

# MEDWAY UNITED CONSTITUTION



**Club Founded 1<sup>st</sup> January 2014**

## **1. Name**

**1.1 - The Club shall be called Medway United Football Club incorporating Medway United East and Medway United West, herein after referred to as the 'Club'**

**The club is a friendly family orientated club that will run under the banner "FORWARD TOGETHER"**

**1.2 - The Club Colours shall be Blue Shirts with a White Trim Blue Shorts and Blue and White hooped Socks.**

**Alternative kit shall be White Shirts, Black Shorts and White and Black Socks.**

## **2. Object**

**2.1 - The object of the Club is to promote sportsmanship and an interest in all aspects of football in a safe environment – playing under the RESPECT banner at all times**

## **3. Affiliation and League Membership**

**3.1 - The Club shall be affiliated to the Kent County Football Association Limited or any organization of similar aims and interests**

**3.2 - The Club Football Teams could play in any of the following Leagues as directed by the Management Committee**

**Medway Messenger Youth League  
Maidstone Invicta Primary League  
North Kent League**

**Selkent League**

**or any other League that the Management Committee deems appropriate hereinafter the above shall be referred as 'the league'**

#### **4. Membership**

**4.1 - Club Membership is compulsory for any person who wishes to play football for one of the Club teams, but membership is not a guarantee for selection in a team and therefore it is possible that a member may not actually play football for a Club Team during the season**

**4.2 - Club Training is compulsory**

**4.3 - The Club shall keep a central record of Club Members**

#### **5. Suspension and Termination of Membership**

**5. - A manager has the power to suspend a player for any reason but membership can only be terminated by a resolution of at least two thirds of the Management Committee. Termination may occur for the following reasons:**

**i) consistent failure to report for matches or training sessions without prior explanation to the Team Manager**

**ii) consistent failure to pay subscription fees**

**iii) offensive language or behaviour on or off the football field which discredits the activities and reputation of the Club**

#### **6. Subscriptions**

**The annual subscriptions will include a non-refundable signing on fee both subscriptions and signing on fee to be approved each year at the Annual General Meeting and circulated to all members**

#### **7. Officers of the Club**

**7.1 - The Officers of the Club will be the Chairman, Vice Chairman, Secretary, Treasurer and Welfare Officer, Fixtures and Results Secretary**

**7.2 - The Officers of the Club will be required to complete a Criminal Records Bureau Disclosure Application Form (CRB) so that the club can check their suitability to work with children**

**7.3 - All Officers will be elected annually at the Annual General Meeting. Nominations will be accepted by the Secretary one month prior to the Annual General Meeting**

**7.4 - The Officers shall have the power to select a President and recommend to the Annual General Meeting. The President must have served on the Management Committee and shall be elected for a period of one year. If a new President is elected the outgoing President will automatically become an Honorary Life Member of the Club**

## **8. Management Committee**

**8.1 - The Management Committee will consist of the following:**

- i) The Officers of the Club**
- ii) Kit and Equipment Manager**
- iii) Managers' Representative**
- iv) Results and Fixtures Secretary**
- v) Social Secretary**

**8.2 - The Social Secretary will be elected at the Annual General Meeting Nominations will be accepted by the Secretary one month prior to the Annual General Meeting or by the Officers at a Meeting to be arranged**

**8.3 - The Manager's Representative will be elected at the Annual General Meeting Nominations will be accepted by the Secretary one month prior to the Annual General Meeting or by the Officers at a meeting to be arranged**

**8.4 - The Officers of the club will have the power to decide all matters relative to the running of the Club**

**8.5 - The Secretary will report back on all matters to the General Committee at the next monthly meeting**

**8.6 - The Management Committee will meet once a month. The Officers committee will meet once a month**

**8.7 - The Members of the Management Committee will be required to complete a Criminal Records Bureau Disclosure Application Form (CRB) so that the club can check their suitability to work with children**

**8.8 - All Business which requires a decision from the Management Committee should be presented to the Secretary at least seven days prior to the meeting**

**8.9 - The Management Committee may co-opt persons onto the Committee for special advice as required**

**8.10 - Any dispute which requires the interpretation of the Club Constitution and Rules will be referred to the Management Committee and their decision will be binding on all parties**

## **9. Duties of the Management Committee**

### **9.1 - The Chairman and Vice Chairman shall be responsible for:**

- i) chairing all Meetings including Sub-Committees where necessary**
- ii) a casting vote**
- iii) assuring smooth management of the Club**

### **9.2 - The Secretary shall be responsible for:**

- i) attending to all correspondence on behalf of the Club's Management and General Committees**
- ii) minuting all meetings including Sub-Committees where necessary**
- iii) ensuring that the Minute Book is available for inspection at the Annual General Meeting**

