



EUXTON VILLA FOOTBALL CLUB



Club Constitution & Policies

FA CHARTER COMMUNITY CLUB

EUXTON VILLA FOOTBALL CLUB CONSTITUTION

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NAME The name of the club shall be known as “Euxton Villa Football Club” (EVFC),
A non – profit making amateur football club.

Overall ownership of EVFC and its assets will rest with the Trustees of the club. The control and management of those assets will be vested in the Management Committee. Full Members will share in the ownership of the Club.

Our Vision

To provide sufficient football opportunities in the community for girls, boys, ladies and men, played in a safe, enjoyable environment supported by qualified coaching staff and modern facilities.

THE AIMS OF THE CLUB ARE:-

- To increase participation of football in all age groups
- To develop playing standards
- To develop girls/women’s football
- To develop football opportunities for players with disability
- Adhere to the FA Safeguarding Children policy and procedures
- Adhere to Euxton Villa’s Policies
- To improve coaching standards
- Adhere to our Codes of Conduct
- To improve facilities
- To improve our Sports development network
- Develop our Volunteer strategy
- Develop access for people with disability
- Develop communication plan for club

The club shall have power to do all things necessary or expedient for the fulfilment of its aims.

The club shall not trade for profit.

In the absence of a registered address the address for correspondence shall be that of the Chairperson, Treasurer or Secretary, whichever is the most appropriate.

STATUS OF RULES

These rules (the club rules) form a binding agreement between each member of the club

RULES AND REGULATIONS

The club shall have the status of an Affiliated Member Club of the Football Association by virtue of its affiliation to /membership of the Football Association. The rules and regulations of the Football Association, Lancashire Football Association and any League or Competition to which the club is affiliated for the time being, shall be incorporated into the Club Rules.

No alteration to the Club Rules be effective, unless from the aforementioned bodies, other than by an Emergency General Meeting (EGM) or an Annual General Meeting (AGM)

The Club shall abide by the Football Association's and its own Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities, Anti Bullying and Anti-Discrimination Policy.

CLUB MEMBERSHIP

Membership of Euxton Villa FC shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However limitation of membership according to available facilities is allowable on a non-discriminatory basis.

The Club may have different classes of membership on a non-discriminatory and fair basis.

The Club Committee may refuse membership only for good cause such as conduct or character likely to bring the sport or Club into disrepute. Appeal against refusal may be made to members.

Associate Members (Players)

- i. All players, both male and female, will be required to become Associate Members of EVFC on an annual basis.
- ii. For players below the age of 18, confirmation of membership will be required by a parent, legal guardian, or representative of the associate member. Payment of the annual membership fee, detailed below, will constitute confirmation of associate membership.
- iii. Associate Membership of EVFC carries no voting rights, nor entitles the member to any rights of ownership of the club.

- iv. The annual membership fee will be determined by the Management Committee and voted at the AGM each year, where details of the fee and methods of payment will be distributed to all members. Payment is expected at the start of the season unless otherwise stated. Any Associate Members failing to make payment by the end of the season will be subject to exclusion from the club until all fees, including any arrears, and interest thereon if considered appropriate by the Management Committee, have been paid.
- v. Fees shall not be repayable

Full Members (Adult Membership)

All team managers and their assistants will, by virtue of their post, automatically become Full Members of the club, the annual fee being waived.

- i. Each Full member must pay an annual fee as set at the AGM and is payable thereafter. Additionally the committee, at their discretion, may appoint honorary Full Members providing there is just reason for doing so.
- ii. Honorary members appointed by the Management Committee need not fulfil this criteria, however the reason for appointment will be quoted in the clubs minutes.
- iii. All Full Members will share in the ownership of the club.
- iv. All Full Members will have voting rights at the Clubs AGM.
- v. Membership fees will be determined by the Management Committee and voted at the AGM each year, details of which and methods of payment will be distributed to all members. Payment is expected at the start of each season unless otherwise stated. Any Full Members failing to make payment within 3 months of AGM will be subject to exclusion from the club until all fees, including any arrears, and interest thereon if considered appropriate by the Management Committee, have been paid.
- vi. Membership is only valid on receipt of payment
- vii. No fees shall be repayable

Resignation and Expulsion

- i. A member shall cease to be a member of the club if, and from the date of which, he/she gives notice to the management committee of their resignation.
- ii. A member whose annual membership fees are more than 4 months in arrears shall be deemed to have resigned.
- iii. The management committee shall have the power to expel a member when, in their opinion, it will not be in the interests of the club for them to remain a member.
- iv. There shall be no appeal procedures.
- v. A person who resigns or is expelled from the club shall not be entitled to claim any, or share of any, of the club property.

