



## Junior Constitution/ Club Rules and Disciplinary Procedures

1. **NAME** The club shall be called Chester-le-street Waldridge Park Junior Football Club (referred to as the club in this document).
2. **OBJECTIVES** To arrange association football matches, training and social activities for its members.
3. **AFFILIATION** The club shall be affiliated to Durham County Football Association (DCFA)
4. **STATUS OF RULES** The club rules form a binding agreement between all members of the club. Off-shoots of the club (such as adult teams) shall have their own constitutions, but exist as a franchise of the club and will therefore be answerable directly to the Management Committee.
5. **RULES AND REGULATIONS**
  - (a) The club shall exist as an affiliated member club of the Football Association (FA) via DCFA and competitions (leagues/ cups tournaments) it competes within and as such those competition rules become club rules also.
  - (b) Any alteration to the constitution must be approved by DCFA.
  - (c) The club will abide by all FA first aid, emergency plan, safeguarding, respect and welfare guidelines.
  - (d) The club will share its Policies and Procedures via its own website and meetings.
6. **CLUB MEMBERSHIP**
  - (a) The members of the club shall be those persons considered to be players, coaches, Management Committee Members (The Committee), volunteers and parents/ carers.
  - (b) Any person wishing to be a volunteer must make themselves known to the Club Secretary. Active membership as a volunteer shall be at the sole discretion of the Committee. Membership shall become effective upon attendance at matches training or meetings in any capacity.
  - (c) In the event of a member leaving or being expelled, his or her name shall be made known to the Club Secretary and that member shall return all equipment and subs up to date.



- (d) The FA and DCFA shall be given access to the membership register by access to the club Charter Standard Application and supporting documents through FA processes.
7. MANAGEMENT COMMITTEE MEMBERSHIP & POWERS
- (a) The Committee shall consist of: Chair, Vice Chair, Treasurer, Secretary, and Committee Member at Large, all to face re-election at the following Annual General Meeting (AGM) or if necessary, Extraordinary General Meeting (EGM).
- (b) The Committee may create additional roles with specific objectives e.g. Kit Manager, Trip Coordinator, Welfare Officer, Fundraising Committee, Head of Development, Subscription Collector and those roles would only generate a vote upon an area they were directly responsible for. The Committee may dissolve or redeploy these duties at their discretion.
- (c) No one person should hold more than two Committee roles at one time.
- (d) Decisions on club matters shall be made by means of a simple vote, the Chair may exercise a casting vote in the case of a tie. The Committee do not need to physically meet to carry out a vote; electronic or other traceable means may be used. The quorum for these votes is four. The Committee may if they wish open decisions to a vote across the floor of a membership meeting. This decision may rest with the Chair of the meeting. The quorum for such a vote must be no lower than fifty per-cent of the teams in the junior section (if the club has twenty one junior teams the members must have eleven people present willing to cast votes).
- (e) Decisions made by the Committee (if not required to be confidential) will be communicated to the members at a membership meeting. These decisions, as well as those made by the membership meeting and other discussions will be recorded in the club minutes by the minutes secretary and shared with each team.
- (f) Any Committee member may propose a committee meeting through the chair giving seven days' notice.
- (g) The Committee may choose to sanction, suspend or expel a member for serious breaches of the club rules, code of conduct or Policies and Procedures. Expulsions can be carried out by the Committee if the retention of that member were to have a considered detrimental effect upon the club. Committee members may only be



removed by resignation, AGM or EGM. The Committee may wish to form a hearing panel or investigation interview. This is the disciplinary procedure. There shall be no appeal procedures.

(h) The Committee have it within their discretion to suspend any player in debt of subscriptions for more than two months; this is considered a decision on club matters.

(j) A Committee member may discuss an anonymised account of a situation with a third party (DCFA Welfare lead, a peer in another club etc.) to help them actively discharge their duty.

#### 8. MEMBERSHIP FEES/ SUBSCRIPTIONS

(a) A monthly fee as set by the Committee shall be paid for each month of the year to entitle each playing member to train and play (see Recruitment and Retention Policy).

(b) On entry to the club, each player should pay a kit deposit reflecting two months of subscription, this is repayable on return of kit.

(c) Fees are not repayable unless agreed by the Committee. The Committee may extend the decision making power on this matter to the treasurer.

(d) The Committee retain the right to recognise that a player or their carers do not have the means to pay full subscriptions and to negotiate a reduced rate to enable the player to play. The Committee extend the negotiating power on this matter to the treasurer

#### 9. MEETINGS

(a) An Annual General Meeting will be held in between seasons to:

(i) elect a Committee for the forthcoming season via proposal, seconding and a vote if necessary

(ii) receive a report on the club's finances over the previous year

(iii) consider constitutional or rule changes submitted at least seven days before the meeting to the Chair or Secretary

(iv) formally endorse each Waldridge Park JFC team for the following season

(b) An Extraordinary General Meeting may be called at any time in the year for any matter considered to be constitutional or to reflect a vote of no confidence in the Committee or any member thereof. Any member may propose an EGM with thirty-one days' notice, a seconder and an outline of their proposal. This must be done through the Chair or Vice Chair who is then duty bound to share the proposal



to the broader club membership. Failure of the Chair or Vice Chair to act in this manner will result in suspension of the Chair or Vice Chair after the notice has expired. It is permissible to therefore to convert the next monthly meeting to an EGM.

