



Club Constitution

NAME:

The name of the club shall be "**PARKDALE SIDAC FOOTBALL CLUB**", (hereafter called 'the Club').

AFFILIATION:

The Club shall be affiliated to the Liverpool County Football Association.

STATUS OF CONSTITUTION:

The Constitution (the Club rules) forms a binding agreement between the Club and each member.

OBJECTIVES:

The objectives of the Club shall be:

- To provide Association Football on a non-profit making basis for its members.
- To arrange competitive football for its members.
- To provide social events for its members.
- To provide the opportunity and facilities for persons from the age of 6 upwards to play football.
- To promote football amongst persons of either sex.
- To ensure that the facilities provided by the Club are available to persons of either sex (in the case of girls - up to 11 years in mixed teams), irrespective of race, nationality, ethnic origin, colour, ability or social standing.
- To provide coaching for individuals to improve and develop football skills, social skills, team spirit and the enjoyment of football.
- To teach the members of the Club discipline both on and off the field of play and to help prepare them to become responsible citizens.
- To ensure that people of the Club participate in the Club activities in a 'Safe' environment.
- To teach people 'Train hard, play fair, win, lose or draw with equal pride, dignity and honour', to play by the rules, to respect the opposing team, match officials, parents, managers, helpers and spectators.
- To contribute to the improvement of the quality of life of the people of the district of Swindon and the surrounding areas.
- To advance the education and training of the managers and coaches involved in the provision of such training.

RULES AND REGULATIONS:

- The Club shall have the status of an Affiliated Member Club of the Football Association by virtue of its affiliation to / membership of the Football Association. The rules and regulations of the Football Association Limited and parent County Association 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.
- Any alterations to the Club rules will be confirmed to the parent Association.
- The Club will abide by the Football Associations Child Protection Policies and procedures, Codes of Conduct and the Equal Opportunities and Anti Discrimination Policy.

CLUB MEMBERSHIP:

- The Club Committee shall determine membership criteria.
- Applications for membership of the Club shall be in a format prescribed by the Club Committee.
- Applicants shall be deemed to be members of the Club once their applications have been accepted and entered in the Membership Register.
- The Management Committee shall have the right for good and sufficient reason to terminate the membership of any member.
- The members of the Club from time to time shall be those persons listed in the register maintained by the Club Secretary.
- In the event of a member leaving the Club or being expelled his or her name shall be removed from the register.
- The Football Association and the Liverpool County Football Association shall be given access to the membership register on request.
- There are two types of members, a player member and a non-player member.
- Non playing members are Club Officials, Team Managers and volunteers.

ANNUAL MEMBERSHIP FEE:

- The Club Committee shall determine an annual membership 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 repayable.
- The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objectives of the Club.
- Subscription fees shall be payable by each playing member as deemed by each respective team manager.

CONDITIONS OF MEMBERSHIP:

- Being a registered player does not guarantee selection for EVERY game.
- Players and parents must understand that there has to be substitutes, and this is decided upon for many reasons and it is not always relevant to whether the player is playing well or not. For example, the balance of the team and the way they are performing often dictates which player comes off and goes on.
- Players will be tried in different positions from time to time.
- Players will attend training when available or advise of any unavailability.
- Players will be responsible for payment of their own fines personally incurred while representing the Club.
- Respect each and every individual within the Club and other Clubs.
- Respect all property and possessions within the Club and other Clubs.

RESIGNATION AND EXPULSION:

- A playing member may resign from the Club during the football season by he or she notifying the appropriate Team Manager.
- A Manager, Assistant Manager or Committee member may resign by notifying the Club Secretary in writing.
- The Club Committee may expel a member should it be of the opinion that it would not be in the interests of the Club for he or she to remain a member. The Committee may exercise this power in relation to any Manager, Assistant Manager or Club member.
- Any member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club property.

ASSETS:

- All items purchased by the Club or gifts donated to the Club by way of sponsorship or otherwise shall be regarded as assets of the Club. The Secretary shall maintain an inventory of the assets. No asset may be removed from the Club without the approval of the Management Committee and the Trustees.

INSURANCE:

- The Club shall take out insurance for public liability, personal accident for playing members and other insurance considered appropriate by the Management Committee.

CLUB TEAMS:

- At its first meeting following an AGM the Club Committee shall appoint a Club member to be responsible for each of the Club football teams.
- The appointed member shall be responsible for managing the affairs of the team.
- The appointed member shall present to the Club Committee at each AGM a written report on the activities of the team.
- Age and relevant league into which the team is entered shall divide these teams.
- Every volunteer on behalf of the Club will, by accepting the appointment, undertake to abide by all rules, codes of conduct and policies of the Club and Football Association.
- Club colours must be adhered to at all times where applicable.

TEAM MANAGEMENT:

- It is the responsibility of the Team Managers to register playing members.
- It is the responsibility of the Team Managers to ensure eligibility of all playing members.
- Managers have responsibility for team selection and are responsible for the discipline of playing members both on and off the field of play while representing the Club.
- Changing rooms should be cleaned and locked after matches.
- All accidents to be reported.
- Attend the Management Committee Meetings.
- Encourage spectators / parents to display appropriate behaviour and sportsmanship.

GENERAL:

- The Club shall not be responsible for any injury incurred whilst playing, training or travelling with the Club.
- The Club will not be responsible for any loss or damage during the period from arrival and departure from the venue at which the Club event is being held.

