

**KEMPSTON WEST END
JUNIOR
FOOTBALL CLUB**



CONSTITUTION

Kempston West End Junior Football Club

Club Constitution

1. NAME:

The name of the club shall be "**KEMPSTON WEST END JUNIOR FOOTBALL CLUB**", (hereafter called 'the Club').

2. AFFILIATION:

The Club shall be affiliated to the Bedfordshire Football Association.

3. STATUS OF CONSTITUTION:

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

4. OBJECTIVES:

The objectives of the Club shall be:

- a. To provide Association Football on a non-profit making basis for its members.
- b. To provide coaching for individuals to improve and develop football skills, social skills, team spirit and the enjoyment of football.
- c. 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.
- d. To arrange competitive football for its members.
- e. 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.
- f. To provide social events for its members.
- g. To provide the opportunity and facilities for persons from the age of 6 to 16 (school years 1 to 11) to play football.
- h. To promote football amongst persons of either sex and to ensure that the facilities provided by the Club are available irrespective of race, nationality, ethnic origin, colour, ability or social standing and to persons of either sex up to age 11 – school year 6 – and to boys thereafter.
- i. To ensure that people of the Club participate in the Club activities in a 'safe' environment.
- j. To advance the education and coaching skills of the managers and coaches involved in the provision of training.

5. 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 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.

- b. Any alterations to the Club rules will be confirmed to the parent Association.
 - c. The Club will abide by the Football Association's Child Protection Policies and procedures, Codes of Conduct and the Equal Opportunities and Anti Discrimination Policy.
6. **CLUB MEMBERSHIP:**
- a. The Committee shall determine membership criteria.
 - b. There are two types of members, a player member and a non-player member.
 - c. Applications for player membership of the Club shall be by completion of an annual Registration Form or by any other format prescribed by the Committee from time to time.
 - d. Applicants shall be deemed to be player members of the Club once their Registration Form has been accepted and the appropriate annual membership fee paid.
 - e. Non playing members are Club officials, Team Managers and volunteers.
 - f. The Committee shall have the right for good and sufficient reason to terminate the membership of any member.
 - g. The Football Association and the Bedfordshire Football Association shall be given access to details of the membership of the Club on request.
7. **ANNUAL MEMBERSHIP FEE:**
- a. The Committee shall determine an annual membership fee payable by each player member from time to time.
 - b. Any fee shall be payable on a successful application for membership and annually by each member.
 - c. Fees shall not be repayable.
 - d. 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.
8. **CONDITIONS OF MEMBERSHIP:**
- a. Being a registered player does not guarantee selection for every game. Players and parents must understand that there have to be substitutes, and that substitutions are made for many reasons. Whether or not a player is playing well is not always relevant to substitution decisions.
 - b. Players will be tried in different positions from time to time.
 - c. Players will attend training when available or advise of any unavailability.
 - d. Players will be responsible for payment of their own fines personally incurred while representing the Club.
 - e. Respect each and every individual within the Club and other Clubs.

- f. Respect all property and possessions of the Club and other Clubs.

9. RESIGNATION AND EXPULSION:

- a. A playing member may resign from the Club during the football season by notifying the appropriate Team Manager.
- b. A Manager, Assistant Manager or Committee member may resign by notifying the Club Secretary in writing.
- c. The 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.
- d. Any member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club property.

10. 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 Committee.

11. INSURANCE:

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

12. CLUB TEAMS:

- a. The Committee shall appoint a Club member to be responsible for each of the Club football teams.
- b. The appointed member shall be responsible for managing the affairs of the team.
- c. 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.

13. TEAM MANAGEMENT:

It is the responsibility of the Team Managers to:

- a. Register playing members with Leagues according to their rules.
- b. To ensure eligibility of all playing members.
- c. Select teams and to ensure the discipline of playing members both on and off the field of play while representing the Club.
- d. Where appropriate, ensure changing rooms are left in the condition in which they were found.
- e. Report all accidents to the Secretary.
- f. Attend the Committee Meetings.
- g. Encourage spectators / parents to display appropriate behaviour and sportsmanship.

