



Castlevale Youth Development Club

CONSTITUTION

2018

Castlevale Youth Development Club

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The name of the club shall be Castlevale Youth Development Club [hereby referred to as the club]

AIMS

The aim of the club is to provide a safe environment and to encourage and promote the development of football and sport within the community of Craigmillar, Edinburgh, through the provision of youth teams for boys and girls that foster fair play, participation for all, irrespective of race, colour, religion, sex, sexuality or disabilities.

MEMBERSHIP AND FEES

- Members will be enrolled into one of the following categories:
Committee members [voting rights in all meetings]
Registered players
Parents/friends/supporters
- All members will be subject to the regulations of the Constitution and by joining the club, will be deemed to accept these regulations and the Club Codes of Conduct
- The club will aim to have one trained child protection officer (CPO) per age group
- Every official must have a PVG certificate
- The club will provide membership opportunities for children born 2007-2012, and a new younger age group (soccer school) will be added each year in Spring/Summer
- The club will follow its own equal opportunities policy
- The club will participate in and register with the ESSDA league, or any other competition the committee deems appropriate, approved where necessary by the voting members. Where individual team names are required, the Castlevale age group and a colour must be used
- Membership fees will be set annually and agreed by the committee determined at the AGM

- Fees – 2018

£240 per annum per child once registered to play in the ESSDA league.

Fees can be paid on a monthly basis - £20 per month

Children registered with the Soccer School age group pay £10 per month from October to February (no payment is required until October)

A 50% discount is given for siblings, including those who are part of the Soccer School

- It is the responsibility of each team secretary to give the treasurers exact team numbers, to ensure that parents are given details of the fees and when they are payable, and to collect any cash payment
- It is the responsibility of each team secretary to ensure that every player is correctly registered, before they play in a match

- Club Kit

Once registered to play in the ESSDA league, each player will be provided with:

Full football strip

Hoodie

Hat

Zip top

The soccer school age group will be provided with a training kit

- These items are provided by the Club, free of charge but remain the property of the Club and must be returned if a player leaves. Any additional items of kit purchased by the Club, through sponsorship or fundraising also remain the property of the Club and must be returned if a player leaves
- It is the responsibility of the team secretary to ensure the kit is returned when a player leaves. The committee must be informed if any kit is not returned.

AFFILIATION

The club will register with the SYFA on an annual basis.

COMMITTEE

- The committee shall be elected, for a one year term, by a majority vote of committee members.
- All Office bearers will retire at the end of every year but are eligible for re-election. Re-election will take place 2 weeks prior to the AGM. An anonymous vote will take place and will be counted by the Chairperson, with 2 witnesses. The outcome will be announced prior to the AGM.
- The committee shall consist of the following as a minimum:

Chairperson
Vice-Chairperson
Treasurer
Secretary
Child Protection Officer
Fundraising Coordinator
Coach Coordinator

- New committee members must be nominated and elected by a majority vote of committee members
- To remain part of the committee, and to be eligible for re-election, committee members must attend a minimum of 50% of committee meetings. Reasonable notice of each committee meeting must be given
- The committee shall have the following powers:

Form other sub-committees when deemed appropriate [Disciplinary, Fund raising, Development etc]

Prepare, print, publish, reproduce and circulate all such media as shall further the objects of the organisation

Work in partnership with other voluntary organisations, government agencies, local and statutory authorities and individuals to further the aims of the organisation

Suspend or disqualify any member who contravenes the clubs' or National governing Bodies' rules or codes of conduct or brings the club into any form of disrepute.

Make financial decisions, through the Chairman, on behalf of the club members, should it be necessary between AGM's.

Raise finance to further the objectives of the organisation

Do all such other lawful things as are incidental or conducive to the attainment of the objectives.