CLUB COMMITTEE:

- The Club Committee shall consist of the following Club Officers:-
 - Chairman
 - Vice-Chairman
 - Secretary
 - Treasurer
 - Development Officer
 - Child Welfare Officer
 - Plus up to 10 other members elected at an Annual General Meeting.
- The control and administration of the Club shall be vested in the Club Committee (there after called the Committee) the members of which shall be the Officers referred to in paragraph (a) above, the Managers of the age group teams and where applicable assistant Managers and five persons who are not officers, managers or assistant managers.
- Each Club Officer and Committee member shall hold office from the date of appointment until the following Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may not hold more than two positions at any one time. The Club Committee shall be responsible for the management of all the affairs of the Club. Each shall be entitled to seek re-election. The Secretary shall keep minutes of Club Committee meetings.
- Decisions of the Club Committee of meetings shall be made by a simple majority vote of those attending the Club Committee meeting. The chairperson shall have the

casting vote in the event of a tie. These shall be entered into the minute book of the Club to be maintained by the Club Secretary.

- Meetings will be held as often as is deemed necessary by the Committee.
- Any member of the Committee may call a meeting of the Committee by not giving less than seven days notice to all members of the Committee. The Club Committee shall not hold less than four meetings a year.
- Any vacancy on the Committee, which arises between Annual General Meetings, shall be filled by a member proposed by one and seconded by another of the remaining Committee and approved by a simple majority of the remaining Committee members.
- Members who fail to attend three consecutive meetings without apology will retire from the Committee.

ANNUAL GENERAL MEETING:

An Annual General Meeting (A.G.M.) shall be held each year to:-

- Receive a report on the activities of the Club over the previous year.
- Receive a report on the Club's Finances.
- Elect the Officers of the Club.
- Elect the members of the Club Committee.
- Consider motions of which due notice has been given.
- Appoint Managers to the various teams.

SPECIAL GENERAL MEETING:

- All General Meetings other than Annual General Meetings shall be called Special General Meetings.
- May be called by the Chairperson of the Club Committee or by the Secretary.
- Such a request shall state the purpose of the meeting.

RULES AND PROCEDURES AT GENERAL MEETINGS:

- Each full member present, other than the Chairperson shall have one vote.
- Resolutions shall be decided by a simple majority of those present.
- In the event of an equality vote, the Chairperson shall have the casting vote.
- Minutes of all General Meetings to be maintained and shall be the responsibility of the Secretary.

CLUB FINANCES:

- A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated signatories shall be the Club Chairperson, the Treasurer or another duly authorised member of the Committee.
- The income shall be applied only in the furtherance of the objectives of the Club.
- The Treasurer shall keep proper accounts of the finances of the Club.
- The accounts will be audited at least once a year.

CODES OF CONDUCT:

The Club shall adopt and apply the following Codes of Conduct:-

- Players.
- Parents and Spectators.
- Coaches.
- Team Officials.
- Fair Play (for all).

CHILD PROTECTION POLICY:

The Club shall adopt and apply a Child Protection Policy and designate a Child Welfare Officer. Approximately 4 million children take part in football activities with over ½ million adults involved. Football could provide easy access for those wishing to harm children but can also provide an opportunity to identify and act on concerns outside the game. All adults have a moral and legal responsibility to protect children and this is underpinned and supported by Government Legislation and Guidance. In response to the legislation the Football Association Child Protection Policy was launched in May 2000, recognising their responsibility to protect

children and young people (Under 18) from physical, sexual and emotional harm and from neglect and bullying.

ANTI DISCRIMINATION POLICY:

- The Club shall adopt and apply an Anti Discrimination Policy.

EQUAL OPPORTUNITIES:

- The Club shall adopt and apply an Equal Opportunities Policy.

HEALTH AND SAFETY POLICY:

- The Club shall adopt and apply a Health and Safety Policy.

GOALPOST SAFETY POLICY:

- The Club shall adopt and apply a Goalpost Safety Policy.

COMPLAINTS PROCEDURE:

- The Club shall adopt and apply a Complaints Procedure.

TRAINING AND DEVELOPMENT:

- The Club shall encourage new teams to form and compete each season especially at the youngest age groups. All Club Managers and Coaches shall be required to attend a Football Association Level 1 course.

DISCIPLINE:

- The disciplinary committee will meet only when matters of discipline need to be discussed or individual cases are to be heard.
- The Chairperson will reside over the disciplinary Committee.
- The disciplinary Committee will be made up of two other members selected by the Chairperson.
- The Club Disciplinary Committee has the power to impose sanctions on a player / member of the Club with regards to playing, training etc and can terminate membership of the Club.
- Persistent breaches of Club discipline, rules, policies and codes of conduct can lead to bans from matches or training and to termination from membership of the Club.

AMENDMENT OF THE CONSTITUTION:

- This Constitution may be amended at the Annual General Meeting of the Club Committee or by a Special General Meeting (called for that purpose) provided that at least 75% of the members of the Committee are present and that two thirds of those present vote in favour of the amendment(s). At least ten days notice shall be given of a Special General Meeting.

DISSOLUTION:

- The dissolution of the Club may be affected only by a resolution passed by 75% of the full members of the Club present in person or by proxy at a Special General Meeting convened for that purpose and to which notice has been served on every full member of the Club at his/her last known address.
- The dissolution of the Club shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and the liabilities of the Club.
- If a motion to dissolve the Club is carried by the said majority, the Club surplus funds, after taking into account any outstanding liabilities, property and assets (if any) shall not be distributed amongst the membership.
- In the event that the Club shall cease to operate, its assets shall be distributed to local Football Clubs in Swindon on an equitable basis under the guidance of the Liverpool County Football Association