
HORDLE SPURS FC

CLUB CONSTITUTION AND CODES OF CONDUCT

Revised and updated as at August 2011

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1. Name

The club shall be called Hordle Spurs Football Club (the “Club”). This is a properly affiliated Club, affiliated to Hampshire Football Association.

2. Objects

The object of the Club shall be to provide facilities, to promote the game of Association Football, to arrange matches and social activities for its members and community participation in the same.

3. Status of Rules

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

4. Rules and Regulations

- (a) The members of the Committee 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 Associations to which the Club is affiliated (being “Hampshire FA”) 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 by the Parent County Associations. The FA and the Parent County Associations reserve the right to approve any proposed changes to the Club Rules.
- (c) The Club will also 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.

5. Club Membership

- (a) The members of the Club (being its Officers, Team Managers, Parent Members and Players) shall be those persons listed in the register of members (the “Membership Register”) which shall be maintained by the Club Secretary.
- (b) Any person who wishes to be a player must apply on the Registration Form and deliver it to the Club Secretary. Personal details will be held in accordance with the Data Protection Act.

Election as a Team Manager shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place. An appeal against refusal may be made to the Club Committee via the Club Secretary. Membership shall become effective upon an applicant’s name being entered in the Membership Register. All team managers, coaches and assistants must agree to be CRB checked as per FA regulations.

- (c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- (d) The FA and Parent County Associations shall be given access to the Membership Register on demand.

6. Annual Membership Fee

- (a) An annual fee payable by each player shall be determined annually by the Club Committee at the AGM 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 player at the time of signing the membership form. Fees shall not be repayable.
- (b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club. These shall include match fees and training fees set annually.
- (c) Any fines incurred by a player, parent, officials, managers and coaches shall be reimbursed to the Club within six weeks of the Secretary receiving notification from the Fa of the offence. The Club Committee reserves the right to ask the Manager not to select a player for matches if fines are not reimbursed within this time. If not it will be referred to the Club's Discipline Committee.

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 Secretary of his/her resignation. A player ceases to be a member of the Club from the date he is transferred to another Club.
- (b) The Club Committee and/or Discipline 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 writing.
- (c) No member of the Club is personally entitled to any of its assets nor shall any Member be held personally liable for any debts, other than those incurred by themselves.

8. Club Committee

- (a) The Club Committee shall consist of the following Club Officials: Chairperson, Club Secretary, Treasurer, Club Welfare Officer, Head Coach. In addition the elected Parent Members shall be invited to sit on the Club Committee and all team managers are automatically ordinary members of the Committee, unless they inform the Club Secretary in writing that they do not wish to be. Assistant Managers/coaches are not Committee members and do not have a vote, although they are invited to attend meetings. They may vote however if the designated team manager is absent.

One Parent Member may be elected from amongst the parents of members of the Club's mini-soccer teams and one Parent Member may be elected from amongst the parents of

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members of the Club's 11 aside teams. Both these parents will be invited to serve on the Discipline Committee.

- (b) All Club Committee positions shall be elected at the AGM and each Club Officer and Club Committee Member 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.

- (c) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- (d) The position of a Club Committee Member shall be vacated if such person is subject to a decision of the F.A. 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.
- (e) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than two days' notice to the Club Secretary. The Club Committee shall hold not less than eight meetings a year.
- (f) Meetings of the Club Committee shall be chaired by the Chairperson. The Club Secretary shall be considered to be Vice Chairperson and in the absence of the Chairperson shall chair Club Committee meetings.

The quorum for the transaction of business of the Club Committee shall be one more than half of the total of all Committee members (Officers, Team managers, Parent members). It is noted that this number may change dependant on the number of teams actively playing.

- (g) 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.

- (h) Decisions of the Club Committee shall be entered into the Minute Book of the Club to be maintained by the Club Secretary. The Club Secretary may delegate this task to another committee member at any time.
- (i) Any disciplinary related matters may be delegated by the Club Secretary to a Disciplinary Committee, which shall comprise at least 3 of the Club Officials and the Parent Members. The Disciplinary Committee shall meet within 7 days of being instructed to adjudicate on any disciplinary related matter by the Club Secretary and shall be empowered to request either personal or written witness statements and recommend how the Club should plead in relation to any disciplinary related charge made by the FA, the Parent County Associations, or competition organisers (such as the Bournemouth Youth Football League). It is understood that only the Club Secretary must have direct contact with the FA or any football league and no other person shall contact these organisations directly on any matter unless asked to do so by the Club Secretary. The Discipline Committee has the

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power to issue warnings to Club members including players, parents and other committee members and may even expel an individual.

