



# LARKHALL ATHLETIC YOUTH FC

## Club Rules & Constitution



1. The club shall be called Larkhall Athletic Youth Football Club (the Club).
2. The object of the Club shall be to arrange football matches and social activities for its members.

### STATUS OF RULES

3. These rules (the Club Rules) form a binding agreement between the Club and each of its members and their parents/carers.

### AFFILIATION

4. The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Somerset Football Association. The Rules and Regulations of The Football Association Limited and The Somerset 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.

### CHILD PROTECTION AND EQUALITY OF OPPORTUNITY

5. The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy. In line with the FA's Child Protection Policy and Procedures, all individuals elected as Club Officials (and volunteer helpers) will, before their appointment is confirmed, be required to submit to a Criminal Records Bureau check.

### CLUB MEMBERSHIP

6. The members of the Club from time to time shall be those persons listed in the year group registers of members including their parents and guardians (the Membership Register), which shall be maintained by the respective year group membership secretaries.
7. Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the relevant Club Year Group Management Committee or the Club Strategic Management Group (SMG) as appropriate. Membership shall become effective upon the Club receiving payment of the due membership fee. The membership fee covers the period to the end of May the following year.
8. In the event of a member's resignation or expulsion, his or her name shall be removed from the appropriate membership record.
9. The Football Association and parent County Association shall be given access to the Club membership records on demand.

### ANNUAL MEMBERSHIP FEE

10. The Club SMG in liaison with the Year Group Leaders (who chair the individual Year Group Management Committees) will determine the annual membership fee payable by each member. Any fee shall be payable on a successful application for membership and annually by each member. Fees should be paid by the end of August each year, or at other times stipulated by the Club. Fees shall not normally be repayable in the event of a member leaving the Club, though the Club SMG may waive this rule if such action is felt warranted by the circumstances.

11. The Club SMG shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

### **RESIGNATIONS AND EXPULSION**

12. 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 SMG or responsible coach or other Club official of their resignation. A member whose annual membership fee or further subscription is more than 2 months overdue shall be deemed to have resigned.

### **EXPECTED BEHAVIOUR, DISCIPLINARY PROCEDURES AND EXPULSION**

13. All members, players, parents/carers, coaches and other officials are required to always behave in accordance with the appropriate Club Codes of Conduct. Anyone whose behaviour breaches the relevant Code(s) of Conduct will be liable to disciplinary action in accordance with the Club's disciplinary procedures.
14. These procedures provide for the Club to implement a range of disciplinary measures, including the expulsion from the Club of any person, whose continued membership the Club deems would not be in the interests of the Club.
15. A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

### **CLUB MANAGEMENT COMMITTEES**

16. The various affairs of the Club are managed by:
  - ▶ A Strategic Management Group
  - ▶ Several Year Group Management Committees
  - ▶ A Coaches Group
  - ▶ A Welfare and Discipline Committee, and
  - ▶ A Social and Events Committee
17. The diagram at annex shows the membership and key roles of each of these groups and committees, and how often they meet. The key decisions made by each committee or group will - subject to any due privacy considerations – be publicised to members via club or year group newsletters and/or via the Club website.
18. Each Club Official and Club committee member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting.
19. Decisions of the Club Committee meetings shall be entered into the Minutes of the Club to be maintained by the Club Secretary.
20. An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee that 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.
21. Except as provided for in the Rules and Regulations of The Football Association and the 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.

### **ANNUAL GENERAL MEETING**

22. The Club SMG and each Year Group shall hold an Annual General Meeting (AGM) each year to:

- ▶ Receive a report from the Chairman?year Group Leader (i.e. as appropriate) on the activities of the Club/Year Group over the previous year
- ▶ Receive a report from the Treasurer on the Club/Year Group finances over the previous year
- ▶ Elect all the Club/Year Group Officials
- ▶ Elect the other members of the Club SMG/Year Group
- ▶ Consider any other business

### **NOMINATIONS TO BECOME CLUB OFFICIALS**

23. Nominations for election of members as Club Officials shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club. The Club/Year Group Secretary should receive completed nomination forms not less than 7 days before the AGM. In the event of more than nomination for any one Official position, the person elected will be decided based upon a simple majority of the existing Club Committee members in attendance. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club/Year Group Secretary not less than 14 days before the Meeting.
24. The Club/Year Group Secretary shall e-mail, or send to each member at their last known address, written notice of the date of all Club Committee Meetings (including the AGM), together with an agenda for the meeting, including any specific resolutions.

### **CLUB TEAMS**

25. At its AGM, or at other times as appropriate, the Club Year Group Committees shall appoint one or more coach(es) to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team during the following year. At the end of the year, the appointed members shall provide to the Year Group Committee a report on the activities of the team for presentation to the Year Group Committee at its AGM.

