

Leybourne Youth Football Club

Founded 2023



Club Constitution

1. Title

1.1 The Club shall be called '**Leybourne Youth Football Club**', hereinafter referred to as 'The Club'.

2. Objectives of The Club

- 2.1 The 'Club' shall be affiliated to the Kent County Football Association.
- 2.2 To promote Junior and Youth Football in Leybourne, Leybourne Chase and the surrounding areas, and to encourage good sportsmanship and football skills.
- 2.3 To provide the facility for children of all abilities to participate in and enjoy the sport of football.

3. Officers of the Club

The Officers of 'The Club' (**Core Committee**) shall be: -

- Chairman
- Co - Chairman
- Secretary
- Treasurer
- Club Welfare Officer

4. General Committee

- 4.1 'The Club' shall be controlled by a 'General Committee' consisting of:
 - a) The Officers of 'The Club' (Core Committee) and;
 - b) All Team Managers and Assistants (including 'non-league' Teams) known as the Committee.
- 4.2 All members of the General Committee shall notify the Club of their Intent to Stand at the May meeting. The members shall be formally elected annually at the Annual General Meeting. The Secretary shall accept other nominations at least one month prior to the AGM, but not thereafter.
- 4.3 The General Committee shall endeavour to meet once every 2 months. The proceedings of such meetings shall be duly recorded as minutes of the meeting by the Secretary (or other designated person), a copy of which shall be distributed to all General Committee members prior to the next scheduled meeting.
- 4.4 At all meetings of the General Committee one half of its members shall form a Quorum, one of which must be an Officer of the Club. No business may be conducted unless a Quorum is present. To clarify a meeting as a minimum must have at least one member of the Core Committee present and at least half of the Managers or their Assistants present.

5. Duties and Powers of General Committee

5.1 Duties

- a) Core Committee members and Managers from each age team, or in their absence their Assistant Manager shall attend all Bi-monthly meetings, Extra-ordinary meetings called and as required for Disciplinary meetings;
- b) Ensure the smooth management of 'The Club';
- c) The Chairman or Co - Chairman shall arrange the date, the venue and be the chair of each meeting, ensure that an agenda is published for such meetings. In their absence the Secretary will fulfil this role;
- d) The Secretary shall attend to all Club correspondence relevant to their respective Leagues and the FA. The Secretary shall take or delegate the minutes of each Bi - Monthly meeting, Extra-ordinary meetings called and as required for Disciplinary meetings and distribute them as required. If they are absent, they will delegate this role to another member of the Core Committee to fulfil the duty;
- e) The Treasurer shall be responsible shall be responsible for the financial administration of 'The Club' and shall keep income and expense accounts. A brief report shall be made at Each General Committee meeting of the Club's current financial status. The Treasurer shall also produce a forecast of Expenditure and Income to inform Annual subscriptions at the May meeting. The Accounts shall be closed at the May meeting to allow at least a six-week period to audit the books. A new accounting period will start from the May meeting. Provide a fully detailed income and expense account balance sheet for the Annual General Meeting. The Club's financial year shall run from the May meeting to May meeting with an end of season and current balance reported at the AGM in July (this is different to the forecast of Expenditure and Income presented at the May Meeting);
- f) The Club's monies shall be retained in a current bank account. The signatures of two of the Officers of 'The Club' will be required for withdrawals;
- g) The Child Welfare Officer/FA Charter Status Co-ordinator shall update and produce the Club Handbook on an annual basis in time for the new season.

5.2 Powers

- a) The property and assets of 'The Club' shall be vested in the General Committee;
- b) The General Committee shall have the power to appoint Sub-Committee's that from time to time shall be deemed necessary, and receive reports of its findings and meetings;
- c) The General Committee shall not have the power to influence any matters in respect of team selection. This power being vested in Team Managers and Assistant's only. The matter of Team selection shall be the responsibility of Team Manager and their Assistant;
- d) In the event of a member leaving the General Committee, the General Committee may co-opt another eligible person until the next AGM;
- e) The General Committee shall be fully empowered to deal with **all** matters connected with 'The Club' and not provided for in this Constitution;
- f) All members of the Core Committee have the power to vote in all meetings as do