CLUB FINANCES

A bank account shall be opened and maintained in the name of the club. Designated account signatories shall be the Club Chairperson, the Club Vice Chairperson and the Club Treasurer. No money will be drawn from the club account except by cheque signed by two of the three signatories. All monies payable to the club shall be received by the Treasurer and deposited into the club account. As a non profit making organisation all surplus monies will be re-invested into the club.

The Club's fiscal year will end on the last day of June each year. The Treasurer shall prepare an annual financial statement to be examined at the AGM. All accounts shall be independently audited before the AGM.

Trustees

The club property, other than the Club Account, shall be vested in no less than two and no more than four people.

The Trustees shall be appointed by the club in a General Meeting and shall hold office until death or resignation.

On the death of a trustee any club property vested in them shall vest automatically in the surviving trustees. If there is only one surviving trustee an Emergency General Meeting shall be convened as soon as possible to appoint other trustees.

Whilst the club is a non profit making organisation it is acknowledged that sufficient finance has to be raised to meet ongoing running costs, and fund future development. Therefore the club will accept monies in the following circumstances:

- Raise money from training sessions, matches and tournaments.
- Fund raising events.
- Gifts, donations and grants.

Expenditure on behalf of the club, will be approved by the Management Committee prior to being incurred. However, should the Management Committee so decide, authority may be delegated to other members of the club to make purchases within an agreed threshold, with reimbursement being made against receipts.

Management Committee

- i. The Club shall be run by way of elected management committee consisting of three officer positions and other committee members as determined from time to time. Membership of EVFC will be a prerequisite of holding a committee membership post of the club.
- ii. The three officers will be a Chairperson, Treasurer, and Club Secretary. Tenure of all officer positions will be for a period of 12 months, with election taking place at the Clubs Annual General Meeting.
- iii. Other committee member positions will include representation for both the Senior /Junior teams and a person responsible for the clubs facilities, with the number of available positions being determined, and advertised, by the committee prior to the Annual General Meeting. All Management Committee positions will be for tenure of one year.
- iv. No person shall hold more than one officer position on the committee.
- v. All Management Committee members shall complete their period of office as outlined in *Appendix 1*, providing none of the following occur:

Resignation - resignation from a post should be provided in writing to the chair of the club with as much notice as possible.

Incapacity - In the event of a committee member being unable to permanently continue their duties the post will be vacated. Permanent incapacity will be determined by remaining committee members, of which a minimum of two-thirds shall agree to the vacation of the post.

Removal from office - Should it be determined that a committee member is no longer appropriate for the post held he/she may be removed from office. Such determination will be made by the remaining Management Committee and will be subject to a minimum of two-thirds majority voting for removal.

Upon completion of a term of office a committee member can be re-elected to the Management Committee in either the position vacated, or a new position, providing his/her re-election is conducted in accordance with the rules of the club.

vi. The Management Committee shall have full authority to manage the club, including entering contracts and raising monies, appointment and removal of Team managers/assistants/coaches, appointment and removal of honorary members. They shall also deal with any disciplinary matters involving any member of the club, including contravention of any the FA Policies, EVFC Policies or Codes of Conduct as they deem appropriate, providing their actions do not conflict with the constitution of the club as laid down in this document, and all decisions have been made in accordance with the rules of the club. Sanctions available include warn as to future conduct, temporary or permanent exclusion from club premises and/or where home matches are played, suspend from membership and remove from membership. Any player who has their membership suspended or removed will not play football for Euxton Villa FC during such time.

PRESIDENT AND VICE PRESIDENT

The President is elected every two years by the voting membership of the club. His/Her role is to represent the club; to chair Annual General Meetings and Emergency General Meetings and to represent the views of any member to the Management Committee.