MEETINGS

- Meetings are held as required, on a date determined by the committee
- Each committee member is entitled to vote
- All votes shall be determined by a simple majority with the Chairperson holding the casting vote in the event of a tie.
- The AGM will be held in November of each year
- All members will be given notice of the AGM at least 21 days prior to the meeting
- At least 25% of the club/committee membership must be present in order for the minimum quorum to be reached, thereby allowing any constitutional amendments.
- Any changes to the constitution must be made and agreed within 1 month of the date of the AGM
- The membership will be entitled to witness all club accounts for the year.

FINANCE

- The club shall have the power to raise money by means of yearly fees, fundraising, sponsorship and other means as determined by the Committee
- The club fundraising coordinator will be responsible for writing the club fundraising policy and will plan and coordinate all club and team sponsorship, donations and fundraising for the year
- All club and team fundraising, sponsorship and donations must be approved by the committee, through the Fundraising Coordinator
- All monies raised for the club and teams through fundraising, sponsorship and donations must be paid into the Club bank account
- Any income and property of the club shall be applied solely towards the objectives of the club
- All monies shall be lodged in a bank account in the name of the club
- If a purchase is made, a receipt must be given to the treasurer, and if possible the club email should be used when purchases are made
- The treasurer shall submit a balance sheet prior to each meeting
- The chairperson and treasurer shall be authorised signatories to sign cheques on behalf of the club, of which two signatories shall be needed
- The financial year will end on the last day of the month prior to the AGM
- The treasurer will produce an annual account for the AGM.

DISCIPLINE

- All matters in respect of discipline shall be dealt with under the SYFA procedures and in line with the club's code of conduct
- All complaints regarding the behaviour of members should be lodged in writing to a member of the committee
- The committee shall have the power to take appropriate disciplinary action
- Any breach of the Club's code of conduct will be referred to the team CPO and the committee. The committee will decide on a case by case basis how the matter should be dealt with at club level. The CPO will be responsible for informing any authority as required by SFA policy. A written record will be kept in each case.

COACHING

All coaches must follow the Castlevale Coaching Annex to the Constitution.

AMENDMENTS

The Constitution can only be changed by majority vote and this must be done within 1 month of the date of the AGM.

DISSOLUTION

In the event of the dissolution of the club for whatever reason, any assets thereof shall be donated to a registered charity, voluntary organisation or sports group with similar objectives as the club, to be nominated by a simple majority of the outgoing committee.

In no circumstances will any assets be distributed to any club members or committee.

DECLARATION

It is hereby certified that this document represents a true and most up to date version of the constitution of Castlevale Youth Development Club.

SIGNATURES

Castlevale YDC

One Team One Dream

Coaching

Club Ethos

Our aim is to promote sport and fitness in the local community by developing football skills in the children at grassroots level, progressing through the stages of development.

Each Castlevale YDC coach must be SYFA registered, hold a valid PVG certificate and be SFA qualified.

Castlevale YDC is an SFA accredited club. Castlevale has a Positive Coaching Scotland champion and has signed up to the PCS Club Pledge.

Qualifications and Coaching Courses

Head coaches must complete SYFA approved First Aid training prior to their teams' SYFA registration.

Head coaches must complete both the Early Touches and Coaching Young Footballers SFA courses within their first year.

Each assistant coach must complete the SFA Early Touches coaching course, within their first year.

As an SFA accredited club, Castlevale is committed to investing in our coaches, and therefore coaches will be encouraged to undertake further training and to complete additional SFA coaching courses. Subject to committee approval, further coaching training and qualifications would be funded by the club.

However, we will ask coaches to repay the costs of any training, if they leave the club within 6 months.



It is the responsibility of both the coach and the team secretary to ensure that every coach has a valid PVG certificate, coaching badge and first aid certificate (if required), and that these are renewed on time, as required.

Coaches are given Castlevale training kit. This must be worn to training and matches, except in exceptional circumstances. It does however remain the property of the club and so coaches will be asked to return it if they leave the club.

