



Skelton United F.C Club constitution

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Skelton United

SKELTON UNITED FOOTBALL CLUB CONSTITUTION

Skelton United football club has its own constitution which outlines the way in which the club is administered.

The constitution can only be changed by a vote of two thirds of those present at either an annual general meeting or at an extraordinary general meeting.

1) NAME

The name of the club shall be '**Skelton United Football Club**'.

2) AFFILIATION

The club is fully affiliated to the North Riding County Football Association.

3) AIMS

The aims of the club shall be, to provide opportunities for local children to take part in football activities as required by demand, with the emphasis on youth teams. The club will seek to compete at the highest possible level and will endeavour to facilitate the provision of the best playing amenities and equipment available to it, in line with the growth of sport in East Cleveland. The club will focus on recruiting 5 to 8-year olds and in the longer term will aim to grow the club to encompass all age groups up to under 21 (or as far as the local league allows), and to put in place arrangements for players to transition into open age football, should they wish to do so.

4) STATUS OF THE RULES

These rules (The club rules) form a binding agreement between each member of the club.

5) EXECUTIVE COMMITTEE

All club members present at the annual general meeting will elect the following officers to the 'Executive committee': Chairperson, Vice chairperson, Secretary, Treasurer, Club welfare officer, and any other officers considered necessary for the running of the club. Officers other than those in positions named above can be voted onto the Executive committee at any time by the standing members of the Executive committee.

The Executive committee is responsible for the following:

- a) Oversight and maintenance of the highest levels of child welfare:
 - *Ensure that all managers and coaches have the appropriate level of qualifications.
 - *Ensure that all adults involved in the club have completed CRB checks.
- b) Ensuring consistently high levels of coaching and team management:
 - *Provide guidance and support on coaching, training and managerial best practice.
 - *Organize training courses via local and county FA.
 - *Appoint and remove team managers and coaches.
- c) Managing the clubs finances:
 - *Produce monthly financial updates, and an annual statement of accounts.
 - *Provide clear and transparent financial governance, ensuring the club is financially sound.
- d) Maintain appropriate control and governance of the club:
 - *Define the strategic direction of the club and make recommendations to the club committee about changes to the clubs constitution.
 - *Represent the club with external organizations including leagues and the county FA.
 - *Hear and resolve any disciplinary matters, including internal club disputes.
 - *Engage with the local community, including schools, to encourage mutually beneficial relationships.
 - *Define, embed and maintain moral standards of behavior consistent with the FA's 'Respect campaign'.
 - *Refer decisions to the club committee where appropriate.

Decisions of the Executive committee will be made by a simple majority of the Executive committee; the Chairperson will have a casting vote in the event of a tie. The quorum for the transaction of business of the Executive committee will be two thirds of the full committee. This must include at least one of either the Chairperson or Secretary. Where the decision has a financial impact the Treasurer must be present.

6) DUTIES

The Chairperson shall carry out the following duties:

- *Be a figurehead for the club
- *Attend official functions as required
- *Call and chair meetings in line with the constitution
- *Support and assist other Officers as appropriate

The Vice-Chairperson shall carry out the following duties:

- *Deputize for the chair

The Secretary shall carry out the following duties:

- *Arrange for minutes of Executive committee meetings to be taken and produced
- *Deal with correspondence from football authorities and leagues
- *Arrange for facility hire
- *Confirm fixtures, results, ID cards and club related paperwork
- *Arrange for insurance
- *maintain club records and statistics

The Treasurer shall carry out the following duties:

- *Maintain records of all receipts and payments
- *Honor all invoices received
- *Prepare end of year accounts for review at the Annual General Meeting

The club welfare officer shall carry out the following duties:

- *Be the main point of contact for any person wishing to raise issues surrounding welfare, bullying, discrimination or equal opportunities
- *Ensure that all persons requiring them, have a valid CRB in place
- *Undertake to carry out CRB checks as required
- *Keep the club up to date with any changes to welfare issues
- * Chair sub-committee to deal with welfare issues as required

Team managers shall carry out the following duties:

- *Carry out coaching duties
- *Control and maintain club kit and equipment
- *Honor fixtures as required by competition organizers
- *Select players and inform them of arrangements
- *Collect funds as appropriate, maintain records and pass money to club Treasurer monthly
- *Complete match sheets and forward to club secretary in time for deadlines to be met
- *Operate fixtures according to the rules set out by the relevant leagues and competition organizers

7) CLUB COMMITTEE

The Club committee will consist of; a representative from each team (manager, coach, assistant) there may be more than one representative per age group present at meetings, however only one vote per team is permitted.

