



# Halliford Colts Football Club

## Constitution (2009)

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### **1. CONSTITUTION AND RULES**

1. The Club will be known as Halliford Colts Football Club.
2. OBJECTIVES: The objectives of the Club shall be to arrange association football matches and social activities for its members.
3. STATUS OF RULES: These rules (the Club Rules) form a binding agreement between each member of the Club.
4. RULES AND REGULATIONS
  - (a) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of Middlesex or Surrey 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.
  - (b) No alteration to the Club Rules shall be effective without prior written approval by the parent Association.
  - (c) The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.
5. The Club will be divided into yearly age groups from Under 7s through to U18s although there is no requirement for all age groups to be represented at any one time.
6. The age group each player is eligible to play in will be governed by the age on August 31st. (This may be modified by the individual rules of the league he team plays in)
7. The stated aim is to run two teams at each age group.
8. Each and every team within the club shall be affiliated to the appropriate County Football Association and registered with an appropriate league. The choice of league shall be at the recommendation of the team managers and with the approval of the executive committee.
9. The Club shall abide by the rules, regulations and practices of the Football Association and each team to the governing rules of the league they are registered in.
10. The club shall comprise of Officers and Members. Members shall include players, parents and guardians detailed on the players club registration form.
11. The club will take out annual insurances for personal accident and public liability in accordance with FA regulations (rules and regulations)

## **2. Executive CLUB OFFICERS ELECTED AT THE AGM**

Chairperson	Control the agenda, determine club strategy, ensure implementation of such strategy, ensure all other matters are dealt with promptly & also has casting vote at meetings.
Secretary	Deals with correspondence, admin, represents club at meetings, minutes, liase/co-ordinate Leagues & Teams
Treasurer	ensure common accounting practices, audits/monitors team accounts, banking and control of club accounts
Child Welfare Officer	Devise Child Protection policy and create manual to demonstrate actions to be taken. Devise Conduct and Ethics strategy in conjunction with Chairman and create manual for this and arrange regular meetings with parents/ players to explain approach and what is expected
Vice Chairperson	Honorary role. May be asked by Executive Committee to act as substitute for chairperson in times of enforced long term absence.

## **3. HONORARY NON-EXECUTIVE OFFICERS ELECTED AT THE AGM**

Club President	Honorary role. Appointment to reflect service to the club. May be asked by the Executive Committee to represent the club at official events.
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## **4. OFFICERS ELECTED FOR SPECIFIC TASKS BY THE members of the Club**

Social Secretary	Co-ordinates all social and fund raising events.
Head Coach	Responsible for ensuring that the coaching standards in the club are maintained and agreed policies pursued. This position must have minimum qualification of FA level 2.
Media and PR Officer	Media, Public Relations and Publicity Officer
IT Co-ordinator /Webmaster	Responsible for creation and maintenance of all IT policy including Club Website.
Kit Officer	Responsible for the recording of all kit orders and the maintenance of the club's kit register, the control of movement of kit throughout the club and the club's relationships with suppliers
Tournaments Director	Responsible for the organising of club tournament. Also Liaison with Social & Catering Officer and Local Council regarding arrangements.
Pitch Officer/s	Responsible for the 11 a side and mini soccer pitches. This involves allocating teams each week and liaising with the venues.
Tour Director	Responsible for organising the Annual Club Tour.

## **5. CLUB COMMITTEE**

1. The Club Committee will manage the organisation and shall meet on a monthly basis or as and when required. The Purpose of the Club Committee is to be responsible for the management of all the affairs of the Club and in particular to set and manage club policies in terms of coaching, facilities and social activities.
2. The Club Committee will be able to form balanced and representative sub-committees, from nominated people, for specific purposes such as club social or fundraising events.
3. The Club Committee will consist of the following officers (where appointed):
  - Chairperson
  - Secretary
  - Treasurer
  - Child Welfare Officer
  - Vice Chairperson
  - Social Secretary
  - Head Coach
  - Media & PR Officer
  - IT Co-ordinator
  - Kit Officer
  - Tournaments Director
  - Pitch Officer/s
  - Tour Director
  - Team managers/assistants
4. Two members of the Executive Committee will represent a quorum for meetings This quorum must include two from either the Chairperson, Secretary, Treasurer, Child Welfare Officer and Vice Chairperson. Any decisions effecting strategy, finance, welfare shall be taken only when the full executive committee is in attendance.
5. The forum for electing the Executive Committee will be an AGM open to all club members.
6. The Executive Committee shall:
  - be made up of a fair and reasonable cross section of the club to ensure no vested or conflicting interest.
  - be made up of people who have drive and ambition for the club as a whole
  - the executive committee shall have the power to fill any vacancies pending approval of the full committee
  - Non committee members may be invited to meeting, but will not be entitled to vote
  - decide on matters concerning all aspects of the football club's affairs and is authorised to deal with contingencies not specifically referred to in the constitution in a manner consistent with the policy set out herein

