



## Croft Junior Football Club Rules 2019/20

### 1. Name

The Club shall be called Croft Junior Football Club (the “Club”).

### 2. Objects

The objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members, and community participation in the same.

### 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 endeavors 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) The Club will also abide by The FA’s Safeguarding Children Policies and Procedures, Codes of Conduct and the AntiBullyingPolicy 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.

(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 antidiscrimination 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 fulfill the objects of the Club.
- (c) The annual fee will be collected from each team account and transferred to the club account at the end of September.

## 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 his / her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.
- (b) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the best interest of the club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or any share of, any, of the income and assets of the Club (the “Club Property”).

## 8. Club Committee

- (a) The Club Committee shall consist of the following Club Officers, and is subject to there being an appointment in each position.
- Chairman;
  - Vice Chairman;
  - Secretary;
  - Welfare Officer
  - Treasurer;
  - Respect Officer
  - Club Development Coach;
  - Membership Secretary
  - Charter/Community Standard Co – Coordinator

All Club Committee Officers are elected at an Annual General Meeting (“AGM”). Team Managers, Fixture Secretaries (mini soccer, 9 a side and 11 a side matrix organizers) and Kit Manager will be members of the Management Committee for as long as they hold team responsibility in the Club. Club Committee Officers are automatically members of the Management Committee

(b) Each Club Committee Officer 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 (2) positions of Club Committee Officer 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 Club Committee meetings or Managers Committee meetings. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee and Managers Committee shall be chaired by the Chairman or in their absence the Secretary. The quorum for the transaction of the business of the Club Committee shall be four (4), all of whom must be elected Officers.

(c) Decisions of the Club Committee and Managers Committee shall be noted and maintained by the Club Secretary.

(d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee and Managers Committee shall hold not less than four (4) meetings per 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 (1) and seconded by another one (1) of the remaining Club Committee members and approved by 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 Committee Officer or Management Committee member shall be vacated if such a 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 in October 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 members of the Club Committee and Managers Committee

(iv) confirm or appoint all team Managers;

(v) set a date for the club end of season presentation day

(vi) consider any other business.

(b) Notices calling for the nomination of Officers shall be published 14 days prior to the AGM.

(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, signed by not less than five 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.

(d) The Secretary shall email to each member at their last known e mail address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.

(e) The quorum for a General Meeting shall be four (4), all of whom must be elected Club Committee Officers.

(f) The Chairperson, 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 an equality of votes, the Chairperson of the Meeting shall have a casting vote. If a Club Committee member holds more than one elected role, that person will only be entitled to one vote.

(g) The Club Secretary, or in their absence a member of the Club Committee, shall note the Minutes of General Meetings.

## 10. Club Teams

At the 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. The appointed members shall present to the Club Committee at the next AGM a report of the activities of the team for the previous season.

## 11. Club Finances

(a) A bank account shall be opened and maintained in the name of the Club (the Club Main Account"). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Club Treasurer. Cheques drawn by the Club shall be signed by two of the designated signatories. Online payments, either Bacs or transfers, shall be done by the Club Treasurer using the secure online banking service.

The Treasurer must also provide at the monthly Management meetings, a statement of the last month's activities of the Club Main Account, both incoming and outgoing for transparency purposes.

All monies payable to the Club shall be received by the Treasurer and deposited in the Club Main Account.

(b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceedings arising from the sale of Club Property to members is prohibited.

(c) The Club Committee shall have the power to authorise the payment of 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 also in connection with the sports purposes of the Club:

(i) sell and supply food, drink and related sports clothing and equipment;

(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).

(e) 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 (6) years.

(f) 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.

## 12. Dissolution

(a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by the 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 surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them related to community sports.

### 13. Qualifications

(a) The Development Coach must hold a recognised FA Coaching Qualification, Minimum Level 1, prior to being elected.

(b) The Club Welfare Officer must hold a current FA CRC Enhanced Disclosure and have attended a Child Protection Workshop before taking up post.

(c) Team Managers must complete FA Level 1 Coaching Certificate (or higher) within 6 months of commencing as a Manager and ensure that they maintain a valid and in date CRC, Safeguarding Children and Emergency Aid Certificate. The Club will pay for up to 3 CRC's per team. Further CRC's will be paid for by each team as applicable

(d) Assistant Managers must as a minimum complete a FA CRC Enhanced Disclosure immediately and attend a Safeguarding Children Workshop and Emergency Aid Course within 6 months of commencing and ensure the certificates are kept up to date.

(e) Any Manager or Assistant Manger or team Coach that does not hold a valid CRC & Safeguarding Children Certificate, shall not be allowed to stand in the technical area on matchdays. There will be no exceptions.

(f) All Managers must join the FA Licensed Coaches Club.

### 14. Team accounts

(a) The Treasurer will maintain a separate bank account for each team.(b) Individual team monies will come from training fees, team fundraising sponsorship or donations.

(c) Each age group will be responsible for its own finance and as such will be allowed to set training fees and match fees, depending on size of squad and training location. It is the responsibility of the Manager or appointed representative to collect fees.

(d) Each age group or team shall receive a financial statement at each committee meeting.

(e) It is the responsibility of the Manager or appointed representative to account for all petty cash held by each team. Cash Account statements will be required to be submitted by each team on a quarterly basis on the following dates: 1<sup>st</sup> July 1<sup>st</sup> October 1<sup>st</sup> January and 1<sup>st</sup> April

(f) Any monies held by teams in either petty cash or their account can be used at the discretion of the Manager for the good of the team. Any spend from petty cash should be accountable by appropriate receipts.

