

Eastbourne Girls FC



Club Constitution and Rules

1. NAMES AND OBJECTIVES

1.1 The Club shall be called "Eastbourne Girls Football Club" (abbreviated to "EGFC") hereafter referred to as the Club.

1.2 The aims of the Club are to provide association football opportunities for girls and ladies from the Eastbourne and the surrounding areas; and to organise suitable social, educational and personal development activities for its playing members as deemed desirable by the Management Committee.

1.3 The Club is an unincorporated association. It shall be affiliated to the Sussex County Football Association and shall be members of the Sussex County Women and Girls League, Crowborough & District Junior Football League and/or other such reputable local girls, ladies or mixed football leagues.

1.4 The Club is an independent association with its own identity. It will seek to enter into formal links with suitable local Infants, Junior and Secondary schools and will seek to form partnerships with local businesses and the community at large to improve the facilities and resources available for girl's and ladies football in the area identified above.

1.5 The Club's home ground will be within the Club catchment area and be a suitable venue for female orientated football and be agreed by the Management Committee.

2. RULES AND REGULATIONS

2.1 This constitution and set of rules forms a binding agreement between each playing and voting member of the Club.

2.2 The Rules and Regulations of the Football Association and the Sussex County Football Association or any other League or Competition to which the Club is a member shall be deemed to be incorporated into the Club constitution and rules.

2.3 The Club will abide by the Football Associations Child Protection Policies and Procedures Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy. A complete set of Club policies will be held and maintained by the Club Secretary and can be inspected on request. Certain information will be provided to members through the Club's website.

3. MEMBERSHIP

3.1 **Academy Playing Membership:** Open to girls who have attained their 6th birthday but are under the age of 10 by midnight on 31st August in the forthcoming playing season

3.2 **Junior Playing Membership:** Open to girls who have attained their 10th birthday but are under the age of 12 by midnight on 31st August in the forthcoming playing season.

3.3 **Youth Playing Membership:** Open to girls who have attained their 12th birthday but are under the age of 16 by midnight on 31st August in the forthcoming playing season.

3.4 Ladies Playing Membership: Open to girls and ladies who have attained their 16th birthday by midnight on 31st August in the forthcoming playing season.

Full voting rights are applicable at the Annual General Meeting or any Special General Meeting to the parents or guardians of Academy, Junior and Youth memberships on a 1:1 member:parent/guardian ratio and to Ladies' Playing Members.

3.5 Anyone wishing to become a playing member of the Club must complete a membership application form and must pay an annual fee to the Club. The level of the fee for each category of playing membership will be agreed by the Interim Management Committee for the first year and at the first Management Committee meeting after the Annual General Meeting or Special General Meeting in each subsequent year. The Interim Management Committee and Management Committee have the power to refuse playing membership to any individual it deems may act against the interests of the Club.

3.6 The Club may also levy additional subscriptions from members to fulfil the aims of the club. The level and frequency of these subscriptions, for each category of playing membership, shall be agreed at the first Management Committee Meeting after the Annual General Meeting.

3.7 A member shall cease to be a member of the Club if, and from the date on which, she/he gives notice to the Management Committee of her/his resignation. Playing membership fees are non-refundable. A member whose annual playing membership fee or subscription is more than two months in arrears shall be deemed to have resigned.

3.8 The Management Committee shall have the power to suspend or expel a playing member who has broken the Club rules or who has brought the Club into disrepute in accordance with Section 9 below.

3.9 Club officials (coaches and management staff) have the right to waive playing membership fees and subscriptions in the case of extreme financial hardship.

3.10 A register of current playing members shall be maintained by the Club Secretary. In the event of a playing member's resignation or expulsion, his or her name shall be removed from the Membership Register.

4. MANAGEMENT COMMITTEE

4.1 A Management Committee shall be elected by the parents or guardians of the Playing Membership (the 'voting membership') of the Club and will hold responsibility for the management of the affairs of the Club.

4.2 The Management Committee shall consist of the following elected officers:

- Chairperson
- Vice Chairperson
- Club Secretary
- Club Treasurer
- Club Welfare Officer
- Fundraising/ Events Officer
- Publicity Secretary

Club Coaching Representative
Parents Representatives (one from each age group)

In addition to the elected member's details above, age group and ladies team managers (one from each age group) will also sit as members of the Management Committee.

A copy of the minutes of Committee meetings to be circulated by the Club Secretary.

The Club Secretary will be responsible for arranging fixtures and liaising with the Sussex County FA and the relevant League representatives.

The Club Treasurer will be responsible for maintaining the finances of the Club in accordance with Section 7 below.

The Club Welfare Officer will be responsible for ensuring that high standards of child welfare are being maintained by all Club officials in whatever their capacity.

4.3 Meetings of the Management Committee shall be organised by the Club Secretary and chaired by the Chairperson or in her/his absence by the Vice Chairperson and therein after by another Officer of the Management Committee on a rotational basis.

4.4 The Management Committee shall agree the frequency of their meetings but they should meet at least six times per year. The Club Secretary must provide at least seven days' notice to all Officers of the Management Committee. At least five Officers of the Management Committee must be present for a meeting to proceed.

4.5 Decisions of the Management Committee shall be by a simple majority of those officers attending the Management Committee meeting. The Chairperson shall have a casting vote in the event of a tie. Decisions of the Management Committee shall be recorded and retained by the Club Secretary.

4.6 Officers shall be elected to serve a term of one year with the exception of the Club Chairperson and Club Secretary which will be for two years. The elections for the Club Chairperson and Club Secretary will be on alternate years to ensure continuity for the Club. An outgoing Officer may be re-elected at the Annual General Meeting. Any vacancy for an Officer, which arises between Annual General Meetings, shall be filled by a member approved by a simple majority decision of the remaining Management Committee members. For the purposes of this provision, a year shall mean the approximate time given between each seasons' Annual General Meeting, see Section 5 below.

4.7 Any Officer failing to attend three consecutive Management Committee meetings without providing a satisfactory reason may be deemed to have resigned.

4.8 The Management Committee shall have the power to appoint Sub-Committees as and when deemed necessary. Such Sub-Committees must be chaired by an Officer of the Management Committee and shall report to the Management Committee when required.

5. GENERAL MEETINGS

5.1 Save for 5.2 below, an Annual General Meeting (AGM) shall be held on or before the last day of June in each year to:

- (a) Receive a report of the activities of the Club over the previous year

- (b) Receive a report of the club's finances over the previous year
- (c) Elect Officers of the Management Committee
- (d) Make any necessary amendments to the Club Constitution
- (e) Select a children's charity for which the club may make donations during the year
- (f) Consider any other business of which prior notice has been given

5.2 In the first year of The Club, the AGM will be held during the first week of September. The details of reports outlined in 5.1 (a) and 5.1 (b) shall therefore report only on the projected activities and finances for the coming year.

5.3 In the period leading up to The Clubs' first AGM, the activities of The Club shall be overseen by the respective age group Team Managers ('the Interim Management Committee'). At all times, the Interim Management Committee will work to the Objectives of The Club as outlined in Section 1 above. At the conclusion of the first AGM, the Interim Management Committee shall ensure a proper and orderly handover of information, actions and activities to the elected members of the Management Committee and thereafter the Interim Management Committee shall be dissolved.

5.2 Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the AGM. Any member of the Club may propose a resolution.

5.3 Nominations for election of members of the Officers of the Management Committee may be made in writing to the Club Secretary in advance of the AGM or verbally during the meeting. Only voting members with conferred voting rights from the playing membership may vote in the election. The procedures for the election will be agreed by the Management Committee.

5.4 A Special General Meeting (SGM) may be called at any time by the Management Committee or by at least 10 voting members of the Club. A request for such a meeting must be made in writing to the Club Secretary and be signed by the members concerned, stating the reason for which the meeting is required and the resolutions proposed.

5.5 The Club Secretary or their nominee shall send to each member at her/his last known address, written notice of the date of the AGM together with the resolutions to be proposed at least 14 days before the meeting. Accidental omission to give a member notice of the meeting does not invalidate that meeting.

5.6 The quorum for an AGM or SGM shall be at least seven members of the Voting Membership.

5.7 The Chairperson shall chair the meeting. Each voting member present shall have one vote and resolutions shall be passed by a simple majority. In the event of a tied vote, the chairperson shall have a casting vote. The Club Secretary shall record and retain the minutes of the AGM or SGM.

6. CLUB TEAMS

6.1 The Management Committee shall decide which teams will be entered for league and cup competitions before the start of each season. They shall agree the appointment of a suitable manager and coaching staff for each team.

