

## **CLUB RULES**

### **OF**

## **LETCHWORTH GARDEN CITY EAGLES YOUTH FOOTBALL CLUB**

### **1. Name**

The Club shall be called Letchworth Garden Eagles Youth F.C. (the Club).

### **2. Objects**

The objects of the Club shall be to arrange association football matches and social activities for its members, and to provide facilities for, and promote participation of the whole community in the sport of football at youth level.

### **3. Status of Rules**

These rules (the Club Rules) form a binding agreement between each member of the Club.

### **4. 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 Hertfordshire Football Association. The Rules and Regulations of The Football Association Limited and the Hertfordshire Football 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) No alteration to the Club Rules shall be effective without prior written approval by the Hertfordshire Football Association.

(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.

(d) All club members, parents/guardians/ volunteers/ coaches and managers shall agree to sign and abide by the Codes of Conduct. Each team manager shall be responsible for disciplining players, and taking such action as is deemed necessary regarding adult volunteers and supporters in matters of a more minor nature. But before they take any action, this should be discussed with the club **Football** Secretary. For other than minor infringements the case should be referred by the team manager to the club Secretary, who will decide what action needs to be taken, including referring the matter to the club Executive Committee or the club Welfare Officer as deemed appropriate. There shall be a right of appeal against any disciplinary decision.

An appeal against disciplinary action shall be made in accordance with the club complaints procedure. A manager or Coach who refuses to sign the Code of Conduct for Coaches shall not be permitted to run or assist in the running of a club team.

(e) Any matters which bring the club into disrepute must be dealt with by the Executive Committee of the club rather than the team manager/ coach.

(f) Any complaint regarding the conduct of a manager/ coach or other official of the club must be in the first instance referred to the club **Football** Secretary, and dealt with in accordance with the club complaints procedure.

(g) refusal to comply with any policy of the club shall result in expulsion from the club.

## **5. Club Membership**

(a) Membership of the club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex, or disability except as a necessary consequence of the requirements of football as a particular sport.

(b) The club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the club or the sport into disrepute. Appeal against such a decision may be made to the club executive committee and decided by a majority vote.

(c) The members of the Club from time to time shall be those persons listed in the register of members, which shall be maintained by the Club Registration Secretary.

(d) Any person who wishes to be a member must apply using the prescribed Membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the Club Executive Committee. Membership shall become effective upon an 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, and the appropriate league shall be informed.

(f) The Football Association and Hertfordshire Football Association 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 Club Management Committee at its AGM.

(b) Any fee shall be payable on a successful application for membership and annually by each member. The Management Committee shall at its discretion determine a

lower fee in respect of applications for membership made after 1 January of that season.

- (c) When a member cannot afford the full membership fee an application may be made in writing by the parent or guardian, using a form prescribed for that purpose, to the club Welfare Officer, who will transmit the application to the James Harpur Support Fund for a decision.. Any financial assistance offered by the Fund will be paid direct to the club.
- (d) A member shall not play for the club until an annual membership fee has been paid, either in full or by instalments.
- (e) The membership fee may be paid in cash, cheque or by BACS transfer.
- (f) Fees shall not be repayable except at the discretion of the executive committee. The exercise of this discretion shall have regard to the length of time the member has played for the club during the current season, family circumstances such as future residence, and the health of the member.
- (g) The Executive Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfill the objects of the Club.

## **7. 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.
- (b) The Executive Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for him to remain a member. There shall be a right of appeal to a panel appointed chaired by the vice chairman and comprising 2 club officers or team managers who have no personal connection to the member.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club property.

## **8. Club Organization**

- (a) The principal Officers shall consist of Chairman, Vice Chairman, Secretary, and Treasurer, who shall be elected at the Annual General Meeting.
- (b) A Management Committee shall be constituted at the Annual General Meeting, and shall comprise every team manager, the Child Welfare Officer and may include a parent representative for each age group. This committee shall be responsible for the election of all Officers of the club, setting the level of membership fee, and delegation of all matters relating to the running of the Club, at its discretion, to an Executive Committee.

(c) An executive committee shall be elected at the AGM and shall comprise of the principal Club Officers, the Club Training Officer, Club Community Development Officer, Child Welfare Officer, **Health and Safety Officer** and a team manager representative from each of the following age groups/ categories, who will be chosen by other members of those age groups/ categories.

Under 7/8

Under 9/10

Under 11/12

Under 13/14

Under 15/16

Under 17/18

All Girls teams

Other Officers of the club may be co opted on to the Committee at its discretion for a particular purpose.

(d ) Each Club Officer and Executive Committee member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Club Officer at any time. The Executive Committee shall be responsible for the management of all affairs of the Club other than matters relating to the Club constitution and the level of membership fees, which must be determined by the Management Committee of the Club, or such matters that the Management Committee shall decide should not be delegated to the Executive Committee.

(e) Decisions of each Committee shall be made by a simple majority of those attending the Committee meeting. The Chairman of the meeting shall have a casting vote in the event of a tie. Meetings of each Committee shall be chaired by the Chairman or in his/her absence the Vice Chairman or **Administration** Secretary. The quorum for the transaction of business of each Committee shall be one third of the number of committee members, but the Management Committee will not be quorate if less than 5 are in attendance excluding Club Officers.

