



Club Constitution

1. CLUB NAME

The Club shall be called Guiseley Juniors Football Club **(the Club)**.

(All teams at every age group are part of Guiseley Juniors FC and the club incorporates 2 separate affiliations with the West Riding County Football Association (WRCFA), Guiseley Juniors Football Club and Guiseley Girls Juniors Football Club).

2. OBJECTIVE & MISSION STATEMENT

The club will positively promote the game of association football to its members and offer training, social and competitive opportunities that are fun, developmental, safe and sustainable to all those members who wish to participate. To this end it shall operate a 'turn up and play' policy for junior members, to ensure those who wish to play have the opportunity to do so. It will involve all members, particularly adults and parents of junior members, in the undertaking of its activities to ensure there is sustainable and quality provision for all. The objective of the Club is to plan, organise and deliver football training, Association Football matches and social activities for its members, working with a range of partners. These principles are captured within the Club's mission statement:

"Guiseley Juniors Football Club aims to create exceptional training, playing and social opportunities with a range of partners, in a safe, fun, developmental and sustainable way."

3. STATUS OF RULES

These rules (the "Club Rules") form a binding agreement between each member of the Club. These rules include current Respect Codes of Conduct for all members.

4. RULES AND REGULATIONS

- (a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association Limited ("The FA"), County Football Association to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates, for the time being in force.
- (b) No alteration to the Club Rules shall be effective without prior written approval of the Club's Management Committee.
- (c) The Club will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct, Equality Policy and all other associated governing body guidance as shall be in place from time to time.

5. CLUB MEMBERSHIP

- (a) The members of the Club shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Club Secretary.

Memberships will automatically roll from one season to another and these members are defined as "Rolling Members". However, "Rolling Members" are still required to complete a "Club Membership Application" form, at the start of each new season and remain subject to clause 6) and 7(b).
- (b) Any person who wishes to be a member must have attained the age of 4 years old and apply on the Players Membership Form and provide it to a Club official or have a parent or guardian do this on their behalf. Election to membership shall be at the sole discretion of the Club's Management Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register (All applications will be treated equally and without prejudice).
- (c) At the time of application, the applicant must confirm, in writing, that they have discharged all reasonable financial liabilities to any previous Club or Clubs, the WRCFA and, or The FA (*including the payment of fines and return of any kit or equipment, etc*).



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- (d) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register. Prior to sanctioning the transfer of a player to another Club the member should ensure that all financial liabilities to the Club have been met, including the return of all Club kits and equipment.
- (e) The Football Association and parent County Association shall be given access to the Membership Register on demand.
- (f) Membership of the Club only entitles Members to training and social events, as arranged. No Member has a right to "match play" unless selected by The Team Manager, in line with Clause 12. (Clubs Teams and Managers)
- (g) Trials are not permitted to decide Club Membership. If places are available in their specific age group, no child wishing to join the Club shall be refused Membership on the grounds of ability alone.

6. ANNUAL MEMBERSHIP FEE

- (a) The Club Treasurer will produce a 'Membership and Financial Matters' document, including the proposed membership fee for the forthcoming season, to be approved at the Annual General Meeting (AGM) by the Clubs General Committee, following recommendation by the Management Committee.
- (b) The annual fee payable by each member shall be set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- (c) The Club's General Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objectives of the Club.

7. RESIGNATION AND EXPULSION

- (a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club's Management Committee of their resignation.
- (b) The Club's Management Committee shall have the power to expel a Coach, Manager, Official, Parent/Carer, or Member, or refuse the renewal of a "Rolling Members" Membership when, in their opinion, it would not be in the interests of the Club for them to remain a member.

There shall be no automatic appeal procedure for refusal of any Membership however, at the Management Committee's discretion a hearing may be held.

- (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any of the Club Property or any refund of fees paid.

8. EQUALITY STATEMENT

- (a) The club is fully committed to the principles of the equality of opportunity.
- (b) No participant, volunteer, coach or manager of the club will receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class or sexual preference than any other.
- (c) The club will ensure that there is open access for all those who wish to participate in the activities of the club, in whatever capacity and that they are treated fairly.
- (d) The club recognises its legal obligations not to discriminate and will regard discrimination by any employee, participant or volunteer as grounds for disciplinary action under the relevant club rules.

