

CONSTITUTION OF COVENTRY VETERAN FC (CVFC) – UK

Motto: *Strength in Unity, Heart in Community*

1. NAME

This group shall be known and called **COVENTRY VETERAN FC (CVFC) – UK**

2. Mission

Our mission is to keep fit and to foster togetherness amongst football veterans living in and around Coventry and to create an exciting space for reliving the ‘veteran days’. Organise humanitarian and philanthropic activities in Coventry, West Midlands, and the world at large to foster networking. Make small cash donations and share gifts if applicable

3. Vision

Our vision is to build a strong, vibrant, and harmonious ‘family’ of Coventry football veterans commonly known as ‘CVFC’ living in Coventry, Bedworth and Nuneaton - UK while promoting a sense of community within the wider Region.

4. Membership/Registration

- a. Membership is open to men and women of at least 18 years and above, who reside in and around Coventry, Bedworth & Nuneaton, and the UK.
- b. Any member who has paid the appropriate registration fee shall be considered a full member of the club unless the club president and executive have terminated such membership.
- c. Membership shall be granted at the absolute discretion of the executive committee
- d. Membership shall be renewed at the beginning of the CVFC Calendar Year (July)

5. Governance

5.1. Executive Committee

An executive committee shall be the principal governing body of the group. The House or General Assembly shall be the supervisory and overriding body and will be responsible for making key decisions

affecting the group. This committee and the other committees shall form part of the overall ruling body of CVFC.

The executive committee shall constitute 6 persons/positions until deemed otherwise by the House.

These are;

- President
- Secretary General
- Financial Secretary
- Treasurer
- Chief Whip
- Publicity Secretary

The term of office is 2 yearly meeting cycles

Only full members can hold the executive positions listed above

Any executive member must be committed to the club's activities., if not shall not maintain office.

5.1.1. The President

- a. The president is the principal commander of the club and shall be treated with utmost respect by all club members.
- b. Presides over all general and executive meetings
- c. Represents the club in all private and public functions
- d. Safeguards and ensures the rules and regulations of the club are adhered to by all club members
- e. Ensures the club's mission and vision statements are implemented and met.
- f. Ensures the ethics and tradition of CVFC are promoted and executed in the club.
- g. Preside at all meetings or delegate such responsibilities to another committee or house member where, when necessary. They shall represent the group in all external or public engagements except otherwise in which case he (the president) shall delegate another committee or house member.
- h. Co-sign with the Financial Secretary & Treasurer on cheques and disbursement

5.1.2. The Secretary-General

- a. The Secretary-General shall take minutes and keep records of all daily club meetings as well as executive meetings and meetings with external parties.
- b. The SG shall be responsible for processing information and communications within the group as well as with outside parties.
- c. The SG shall be the primary spokesperson for the group notifying the club on all internal and external correspondences received.

- d. As the second in command after the president, the SG shall therefore represent the club in all official meetings in the absence of the president.

5.1.3. Financial Secretary

- a. Presenting the financial report of the club for every meeting
- b. The collection and registering of the club's finances
- c. Primarily responsible for co-ordinating financial contributions and 'balancing the books'
- d. Regularly update the house on the health of its finances as well as make proposals.
- e. Regularly consult with the secretary and Chair on matters of finance.
- f. Co-signs with the treasurer and President on cheques / any disbursement issued on behalf of the club

5.1.4. Treasurer

- a. Safekeeping of the group's finances
- b. Ensures the club's expenditures are maintained within the parameters that are comfortable and beneficial for the club
- c. Ensures that all accounts are audited
- d. Assists the financial secretary in the preparation of the club's financial reports
- e. Co-signs with the financial secretary on cheques / any disbursement issued on behalf of the club

5.1.5. Chief Whip

- Ensures there is strict maintenance of the club's legislation during club and executive meetings
- Meeting out fines and other sanctions as stipulated by the club's legislation
- Ensuring that all fines are collected and channeled to the financial secretary
- Ensure all club's institutions are respected

5.1.6. Publicity Secretary

- Build and maintain relationships with media outlets and other veterans
- Managing the association's social media presence and WhatsApp group content
- Update and maintain association's website and social media pages
- Ensure consistent and positive representation of the association's brand
- Organise, and publicise events and activities of the association
- Engaging with members sponsors, and other stakeholders
- Build and maintain networks with other veterans and associations in and out of the UK
- Monitor public and media feedback
- Provide regular reports on publicity activities

5.2.Social Committee

This committee shall be made up of two and they will be responsible for.

