

# Rossendale Valley Junior Football Club

## Club Constitution 2021



1. **Name**

The club shall be called 'Rossendale Valley Junior Football Club'

2. **Objectives**

- a) The objectives of the Club shall be to develop and support juniors to play association football, arrange association football matches and arrange social activities for its members.
- b) The club is committed to treat everyone equally regardless of sex, disability, sexual orientation, race, religion, belief or gender reassignment.
- c) The Club will, at all times, foster an atmosphere that promotes fun and the safety and protection of children.

3. **Status of Rules**

- a) These rules (the Club Rules) form a binding agreement between each Member of the Club and the Club.
- b) Members shall, at all times, abide by the Club Rules. In addition, Members shall, where the Club Rules do not cover a specific case, conduct themselves in a manner that is not detrimental to the Club, its Members or its perception outside of the Club environment.

4. **Club President**

As Club founder, the Club President will be Stephen Haworth

## 5. **Club Year**

The Club year will commence on 1<sup>st</sup> September

## 6. **Club Kit**

The principle Club kit colours will be yellow with black stripes

## 7. **Rules & Regulations**

- a) The Club shall have the status of an affiliated member club of The Football Association by virtue of its affiliation to Lancashire County FA. The Rules and Regulations of The Football Association and Lancashire County FA shall be deemed to be incorporated into the Club rules.
- b) The Club and all Members will abide by The FA's Safeguarding Children Policies and Procedures, Respect Codes of Conduct, Equal Opportunities and Anti-Discrimination Policy at all times.
- c) All coaching staff will hold a current FA Level 1 Coaching Badge, current DBS check, current First Aid certificate and current SafeGuarding Children certificate as a minimum.

## 8. **Club Membership**

- a) The Members of the Club shall be those persons listed in the register of Members; this shall be maintained by the Club Secretary.
- b) Any person who wishes to be a Member must apply on a membership application form and submit it to the Club Secretary. Election to membership shall be at the sole discretion of the Club Committee. Membership shall be effective upon an applicant's name being entered in the membership register.

- c) In the event of a Member's resignation or expulsion, his or her name shall be removed from the membership register.
- d) The FA and Lancashire County FA shall be given access to the membership register on request.

## 9. **Club Discipline**

- a) In the event that a Member is found to have acted in a manner not in keeping with the Constitution of the Club, or in a way which is deemed by the Management Committee to be detrimental to the Club, its Members or its perception outside of the Club environment, an initial verbal warning will be issued which will be recorded by the Club Secretary.
- b) A second instance of the behavior described in section a) above will result in a written warning being issued which will be recorded by the Club Secretary.
- c) The Club reserves the right to expel a Member with immediate effect based on the following criteria:
  - i. The Member exhibits the behavior described in section a) above and has previously received a verbal warning and a written warning pertaining to their conduct within the Club, or
  - ii. The Member has, in the opinion of a majority of the Management Committee, acted in a manner that constitutes gross misconduct.
- d) Any Member expelled from the Club shall, with immediate effect, relinquish all duties in-line with their Club membership, return all equipment and any outstanding payments (including, but not limited to, referee fee advances) directly to the Club. The expelled Member shall cease all communications with Club players and parents and activities pertaining to their previous role within the Club with immediate effect.

- e) All players must at all times (both during training, matches and other club activities) agree to, and to abide by the Club's "Young Players Respect Code of Conduct". This includes, but is not limited to the following:
- i. Always playing to the best of their ability
  - ii. Playing fairly
  - iii. Respecting their team-mates
  - iv. Playing by the rules, as directed by the referee or coach
  - v. Shaking hands with the other team and referee at the end of a game
  - vi. Listening and responding to coaches/managers
  - vii. Talking to someone they trust or the Club Welfare Officer if they are unhappy
- f) Where players do not abide by the above Code of Conduct, the player will be required to apologise to team-mates, the other team, referee or team manager/coach as appropriate. In a match situation, the player will be substituted.
- g) Should any further transgressions occur, or where an isolated offense is deemed to be serious in nature by the team manager/coach/club, the player will receive a formal warning as to his/her future conduct, maybe be suspended from training/matches or may be required to leave the club.
- h) All players will be liable for paying all fines incurred due to their conduct whilst playing for the Club.

## 10. **Subscription Fees**

- a) Each player registered with an existing team within the Club and playing league matches shall pay subscriptions to cover the Club costs including referee, pitch and equipment fees. The subscription payments are based on monthly payments of £20, payable at the start of each month.

