is a parental responsibility to see that this paragraph is observed.

Luke Salter

Luke Salter
Chairperson
Moulton Chapel Football Club