



## **Wootton St George Football Club CONSTITUTION**

**Name** The name of the Club shall be **Wootton St George Football Club (WSGFC)**.

### **Aims & Objectives**

The aim of the Club shall be to provide organised football and associated activities for its members and their families.

### **Recognition**

The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to / membership of The Football Association. The Rules and Regulations of The Football Association Limited and parent County Association including The Northampton and District Youth Alliance Football League (NDYAL) or any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.

### **Rules and Regulations**

These rules (The Club Rules) form a binding agreement between the Club and each member.

No alteration to the Club Rules shall be effective without prior written approval of the Committee.

The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

### **Membership**

Members shall be boys and girls aged between six and eighteen years, who are eligible to play within the leagues and competitions in which the Club participates.

The Club Secretary will maintain a list of all registered players (the Membership Register).

### **Registration**

The parents/guardians of each child who is a Member of the Club must complete a Club Registration Form prior to participating in any form of organised football activity or any other activity, that the club feels appropriate. Each child before playing in a league match, must be registered on the Whole Game System to Wootton St George Youth FC - All registrations to go through the Club Secretary.

Parents/guardians and players shall be obliged to notify the Club and their team manager on this Registration Form of any existing medical condition suffered by the player, e.g. asthma, diabetes, allergies.

Parents/ guardians are also required to notify Wootton St George Football club of any other football team the player has represented in the current or previous season. This should be noted on the registration form

The parents/guardians and players shall also be obliged to notify their Team Manager in writing, of any medical condition suffered by the player e.g. asthma, diabetes, allergies.

In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

The Football Association and NDYAL shall be given access to the Membership Register on demand.

Each manager, Level 1 Coach or Committee Member (i.e. those that ensure the club achieve Charter Standard status) is entitled to 50% discount of registration fees for one child that they are a parent or guardian of.

### **Annual Membership Fee**

The Club Committee shall determine an annual fee payable by each member upon application - see WSGFC website for current registration forms and details of current payment plans.

Fees/Charges shall not be refundable.

Subscription fees and other sources of income shall be used to pay affiliation, registration fees, and running expenses (e.g. Kit, Equipment, Referee Fees, Pitch Fees, Winter Training Fees)

### **Tournament Fees/Other non-league activities**

Fees will be paid by members **prior** to each Tournament.

These fees will not be provided by the club. It is the responsibility of each team to fund entry to any Tournament they choose to enter.

### **Resignation and Expulsion**

Club membership will cease from the date on which he/she gives notice to the Club Committee of their resignation.

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. **There shall be no appeal procedures.**

A member who resigns or is expelled shall not be entitled to any share of Club Property and must return all Club property to WSGFC.

### **Club Committee**

The committee shall consist of:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer

- Club Welfare Officer
- Code of Conduct Officer
- Team managers (following 1 full year serving the club)
- Parent Representative (for each team)

### **Powers of the Committee**

Each Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting.

One person may hold no more than two positions on the Committee at any one time.

The Club Committee shall be responsible for the management of all the affairs of the Club.

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.

Meetings of the Club Committee shall be chaired by the Chairperson or, in their absence, the Vice Chairperson or Secretary who will take on the role of Chairperson.

The quorum for the meeting and transaction of business of the Club shall be five.

The Committee shall be empowered to deal with any matter arising that is not specifically catered for herein. Committee decisions shall be final and binding.

The Committee & Team Managers shall meet on the first Monday of each month or otherwise as directed by the Chairperson.

A record of all Committee meetings shall be taken in the form of minutes. The Club Secretary shall retain copies of the minutes for 5 years.

All matters discussed at Committee meetings shall be confidential and must remain so.

Any items or decisions deemed to be of public interest or importance shall be communicated by means of a monthly newsletter or other written communications to be distributed by parent representatives/managers.

All teams should be represented at Committee Meetings and regular attendance at Committee meetings is obligatory.

Any Committee Member missing three consecutive meetings without good reason notified in advance may be asked if he/she wishes to remain on the Committee.

Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days notice to all members of the Club Committee.

The Club Committee should hold no less than 4 meetings a year.