### **9.3 - The Treasurer shall be responsible for:**

- i) for the financial administration of the Club and keep Income and Expenditure Accounts which shall be available for inspection at a Management or General Committee Meeting**
- ii) keeping the Club's monies in a Bank Current Account. The signatures of any two Officers of the Club will be required for any withdrawals**
- iii) making payment for all purchases for amounts up to £500.00 without authorisation but for amounts in excess of £500.00 authorisation must be obtained from both Chairman and Vice Chairman or the Management Committee**
- iv) showing accumulated funds as part of the financial statement**

### **9.4 - The Welfare Officer shall be responsible for:**

- i) ensuring the wellbeing of children in a safe environment whilst engaged in any organised activity or under the jurisdiction of the Club**
- ii) reporting any cases of child abuse to the appropriate authorities and the Management Committee**
- iii) ensuring that all appropriate Club Personnel have undertaken a CRB Disclosure and keeping a record of same**
- iv) arranging for Officers Team Managers and Coach's to attend the Football Association Safeguarding Children Workshop and keeping a record of same**
- v) arranging for Team Managers and Coach's to attend a Level 1 Coaching Course**
- vi) arranging for all appropriate persons to attend an Emergency Aid Course. The Club requirement is two persons per Team**

### **9.5 The Social Secretary shall be responsible for:**

- i) arranging and organising a Social Committee whose responsibilities will be to arrange and organise all fund raising and social functions on the Club's behalf at the**

**request of the Management General Committee**

- ii) keeping the Treasurer informed of all Income and Expenditure**

**9.6 The Managers Representative shall be responsible for:**

- i) representing fellow Managers at the Management Committee and producing an agenda of items that require decisions from the Management Committee**
- ii) holding and chairing periodic meetings with fellow Managers**

**10 Team Managers and Representatives**

**10.1 - Nominations for Team Managers will be accepted by the Secretary one month prior to the Annual General Meeting**

**10.2 - In the event of more than one candidate for the post of Manager being nominated the Officers of the Club will have the power to select the most suitable candidate bearing in mind the wishes of Team Members**

**10.3 - In the event of gross misconduct of a Manager or Coach the Officers of the Club have the power to either suspend or terminate that person from the post**

**10.4 - The Management Committee will interview potential new Managers and the Committee will discuss and explain the Club Constitution and Rules to that person and they will then decide as to whether this person is suitable to be elected as a Team Manager**

**10.5 - Any Team selection or activity will be determined by the Team Manager or person(s) appointed by the Management Committee and their decision will be final and binding on all parties**

**10.6 - Team Managers, Authorised Coaches and Trainers will be required to complete a Criminal Records Bureau Disclosure Application Form (CRB) so that the Club can check their suitability to work with children**

**10.7 - Team Managers, Authorised Coaches and Trainers will be required complete the Football Association Child Protection Workshop either by attendance or by completing the questionnaire available on a DVD**

**10.8 - The Team Manager or his appointed representative shall ensure that The Match Day Result Card is properly completed and that the result is telephoned to the Club Fixture Secretary on the same day**

**10.9 - All Fines incurred by Managers as a result of a breach of the League Rules shall be paid by the Team Manager**

**10.10 - All Fines for misconduct that are imposed by The Kent County Football Association which are incurred by Players, Officials, Managers, Coaches, Spectators and any Other Persons whilst engaged or Involved in Medway United Football Club activities are to be paid by the said person who has been charged under the Kent**

**County Football Association Rules together with any Fines imposed on the Club which have resulted from the misconduct**

**10.11 - Team Managers shall ensure that all Players have adequate protection to the lower leg before allowing them to participate in Football Matches or Training Sessions**

**10.12 - Team Managers shall ensure that a First Aid Kit which is adequate to deal with minor injuries shall be available at football matches and training sessions and that a completed emergency medical treatment 'consent form' is obtained from the Parent or Guardian of each player in the squad and that they are carried at all times in the event of hospital treatment being required and the player's parent or guardian is not in attendance**

**10.13 - Team Managers shall keep a playing record of all players in their squad and submit a copy to the Secretary or other nominated Committee once a month**

**10.14 - A Parent Representative will be selected by the Parents of each team and the Secretary advised of whom the selected person is prior to the Annual General Meeting**

**10.15 All Team Managers are responsible for collecting their own team subs and any items required, ie, balls, cones, poles will be purchased from this money. The balls will be ordered and supplied through the Treasurer of the Club.**

**All kit, whether training items, jackets and match kit will be ordered via the Treasurer and must be specified by the Treasurer. eg Jacket/ Kit Colours and styles available.**

**All items will remain the property of Medway United Football Club at the discretion of the Management Team.**

## **11. General Committee**

**11.1 - The General Committee of the Club shall consist of:**

- i) The Management Committee**
- ii) Team Managers**
- iii) Parent Representatives**
- iv) Fixture Secretary**
- v) Kit and Equipment Manager**
- vi) Associate Members**

