

Tower Hill Football Club Constitution

1. Name

The Club shall be called Tower Hill F.C. (the “Club”).

2. Objects

The object of the Club shall be to promote the game of Association Football and to arrange matches and other sporting and social activities for children in the Witney area. In accordance with Football Association (FA) rules, Monday to Saturday school activities will be given priority over club football. The minimum age that any child will play football against another club is six years old on the day of the match.

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 The Oxfordshire Football Association (OFA). The Rules and Regulations of The Football Association Limited, the OFA, the Witney and District Youth Football League (WDYFL) and the Oxford Girls’ league (OGL) shall be deemed to be incorporated into the Club Rules.

(b) No alteration to the Club Rules shall be effective without approval by the members at either the Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM).

(c) The Club will abide by The FA’s Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

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 Treasurer. The membership of the club will consist of all players, parents/guardians of children signed on with the club, also any persons approved by the committee.

(b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Persons under 16 must have their application form signed by parent/guardian. Election to membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon an applicant’s name being registered 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 OFA 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 for the coming year by all those present at the AGM. Subscription payments for players joining during the season will be on a *pro rata* basis for the remaining playing months. The calculation will be based on a season running September to April inclusive, (8 months). Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.

(b) Club fees will be made in one payment by the end of October of the season in question.

Players who join after October will be expected to make their payment within a month of signing on.

Weekly payments will not be accepted by the Club. Only cheques made out in the name of the Club will be accepted by the Treasurer.

(c) Any player(s) who is substantially behind with their subscription may be suspended by the Club Committee from all club activities until the arrears are paid, including receiving a trophy at the end of the season. Whilst suspended he/she will be expected to pay for the weeks he/she misses. Upon payment of all outstanding subscriptions (including those accrued whilst suspended) the suspension will be lifted.

(d) 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, he/she gives notice to the Club Committee of their resignation. A member whose annual membership or further subscription is more than two months in arrears shall be deemed to have resigned.

(b) Any club member (albeit parent, player, manager, club officer or committee member) who is charged by the WDYFL and found guilty of an offence or carries out any act that, in the committee's opinion is detrimental to the reputation of the Club, may be questioned by the Committee and the Committee may carry out the following:

- (i) Issue a written warning to the individual
- (ii) Fine the individual (£25)
- (iii) Suspend the individual from all club activities.
- (iv) Expel them from the club.

(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 will be run by a committee consisting of Chairperson, Treasurer, Secretary, Child Protection Officers (Boys and Girls), Minutes Secretary and team managers and up to six co-opted members. All committee members, officers and managers will be elected annually at the AGM by the membership in attendance.

(i) The Chairman will:

- Ensure that meetings are conducted in a structured way and the minutes taken are a true reflection of previous meetings
- Give a verbal report at each committee meeting
- In co-operation with other committee members, liaise with other organisations that have an impact on the smooth running of the club.
- Produce an annual report at the AGM.
- Deal with any disputes that affect the smooth running of the club

(ii) The Secretary will:

- Take charge of the day to day administration of the club.
- Give a verbal report at each committee meeting and an annual written report at the AGM.

(iii) The Treasurer will:

- Keep a written account of all the club's income and expenditure.
- Keep a record of all players registered with the club.
- Produce a monthly written statement of accounts, this statement will be circulated to all committee members.
- Present all accounts to the auditors prior to the AGM.
- Produce a written annual financial statement of all accounts at the AGM.

(iv) The Minutes Secretary will:

- Take the minutes of all meetings and distribute to committee members.

(v) Child Welfare Officers will:

- Ensure the Club is aware of The FA's Child protection Policy and Procedure and encourage them to adopt them.
- Ensure the Club is aware of The FA's Child protection and best practice Guidelines and encourage them to take these on board.
- Act as a point of contact for any referrals in the Club.
- Refer any concerns to the Oxfordshire FA's Child Protection Officer and or FA/NSPCC.
- Coordinate the collection and confirmation of identity for all club members who require CRB check.

(vi) Managers will:

- Undertake the day to day running of the team including club and league administration, and the collection of subscriptions from members.
- Coordinate and deliver, well structured, enjoyable, inclusive training sessions for the boys/girls which aid their development.
- Ensure both the team and Club are appropriately represented when arranging and fulfilling matches, and that all people associated with the team behave in accordance with the Code of Conduct.
- Attend committee meeting and play an active part in arranging and supporting Club functions and events.

