



Loxwood
& Kirdford
Youth FC

www.loxwoodyouthfc.co.uk



CHARTER STANDARD
CLUB

Loxwood & Kirdford Youth FC

Club Rules

1. NAME

The Club shall be called Loxwood & Kirdford Youth Football Club (the "Club").

2. OBJECTS

The objects 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.

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 Regulation 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 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 Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

(d) For the avoidance of doubt the Club Rules and various Codes of Conduct apply to all players, parents/guardians/carers, managers, coaches, volunteers and spectators.

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, with a remittance for the appropriate fee. 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. The Club Committee may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. An appeal against membership decisions may be made to the Club Committee in accordance with the Complaints Procedure in place from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.

(c) All players, parents/guardians/carers, managers, coaches, volunteers and spectators joining and/or associated with the Club are deemed to have read and accepted the Club's Rule and the various Codes of Conduct, copies of which will be made available to all potential and current members.

(d) No player may train or practise with the Club, not represent the Club in matches, unless the appropriate application form been received and accepted by the Club.

(e) No player's registration application will be accepted by the Club unless and until all and any subscriptions, fees or fines (or parts thereof) outstanding for any previous membership period are paid in full.

(f) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

(g) The FA and Parent County Association shall be given access to the Membership Register on demand.

(h) The Club Committee shall have power to admit to Honorary Membership persons either by virtue of their services of their services to the Club or for any other good reason.

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 by the Club Committee.

(b) No player may train or practice with the Club, nor represent the Club in matches unless the appropriate fee has been paid, or arrangements made with the Club Secretary for the fee to paid by instalments. The Club Committee shall have the power to agree any discounts or free subscriptions to coaches or those in the community experiencing financial hardship

(c) In the event that any subscription, match fee or fine payable by a player remains unpaid 4 weeks after it falls due, the player will be ineligible for team selection until such time that all outstanding fees are cleared.

(d) In the event that a player and/or Club official is cautioned or sent off while representing the club, any fine paid on the representative's behalf by the Club shall be reimbursed to the Club by or on

behalf of the representative within 4 weeks after it falls due failing which the representative will be suspended from Club participation until such time as outstanding fees are cleared.

(e) 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 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 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 any share of, any, of the income and assets of the Club (the "Club Property").

8. CLUB COMMITTEE

(a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary and Welfare Officer and up to five other members all elected at an Annual General Meeting ("AGM") and, upon election, shall become members of the Club.

(b) Each Club Committee Officer shall hold office from the date of appointment until the next 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 any member of the Club Committee. The quorum for the transaction of the business of the Club Committee shall be three.

(c) Decisions of the Club Committee shall be entered into a record of Minutes 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 four meetings per year.

(e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between AGMs shall be filled by a member proposed by one and seconded by another one of the remaining Club Committee members and approved by 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 a 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) Any Committee Officer wishing to withdraw from the Club must give the Club Secretary in writing at least twenty one days' notice of his/her intention to do so.

(i) The Club Committee will manage an Operations Group made up of the Team Coaches, Team Admins and other volunteers invited by the Club Committee and they shall all become members of the Club. The objective of the Operations Group will be to facilitate communication between the Club Committee and the Team Coaches, Team Admins and other appropriate volunteers to enable them to effectively run the Club Teams. The Club Committee will share information with the Operations Group as it deems appropriate and any issues or opportunities raised by the Operations Group will be forwarded to the Club Committee for consideration and decision making.

9. ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

(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 members of the Club Committee; and
- (iv) consider any other business.

(b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made by a proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary. 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 five 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 a member selected by the Club Committee, 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 a record of the General Meetings into the maintained Minutes.

(h) Any member who, at the date of the Annual or other General Meeting, is under 18 years old may be represented by his or her parent or guardian who may cast a vote on the member's behalf.

10. CLUB TEAMS

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. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present a report of the activities of the team to the Club Operations Group Meeting at its last meeting prior to an AGM.

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 Secretary and the Club Treasurer. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account. All transactions drawn from the Club Account shall be made by the designated signatories.

(b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceedings 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 the 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 and its updates.

(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; and

(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 approved by members at a General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

12. DISSOLUTION

(a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by the 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 related to community sports.