### **CLUB FINANCES**

26. Separate bank accounts shall be opened and maintained in the name of the Club for the SMG and for each Year Group. For all accounts arrangements must be made for cheques to require the signature of at least two approved Club officials. All monies payable to the Club shall be received by the Club/relevant Year Group Treasurer and deposited in the relevant Club Account.
27. The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club
28. The Club SMG and Year Group Committee shall have power to authorise the reimbursement of appropriate expenses to any member of the Club and to any other person or persons for services rendered to the Club.
29. Using agreed Club account formats, the Club and Year Group Treasurers shall maintain up to date financial records of all Club income and expenditure and submit summary financial reports to each quarterly SMG/Year Group meeting (as appropriate). Each Treasurer shall also prepare an annual Financial Statement (in such form as shall be published by The Football Association from time to time) and submit these to the Club SMG/relevant Year Group Committee as appropriate.

## **DISSOLUTION**

30. A resolution to dissolve the Club shall only be proposed at a Special Meeting of the Club SMG and shall be carried by a majority of at least three-quarters of the members present.
31. The dissolution shall take effect from the date of the resolution and the members of the Club SMG shall be responsible for the winding up of the assets and liabilities of the Club.
32. Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the parent 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 with the consent of the parent Association shall determine.

## **REVIEW**

33. The Club SMG will keep under review these Club rules and has the authority to vary them as and when appropriate, subject to any need that may exist to agree specific changes with the Football Association.

# LARKHALL ATHLETIC YOUTH FC MANAGEMENT STRUCTURE

## CLUB STRATEGIC MANAGEMENT GROUP

### **Key roles:**

- ▶ Define, promulgate, monitor and review relevant LAYFC-wide policies & strategies
- ▶ Ensure that LAYFC meets the needs of its member and complies with all relevant legislation and FA guidance
- ▶ Prepare a LAYFC Development Plan for 2007-2012 and manage its implementation
- ▶ Facilitate the sharing and implementation of good practice throughout LAYFC
- ▶ Safeguard and promote agreed LAYFC values and beliefs
- ▶ Ensure that LAYFC's funds are properly managed and accounted for

### **Regular members:**

- ▶ Chairperson (Chair); All Year Group Leaders; Coaching Development Manager; Finance & Purchasing Manager; Larkhall Athletic senior club representative; Club Secretary (Secretary)

### **Attend as necessary:**

- ▶ Child Welfare Officer; Fundraising & Sponsorship Manager; Schools Liaison Manager; Newsletter Editor; and Webmaster

### **Meetings:** Quarterly

## YEAR GROUP COMMITTEES

### **Key roles:**

- ▶ Ensure LAYFC policies & strategies are proactively and effectively implemented
- ▶ Safeguard, demonstrate and promote LAYFC values and beliefs
- ▶ Seek to ensure that all children and their parents/carers enjoy their time with LAYFC
- ▶ Seek to identify and share ways of improving things
- ▶ Identify and resolve issues, alerting the Club Committee to relevant issues
- ▶ Ensure compliance with all relevant legislation and FA guidance
- ▶ Ensure proper management and accounting of Year Group funds

### **Regular members:**

- ▶ Year Group Leader (Chair); Year Group Secretary (Secretary); Membership Secretary; Treasurer; Fixture Secretary; Coaches; Social Secretary

### **Attend as necessary:**

- ▶ Club Strategic Management Group members

### **Meetings:**

- ▶ Quarterly (after Club Strategic Management Group meetings)

## COACHES' GROUP

### **Key roles:**

- ▶ Ensure LAYFC makes best use of coaching resources
- ▶ Seek to develop the quality of coaching across LAYFC
- ▶ Promote the sharing of good practice

### **Regular members:**

- ▶ Coaching Development Manager (Chair)
- ▶ All LAYFC coaches (to provide Secretary)

### **Attend as necessary:**

- ▶ Other LAYFC officials as required

### **Meetings:**

- ▶ As required

## WELFARE AND DISCIPLINE COMMITTEE

### **Key roles:**

- ▶ Consider any child welfare or discipline issues, decide appropriate action (or, if appropriate, make recommendations to the Club Strategic Management Group)

### **Regular members:**

- ▶ Chairperson (Chair); Child Welfare Officer; relevant Year Group Leader (s) and relevant Coach(es)

### **Meetings:**

- ▶ As required

## SOCIAL AND EVENTS COMMITTEE

### **Key roles:**

- ▶ Propose ideas for fundraising and social activities to the Club Strategic Management Group
- ▶ Organise social and fund raising events (e.g. tournaments, tours) as agreed by the Club Strategic Management Group

### **Regular members:**

- ▶ Fundraising & Sponsorship Manager (Chair); All Year Group Social Secretaries; Finance & Purchasing manager

### **Attend as necessary:**

- ▶ Other LAYFC officials as required

### **Meetings:**

- ▶ As required