

# Constitution - Worplesdon Rangers Football Club

V 2.0 Dated May 2008

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## General Points

1. The Club will be known as Worplesdon Rangers Football Club.
2. The club will be divided into yearly age groups from Reception through to U18s although there is no requirement for all age groups to be represented at any one time.
3. The age group each player is eligible to play in will be governed by the age on August 31st.
4. If any age is over subscribed it may, at the Management's discretion, allow multiple teams in each age group.
5. The Club shall abide by the rules, regulations and practices of the Football Association and each team to the governing rules of the league they are registered in.
6. The club shall comprise of Officers and Members. Members shall include player's parents and guardians detailed on the player's club registration form, or individuals who have been invited into membership by the Management committee. Only those members over 18 shall be permitted to vote.
7. The club shall at all times seek to ensure equality in terms of race and social background.

### Elected Officers at the AGM

Chairperson	Control the agenda, ensure matters are dealt with promptly & has casting vote.
Secretary	Deals with correspondence, admin, represents club at meetings, liase/co-ordinate Leagues & Teams, & keeps a register of Members. Responsible for supplying information to Surrey FA. FA and Charter Standard as requested.
Treasurer	Ensure common accounting practices, monitors team accounts, banking and control of club accounts. Arranges for an annual audit of the accounts to be presented at the AGM. Prepare overview for the monthly Committee meeting, including list of teams not returning subs, match fees and all weather training fees

#### Fund Raising Secretary

- Co-ordinates all social and fund raising events.

#### Publicity Officer

- Keep the website up to date, and ensure Child Protection policies relating to the web are enforced.

#### Club development Officer

- Is concerned with the long term development issues for the club

#### Welfare Officer

- Is concerned with the welfare of the children on child protection issues and oversees the development and adherence of the Child Protection policy. Arranges CRB applications through each season for new coaches and helpers and maintains a register, copy of which should be sent to the Club Secretary..

The full committee will consist of the Management Committee and representative members from each team.

A quorum of the Full Committee shall consist of FOUR members of the Management Committee, TWO of which must be either the Chairperson, Secretary, Treasurer. Representation must be present for at least two mini soccer sides, and two full soccer sides.

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## Management Committee

- The Management Committee will manage the organisation and shall meet on a monthly basis or as and when required. The Purpose of the Management Committee is to set and manage the club policies in terms of coaching, facilities and social activities.
- The Management Committee has a specific responsibility to ensure that the clubs policies and practice do not discriminate against any individual on the grounds of race or social background.
- The Management Committee will be able to form balanced and representative sub-committees, from nominated people, for specific purposes such as club social or fundraising events.
- The Management Committee will ensure that the clubs Disciplinary procedures are adhered to.

- The Management Committee will consist of the following 6 officers:  
Chairperson, Secretary, Treasurer, Development Officer, Welfare officer.
- **The forum for electing the Management Committee will be an AGM of all club members. The Management Committee shall:**
  - Be made up of a fair and reasonable cross section of the club to ensure no vested or conflicting interest.
  - Be made up of people who have drive and ambition for the club as a whole
  - The Management committee shall have the power to fill any vacancies pending approval of the full committee
  - Each member of the committee shall be entitled to attend and vote at meetings of the full management committee
  - Non committee members may be invited to meeting, but unless specifically agreed will not be entitled to vote
  - Decide on matters concerning all aspects of the football club's affairs and is authorised to deal with contingencies not specifically referred to in the constitution
  - The chairman shall in the event of a tied vote have a second casting vote
  - Not be a forum for confrontational disputes but a team resolving issues in a positive and prudent manner.
  - Have members, where possible, with experience in the aspects of their function and who are willing to devote time to attend meetings and to carry out agreed actions and tasks.
  - Have members who listen to members without prejudice and communicate back for positive resolution.
  - Have members who represent the club in the best manner and not bring the club into disrepute.
  - Have members who are prepared to deputise for other colleagues where required by the Chairperson.
  - Have members who will not seek personal or financial gain from his or her position.
  - The club Management may appoint Special Committees and Sub Committees composed of members or approved persons as required

## Annual General Meeting

1. The Annual General Meeting (AGM) shall be held between the beginning of July and the end of July each year. All members will receive 14 days notice in writing of the date and venue.
2. At this meeting the following business (as a minimum) will be conducted
  - 2.1. The minutes of the previous AGM read and confirmed
  - 2.2. Presentation and adoption of the annual report, balance sheet and accounts
  - 2.3. Amendments to the constitution or rules for following season
  - 2.4. Set annual subscriptions and match fees for forthcoming season.
  - 2.5. Election of Officers
  - 2.6. Other business of which due notice has been received
3. A copy of the balance sheet, Statement of account and agenda shall be available to all the officers, and on request for 7 days prior to the AGM.
4. Only current members may attend and all attending members may vote at the AGM
5. All voting shall be conducted by a show of hands, unless a ballot is demanded by at least 1/3 of the members present. A ballot shall be conducted by means of voting slips being issued to all members.

## Extra-Ordinary General Meeting

1. The Extra-ordinary General Meeting (SGM) may be call at any time either by the Management committee, or by request from the members, this shall require the signatures of 25 different players parents/guardian or 10% different players parents/guardian which ever is lower.
2. At this meeting any business such as election of officers, removal of officers or change to the constitution may be conducted
3. 14 days notice must be given to members.

