



THE CONSTITUTION OF EDENTHORPE JUNIOR FOOTBALL CLUB (Founded 1988)

Affiliated to West Riding County FA

1) Name

The name of the Club is '**Edenthorpe Junior Football Club**' and is herein after referred to as 'The Club'. The Club shall be affiliated to the West Riding County Football Association. The Club's official colours are yellow and blue.

2) Objectives

The Club's primary objective is to provide facilities for Association Football, coaching and personal development for all playing members aged 4 to 18.

In addition, take part in competitive and non-competitive matches in league and cup competitions, together with social and recreational activities organised by The General Committee.

3) Ethos

The ethos of The Club is to generate an atmosphere and environment where young players can develop their skills and enjoy the game in a friendly non-competitive environment until such time that they are mature enough to take part in competitive fixtures. The emphasis must always be on development, enjoyment, fair play and fostering team spirit.

In doing so we expect that in all development teams, players will be automatically re-signed, and that players once signed can expect the club to be committed to their development and this will be supported by game time being distributed fairly to ensure that development.

We are a community and a family club and as such we will put families as the priority when determining annual membership fees and in any decision making in signing and keeping players within the club.

4) Officers

There are 10 clearly designated roles of Officers within the club. The Officers are as follows: Chairman, Vice Chairman, Club Secretary, Treasurer, Child Welfare Officer, Registrations Officer, Kit & Equipment Officer, Player Representative, Team Manager and up to three (4) other members.

The appointment to these positions (with the exception of the Registrations Officer, Kit & Equipment Officer, Player Representative, Team Manager's & four other member roles) shall be by election from the membership at the Annual General Meeting.

Team Managers will be appointed by The General Committee for each age group from U7 to U18 Each Team Manager can appoint his own Assistant Manager/Coach subject to the club completing the necessary checks and standards required of coaching staff.

(For a list of the roles and responsibilities of each Officer, see separate document).

Club Officers shall attend no less than four (4) of the six (6) meetings throughout anyone year in order to ensure that they are updated appropriately with activities within the club and in order to contribute towards maintaining its welfare.



5) The General Committee

The Club shall be controlled by a General Committee of at least ten (10) members, of which five (5) shall be elected at the Annual General Meeting. The Chairman, Vice Chairman, Club Secretary, Treasurer & Child Welfare Officer with the remaining five (5) places being made up from representatives of club members so that the Committee as a whole represents a good cross-section of all the playing ages within the club.

One person may hold no more than two (2) positions of Club Officer at any time for example a Team Manager cannot hold two positions on the Committee as this is deemed to be three roles.

Any vacancy which occurs on the Committee during the season may be filled by the Committee, and the member appointed may hold office until the next Annual General Meeting, at which point he/she must stand for election to the position if he/she wishes to continue.

The Committee shall meet on no less than six (6) occasions throughout the season to maintain the welfare of the club, at dates agreed by the Club Chairman as they see fit. The proceedings at such meetings shall be duly recorded by the Club Secretary. At such meetings of the General Committee five (5) members inclusive of the Club Chairman (or Vice Chairman) and Club Secretary shall form a quorum. Decisions taken by the Committee need a simple majority of those voting members present in order to be confirmed.

The General Committee should represent the club at all times when dealing with all official bodies over club matters, but all correspondence must be directed through the Club Secretary.

6) Powers of the Committee

- a) To appoint such sub-committees as may be deemed necessary from time to time and shall receive reports from such sub-committees at its meetings.
- b) To fill such vacancies as may arise in its constitution between Annual General Meetings.
- c) To declare a seat vacant should a member be absent from 3 consecutive meetings without an explanation deemed to be satisfactory.
- d) To employ and pay any person or persons to carry out work for The Club. In particular, but not limited to, pitch & ground maintenance and external coaching expertise.
- e) To subsidise club members up to the value of 100% for attending training courses such as FA coaching, Safeguarding Children or First Aid, at the discretion of the Committee.
- f) To purchase, lease, rent, hire or otherwise acquire any property for the promotion of the objectives of The Club and may construct, maintain and alter any buildings necessary for the work of The Club.
- g) To sell, let, dispose of or turn to account, any or all of the property or assets of The Club, subject to such consents as may be required by law.
- h) The property, assets and finances of the club shall be vested in the General Committee.