Vice Presidents are appointed by the Management Committee, for a period of up to 4 years in recognition of their contribution which they may have made or could make, towards the club. Continuance after this period is acceptable providing all parties agree.

CLUB TEAMS

Each season the Management Committee should confirm the appointment of suitable managers, assistants and coaches for each team. Those officials must ensure their teams are fully prepared both in terms of playing staff and associated documentation, for the forthcoming season in addition to the duties outlined in *Appendix 2*. In relation to Junior teams all coaching staff undertaking these roles must have valid documentation as stated in the FA Charter Standard rules. A full list is contained within *Appendix 2*. any refusal will result in the individual being required to resign. All Team Managers/Assistants/Coaches will be encouraged by the club to continue their personal development in football.

Proceeding at Managers Meetings

All Managers/Assistants are expected to attend unless apologies are given to a member of the Management Committee

No business shall be transacted until the appointed time.

The Club Secretary or nominee will make a written record.

No business shall be transacted until a quorum is present. Six members, of which two shall hold officers' positions, shall represent a quorum.

An agreed agenda will be available.

Monthly reports will be given by members of the Management Committee where appropriate.

Copies of previous minutes will be available for inspection, and confirmed to be correct, prior to new business being transacted.

Any decisions made by the Management Committee will be communicated at this forum.

Views on any proposals to be discussed at future Management Committee meetings shall be sought from those present.

These meetings will be held monthly throughout the season and any other time that is deemed appropriate.

All monies to be forwarded to the Treasurer along with completed monthly return. (Remove)

Any other business including forthcoming events

Each manager to give a summary of team performance during previous month

PROCEEDINGS AT MANAGEMENT COMMITTEE MEETINGS

All members of the Management Committee are expected to attend unless apologies are received

No business shall be transacted until the appointed time.

The Club Secretary or nominee will make a written record.

No business shall be transacted until a quorum is present. Six committee members, of which two shall hold officers' positions, shall represent a quorum.

An agreed agenda will be available.

Copies of previous minutes will be available for inspection, and confirmed to be correct, prior to new business being transacted.

All proposals to be discussed shall have a nominator and seconder. Written proposals, appropriately seconded, will be acceptable. Such proposals should be addressed through an officer of the committee or from a member if appropriate. After full discussion of the proposition a vote will be taken amongst those committee members present to determine the way forward.

Each committee member, with the exception of the chair, shall have one vote with the majority determining the way forward. In the event of a tied vote the chair shall have the casting vote.

These meetings will be held monthly throughout the season and any other time that is deemed appropriate.

Proceedings at Extraordinary General Meetings (EGM)

Requests to call Extraordinary General Meetings, to discuss specific issues, shall be made in writing to the Club Secretary. All such requests must have support of either 50% of the Management Committee, or over 25% of the Full Membership with support being verified by the Club Secretary. The Club Secretary shall arrange the meeting, publicising the details and agenda at least seven days in advance to all Full Members.

Proceedings at EGM's will be:

No business shall be transacted until the appointed time.

No business shall be transacted until a quorum is present. Six committee members, of which two shall hold officers' positions, shall represent a quorum.

An agreed agenda will be available.

All proposals to be discussed, followed by a vote amongst those members present to determine the way forward.

Each member, with the exception of the chair, shall have one vote with the majority determining the way forward. In the event of a tied vote the chair shall have the casting vote.

A written record will be taken.

Proceedings at Annual General Meetings (AGM)

An Annual General Meeting (AGM) will take place before the final day of July each year.

Notice of the AGM will be made by the Club Secretary at least twenty one days prior to the date of the meeting. Such notice will give date, time and venue for the meeting.

Invitations to stand for available committee posts will be detailed, with all nominations, appropriately seconded, to be returned to the secretary in writing at least seven days prior to the meeting.

At the AGM the following business will be concluded:

Election of President, if applicable.

Chair's Report incorporating previous years activities.

Treasurers Report including production of audited accounts.

Other Officer's Reports, where appropriate.

Election of Committee Members.

Appointment of Vice Presidents if applicable

Agreement of Membership and playing fees for next season.

Rule changes
Any Other Business

A written record will be made.

