

Whittlesford Warriors Football Club



Club Constitution

1. **NAME** The club shall be called Whittlesford Warriors Football Club (the Club).
The Club Colours shall be Red and White (Home) & White (Away).
2. **CLUB OBJECTIVES**

The objectives of the Club are:
 - (a) To provide Association Football on a non-profit making basis for its playing members.
 - (b) To provide coaching for individuals to help improve and develop their football, team skills and enjoyment of football.
 - (c) To provide the opportunity and facilities for persons up to the age of 20 to play football.
 - (d) To promote fair football and the spirit of sportsmanship to all members alongside complying with the published rules of all league and cup competitions to which the club are affiliated via Cambs FA.
 - (e) To promote football in the local community.
 - (f) To advance the education and coaching skills of the managers and coaches involved in the provision of training and team management.
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 Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to The Football Association. The Rules and Regulations of The Football Association Limited and The Cambridgeshire Football Association Limited any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.
 - (b) The Club will abide by The Football Association's Child Protection Policies and Procedures and Codes of Conduct (for Players, Team Officials and parents/Spectators), Anti-Discrimination Policy and The FA Respect Programme.
 - (c) All members of the club agree to abide by the provisions of this constitution and the Football Association's Policies, Procedures and Codes of Conduct referred to in sub-paragraph (b) above.
 - (d) Amendments to the Club Constitution shall be by simple majority of votes of those Club Members attending an Annual and/or Special Meeting following consideration of the proposed amendment which shall be put forward in writing.
5. **CLUB MEMBERSHIP** The Members of the Club shall consist of:
 - (a) Playing Members: Every registered Player shall automatically be a member of the club.
 - (b) Parent Members: Each Playing Member may be represented at any Annual, Special, General, Disciplinary or any other Meeting (if requested to attend by the Club Committee) by a parent, parent-appointed carer or legal guardian. The Parent Member is not otherwise a member of the Club.



- (c) Team Management Members: Managers and coaches, appointed by the committee (and not otherwise qualified in (b) above), shall be Team Management Members.
- (d) Club Committee Members: All serving members of the Club Committee shall also be members of the Club.
- (e) Life Presidents and Life Vice Presidents: Past Club members who are felt by the club to be able to continue to provide support to the club and youth football or are recognized as providing exceptional service to the club whilst acting as a member.
- ((f) The members of the Club shall be listed in the register of members (the Membership Register) which shall be maintained and kept by the Club Secretary.

6. ANNUAL MEMBERSHIP FEE

- (a) A membership fee is payable yearly by each playing member affiliated with a league and shall be determined and amended by the Club Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- (b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfill the objectives of the Club.
- (c) If a Playing Member is expelled or resigns then his or her name shall not be deleted from the Membership Register unless and until their annual membership fee and all due match fees have been paid to the Club).

7. RESIGNATION AND EXPULSION

- (a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of their resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
- (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. There shall be no appeal procedures.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or a share, of the Club Property.

8. CLUB COMMITTEE

- (a) The Committee and any parents joining the Annual General Meeting shall elect the following Club Officers: Chairperson, Secretary, Treasurer, Child Welfare Officer and Vice Chairperson plus other appointed positions as required.
- (b) The management of the club shall be conducted by the Committee. The Committee shall consist as a minimum of the following:
 - i) Appointed officers
 - ii) Each team manager and/or assistant
 - iii) A parent representative/s for each team where possible
- (c) An Executive Committee consisting of the Chairperson, Secretary, Treasurer and a minimum of three other elected members will be responsible for hearing any disciplinary matters within the Club. The Executive Committee will meet when necessary and will consult with the full committee before making public any decision. The Club Committee will elect three additional members as and when it is required to meet.



