Ottershaw Junior Football Club Constitution

1. Name

The Club shall be called **Ottershaw Junior Football Club**.

2. Objectives

- Provide football opportunities for children and young people in a safe, inclusive and enjoyable environment.
- Promote fair play, respect, teamwork and personal development.
- Support the development of players, coaches and volunteers.
- Operate in accordance with The Football Association's Safeguarding 365 Standards and all relevant FA policies and regulations.

3. Affiliation

The Club shall be affiliated to the **Surrey County Football Association** and shall compete in leagues sanctioned by Surrey FA or other recognised bodies.

4. Club Officials

The Club shall appoint the following officers:

- Chairperson
- Club Secretary
- Treasurer
- Club Welfare Officer
- Vice-Chairperson (optional)
- Additional officers as required

All officers shall be elected annually at the Club Annual General Meeting (AGM).

5. Club Committee

5.1 Composition

The Committee consists of the Club Officers and any additional members appointed by the Committee.

5.2 Responsibilities

- Manage the Club's affairs and finances.
- Ensure compliance with FA safeguarding and welfare standards.

- Approve team officials and volunteers.
- Oversee Club development, facilities and equipment.
- Make decisions in the best interests of the Club and its members.

5.3 Meetings

The Committee shall meet at least **four times per year**. A quorum consists of **three officers**, one of whom must be the Chairperson, Secretary or Treasurer.

6. Club Membership

6.1 Eligibility

Membership is open to children and young people who wish to participate in Club football activities, subject to capacity and safeguarding considerations.

6.2 Membership Application Process

- Parents/guardians wishing their child to join must **make themselves known to the Club Secretary**.
- The Club Secretary will check current squad and age-group capacity.
- If a place is available, the Secretary will confirm acceptance.
- If not, the child will be **placed on a waiting list** and contacted when a suitable opportunity arises.

6.3 Membership Fees

The Club does **not** charge an annual membership fee.

Instead, the Club operates a **monthly subscription model**:

- **£23 per month per player**

This fee contributes to pitch hire, league entry, equipment, insurance, safeguarding compliance and general Club running costs.

6.4 Termination of Membership

Membership may be terminated if:

- Fees are unpaid for two consecutive months without communication.
- A player or parent breaches the Club's Codes of Conduct.
- The Committee determines that continued membership is not in the best interests of the Club or the child.

7. Codes of Conduct

All members, parents, guardians, coaches and volunteers must adhere to:

- FA Respect Codes of Conduct
- Club Safeguarding Children Policy
- Club Anti-Bullying Policy
- Club Social Media & Photography Policy

Breaches may result in warnings, suspension or removal from the Club.

8. Safeguarding

- The Club is committed to safeguarding all children and young people.
- The Club Welfare Officer oversees safeguarding compliance.
- All coaches and volunteers must hold an in-date FA DBS check and mandatory safeguarding qualifications.
- The Club follows FA reporting procedures for concerns or incidents.

9. Finance

- The Treasurer maintains accurate financial records.
- Club funds are held in a dedicated Club bank account.
- Payments must be authorised by at least two Committee members.
- The Treasurer presents an annual financial statement at the AGM.

10. Teams and Coaches

- Coaches are appointed by the Committee.
- All coaches must comply with FA qualification requirements.
- Team selection, training structure and matchday decisions rest with the coaching team.

11. Annual General Meeting (AGM)

The AGM shall be held once per year.

Business includes:

- Chairperson’s report
- Treasurer’s report
- Welfare Officer’s safeguarding update
- Election of officers

- Approval of Club policies
- Any other business raised by members

12. Extraordinary General Meeting (EGM)

An EGM may be called by:

- The Committee, or
- A written request from at least **10 Club members**

The Secretary shall give at least **14 days' notice** of an EGM.

13. Amendments to the Constitution

Amendments may only be made at an AGM or EGM and must be approved by a majority vote of the Committee.

14. Dissolution

If the Club is dissolved:

- Remaining funds shall be donated to a local grassroots football organisation or charity supporting youth sport.
- No funds shall be distributed to members.