- (j) Save as provided for in the Rules and Regulations of The FA, the Parent County Associations 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.

9. Annual and Extraordinary General Meetings

- (a) An AGM shall be held near the end of the football season 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 Club Officials, Team Managers and Parent Members; and
 - (iv) consider any other business.
- (b) Nominations for election as Club Officers or 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 not less than 7 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 4 days before the meeting.
- (c) An EGM may be called at any time to discuss a specific issue by an Officer of the Club and can consist of just the five Club Officers.
- (d) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 3 days before the meeting. E-mailing or texting is considered sufficient notice if acknowledged by the recipient.
- (e) The quorum for a General Meeting shall be two thirds of the Club Committee.
- (f) The Chairperson, or in their absence the Club Secretary or a member selected by the Club Committee, 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 Club Secretary, or in their absence a member of the Club Committee, shall enter the Minutes of General Meetings into the Minute Book of the Club.

10. Club Teams

At each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at the AGM a verbal report of the activities of the team.

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 Club Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Club Secretary or the Treasurer and deposited in the Club Account.
- (b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds 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 the Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
- (d) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- (e) No member shall make any purchase on behalf of the Club over without the prior approval of one of the following: Chairperson, Secretary or Treasurer. Purchases over £100 must have the prior approval of two of these three officers.
- (f) 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 (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;
 - (iii) pay for reasonable hospitality for visiting teams and guests; and
 - (iv) indemnify the Club 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).
- (g) 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.
- (h) The Club shall prepare an annual “Financial Statement”, in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by the Treasurer, Chairperson and Club Secretary. A copy of any Financial Statement shall be forwarded to Hampshire FA, Dorset FA and BYFL by 1st August each year.
- (i) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer (“the Custodians”), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.
- (j) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

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- (k) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.
- (l) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties. 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 to another Club, a Competition, a Charitable Organisation, the Parent County Association or The FA for use by them for related community sports.
This decision would be made by the Club Committee by majority vote.

Approved by:

Chairman _____ Tony O'Brien

Secretary _____ Lesley Savage

August 24th 2011

Schedule 1 - Respect Code of Conduct for Young Players

We all have a responsibility to promote high standards of behaviour in the game. As a player, you have a big part to play. That's why The FA is asking every player to follow a Respect Code of Conduct.

When playing football, I will:

- Always play to the best of my ability.
- Play fairly – I won't cheat, complain or waste time.
- Respect my team-mates – I will not take part in any verbal or physical bullying at training, matches, tournaments or any other club function.
- Respect the other team, the referee and my coach/manager.
- Play by the rules, as directed by the referee.
- Shake hands with the other team and referee at the end of the game.
- Listen and respond to what my coach/team manager tells me.
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA: I may:

- Be required to apologise to my team-mates, the other team, referee or team manager.
- Be suspended from training.
- Be dropped or substituted.
- Receive a formal verbal warning from the coach or member of the Club Committee.
- Receive a formal written warning the Club Committee, if I have already been given a formal verbal warning.
- Be required to leave the club if I have already received a formal written warning or am guilty of gross misconduct.

In addition:

- My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct.
- The FA/County FA could impose a fine and suspension against my club.

Schedule 2 - Respect Code of Conduct for Spectators and Parents/Carers

We all have a responsibility to promote high standards of behaviour in the game. This club is supporting The FA's Respect programme to ensure football can be enjoyed in a safe, positive environment.

Remember children's football is a time for them to develop their technical, physical, tactical and social skills. Winning isn't everything. Play your part and observe The FA's Respect Code of Conduct for spectators and parents/carers at all times.

