



# Rockleaze Rangers Football Club

Senior Section Established 1976

Junior Section Established 1995

[www.rockleazerangers.org.uk](http://www.rockleazerangers.org.uk)



## The Rules and Constitution of Rockleaze Rangers Football Club (last updated March 2011)

### 1. Title

The Club shall be called Rockleaze Rangers Football Club, hereafter to be referred to as the Club. The club will comprise of 2 separate sections

- juniors – this section covers the junior teams from under 6 to under 18 in the club, hereafter to be referred to as the Junior Club
- seniors – this section covers the adult teams in the club, hereafter to be referred to as the Senior Club

### 2. Affiliation

The Club shall be affiliated to the Gloucestershire F.A. The rules of the FA, the GFA or any league to which the club is affiliated shall be deemed to be incorporated into the club rules

### 3. Objective

The primary objective of the Club is to encourage the community to participate in football in an enjoyable and supportive environment by providing facilities, matches and social activities for its members. In addition, the Club aims to teach good footballing habits to the players, in regard to both skills and sportsmanship.

### 4. Membership

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 Junior and Senior Club Secretaries.

The FA and GFA shall be given access to the Membership Register on demand.

#### 4.1 Senior Club Membership

Any person who wishes to be a member of the Senior Club must apply on the Membership Application Form and deliver it to the Senior Club. Election to membership shall be at the discretion of the Senior 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 Senior 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.

#### 4.2 Junior Club Membership

Membership of the Junior Club shall be open to any child within the age groups being operated by the club, irrespective of race, colour, creed, ethnic origin, sex or disability, subject to

- (i) available space in the child's age group
- (ii) the completion of a membership application form by a parent/carer

Membership shall become effective upon an applicant's name being entered in the Membership Register.

When a new coaching group is formed, places will be allocated as follows

- first priority – siblings and children of current members
- second priority – pupils at Elmlea School, until 33% of the places have been filled by Elmlea pupils
- third priority – pupils at Clifton High School, until 20% of the places have been filled by Clifton High pupils

NB The club has official links with these 2 schools and has agreed to provide football opportunities to the pupils.

- subsequent priority – once these 3 priority groups have been accommodated, places will be filled on a first come, first served basis

As the group develops, any available places will be filled at the discretion of the year group coach.

When a group moves from social football into a competitive league environment, there may be instances where group places are reduced in order to create a manageable squad structure. In this instance, there will be more emphasis on player ability and whilst the club will endeavor to accommodate existing members, this may not always be possible.

In the event of a dispute about the allocation of a membership place, the Junior Club Executive Committee will be asked to intercede and make a final ruling.

#### **4.3 Resignation and Expulsion**

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 of his/her resignation.

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.

A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").

In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register and he/she will be required to return all club property immediately.

### **5. Annual Membership Fee**

An annual fee payable by each member shall be determined from time to time by both the Junior and Senior Club Committees 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.

The Junior Club Executive Committee and the Senior Club Committee shall have the authority to levy further subscriptions from the junior/senior members as are reasonably necessary to fulfill the objects of the Club.

### **6. Committees**

The Club will be governed as follows

- The club will be governed by an Executive Committee
- a Senior Club Playing Committee will administer the playing side of the Senior Club
- a Junior Club Playing Committee will administer the playing side of the Junior Club

The Executive Committee shall consist of

- Chairperson
- Secretary
- Treasurer

plus other members .The total number of members on the Executive Committee should be either 5 or 7 or 9. There will be at least one member from the senior club on the Executive Committee

All Executive Committee members are elected for a period of two years. Members may be re-elected to the same office or another office following this period.

The terms of reference for the Executive Committee will be to

- define objectives and strategy
- set development plan
- monitor development plan
- deliver football infrastructure to the Club
- set budgets
- ensure the financial wellbeing of the Club
- ensure legal compliance the Club
- authorise short life project teams to look at various projects.

## **7. Executive Committee Meetings**

- The Executive Committee shall meet at agreed intervals, not less than six times per year
- All meetings shall be announced at least seven days in advance
- The quorum for transaction of business at any committee meeting shall be three
- The affairs of the Club shall be controlled by simple majority-one vote per eligible member present. The Chairperson shall have the casting vote in the event of a tie
- All decisions made by the committee shall be documented in the meeting minutes. Copies of minutes from meetings will be circulated as soon as possible after a meeting. The minutes are subject to approval by the committee at the following committee meeting when, if accepted, they will be signed as a true copy by the Chairperson
- The approved minute together shall be available for inspection by any club member or any authorised official (e.g. the FA) at any time

## **8. Power of the Executive Committee**

The Executive Committee shall have the power to:

- make, amend or rescind any bye-law, so long as it does not contravene the rules of the Club.
- fill any vacancies that may occur between Annual General Meetings
- exercise disciplinary action when necessary.
- attend all meetings and except for the Chairman vote. No member shall be allowed to vote on matters appertaining to him/herself. In the event of voting being equal, the Chairman shall have the casting vote.
- apply, act upon, and enforce the rules of the Club and also have jurisdiction over all matters affecting the Club, including any not provided for by the rules

## **9. Annual General Meeting**

The Annual General Meeting of the Club shall be held not later than the end of September each year to

- receive a report of the activities of the Club over the previous year;
- receive a report of the Club's finances over the previous year;
- elect the members of the Club Committees;
- consider any other business.