- The chairman shall in the event of a tied vote have a second casting vote
- not be a forum for confrontational disputes but a team resolving issues in a positive and prudent manner.
- have members, where possible, with experience in the aspects of their function and who are willing to devote time to attend meetings and to carry out agreed actions and tasks.
- have members who listen to members without prejudice and communicate back for positive resolution.
- have members who represent the club in the best manner and not bring the club into disrepute.
- have members who are prepared to deputise for other colleagues where required by the Chairperson.
- have members who will not seek personal or financial gain from his or her position.

7. Each Executive Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at an Extraordinary General Meeting. One person may hold no more than two positions of Club Officer at any time. Decisions of the Executive Committee shall be made by a simple majority of those attending the Executive Committee meeting. The Chairperson of the Executive Committee meeting shall have a casting vote in the event of a tie. Meetings of the Executive Committee shall be chaired by the club's Chairperson or in their absence the Secretary.

8. Decisions of the Executive Committee of meetings shall be recorded and kept by the Club Secretary.

9. Any member of the Executive Committee may call a meeting of the Executive Committee by giving not less than 7 days' notice to all members of the Executive Committee.

10. The Club Secretary, or in their absence a member selected by the Executive Committee, shall record the minutes.

11. An outgoing member of the Executive Committee may be re-elected. Any vacancy on the Executive Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the Club Committee members and approved by a simple majority of the Club Committee members.

12. Save as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Executive Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules

13. The Executive Committee may appoint Special Committees and Sub Committees composed of members or approved persons as required

## **6. CLUB MEMBERSHIP**

1. The members of the Club from time to time shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Club Secretary.

2. 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 Executive Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register.

3. In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

4. The Football Association and parent County Association shall be given access to the Membership Register on demand.

## **7. RESIGNATION AND EXPULSION**

1. A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Executive Committee of their resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.

2. The Executive 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. There shall be no appeal procedures.

3. A member who resigns or is expelled shall not be entitled to any refund of membership fees or claim to a share of any, of the Club Property.

## **9. ANNUAL GENERAL MEETING**

1. The Annual General Meeting (AGM) shall be held between the beginning of June and the end of July each year to coincide with the end of the traditional football season. All members will receive 14 days notice via email of the date and venue together with the resolutions to be proposed.

2. At this meeting the following business (as a minimum) will be conducted

1. The minutes of the previous AGM read and confirmed
2. Presentation and adoption of the annual report, balance sheet and accounts
3. Amendments to the constitution or rules for following season
4. Election of Officers
5. Other business of which due notice has been received

3. A copy of the club balance sheet, latest team bank statement details, Statement of account and agenda shall be available at all facilities and on request for 7 days prior to the AGM.

4. Nominations for election of members as Club Officers, Honorary Non-Executive Officers or Custodians shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 14 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 14 days before the Meeting.

5. Only current members may attend and all attending members may vote at the AGM

6. All voting shall be conducted by a show of hands, unless a ballot is demanded by at least 1/3 of the members present. A ballot shall be conducted by means of voting slips being issued to all members.

7. A quorum of the AGM shall consist of THREE members of the Executive Committee, TWO of which must be either the Chairperson, Secretary, Treasurer, Child Welfare officer AND five other members.

8. The Chairman, or in their absence a member selected by the Executive 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 an equality of votes the Chairperson of the Meeting shall have a casting vote.

## **10. EXTRA-ORDINARY GENERAL MEETING**

1. An Extra-ordinary General Meeting (EGM) may be called at any time either by the executive committee or by request from the members (following a requisition in writing signed by not less than twenty five members stating the purposes for which the Meeting is required and the resolutions proposed).
2. At this meeting any business that may be transacted at an AGM can be transacted (such as election of officers, removal of officers or change to the constitution etc.).
3. The Secretary shall send to each member via email of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.
4. The quorum of the EGM shall consist of THREE members of the Executive Committee, TWO of which must be either the Chairperson, Secretary, Treasurer or Child welfare officer AND five other members.
5. Any proposed removal of officers or proposed constitutional change must be advised with the notice of the meeting. Other business may be accepted on to the agenda by the meeting.
6. The Chairman or in their absence a member selected by the Executive 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 an equality of votes the Chairperson of the Meeting shall have a casting vote.
7. The Club Secretary, or in their absence a member selected by the Executive Committee, shall record the Minutes of General Meetings