- a. Running of all ceremonies organised by CVFC
- b. Assist in sharing food/drinks during pepper soup night and all other social events
- c. Monitoring and supervising all social activities
- d. Work with the SG to update “**pepper soup**” list weekly for all registered members

5.3.Team Coaches / Managers

They shall be Responsible for:

- a. Managing and controlling the club during all football activities including training sessions, friendlies and competitive matches
- b. Programming and organising training sessions
- c. Selecting and organising all club players ahead of all matches
- d. Sanctioning undisciplined players or members on the pitch
- e. Representing the club during fixtures ahead of football competitions in which the club is to participate
- f. Manage/delegate the safekeeping of club football properties such as Jerseys (Match kit), First Aid kits, footballs, pumps, nets, and corner flags

5.4.Safeguarding

They shall be Responsible for:

- a. Implementing safeguarding policies and procedures
- b. Provide training and raise awareness about safeguarding issues
- c. Conduct regular risk assessments and mitigate potential risks
- d. Establish and manage reporting procedures for safeguarding concerns
- e. Offer support and guidance to individuals involved in safeguarding cases
- f. Liaising with external agencies, such as social services and law enforcement
- g. Maintaining accurate records and confidential records of safeguarding concerns
- h. Ensure compliance with UK safeguarding legislation and standards
- i. Promote a safe and inclusive environment within the association
- j. Regularly reviewing and updating safeguarding policies and practices

6. Elections

- a. Elections shall take place every two years (July) and mandates shall run for two years and be subjected to renewal.
- b. Members shall appoint/nominate a team to delegate the election
- c. Only registered members, active in club activities and have good moral ethics are entitled to stand for election
- d. Any member willing to stand for election is free to do so provided they meet point (c) above.

7. Dues

- a. Full members shall pay a fixed sum of £50
- b. £30 for Registration Renewal every CVFC calendar year (July)
- c. £40 Social Fund
- d. This fund shall be used whenever there is need for financial contributions by members to support any of the benefits or activities identified under the financial matters' clause (9) below.
- e. All registered members must complete their social fund contributions
- f. New members joining the club shall pay in full £50 from date of registration and complete their social fund payment.

8. Meeting /Training sessions/ Pepper Soup Hosting

Training sessions shall take place every Sunday unless otherwise agreed to change by members.

Members shall meet every Sunday at the training ground at 14:30 prompt.

- a. The Coaching/Manager team shall make arrangements for a referee and two assistant referees
- b. Meeting/Pepper soup hosting shall take place immediately after training at the training venue unless otherwise agreed to change by members. Hosts shall make pepper soup available to the house no later than 16:00 unless otherwise agreed to change the time by members.
- c. Hosting shall be in pairs, rotatory, and according to the established pattern. If due to compelling circumstances, a member is unable to host or is encountering delay with pepper soup following an unforeseen circumstance, he shall notify the house and seek consensus on alternative arrangements. There shall be no financial contributions by members towards hosting pepper soup. It shall be the full responsibility of the hosts. Hosting cycles shall follow the agreed schedule posted on the CVFC group chat forum. The quantity of the pepper soup will be decided by the GA based on the membership.

- d. Hosting is mandatory for all fully registered members. An outright refusal to host is an automatic expulsion

9. Financial Matters

- a. The main source of the club's finances shall be registrations, fines, social fund and other contributions (pledges).
- b. Financial disbursements shall be made in the event of deaths, marriages and births of members, wife, husband, parent or kids.
- c. Financial disbursement in the aforementioned circumstances (deaths, marriages & births) are mandatory to and for registered members only.
- d. In the event of death, only fully registered members, with membership of at least THREE months and with up to date payment (of not more than two months arrears) with their contributions shall be entitled to this disbursement.
- e. In the event of birth/born house, only fully registered members, with membership of at least NINE months and with up to date payment (of not more than two months arrears) with their contributions shall be entitled to this disbursement.
- f. In the event of marriage, only fully registered members with membership of at least TWELVE months and with up to date payments (of not more than two months arrears) with their contributions shall be entitled to this disbursement.
- g. Contributions to non-registered members, extended family relations (including auntie and uncles), as well as members of other veteran chapters shall be done on a free will basis unless and until the House decides otherwise. Such support though encouraged may not be coordinated by the group.
- h. The sum of £100 shall be contributed by each member in the event of the death of a fully registered and up-to-date social fund member.
- i. The sum of £50 shall be contributed by each member in the event of the death of a member's spouse/partner and or child.
- j. The sum of £30 shall be contributed by each member in the event of the death of a member's biological parents.
- k. In the event of a wedding/marriage of a member the amount of £5 shall be contributed by each member.
- l. In the event of births, the amount of £2 shall be contributed by each member
- m. In the event of a critically ill members, hospitalised for more than a week and the house is informed, the decision/contributions to such a member will be decided by the general assembly.