The Secretary shall give 21 days notice of the AGM to members. A copy of the statement of accounts and agenda shall be made available, on request, at least 7 days prior to the meeting

Nominations for election of members as Club Officers or as members of the Club Committees shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Senior/Junior Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Senior/Junior Club Secretary not less than 21 days before the meeting.

An EGM may be called at any time by the Club Committees and shall be called within 21 days of the receipt by the Senior/Junior Club Secretary of a requisition in writing, signed by not less than five 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 4 persons

## **10. Alterations to the Constitution**

Alterations or amendments to the Club rules can only be made by a vote at the AGM. Any proposition to alter or amend the rules of the Club must be received by the secretary 14 days prior to the AGM.

## **11. Codes of Conduct**

The Club undertakes to follow FA codes of conduct for all club members and spectators including

- respect for the laws of the game.
- respect towards players on both sides.
- respect towards match officials.
- not bringing the game into disrepute by any action or deed

All members will adhere to the relevant Club Code(s) of Conduct, which are documented separately and are available on the club website at [www.rockleazerangers.org.uk](http://www.rockleazerangers.org.uk)

The Club shall adopt and actively use a Child Protection Policy. This is documented separately, and is available on the club website at [www.rockleazerangers.org.uk](http://www.rockleazerangers.org.uk) or from the Club's Child Welfare Officer.

If an individual wishes to report a breach of conduct, they should approach the relevant Club Coach / Manager. Where this is not appropriate, they should approach a member of the relevant committee (Senior or Junior Club). If a breach of conduct cannot be resolved in an informal manner, the Committee can be asked to formally consider the matter. The Committee will then take whatever action they deem to be necessary.

## **12. Disciplinary Procedures**

The club reserves the right to take such disciplinary action deemed necessary by the committee against any club member who

- brings the club into disrepute by their actions or deeds.
- causes the club financial or other penalty due to their negligence.
- is accused of any financial impropriety against the club.
- breaks the rules of the club.

Any such incident should be reported to an officer of the club after which the offending party/parties shall be granted the opportunity to explain their actions to the committee prior to any decision regarding disciplinary action being taken.

### **13. Insurance**

The club will ensure that it is covered with an adequate level of public liability insurance. Affiliation to the GFA (see section 2) will provide the Club with this cover.

### **14. Club Finances**

The financial management of the Club shall be vested in the Club Committee. Unless otherwise approved by the Club, the financial year shall run from 1<sup>st</sup> August to 31<sup>st</sup> July each year, reflecting the timing of the football season.

At the discretion of the Club Committee, the day-to-day management of the club's finances may be, and is likely to be, vested in the Senior Club and Junior Club Executives Committees. Where this is the case, the respective committees shall apply the Club financial governance rules stated below to their own activities; and as such, where the following states Club, this may be interpreted as the Senior Club or Junior Club.

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 and/or other committee members as may be agreed and approved by the Committee from time to time.

No sum shall be drawn from the Club Account except by cheque signed in accordance with the authorisation rules as approved by the Club. Authorised payments below £500, at the discretion of the Club, may be signed by a single designated signatory. Authorised payments of £500 or above, must be signed by two of the designated signatories.

All monies payable to the Club shall be received by the Treasurer, or their approved delegate, and deposited in the Club Account.

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.

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 services rendered to the Club.

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.

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

- sell and supply food, drink and related sports clothing and equipment;
- 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;
- pay for reasonable hospitality for visiting teams and guests
- 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)

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.

The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time, or in accordance with UK GAAP. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at the Annual General Meeting. A copy of any Financial Statement will be made available to any member, upon request, and shall, on demand, be forwarded to The FA.

Where the Club has elected to vest day-to-day management of the club finances with the Senior and Junior Clubs Executive Committees, each shall prepare its own Financial Statement for approval by the Club Committee. The Club committee shall then prepare a consolidated Financial Statement for presentation at the club Annual General Meeting.

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.

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.

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.

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.

## **15. Dissolution**

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 members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.

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 for related community sports.

## **16. Status of Rules**

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