An outgoing member of the 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 Club Committee Members shall fill any vacancy on the Club Committee, which arises between Annual General Meetings.

As provided in the Rules and Regulations of the Football Association and the County Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions arising in respect of any issue concerning the Club Rules.

Sub-Committees consisting of nominated committee members and other persons shall be formed for specific purposes, such as Disciplinary Hearings, Social Events, Tournaments and Fund Raising.

### **Team Management**

Each team with registered players shall have as a minimum a Team Manager approved by the Committee.

Assistant Managers / Coaches will also require vetting and approval by the Committee.

Team Managers shall hold or be working towards the minimum of the relevant Level 1 football coaching qualifications in partnership with The Football Association. Individual Team Managers, Assistant Managers and / or Coaches will be given 3 months in which to obtain their Level 1 Coaching Certificate, Emergency Aid & Safeguarding Children certificates. The CRC check must be in process prior to appointment with the team. All the above, including CRC are to be renewed every 3 years for existing team managers.

Team Managers / Assistant Managers / Coaches must provide copies of their Coaching Certificates, First Aid Certificates, Safeguarding Workshop Certificates and CRC letters to the Clubs Welfare Officer. The validity of such certification will be subject to regular updates. Any Managers/ Assistant Managers / Coaches without valid certification will not be allowed to manage / coach any child or team within the club.

Each Team Manager shall abide by a Code of Conduct set out by the club and the rules of the NDYAL and FA.

Team Managers / Assistant Managers must attend Committee meetings on a regular basis. Managers are required to attend at least three meetings a year. Managers will attend as non-voting members until such time as they have served the club for one full year. After this point the manager will become a full voting member. Parent Representatives are encouraged to attend Club meetings.

An inventory of each team's playing kit and equipment shall be taken at regular intervals. The equipment used by each team shall be the responsibility of the Team Manager. New items of equipment should be requested at committee meetings.

Team Managers should only accept new Members to their teams if they can facilitate the needs of each Member and where it is not to the detriment of existing members of the Club. With respect to Mini Soccer there is a Club requirement that all players registered with their respective team will get an equal opportunity of playing time during matches. However, the Team Manager will ultimately be responsible for team selection at all times. We work in line with the NDYAL and the FA directive that Mini Soccer should be non competitive. The Club emphasis on Mini Soccer therefore, is for children to have fun whilst learning the game and developing their skills in readiness for competitive football at 9 a side (transition year at under 11s).

The Committee has therefore recommended that squad sizes should ideally be as follows OR will follow the new season guidance as issued by the league.:

8 players (maximum 10 players) for under 7s and under 8s (5 a side).  
12 players (maximum 14 players) for under 9s and under 10s (7 a side).  
14 players (maximum 16 players) for under 11s and under 12s (9 a side).  
16 players (maximum 18) for under 13s upwards (11 a side)  
16 players (maximum 20) for under 18s

Transfers in Mini Soccer will not be encouraged. In the event of a Manager wishing to make a transfer request then this will need to be sanctioned by the Committee.

Team Managers are ultimately responsible to ensure that all players complete their Registration forms and that these are forwarded to the Club Secretary to be entered in the Membership Register and registered on the Whole Game System. This may be done in conjunction with the Parent Representative of each team.

Team Managers/Assistant Managers must immediately notify a player's parents or guardians of all injuries sustained (particularly head injuries, however minor). This should be done both verbally and in writing and records must be kept on an Accident Form by each Team Manager.

Team Managers must return all club property and equipment if they leave the club

#### **Finance**

The financial year shall run from 1<sup>st</sup> July – 30<sup>th</sup> June.

The Treasurer shall be responsible for keeping a proper record of all monies received and paid out on behalf of the Club.

Only Committee Members shall handle money or transactions on behalf of the Club and each must provide a written monthly statement of income and expenditure to the Treasurer.

All monies raised by or on behalf of the Club must be accounted for by the Treasurer and through the Bank or Building Society account in the name of the Club.

The signatories of the Bank or the Building Society account shall be the Treasurer, Secretary and/or the Chairperson.

Any one of the three signatories shall be empowered to lodge the monies in the Club account.