## **11. FINANCIAL CONTROL**

1. The Executive Officers, and in particular the Treasurer is responsible for the finances of the club and answerable to the FA, Leagues and club members for the integrity of the accounts.
2. A Main bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Chairperson and the Secretary and the Treasurer. If two of these three officers are married to each other or are common law partners, then the Executive Committee shall appoint additional cheque signatories to ensure that no cheques are signed and authorised only by these two officers.
3. No sum shall be drawn from the Club Account except by cheque signed by two of the three (or more) designated signatories.
4. All monies payable centrally to the Club shall be received by the Treasurer and deposited in the Club Account.
5. There will be only one Main club bank account. Subsidiary accounts will be opened at the Treasurer's discretion. All cheque signing and transaction restrictions will apply to all accounts
6. Major expenditure requiring a club cheque (>£2000) requires authorisation from the Executive Committee and recording in the Executive Committee's minutes.
7. The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club. Any Properties purchased are the property of the football Club

8. The Executive Committee shall have 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.
9. Authority values for teams, Treasurer and Executive Committee will be set by the Executive Committee and recorded in the minutes
10. Teams will be encouraged to find their own team sponsors for accessories etc...
11. Teams must maintain adequate records to record sums received and paid at a team level.
12. The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.

## **12. CUSTODIANSHIP OF CLUB ASSETS**

1. The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer (the Custodians), who shall deal with the Club Property as directed by decisions of the Executive Committee and entry in the club minutes shall be conclusive evidence of such a decision.
2. The Custodians shall be appointed by the Club in a General Meeting (AGM or EGM) and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
3. On their removal or resignation, a Custodian shall execute a Conveyance in such form as is published by The Football Association 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, an Extraordinary General Meeting shall be convened as soon as possible to appoint another Custodian.
4. The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties

## **13. TEAM CONTROL**

1. A Team Register shall be kept of all officers, teams, managers, team assistants and their personal details and relevant qualifications.
2. A Kit Register shall be kept for each team detailing what kit has been handed out to which players for the season. This register should be reconciled with the central register maintained with the Club's Kit Registrar. If a parent or team assistant is co-ordinating some or all of the playing kit for a team, then the register should state who is responsible.
3. A register will be maintained of all players in the club together with personal details.

## **14. TEAM Management**

1. At its first meeting following each AGM, the Executive 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 team. The appointed members shall present to the Executive Committee at its last meeting prior to an AGM a written (preferably) and/or verbal report on the activities and achievements of the team for the season just ended.
2. The organisation of football teams is necessarily built around the coaching staff. Halliford Colts coaches, unlike coaches in some clubs, are considered part of the Club support structure, and they may change teams from time to time to meet the overall Club needs. This "team of Coaches" approach to football is a major asset of

the Club. All Halliford Colts coaches are there for the support of all Halliford Colts teams. For this reason, we use a club-wide coaching concept, applicable to all ages. Team play is a major objective, and individual players are trained within the team framework. Each team is organised as follows:

Team Manager	Mandatory. The manager will have overall responsibility for the team, and he or she should be your first contact to discuss any issues. Must be qualified to a minimum of FA Level1 standard and be CRB approved.
Assistant Coach	Optional. Assists the manager in the coaching.
Team Secretary	Optional but may be one of the above.

### **Halliford Colts Age Group Management Charter**

#### **14.1 Purpose**

This document outlines the philosophy with which *each age group* will be managed and will cover the following:

- Number of teams permitted
- Maximum and Minimum number of players registered
- Splitting of players between teams

#### **14.2. Number of Teams Permitted**

Effective beginning of season 2009/2010, with the exception of teams already running before this season, each age group will be permitted a maximum of two teams to run at any one time.

Teams will be registered with one in the Surrey Youth League and one in the Surrey Primary League.

Historically having 3 teams running at the approach to 11-a-side football at Under 11 has caused problems with respect to:

- Having too many players to accommodate in a single team;
- Too few to run two teams; or
- Difficulty in splitting the players if there *are* sufficient players to create two teams.