- n. When disbursements are made from the social fund, the amount disbursed shall be divided equally by all participating members for them to top-up their social fund back to £40.
- o. Members shall have six meeting sessions to bring their social fund back up-to-date after any disbursement.
- p. Home and away matches. Any fixed levy shall be discussed and debated in the house
- q. The club might from time to time organise Christmas parties / summer BBQ activities, make small cash donations and share gifts if applicable. This will be financed from daily £2 contributions. However, each of these activities shall be debated by the general assembly
- r. The club might from time to time organise humanitarian and philanthropic activities, visit disability centres, orphanages share gifts and or make small cash donations if applicable.

10. Discipline

- a. Persistent argument with referee in practice session – warning (yellow card) from referee incurring a £2.00 fine
- b. Repeat of the above is a red card (£5.00 fine)
- c. Abusive language followed by threatening expressions shall have the same sanction of £10.00 fine and be administered by referee where he notices it or is made aware by one of club or management team.
- d. Fighting - both parties shall leave the pitch and out the next training session when they may present a case against a further managerial suspension of up to 2 sessions and a fine of up to £50.
- e. Derogatory comments to the team during matches with other teams, when noticed by any of the management team - sit out one training session and fine of up to £20.
- f. An outright refusal to host (Pepper soup hosting) is an automatic expulsion
- g. Member shall seek for permission before speaking during meeting sessions

11. Registration and Expulsion

- a. Individuals will automatically become non-members of the club immediately following an official resignation letter / notice of resignation to the executive committee or to the club WhatsApp chat forum.
- b. A member, whose annual membership registration fees are in arrears of more than two months for the general members and one month for executive members, shall be considered a non-member and any payments he has made is non-refundable.

- c. The executive committee shall maintain the powers to expel / sanction any member with inappropriate conduct towards other club members and the executive
- d. Any member expelled by the committee shall maintain the right to appeal within two weeks from the date of expulsion
- e. All expelled members shall be issued a letter of expulsion by the executive committee.

12. Relationship with other veterans/associations in UK, EU and Rest of the World

- a. Although an engaging part of the wider veteran group, CVFC UK maintains an independent status and shall have full responsibility for its operations.
- b. As an interested party of the wider veteran group and association, CVFC UK shall take part in 'initiatives' involving the wider group as deemed necessary by the house.
- c. CVFC UK shall establish and maintain close ties with other wider veteran groups and associations.
- d. Decisions / CVFC UK Constitutions shall take precedence over the wider group unless in situations where there is general consensus by all members. Any changes to the constitution if need shall be done by at least two third majority of the general assembly and the decision shall super-seat any previous existing law.

13. Assets/Equipment

- 1. Stationeries
- 2. Footballs
- 3. Bowls
- 4. Eating spoons
- 5. Serving spoons
- 6. Match day kits
- 7. Pump
- 8. Net
- 9. First Aid kit
- 10. Corner flag posts
- 11. A bag
- 12. Cards (Red & Yellow)
- 13. Whistle

14. Complementary rules on Sunday sessions

- a. 1st 22 person to arrive the field during every Sunday session will be given priority to form the two teams of the day (A & B). The 1st person shall take notes of time of arrival and communicate that to the Team management.
- b. Any other late comers shall wait outside and form part of the substitute bench for both teams.
- c. There shall be a referee for every match with two assistance referees who will have a maximum of 2 mins to get his match started in time.
- d. The duration for training will be 90minutes with 15mins of break in between each quarters
- e. The referee shall take aspects of indiscipline very seriously especially those done voluntarily. This means there shall be use of yellow cards will carry a fine of £2 and a red card which will carry a £5 fine. It will be the referee's discretion (which must not be influenced) to punish such indiscipline.
- f. Any member that engages in any form of argument, thereby disrespecting the referee's decision will be doing so at the expense of the playing time, as the time wouldn't be added for such.
- g. Members shall not leave the pitch without been substituted by the Management team
- h. Maturity on the field is paramount and we must act in every way to promote this.

15. Amendments

ANY CHANGES TO THIS CONSTITUTION IF DEEMED NECESSARY SHALL BE DONE BY ATLEAST A TWO THIRD MAJORITIES OF THE GENERAL ASSEMBLY AND THE DECISION SHALL SUPERSEDE ANY PREVIOUS EXISTING LAW.