

# **REIGATE YOUTH FC - CLUB CONSTITUTION**

## **1. Name**

The club shall be called **REIGATE YOUTH FOOTBALL CLUB** (herein the Club).

## **2. Purpose**

The club is a non-profit organisation designed to provide an organised framework for the people of the town and surrounding area to play organised non-competitive and competitive games of Association Football and to help and encourage its members to develop football skills and a sporting attitude. This may include the hiring or purchase or offer of use of facilities.

## **3. Activities**

a) the Club will offer weekly football games and/or sessions during the season for boys and girls (U6 upward).

b) training will be offered on a weekly basis during term time during the season. Training at venues will usually reflect 20 training sessions unless the training facility or coaching provision is unavailable. Outside of these sessions, the team coaches may provide additional training sessions.

## **4. Affiliations**

A) the Club shall have the status of an Affiliated Member Club to the Football Association by virtue of its affiliation to the Football Association. The Rules and regulations of the Football Association Limited and the Surrey F.A. 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. The Club will abide by the Football Associations Child Protection Policies and Procedures, codes of conduct and anti-discrimination policies.

## **5. Club Membership**

A) Membership is generally open to local young people between the ages of 6 years to 18 years as set out more specifically in the Club's joining rules. Maximum numbers and age limits will be determined by the Executive Committee, where necessary, by reference to the capacity of the Club to adequately support its members.

B) members of the Club will be children who have registered with the Club and paid their full subscriptions and whose parent or guardian has confirmed agreement to the Club policies and codes when registering through the website.

C) the members of the Club at any time shall be those persons listed in the register of members (the membership register) which shall be maintained by the Club Secretary or treasurer.

D) Parents or guardians seeking membership on behalf of a child must apply by completing the registration form on the Club website. Election to membership shall be at the sole

discretion of the Club's Executive Committee. Membership shall become effective upon the applicant's name being entered in the membership register.

E) In the event of a member's resignation or expulsion, his or her name shall be removed from the membership register.

F) the football association and Surrey FA shall be given access to the Membership register on demand.

## **6. Annual Membership Fee**

A) an annual fee payable by each member shall be determined by the Executive Committee. Any fee shall be payable on a successful application for membership and annually by each member. Except in cases of hardship, applicants are required to pay their registration fee at the time of registration, but special arrangements may be made at the discretion of the Executive Committee. Fees can only be reimbursed under exceptional circumstances if agreed by the Executive Committee.

B) the Executive Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objectives of the Club.

## **7. Resignation & Expulsion**

A) a member shall cease to be a member of the Club if, and from the date on which, his or her (or parent/guardian) gives notice to the Executive Committee of their resignation. The Club can also, at its discretion, deem that a member has resigned when the annual membership fee or any further subscription is not paid by the 30th September in any season.

B) The Executive Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for him or her to remain member.

C) A member who resigns or is expelled shall not be entitled to claim any, or a share of any Club property.

## **8. Club Committees**

A) the Executive (Exec) Committee shall consist of the following Club officers:

- Chair
- Secretary
- Treasurer
- Welfare Officer

And other officials appointed by the same Executive Committee or as voted at an Annual General Meeting to serve on it. This may include, but is not limited to:

- Fixture Secretary
- Coach support
- Kit officer
- Social media officer
- Facilities officer

B) Elections to the Executive Committee will normally take place at an Annual General Meeting but can take place at other committee meetings if necessary and when approved by the Exec Committee. Any adult who can demonstrate a reasonable interest in the Club's activities shall be entitled to attend an AGM and be entitled to vote in the election of the offices of Chair, Treasurer, Secretary and Welfare Officer (or other officer posts as may from time to time be required) and sufficient other Exec Committee members to form an Exec Committee of at least four. That Exec Committee shall subsequently approve the appointment of Team Managers. Team managers will automatically be eligible as football committee members.

Nominations for election of members as members of the Club Exec Committee 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 fourteen days before the AGM. Where no nominations are received prior to the AGM then nominations may be taken from the floor.

C) the football committee shall consist of the Exec Committee and all other persons appointed as coaches or managers for each age group with the Club.

D) Each Club officer and committee member shall hold office from the date of appointment until they resign their position or are removed by the Exec Committee or replaced following a vote at the AGM. Club officers and football committee members will be asked to confirm their continuation in their positions for the following season at the football committee meeting held in February/March each year. Football committee members will confirm agreement or otherwise to the proposals.

E) One person may hold no more than 2 positions of Club officer at any one time.

F) the Exec Committee shall be responsible for the management of all the affairs of the Club.

G) decisions of the Exec Committee shall be made by a simple majority of those attending an Exec Committee meeting. Voting at the AGM will be decided by the greater number of votes cast, with the exception of changing the Club Rules and policies, which will require a 2/3 majority vote. The Chair shall have a casting vote in the event of a tie.

H) Meetings of the Exec Committee shall be chaired by the Chair of the Club or, in his/her absence, by the Secretary.

I) the quorum for the transaction of business of the Exec Committee shall be 3 persons. For the AGM the quorum will be 6 persons.

J) decisions by the Exec Committee at meetings and at the AGM shall be recorded in a set of minutes maintained by the Club Secretary.

K) Any member of the Exec Committee may call a meeting of the Exec Committee by giving not less than 7 days notice by e-mail (or shorter period in exceptional circumstances).

L) The Exec Committee shall hold not less than 2 meetings a year.

M) Any vacancy on the Exec Committee, which arises shall be filled by a member proposal by one and seconded by another of the remaining Exec Committee members and approved by a simple majority of the remaining Exec committee members.

N) the football committee shall meet no less than 2 times a year. It shall have powers of recommendation only.

O) Save as provided for in the Rules & Regulations of the FA and Surrey FA, the Exec Committee shall have the power to decide all questions and disputes arising in respect of any issues concerning the Club Rules and Regulations.

P) An Annual General Meeting shall be convened each year during the non-playing season to conduct such major items of business as: to receive and approve the Club's financial statements for the year; to elect members to the Exec Committee and to become officers of the Club; to receive and approve proposals to change the rules or policies of the Club or to consider any other business of the Club.

## **9. Management & Coaching**

The Club shall appoint a suitable adult, parent/guardian to be manager or coach for each of the Club's active teams. Additional coaching staff may be appointed at the discretion of the Exec Committee. These appointed Club officials shall be DBS checked and responsible to the Exec Committee for the proper conduct of all members in their charge and for their adherence to the Rules & Regulations of the FA, County and Club. The appointed Club officials will also be required to have completed appropriate safeguarding training as required by the Surrey FA. They may be dismissed at any time by the Exec Committee. The Club/Coach shall look to together invest their time in a relevant FA Coaching qualification to improve and develop the Club and each team will be required to have a coach(es) who has (have) completed the requirements set by the FA for the Club to maintain its FA Accredited status.

## **10. Club Finances**

A) A bank account shall be opened and maintained in the name of the Club (the Club account). The Club shall agree at least 2 designated account signatories. The account signatories will have the authority to make payments from the club bank account for expenses of up to £100. All other payments from the Club account will be agreed by the Treasurer and at least one other Exec Committee member. 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 (Club property) shall be applied for only in furtherance of the objectives of the Club.

C) The Exec 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's financial year shall be from 1st June to 31st May.

E) the Club shall prepare an Annual Financial Statement

F) the Club property shall be dealt with as directed by such decision(s) reached by the Exec Committee. Entry in the Club's Minutes shall be conclusive evidence of such decisions.

## **12. Dissolution**

A) The Club may be dissolved following a majority agreement of the football committee. The dissolution 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 liabilities of the Club.

B) any surplus remaining after the discharge of the debts and liabilities of the Club shall be transferred to appropriate affiliated football causes to further the game.

This constitution was agreed at the Club Annual General Meeting on 15 May 2022 and signed on behalf of the Club by the Club Secretary.



**15 May 2022**