Any two of the three signatories shall have to sign cheques drawn or authorise payments from the Bank or Building Society.

The monies and assets of the Club (The Club Property) shall be applied only in furtherance of the 'Aims' of the Club

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.

The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.

### **Playing Kit and Equipment**

Team Managers and/or their delegates may arrange fund raising or sponsorship for a particular team; this should be with prior agreement from the Committee. The Committee reserves the right to levy a contribution to the Club funds from any surplus income obtained from such fund raising or sponsorship.

Monies obtained from individual Team sponsorship / fund raising should be paid into the Club Account for accounting purposes. The monies will be held in the Club Account until such time as a request is made to the Committee for their release. (e.g. for specific equipment/kit for the individual Team receiving the monies)

All playing kit and equipment, whether purchased by the Club or donated by a sponsor, shall be the property of the Club and not of individual teams, officials or members.

The Committee shall, from time to time, make available for sale, loan or gift, any surplus kit or equipment as may be fit for use.

Each Team Manager shall provide a signed inventory of all equipment in their possession at the beginning and end of each Season – report to the Club Treasurer / Kit and Equipment Manager.

Club colours are Red and White Striped Shirts, Black Shorts and Black socks. The Club colours are to be worn at all times Home and Away. The only deviation to Club Colours will be when there is a need to change due to a colour clash in which case a change of Shirts / Bibs may be worn. The Team Manager is responsible for identifying when a kit clash will occur and taking action.

### **Annual General Meeting**

The Annual General Meeting shall be held at a date specified by the Committee, and at least four weeks notice shall be given in writing to Club and Committee Members.

The purpose of the Annual General Meeting shall be for the Members to:

- receive reports on the previous year's business
- receive accounts from the previous year
- adopt the Club Rules and any proposed amendments
- elect the Committee for the forthcoming year
- ratify the appointed Team Management
- consider any other business

Parents and other persons shall be entitled to attend and participate in the Annual General Meeting, but not to vote.

Any person wishing to:

- stand for a position on the Committee
- propose any amendment to the Rules
- raise any matter for discussion at the Annual General Meeting

must do so in writing to be received by the Club Secretary at least 7 days prior to the date of the Annual General Meeting.

Nominations for election of Committee Members shall be made in writing by the proposer and seconder both of whom must be an existing member of the club.

### **Management Committee**

Job descriptions have been compiled for the following members of the Club:

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Welfare Officer
- Team Managers
- Parent Representative

All managers/coaches/committee members agree to their details being shared as required for the purpose of the team, club and event organising as per the Privacy Notice and Data Protection Policy (copies available on the clubs website ([wsgfc.co.uk](http://wsgfc.co.uk))).

### **Special General Meeting**

A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing signed by not less than three members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.

The Secretary shall send to each member at his or her last known address written notice of the date of a SGM together with the resolution to be proposed at least 14 days before the Meeting.

The quorum for the SGM shall be seven.

The Chairperson, or in their absence the Vice Chairperson or Secretary, shall take the chair. Each member present shall have one vote and a simple majority shall pass resolutions. In the event of an equality of votes the Chairperson of the meeting shall have a casting vote.

The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of the SGM into the Minute Book of the Club.

### **Insurance**

The Club will provide only insurance as required by the FA – details available on request.

### **Fines**

Any Club player, member, official or supporter cautioned or dismissed from the field of play by a referee shall be liable to the Club for payment in full of any fine or administration fee imposed by Northamptonshire Football Association or other governing body. Fines are to be paid to the club by the player concerned within 28 days of notification by the Club Secretary (and or the respective Team Manager / Parent Representative). Failure to do so will result in the player not being eligible to play for his / her team until the fine is paid in full.

Team Managers and /or Assistant Managers shall, at the discretion of the Committee, be liable to the Club for payment in full of any fines imposed by the League(s) for breaches of League Rules relative to their particular team, e.g. late or incorrect Result Sheets, breaking fixtures etc.

The name of any person owing monies, kit or equipment to the Club at the end of the financial year shall be reported to Northamptonshire Football Association / NDYAL.

**Dissolution**

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.

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 disposed of to the benefit of Youth Football or Charity.

**Last Revised March 2019**