each registered Team in the Committee. Each Core Committee member has one vote, irrespective of how many roles they hold e.g. a Manager who holds a second position shall have one vote only and forfeit the other. The only exception is where that person as a Core Committee member has been nominated to have the deciding vote in the event of a tied outcome. It must be noted under which role the person voted. As there is only one vote per team the Manager and Assistant cannot both vote. The Manager has seniority and the vote, although if they are not attending a meeting, they must inform the Secretary and Chairman beforehand to inform them whether a deputy will be attending and voting (as required). Unless specified beforehand, all voting shall be a count of hands at the meeting. In the event of a tied vote the Chairman, or in their absence one designated member of the Core Committees has the deciding vote, even if that individual holds multiple roles;

- g) The General Committee shall have the power to vote off any committee member at anytime if it is felt to be in the best interests of 'The Club'.

6. Disciplinary Committee.

- 6.1 In accordance with the FA Charter Standard and respect Campaign the Club shall appoint a Disciplinary Committee to deal with all disciplinary issues associated with the Club.
- 6.2 The Disciplinary Committee shall comprise of the following members of the General Committee: Chairman, Club Welfare Officer, and one other Team Manager.
- 6.3 Any meeting of the Disciplinary Committee must comprise of the above-named roles with the Chairman retaining the casting vote. The meeting shall be deemed void if this is not met.
6. Although there shall be no designated or scheduled meetings of the Disciplinary Committee. The Disciplinary Committee shall meet at least once a year to review all Club documents to ensure that they incorporate and reflect all current directives and appropriate legislation. All other meetings of the Disciplinary Committee shall be as and when there is a requirement to do so.
- 6.5 The decision of the Disciplinary Committee shall be final. There shall be no leave for appeal.

7. Membership

- 7.1 Club Membership shall consist of all playing members (players), non-paying members (parents), the Officers of 'The Club' and the General Committee, although only the General Committee hold voting rights and powers. The respective Team Manager shall keep a register of members and pass a copy to the Treasurer and the Secretary.
- 7.2 Team Managers shall be responsible for complying with the rules regarding age limits for the respective Leagues when registering players.
- 7.3 Club members will be expected to behave in a creditable manner at all times whilst attending Club functions and representing 'The Club'. Bad behaviour will not be tolerated and may result in disciplinary action being taken.
- 7.4 Members will notify the Club at the May meeting of their Intent to stand for re-election at the AGM in July. Any Member not standing shall make this clear at the May meeting or earlier.

8. Annual subscriptions

8.1 The annual subscriptions for the following season will be set and agreed at the May Meeting. The Treasurer shall provide a forecast of Expenditure and Income as outlined in 5.1e of the Constitution to inform the process. These shall be payable by all playing members under the following:

a) Subscriptions will only be raised if the forecast of Expenditure is expected to exceed the forecast of Income i.e., if net income is negative, **or** there is good cause to raise fees e.g., if a team is likely to fold and income reduced. Subscriptions shall be set and agreed in May at the Managers' Meeting (8.1). The Treasurer will provide a report on the forecast and advise the General Committee on the level of subscriptions necessary for each age group. Once agreed the Secretary will provide Managers with new Registration Forms and a Parent

Charter within five days of the May meeting. The onus is then on Managers to disseminate those forms to Parents, and to collect and submit these at the June and/or July meetings. All subscriptions for U5's to U18s must be paid in full by September 1st and submitted by Managers no later than the September 30th. Only under exceptional circumstances will the club defer payments after September 1st. Each case will be treated on its own merit by the General Committee. However, the Club reserves the right to insist on full payment by the due date.

Non-payment after September 30th will result in that player being suspended until full payment is made and possibly de-registration from the Club and League. Exceptional circumstances do not include leaving to join another club or deciding not to play.

Exceptional circumstances will only cover those with proven financial hardship.

b.) No refunds will be issued under any circumstances after the 1st October.