6.2 Managers, coaching staff and any members likely to come into contact with children must have completed an application form and provide a Criminal Records Bureau (CRB)

clearance check every three years or as and when required by the Management Committee. In addition all Club personnel in contact with children will attend Child Protection Training under the guidelines produced by the Football Association. At least one representative from each team must also have passed the Football Associations Level 1 coaching certificate as a benchmark of their ability and dedication.

7. CLUB FINANCES

7.1 A bank account will be opened and maintained in the name of the club. The Management Committee shall nominate designated signatories. No sum shall be drawn from the club account except by a cheque signed by two of the designated signatories. All monies payable to the Club shall be received by the Club Treasurer and deposited into the club account.

7.2 The income and assets of the Club (The Club Property) shall be used only to further the Club aims.

7.3 The Management Committee shall agree an expenses policy covering reimbursement of reasonable expenses by club members and volunteers. No Committee Member or club member shall receive payment or profit from any such Club activities. The Club Treasurer will not pay any expenses that are not covered by the policy.

7.4 At its first meeting following the AGM, the Management Committee will agree an income and expenditure budget for the forthcoming financial year including any amendments to Membership and Subscription fees. No individual may commit the club to expenditure that is not covered by the budget without approval of the Club Committee.

7.5 The Management Committee shall agree the policy for reduced or waived membership and subscription fees, or any other financial help for players with special circumstances.

7.6 The Club Treasurer shall prepare a regular financial management report for each of the Management Committee. The Committee will review this report and take whatever decisions are necessary to ensure that the Club's finances are in order. The Club Treasurer shall also prepare an Annual Financial statement to be approved by the Management Committee and presented at the AGM.

7.7 The Management Committee shall approve all applications for grant funding and sponsorship. Sponsorship will only be accepted from reputable businesses, preferably located within the Clubs boundaries and subject to ethical considerations.

7.8 The Club shall affect an insurance policy for playing members and each member shall be advised in writing of the benefits payable.

8. DISSOLUTION

8.1 A one-off resolution to dissolve the Club shall only be proposed at an AGM and shall be carried by a majority of at least two thirds of the voting members present.

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

8.3 Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be donated to a children's charity of the Club's choice.

9. CLUB DISCIPLINE

9.1 Club members, players, officials and parents/supporters must conduct themselves at all times both on and off the field in accordance with the Clubs Codes of Conduct and in a manner which does not bring the Club into disrepute.

9.2 Anyone contravening 9.1 above will be deemed to be in breach of their membership and may be requested to appear before a Disciplinary Committee formed of senior officers of the Club (chair, vice-chair, secretary) and one other co-opted member who are duly appointed to deal with matters of a disciplinary nature. The Disciplinary Committee will have the power to call players, Club members, officials and/or parents/supporters before it to discuss the alleged breach of membership and to agree subsequent actions which might include, but not restricted to, a verbal or writing warning, an apology to any offended party or parties and/or financial penalty. The Disciplinary Committee shall minute the discussions for record and reporting to the Management Committee.

9.3 In the event of a serious or persistent breach or a failure to appear before the Disciplinary Committee, the Disciplinary Committee may elect to recommend to the Management Committee that the membership be terminated.

10. GRIEVANCES

10.1 The Club wishes to promote open and equal dialogue between its membership and their respective team managers and Management Committee. In doing so, it is hoped that any disagreement, dispute or feeling of unrest can be resolved promptly and without escalation.

10.2 In the event of any Member wishing to take out a formal grievance against the actions of any Member(s) of the Club or Management Committee then he or she shall, in the first instance, submit their grievance in writing to the Club Secretary. On receipt and within 14 days, the Club Secretary will arrange for 3 members of the Club's Management Committee to hear the grievance. The decision of this meeting will be given in writing to the person bringing the grievance within 3 working days of the grievance hearing.

10.3 If the person bringing the grievance is not satisfied with the decision reached then they have the right to request the Club's Management Committee to hear the Grievance; such hearing to be held within 21 days of the original hearing date. The decision of the Club's Management Committee to be final.

10.4 The person bringing the grievance to be allowed to attend, accompanied by a friend if the person so wishes, and present their case at either the initial hearing and if necessary to the Club's Management Committee.

Adopted: Second Annual General Meeting, 3rd July 2009

Signed:

Position: Chairman

Date: 3rd July 2009