- (d) Each Club Officer and 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 of Club Officer at any 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 a casting vote in the event of a tie. No business shall be transacted at any meeting unless a quorum is present. The quorum shall consist of at least two Officers and two members of the committee.
- (e) Decisions of the Club Committee made at meetings shall be recorded and maintained by the Club Secretary.
- (f) 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 shall hold not less than four meetings a year. The date of subsequent committee meetings shall be decided at the close of each meeting.
- (g) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings can 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.
- (h) Save as provided for in the Rules and Regulations of The Football Association and The Cambridgeshire Football Association, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- (i) Any proposals, suggestions or complaints from non-committee members shall be made in writing to the Secretary or Chairman who shall bring the matter to the attention of the Committee. Persons who are not committee members may be invited to attend a committee meeting to elaborate on a matter raised in writing at the discretion of the Chairperson.
- (j) The Child Welfare Officer shall attend the relevant Child Welfare courses as advised by Cambs FA on appointment or as soon thereafter as practicable.
- (k) There will be a standing agenda item for all meetings of "Child welfare issues".

9. ANNUAL AND SPECIAL GENERAL MEETING

- (a) An Annual General Meeting (AGM) shall be held in each year to:
 - (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
 - (vi) Consider any other business.
- (b) Nominations for changes to the elected 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 representative members of the Club, to the Club Secretary not less than 14 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 14 days before the Meeting. Consideration of proposals which have not complied with this rule shall be at the discretion of the Chairperson.
- (c) A Special General Meeting (SGM) may be called at any time by the Committee or shall be called within 28 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 SGM may be any business that may be transacted at an AGM. The quorum for an SGM shall be at least two elected Officers and 10 percent of the membership.
- (d) The Secretary shall send to each member via email or at their last known address written notice of the date of a General Meeting at least 21 days prior to the meeting. The Secretary shall then send to each



member the agenda and resolutions to be proposed at least 7 days before the Meeting.

- (e) The quorum for a General Meeting shall be at least 2 elected Officers plus 7 members.
- (f) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present (save for Playing Members under 18) 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) The Club Secretary, or in their absence a member of the Club Committee, shall keep a record of General Meetings.
- (h) A Parent Member shall be entitled to vote on behalf of a Playing Member.
- (i) There shall be no voting by proxy save for where a Parent Member votes on behalf of a Playing Member.
- (j) The Annual Year of the Club shall run from the 1 June to the 31 May in each calendar year.
- (k) At the end of the Annual General meeting the club Chairman will commit to writing to all managers and parents at the beginning of the season, reminding them of their responsibility to promote child welfare and to contact the Child Welfare Officer confidentially if there are any concerns. This letter will also include the club organization structure and contact details for all club officials.

10. TEAM MANAGERS AND COACHES

- (a) At its first meeting following each AGM, the Club Committee shall appoint Team Managers to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team.
- (b) The Team Managers shall remain in office until their resignation or replacement by the committee.
- (c) Team Coaches or assistants may also be appointed by the committee but only those formally appointed can gain Team Management Member status
- (d) At least one Team Manager or Coach working with every Under 16 Team must have attained FA Level 1 in Coaching on appointment or by the end of their first football season. Those who regularly assist them are expected to attend a minimum of FA Emergency Aid and FA Safeguarding Children courses either before or within their first season.
- (e) Team Managers and Coaches shall follow the Code of Conduct for Coaches and Managers.
- (f) Team Managers must consult with the Secretary prior to the transfer and selection of any player to ensure correct procedure is followed.
- (g) Team selection shall be the responsibility of the Team Manager. Managers may only select eligible players.
- (h) Team Managers should be aware that all money collected and held by them is the property of The Club. Appropriate records for payments to referees and any other receipts should be passed to the Treasurer for recording and banking.
- (i) All Team Managers and Coaches shall have completed a Personal Disclosure Form on appointment or as soon thereafter as possible.
- (j) If Team managers and coaches are made aware of, suspect or observe any child welfare issues they must confidentially bring it to the attention of the Child Welfare Officer at the first opportunity.



