

# Ringwood Town FC



## Constitution and Rules

## **Constitution and rules for Ringwood Town FC and Club Committee**

### **1. Name**

The club shall be called Ringwood Town FC.

### **2. Objective**

The objective 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. The club committee shall manage and develop the club's structure and resources in a way that assists in achieving Ringwood Town FC's objectives.

### **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 Regulations 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 the 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 Child Protection 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.

(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 force 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 – unless agreed in writing with the Club Chairman.

(b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objectives of the Club.

(c) The Committee has agreed that if training fees are not paid within 14 days of the set due date, then the process will be Manager consultation to make the parents aware, then 7 days later a letter from the Secretary giving 7 days further in which to pay. Should the money not be paid, or explanation for Committee approval – then the player will not be allowed to train or be available for selection in matches until cleared funds received.

## **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 interests 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 a share of any, of the income and assets of the Club (the `Club Property`).

## **8. Club Committee**

(a) The “Club Committee” shall consist of an Executive Committee and an Operating Committee.

(a) (i) The Executive Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary and Charter Standard/Respect role elected at an Annual General Meeting. It aims to meet quarterly (or as required) and is responsible for making key decisions about the club, setting strategy, representing the club as officials.

(a) (ii) The Operating Committee shall consist of the Executive Committee plus the First Team Manager, Football Development Manager and representative of each of the sections of the club in place at the time (for example: Mini, Junior, Intermediate, Senior). It aims to meet monthly and is responsible for standing operating decisions relating to the club.

(b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting (“AGM”) unless otherwise resolved at an Extraordinary General Meeting (“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 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 Vice-Chairman. The quorum for the transaction of business of the Executive Committee is three and of the Operating Committee shall be five.

(c) Decisions of the Club Committee of meetings shall be entered as Minutes of the Club to be 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 shall hold not less than three meetings a year (more if necessary).

(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 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 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.

(h) A Club Child Welfare Officer shall be appointed and a Club Child Protection policy must be kept at all times.

## **9. Annual and Extraordinary General Meeting**

(a) An 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.

(b) Nominations for election of members as Club Officers or as members of the Club Committee shall be verbal 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. 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 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 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.

(d) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed.

(e) The quorum for a General Meeting shall be five.

(f) The Chairperson, or in their absence the vice-Chairman, 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.

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

## **10. Club Teams**

At its first meeting following each AGM the Club Committee may 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.

## **11. 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 Chairperson, the Club Secretary and the Treasurer. 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 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 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 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 as provided for in the Finance Act 2002.

(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;

- (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;

- (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 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 Minute Book 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.

(l) The treasurer will supply at each meeting an up to date record of the Club's financial position.

## **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) 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 for related community sports.

## **13. Discipline**

(a) We will adhere to Ringwood FC Code of Conduct and disciplinary procedures at all times.

## **14. Complaints Procedure**

(a) In the event that any member feels that he or she has suffered discrimination in any way, or that the Club policies, rules or code of conduct have been broken, then they should follow the procedures below.

(b) Report the matter firstly to the Club Child Welfare Officer.

(c) Should the situation not be resolved satisfactorily for both parties then a letter must be given to the Chairperson which should include: Details of what, when and where the occurrence took place; Any witness names and statements; Names of any others who have been treated in a similar way; Details of any former complaints made about the incident (date, when and to whom made) and a preference for a solution to the incident. The Club's Committee will call for an EGM to conclude a solution and their decision will be final.

## **15. Communication**

(a) We will, whenever possible, communicate with club members, families etc. with an open mind making as much information as possible freely available to all.

(b) Communication shall be either by e-mail, text, leaflet or by our website.

## **16. Training**

- (a) Team managers/coaches are to be trained to at least the minimum standard FA Level 1 (Certificate in Coaching Football).
- (b) Coaching staff will attend other courses as deemed suitable to the objectives of Ringwood FC and funding maybe agreed at Committee level.
- (c) All involved with the Club in contact with children will be CRC checked (this is completed by the club Welfare Officer).

## **17. Smoking Policy**

It was agreed by Committee in an extraordinary meeting dated 14th February; that Ringwood has a NO SMOKING policy by all coaches/Managers when in the presence of the team they coach – all coaches have an extended responsibility to the children they coach by way of mentor. It is possible that the children in our care may see smoking as acceptable if their coach does so in their presence.

It is further confirmed that the clubhouse and changing rooms are a 100% Non Smoking Zone. Whilst we cannot enforce all supporters and visitors to our club to respect this policy it is encouraged that we make Ringwood Town FC a smoke free zone.

The practice of Players, Supporters, Managers, Coaches and Visitors, being exposed to second-hand smoke from the pitch side-lines or other, recreational places, internal or external, at Ringwood FC, is unacceptable and unreasonable under the Health and Well Being, Smoke Free Regulations 2007 governing No-Smoking in Public Places.