

# **CANNON COLTS YOUTH FOOTBALL CLUB – CLUB RULES**

## **Name**

The club shall be called Cannon Colts Youth Football Club (the Club)

## **Objectives**

The objectives of the Club shall be to arrange association football matches, social activities, and recreational events for its members.

## **Status of Rules**

These rules (the Club Rules) form an agreement between each member and the Club.

## **Rules and Regulations**

- 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 Dorset County 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.
- No significant change to the Club Rules shall be effective without prior written approval by the Dorset County Football Association.
- 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.

## **Club Membership**

- 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.
- Any person who wishes to be a member must complete the Players and Parents Agreement Form and deliver it to the Club Secretary. Election to membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- The Football Association and Dorset County Football Association and the Bournemouth Youth Football League shall be given access to the Membership Register on demand.

## **Annual Membership Fee**

- An annual fee payable by each member shall be determined by the Club Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- 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.
- The Club Committee shall have the authority to set fees for training and games played.

- The Club Committee shall normally establish all fees payable at the AGM, although if special circumstances arise then the Club committee shall have the authority to make changes to the fees from time to time through the season.

### **Resignation and Expulsion**

The Club's Management Committee has the power to;

- Warn as to future conduct.
- Suspend from membership.
- Remove from membership any person found to have broken the Club's Policies or Codes of Conduct.
- Expel a member when, in their opinion, it would not be in the interest of the Club for them to remain a member.
- There shall be no appeal process.
- 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. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
- A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

### **Club Committee**

- The Club Committee shall consist of the following Officers: Chairperson, Vice Chairperson, Treasurer, Secretary and Child Protection Officer (CPO). (The Secretary shall also take the minutes of all Club meetings.)
- The Club Committee shall also consist of the following Members: The Club Officers, and the Team Manager and a Parent Representative for each Team, plus up to five other Members.
- The Club Committee shall be elected at an Annual General Meeting.
- Each Club Officer and Club 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 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.
- To provide for a balanced vote across all teams and age groups, no more than two persons (normally the team Manager and the Parent Representative) shall vote on all the affairs of the Club.
- The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie.
- Meetings of the Club Committee shall be chaired by the Chairperson or in their absence the Vice Chairperson. The quorum for the transaction of business of the Club Committee shall be eight.
- Decisions of the Club Committee meetings shall be recorded and retained for a period of three years by the Club Secretary.
- Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.

- An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee that arises between Annual General Meetings shall be filled by a member proposed by one, seconded by another of the remaining Club Committee members, and approved by a simple majority of the remaining Club Committee members.
- Save as provided for in the Rules and Regulations of The Football Association and the Dorset County Football Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

### **Annual and Special General Meeting**

- An Annual General Meeting (AGM) shall be held in 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
  - IV. Consider any other business.
- Nominations for election of members as Club Officers or as 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 seven (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 seven (7) days before the Meeting.
- A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within seven (7) days of the receipt by the Club Secretary of a requisition in writing signed by not less than three (3) Parent Representatives stating the purposes for which the Meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.
- The Secretary shall send to each member at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.
- The quorum for either an Annual, or a Special, General Meeting shall include at least 55% of the Club Committee Officers and Members.
- The Chairperson or in their absence the Vice Chairperson, shall take the chair. Each family 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.
- The Club Secretary, or in their absence a member of the Club Committee, shall record the Minutes of General Meetings and retain them for a period of three (3) years.

### **Club Teams**

- At its first meeting following each AGM, the Club Committee shall appoint a Team Manager and a Parent Representative responsible for each of the Club's football teams.
- The Team Manager shall be responsible for managing the fixtures, coaching and development of the team. The Parent Representative shall be responsible for managing communications between Players and Parents and the Club Committee, and will manage the social and recreational activities for their team.

- The appointed members shall present to the Club Committee at its last meeting before an AGM a written report on the activities of the team.

### **Club Finances**

- A bank account(s) shall be opened and maintained in the name of the Club (the Club Account (s)). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account(s) except by cheque signed 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(s).
- The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.
- The Club 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.
- The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.
- The Club Property (eg. Player's kit, footballs, etc., shall be vested in the Treasurer and all Team Managers, who will have joint responsibility for the club's property.

### **Charter Status**

- The Committee will annually review its procedures and Club Policies to ensure compliance with FA Charter Status, take any necessary action and when necessary review its application.

### **Dissolution**

- 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.
- 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 surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the Dorset County Football Association who shall determine how the assets shall be utilized for the benefit of the game. Alternatively, such assets may be disposed of in such other manner, as the members of the Club with the consent of the Dorset County Football Association shall determine.

### **Rules: History and Approvals**

These rules (constitution) for Cannon Colts Youth Football Club were first adopted at a special committee meeting held prior to the application for Charter Standard Status.

This version includes the following changes

- Amendments to the Resignation and Expulsion section.
- Amendments to the Charter Status section.

This version was approved at a Cannon Colts Youth Football Club committee meeting held on the 9<sup>th</sup> May 2005.