



## **CATERHAM PUMAS YOUTH FOOTBALL CLUB CONSTITUTION**

### **1. Name, Colours**

- a) The club shall be called Caterham Pumas Youth Football Club (the "Club")
- b) Club Colours are Tangerine and Royal Blue

### **2. Objectives**

- a) The purpose of the club is "to provide local children the opportunity to play competitive football at a level commensurate with their ability". This objective is supplemented with a number of codes of conduct and provides a clear framework within which club managers can operate.
- b) Caterham Pumas measures its success by the overall enjoyment of everyone involved with the club, whether it is parents, players, or officials. Whilst the objective of a team on the pitch is to win, the overall objective of Caterham Pumas is to provide a framework and infrastructure through which everyone can enjoy playing and watching football
- c) The club is affiliated to Surrey Country Football Association.

### **3. Status of Rules**

- a) These rules (the "Club Rules") form a binding agreement between each member of the Club.

### **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 endeavors 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"), Surrey County Football Association to which the Club is affiliated and Competitions in which the Club participates, for the time being in force.
- b) The Club will also abide by The FA's Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

### **5. Club Membership**

- a) The members of the Club from time to time shall be those persons listed in the register of members (the "Membership Register"), which shall be maintained by the Registration Secretary and Club Secretary.
- b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Admittance to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies, which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- c) In the event of a members departure or expulsion, his or her name shall be removed from the membership register.
- d) The FA and Surrey County Association shall be given access to the Membership Register on demand.
- e) The club will take prudent steps to protect the privacy of member data.

## **6. Annual Membership Fee**

- a) An annual fee payable by each member shall be determined from time to time by the Club Committee and 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 unless at the committees discretion.
- b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfill the objects of the Club.

## **7. Resignations 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 Committee via their team manager of his / her departure. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have departed and will no longer be considered a member.
- b) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.
- c) A member who departs or is expelled shall not be entitled to claim any, or a share of the income and assets of the Club (the "Club Property").

## **8. Club Committee**

- a) The club committee shall consist of the following **Chairperson, Vice Chairperson, Treasurer, Club Secretary, Club Welfare Officer, Football Development Officer, Deputy Welfare Officer, Girls Coordinator, Fixture Secretary, Registration Secretary, School Liaison Officer**. All posts will be elected at an Annual General Meeting (“AGM”).
- b) Each team manager and Club Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extraordinary General Meeting (“EGM”). The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee Meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairperson, or in their absence the Vice Chairperson or Secretary. The Quorum for the transaction of the business of the Club committee shall be three.
- c) Decisions of the Club Committee shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days’ notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between AGMs shall be filled by a member proposed by one and seconded by another one of the remaining Club Committee members and approved by simple majority of the remaining club Club Committee.
- f) Any Club Committee Member who wishes to leave their post between AGMs must give one month notice to the Club Chairman in writing unless agreed by the committee that they can leave post early.
- g) Save as provided for in the Rules and Regulations of The FA, the Surrey County Association and any applicable Competition, the Club 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 Team Manager or Committee Member shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

## **9. Annual and Extraordinary General Meetings**

- a) An AGM shall be held in each year to:

- (i) receive a report of the activities of the Club over the previous year;
- (ii) receive a report of the Club's finances over the previous year;
- (iii) elect the members of the Club Committee; and
- (iv) consider any other business.

b) Nominations for election as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary at the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary before the meeting not less than 21 days before the Meeting.

c) An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five managers, stating the purpose from which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.

d) The Secretary shall communicate to each member's parents at their last known email address written notice of the date of a General Meeting (Weather AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting. A Parent of each member or the member themselves if age 18 or over shall be eligible to attend and vote.

e) The quorum for a General Meeting shall be 50% of the Committee and 50% of the Club Managers. 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.

f) The Club Secretary or in their absence a member of the Club Committee, shall enter the minutes of the General Meeting into the Minute Book of the Club.

## **10. Club Teams**

a) The elected team Managers will be responsible for managing the affairs of the teams. The Team Managers will be expected to present regular reports of the teams' activities to the Club committee meetings. The Team Managers will also be expected to present an account of the team's seasons' at the last meeting prior to the AGM.

b) The club will provide suitable equipment to coaches at the start of the season. This equipment belongs to the club and if a coach leaves they need to return it to a committee member or pass it onto their replacement. Any equipment provided must be signed for and any loss or damage through neglect or mistreatment needs to be replaced by the coach. If equipment wears out this will be replaced by the club but the faulty/broken equipment needs to be returned, before any new equipment will be issued.

c. Any prospective coach weather assistant or main coach needs to be interviewed by at least three members of the committee ideally Chairman, Welfare and one other if they are unavailable then any other three committee members can interview them. After a successful interview a CRB form must be completed and disclosure number provided to the welfare officer before any coaching can commence. Failure to comply with this could lead to disciplinary action being taken against the club by the FA.

## **11. 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 Treasurer, Club Chairperson and Welfare Officer). All monies payable to the Club shall be received by the Treasurer and Registration Secretary and deposited in the club account.

b) The club property shall be applied only in furtherance of the objectives of the Club. The distribution of profits of proceedings arising from the sale of Club Property to members is prohibited.

c)The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the club (although a Club shall not remunerate a member for playing) and to any other person or persons for goods and services rendered to the Club.

d) The club may also in connection with the sports purposed of the club

- I) sell and supply food, drink and related sports clothing and equipment
- II) employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present and
- III) indemnify the Club Committee and members acting properly in the course of the running of the Club against liability incurred in the proper running of the club (but only to the extent of its assets).

e) 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 (6) years.

f) The club shall prepare an annual "Financial Statement" in such formats as shall be available from The FA from time to time. The Financial Statement shall be approved by members at a General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

## **12. 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 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:

(i) as agreed by the committee.

(ii) another Club,

(iii) a Competition,

(iv) the Surrey Football Association or

(v) The FA for use by them for related community sports.

### **13. Alterations and Amendments**

a) Alterations and amendments to the constitution shall only be made at the AGM.

b) Notice of proposed alterations or amendments to be considered at the AGM shall be submitted in writing to the Club Secretary before the meeting.

### **14. Club Events**

Any events organised by the Team Managers must be given the go ahead by the club committee first and any monies raised must be paid into either the Caterham Pumas Club Account or Social Account before this money is distributed.