(b) If the committee become aware of somebody who has done outstanding work on behalf of the club, they may, with that person's consent, nominate him/her for the position of Club President. The post will be elected annually by those present at the AGM. This appointment is a titular title only.

(c) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at a EGM. 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 the 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 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 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 shall hold not less than four meetings a year. The minimum number of committee members present to constitute a committee meeting will be six. One of these must be Chairman, Secretary or Treasurer. If managers cannot attend committee meetings, they should arrange for an adult representative from their team to attend.

(e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings 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 Football Association and the OFA, 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 Committee may appoint sub-committees as it deems necessary. The Committee will prescribe the objectives of all sub-committees. All actions of the sub-committee will be reported to the Committee as soon as possible and no sub-

committee will expend funds of the club otherwise than in accordance with a budget agreed by the committee.

9 Annual and Extraordinary General Meetings

(a) An AGM shall be held before the end June in each year. The date/time/venue will be made known to the membership at least one month prior to the day of the meeting. At the AGM the “chair” will be taken by the Chairperson or in his/her absence by the Secretary of the club. The aims of the meeting will be 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) Set the subscription for the next season
- (v) consider any other business notified in advance

(b) Nominations for the selection 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 21 days before the AGM. In the absence of written nominations, proposals for selection of Club Officers may be made at the time of the AGM. Nominations require the consent of the person nominated. 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 meeting.

(c) An EGM may be called at any time by the 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. The committee will ensure that this EGM is notified to all club members.

(d) The quorum for a General Meeting shall be 12.

(e) The Chairperson, or in their absence the Secretary shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of a tie the Chairperson of the Meeting shall have a casting vote.

(f) The Minutes Secretary, or in their absence a member of the Club Committee, shall take Minutes.

10 Club Teams

(a) At each AGM, the Club Committee shall approve a Club member to be responsible for each of the Club’s football teams. This position will be known as the Manager. He/She needs to complete a CRB check. The appointed members shall be responsible for managing the affairs of the team. The Manager or Coach of each team shall undertake the FA Level 1 coaching course with associated Child Protection and First Aid modules as soon as possible to meet the FA Charter Standard. These

qualifications shall be renewed as required. Each team must have at least one adult qualified to FA Level 1. The Club will pay for these courses.

Each team manager will ensure that the club and (where applicable), League's registration papers are correctly completed for all children signing on with their team. Club forms will be presented to the Treasurer by all managers together with all the fees collected. It is the managers' responsibility to collect players' subscriptions. The Treasurer will keep a record of all the children registered with the club. All managers must notify the Treasurer of any changes to their team, e.g. new children who register or deregister.

The managers will present to the committee twice in each season a verbal report of the activities of their team.

(b) All teams should wear the club specified kit as defined and agreed by the Club Committee. The Club does not buy kit and the managers' are responsible for sourcing funds to purchase team kit.

11. Club Finances

(a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). The committee will elect at least three of its members who are permitted to make payments from the club funds. These will normally include at least the club treasurer and secretary. None of these signatories will be related to each other or co-habiting. No sum shall be drawn from the Club Account 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.

(b) The financial year will commence 1st June through to 31st May the following year.

(c) All money paid to the Treasurer will preferably be in the form of cheques. The only exceptions to this will be the money collected for/at an event.

(d) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club. No payment will be made to any persons except as repayment of money properly spent on behalf of the club. The committee will decide how all money raised is spent, with the exception of kit donations, which will be decided by the respective team manager.

(e) The Club Committee shall have power to authorise 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. All expenses claimed will only be paid if a correctly completed form together with receipts (if possible) is submitted. Any claims that the Treasurer feels are unreasonable will be discussed at the next committee meeting and the committee will decide if all, part or none of the claim is paid.

(f) The Club Treasurer shall prepare an annual Financial Statement which shall be verified by an appropriately qualified Auditor and approved by the members at the AGM.

12. 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) In the event of the club ceasing to operate as Tower Hill F.C., all club debts will be the equal responsibility of all the committee members serving at the time of the club dissolution. All funds and/or equipment remaining after all debts are paid will be donated to The Football Foundation.

26th June 2006