**ALL OF WHOM HAVE THE POWER TO VOTE**

**11.2 - The Fixture / Results Secretary will be elected at the Annual General Meeting and nominations will be accepted by the Secretary one month prior to the Annual General Meeting. His responsibilities shall be to advise Collect Results Team Managers of their fixtures and arrange Home Venues**

**11.3 - The Kit and Equipment Manager will be appointed by the Management Committee and will be responsible for:**

- i) ensuring that all Teams have the necessary kit and equipment to fulfill their match and training requirements**
- ii) ensuring that all Teams playing in the Club Colours of Blue Shirts with Blue Shorts and Blue/White Socks in all matches except in an Away Match when the Opponents play in similar colours when an alternative change of colour Kit will be worn namely their White Shirts with Black Shorts and Black and White Socks**
- iii) working closely with the Treasurer as regards expenditure**

**11.4 - The General Committee will meet once a month during the football season at which each team must be represented unless prior permission is gained from the Secretary**

**11.5 - The Secretary will report back from the Management Committee**

**11.6 - Team Managers and Parent Representatives will report on items associated with their teams**

**11.7 - Items of 'Any Other Business' must be with the Secretary in writing prior to the meeting**

**11.8 - The Committee may co-opt persons onto the General Committee if required**

**11.9 - No business may be conducted unless a quorum of 10 is present and includes at least two Officers of the Club**

**11.10 - Any Committee Member or Manager of a Team who does not attend a meeting on two consecutive occasions without reason shall be called before the Officers of the Club and/or Management Committee to explain their reasons and the Officers and/or Management Committee shall have the power to take any action deemed necessary**

## **12. Parents, Supporters and Spectators**

**If a Parent Supporter or Spectator is found guilty of Abuse Physical Assault or of using Offensive Language or Signs to Match Officials the Opponents Players Team Management Parents Supporters and Spectators the Management Committee shall have the power to:**

- i) suspend the person from attending matches for a period of time or in extreme cases permanently**
- ii) exclude the person from attending or participating in any Club Activities**

**iii) terminate the Club Membership of their Son or Daughter who would also have their League Registration cancelled**

### **13. Club Property and Assets**

**13.1 - All Property and Assets of the Club shall be under the control of the Management Committee who may appoint persons as necessary to act on their behalf**

### **14. Club Activities**

**14.1 - Club Members will be expected to support fund raising activities organised by the Social Secretary**

**14.2 - Club Members will be expected to be on their best behaviour whilst attending Club Functions or whilst representing the Club at other functions. Bad behaviour and language will not be tolerated and the Club Membership could be terminated**

**14.3 - All activities arranged in the name of or in any way on behalf of the Club must receive the prior authorisation of the Management Committee**

### **15. Annual General Meeting**

**15.1 - The Annual General Meeting will be held not later than 30 (thirty) days after the end of the playing season**

**15.2 - Motions for consideration at the Annual General Meeting must be notified in writing to the Secretary at least three weeks before the Annual General Meeting so that they can be included in the agenda**

**15.3 - Oral Reports will be given by the Officers of the Club**

**15.4 - The Agenda will be published at least one week before the meeting and must contain the following:**

- i) The Election of the Officers**
- ii) Election of the Fixture Secretary**
- iii) The Proposed Membership and Subscription Fees for the following year**
- iv) Any Special Motions notified**
- v) Any Other Business**

### **16. Extra Ordinary General Meeting**

**16.1 - These may called by the Management Committee the General Committee or by signed request of at least 10 Members their Parents or Guardians**

**16.2 - Any such meeting must be held within four weeks of the request for the meeting**

**16.3 - No other Business may be discussed at this meeting**



## **17. Insurance**

**17.1 - The Management Committee will arrange appropriate insurance cover to protect the interests of the Club and it's Members**

**17.2 - Individuals may take out their own cover if they wish**

## **18. Equality**

**18.1 - The Club will abide by The Football Association Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti Discrimination Policy**

## **19. Dissolution**

**19.1 - 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**

**19.2 - 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**

**19.3 - Any surplus assets remaining after the discharge of the debts and the liabilities of the Club shall be transferred to the Parent Association who shall determine how the assets shall be utilized for the benefit of the game. Alternatively such assets may be disposed of in such other manner as the Members of the Club with the consent of the Parent Association shall determine**

## **20. Constitution and Rules**

**20.1 - A copy of the Constitution and Rules shall be given to each Team Manager and Parent Representative whose responsibility it will be to advise the Team Members where applicable**

**20.2 - The Constitution may only be altered at the Annual General Meeting or an Extra Ordinary General Meeting**

**20.3 - The Management Committee shall deal with any matters not governed the forgoing rules. The decision of which body will be final and binding**

**20.4 - A copy of the Constitution and Rules shall be posted on the Club Web Site**