

Inkberrow Football Club

Club Rules & Constitution

1. Name

The Club shall be called Inkberrow FC (the Club)
All Junior teams shall be called Inkberrow Eagles

2. Objects

- A. To provide an opportunity for boys, girls, men and women from Inkberrow and surrounding area to participate in soccer matches, soccer coaching and social activities.
- B To be a Club that is renowned for:-
- The development of individual and team skill through high quality and qualified coaching
 - The promotion of high standards of behaviour through the promotion of Codes of Conduct that would benefit a club committed to the principles of FA Charter Standard
 - A style of play that promotes a high level of technical skill
 - A competitive spirit and the will to win as a team
 - The cooperation, support and encouragement that exists within all individuals and all teams for each other throughout the Club
 - Welcoming all players irrespective of their ability, gender, race, nationality, ethnicity, colour, religion or sexual orientation
 - Fun and enjoyment; a hub of the community for the community and a Club that contributes positively to village life.

3. Equity

- a) The Club is committed to providing opportunities for everyone to participate in its activities regardless of their gender, race, nationality, ethnicity, colour, religion, sexual orientation or ability.
- b) The club is unequivocally opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.
- c) In support of this commitment the club has established Anti-Discrimination and Equal Opportunities Policies that are deemed to be incorporated into these Club Rules & Constitution.

4. Child Protection

- a) The Club is committed to ensuring that every young person should be able to participate in the Club's activities in an enjoyable and safe environment and have a right to be protected from any form of abuse.
- b) This commitment is embodied in the Club's Child Protection Policy that is deemed to be incorporated into these Club Rules & Constitution.

5. Code of Conduct

The Club is committed to the highest standards and as such has developed Codes of Conduct that apply to Players, Coaches, Team Officials and Spectators/Parents. These Codes of Conduct are deemed to be incorporated into these Club Rules & Constitution.

6. Status of Rules

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

7. Rules & Regulations

- a. The Club shall have the status of an Affiliated Member Club of The Football Association (FA) by virtue of its affiliation to / membership of The FA. The Rules & Regulations of The FA Limited and parent County Association (CA) and 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. No alteration to the Club Rules shall be effective without prior written approval by the Parent association.
- c. The Club will abide by The FA's Child Protection Policies & Procedures and Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

8. 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) that shall be maintained by the Club Secretary.
- b. Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the Club Committee. 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 CA shall be given access to the Membership Register on demand.

9. Annual Membership Fee

- a. The Club Committee shall determine an annual fee payable by each member from time to time. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be refundable.
- 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.

10. Discipline

- a. A member who is considered to have breached the Club's Code of Conduct or committed any other misdemeanour that in the opinion of the Committee breaches any rule or subverts the integrity of the Club may be subject to Club Discipline.
- b. A report will be heard by the Committee within 14 days of the matter being raised. The member will be invited to present their case to the Disciplinary Committee that will comprise the Vice Chairman and two other committee members.
- c. There will be three available conclusions: (i)an official warning as to the member's future conduct, (ii)expulsion or (iii)no case to answer.
- d. The member will have a right of appeal to the Appeals Committee that will comprise the Chairman and two other committee members who were not involved in the original hearing.
- e. The decision of the Appeals Committee will be final.

11. 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 two 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.

- c. An Appeal against expulsion must be received in writing within 7 days of expulsion. An expelled member may be accompanied and represented at appeal by a fellow member. The Club Committee, whose decision will be final, will hear the Appeal.
- d. A member who resigns or is expelled shall not be entitled to claim any, or a share of the Club Property.

12. Club Committee

- a. The Club Committee shall consist of the following Club Officers:-
 - Chairperson
 - Vice Chairperson
 - Treasurer
 - Secretary
 - Minute Secretary
 - Club Coach and Child Protection Officer
 - Marketing Sponsorship & Funding Officer
 - Facilities Officer
 - Fixture Secretary

Plus one representative from each sub-committee.

The Club Committee will be responsible for:-

- Club Development
- Funding
- Competition & Player Registration
- Club Membership
- Insurance
- Discipline

- b. There will be a sub-committee for each of the following sections:-
 - Mini-Soccer (Under 6 – Under 11)
 - Juniors (Under 12- Under 16)
 - Seniors (Under 18 & Senior Teams)
 - Girls & Women's

Each sub-committee will be responsible for its own organisational affairs to include:-

- Fixture Organisation
- Player Registration
- Fee Collection

- c. Each team operated by the Club should have representation on the appropriate sub-committee.
- d. Additionally, the Club Committee may 'co-opt' new members onto the committee providing that at no time the Club Committee numbers no more than 15. A 'co-opted' member may only be proposed at a Club Committee meeting by an existing member and must receive majority support by the Club Committee.

- e. Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at a Special General Meeting (SGM). 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 tied vote. Meetings of the Club Committee shall be chaired by the Chairperson or in their absence the Vice Chairperson. The quorum for the transaction of business of the Club Committee shall be four.
- e. Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be 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 4 meetings per year.
- g. An outgoing member of the Club Committee may be re-elected. 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 shall fill any vacancy on the Club Committee that arises between AGM's.
- h. Save as provided for in the Rules & Regulations of The FA and the CA to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the club Rules.

13. Annual & Special General Meetings

- a. An AGM shall be held 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
 - 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 the 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. A SGM may be called at any time by the 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 5 members stating the purpose for which the meeting is required and the resolutions proposed. Business at a SGM may be any business that may be transacted at an AGM.
- d. The Club Secretary shall send to each member at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the meeting.
- e. The quorum for a General Meeting shall be five.
- f. The Chairperson or in their absence a member selected by the Club Committee shall take the Chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of a tied vote 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 enter minutes of General Meetings into the Minute Book.

14. Club Teams

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 teams. They shall further present to the Club Committee at its last meeting prior to an AGM a written report on the activities of the team.

15. Selection Policy

- a. The starting line-up for all games will be that considered the strongest available in the opinion of the Team Manager.
- b. In the interests of the Club Objects and our belief in full participation, all substitutes selected for a Mini-Soccer, Junior or Girls team will play at least one quarter of each game.

16. 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 Club Chairperson, Vice Chairperson, Club Secretary/Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the 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 objects of the Club.
- c. The club Committee shall have the power to authorise 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.
- d. The Club shall prepare an annual Financial Statement in such form as shall be published by The FA from time to time.
- e. The Club Property, other than the Club Account, shall be vested in not less than two and not more than four Custodians, one of whom shall be the Treasurer, who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.
- f. 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.
- g. 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. 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, a SGM shall be convened as soon as possible to appoint another Custodian.
- h. The Custodians shall be entitled to indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

17. Determination

- a. In the event that the activities of the club are terminated, the assets will be disposed of, at the direction of the Club Committee, in the sole interests of soccer and the young people of Inkberrow.

Incorporated _____ Date

Signed _____

Office _____

Signed _____

Office _____