

Constitution - Worplesdon Rangers Football Club

V 1.0 Dated August 2002

General Points

1. The Club will be known as Worplesdon Rangers Football Club.
2. The club will be divided into yearly age groups from Under 7s 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. (This may be modified by the individual rules of the league he team plays in)
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, minutes, liase/co-ordinate Leagues & Teams, & keeps a register of Members. (The F.A. Parent Association shall be given access to the Register of Members on demand).
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

Officers appointed for specific tasks by the full committee

Social Sec.

- Co-ordinates all social and fund raising events.

PR Officer

- Public Relations and Publicity Officer

Club development Officer

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

Child Protection Officer

- Is concerned with the welfare of the children on child protection issues and oversees the development and adherence of the Child Protection policy.

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 and at least one representative of each of the teams or that person's nominee.

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, PR/Liaison Officer, Development Officer, Child Protection 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
 - The minutes of the previous AGM read and confirmed
 - Presentation and adoption of the annual report, balance sheet and accounts
 - Amendments to the constitution or rules for following season
 - Election of Officers
 - Other business of which due notice has been received
1. 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.
2. Only current members may attend and all attending members may vote at the AGM
3. 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

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. This must be done in writing within 14 days of the relevant meeting. Changes to the Constitution can only be confirmed at an Extra-Ordinary General Meeting or the Annual General Meeting.

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.

Major expenditure on single items over £150.00 will need to 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.

Team Control

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

A register shall be kept of each team detailing what kit has been handed out to which players for the season. If a parent or team assistant is co-ordinating some or all of the playing kit then the register should state who is responsible.

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.

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 Junior Team Manager standard.

Assistant Coach Optional. Assists the manager in the coaching.

Social Rep Optional. The social representative will organise the social aspects of the team

Parents Rep Optional. Deals with matters of team welfare and player/parent concerns. Alternative contact to manager for discussing issues.

First Aid Mandatory Each team should have at least one designated 'first aid assistants' one of which may be the team manager.

Schedule of Fees for Season 2005/6

- Registration Fee £ 25.00 for mini soccer teams and 11 a side teams unless the age group is 5-6 years then £ 10.00
- Subs £ 1.00 per match unless 11 a side, then £ 2.00 per match. £ 1.00 per training session.
- This is payable either weekly at the match or training session.
- 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