(g) All Manager's or appointed representative must complete the monthly Training and Match Records report and return them to the Treasurer by no later than the fourth day following the usage month end. Any team failing to do so will be liable to a £10.00 fine.

### 15. Accounts in Debit

- (a) The Treasurer will inform the Manager and Chairman and Secretary that an account is overdrawn as soon as this is known.
- (b) Any team that is overdrawn will have its account option at Don Rogers Sports withdrawn until such time that the account is in credit.
- (c) The Manager will be asked to attend the next Management Committee and/or Club Committee Meeting or a Special Officers meeting to explain how the debt will be paid off.
- (d) Nonattendance, at the committee meeting, means automatic freezing of further payments.

## 16. Club Management

- (a) Managers of all teams should attend Management Committee Meetings or send a deputy. Any team not being represented in three consecutive meetings will result in a fine of £10.00 payable from the teams account into the Club account.
- (b) Management decisions of Croft Junior Football Club may be made by the Management Committee. Such decisions must be endorsed by a majority vote of those present.
- (c) Managers are responsible for the day to day running of their teams. However, strategic decisions and decisions affecting such subjects as club sponsorship, fundraising, annual entry to leagues, Welfare and the general image of The Club must be supported by the Chairman and Secretary, who may refer the decision to the Club Committee. These decisions must be endorsed by a majority vote prior to execution. This decision will be final.
- (d) The Committee will review and ratify on an annual basis:
- The Constitution and Rules;
  - The Football Development Plan for the season;
  - The Player's, Parents and Spectators, Club Officials and Coaches Code of Conducts in line with the FA RESPECT campaign;
  - Safeguarding Children Policy;
  - AntiBullying Policy;
  - Bursary;
  - Emergency Contact form;
  - Emergency Action Plan;
  - Equality Policy
  - Club Complaints Procedure; and
  - Social Media Policy
- (e) Managers must ensure that each player returns a Players Respect form, the Parents and Spectators Respect form(s) and an Emergency Contact form. Copies of the Emergency contact form and the original Respect forms must be sent to the Secretary by the end of September each season. The originals should be retained by the Manager and be available at every match.
- (f) Managers are responsible for ensuring that when a player leaves the Club that their kit is requested to be returned and that they are aware of any outstanding subscription payments that need to made. If

there are outstanding payments or kit is not returned, then the Manager will inform the Club Secretary so that future registration or transfer of the player can be blocked with the League until the issue is resolved.

## 17. Club Kit

(a) The Club Approved Home Kit is manufactured by Mitre.

- Shirts – OPTIMIZE Royal/Scarlet
- Shorts – PRISM Royal/White
- Socks – DIVISION Tec Royal/Scarlet/White

(b) The Club Approved Training Kit is manufactured by Mitre

- Premier Rain Jacket – Navy/Royal
- Edge Rain Jacket - Royal
- Delta Bench Coat - Navy

(c) The Approved Coaches Kit is manufactured by Mitre

- Delta Polo – White/Black
- Delta T Shirt – White/Blue
- Delta Bench Coat - Navy

(d) Any change in kit supplier or colours needs to be approved at the AGM.

(e) Shirt sponsorship is allowed for individual teams and the sponsor's name can appear on the front of the shirt. The Club Committee should be informed in advance of any shirt sponsorship. Any sponsorship should not be in conjunction with any Alcohol products or any business that may be deemed sensitive.

(f) Player's names or nicknames are not allowed to appear on shirts.

(g) Away kits are at the discretion of Managers. An away kit is not essential.

(h) All shirts must be numbered appropriately, and numbers are allowed on shorts at the Manager's discretion.

(i) Match kits remain the property of the Club, even in the event of the kits being bought/supplied/paid for by an outside source.

## 18. Fixture Management

(a) The relevant Fixture Secretaries will maintain a matrix of matches to be played and the pitch to be played on. Croft Sports Centre (CSC) will book and allocate pitches based on the matrix.

(b) Teams to give a minimum of 14 days notice if you either require a pitch or wish to cancel a booked pitch.

(c) No matches to be arranged without contacting the Fixture Secretary and receiving confirmation that a pitch is available, and neither can any kick off times be re arranged between Managers without updating the matrix first.

(d) No league matches to be arranged before midday on Saturdays.

(e) Cup games have priority over league games, but not in relation to Kick Off times.

(f) Older Age Groups priority over younger age groups even if match is reorganised by the League.

(g) For mini soccer, 3G is available when grass is waterlogged or unplayable. League and Cup fixtures to get priority over training after 1300 on Saturday.

## 19. Club Bursary 2019/20 Season

(a) The set-up fund.

Already in place from previous season

(b) Applications

Any team that starts the season (September) with an account that is not in arrears may apply for Bursary payment. Managers in addition, must provide details of any cash account being held as per club rule 14 (e).

A team may apply for funding for a maximum of 3 players in any one month.

Applications are made monthly as the circumstances of any player may change.

Applications are made by the parents/carers of the players concerned if under 16.

Applying players must pay their annual club membership fee.

All applications will be at the discretion of the Club Committee.

The maximum any one team can draw from the fund is 25% of the total fund (£275:00).

Funding will be on a matching scale. Any manager applying for a funding must in the first instance try to raise money externally by way of sponsorship ( eg... sponsored events, quiz nights, other themes or bag packing etc) Monies raised this way will be matched from the fund to the maximum £275:00.

(c) Management

Successful applications from requesting managers/parents will be announced at managers meetings and an update on the fund presented at the same time.

The names of the players involved will remain confidential outside of the Club Committee Officers

The Bursary be shown as a separate account, along the lines of the current team accounts.

The Club Committee reserve the right to review funding if an applying team completes its fixtures early.