The Club committee members are responsible for the following:

- *Ensure that all required qualifications are completed at the appropriate time
- *Attend meetings of the Club committee as required
- *Raise any concerns about their age group
- *Collect registration forms promptly and forward to the Club Secretary
- *Ensure that any players training or playing in their team are correctly registered with the club
- *Vote on any issues referred to them by the Executive committee
- *Ensure that all coaches are ratified by the Executive committee
- *Follow the FA Respect code and represent the club in line with expected standards of behavior and moral values
- *Support the club in fundraising activities throughout the year

Decisions of the Club committee will be made by a simple majority of those attending the meeting, the Chairperson will have a casting vote in the event of a tie. The quorum for the transaction of business of the Club committee will be two thirds of the total number of teams within the club.

There will be a liaison officer who will act as chairperson for the Club committee, who will also attend Executive committee meetings in this role.

8) ANNUAL GENERAL MEETINGS AND EXTRAORDINARY GENERAL MEETINGS (AGM & EGM)

The AGM shall be held no later than the 31st July each year to transact the following business

- *Presentation of the Chairpersons report
- *Presentation of the Secretary's report
- *Presentation of the Treasurers report
- *Election of the Officers of the club
- *Election of other members of the Executive committee
- *Proposed alterations to the Club constitution
- *Any other business

Nominations for election of members as Club Officers or as members of the Executive committee shall be made in writing by a proposer and seconder, both of whom must be existing members of the club, to the Club Secretary not less than 7 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given to the Club Secretary not less than 7 days before the AGM.

The Chairperson, or in their absence a member selected by the Executive committee shall take the Chair. Voting rights shall be given to the Club Officers, Team Managers, Members co-opted onto committees and one parent/guardian/carer of playing members. Each member

present shall have only one vote and resolutions shall be passed by a simple majority of those voting. In the event of a tie, the Chairperson of the meeting shall have a casting vote.

A register of attendees at the AGM and the playing members they represent will be taken.

An EGM may be called at any time by members of the Executive committee.

The Club Secretary shall call an EGM within 21 days of receipt of a written request made by any 2 members of the Executive committee, the request will state the purpose for which the meeting is required and the resolutions proposed. Business at the EGM may be any business that may be transacted at an AGM.

The Club Secretary shall send to each member at their last recorded address written notice of the date of a general meeting together with the resolutions proposed at least 14 days before the meeting.

The quorum for a general meeting shall be two thirds of the Executive committee.

The Club Secretary, or their nominee shall enter minutes of general meetings into the minute book of the club.

9) MEMBERSHIP

Membership of the club shall consist of three categories:

- 1) Participating children
- 2) Parents/Guardians/Carers of participating children
- 3) All members of Club Committees, team officials and assistants

Club membership for participating children shall be open to all children aged 5-21 years. Once granted membership, an applicant will be able to continue membership without further request, other than in the event of non-payment of fees, or for disciplinary reasons.

Members under 18 years of age will not enjoy a vote at general meetings.

Parents/Carers/Guardians will automatically become members upon their child(ren) becoming a member and will cease to be a member when their child(ren) cease to be members. They will enjoy a vote at general meetings.

All committee members, managers and coaches will be deemed to be members.

10) SUBSCRIPTIONS

An annual subscription will be payable each year. The level of subscriptions and method of collection will be determined by the Executive committee and presented to the Club committee for approval at the AGM. This will include a 'training only' fee for players who are not eligible or who choose not to play in matches.

Managers who have players who are unable to pay full fees must discuss the individual circumstances with the Executive committee who will confirm the amount of fees to be paid.

If fees remain unpaid, the player will not be allowed to continue to play or train with the club. A member whose annual subscription is more than 2 months in arrears shall be suspended from club activities until the arrears are brought up to date.

11) RESIGNATION AND EXPULSION

A member shall cease to be a member of the club if, and from the date on which, they give notice to a club official of their resignation. A member whose annual subscription is more than 2 months in arrears shall be suspended from club activities until the arrears are brought up to date.

The Executive committee shall have the power to warn, suspend, expel or take other such action as is deemed appropriate against any club member deemed guilty of a breach of club rules or conduct prejudicial to the good name of the club. As outlined in the club discipline procedure any member found guilty of a breach will have a right of appeal.

A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the club property. A member who resigns or is expelled shall return to the club any and all playing kit and equipment within 14 days of the acceptance of their resignation or notification of their expulsion.

12) FINANCE

All funds relating to the club shall be maintained by the club Treasurer and bank accounts opened as appropriate.

Bank mandates shall be maintained to allow cheques and payments to be signed by any two from, Chairperson, Vice-Chairperson, Treasurer or Secretary.

All funds collected by the club or team officials must be passed to the Treasurer with supporting details on a monthly basis.

No committee member may spend over £50 on a single item or items without the permission of the Executive committee, or in an emergency, the permission of the Treasurer and one of the Chairman or Secretary.

