



Abbeymead Rovers Football Club



www.abbeymeadroversfc.co.uk

Club Constitution

1) Name

The Club is called Abbeymead Rovers Football Club. ARFC.

2) Objectives

The objectives of ARFC are to arrange Association Football training, football matches and social activities for its Members and the local community.

3) Rules and Regulations

- a) ARFC is an affiliated member of the Football Association by virtue of its affiliation to Gloucestershire Football Association (GFA). The Rules and Regulations of The Football Association and Gloucestershire Football Association, and the leagues entered, are incorporated into the Clubs' rules.
- b) No alteration to the rules will be affected, without prior written approval by Gloucestershire Football Association.
- c) ARFC will abide by The FA's Safeguarding Children Policies and Procedures and Practises (including the appointment of a Child Welfare Officer), Respect Codes of Conduct (Grassroot Codes), Equal Opportunities and Anti-Discrimination Policies, as well as those of any leagues entered by the Club Management Committee.
- d) Welfare will be an agenda item discussed at every meeting.
- e) The Club has adopted the FA Grassroots Codes for Adults, Adults in Youth Football and Youth and has a Complaints Procedure. These are published clearly on the Website and are distributed on joining the Club.

- f) Complaints received are dealt with in accordance with the Complaints Procedure.
- g) The Club has adopted the 360 Player system to assist with administration and as such all Players must sign up to this providing payment details for the collection of subscriptions before they can be registered with the Club and the Leagues.
- h) The Club abides by the rules and practices stated in the FA regulations and abides by the Referee's decisions in assigning cautions.
- i) The Club will not dispute a decision unless a written statement is provided by the Player and any witnesses.
- j) The Club will pay any fine in the first instance, but the responsibility for payment back to the Club within 30 days rests solely with the offending Player and his/her Parents/Guardians. Non-payment will result in the Players being suspended until the fine is paid. Any Player owing money to the Club can be reported to the GFA.
- k) Transfers of Players to and from other Clubs must be undertaken in accordance with the appropriate League rules.

4) Club Membership

- a) The Members of the Club are those registered on 360 Player which is maintained by the Club Secretary. Any Member who resigns or is expelled by the Club Management Committee will have their name removed from the register and is not entitled to claim any Club property.
- b) Membership is at the sole discretion of the Club Management Committee.
- c) The FA and Gloucestershire FA must be given access to the Membership Register on request.
- d) All Members are bound by the ARFC Constitution. Playing Membership will open on reaching the age of 3 years (Mini Meads). The minimum age for playing in a senior team is 16 years.
- e) Membership of and registration to ARFC does not include League Registration which is a separate process.

5) Annual Membership Fee for Walking Football

The annual fee payable by each Member is set by the Club Management Committee and can be reviewed at any time considered appropriate. The annual fee for Walking Football is non-refundable.

6) Club Executive and Management Committees

- a) The duties of the Club are performed by the Club Executive and Management Committees. Decisions are agreed by a simple majority by those attending the monthly meeting or by the Chairperson (or Vice Chairperson in the Chairpersons absence) if there is a tie in votes.
- b) The quorum is 3.
- c) Minutes of any meeting are taken by and maintained by the Club Secretary.
- d) The Club Executive Committee consists of the following Officers and Members who are elected or re-elected annually at the Club Annual General Meeting which is held each year no later than 31st July.

Chairperson
Vice Chairperson
Club Welfare Officer
Club Treasurer
Club Secretary
Youth Secretary

- e) The Club Management Committee consists of the above roles plus the following members who are also elected at the AGM.

Grounds Manager
Discipline Officer
Media Coordinator
Football Development Officer
Family Forum Coordinator
Grants Coordinator
Events Coordinator
Sponsorship Coordinator
Documents Coordinator

- f) We have Sub Committees that meet as required:

Discipline
Football Development

- g) A list of volunteers willing to organise and help at events is also held and can be called upon when needed.

- h) Section Representatives are for:

Community
Walking Football
Mens
Ladies
Girls
Mini Football (Mini Meads, U5, U6 and U7)

These Members are required to submit a report for each monthly meeting attending in person at least 3 meetings per season.

- i) Vacancies that occur during the season can be filled on agreement of the remaining Executive and Management Committee Members.
j) We also have a President and a Vice-President who hold the position for life or until they wish to resign.