(f) Decisions of the Committee meetings shall be entered into the minute book of the Club to be maintained by the Club **Administration** Secretary.

(g) Any member of the Management Committee may call a meeting of the Committee by giving not less than 7 days notice to all members of the Committee. The meetings shall be held bi monthly. Failure to attend 2 consecutive meetings of the Committee, or to send a deputy, may result in the suspension of a team manager from the club, for a period of 2 weeks. Further sanction may be imposed at the discretion of the executive committee

(h) An outgoing Club Officer may be re-elected. Any vacancy which arises between Annual General Meetings shall be filled by a member proposed by one and seconded

by another of the Management Committee members and approved by a simple majority of the Committee members present.

(i) Save as provided for in Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Management Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

## **9. Annual and Special General Meeting**

(a) An Annual General Meeting (AGM) shall be held each year to:

- Receive a report of the activities of the Club over the previous year
- Receive a report of the Club's finances over the previous year
- Elect the officers of the Club
- Consider any other business

(b) Nominations for election as Club Officers shall be made in writing by the proposer and seconder both of whom must be existing members of the Club, to the Club **Administration** Secretary no less than 7 days before the AGM, or in the absence of any such nominations, made verbally at the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing or by e mail to the Club **Administration** Secretary not less than 21 days before the meeting.

(c) A Special General Meeting (SGM) may be called at any time by the Management Committee, and shall be called within 21 days of the receipt by the Club **Administration** Secretary of a requisition in writing signed by not less than 5 members stating the purposes for which the meeting is required and resolutions proposed. Business at a SGM may be any business that may be transacted at an AGM.

(d) The **Administration** Secretary shall send to each member of a committee at his/ her last known address by written notice or e mail the date, time and place of an Annual General Meeting together with the resolutions to be proposed at least 14 days before the meeting.

(e) The quorum for an Annual General Meeting shall be 10.

(f) The **Administration** Secretary or in his/her absence a member selected by the Management Committee shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairman of the meeting shall have a casting vote.

(g) The Club **Administration** Secretary/ Minute Secretary, or in their absence a member of the Management Committee, shall enter minutes of Annual General Meetings into the minute book of the Club.

## 10. Club Teams

- (a) At its first meeting following each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team.
- (b) Teams within the same age group shall be distinguished and known by a colour and not by use of a letter or number. The club colours for first team strip shall be blue and black striped shirts and black shorts and socks. Reserve strips shall be yellow and black, or at the discretion of the team manager.  
Team shirts shall bear the club logo and may include the name of a sponsor but not the name of the individual player.

## 11. Club Finances

- (a) A bank account shall be opened and maintained in the name of the Club (the Club account). Designated account signatories shall be the Club Chairman, **club Football or Administration Secretary and the Treasurer**. **All cheques must be signed by 2 of the 3 designated signatories. The treasurer shall have authority to pay individual sums up to £1000 per transaction by BACS transfer or standing order, using an on line banking facility.**
- (b) No bank account shall be opened by a team using the club name. Any account opened by a team for sundry transactions shall be held in the name of the team, and shall designate 2 signatories other than the team manager. A summary of the account shall be submitted to the club treasurer by end of June annually for audit purposes.
- (c) An annual audit shall be made of the Club accounts by an independent auditor approved at the AGM.
- (d) The income and assets of the Club (the Club property) shall be applied solely towards promoting the club's objects as set forth in these rules, and no portion thereof shall be paid or transferred, directly or indirectly, to the members of the club
- (e) The **Executive** Committee shall have power to authorize 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.
- (f) The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.
- (g) The Club's interest in land and buildings shall be vested in no less than two and no more than four trustees, one of whom may be the Treasurer, (the Trustees) who shall deal with the Club property as directed by decisions of the Club Management

Committee, and entry in the Minute Book shall be conclusive evidence of such a decision. The appointment of Trustees shall be contained in a Trust Deed.

(h) The Trustees shall be appointed by the Club in an Annual General Meeting and shall hold office until death or resignation unless removed by a resolution passed at an Annual General Meeting.

(i) On his or her removal or resignation a Trustee shall execute a conveyance, in such form as is published by The Football Association, to a new Trustee as directed by the club Management Committee. On the death of a Trustee, any Club property vested in them shall vest automatically in the surviving Trustees. If there is only one surviving Trustee, a Special General Meeting shall be convened as soon as possible to appoint another Trustee.

(j) The Trustees shall be entitled to an indemnity out of the Club property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

(k) The Trustees are authorised by the Club members to enter into leases of property to further the objects of the Club, and the liability of the Trustees in respect of any covenants in any lease shall be joint only and not general. The liability of the Trustees shall be limited in amount to the realizable value of the assets of the Club for the time being vested in them.

## **12. Dissolution**

(a) A resolution to dissolve the Club shall only be proposed at an Annual General Meeting and shall be carried by a majority of at least three quarters of the members present.

(b) The dissolution shall take effect from the date of the resolution and the members of the Club Management Committee shall be responsible for the winding up of the assets and liabilities of the Club.

(c) In the event of the dissolution of the club, any assets remaining after the discharge of all debts and liabilities of the Club shall not be paid to or distributed among the members of the club, but shall be given or transferred to the parent Association for use by them for related community sports.

[Certified as a true copy as approved at the AGM on 14<sup>th</sup> June 2016]