In the event of the club being wound up, the officers shall ensure that after payment of all debts, any surplus assets are transferred to other like-minded organizations as agreed by the Executive committee.

13) SPONSORSHIP AND FUNDRAISING

The club will have a fundraising committee which will take the lead role in organizing fundraising events on behalf of the club as a whole.

The club has policies on sponsorship and fundraising, both of which can be found on the club website.

14) RECRUITMENT OF PLAYERS

The club will keep close links with local primary and secondary schools in the area to encourage participation of pupils in football by providing training sessions locally for the children.

The club will advertise locally for players each year. Once recruited to the club, players will be asked to sign a registration form which will provide contact information including emergency contact numbers and any medical information including allergies which the

parent/carer/guardian deems necessary. It is the policy of the club that once registered any player will be eligible to train with the club regardless of ability. Players playing in competitive leagues must register with the governing body before they are eligible to play.

15) INCIDENT AND ACCIDENT REPORTING

All incidents/accidents, whether they involve injury or not shall be reported to the Executive committee and the incident logged and investigated as appropriate. In the event that an injury occurs, the well-being of the individual must be of paramount importance to all club officials whilst carrying out their duties on behalf of the club. The following procedure applies:

- *The responsible person in charge of the team at the time of the incident/accident, which results in an injury, must ensure the person is given adequate first aid if required.
- *The responsible person must notify a player's parents/carers/guardians (if not present) of the nature of the incident/accident or injury at the earliest opportunity.
- *The details of the incident/accident must be reported to the club Secretary within 24 hours using the club's incident/accident report form.
- *The team coach must contact the player's parents/carers/guardians within 24 hours of any incident/accident or injury to ascertain the well-being of the player.

16) CHILD PROTECTION POLICY

The club has a child protection policy and in doing so will appoint a designated person (child welfare officer) to ensure that the child protection policy is implemented at all levels. (Refer to child protection policy on web site)

17) EQUAL OPPORTUNITIES AND ANTI-DISCRIMINATION

The club will adopt and adhere to the Football Association equal opportunities and anti-discrimination policies and in doing so will appoint a designated person to ensure that the policies are carried out at all levels.

Skelton United Football Club is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide and adhere to this general principle.

Skelton United Football Club commits itself to the immediate investigation of any claims of discrimination towards any of its members and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.

18) CODES OF CONDUCT AND DISCIPLINARY PROCEDURE

The club has a code of conduct for players, team officials and parents. These codes are available on the club website and issued to the respective persons on joining the club and at the beginning of each season along with the annual membership application form.

The disciplinary procedure is in place to ensure that members of the club who fail to meet its agreed expectations are dealt with in a fair and open manner. Refer to discipline procedure on website.

19) CONFLICT OF INTEREST

A conflict of interest arises when an individual, whom is in a position to influence a decision within the club, has the potential to exploit that position to benefit personally, for a friend, family member or other connection, at the expense of the clubs' best interests. A committee member would have a conflict of interest if they (or their family) would be set to benefit personally from a committee decision.

A. Recognising conflicts of interest

Committee members will be asked to disclose any conflicts of interests, which will be the first step towards managing them and making sure committee members only act in the best interests of the club. Committee members should disclose conflicts of interest at the earliest opportunity. When appointing new committee members, they will be asked to disclose any potential or current conflicts of interest and the club will capture this in the meetings minutes and in a 'Register of Interests'

B. Recording conflicts of interest

Once committee members have disclosed a conflict of interest, it will be captured using a 'Register of Interests'. This will be a document summarising any current or potential conflicts the committee members have. Making sure this information is recorded demonstrates that the committee are aware of the conflicts and are taking steps towards managing them. This promotes transparency within the club and reduces the risk of the club's integrity being questioned later.

C. Managing conflicts of interest

Managing conflicts of interest could involve excluding a committee member with a personal connection to a related meeting or decision making processes, so as to ensure that only the clubs best interest are considered. It will fall to the chair to consult with the rest of the committee to decide how to act in each individual case. The action taken will be recorded in the meetings minutes and in the Register of Interests.

20) AMENDMENTS TO THE CONSTITUTION

Any amendments to this constitution shall require the consent of two thirds of the members present at an annual general meeting or an extraordinary general meeting.

21) DISSOLUTION

A resolution to dissolve the club shall only be proposed at an annual general meeting or extraordinary general meeting, and shall be carried by a majority of at least three quarters of members present.

The dissolution shall take place from the date of the resolution and the members of the Executive committee shall be responsible for the winding up of the assets and liabilities of the club.

Any surplus assets remaining after the discharge of debts and liabilities of the club shall be transferred to other like-minded organizations as agreed by the Executive committee.