Any proposed removal of officers or proposed constitutional change must be advised with the notice of the meeting. Other business may be accepted on to the agenda by the meeting

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## Changes to Club Rules

Apart from an Extra-Ordinary General Meeting or the Annual General Meeting, the committee is the only body that can make changes to the club rules and procedures. Any club member can apply for a change in the rules. Proposals must be submitted in writing to the Club Secretary by the 31st March each year, signed by proposer and seconded. Changes to the Constitution can only be confirmed at an Extra-Ordinary General Meeting or the Annual General Meeting.

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## Financial Control

The Management Officers and in particular the Treasurer is responsible for the finances of the club and answerable to the FA, Leagues and club members for the integrity of the accounts.

- The accounts will be audited.
- There will be only one club bank account.
- Two authorised signatories, who may not be married or common law partners must sign all cheques.
- All expenditure must be authorised by the Committee.
- Any assets purchased are the property of the football Club
- The Treasurer must return a financial return each month detailing receipts and expenses for the calendar month.
- Each team manager is responsible for ensuring training fees, match fees, all weather hire costs which have to be self funding are paid in at monthly Committee Meetings.
- Annual Subscriptions, approved at the AGM are to be completed and handed over to the Treasurer no later than October meeting. Players who have not completed a Club Membership form are ineligible to play league football.
- It is the responsibility of team managers to retain a copy of the membership form, produce a team members list and return the members list to the Club Secretary by 30th September each year. Without the list of members players are not covered by the Clubs insurance.

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## Team Control

A register shall be kept of all officers, teams, managers, team assistants and their personal details and relevant qualifications.

It is the responsibility of each team manager to keep an up to date record of Kit and equipment used by his or her team.

A register will be maintained by each coach of all players in the club together with personal details.

Any movement between teams will require discussion with managers, the player and the parents.

Where there is conflict of views the committee will be consulted. The lower team, if the teams are structured that way, in any age group shall endeavour to provide football to a wider ability range.

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## Team Organisation

The organisation of football teams is necessarily built around the coaching staff. Each team is organised as follows:

**Team Manager** Mandatory. The manager will have overall responsibility for the team, and he or she should be your first contact to discuss any issues. Should be qualified to FA.Level 1 Coaching have a current CRB Check logged with the club welfare officer

**Assistant Coach** ALL must undertake CRB and would benefit from taking FA Level 1 Coaching Course.

**Parents Rep** Optional. Deals with matters of team welfare and player/parent concerns. Alternative contact to manager for discussing issues. Attends monthly Committee Meetings to provide two way communications between manager and parents. Normally would collect subs and hand monies to Treasurer at the meetings.

**First Aid Mandatory** Each team must have at least one designated "first aid assistant" in addition to the manager/coach. The team First Aid Bag must be taken to all training sessions, matches and Tournaments and must be kept fully stocked.

**Tournaments:** Teams may enter Tournaments which must be self funding. Each Team is responsible for paying the entry costs and reclaiming from

	the players.
<b>Overseas Tournaments:</b>	Teams may be given permission to Tour, full details of where, when, numbers of Adults and players must be given in writing to the Club Secretary at the earliest date in order the request can be discussed at Committee. The Club Secretary would be responsible to obtain FA approval to Tour, have copies of Tour insurance and a list of those travelling. In addition contacts at home of lead persons must be included.
<b>Playing Kit:</b>	Playing kit is only to be purchased through an approved Club member with Committee sanction. The Club colours are dark blue/royal blue shirts, shorts and socks.
<b>Cheques:</b>	Cheques to be made payable to Worplesdon Rangers FC for subs, annual subscriptions, sponsorship, kit, fines etc and not to individuals.
<b>Coaching:</b>	All Coaches /managers/helpers must complete a Club Helper form at time of volunteering, undertake a CRB application at earliest opportunity arranged via the Club Welfare Officer.
	Team Managers must take FA Level 1 course within 12 months of taking on the management of a team from Under 7's upwards to comply with FA Charter Standard Club requirements.
<b>Player Fines:</b>	Any player who receives a Yellow or Red card booking is responsible for paying the fine within 14 days to the Club. Worplesdon Rangers FC will pay Surrey FA upon receipt of confirmation and reclaim from the player. Any bookings must be notified same day to Secretary and Fund Raising Officer. If a player does not repay the fine within 14 days of issue the player will be suspended from playing until the fine is paid by cheque to be payable to Worplesdon Rangers FC.
<b>Accounts</b>	A printed set of accounts are made available for every meeting, with a single page monthly analysis. A set of accounts to be with the Chairman for the monthly meeting held in June prior to the AGM to assist determining the Annual Subscriptions at July AGM.
<b>Manager's responsibilities</b>	Team managers are responsible for ensuring the areas used for training and matches are looked after. Keep control of players, parents, siblings, parking, leaving areas clean and tidy, locking changing rooms and gates.
<b>Training Areas</b>	

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## Schedule of Fees for Season 2008/9

- Registration Fee £ 15.00 Reception to Yr 2. Mini soccer teams £30.00 and 11 a side teams £35.00
- Subs £ 1.00 per match unless 11 a side, then £ 2.00 per match. £ 1.00 per training session for all age groups. Teams hiring non standard facilities must cover these costs from within the team.
- This is payable either weekly at the match or training session, teams may organize advance payments if they wish.
- Team Treasurers / Managers must keep a record of attendees / players and fees payable
- The build up of a backlog of several weeks unpaid fees will be looked at on a no pay - no play basis
- All fees to be handed over at the Monthly Committee meetings.