Rules & Codes of Conduct

Every member, whether full or associate, and all persons associated with the club are expected to behave in an exemplary manner, and observe current rules, policies and codes of conduct of the club and affiliated bodies. Any such breaches will be dealt with by the management committee under section vi (Management Committee), of this constitution. There is no appeal procedure.

DISSOLUTION

A resolution to dissolve the club shall only be proposed at a General Meeting and shall be carried by a majority of at least 75% of the members present.

The dissolution shall take effect from the date of resolution and the members of the Management Committee shall be responsible for the winding up of the assets and liabilities of the Club.

Any surplus assets remaining after the discharge of the debts and the liabilities of the Club shall be transferred to the Lancashire Football Association who shall determine how the assets be utilised for the benefit of football and other sports.

APPENDIX 1

Duties of MANAGEMENT Committee Members: Chair, Treasurer, Secretary and other members.

- 1 Chairperson - The Chairperson will represent the Club in an official capacity with National and Local Football Associations and Local councils or appoint representation if more appropriate, chair monthly management committee and managers meetings, authorise expenditure, act as a signatory on the clubs bank accounts, ensure compliance of Club policies.
- 2 Treasurer - authorise expenditure, maintain financial records, arrange an audit of the Clubs books on an annual basis, act as signatory on Club bank accounts, ensure all invoices are paid, act as the clubs interface with National and Local Football Associations and Local councils, ensure compliance of Club policies.
- 3 Secretary - record and produce minutes within agreed time scales, provide notice of meetings including agenda, maintain a record of club membership, act as the clubs interface with National and Local Football Associations and Local councils, ensure compliance of Club's policies, ensure compliance of Club policies.
- 4 Seniors Representative - co-ordinate & represent managers' views in committee meetings, attend league meetings and process associated documentation, ensure compliance of Club policies.
- 5 Juniors Representative - co-ordinate & represent managers' views in committee meetings, attend league meetings and process associated documentation, ensure compliance of Club policies.
- 6 Facilities Representative – co-ordinate maintenance of groundwork and changing rooms. Highlight related issues to Management Committee, ensure compliance of Club policies.
- 7 Other members to manage additional responsibilities and events as deemed appropriate, ensure compliance of Club policies.

All committee members be able to manage any additional tasks as identified by the management committee.

APPENDIX 2 - DUTIES OF TEAM MANAGERS/ASSISTANTS/COACHES

1. Ensure the welfare of all players is of paramount importance
2. Ensure compliance of the Football Association's and the Club's Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities, Anti Bullying and Anti-Discrimination Policy.
3. Ensure all players, volunteers and parents adhere to the Football Association's and the Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities, Anti Bullying and Anti-Discrimination Policy.
4. All Managers & Coaches of Junior teams, that is under 18's and below, must obtain the minimum FA Coaching Qualification (currently Level 1) and throughout their tenure hold a valid FA Emergency Aid certificate, Safeguarding Children certificate and a Criminal Record Bureau document.
5. Ensure all players, at the earliest opportunity, are officially registered with the Club including completion of registration and medical history form.
6. Ensure attendance of an 'Emergency Aid' trained person at each match.
7. Ensure compliance with any rules set by an associated league or competition.
8. Ensure all monies due are collected and accounted on the monthly returns.
9. Any player who has not paid playing fees/fines for more than 3 weeks since requested, without good reason, will be considered suspended by the Club until payment is made in full or other arrangements, agreed by your representative, ensuring payment will be collected. Any such instances should be reported to the Management Committee.
10. Any player who attracts persistent discipline problems within the club must be reported to the Management Committee. If considered serious the Management Committee will decide on any appropriate action.
11. Managers are responsible for any League administration fines they may incur.
12. Effectively manage all kit and equipment.
13. Ensure any expenditure or collection of additional monies has been agreed by the appropriate committee member.
14. Any additional monies collected become the property of the club and therefore must be submitted to the treasurer unless agreed by the management committee
15. Ensure any additional events or activities you are considering have been agreed by the appropriate committee member.
16. Actively seek support for all football and social events.
17. Provide match/player reports for the various Club Media.

18. Report all discipline matters to your representative.

This constitution was agreed by the members of Euxton Villa Football Club at it's AGM dated 26th July, 2001. Subsequently amended since.

Signed by Chairman

Graham Keyte

Signed by Club Secretary

Stephen Parkinson