



## THAMESVIEW YOUTH FOOTBALL CLUB - CONSTITUTION

**NAME:** - The Club shall be called "Thamesview Youth Football Club" (TYFC) and shall be affiliated to the Kent County Football Association (KCFA).

**OBJECT:** - The Club's objective is to provide Association Football for its members and such recreational pursuits as may be deemed desirable by the Clubs governing body, hereafter called the Committee.

**OFFICERS:** - The officers shall consist of President, Vice President, Chairperson, Vice Chairperson, Treasurer, Welfare Officer, Secretary and Social Secretary. All officers shall be elected at the Annual General Meeting (AGM) with the exception of President and Vice President. The President and Vice-President shall be elected for a two-year period, but on alternate years to each other. Nominations for elected officers of the Club will be invited one calendar month before the date of the AGM and then closed a week prior to the AGM. Nominees must be suitably proposed and seconded. This procedure does not prevent nominations being made and accepted at the AGM. On an annual basis, the Secretary and Treasurer will be paid £100 per annum and the Assistant Secretary £30 per annum for various expenses incurred for administrative tasks. The receipts for this should be submitted and verified as incurred during the course of undertaking TYFC services and will be paid at the end of each playing season.

**CHILD WELFARE:** - Any matter pertaining to child protection /welfare MUST be reported to the Club Welfare Officer IMMEDIATELY. TYFC will follow the guidelines set out by the FA in relation to all the Welfare policies listed below:

- Anti Bullying
- Equality Policy
- Child Protection

Any incidents relating to the above policies will be investigated following the procedure guidelines set out for the club.

**COMMITTEE:** - TYFC shall be controlled by a Committee consisting of elected officers of the Club and as many Committee members as necessary, who will be elected at the AGM. Additional Committee members may be elected at any Committee meeting at the discretion and convenience of the serving Committee - generally there will be a maximum of three Committee members per squad. A Quorum must number six, of which two must be senior members of the Club. Potential new members of the Committee / Club shall be proposed and seconded by Club members and a character reference must be presented to the Committee accordingly. New members will be given a copy of the attached appendix upon joining. ALL committee members are required to be CRB checked.

**AGM:** - The AGM shall be held at the beginning of June each year or before the Medway Messenger Youth League (MMYL) AGM, at the discretion and convenience of the serving Committee. Attendance is open to Committee and Parents alike.

**EXTRA ORDINARY GENERAL MEETING:** - An Extra Ordinary General Meeting may be called by a minimum of one third of the standing Committee members. The Secretary must notify by either email or phone of any such meeting and indicate the purpose of the meeting and desired outputs.

**COMMITTEE MEETINGS:** - The Committee shall meet once a month normally at the beginning of the month, or at the discretion and convenience of the serving Committee. A representative from each squad MUST attend the monthly meetings to relay back information and pay in subscriptions. Apologies for non-attendance must be given to the secretary prior to the meeting. ALL due subscriptions MUST be paid in within 5 days to the Treasurer if a meeting is missed. In the event that neither manager nor representative of the squad can attend the monthly meetings and apologies have been given to the secretary prior to the meeting, the secretary will relay any relevant information to the manager. Failure to attend 3 consecutive meetings by the manager /representative will be brought to the attention of the main committee and if a genuine reason for non attendance cannot be given the main committee may take action they deem appropriate.

**VOTING:** - All attending the above meetings, with the exception of the President and Chairperson, have the right to vote and will be entitled to register ONE vote, either by show of hands or paper vote. In the event of equal votes being registered the Chairperson will cast the deciding vote.

**POWERS OF THE COMMITTEE:** - The property and / or assets of TYFC shall be vested in the Committee. The Committee have the power to appoint sub committees for fund raising and social events as deemed necessary. All subcommittee decisions / findings must be reported back to the Committee and their approval sought before implementation. The Committee shall have the power to suspend or expel any members considered guilty of any conduct prejudicial to the good name of TYFC, or any of the Football Associations ruling bodies.

**MANAGER'S REPORTS:** - It is the responsibility of each Team Manager to bring to the attention of the Committee incidents prejudicial to the good name of TYFC. Incidents of a serious nature should be reported to the Secretary as soon as possible. EVERY incident that could jeopardize the good name of the club MUST be reported to the Secretary immediately, including cautions and sending offs. Within 48 hours of any incident, a written account should be sent directly to the Secretary. The Document named 'Club Guidance' details the roles / responsibilities of new Committee members and Managers. A copy will be given to new managers upon joining TYFC. TYFC Managers must supply a match card or duplicate match card to the Assistant Secretary on a weekly basis during the playing season in order that player records are kept up to date.

**DISCIPLINE:** - A disciplinary panel has been formed consisting of the Vice Chairman and various age group managers to hear and discuss all conduct prejudicial to the rules laid down by the Club, MMYL and KCFA, as directed by the Committee. The right of appeal is available to the Committee. If a player continually fails to attend training / matches, they will be sent an initial letter requesting a deregistration. If a satisfactory reason is not given for attendance and continued registration with the Club, it may be at the main committee's discretion that the player be de-registered from the club.