- h. Uphold the club objectives and to set a good example by refraining from swearing, smoking and the consumption of alcohol when in the presence of player members.
14. **GENERAL:**
- a. The Club shall not be responsible for any injury incurred whilst playing, training or travelling with the Club.
- b. 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.
15. **COMMITTEE:**
- a. The Committee shall consist of the following Club officers:
- i. Chairperson
 - ii. Secretary
 - iii. Treasurer
 - iv. The Club Welfare Officer
 - v. Each Team Manager.
- b. The control and administration of the Club shall be vested in the Committee the members of which shall be those referred to in paragraph (a) above.
- c. Each 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 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 Committee meetings.
- d. Meetings will be held as often as is deemed necessary by the Committee, but the Committee shall not hold less than four meetings a year. At least four members must be present in order for the Committee to be quorate.
- e. Decisions of the Committee shall be made by a simple majority vote of those attending the Committee meeting. The chairperson shall have the casting vote in the event of a tie. These shall be recorded in the minutes of the Club to be maintained by the Secretary.
- f. 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.
- g. Save as provided for in the Rules and Regulations of The Football Association and the Bedfordshire F.A., the Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
16. **ANNUAL GENERAL MEETING:**

- a. An Annual General Meeting (A.G.M.) shall be held at the end of the season each year to:
 - i. Receive a report on the activities of the Club over the previous year.
 - ii. Receive a report on the Club's Finances.
 - iii. Elect the Chairperson, Secretary and Treasurer of the Club.
 - iv. Consider motions of which due notice has been given.
 - v. Appoint Managers to the various teams.
- b. All Members and one parent of each player member is entitled to attend.

17. SPECIAL GENERAL MEETING:

- a. All General Meetings other than Annual General Meetings shall be called Special General Meetings.
- b. Special General Meetings may be called by the Chairperson of the Committee or by the Secretary.
- c. Such a request shall state the purpose of the meeting.
- d. At least seven days notice of meeting shall be given in writing. This shall be sent to each member at his or her last known contact address.

18. RULES AND PROCEDURES AT GENERAL MEETINGS:

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

19. CLUB FINANCES:

- a. 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 Secretary or the Treasurer, with two signatures required for each payment from the Club Account.
- b. The income shall be applied only in the furtherance of the objectives of the Club.
- c. The reasonable expenses of the Secretary and Team Managers in carrying out their responsibilities shall be paid.
- d. The Treasurer shall keep proper accounts of the finances of the Club, and produce a statement of accounts for the AGM.

20. CHILD PROTECTION POLICY:

The Club shall adopt and apply a Child Protection Policy and designate a Club Welfare Officer, recognising its responsibility to protect children, young people and vulnerable adults from physical, sexual and emotional harm and from neglect and

bullying.

21. CRIMINAL RECORDS BUREAU CHECKS:

The Club Welfare Officer shall be responsible for arranging a Criminal Records Bureau (CRB) check for each Team Manager on appointment and at appropriate intervals thereafter. No Team Manager may commence or continue team management activity until a satisfactory Enhanced Disclosure certificate has been received.

22. TRAINING AND DEVELOPMENT:

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

23. DISCIPLINE:

- a. The disciplinary committee shall be formed as necessary and will meet only when matters of discipline need to be discussed or individual cases are to be heard.
- b. The Chairperson will preside over the disciplinary Committee.
- c. The disciplinary Committee will be made up of two other members selected by the Chairperson.
- d. The Club Disciplinary Committee has the power to impose sanctions on a member of the Club with regards to playing, training etc and can terminate membership of the Club.
- e. 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.

24. 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).

25. DISSOLUTION:

- a. 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.
- b. The dissolution of the Club shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding up of the assets and the liabilities of the Club.
- c. 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.
- d. In the event that the Club shall cease to operate, its assets shall be distributed to local Football Clubs in Kempston on an equitable basis under the guidance of the Bedfordshire Football Association.

Document history

Adopted by the Club at its inceptional meeting on 8 August 2006.

Revised and updated by the Club at its AGM on 5 June 2007.