9. WELFARE STATEMENT

- (a) The club recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults who are in membership of the club. The club will aim to provide good quality football in a safe environment by adopting the procedures and working practices of the England Football Associations Accreditation requirements.



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10. CLUB COMMITTEES AND OFFICERS (*Management, Extended and General Committee*).

- (a) The Management Committee shall consist of the following elected members, as elected at the Club's Annual General Meeting Chairperson, Secretary, Assistant Secretaries, Treasurer, Club's Welfare Officer, Registration Secretary, and Head Coach. Collectively, the Management Committee are responsible for the day to day running of the Club including the setting of all Club policies and procedures. Each member of the Management Committee will be required to declare any conflicts or possible perceived conflicts of interest prior to and during their time in the role. All Management Committee Members will also be expected to complete the relevant FA qualifications required and keep up to these during their time in the role. Management Committee Members will be expected to sign a Management Declaration Form prior to being elected at the AGM.
- (b) The Club's Management Committee will be supported by an Extended Committee, comprising a range of unelected posts, appointed by the Management Committee, whose role is to carry out various tasks and activities required or desired by the Club. These posts may include but are not necessarily limited to: Girls Section Mentor, Pitches Co-ordinator, Training Facilities Coordinator, Social Secretary and Development Group Coach. From time to time the Extended Committee members may be invited to attend the main Management Committee meetings to support decision making and inform the Club Development Plan. All Extended Committee members will also be expected to complete the relevant FA qualifications required and keep up to these during their time in the role.
- (c) At the AGM one representative per team will be proposed and seconded as Members of the Club's General Committee, (*this can be done en block*) for the purpose of voting on the various matters covered at the AGM or an EGM.
- (d) If a Management Committee position becomes available then this shall be opened up to the general membership and volunteers requested. Once volunteers have been received the existing Management Committee members will interview each of the candidates to decide which volunteer will be put forward to the general membership for formal voting into the role at an AGM / EGM. A member of the Management or Extended Committee member could step into this role on a temporary basis if proposed and seconded by the other members of the Management Committee until such time as an elected replacement is in place.
- (e) Each Management Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at an Extraordinary General Meeting. One person may hold no more than three positions on the Management Committee at any time. The Club's Management Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club's Management Committee shall be made by a simple majority of those attending the associated Club Meeting. The Chairperson of the Club's Management Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club's Management Committee shall be chaired by the Chairman or in their absence the Treasurer.
- (f) Any decisions made by the Club's Management Committee shall be made by a minimum of three members of the Management Committee and reported to the Club's members in a timely fashion
- (g) Unless provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Club's Management Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- (h) The position of a Club Officer, be that any Team Manager, Coach, Secretary or member of either the Extended or Management Committees, shall be vacated if such a person is subject to a decision of the FA that such person be suspended from holding office or taking part in any football related activity relating to the administration or management of a football club.



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11. ANNUAL AND EXTRAORDINARY GENERAL MEETING

- (a) An Annual General Meeting (AGM) shall be held in each year to:
- (i) Receive a report from each Management Committee Member on their areas of responsibility from the previous year.
 - (ii) Receive a report of the Club's finances over the previous year and agree the Treasurer's proposed Annual Membership and financial matters for the coming season.
 - (iii) Review the Club Development Plan and agree any amendments or additions.
 - (iv) Elect the members of the Club's General and Management Committees.
 - (v) Approve any proposed changes to the Club Constitution.
 - (vi) Consider any other business (duly notified).
- (b) Nominations for election or re-election of Members of the Management Committee shall be made by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary.
- (c) Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 14 days before the Meeting.
- (d) An Extraordinary General Meeting (EGM) may be called at any time by the Management Committee and shall be called within 28 days of the receipt by the Club Secretary of a requisition in writing signed by not less than five General Committee members stating the purposes for which the Meeting is required and the resolutions proposed. An Extraordinary General Meeting (EGM) may also be called by any two Members of the Club's Management Committee and shall be called within 28 days of the receipt by the Club Secretary of a requisition in writing signed by the proposing 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.
- (e) The Secretary shall send to each member at their last known address, e-mail, or published on the Club Website, written notice of the date of a General Meeting (AGM and EGM) together with the resolutions to be proposed.
- (f) The Chairperson or another Management Committee Member, in their absence, shall take the chair. 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 Chairperson of the Meeting shall have a casting vote.
- (g) The Secretary, or a nominated representative shall record the Meeting Minutes.

