

Stradbroke Youth FC



THE CONSTITUTION

1. Name

The club will be called STRADBROKE YOUTH FOOTBALL CLUB (Stradbroke Youth FC and hereafter referred to as “the club”) and will be affiliated to the Suffolk FA

2. Aims and objectives

Stradbroke Youth FC is an “Inclusive Club” in accordance with FA guidelines offering all potential players, male and female, with or without a learning, physical or sensory impairment/disability the opportunity to take part in and enjoy the benefits that football can bring. In addition, if any player is selected to play in a team and makes themselves available to play he/she will always get some game time. No substitute if they are fit to play will sit on the bench for an entire game.

Our aims and objectives are:

- 2.1 To provide football coaching, training, and competitive opportunities for the young people from Stradbroke and surrounding localities
- 2.2 To manage The Club in a responsible and equitable manner
- 2.3 To promote The Club within the local community and football community
- 2.4 To ensure a duty of care to all members of the club.
- 2.5 To provide all its services in a way that is fair to everyone.

3. Membership

Membership shall consist of officers and members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

Membership is open to all and no reasonable application for membership will be refused.

Members will be enrolled in one of the following categories:

- Adult member
- Junior member (under 18)

4. Membership fees

All membership fees to be set and paid in accordance with agreed policy set by the club Management Committee, these shall be reviewed annually.

5. Officers Roles within the club

The minimum officers of the club will be – Chairperson, Secretary, Treasurer, Welfare Officer

5.1 Chairperson

- To be responsible for management of the club according to the constitution
- To ensure all officers of the club execute their roles in accordance with the aims and objectives of the club
- To chair all Management Committee Meetings and Annual General Meetings of the club



5.2 Club Secretary

- To be responsible for all communications with the Club (internal & external)
- To be the main point of contact within the club for external bodies
- To ensure a proper and correct record is maintained of all club activities

5.3 Honorary Treasurer

- To be responsible for all financial matters relating to and involving the club
- To ensure a proper and correct financial record of the clubs monetary matters is maintained
- To arrange for the clubs finances to be audited annually

5.4 Child Welfare Officer

- To be responsible for the clubs safeguarding children policy and to ensure it is upheld by all those involved with the club
- To be the first point of contact regarding the welfare of junior members and any other young persons associated with the club

Other officers can be co-opted by the Management Committee as deemed appropriate and their function endorsed as full officers of the club if necessary at the next Annual General Meeting. For example, Fixture Secretary, Head Coach, Meeting Secretary, Team Managers, etc

Officers will be elected annually at the Annual General Meeting. All officers will retire each year but will be eligible for re-appointment. It is recommended that the Chairperson should not stand for more than two consecutive years.

6. Management Committee

The club will be managed through the Management Committee consisting of those officers that have been elected at the Annual General Meeting. Co-opted members will not have voting rights until formally elected at an AGM

1. The Management Committee meetings will be convened by the Club Secretary and held no less than 5 times per year
2. The quorum required for business to be agreed at Management Committee meetings will be 4 elected officers to include either the Chairman or Club Secretary.
3. The Management Committee will be responsible for adopting new policy codes of practice and rules that affect the organisation of the club.
4. The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business
5. The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution.
6. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.



7. Finance

All club monies will be banked in an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on May 31st

An **audited** statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of any two of the following club officers – Honorary Treasurer, Chairperson, Head Coach and Club Secretary

8. Annual General Meetings

Notice of Annual General Meetings (AGM) will be given by the Club Secretary. Not less than 21 clear days notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM.

All members have the right to vote at the AGM.

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

9. Code of Conduct

The Club fully endorses the FA respect Code of Conduct and shall adopt it as policy.

10. Safeguarding Children Policy

The club fully endorses the FA Safeguarding Children Policy and shall adopt it as policy.

11. Discipline and appeals

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's safeguarding children policy. The club Welfare Officer is the lead contact for all members in the event of any child safeguarding concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

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The Management Committee will meet to hear complaints within 7 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 7 days of the Secretary receiving the appeal.

10. Dissolution

A resolution to dissolve the club can only be passed at an AGM or EGM by a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of Stradbroke Parish Council.

11. Amendments to the constitution

The constitution will only be changed through agreement by a majority vote at an AGM or EGM.

12. Declaration

The Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed:

Date:

Name:

Position: Club Chairperson

Signed:

Date:

Name:

Position: Club Secretary