All members of the committee have equal voting rights with any split decision to be decided by the casting vote of the Club Chairman (or Vice Chairman in the absence of the Club Chairman).

7) Discipline

The General Committee shall be convened as necessary to review disciplinary matters. They shall have the powers to fine or suspend players and to prevent parents from attending matches should it become necessary. The committee shall have power to recommend for expulsion any member deemed guilty of conduct deemed prejudicial to the good name of the club. (See Membership).

Please note it is the responsibility of all players to reimburse the Club, in full, for any fines incurred during games, i.e. as a result of receiving a yellow or red card.

8) Suitability of Individuals

In the interests of all the membership any person connected with the club in any capacity, including assistant managers / coaches, will be submitted for a DBS Check to deem their suitability to work with children. The decision of The General Committee will be final.

All members of the club must abide by The FA Respect Code of Conduct(s).

Failure to do so will result in the individual appearing before the General Committee (see Discipline and Membership).

All members of the club must abide by the FA Safeguarding Children Policy and Procedures.

Failure to do so will result in the individual appearing before the General Committee (see Discipline and Membership).

9) Membership

a) Playing membership shall be open to children aged 6 to 18 years (regardless of sex, disability, ethnicity, nationality or sexual orientation) who have: paid the annual subscription as determined by the General Committee, completed the registration process and having agreed to abide by FA Code of Conduct for Young Players and to reciprocate the club's commitment to football development through attendance of training sessions. The Club Secretary shall approve playing membership. A register of all playing members of The Club will be kept securely by The Club Secretary, at all times. Membership is aligned with the Football Association and League rules. All playing members within the Club will be deemed to be junior members of the Club. Junior members shall not be entitled to vote.

b) A Playing member wishing to resign shall give notice of this intention to The Club Secretary via their Team Manager together with the payment of any outstanding subscriptions. All financial obligation will be fulfilled by the Playing member before de-registration will be considered by The Club Secretary.

c) Full membership of the Club shall be open to any parent/carer of a current playing member or an elected Officer of the Club (See section 4 for list of Officers) even if that Officer is not the parent/guardian of a current playing member. Note: Team Managers are classed as Officers of The Club, but not Assistant Managers or Coaches (also see Section 4).

d) Full membership is conditional on the individual having confirmed that they will abide by The FA Respect Code of Conduct for spectators and parents and the safeguarding awareness for parents/carers as this considered best practice by the club.

e) Full members shall be entitled to vote at meetings of the Club. Voting shall be restricted to one vote per Full member. Hence, if both parents of a playing member attended an Annual General Meeting (AGM) or



Extraordinary General Meeting (EGM), then only one would be eligible to vote on their child's behalf. If the parent/guardians were representing two or more of their children, then they would both be able to vote, once each.

f) The General Committee will have the final decision if necessary, over the movement of playing members between teams within the club when their age makes them eligible for both. They shall decide in the best interests of the player and the club.

g) The General Committee shall have the right to warn an individual member as to their future conduct, suspend them from the club for a given period, or expel them from the Club. (See also Section 22 for Complaints Procedure).

i) To expel a member from the Club, a minimum of 3 members of the General Committee familiar with the circumstances, shall inform the Club Secretary. The Club Secretary shall then communicate with the member (so that he/she may have the opportunity to explain or resign) and shall call a meeting of the General Committee which is empowered to make the decision. If the majority of the members of the Committee present vote for his/her expulsion the member shall be expelled. Any member so expelled shall have the right of appeal by notice in writing to the Club Secretary within 14 days of expulsion. If such an appeal is made the member will be summonsed within 21 days to attend a meeting of the General Committee and explain his case. The second meeting shall comprise of different members of the General Committee including the Chairman. The Club Secretary shall also attend in a non-voting capacity. If a majority of the members of the Committee present vote for his expulsion, then it shall be confirmed. If not confirmed the member shall be reinstated.

ii) Any member expelled in accordance with the rules or otherwise ceasing to be a member of the Club shall forfeit all such rights to or claim upon The Club, The Club's property or The Club's funds as he/she otherwise would have by reason of his membership. He/she shall not be entitled to any return of subscription and shall immediately become liable to pay any monies outstanding at that time.

10) Annual Subscription

The annual subscription for each playing member shall be agreed by the General Committee before the start of each season.