**FINANCE:** - The elected Treasurer, representing the Committee shall keep proper record books of accounts. These accounts will be audited by a person or persons not associated with TYFC, ready for presentation and acceptance at the AGM. ALL squad accounts must be signed off by the respective managers by the 15<sup>th</sup> April to ensure timely auditing of the accounts can be completed by the AGM. The Treasurer will present to the Committee a monthly statement of the Clubs Financial standing.



**SUBSCRIPTIONS:** - TYFC players will pay club subscriptions. A signing on fee, £20 for the 2011/2012 season, with amounts for the ongoing seasons to be decided at the AGM each year, shall be paid in with a completed registration form. No players registration will be accepted by the secretary unless all the fees decided for the season accompany it. All players shall pay the signing on fee each season. Each player shall pay a subscription fee for the playing season to cover training and matches and this will be 50% of the annual fee decided by the committee. For the 2011/2012 season this will be £100 and this is to be paid at time of registration with the registration fee, the remainder to be paid by 1<sup>st</sup> October of each season. Any player owing money or kit to the club should be reported to the Secretary immediately, upon which a letter will be sent and attempts to retrieve owed money/kit will be implemented. In the event of a player not paying owed money, the player will be suspended from playing for the club until the matter is resolved. Persistent offenders of maladministration of cards etc will be responsible for paying their own fines. If a player receives a yellow card, the club will initially pay the fine and a letter with a copy of the fine details will be sent to the parent and player. If within 14 days the payment is not reimbursed to the club, then the player will be suspended until the matter is resolved. If a player is suspended by KCFA the TYFC discipline committee have the power to issue a further fine /suspension depending on the nature of the original offence. The person responsible for collecting subs should be the manger or nominated committee person identified to the treasurer at the start of the season. Managers are ultimately responsible for money collected and can be held responsible if a problem is to arise.

**ATTENDANCE AT EVENTS:** - Prior approval must be granted by the Committee for any tournament, event or social occasion where the name of TYFC is being used. It is expected that ALL committee members and team members support and attend organised events, unless having previously informed the Social Secretary of their non-attendance.

**FUNDRAISING:** - All fundraising (including individual squad fundraising i.e. tea bars & bus stops) must be paid in to the club and put through the club accounts. Money raised by these activities for an individual squad will then be available for that squad to benefit from. Any gifts / donations to TYFC will be distributed accordingly after the committees' approval.

**KIT/EQUIPMENT:** - All kit & equipment, both club purchased and/or sponsored must be purchased through the Club Kit Manager. All sponsored kit and equipment must have payment through the Club Treasurer. All team strips, including sponsored kit, will be the agreed Red/Black (Home) and Yellow/Black (Away). TYFC player's kit cannot be personalised with individual's names/initials.

**TRAINING / DEVELOPMENT:** - All players should train in their respective age bands as in line with the new mandatory KCFA ruling for both training and matches. TYFC will provide facilities for training once a week but the secretary must be informed immediately if this session is not going to be used. Continual misuse of any of the training facilities provided may result in that squad losing the right to use it. Managers / Coaches MUST be Level 1 qualified; CRB checked and attended the required workshops. Any person without these cannot manage a team. Courses booked for Managers/Coaches will be paid for by the club. Failure to attend will result in the committee requesting payment of those courses if a replacement candidate cannot be found.

**GENERAL BUSINESS:** - Any contact with the MMYL, transfer of players, hire of pitches or any matters arising from / or with the hire of pitches can only be dealt with by the Secretary or their nominated representative. Any matters not covered by the foregoing Constitution and rules shall be dealt with by the Committee. The decision of which will be final and binding.

## TYFC CODE OF CONDUCT

- Thamesview Youth Football Club strongly supports the principles of the Football Association Rule Number 42 relating to Fair Play in Football.
- Every person, whether player official or supporter, is expected to conduct him or herself in an exemplary manner at all times. Players are expected to play the game in accordance with the spirit of the Laws, to accept all decisions without question and to be a credit to the Club whether at 'Home' or 'Away'. Please be aware that the Club is responsible for the conduct of supporters who should therefore follow the same principals.
- The use of foul or abusive language or the showing of dissent, whether by word or action, is not acceptable to the Club. In addition to any punitive measures imposed by the Governing Body, the management of the Club reserves the right to take its own additional measures against persistent or serious offenders.
- Any Club member (which includes for the avoidance of doubt all players and their parents, guardians and supporters) who is the subject of disciplinary action, which includes any financial penalty, undertakes to reimburse the Club in full any monies which may be paid on their behalf. The Club will support any member if it considers that the disciplinary action is unjustified.
- All kit and other equipment supplied remains the property of the Club. Non-return contravenes League rules and may lead to the player's registration being suspended and/or the player will not be able to play for another club in the MMYL until resolved.
- TYFC implement the RESPECT Campaign and as a member of this Club I agree to abide by the rules/regulations set down by the RESPECT Campaign.
- Membership of the Club is consequent upon any person's unreserved acceptance of this Code.
- I agree to accept the Rules and Regulations of TYFC and abide by this code of Conduct.
- I certify I have read all other documents attached with this form including the TYFC Constitution and TYFC Fees documents.

Player: \_\_\_\_\_ (signed) \_\_\_\_\_ (name)

Parent/Guardian: \_\_\_\_\_ (signed) \_\_\_\_\_ (name) Date: \_\_\_\_\_