11. CLUB FINANCES

- (a) A bank account shall be maintained in the name of the Club (the Club Account). Designated account signatories shall be two or more of the following; Club Chairperson, the Club Secretary or the Treasurer. All monies payable to the Club shall be received by either the Team Manager or Treasurer and deposited in the Club Account.
- (b) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objectives of the Club.
- (c) 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 requires authorization by the Club Committee. Authorisation of payments approved by the Club Committee will be recorded in the meeting minutes. Where authorisation by the Club Committee is not immediately available then the payment can only be pre-authorized by a minimum of two of the following three Club Officers: Chairman, Secretary and Treasurer. At the next available committee meeting the Treasurer must disclose these pre-authorized payments to the committee for approval and recording in the meeting minutes.
- (d) Match fees shall be determined and changed from time to time, by the committee and shall not necessarily be the same amount for different age groups.
- (e) Fines and Administration fees, payable to the affiliated body, are the responsibility of each individual player and if requested by the club must be paid to the Secretary within 10 days of notification. Any player with outstanding Fines/Admin fees will not be eligible for team selection. If a Playing Member fails to pay a fine or administration fee then the Secretary may require a Parent Member to pay the fine or fee on behalf of the Playing Member.
- (f) If a Playing Member fails to pay a fine or administration fee then he or she may be reported to the Club Committee who may deal with the matter, if proved, as a breach of a Club Rule.
- (g) The Club shall prepare an annual Financial Statement.
- (h) All money raised by the Club, items purchased by the club or gifts donated to the Club by way of sponsorship or otherwise shall be regarded as property of the Club.

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 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 utilised for the benefit of Whittlesford Village. This to be determined by the outgoing Committee.

13. SPORTS EQUITY

- (a) The Club will comply with a policy of Equal Opportunities for all meaning that the Club will not discriminate (save as permitted by FA Rules and Guidelines) on grounds of sex, race, nationality, ethnic origin, disability, sexual orientation or religious or other protected belief.
- (b) Discrimination is defined as meaning prejudicial less favourable treatment without lawful justification.

14. DISCIPLINARY AND COMPLAINTS PROCEDURE





- (a) In the event that any member of the Club feels that he or she has suffered discrimination in any way or that the Club Rules, Policies or Codes of Conduct have been broken then the allegation must be reported in writing (giving full details) to the Secretary or Child Welfare Officer as appropriate.
- (b) On receipt of a written complaint the Club Committee will undertake a careful fact finding interview with all involved and consider the complaint at a Special Hearing, or if regarding a child welfare issue seek guidance from Cambridgeshire FA. The Club Committee shall adopt such procedure at the hearing as seems appropriate in the circumstances but both the complainant and the person of whom complaint is made shall be entitled to address the Club Committee at the hearing and/or make written representations to the Committee. No child under the age of 13 years old will appear before a Special Hearing.
- (c) If the complainant or the person complained about is a Playing Member then if the Playing Member attends a Special Hearing he or she shall be accompanied by a Parent Member. No child 13 years old or under will appear before a Special Hearing.
- (d) If the person making the complaint or the person complained about is a Club Committee Member then that person shall not sit on the Committee to hear the complaint
- (e) At the conclusion of the hearing the Club Committee will decide whether the person complained about has discriminated against the complainant or has otherwise broken any of the Club Rules, Policies or Codes of Conduct.
- (f) The Club Committee will record its decision in writing and inform the parties. If the complaint is found proved the Club Committee may:
 - i) Warn the person complained about as to his or her future conduct
 - ii) Suspend the person from membership of the Club for a specified period of time
 - iii) Expel that person from membership of the Club
- (i) The decision of the Club Committee shall be final and there will be no appeal from it.

15. PUBLIC LIABILITY INSURANCE

- (a) The Club shall keep in force an appropriate policy of public liability insurance at all times.
- (b) The Secretary shall keep the Confirmation of Insurance on file at all times.
- (c) The Club shall at all times display a copy of the relevant confirmation of insurance in a place to which club members have access.