Subscriptions payment deadlines will be decided annually at the AGM and communicated to members. Members will not be permitted to play for their respective team if the subscription payment has not been made.

The General Committee has the discretion to waive subscription fees for specific members in exceptional circumstances or cases of hardship. Any such decisions must be recorded.

In the event of non-payment of subscription within the agreed deadlines, an individual's membership can be terminated at the discretion of The General Committee.

11) Insurance

The General Committee will ensure that The Club is protected by Public Liability Insurance via West Riding County FA. Individual player insurance shall be provided by West Riding County FA.

12) Annual General Meeting

The Annual General Meeting shall be held not later than the end June each year. The Club Secretary shall give a minimum of 14 days notice of such meeting to all members.

The Financial Statement and Treasurers report shall be received at The Annual General Meeting, which will also elect the Officers and General Committee by ballot, appoint auditors and transact any other business. All serving Officers wishing to continue for an additional term must be re-elected.



Only full members aged 18 and over have the power to vote.

13) Extraordinary General Meeting

An Extraordinary General Meeting may be convened by the General Committee when deemed desirable and on the written request of at least 50% of full members.

The Club Secretary shall give 7 day's notice to all members of such a meeting at which 7 voting members shall form a quorum.

14) Finance

The General Committee shall ensure that a proper Book of Accounts be kept and that it is independently audited on an annual basis.

The auditor shall audit, then certify the annual statement of accounts and balance sheet before they are issued. Official receipts for all monies received shall be signed by either the Club Secretary or Treasurer. The General Committee shall authorise all cheques/payments to be always signed by at least 2 of 3 named signatories. The 3 named signatories must all be members of the General Committee.

No members of The Club will receive payments unless for matters regarding The Club such as training courses, FA qualifications etc. All such payments must be considered and authorised by The General Committee.

All surplus income or profits will be re-invested in The Club.

The General Committee acknowledge that some teams choose to finance team activities that are not the responsibility of the club through private bank accounts. It is essential that for these to work properly they must be documented clearly and be entirely transparent to parents within the teams so that it is clear what revenue and expenditure is occurring on a regular basis.

15) Club Property

No member shall, without the consent of the General Committee, take away or permit to be taken away, damage or destroy, any property belonging to the Club.

No surplus assets will be distributed to members or third parties

16) England Accredited Club

The Club shall at all times endeavour to ensure that it maintains its status as an England Accredited Club. The Secretary will be responsible for completing the annual 'Health Check' as required by the affiliated County FA.

17) Rules and Constitution

a) A copy of the Rules and Constitution of the Club shall be available to all members on request from The Club Secretary.

b) 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.

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.



18) Alteration to the rules

No alteration to these rules shall be made unless supported by at least 75% of General Committee members. If alterations are made, the revised constitution is to be circulated to all committee members and if an objection is not received within 7 days, members will be deemed to have accepted the changes and the constitution will become live.

19) Members bound by Rules

Every member shall be bound by, and submit to, the rules as laid down in the Constitution of the Club.

20) Complaints Procedure

All complaints of any kind should be reported in writing to the Child Welfare Officer (CWO). If the CWO is unable to deal with it, they shall submit to the General Committee whose decision shall be final. In no incidence shall any Club member assume responsibility to directly reprimand any other member. Any member wishing to complain about a third party external to the Club (i.e. such as Officials, Referee's, Managers, visiting Supporters etc.) must without exception do so via the a Club Committee Member. (See also Section 9(g) Membership.)

All written reports should include:

1. Details of what, when and where the occurrence took place.
2. Any witness statement and names.
3. Names of any other who you believe to have been treated in a similar way
4. Details of any former complaints made about the incident, date, when and to whom made.
5. A preference to a solution to the incident.

21) Other Business

Any matters not governed by the foregoing Rules shall be dealt with by the General Committee and the decision of such body shall be final and binding.

22) Dissolution of the Club

A decision to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least 75% of the members present.

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.

Any remaining assets shall not be paid or distributed amongst the Full Members of the Club. All surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the parent County Football Association (West Riding) who shall determine how the assets shall be utilised for the benefit of the game and other voluntary organisations having similar objectives to those of The Club.



Rob Kozaczek
Chairman

Sarah Stokes
Club Secretary

Mark Greenwood
Vice Chairman

Joel Tibbitts
Treasurer