



Inner City Club Football Constitution

Nomenclature and Constitution

1. (A) The Club will be known as Inner City Club Football and will be affiliated to the Leicestershire & Rutland County Football Association.

(B) The objectives of the Club are to provide football for its members and such social and recreational pursuits as may be deemed desirable by the Executive Committee.

(C) The Club and all Club Members shall adhere to the rules and regulations set out by the Leicestershire & Rutland County Football Association and the Inner City Club Football Constitution.

(D) The Club will support, promote and abide by the FA Respect Programme. All officials, managers, coaches, players and supporters will be required to sign the Club's Respect Codes of Conduct.

Officers

2. (A) The Club shall be controlled by the Executive Committee, which will consist of Chairman, General Secretary, Treasurer, Child Welfare Officer and Youth Development Officer.

(B) The Disciplinary Committee shall be made up of 3 officers from the Executive Committee. This would usually be the Chairman, General Secretary and Child Welfare Officer. A minimum of 2 of the above will be present at any disciplinary hearing within the club.

(C) If any person wishes to stand for election of any of the executive committee posts, it is desirable to for them to notify the secretary of their intent at least 7 days prior to the Annual general meeting.

Club Property/Assets

3. (A) Property and/or assets of the Club shall be vested in the Executive Committee and they shall have power to appoint such other Committees as may from time to time be deemed necessary. Such Committees must contain at least one Executive Committee Member. The Executive Committee shall receive reports of such Committees at its meetings.

Club Membership & Fines

4. (A) The membership may consist of not more than 12 playing members per team. Membership is also available to those that wish to attend training sessions but not sign up as a playing member.

(B) Club members need not be players registered with Leicestershire & Rutland County Football Association e.g. Under age players, none team players but a record of such players must be provided to the Secretary by the Controlling Manager and only those named in that record are deemed to be members.

(C) Managers must provide the Secretary with a fully completed and signed Club Registration & Consent Form, along with Team Respect Codes of Conduct Registers for both players and parents in order for players to be registered as members and be entitled to any membership benefits.



(D) A register of all Club members shall be kept by the Coach and a copy kept by the Secretary. Any member wishing to resign or transfer will give notice to the Coach, such notice to be accompanied by payment of all Club dues and property at that time. Any player requesting a transfer to the Club must ensure that any debts to their current Club have been cleared and all property belonging to the Club is returned.

(E) Any player who is booked or sent off, his case shall be dealt with by the Leicestershire & Rutland County F.A. If any fines are imposed on the Club due to player's misconduct, then that player is responsible for payment of the full fine. In this instance, the player's parent/guardian will receive a communication from the Club Secretary detailing the charge and fine, the deadline for payment and acceptable methods of payment. The individual's team manager will be copied in the communication.

Annual General Meetings/Special Meetings

5. (A) The Annual General meeting shall be held no later than June 30th each year.

(B) The Secretary shall give 14 clear days notice of such meeting to all members.

(C) The financial statement shall be received by the meeting, which will also elect the Officers and Executive Committee by show of hands and transact any other business.

(D) An Extraordinary General meeting may be covered by the Executive Committee when deemed desirable.

(E) The Secretary shall give 7 clear days' notice of such meetings at which 4 committee members shall form a quorum.

(F) No alterations in these rules shall be made except at the A.G.M. or at an Extraordinary General Meeting convened for that purpose and only if supported by the majority of those present and voting at such meetings.

(G) Notice of proposed alterations must be given in writing to the Secretary by the 30th May in the year and notified to members on notice of meeting.

(H) The Secretary should have proper books provided in which shall be entered the Minutes of each Meeting, also the names and addresses of each Club member. The minute book is to be kept up to date and be readily available for inspection by authoritative organisations (i.e. Football Association, Leicestershire & Rutland County F.A. and the Leagues to which the Club is affiliated), and interested parties of the Club, e.g. parents.

(I) The Executive Committee shall receive the Minutes and proceedings of each meeting and conduct the Club's correspondence.

Club Accounts

6. (A) The Executive Committee shall cause to be kept proper books of accounts which shall be independently verified on an annual basis.

(B) The Executive Committee shall authorise cheques to be signed by at least two of its members, one of whom will usually be the Treasurer.



Managers and Coaches

7. (A) The Club will encourage all Managers and Coaches to attain a minimum of the FA Level 1 qualification. Each Team must have at least 1 person (Manager or Coach) that has gained this qualification.

(B) Any Manager or Coach that does not have the full qualification, must have the qualifications (or be booked on a course to do the qualifications) in Safeguarding and Emergency first Aid. These qualifications will be half funded by the Club by way of refund to the individual following their submission to the Treasurer of a course booking confirmation.

(C) No person is to assist any team until the Club have been notified of 'acceptance' from the FA following completion of a Criminal Record Check (CRC). This will be funded by the Club. Any manager not compliant with this rule will be dealt with by the disciplinary committee. The Club Child Welfare Officer will be responsible for undertaking these checks.

(D) Decisions affecting team selection and management shall rest solely with the Team Managers.

(E) Managers and Coaches will undertake full responsibility for the management of the team in accordance with the Leicestershire & Rutland County Football Association Football League competition rules and Inner City Club Football Constitution. This will include all administrative requirements as specified by the FA, League and Club Executive Committee. Managers will be accountable to the Executive Committee in this capacity.

Kit & Equipment

8. (A) All Club procured/issued equipment and football kit (excluding socks), remains the property of the Club and will be returned upon request.

General

9. (A) Any matter not governed by the foregoing rules shall be dealt with by the Executive committee, the decisions of which body shall be final and binding.

(B) Any reference in the Constitution to members shall be deemed in the case of minors to refer to one of their parents or guardians.

(C) It may be found necessary to amend or add to these rules to meet specific local circumstances, (i.e. County).

(D) The Treasurer shall receive and be responsible for all monies paid into the Club's Accounts and settle by means of petty cash or by cheque all debts and liabilities incurred on the Club's behalf, also present an independently verified balance Sheet at the A.G.M.

(E) Parents who have any grievance shall address them to the Executive Committee.

(F) Every parent is urged to support and encourage the team.

(G) The Executive Committee reserve the right to remove any player from the Club should the player's behaviour or that of any family member bring the Club in to disrepute.