

## **MILFORD ON SEA YOUTH FOOTBALL CLUB CONSTITUTION**

### **THE CONSTITUTION**

#### **NAME**

The Club will be called Milford on Sea Youth Football Club and will be affiliated to the Hampshire Football Association.

Public Liability Insurance will be undertaken as a minimum.

#### **AIMS & OBJECTIVES**

The aims and objectives of the club will be:

- To ensure a duty of care to all members of the club and in particular to hold issues of child protection as a priority
- To offer coaching and competitive opportunities in Football
- To promote the club within the local community
- To encourage both boys and girls to become members
- To provide all its services in a way that is fair to everyone
- To provide the opportunities to children from age 5-19 years old, keeping within the league rules in relation to eligibility of players for competitive games
- To ensure that all present and future members receive fair and equal treatment.
- To give all members a fair chance of participation in training and within league rules and guidelines for competitive games
- To rotate players whenever possible in order to give all members the opportunity to play in competitive games, whilst keeping within the working and accordance with league rules
- To value each member for his or her own contribution, regardless of ability
- To abide by the FA's Child Protection and procedures, codes of conduct and the equality policy.

#### **MANAGEMENT COMMITTEE**

The club will be managed through the Management Committee consisting of Officers and General committee members. Only officers and General Committee Members will have the right to vote at meetings of the Management Committee. Voting rights to be 1 vote per Management Committee Member (irrespective of how many committee positions one individual may hold).

The Management Committee will be convened by the Secretary of the Club and be held no less than 4 times per year. Seven days notice is required to be given.

The quorum required for business to be agreed at Management Committee meeting will be there.

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The Management Committee will have Powers to appoint sub committees as necessary and to appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearing of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

No Management committee appointed will be able to commence until proof of a valid CRC has been presented or seen by the Welfare Officer. In the event of a new Management Committee member taking over a role for example at an AGM then an acting Management Committee member deputy will take on the role until a valid certificate can be produced.

Any Member may put forward a motion to the Management Committee; this will require being seconded by another member.

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 tie.

### **OFFICERS OF THE CLUB**

Club President

Chairperson

Secretary

Treasurer

Membership Secretary

Charter Mark and FA Officer

Welfare Officer

Head Coach

Digital Media Officer

Social Media and Events Officer.

Team Managers

Officers will be elected annually at the AGM. Current officers can stand in each year if they wish to continue.

### **GENERAL COMMITTEE MEMBER**

Team managers and coaches will be elected to the General Committee. New Coaches will be subject to a CRC check prior to commencement of their role. Coaches may take up their coaching at the discretion of the Management Committee and may be subject to supervision by the Management Committee until all checks have been completed and Level 1 coaching Certificate or Equivalent has been obtained. Other Members may be elected onto the General Committee but will also be subject to satisfactory CRC Checks.

### **MEMBERSHIP**

Membership should consist of the Management Committee and members of the club.

All members are subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and any codes of conduct that the club has adopted. All members under sixteen on the 1<sup>st</sup> September of the signing on period will require membership to be filled out by a parent or a guardian.

Membership is only valid if the member is fully paid up and has submitted a valid membership form.

### **CLUB MEMBERSHIP**

- A) The members of the club shall be those persons listed in the register of the members which shall be maintained by the membership secretary
- B) Any person who wishes to be a member must apply on the annual registration form. Membership shall become effective upon an application name being entered on the form and submitted.
- C) In the event of a member's resignation or expulsion, his or her name shall be removed from the register.
- D) The Football Association and any County Association shall be given access to the membership register on demand.
- E) It is a condition of membership that all members, parents and guardians are expected to contribute to a minimum of 2 hours per annum to actively working to help the club at events, fundraising, acting as a match official or any such duty as the management committee shall request. Cooperation must not be unreasonably withheld.

### **MEMBERSHIP FEES**

Membership fees will be set annually and agreed by the Management Committee and agreed at the AGM. Membership Fees shall be payable on a successful application for membership annually. Membership fees will differ depending on registration with league. Members of the club who are not registered to play in league fixtures will pay a reduced fee, determined by the Committee each year.

The annual membership fee will be calculated to include all expenses including match day expenses, training (excluding the expenditure for hire of all-weather facilities) use of club strip, etc. If there is a shortfall in club funds due to lower than predicted membership the club reserves the right to increase the membership fee part way through the club's financial year if required by use of the EGM mechanism.

### **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 subscriptions more than 2 months in arrears shall be deemed to have resigned
- B) The Club Committee shall have the power to expel a member, when in its opinion; it would not be in the interests of the club for them to remain a member. **An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.**
- C) A member who resigns or is expelled shall not be entitled to claim any, or a share of any of the club property.

### **FINANCE**

All club monies will be banked in an account in the name of the club. The club Treasurer will be responsible for the finances of the club. The financial year of the club will end March 31<sup>st</sup>. An audited statement of accounts will be presented by the Treasurer at the AGM. Any cheques drawn against club funds should hold the signatures of any one from the following three officers of the club, the chair, The Hon Secretary and The Treasurer.

### **ANNUAL GENERAL MEETING**

Notice of the AGM will be given by the Club Secretary not less than twenty one days prior to the meeting. Notice will be given to all members or relevant guardian where appropriate. The website will be updated with the AGM date and each coach will be expected to actively publicise the event.

The AGM will receive a report from officers of the management committee and a statement of audited accounts.

Nominations for officers of the management committee will be sent to the Secretary no later than seven days to the AGM.

All members have a right to vote at the AGM – one vote per member, a parent or guardian or a member may act as proxy for their child.

The quorum for the AGM will be six.

The Management Committee has the right to call Extraordinary General Meeting outside of AGM. The purpose of the EGM will be to discuss specific able motions no other general business will be allowed. Procedures for announcing the EGM will the same as the AGM.

### **DISCIPLINE AND APPEALS**

All complaints regarding the behaviour or members should be submitted in writing to the Secretary. The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The Management Committee has the power to take appropriate disciplinary action including the termination of membership. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within seven days of the hearing. There will be the right of appeal to the management committee following disciplinary action being announced. The Management Committee should consider the appeal within 14 days of the Secretary receiving the appeal.

### **DISSOLUTION**

A resolution to dissolve the club shall only be proposed at an AGM or EGM and shall be carried by a majority of at least three quarters of the members present. The dissolution shall take effect from the date of the resolution and the members of the management committee shall be responsible for the winding up of the assets and liabilities of the club. In the event of dissolution any asset of the club that remain, after all creditors have been paid will become the property of the Hampshire Football Association.

### **AMENDMENTS TO THE CONSTITUTION**

The constitution will only be changed through the agreement by majority vote AGM or EGM. An amendment must be submitted in writing to the Sectary no less than 7 days prior to the meeting. Only valid members may submit an amendment request and the proposal must be seconded by

another valid member. Each individual amendment put forward will be subject to individual vote and can only be passed through a majority vote of membership.

**DECLARATION**

Milford on Sea Football Club Hereby Adopts and accepts this constitution as a current operating guide regulating the actions of the members.

**Management Committee**

<b>Position</b>	<b>Name</b>	<b>Signed</b>	<b>Date</b>
<b>Chair</b>	<b>Andrew Smith</b>	<b>AS</b>	<b>24/06/2021</b>
<b>Secretary</b>	<b>Sarah Elliott</b>	<b>SJE</b>	<b>24/06/2021</b>
<b>Head Coach</b>	<b>Paul Sullivan</b>	<b>PS</b>	<b>24/06/2021</b>