I will:

- Remember that children play for FUN.
- Applaud effort and good play as well as success.
- Always respect the match official's decisions.
- Remain outside the field of play and within the Designated Spectators' Area (where provided) unless permitted to enter the field of play by the match referee.
- Let the coach do their job and not confuse the players by telling them what to do.
- Encourage the players to respect the opposition, referee and match officials.
- Avoid criticising a player for making a mistake – mistakes are part of learning.
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA, league or The FA: I may be:

- Issued with a formal verbal warning from the Club or league official.
- Issued a formal written warning from the Club Discipline Committee if I have already been given a formal verbal warning.
- Required to meet with the club, league or County FA Welfare Officer.
- Required to meet with the Club Discipline Committee.
- Obligated to undertake an FA education course at own expense.
- Obligated to leave the match venue by the club or the referee (with the match venue to be defined at the referee's discretion).
- Obligated by the club not to attend further matches and/or training (with the match venue to be defined at the club's discretion). Failure to comply will result in the removal of the parent and child from the next game.
- Suspended or have my club membership removed.
- Required to leave the club along with any dependents if I have already received a formal written warning or am guilty of gross misconduct.

In addition I acknowledge that:

- If I refuse to leave a match venue at the direction of a Club Officer or referee that the match shall be abandoned.
- The FA/County FA could impose a fine and/or suspension on the club.
- I will be responsible for any fine imposed upon the club as a result of my actions or those of my dependents and agree that I will reimburse the club accordingly. Failure to do so may lead to expulsion from the club for parent and/or player.

Schedule 3 - Respect Code of Conduct for Coaches, Team Officials and Club Officials

We all have a responsibility to promote high standards of behaviour in the game. In The FA's survey of 37,000 grassroots participants, behaviour was the biggest concern in the game. This included the abuse of match officials and the unacceptable behaviour of over competitive parents, spectators and coaches on the sideline.

Play your part and observe The Football Association's Respect Code of Conduct in everything you do.

On and off the field, I will:

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, club officials and spectators.
- Adhere to the laws and spirit of the game.
- Promote Fair Play and high standards of behaviour.
- Always respect the match official's decision.
- Never enter the field of play without the referee's permission.
- Never engage in public criticism of the match officials.
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

When working with players, I will:

- Place the well-being, safety and enjoyment of each player above everything, including winning.
- Explain exactly what I expect of players and what they can expect from me.
- Ensure all parents/carers of all players under the age of 18 understand these expectations.
- Never engage in or tolerate any form of bullying.
- Develop mutual trust and respect with every player to build their self-esteem.
- Encourage each player to accept responsibility for their own behaviour and performance.
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity.
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA, league or The FA:

- Required to meet with the club, league or County Welfare Officer.
- Required to meet with the Club Discipline Committee.
- Monitored by another club coach.
- Required to attend an FA education course at own expense.
- Suspended by the club from attending training and/or matches. Failure to comply may result in expulsion from the Club
- Suspended or fined by the County FA.
- Required to leave or be sacked by the club.

In addition:

- My FACA (FA Coaches Association) membership may be withdrawn.
- I will be responsible for any fines imposed upon the Club as a result of my actions and will reimburse the Club accordingly. Failure to do will lead to suspension from Club and Committee until monies are paid in full.

Schedule 4 - Respect Code of Conduct for Match Officials

We all have a responsibility to promote high standards of behaviour in the game. The behaviour of the match officials has an impact, directly and indirectly, on the conduct of everyone involved in the game – both on the pitch and on the sidelines.

Play your part and observe The FA's Respect Code of Conduct of match officials at all time.

I will:

- Be honest and completely impartial at all times.
- Apply the Laws of the Game and competition rules fairly and consistently.
- Manage the game in a positive, calm and confident manner.
- Deal with all instances of violence, aggression, unsporting behaviour, foul play and other misconduct.
- Never tolerate offensive, insulting or abusive language or behaviour from players, spectators, coaches or team officials.
- Support my match official colleagues at all times.
- Set a positive personal example by promoting good behaviour and showing respect to everyone involved in the game.
- Communicate with the players and encourage Fair Play.
- Respond in a clear, calm and confident manner to any appropriate request for clarification by the team captains.
- Prepare physically and mentally for every match.
- Complete and submit, accurate and concise reports within the time limit required for games in which I officiate.

I understand that if I do not follow the Code, any/all of the following actions may be taken by the County FA or The FA: I may be:

- Required to meet with The FA/County FA Refereeing Official.
- Required to meet with The FA/County FA Refereeing Committee.