9. Annual General Meeting

a) An Annual General Meeting shall be held each year after the end of the regular football season and no later than 31st July unless for exception circumstances.

b) The Secretary shall give 28 clear days' notice of such meetings to all members.

c) Motions for consideration at such meetings must be notified in writing to the Secretary at least 10 days before the AGM in order that may be included in the Agenda.

d) The election of Team Managers and Assistant are subject to and ratified only upon the successful completion of a CRB check of the said named individual.

e) At each AGM meeting the following shall be included in the Agenda: -

- Reports shall be received from the Chairman, Secretary, Treasurer and Child Welfare Officer.
- The Election of Officers of 'The Club',
- The Election of Team Managers and other members of the General Committee; □ Constitutional matters;
- Any other business

10. Extraordinary General Meeting

- 10.1 These may be convened by the General Committee, usually by the Chairman, when deemed desirable or by the written request of at least 10 members of 'The Club'. In the case of playing members, this shall mean their parents/guardians.
- 10.1 One half of the General Committee shall form a Quorum for such meetings. An Officer to 'The Club' must be present.
- 10.2 Any such meeting shall be held within 28 days of the receipt of the request for the meeting.
- 10.3 No other business shall be discussed at such meetings.

11. Amendments to the Constitution

- 11.1 Amendments to the Constitution shall only be made at the Annual General Meeting or Extraordinary General Meetings.

12. Finance

- 12.1 The General Committee shall be responsible for ensuring that 'The Club' maintains and keeps proper books of accounts.
- 12.2 The General Committee shall arrange for an Audit of The Club's accounts to be carried out between May and the July AGM.
- 12.3 The Treasurer shall provide a forecast of Expenditure at the May meeting to inform the Annual Subscriptions. The accounts for that season shall be closed and the books balanced for the July AGM. The Treasurer will start a new accounting year for subsequent transactions.
- 12.4 The Club's monies shall be retained in a current bank account. The signatures / online approval of two of the Officers of 'The Club' will be required for withdrawals.
- 12.5 The Club's financial year shall run from June 1st to the end of May to capture payments relevant to each playing season.
- 12.7 All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

13. Kit and Equipment

- 13.1 After playing members have been properly registered for 'The Club' and with their Team's respective League, a Club Strip as deemed necessary and available should be provided. The Strip shall remain the property of the 'The Club'.
- 13.2 All other kit and equipment purchased by 'The Club' shall also remain the property of the 'The Club', and its maintenance, upkeep and general well-being shall be the responsibility of the General Committee.

14. Sponsorship (or other funded)

- 14.1 Team Managers and other members of the General Committee may obtain/arrange for Sponsorship on behalf of 'The Club' or individual teams within 'The Club', with the proviso that the 'Title' of any such kit and equipment purchased or provided by Sponsors, immediately transfers as an asset to 'The Club'. This applies to all equipment and kit used for the express purposes of running the team.

15. Misconduct fines

- 15.1 The club will pay player fines within the time limit that the league has stated but this is a good will gesture, purely to stop the fine increasing. The fine must then be handed to the parent of that player and reimbursed the club within 14 days. If the payment is not made, then the player won't be eligible to play.

16 Dissolution

- 16.1 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.
- 16.2 The dissolution shall take effect from the date of the resolution and the members of the Club Core Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- 16.3 Upon dissolution of the club any remaining assets shall be given or transferred to a registered charity or the sport's governing body for use by them in related community sports.

17. Club Colours

- 17.1 The agreed kit will be published in a separate document and available on the Club website.
- 17.2 Team Managers and players must not deviate from this without the approval of the Officers of the Club and confirmation that to do so would not breach Partnership terms with manufacturers.

18. Complaints Procedure and Equity

- 18.1 Any parent who feels that they have a grievance should submit that grievance in writing to any Committee member. That parent may then be formally invited to the next General Committee meeting or invited to attend a meeting with a representative of the Core Committee.

19. Fines

- 19.1 If the Club incurs a league fine due to a mistake made by the Team manager, then the Manager must pay it unless it's the manager's 1st offence of the season (if so, the Club will pay). Thereafter the payment of further fines by The Club will be at the discretion of the Core Committee.