

## **Woodley Town Football Club Constitution**

### **Name**

The club shall be called Woodley Town Football Club (the "Club"). The Club shall operate a youth section known as Woodley Town Kestrels Football Club.

### **Purpose**

The purpose of the Club shall be to provide football, coaching, training, competitive and friendly football for children and adults within the Woodley community and area.

### **Aims**

The aims of the Club are to:

- ◆ provide football for boys and girls starting at junior level
- ◆ provide adult football at the highest possible standard without the need for junior players to look elsewhere for a club in keeping with their ability
- ◆ provide coaching and training to all club members by qualified FA coaches
- ◆ play football to the highest standard of sportsmanship
- ◆ be a focal point for the community who can take pleasure in the achievements of the club

### **Club Policies**

- a) The Club will abide by The FA's Child Protection policies and procedures, Codes of Conduct and the Equal Opportunities and Anti – Discrimination policy as shall be in place from time to time.
- b) The Club's Executive Committee shall have the power to expel any player, official, member, parent and spectator who persistently fail to adhere to these policies from the club. This power shall also extend to any other matter that is not in the best interests of the Club.
- c) An appeal against such a decision may be made to the Club's Executive committee in accordance with the Complaints Procedure in force from time to time.
- d) A member who resigns or is expelled shall not be entitled to claim any, or a share or a share of any, of the income, assets of the Club (the "Club Property") or signing on fee paid.
- e) The Club supports small-sided games for Under 7s – 11s and 11 a side matches for Under 12s and above.
- f) The Club supports the concept of Representative Sides and Schools of Excellence. Managers are encouraged to make their players for selection.
- g) The Club endeavours to send representatives to all important league meetings. Our policy is to be an influential leader in local football.

### **Executive Committee**

An Executive Committee consisting of a Chairman, Treasurer of the adult section, Treasurer of the youth section, Secretary of the adult section and Secretary of the youth section ("Club Officers") shall be responsible for the management of the club. Decisions of the Executive Committee shall be made by a simple majority of those attending the Executive Committee meeting. The Chairman of the Executive Committee shall have a casting vote in the event of a tie,

Each Club Officer shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two positions of Club Officer at any time.

Any member of the Executive Committee may call a meeting of the Executive Committee by giving not less than seven days notice to all member of the Executive Committee.

The Executive Committee shall hold not less than four meetings a year. Minutes are to be recorded of all meetings and published by the Men's Section Secretary.

The Executive Committee is empowered to make decisions that, in their opinion, do not warrant open discussion with all other club members and team managers. They also formulate policy to present to the Annual General Meeting as appropriate.

A quorum of three shall constitute a meeting.

Save as provided for in the Rules and Regulations of The FA, the Berks and Bucks FA and any applicable competition, the Executive Committee shall have the power to decide all questions and disputes in respect of any issue contained within the Club Constitution or otherwise relating to the Club.

The position of a Club Officer shall be vacated if such a person is subject to a decision of The FA that such a person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

### **Club Officials and Meetings**

In addition to the "Club Officers" the roles of President and Child Welfare Officer shall exist within the club who shall be elected annually at an Annual General Meeting.

As and when nominations exist the Annual General Meeting shall also elect Life Vice Presidents of the club.

Team Managers shall be appointed at the Annual General Meeting.

In the event of this not being possible, any appointment to a Team Manager role is subject to ratification by the Executive Committee. New applicants shall be required to complete The FA Volunteer Application form and to be vetted and interviewed by two member of the Executive Committee. On appointment they shall be fully briefed on what is expected of them and given a copy of the Club's code of conduct.

The appointment of team coaches and other helpers shall also require the completion of The FA Volunteer Application form and to be vetted and interviewed by two members of the Executive Committee prior to appointment.

Club officials are encouraged to take training courses in football coaching, first aid and refereeing and the club will look to provide financial assistance for such courses subject to prior approval of the Executive Committee being obtained.

The adult and youth sections are permitted to hold management meetings as frequently as they see appropriate but all decisions and requests for expenditure require ratification by the Executive Committee before being implemented and proceeded with.

### **Club Finances**

The Club's financial year runs from 1 June – 31 May of each year. The Treasurers shall provide a financial report at every Executive Committee meeting. The Club accounts are audited prior to the Annual General meeting.

Running costs of the club are budgeted to be offset by a combination of annual signing on fees, match / training fees, sponsorship, income from special events and grants.

## **Club Colours**

The club's colours shall be navy shirts, shorts and sock with white trim permitted.

The Executive Committee must approve any sponsor requests for significant deviations from the club colours.

## **Players**

Team Managers may sign on players of their choice. However, no player may be recruited who is known to have a poor disciplinary record

Any player found guilty by a County FA of assaulting a match official will have their registration with this club rescinded and will no longer be invited to play for the club.

All players will be responsible for paying their own fines and administration fees imposed by Berks & Bucks FA Ltd in respect of cautions and dismissals.

Any player who has owed money to the club for a period greater than three months will not be selected to play until such time as the money has been paid in its entirety.

## **Recognition of Achievement**

At the end of each season the club provides medals for all players in Under 7 – 11 squads.

For each Under 11 – Under 17 squad three trophies are awarded, these being Manager's Player of the Year, Players / Supporters Player of the Year and Most Improved Player of the year.

In respect of the Adult teams a Managers Player of the Year and Player's Player of the Year will be awarded.

The Gordon Lee Memorial Trophy and John Connolly Memorial Trophy will be awarded annually in respect of service to the club.

Club loyalty in respect of youth football is recognised by the presentation of bronze, silver and gold medals for making 100, 150 and 200 competitive appearances for the club respectively in either 11 a side or 7 a side competitive games.

Club loyalty in respect of adult football is recognised by the presentation of bronze, silver and gold medals for making 100, 150, 200 competitive appearances for either the Saturday or Sunday sections but not a combination of both Saturday and Sunday.

## **Annual and Extraordinary General Meeting**

The Annual General Meeting shall be held in June. This meeting is required to approve any changes to the Constitution, to adopt the accounts for the previous year, to elect an Executive Committee for the next year, approve the appointment of team managers for the coming season, and to agree proposals for signing on fees and match / training fees for the coming season. Those entitled to vote are Club Officials, Managers, adult players registered with the club and the parents / guardians of youth team players registered with the club.

An Extraordinary General Meeting may be called at any time by the Executive Committee and shall be called within twenty one days of the receipt by either the Men's or Kestrels Secretary of a request in writing, signed by not less than three members stating the purposes for which the meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.

The quorum for a General Meeting shall be ten.

Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes, the meeting Chairman shall have a casting vote.

### **Change to the Club Constitution**

Changes to the Club constitution can only be made at an Annual General Meeting. Proposed changes to the Constitution shall be forwarded to the General Secretary for circulation prior to the Annual General Meeting.

### **Dissolution of the Club**

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.

The dissolution shall take effect from the date of the resolution and the Executive Committee shall be responsible for the winding up of the assets and liabilities of the Club.

In the event of the club being dissolved, its equipment and finances will be held for a period of two years pending the club being reformed and becoming part of the new club. In the event of the club not being reformed the equipment will be sold. Any money raised will be added to club finances and shared between youth football clubs bearing the name 'Woodley' in their title.

Signed: (Mark Rozzier, Chairman, Woodley Town FC)

Signed: (John Mailer Men's Secretary, Woodley Town FC)

Signed: (Martin Brailli Kestrels' Secretary, Woodley Town FC)