Positive Coaching and Matches

All coaches must follow the principles of the positive coaching pledge; encourage players to play football, keep it fun! Encourage freedom of football, allow players to make their own decisions during games.

All players must play, even in friendly matches. If for any reason the whole team cannot be accommodated a message should be put on the team group chat and players will be taken on a first come first served basis.

For tournaments involving an overnight stay, all players must be given the opportunity to attend.

Coaches must keep parents well informed of arrangements for training and matches, and give as much advance notice as possible. There can never be too much communication!

Age groups must not be split into ability groups until 5 aside level.

Where individual team names are required, the Castlevale age group and a Castlevale colour must be used.

Team sizes for each age group should be adhered to as follows, as far as possible:

Fun Fours	6 players per team
Super Fives	7 players per team
7 aside	10 players per team
9 aside	12 players per team

Rolling subs must be used at every level, with every single player receiving equal game time, on a rolling basis, and players should be rotated through every position. The attached Matchday Resource shows how this should be carried out.

Coaches must communicate with each other regarding when home games are being played, to ensure pitch availability.

Normally, home fixtures should kick off at 10am. If there is a fixture clash the younger age group should kick off at 9.30am and the older age group at 11am. This can be altered at any time if coaches agree.

After hosting games or training, it is the coaches responsibility to ensure that all equipment is placed back in the container in a decent and tidy order. The clubhouse must also be left in a tidy state and any rubbish on the pitches should be picked up.

Tournaments and Friendly Matches

Coaches, including assistant coaches, are encouraged to arrange friendly matches for their age group, and to participate in tournaments. Coaches must make a consistent effort to ensure that their age group plays in tournaments and friendlies.

However, coaches must ensure that their team and players are registered with the SYFA before matches can be played (unless a permit is given by the League or SYFA for indoor matches). And no outdoor friendly matches or tournaments can take place between the middle of December and the end of January.

The ESSDA league secretary must be notified of any friendly matches between ESSDA clubs, or within the South East region. Coaches can notify the league secretary by email, or can ask their team or club secretary to make the notification.

For friendly matches or tournaments out with the South East region, SYFA approval is needed and a permit must be applied for at a cost of £10. Coaches are asked to contact their league or club secretary to arrange for a permit.

A committee member must be informed if a tournament is booked, and it must be paid through the club bank account.

Tournaments or matches requiring an overnight stay may only be booked with committee approval, to ensure that we comply with SFA and child protection policy.

Training

Players must be given a minimum of 2 nights training in the summer (April to Sept) and 1 night in the winter (October to March) – weather dependent.

A 2 week break only will be taken in the summer, with dates to be agreed by coaches.

There will be a Christmas break from mid December to the first week in January.

If coaches are unable to attend a training session they should put a request on the coaches group chat to ask if another coach can assist.

Sponsorship/Fundraising

Any sponsorship or fundraising ideas are very welcome. Please discuss any ideas with the club fundraising coordinator.

The committee, through the fundraising coordinator, are responsible for all club and team sponsorship/fundraising and so any team sponsorship, fundraising or donations must be first discussed with the committee, and all funds must be paid into the club bank account.

Approach by a Professional Club

Any requests by a professional club to sign or offer coaching to a Castlevale player must be directed to the team Head Coach in the first instance. The team Head Coach must inform the Coach Coordinator. The team Head Coach and Coach Coordinator will inform and advise the player's parents/guardian's, who will make the final decision.

In the event that a player decides to join a professional club, a suitable transfer date will be agreed, ensuring the player's needs come first. In some cases, a player may train with both a professional club whilst remaining a Castlevale player. Such an arrangement must be agreed between all parties.

Discipline

Any breach of the coaching rules will be dealt with firstly by an informal verbal discussion. This would be followed by a written warning for a subsequent breach. If a third breach of the coaching rules was to occur, the committee could agree to the dismissal of the coach. A written record will be kept of all discussions and warnings.