



# Constitution

## 1. NAME

The club shall be called Lordswood Youth Football Club (FC) and hereinafter referred to in these rules as 'the Club'.

## 2. OBJECTS

The objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and community participation in the same.

## 3. STATUS OF RULES

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

## 4. RULES AND REGULATIONS

(a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association Limited ("The FA"), County Football Association to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates, for the time being in force.

(b) No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.

(c) The Club will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equality Policy.

## 5. CLUB MEMBERSHIP

(a) The members of the Club from time to time shall be those persons listed in the register of members (the "Membership Register") which shall be maintained by the Club Secretary.

(b) Any person who wishes to be a member must be elected by the club committee. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force. Membership shall become 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 Parent County Association shall be given access to the Membership Register on demand.

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(e) All committee members must be members of Lordswood Sports & Social Club.

(f) The Club will hold a minimum of 3 events per year at Lordswood Leisure Centre.

(g) Membership of the club, defined for this purpose as persons under eighteen years of age, upon payment of the signing on fee.

(h) At the end of the Under 16 season for any player who has signed for Lordswood Youth Football club at each age group from the commencement of the Under 7 season subject to ill health or injury without having signed for another club, a "Loyalty Award" will be presented at that season's presentation event.

(i) For any player registering for Lordswood Football Club for five consecutive seasons, a 'Five Year Service Medal' will be presented at that seasons Presentation event.

## **6. ANNUAL MEMBERSHIP FEE**

(a) An annual fee payable by each member shall be determined by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable, except in extreme circumstances and at the discretion of the committee.

(b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

## **7. RESIGNATION AND EXPULSION**

(a) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force.

(b) The committee shall be so empowered as to deal with parents or spectators of members who in the opinion of the committee have brought the club into disrepute, by way of action, sanction or fine and notwithstanding invoking disciplinary action against the member, each case to be judged on its merits. There shall be no appeal procedure.

(c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").

(d) Any team with players leaving will be required to return all kit and fully pay any subs outstanding within 2 weeks of departing the team.

## **8. CLUB COMMITTEE**

(a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Welfare Officer and Secretary, elected at an Annual General Meeting.

All committee members will be bound by the code of conduct and subject to the disciplinary code. Each member shall be subject to FA Disclosure and Barring Service (DBS) checks. Committee members will also complete the appropriate Committee members FA training.

(b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two positions of Club Officer at any time.

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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 a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairman, or in their absence the Vice-Chairman. The quorum for the transaction of business of the Club Committee shall be three.

(c) Decisions of the Club Committee of meetings shall be maintained by the Club Secretary.

(d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.

(e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by 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.

(f) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules, the decision of which shall be final and binding.

(g) 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.

## **9. ANNUAL AND EXTRAORDINARY GENERAL MEETING**

(a) An AGM shall be held in each year and will:

(i) receive a report of the activities of the Club over the previous year;

(ii) receive a report of the Club's finances over the previous year;

(iii) elect the members of the Club Committee; and

(iv) consider any other business.

(b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.

(c) An EGM may be called at any time by the Club 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 five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.

(d) The Secretary shall send to each member written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.

(e) The quorum for a General Meeting shall be at least 3 committee members.

(f) The Chairperson, or in their absence a member selected by the Club Committee, shall take the

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chair. Save as set out at (g) below, each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

(g) Any member aged under 18 years may not vote in a general meeting save that one of his or her parents/ guardians may vote on his or her behalf.

(h) The Club Secretary, or in their absence a member of the Club Committee, shall note the Minutes.

## **10. CLUB TEAMS**

(a) At its first meeting following each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.

(b) All managers appointed will be:

(i) qualified to at least a level 1 FA coaching qualification or new equivalent (Introduction to Football), or resolve to complete the qualification within 6 months of their appointment and (ii) subject to regular DBS checks

(c) All managers and coaches will be required to:

(i) complete the appropriate FA training, including safeguarding and emergency aid and

(ii) attain appropriate coaching qualifications/complete personal development

(d) All managers and committee members will abide by the code of conduct, child protection and equal opportunities statements and produce reports as and when requested on their team's performance, finances and issues.

In addition they will be bound by and subject to the disciplinary code, including the protocol for transfer of players within club teams.

(e) The manager or their representative shall attend every committee meeting to report on their team's progress and to receive information on the club activities. It is the responsibility of each Team manager to bring to the attention of the committee incidents prejudicial to the good name of the club. Incidents of a serious nature should be reported to the Secretary as a matter of urgency and at the earliest opportunity.

(f) All managers shall keep a record of their registered players and an up to date record of their playing record. Managers should ensure players are eligible to play and of the correct age, if necessary by requesting evidence of a birth certificate.

## **11. CLUB FINANCES**

(a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Treasurer and Club Secretary. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

(b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.

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(d) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.

(e) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

(f) The Club may also in connection with the sports purposes of the Club: (i) sell and supply food, drink and related sports clothing and equipment; (ii) employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present; (iii) pay for reasonable hospitality for visiting teams and guests; and (iv) indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets)

(g) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six years.

(h) The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at general meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

(i) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer ("the Custodians"), who shall deal with the Club Property as directed by decisions of the Club Committee and minuted so as to be conclusive evidence of such a decision.

(j) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

(k) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.

(l) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

## **12. DISCIPLINE**

(a) A disciplinary committee will be formed from the Executive Committee to hear charges of indiscipline and discuss all conduct prejudicial to the rules laid down by the club, its code of conduct, welfare of its members or good name of the club, or the rules of the MDYL and KCFA. Any right of appeal is available to the committee and set out in 7(b).

(b) A scale of fines shall be agreed and amended from time to time by the committee, to deal with breaches of this constitution and code of conduct.

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(c) Any tournament, event or social occasion where the name of the club is being used, must receive prior approval granted by the committee.

### **13. 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 Lordswood Football Club, a Competition, the Parent County Association or The FA for use by them for related community sports.