- b) In addition, each registered player playing league matches shall pay an Annual Insurance & Registration Fee of £30, due prior to the start of each season
- c) Each player registered with a team within the Club and not playing league matches shall pay subscriptions to cover the Club costs including pitch and equipment fees. The subscription payments are based on monthly payments of £15, due at the start of each month
- d) Any player playing matches and/or training with both a Saturday Sunday team will pay a £5 per month supplement to cover the costs of referee, pitch and equipment fees
- e) The Club Committee has the authority to levy further subscriptions from registered players, or to increase existing subscriptions, as are reasonably necessary to fulfill the objectives of the Club.
- f) Players failing to make the required payments for a period of more than two calendar months shall be suspended from any further activities within the Club until such time as payments are reinstated and all monies owed are received by the Club.

## 7. **Resignation**

- a) A member shall cease to be a member of the Club if, and on the date of which, he/she gives notice to the Club 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.
- c) A member who resigns shall not be entitled to claim any of the club's property.

## 8. Club Committee

- a) The Club Committee shall consist of the following Club Officers: - Chairperson, Treasurer, Secretary, Welfare Officer, Subscriptions Officer and Fundraising & Events Officer.
- b) Each Club Officer shall hold office from the date of appointment unless otherwise resolved at the Annual General Meeting held in September of each year.
- c) One person may not hold any more than two positions of Club Officer at any one time.
- d) The Club Committee shall be responsible for the management of all the Club affairs. 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 the casting vote in the event of a tie.
- e) Meetings of the Club Committee shall be chaired by the Chairperson, or in their absence the Secretary.
- f) The quorum for the transaction of business of the Club Committee shall be three.
- g) Decisions of the Club Committee of meetings shall be entered into the Clubs minute book which will be maintained by the Club Chairperson.
- h) Any Member of the Club Committee may call a meeting of the Club Committee by giving no less than 7 days' notice to all Members of the Club Committee. The Club Committee shall hold no less than 2 meetings per year.
- i) An out-going 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 Committee Members shall fill any vacancy on the Club Committee, which arises between Annual General Meetings.

- j) Save as provided for in the Rules & Regulations of The Football Association and the Lancashire County FA to which the Club is affiliated; the Club Committee shall have the power to decide all questions and disputes arising in respect of any issues concerning the Club rules
- k) The position of a Club Officer shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.
- l) The Club Welfare Officer will sit upon the committee as a standing member.

## 11. Notices

- a) Notices shall be deemed to have been served if sent via email to the currently held email address of a Member.
- b) It is the responsibility of Members to advise the Club Committee of a change in email address.
- c) The non-receipt of notices for meetings or ballot by any Member shall not invalidate that ballot nor the proceedings of that meeting.

## 9. Annual and Special General Meetings

- a) An Annual General Meeting (AGM), open to all Members of the Club, shall be held in September of each year to:
  - 1. Receive a report of the activities of the Club over the previous year.
  - 2. Receive a report of the Club's finances over the previous year.
  - 3. Consider any other business.

- b) Additional General Meetings will be called from time to time, as deemed necessary by the Club Secretary.
- c) A Special General Meeting (SGM) may be called at any time and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing signed by no 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 transacted at an AGM.
- d) The Club Chairperson shall send to each member written notice via email of the date of a General Meeting together with an agenda for the meeting at least 7 days before the meeting.
- e) The quorum for a General Meeting shall be three.
- f) The Chairperson or in their absence, the Club Secretary, shall take the Chair. Voting will be by way of a raising of hands with each Member present having one vote and a simple majority shall pass general resolutions. In the event of an equality of votes, the Chairperson of the meeting shall have the casting vote. In the absence of the Chairperson, the Club Secretary shall have the casting vote.
- g) Amendments to the Club Constitution/Rules however shall require a majority of two to one.
- h) The Club Chairperson, or in their absence the Club Secretary, shall enter minutes of General Meetings into the minute book of the Club.

## **11. Club Finances**

- a) The Club shall be run on a non-profit basis, with excess funds reinvested back into the Club.
- b) A bank account shall be opened and maintained in the name of the Club. Designated account signatories shall be the Club Secretary and

the Club Treasurer. No sum shall be drawn from the Club account except by cheque signed by two of the signatories. All monies payable to the Club shall be received by the Club Secretary or Treasurer and deposited into the Club account.

- c) The income and assets of the Club shall be applied only in furtherance of the objectives of the Club.
- d) The Club Committee shall have the 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.
- e) The Club shall prepare an annual Financial Statement in such form as shall be published by the FA from time to time.

## 12. **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) Any surplus assets remaining after the discharge of the debts and liabilities of the club shall be transferred to a similar charitable organisation with aims in-line with the Club prior to its dissolution (that is, the promotion of association football at junior level).