These should then be held on record by the Club Secretary and distributed to each member by post, e-mail, or published on the Club Website.

12. CLUB TEAMS & MANAGERS

- (a) At the AGM one representative per team will be proposed and seconded as Members of the Club's General Committee, (*this can be done en block*).
- (b) Team Managers will be approved by the Club's Management Committee as and when required and will hold their position until such time that they give notice of their intention to step down and either a suitable replacement is found or the team folded.
- Managers can only be approved if they have started the process of completing a Police Disclosure and Barring Service (DBS) Check and any WRCFA required qualifications.
- (c) Coaches, Managers, Team and Club Officials are expected at all times to adhere to the Club, Associated League and The FA Rules. They should also be a good role model to the teams and adhere to the current FA Respect Codes of Conduct.
- (d) There will be a named Manager per affiliated team who as a minimum has attained the FA Level 1 / Introduction to Coaching Football (ITCF) coaching qualification, has in date DBS (Disclosure and Barring Service), attained the Safeguarding Children Certificate and is qualified in Emergency First Aid.



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- (e) Anybody involved in coaching a team should have as a minimum a DBS, a Safeguarding Children Certificate and Emergency First Aid. It would be preferable to have a FA Level 1 / Introduction to Coaching Football (ITCF) in place too even if there is another qualified person associated with the team. Playmaker is an excellent entry level qualification and is a requirement to book on the ITCF course. If any other adult is involved directly in supporting the team at training or on match days a DBS and Safeguarding Children is a minimum.
- (f) There is a requirement for at least one representative of the management/coaching team to be present with in date DBS, Safeguarding Children and Emergency Aid certifications at all training sessions and at matches, without exception.
- (g) Coaches, managers, Team and Club Officials in training, matches and other team activities should always adhere to the Clubs respect codes of conduct and be cognisant of the Equality Policy. Throughout the season there should be equity in match play time for all registered players and if a player is taken to a match as a substitute then that player should receive game time. It is recommended wherever practicable that all substitutes taken to a game receive as a minimum 50% game time.

13. CLUB FINANCES

- (a) A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Treasurer. Monies drawn from the account shall generally be inline with the Club's agreed Annual Financial Plan. Any required expenditure which is not included within the Annual Financial Plan shall be approved by the Club's Management Committee prior to expenditure. This variance to the Annual Financial Plan must then be recorded in the Club's end of year Annual Financial Statement (accounts), identifying as an approved variance.

No sum shall be drawn from the Club Account except when signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account. The Club's Management Committee shall have power to authorise the payment of expenses in accordance with the relevant policy to any member of the Club and to any other person or persons for services rendered to the Club.

- (b) The Club Treasurer shall prepare an annual Financial Statement in such form as shall be required by The Football Association Charter Standard. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at the General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.
- (c) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six years.

14. PLAYER AND TEAM FINES

- (a) Any fines, relating to misconduct, imposed by the FA or League shall be paid by the associated player's parent / guardian or team (*NB. Administration Fines may be paid by the Club at the discretion of the Management Committee*).

In order to meet payment deadlines the Club may, in some instances, pay the fines on behalf of the individual. However, the team Manager is then responsible to ensure that the monies are reimbursed to the Club (*within a period of 28 days*).

If the player's parent / guardian fail to reimburse the Club for these monies, within the designated time, the associated player will at the discretion of the Management Committee be suspended or expelled from the Club.



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15. INSURANCE

- (a) The Club's Management Committee shall ensure that adequate Public Liability and Player Insurance is taken out by utilising the insurance scheme within the WRCFA Affiliation or other recommended option.

16. DISSOLUTION

- (a) 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.
- (b) The dissolution shall take effect from the date of the resolution and the members of the Club's General Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- (c) Any surplus assets remaining after the discharge of the debts and liabilities of the club shall be transferred to another club, a competition, the parent County Association or the FA for use by them related to community sports.