#### **14.3. Maximum and Minimum Player registrations**

Each team at each age group will be permitted a maximum number of registered players. This is to ensure that all players taken on by the club are given sufficient opportunity to play football. The following shall apply:

Under 7 to Under 9	Max 10 players per team
Under 10	Max 12 players per team*
Under 11 to Under 16	In accordance with current league guidance

\* An exception is made for the Under 10 season at 7-a-side in preparation for the transition to 11-a-side football the following year.



#### **14.4. Allocation of Players to Teams**

If an age group contains two teams the allocation of players to either team shall be determined by player ability alone, as assessed by the team management.

The 1<sup>st</sup> or A Team shall be known as Halliford Colts Under X. The 2<sup>nd</sup> or B Team shall be known as Halliford Colts Under X Boys. Each team will be entered into a league of suited ability.

The purpose(s) / benefit(s) of this are:

- To provide suitable football to players of *all* abilities.
- To allow *all* players to participate at a standard where they can most make an impact on the game and therefore the best opportunity to improve their game.
- To match as close as possible the standard of the opposition.

The two teams will be entered into both Surrey Youth League and Surrey Primary League.

#### **14.5 Training**

All players at a given age group will train together as a single squad. This may be led by one or both sets of managers/coaches from the Colts and Colts Boys teams.

The purpose(s) / benefit(s) of this are:

- To maintain the squad atmosphere.
- To remove the divide between teams at both the player and managerial level.
- To keep the route between teams visible to the players.
- To allow movement of players between the Colts and Boys teams where effort / performances merit (this can be promotion to the Colts from the Colts Boys or vice versa)

#### **15. ANNUAL MEMBERSHIP FEE**

1. Any Registration Fees and all Annual Fees payable by each member shall be determined from time to time by the Executive Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable unless in exceptional circumstances as determined by the Executive Committee.

2. The Executive Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

3. Registration Fees - are payable immediately upon acceptance of the person as a member into the club and will be set at the AGM.

4. Annual Fees are payable in one of the following ways:

- in advance on 1st September

5. The Treasurer will keep records of all subscriptions paid and link these to club and league registrations.

6. Team Treasurers/Managers must keep a record of attendees/players and fees payable and may make extra team charges to pay for extra team facilities such as floodlight training and match referees.

7. The build up of a back log of several weeks' unpaid fees will not be tolerated.

Team subs unpaid for 2 months will result in team suspension.

Player subs unpaid for 2 months will result in player suspension.

8. In the case of a member's (or potential new member's) financial hardship, Team Managers can apply, in writing, to the Executive Committee for that member to

spread the costs of the fees owed for a particular year. The Executive Committee will consider the specific case, and the Executive Committee's decision will be final.

## **16. DISSOLUTION**

1. A resolution to dissolve the Club shall only be proposed at an Extra-ordinary General Meeting and shall be carried by a majority of at least three-quarters of the members present.
2. The dissolution shall take effect 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.
3. Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the parent Association who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the members of the Club with the consent of the parent Association shall determine.

## Appendices :

The Club will adhere to the FA guidelines as listed below :

<http://www.thefa.com/TheFA/RulesAndRegulations/>

- **FA Rule A** - Constitution and administration of the Association
- **FA Rule B** - Sanctioning of associations, competitions and matches
- **FA Rule C** - Rules relating to players
- **FA Rule D** - International and other representative matches and call-ups
- **FA Rule E** - Conduct
- **FA Rule F** - Powers of inquiry
- **FA Rule G** - Disciplinary powers
- **FA Rule H** - Appeals to the Appeal Board
- **FA Rule I** - Financial records
- **FA Rule J** - Rules, regulations and laws of the game
- **FA Rule K** - Arbitration
- **FA Rule L** - Fair play in football

The club will follow the FA Child Welfare policies which can be found by following the links below.

[http://www.thefa.com/NR/rdonlyres/3B2FACA6-813A-4CFC-A486-5AD44997CCB1/141664/WelfareOfficer\\_leaflet1.pdf](http://www.thefa.com/NR/rdonlyres/3B2FACA6-813A-4CFC-A486-5AD44997CCB1/141664/WelfareOfficer_leaflet1.pdf)

## **Policies**

- **Safeguarding Children & Young People in Football**
- **Developing a club Safeguarding Children policy**
- **Club anti-bullying policy template**
- **Developing a club Safeguarding Children template**
- **FA Policy on CRB Checks**

[http://www.thefa.com/TheFA/GOALChildProtection/NewsAndFeatures/Postings/2005/12/SGC\\_PoliciesProcedures](http://www.thefa.com/TheFA/GOALChildProtection/NewsAndFeatures/Postings/2005/12/SGC_PoliciesProcedures)