7) Powers of the Executive and Management Committees

All assets and property shall be managed by the Club Management Committee. It has the powers to:

- 7.1 Appoint such Sub-Committees deemed necessary for effective management of the Club and receive reports and recommendations from them at the monthly meetings. Each Sub-Committee will comprise of at least 3 Members.
7.2 Declare a position on the Executive Committee, the Management Committee or on a Sub-Committee should a Member be absent for 6 consecutive meetings without explanation or, in view of the Club Management Committee, be guilty of conduct contrary to the interests of the Club.
7.3 Cancel the membership of any Player for misconduct, in which case no fees will be refunded.

8) Annual General Meeting

An Annual General Meeting (quorum 10) will be held once a year in July where the meeting will:

- 8.1 Receive an annual report from the Chairman.
- 8.2 Receive the Treasurer's Statement of Accounts.
- 8.3 Elect the Club Officials and Members of the Executive and Management Committees.
- 8.4 Agree and fix Membership subscriptions.
- 8.5 Receive, discuss and adopt amendments to the Club rules and Constitution (requiring a 2/3rd majority vote).
- 8.6 Discuss 'Any Other Business'.

Nominations for elections to the Executive and Management Committees need to be received by the Club Secretary at least 21 days before the AGM. As do any proposals that require to be an agenda item.

9) Extraordinary General Meeting

An EGM can be called at any time by the Club Management Committee within 21 days of a request in writing by 5 or more Members, about any business that would normally be discussed at the AGM.

As much notice as possible shall be given to Members (usually at least 14 days). The quorum for general meetings is 10. If votes are taken the Chairperson has the casting vote in the event of a tie. Minutes will be taken and maintained by the Club Secretary.

10) Finance

The Treasurer is responsible for all accounts which are presented for consideration at each Club Management Committee meeting. The books are audited annually however this can be done more frequently if considered necessary by the Club Management Committee. All expenditure needs to be authorised by the Club Management Committee. All cheques must be signed by 2 Officers.

11) Club Colours and Club Pitches

Home and Away colours are decided by the Club Management Committee. Teams are encouraged to source their own sponsorship (to be agreed by the Club Management Committee) which is then displayed on the match shirts, in social media posts and in posters & displays. Pitches are sorted out by the Club Management Committee.

12) Insurance

The Club must hold public liability Insurance.

13) Dissolution

- a) A resolution to dissolve the Club can only be proposed at a General Meeting and can only be carried with a three quarters majority of the Members present.

- b) The dissolution is effective from the date of the vote to dissolve. The responsibility for winding up the assets and liabilities of the Club lie with the Club Management Committee.
- c) Any remaining assets left after any Club debts and liabilities have been sorted will be transferred to the GFA for their use.

Notes for Players, Parents/Guardians, Coaches and Spectators

1) Injury Risks: Important

All Players do so at their own risk. It is advisable to insure against injury while playing and while travelling to and from matches (which is entirely the responsibility of the Players Parents/Guardians or if Adult Players, themselves).

The Club cannot take responsibility for any accidents which happen when Player's travel to and from matches. Training, during matches or training.

2) Referees Fees

Coaches are responsible for ensuring the Referee is paid the correct fee either in cash or by bank transfer by prior arrangement with the Club Chairman. Any cash payments can be reclaimed from the Club Treasurer on request by email.

3) Cancellation of Training Sessions or Matches

Coaches must ensure that any cancellation is communicated to Parents/Guardians or Adult Players. In the case of inclement weather, it may be advisable for Parent/Guardians or Adult Players to contact the Coach before setting off if they have not heard anything.

4) Behaviour

The highest standard of behaviour is expected from everyone associated with ARFC at all times when representing the Club. Foul and abusive language will not be tolerated at any time by anyone.

5) Kit

The appropriate kit must be worn by all Players and Coaching Teams at ARFC. Coaches and Assistants must wear the correct tops/jackets so that they are easily identifiable to the public, Parents/Guardians and Spectators as having the appropriate Safeguarding and 1st Aid qualifications. Bibs are available to wear if kit is on order. Shin pads must always be worn when playing football and studded boots are essential when playing on grass (AG studs for the Astro as specified by the Abbeydale Community Association).

Written by Sallie Lavis

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