



Dave and Marion Pictor Playing
Fields
Bristol Street
Malmesbury
Wiltshire
SN16 0RA

MALMESBURY YOUTH FOOTBALL CLUB

CONSTITUTION

1 Name

The Club shall be called Malmesbury Youth Football Club (the **Club**).

2 Object and Ethos

- a) The object of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and for community participation.
- b) The ethos of the Club is to provide a safe and friendly environment for young people in the local community to learn and play football, and to offer a pathway towards competitive adult football. This is pursued by: (i) allowing all children registered with the Club in the age groups ranging from Under 6's to Under 11s (inclusive) full inclusion in team selection. Every player registered in these age bands shall be given the opportunity to play the same number of matches as anyone else in their age group and with the same amount of game time so long as they comply in all respects with the Club's Code of Conduct. Age groups with high numbers of children registered may be split into team squads within that age group at the discretion of the Coach/Team Manager. Match day teams will not be selected on an ability basis for these age groups; (ii) from Under 12s and above, in addition to compliance with the Club's Code of Conduct, team selection may be based on ability. Team selection is determined at the discretion of the Coach/Team Manager. Please refer to the Club's Code of Conduct for more information regarding the expectation of players, coaches and parents/spectators.

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 members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulation of The Football Association Limited (**The FA**), County Football Association to which the Club is affiliated (**Parent County Association**) and Competitions in which the Club participates, for the time being in force.
- b) No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and Parent County Association reserve the right to approve any proposed changes to the Club Rules.
- c) The Club will also abide by The FA's Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

5 Club Membership

- a) The members of the Club from time to time shall be those persons listed in the register of members (the "Membership Register") which shall be maintained by the Club Secretary.



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- b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in place from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- d) The FA and Parent County 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 from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil 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, they provide notice to the Club Committee of their resignation. A member whose annual membership fee or further subscription is more than (2) months in arrears shall be deemed to have resigned.
- b) The Club Committee shall have the power to expel a member or refuse membership when, in its opinion, it would not be in the interests of the Club for them to remain/become a member. The process for such expulsion or refusal of membership is that such decision is made by a small 'membership sub-committee' consisting of the chair and secretary (or other officers appointed from time to time). An appeal against such a decision is to be considered by the rest of the Club Committee, with the membership sub-committee excluded from such votes and absenting themselves from the appeal discussion.
- c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the **Club Property**).

8 Club Committee

- a) The club committee (**Club Committee**) shall consist of the following Club Officers: Chair, Vice Chair, Treasurer, Club Secretary, Registration Secretary, Child Welfare Officer and such other members as may be elected at an Annual General Meeting (**AGM**).
- b) Each Club Officer and Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extraordinary General Meeting (**EGM**). One person may hold no more than two positions at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chair of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee meeting shall be chaired by the Chair or in



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their absence the Vice Chair or other nominated committee member. The quorum for the transaction of business of the Club Committee shall be three.

- c) Decisions of the Club Committee meetings shall be entered into the Minutes of the Club to be maintained by the Club Secretary and uploaded to the Club shared drop box.
- d) Any member of the Club Committee may call a meeting of the Club Committee by giving notice to all members of the Club Committee and agreeing a mutually convenient time with quorum numbers. The Club Committee shall hold not less than four meetings a year.
- e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between AGMs shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- f) Save as provided for in the Rules and Regulations of the FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- g) The position of a Club Officer/Committee Member shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

9 Annual and Extraordinary General Meetings

- a) An AGM shall be held each year to:
 - i) receive a report of the activities of the Club over the previous year;
 - ii) receive a report of the Club's finances over the previous year;
 - iii) elect the members of the Club Committee; and
 - iv) consider any other business.
- b) Nominations for election of new members as Club Officers /members of the Club 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 7 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 7 days before the meeting.
- c) An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing (including email), agreed by not less than three members stating the purposes for which the Meeting is required, and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM. If necessary, for urgent decision-making; a virtual EGM may be called under the same guidelines but via email.
- d) The Club shall put information on social media and the Club Website with written notice of the date of the General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 7 days before the meeting. Additionally, Coaches will distribute the notice to their team parents.
- e) The quorum for an Annual or Extraordinary General Meeting shall be five members.



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- f) The Chair, or in their absence a member selected by the Club 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 equal votes, the Chairperson of the meeting shall have the casting vote.
- g) The Club Secretary, or in their absence, a member of the Club Committee, shall record Minutes of General Meetings and upload them to the shared drop box.

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 present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.
- b) The Club's kit will consist of red/white striped shirts, black shorts and black socks.

11 **Club Coaches**

- a) The Club is committed to encouraging volunteers to start their coaching journey. A condition of becoming a Coach at the Club is to have completed the FA first aid and safeguarding training courses, to have obtained an acceptable Disclosure and Barring Service background check and to have enrolled in the FA's introduction to football training course, which must be completed within 3 months of enrolment. The Club will account for the costs of these courses and background check.
- b) The Club aspires to retain the experience of qualified Coaches whose involvement in the Club may otherwise be coming to an end with an older age group (U16-U18). Such experienced coaches will be prioritised for younger age group coaching vacancies and parent helpers will also be encouraged to apply.

12 **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 Chair, the Registration Secretary and the Treasurer, or 3 Committee members approved by the Chair. No sum shall be drawn from the Club Account except by cheque or online payment signed/authorised by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account
- b) The Club Property shall be applied only in the furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.
- c) The Club Committee shall have the power to authorise the payment and remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
- d) The Club may provide sporting and related social facilities, sporting equipment, coaching courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs.
- e) The Club may also in connection with the sports purposes of the Club:
 - i) sell and supply food, drink and related sports clothing and equipment.



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- ii) employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;
 - iii) pay for reasonable hospitality for visiting teams and guests; and
 - iv) indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- f) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six years.
 - g) The Club shall prepare an annual 'Financial Statement', in such format as shall be available from the FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at a General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.
 - h) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer (the **Custodians**), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minutes shall be conclusive evidence of such a decision.
 - i) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
 - j) On their removal or resignation, a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to the FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.
 - k) The Custodians 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.

13 **Dissolution**

- a) A resolution to dissolve the Club shall only be proposed at a 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 Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- c) Any assets remaining after the discharge of the 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 one or more of the following approved sporting or charitable bodies: (i) a registered charitable organisation(s); (ii) another club which is a registered CASC; (iii) the sport's Parent County Association or the FA for use by them for related community sports.



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THIS CONSTITUTION, WHICH REPLACES ALL PREVIOUS CONSTITUTIONS WAS APPROVED
ON 25 NOVEMBER 2024

Signed by the Chair

Name:

Signature:

Date: