

YARNTON BLUES FOOTBALL CLUB

CLUB RULES

1. **NAME** - The club shall be called **YARNTON BLUES FOOTBALL CLUB**
2. **OBJECTIVES** - The objectives of the Club shall be to arrange association football training and matches, and social activities for its members. Application for membership is open to any individual who is under 18 years of age on 31st August of the current registration season and is eligible under the Rules and Regulations of The Football Association Limited.
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 Oxfordshire Football Association by virtue of its affiliations to the Oxfordshire Football Association Limited (Parent County Association). The Rules and Regulations of The Football Association Limited and the Parent County 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.
 - b. The Club will abide by The Football Association'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 registry of members (the Membership Register) which shall be maintained by the Registrations Secretary.
 - b. Any person who wishes to be a member must apply on the Membership Application Form and deliver it to a Club Committee Member. Election to membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon 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 Football Association and Parent County Association shall be given access to the Membership Register on demand.
 - e. There will be two levels of Membership (or status):
 - i) A Youth Member is a player over the age of 15 years, but under the age of 18 years on 31st August for the registered season.

- ii) A Junior Member is a player under the age of 16 years on 31st August for the registered season. Voting rights for Junior Members are held by the Parent or Guardian of the Junior Member.

6. ANNUAL MEMBERSHIP FEE

- a. An annual fee, payable by each member – depending on status - shall be determined from time to time by the Club Committee and shall be paid to the Registrations Secretary. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- b. A match fee, payable by each member – depending on status - shall be determined from time to time by the Club Committee. Any fee shall be payable on the match day. Fees shall not be repayable.
- c. 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.

7. RESIGNATION AND EXCLUSION

- 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 fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
- b. The Club Committee shall have the power to 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 procedures.
- c. A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

8. CLUB COMMITTEE

- a. The Club Committee shall consist of the following Club Officers: Chairperson, Treasurer, Club Secretary, Registrations Secretary, Minutes Secretary, Child Protection Officer, as a minimum, plus at least one representative from the management of each team, elected at an Annual General Meeting.
- b. Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved as a Special General Meeting. One person may hold no more than three 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 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-Chairperson a nominated Club Committee Member.
- c. Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Minute 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 regular meetings at an agreed venue.
- 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. Additional members may be elected into the Club Committee as required. New members must be 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.
- g. Save as provided for in the Rules and Regulations of The Football Association and the Parent County 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.
- h. All Club Officers must be aware of the contents and policies of the Club as laid down in these Club Rules.
- i. The Club Committee shall ensure that at least one Club Officer is a member of Yarnton Playing Fields' Committee.
- j. The Club Committee shall ensure that the has valid insurance for players, management and public liability.

9. ANNUAL AND SPECIAL GENERAL MEETING

- a. An Annual General Meeting (AGM) shall be held in each October to:
 - i) receive from the General Committee 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) approve a copy of the accounts duly audited by an independent accountant
 - iv) approve the independent accountant for the forthcoming year
 - v) elect the members of the Club Committee
 - vi) approve or reject any proposed amendments to the rules duly submitted
 - vii) consider any other business
- b. 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 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. A Special General Meeting (SGM) 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 twelve members, or 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.
- d. The Secretary shall send to each Member, or Representative, 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. Copies of the notice will also be displayed in appropriate public places within the village of Yarnton.
- e. The quorum for a General Meeting shall be at least three-quarters of the Club Officers.
- f. The Chairperson of the retiring Club Committee, or in their absence the Vice-Chairperson or a Club Committee Member selected from those present, shall take the chair.
- g. Those eligible for a vote at a AGM or SGM are:
 - i) The Club Committee Members. Each will be eligible for one vote – irrespective of the number of Committee positions held
 - ii) A Registered Player who is either a Youth member.
 - iii) A parent or guardian of a registered Junior Member.
- h. Each member, or representative, present shall be entitled to have one vote and resolutions shall be passed by simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- i. The Minutes Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

10. CLUB TEAMS AND TEAM MANAGERS

- a. At its first meeting following each AGM, the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams (Team Manager).
- b. The Team Manager will automatically become a Club Committee Member and will provide a report of the team's recent activities, at each Committee meeting.

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. No sum shall be drawn from the Club Account except by cheque signed by any 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 income and assets of the Club (the Club Property) shall be applied only in furtherance of the objectives of the Club.
- c. 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.
- d. The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.

12. CHILD PROTECTION

- a. The following must submit an official 'Self Declaration Form' to the Child Protection Officer for submission to the Parent County Association, before they will be allowed to have active involvement with the club members of below 18 years of age.
 - i) All committee members
 - ii) All team managers and assistant managers
 - iii) Any volunteers
- b. Any parent or guardian who choose not to remain present at training sessions or match, entrusts the team manager to act as they deem necessary for any circumstances that may arise.

13. OFFICER DUTIES

- a. The Chairperson shall:
 - i) control all the meetings by ensuring that the standing orders are followed.
 - ii) represent the Club at functions, if requested.
 - iii) be a nominated signatory for all withdrawals from the Club Account.
- b. The Treasurer shall:
 - i) keep a record of accounts for all funds received and spend by the Club.
 - ii) provide a written report of the club finances for presentation at each Club Committee meeting.
 - iii) be a nominated signatory for all withdrawals from the Club Account.
- c. The Club Secretary shall ensure that:
 - i) all correspondence is distributed accordingly to the appropriate Club Administrator.
 - ii) the club is represented at any meetings called by the Parent County Association, or meetings called by affiliated Leagues.

- iii) the Club is affiliated to the Parent County Association and any Leagues or Competitions, by the dates defined by the organisations.
- iv) they and the Team Managers are familiar with the appropriate Rules and Regulations for any Association or League that their club and team may be affiliated to.
- v) all Team Managers are advised of the revisions to the rules and regulations of the Football Association, the Parent County Association and any affiliated league.
- vi) all official correspondence for club activities involving or inviting the teams are distributed to the appropriate Team Managers.
- vii) all fines and registration fees are paid as required by the Association or League concerned
- viii) be a nominated signatory for all withdrawals from the Club Account.
- ix) provide a written report for presentation at each Club Committee meeting.

d. The Registrations' Secretary shall:

- i) maintain the Membership Register.
- ii) ensure that written details of membership fees received, along with the fees, are provided to the Treasurer.

e. The Minutes' Secretary shall:

- i) enter Minutes of General Meetings into the Minute Book of the Club.
- ii) ensure the safe keeping of the Minute Book of the Club.
- iii) be a nominated signatory for all withdrawals from the Club Account.

f. The Child Protection Officer shall:

- i) keep a record of all Club Officers and team assistants that have submitted a 'Self Declaration Form'
- ii) immediately despatch to the Parent County Association, any submitted 'Self Declaration Form'
- iii) ensure that they are familiar with the latest Guidelines provided by the Football Association and Parent County Association.
- iv) provide a written report for presentation at each Club Committee meeting.

g. The Team Manager shall:

- i) be responsible for managing the affairs of the team and to appoint any assistants as necessary.
- ii) ensure that they, and any of their assistants, are familiar with the appropriate Rules and Regulations for any Association or League that their club and team may be affiliated to.
- iii) ensure that all team representatives, players and spectators, respect the laws of the Football Association and that they observe a good code of conduct.
- iv) ensure that any adult actively involved with the players of their team, where players may be less than 18 years of age, submits a 'Self Declaration Form' to the Child Protection Officer.
- v) ensure that all players are registered with affiliated leagues and are eligible to play.
- vi) ensure that they have emergency contact telephone numbers for all members of their team.
- vii) have the powers to take any reasonable action deemed necessary, including suspension, in the event of indiscipline at any training session, match or club event.
- viii) provide a written report for presentation at each Club Committee meeting.

14. REGISTERED PLAYERS

a. All registered players with the Club shall:

- i) Provide proof of age if requested by the Club Secretary, Child Protection Officer or their Team Manager.
- ii) To give priority to any School or County commitments over those of the Club.
- iii) Pay any necessary registration fees, match fees or fines, as set out by the General Committee.
- iv) Be aware that any outstanding monies owing to the club shall be reported to the Parent County Association and any other club that The Club deems appropriate.
- v) Ensure that they are familiar with the latest Guidelines provided by the Football Association and Parent County Association.
- vi) Ensure that they are aware of the contents and adopt the policies of the Club as laid down in these Club Rules.

- vii) Be are aware that the Parent County Association strongly recommends that all players should be immunized against tetanus. Immunisation should be arranged by the player with their G.P.
- viii) Make their Team Manager aware of any illness or medical condition that could be affected or aggravated by their participation in Club activities.

15. 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 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 the control of not less than three of the previous chairmen of the club.
- d. In the event that control cannot be passed to previous chairmen, then it will pass to the Parent County Association who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the members of the Club shall determine.

Draft 5 Version: 01/11/2004