(c) Monthly meetings are scheduled for most months barring December and are open to every club member. The club should hold at least four such meetings in a season.

(d) Each team in the club should have at least one representative at each meeting of any type that is held other than a Committee meeting. The Committee may if they wish open decisions to a vote across the floor of a membership meeting. This decision may rest with the Chair of the meeting. The quorum for such a vote must be no lower than fifty per-cent of the teams in the junior section (if the club has twenty one junior teams the members must have eleven people present willing to cast votes) this as per rule 7 (d).

(e) Decisions made by the Committee (if not required to be confidential) will be communicated to the members at a membership meeting. These decisions, as well as those made by the membership meeting and other discussions will be recorded in the club minutes by the minutes secretary and shared with each team (as per rule 7 (e)).

(f) All meetings to be chaired by the Chair or Vice Chair. If Neither are present another Committee Member should be elected to Chair the meeting.

10. TEAMS Each team is to:

(a) have a coach and secretary.

(b) have a representative at league and club meetings.

(c) undertake to keep subscriptions up to date.

(d) avoid operating a slush fund.

(e) follow the club rules, policies/ procedures and code of conduct.

(f) furnish the Club Secretary and Treasurer with accurate updated player lists.

(g) register players with their own leagues.

(h) communicate club policies/ procedures, rules and codes of conduct to all team members, both playing and non-playing.

(i) maintain a contact list for each player and share this with the management committee.

(j) complete and maintain an Emergency Action Plan for all home game and training venues.



- (k) complete and maintain a record of all player health needs.
  - (l) compile an end of season report (800 words) and team photo for the club handbook and presentation.
11. CHILD PROTECTION, SAFEGUARDING & WELFARE The club shall appoint Welfare Officers to maintain, uphold and communicate the policies concerning Child Protection, Safeguarding and Welfare in line with FA, DCFA and the laws of England and Wales.
12. EQUAL OPPORTUNITIES The club is committed to a policy of equal and fair treatment for all of its members.
13. ANTI-DISCRIMINATION The club and its membership shall not discriminate or in any way treat anyone less favourably on the grounds of gender, sexual orientation, race, nationality, ethnic origin, heritage, colour, religion, or disability.
14. CLUB FINANCES
- (a) A bank account shall be maintained in the name of the club (the club account). Designated signatories shall be: Treasurer, Secretary, Vice Chair. Each purchase shall be sanctioned by two of the three signatories.
  - (b) The three above named officers alongside the Chair shall be considered the four Custodians of the club, its assets and its property and have their details shared with the bank which hosts the account.
  - (c) All monies payable to the club shall be recorded and kept in ledgers to enable the treasurer to reconcile fiscal incomings and outgoings.
  - (d) The income and the assets of the club (club property) should only be applied only in furtherance of the objectives of the club.
  - (e) The treasurer shall have the power to authorise the payment of remuneration and expenses to any member of the club and also regular external expenses- affiliations, insurance, website fees, league fees, goalkeeper gloves/ bottoms, pitch fees, training pitch hire, expenses related to the end of season presentation (printing/ venue hire). The treasurer may wish to validate any single payment with the broader body of custodians.
  - (f) All kit expenditure must be approved by two of the three signatories each of whom is in turn a custodian.
  - (g) The club shall produce an end of season annual finance statement in such a form which may be published by the FA from time to time.



(h) The club property is vested in the four custodians, who shall deal with club property as directed by decisions made by the Committee and indeed the broader club.

(i) A custodian remains a custodian in person until their role on the committee is taken by a new committee member. At that point the new Committee member assumes the role of the former custodian. A former Chair, Vice Chair, Secretary or Treasurer retains all of their responsibilities and liabilities as a custodian until a new member is appointed to their previous committee role. Any custodian remains responsible and liable for any decisions or actions taken during their time as a custodian.

(j) The custodians shall be entitled to an indemnity out of the club's assets and property for all expenses and liabilities reasonable incurred by them in carrying out their duties.

(k) Custodians are reminded that although they are volunteers they have accepted a position of significant responsibility and should act in the manner of any person in a public office of such responsibility.

#### 15. DISSOLUTION/ FOLDING

(a) Any resolution to dissolve the club may only be heard at an AGM or EGM and must be carried by seventy five per cent of the members represented.

(b) The dissolution is in effect from that meeting onwards. The Committee are responsible for the winding up of the club.

(c) Any surplus assets/ funds remaining after the discharge of the debts and liabilities of the club shall be disposed of by the custodians to other football clubs or registered charitable entities.

Signed by the Custodians:

Chair: Name: Date:

Vice Chair: Name: Date:

Secretary: Name: Date:

Treasurer: Name: Date:

