

Bedlington Town F. C.

Constitution

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BEDLINGTON TOWN FOOTBALL CLUB FOUNDED 2010

NOMENCLATURE AND CONSTITUTION

1) NAME

The Club shall be called BEDLINGTON TOWN FOOTBALL CLUB ("the Club").

2) OBJECTIVES

(a) The aim of the Club is to promote and provide facilities for the amateur sport of association football in Bedlington and the surrounding area and community participation in the same.

(b) The Club will provide children between the ages of 6 years and 18 years the opportunity to be trained, and to play association football to the highest possible standard in a safe and well organised environment. Players will, wherever possible and when selected represent the club by playing in arranged fixtures against other teams

3) AFFILIATION

(a) The Club shall be an Affiliated Member of The Football Association. The rules of The Football Association Limited and our County Association (Northumberland Football Association) and any other league or competition to which the Club is affiliated for the time being, shall be deemed to be incorporated into the Club rules.

(b) The Club will at all times abide by the Football Association's Child Protection Policies and Procedures, Codes of Conduct, Equal Opportunities Policy and Anti-Discrimination Policy.

4) RULES

These rules (the Club rules) shall form a binding agreement between the Club and its members.

5) MEMBERSHIP

(a) Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non discriminatory basis.

(b) The Club may have different classes of membership and subscription on a non discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

(c) The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.

6) ENTRANCE FEE, SUBSCRIPTIONS, DONATIONS & FUNDRAISING

(a) Application to join BEDLINGTON TOWN FOOTBALL CLUB will be by way of completion of the appropriate registration form and the payment of an entrance fee, currently £15.00 per season but subject to review from time to time. If application to the Club is subsequently accepted, this entrance fee will be non-refundable. In the event that the application is unsuccessful, the entrance fee will be returned forthwith. If an application is accepted, then the applicant is deemed a member ("member") of the Club.

Any player currently registered with another football club will not be entitled to play for the Club until the end of the football season, or upon the satisfactory cancellation of the previous clubs registration and subject to being within The Northumberland Mini Soccer League (The NMSL), Northumberland Girls & Women's Football League (NGWFL) and The Northumberland Association of Boys Clubs (The NABC) rules. However a player registered with another club may be considered for membership of the Club as a non playing member by applying to join the Club as a non playing member.

The Club recognises that many of the volunteers who help to drive the Club forward will be parents / carers / guardians of current players of the Club or current Committee members. However the Club welcomes applications for membership from anyone interested in promoting the opportunity for children to play football in the Bedlington area. This may be parents / carers / guardians of former players or anyone in the community who has an interest in what the Club is trying to achieve. Non playing members should apply to join the Club following the procedure set out in 6(a).

(b) Each player will be required to pay a monthly subscription of £5 throughout the year, subject to review from time to time, due on the first of the month. Monthly subscriptions for additional siblings will be also be £5. The Club's preferred method of receiving subscriptions is Standing Order. A written record of each member's subscriptions paid will be retained by the Club. Should a player not participate in either a training session or designated match for a period of more than 3 consecutive weeks due to illness or injury, the Club will, at its discretion waive subscriptions for this period.

(c) All subscriptions should be kept up to date and under no circumstances be more than one month in arrears. In this event, the player's parent / carer / guardian will be notified in writing by the Club Secretary. Upon a player's subscription being 45 days in arrears, the player will be suspended from all training, playing in fixtures and other Club activities until such time as the arrears are paid in full or a satisfactory explanation is received from the parent / carer / guardian. Upon receipt of an adequate written explanation and agreement to reduce the arrears to the Club's satisfaction, the Management Committee may, at its discretion, allow the player to resume activities forthwith.

(d) The Club will also seek voluntary donations from the parents / carers / guardians of members from local businesses or other individuals to ensure the continued development of the Club. Such donations will be entirely voluntary.

(e) The Club will arrange fund raising activities and events with the aim of raising funds for the continued development of the Club.

7) RESIGNATION AND EXPULSION

(a) The Club Committee will, at all times, have the power to expel a member when, in their opinion, it is not in the best interest of the Club to retain their membership. This is likely to be in situations where it is deemed that the conduct or character of the member or their parent / guardian / carer is deemed to have brought the Club or sport into disrepute. In such cases, an appeals procedure will be followed (see point 14).

(b) A member who resigns their membership or who is expelled from the Club shall return all items of Club property directly to their team manager or member of the Club Management Committee within 14 days of their leaving. The Management Committee reserves the right to levy a charge where Club property is not returned and in certain circumstances, report the member to the Northumberland Football Association.

8) MANAGEMENT COMMITTEE

(a) The Management Committee shall consist of elected Club Officers listed.

Chair Person
Vice Chair Person
Club Secretary
Club Treasurer
Club Welfare Officer/s

(b) The elected Management Committee members may invite individuals to join the Management Committee as co-optees. Co-opted members will be subject to ratification within three months of their initial appointment by Special General Meeting. Co-optees will ordinarily be expected to remain as Committee members until the next Annual General Meeting when the newly appointed Committee will consider the structure of the Committee and if considered appropriate, the co-optees will be reappointed without the need for a further Special General Meeting. The elected Management Committee members may, in certain circumstances, require a co-opted member to stand down from the Management Committee with immediate effect. In these circumstances, this will be confirmed in writing by the Club Secretary and will be reported to the next Annual General Meeting.

(c) The Management Committee shall also include the position of Club President which is reserved for an individual with significant experience of and knowledge of running a junior football club who it is felt can help to shape the future strategic direction of the Club.

(d) The Management Committee shall meet on a regular basis on a date agreeable to members of the Management Committee. The meeting will be held at a suitable venue as necessary. Matters to discuss at the meeting will include the minutes from the previous meeting, Club Secretary's report, Club Treasurers Report, fixtures and results, disciplinary issues and any other Club business. Any member of the Management Committee who is unable to attend the meeting should notify the Chairperson by no later than 12:00 Noon on the day of the meeting.

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(e) The Management Committee shall act in the best interests of the Club at all times and in making significant decisions shall seek the views of members of the Club through consultation and discussion. Meetings of Team Managers / Coaches (see below) will provide a useful forum to gauge opinion.

(f) The Club shall be governed by the rules, regulations, bye-laws and football practices laid down by The Football Association. Each member of the Management Committee shall have one vote. No member shall vote or sit in on any matter appertaining to themselves or their child(ren). In the event of the vote being equal, the Chairperson shall have the casting vote.

(g) The Management Committee has the power to co-opt to fill any vacancies which may arise throughout the season.

(h) The Management Committee shall have the power to act upon and enforce the rules of the Club and shall have jurisdiction over all matters of the club, including any matter not provided for within these rules. The decision of the Management Committee is final and binding, subject to the right of appeal in writing to the Club Secretary within 14 days (see point 15). Any fine/charge imposed by the Club on any member will be payable within 14 days. The Management Committee reserve the right to double any fine/charge not paid within this timescale and will instigate disciplinary procedures for any continued failure to pay/breach of these rules.

(i) All club correspondence shall be addressed to the Club Secretary, who will conduct the correspondence on behalf of the Club and keep all necessary records. Should any member enter into correspondence with the Club Secretary and require a written reply, then a stamped addressed envelope shall be enclosed with the original correspondence.

(j) The Management Committee shall have the power to delegate responsibility to individuals as deemed necessary to undertake certain social and/or fundraising tasks.

(k) Each Club Officer shall hold office from the date of appointment until the next Annual General Meeting.

9) MEETINGS OF TEAM MANAGERS / COACHES

Meetings of Team Managers and Coaches will be held periodically with the aim of:

- " Updating managers and coaches on recent Management Committee discussions
- " Seeking views and opinions regarding the future direction of the Club
- " Ensuring all managers and coaches are aware of their responsibilities as managers / coaches and that best practice is followed across the Club
- " Providing an overview of the financial position of the Club
- " Raising awareness of any current issues either within the Club or raised by the leagues in which teams participate
- " Celebrating team successes

It is important that each team is represented at each meeting and if the Manager / Coach is unable to attend they should find a suitable deputy to attend on their behalf.

10) ANNUAL GENERAL MEETING (AGM)

This shall be held not later than 31st August each year. Those entitled to be present and vote will be parents/guardians/carers of current playing Club members, non playing members and all of the Management Committee members.

(a) The business to be transacted shall be:

- i) Minutes of the previous year's AGM read, confirmed and any issues dealt with
- ii) Receive a report of the activities of the Club over the previous year
- iii) Receive a report of the Club's finances over the previous year
- iv) Revise the Club Constitution/Rules if necessary (14 days notice of proposal in writing to have been issued to Club Secretary)
- v) Elect the members of the Club Management Committee
- vi) Consider any other business (14 days notice in writing must have been issued to the Club Secretary).

(b) Nominations for election of individuals as Club Officers must be made in writing by the proposer and seconder, both of whom must be existing parents / carers / guardians of playing members of the Club, non playing members or members of the Management Committee. Nominations should be received by the Club Secretary not less than 21 days before the AGM.

Current Management Committee members will be considered to be willing to stand again for election unless they advise the Club Secretary accordingly. As a result, serving Management Committee members need not seek nominations as set out above.

(c) The Club Secretary shall send to each Management Committee member written notice of the date of the Annual General Meeting not less than 21 days prior. This notice will then be communicated to all other members by the Management Committee not less than 14 days prior.

(d) The Chairperson shall take the chair up to and including the election of the Chairperson at which time another member of the Club Committee, as nominated, will carry out this duty.

(e) The Club Secretary (or nominated Club Committee member in their absence) will record the minutes of the meeting and retain with the Minute Book.

(f) Voting shall be by a show of hands except where the Management Committee decides voting shall be by ballot.

11) EXTRAORDINARY GENERAL MEETING (EGM)

(a) An EGM may be called by the Management Committee to discuss changes to the Constitution and Rules or any other Club business too urgent to wait for the AGM.

(b) An EGM must be called if 25% of voting members so petition the Secretary in writing.

(c) Three weeks' notice of an EGM must be given to the all members by email or in writing together with the motion/s to be discussed. No other business shall be conducted.

(d) Procedures for voting shall be as used for the AGM.

12) TEAM SELECTION

(a) Team selection will be made by the team manager or coach whose decision will be final.

(b) Team managers or coaches will have the right to temporarily suspend a player from the squad for failing to act in accordance with the Players Code of Conduct. In this situation, the team manager must inform the Club Secretary within 48 hours giving a full explanation of the circumstances. The Management Committee will then meet within 7 days to decide what action, if any, is to be taken.

(c) The team to play in any given fixture will, under normal circumstances, be announced on the day of the game. All players must make themselves available for selection and attend the fixture, subject to point (d) as set out below

(d) Any player who considers himself unavailable for selection for any given fixture should notify the team manager or coach as soon possible. Any player who is suffering from illness or injury should notify the team manager or coach as soon as possible

13) RULES GOVERNING CONDUCT OF MEMBERS

(a) All players, parents / carers / guardians of playing members, non playing members, spectators, team managers, coaches and Management Committee Members must abide by the rules as set out in herein and agree to the Club's respective Codes of Conduct

(b) All players, parents / carers / guardians of playing members and non playing members must abide by the decisions made by team managers, coaches and Management Committee at all times

14) DISCIPLINARY PROCEDURES

Where the rules governing the conduct of members are breached, the Club will refer each case to the Disciplinary Committee of the Club.

The Disciplinary Committee will be made up of the individuals who hold the offices of Chairperson, Vice Chairperson, Secretary, Treasurer and Club Welfare Officer with a minimum of 3 members present. Where possible, the Disciplinary Committee will reach a unanimous verdict, but in cases where agreement cannot be reached, the outcome will be determined by a vote by show of hands of those present. Where the vote is tied, the authority for final decision will be based on seniority of office with the Chairperson being most senior followed by Vice Chairperson, Secretary, Treasurer and Club Welfare Officer

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A system of colours for the grading of disciplinary issues is operated:

Yellow – an offence deemed to be 'poor conduct' where the Disciplinary Committee would use its discretion as to a verbal and/or written warning.

Amber – an offence where a second course of redress is required to a previous incident or offence, or where an incident or offence is deemed to be more serious in nature than one of 'poor conduct'. The Disciplinary Committee would use its discretion as to a final written warning and/or suspension and/or fine.

Red – an offence classed as 'gross misconduct' where sanctions would more than likely result in expulsion from the Club.

15) APPEALS PROCEDURE

Where it is deemed necessary by the Club to instigate disciplinary proceedings or expulsion from the Club against a member, the member will be entitled to appeal against the decision as follows:

(a) All protests, complaints and appeals must be lodged in writing to the Club Secretary within 14 days of the initial decision giving a full and clear explanation as to the grounds of appeal.

(b) The Club Secretary will acknowledge receipt of the appeal within 7 days and arrange for the member to appear before an appeal board. This appeal will be held within 21 days of receipt of the appeal.

(c) The appeal board will consist of three members of the Management Committee and, if deemed appropriate by the Club, a member of the Northumberland Football Association.

(d) The member may be represented at the appeal hearing by another member of the Club or a member of the Football Association.

(e) The member's grounds for appeal will be considered by the appeal board who will then give their decision, wherever possible at the hearing, but in no circumstance later than 7 days after. This decision will be deemed final.

(16) PROPERTY AND FUNDS

(a) All surplus income or profits are to be reinvested in the Club. No surpluses or assets will be distributed to members or third parties.

(b) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

(c) The Club may also in connection with the sports purposes of the Club:

(i) Sell and supply food, drink and related sports clothing and equipment;

(ii) Employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Management Committee without the person concerned being present

(iii) Pay for reasonable hospitality for visiting teams and guests;

(iv) Indemnify the Management Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

(d) The Management Committee will have due regard to the law on disability discrimination and child protection.

17) FINANCES

All financial decisions will be made in the best interests of the Club.

(a) The Club will open and maintain a bank account in the name of BEDLINGTON TOWN FOOTBALL CLUB. Withdrawal of funds from the Club Account will be made only by way of a cheque or bank transfer. Cheques will be signed by any two of the designated signatories. Ordinarily, the club Treasurer will be one of the signatories. Bank transfers will be executed by the Club Treasurer based upon approved invoices / payment requests. A summary of the income and expenditure of the Club will be presented regularly at meetings of the Management Committee and meetings of Managers / Coaches. All monies received will be deposited into the Club Account as soon as is reasonably practicable with the Club Treasurer informed promptly of the nature of the funds and the amount deposited.

(b) The Club will retain all financial records relating to its business for a minimum period of 7 years. Records for retention include bank statements, paying-in-books, cheque books, records of income and expenditure and annual statements of account.

(c) The Management Committee will have the power to authorise the payment of remuneration and expenses to any member of the Club, or other person, for services rendered to the Club.

(d) The Club Treasurer shall prepare an annual Financial Statement, independently audited, as required by The Football Association. This statement will be submitted to the Northumberland Football Association as required by their rules.

(e) Each individual team within the umbrella of BEDLINGTON TOWN FOOTBALL CLUB is permitted to carry out fundraising activities in the name of the Club for their own use. This money must be deposited within the main BEDLINGTON TOWN FOOTBALL CLUB bank account within 14 days of the event. All monies raised by such teams will be ring-fenced for their own use with a separate record retained by the Treasurer. Withdrawals from this account will be as per Rule 13a) subject to reasonable notice having been given to the Treasurer.

(f) All financial records will remain available for inspection by a representative of The Football Association upon a reasonable period of notice being given.

18) DISSOLUTION/FOLDING OF BEDLINGTON TOWN FOOTBALL CLUB

(a) The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.

(b) The Committee will then be responsible for the orderly winding up of the Club's affairs.

(c) After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:

(i) to another Club with similar sports purposes which is a registered charity and/or

(ii) to another Club with similar sports purposes which is a registered CASC and/or

(iii) to the Club's governing body for use by them for related community sports.

Agreed at an Special General Meeting of the Members on 17th October 2013

On Behalf of
Bedlington Town F. C.