

# Sedlescombe Rangers Football Club



## Club Constitution

---

### 1 Name of Club

The club will be called Sedlescombe Rangers Football Club (Hereinafter will be referred to as The Club) and may also be known as SRFC. Sedlescombe Rangers Football Club will be affiliated to The English Football Association through Sussex County FA.

### 2 Aims and Objectives

The aims and objectives of the club will be:

- a) To offer coaching and competitive opportunities in Football
- b) To promote the club within the local community and Football
- c) To manage the club's sports facility, Oaklands Park, Sedlescombe, TN33 0UF
- d) To ensure a duty of care to all members of the club
- e) To provide all its services in a way that is fair to everyone

### 3 Membership

- a) Membership of the club is open to anyone interested in promoting, coaching, volunteering or participating in Football, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. The membership shall consist of the following categories:
  - (i) Executive Officer member
  - (ii) Ordinary member
    1. Team Manager member
    2. Assistant Coach member
    3. Youth Player member
    4. Senior Player member
    5. Other member
- b) All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations, club policies and codes of conduct that the club has adopted.

- c) Members in each category will complete membership registration documentation and pay membership fees (where required), as determined at the Annual General Meeting.
- d) Individuals shall be eligible to take part in the business of the Club, attend and vote at general meetings and be eligible for selection of any Club team (when age appropriate) unless the applicable registration documentation has been completed and signed and subscription has been paid in line with the club's Pay To Play Policy and/or membership has been agreed by the Club committee.

#### **4 Sports Equity**

- a) This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following FA Anti- Discrimination Action Plan Vision:

*English football wants everyone to have the chance to be actively involved. There should be no barriers to involvement or development and football should always operate in a safe, fun and friendly environment.*

- b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of football, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- c) The Club is committed to everyone having the right to enjoy football in an environment free from threat of intimidation, harassment and abuse.
- d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- e) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.
- f) Team selection will not be deemed discriminatory as long as the team's direction, goals and selection policy for the forthcoming season are agreed and signed up to by all team members and coaching staff and are published by 1<sup>st</sup> August each year. Amendments beyond 1<sup>st</sup> August each year will require full approval by all players prior to introduction. Where amendments occur during the season without player and coaching staff consultation and agreement, selection complaints raised to the committee may be deemed discriminatory and will be addressed appropriately.
- g) The Club adopts all FA regulations, policies and codes of conduct.

#### **5 Committee**

- a) The affairs of the Club shall be conducted by a Committee which shall consist of:
  - i) Executive Officers; Chair, Treasurer, Secretary, Vice Chair.
  - ii) Ordinary Members; Welfare Officer, FA Charter Standard Coordinator, Tournament Officer, Team Managers and Ordinary Members.
- b) All committee members must be members of the Club.

- c) All members shall be elected at the Annual General Meeting.
- d) The term of office shall be for one year, and members shall be eligible for re-election.
- e) If the post of any executive officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
- f) The Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the club.
- g) The Committee will have powers to appoint advisers to the Committee as necessary to fulfil its business.
- h) The Committee will be responsible for disciplinary hearings of members who infringe the club codes of conduct, policies, rules, regulations and constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
- i) The committee meetings will be convened by the Secretary of the Club and be held no less than six occasions per year.
- j) Only the posts listed above will have the right to vote at committee meetings.
- k) The quorum required for business to be agreed at Management Committee meetings will be 4.
- l) The quorum required for discipline matters to be agreed at Discipline and Appeals Committee meetings will be 3.
  - i) Discipline and Appeals Committee meetings will include one Executive Officer on all occasions. Other members will consist of Executive Officers and/or Ordinary Members.

## **6 Finances**

- a) The club treasurer will be responsible for the finances of the club.
- b) The financial year of the club will run from 1<sup>st</sup> August to 31<sup>st</sup> July.
- c) All club monies will be banked in an account held in the name of the club.
- d) An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.
- e) Any cheques drawn against club funds should hold the signature of the treasurer.
- f) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

## **7 Annual General Meetings and Special General Meetings**

- a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.

- b) The Club shall hold the Annual General Meeting (AGM) between June and August to:
  - i) Approve the minutes of the previous year's AGM.
  - ii) Receive reports from the Chairman and Secretary.
  - iii) Receive a report from the Treasurer and approve the Annual Accounts.
  - iv) Receive a report from those responsible for certifying the Club's accounts.
  - v) Elect the Executive Officers and Ordinary Members on the committee.
  - vi) Agree the membership fees for the following year.
  - vii) Consider any proposed changes to the Constitution.
  - viii) Deal with other relevant business.
  
- c) Notice of the AGM will be given by the club secretary with at least 14 days' notice to be given to all members.
  
- d) Nominations for Executive Officers and Ordinary Members of the committee will be sent to the secretary prior to the AGM.
  
- e) Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate at least 7 days before an AGM.
  
- f) All members have the right to vote at the AGM.
  
- g) The quorum for AGMs will be 5.
  
- h) The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
  
- i) A Special General Meeting (SGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club. The committee shall also have the power to call an SGM by decision of a simple majority of the committee members.
  
- j) All procedures shall follow those outlined above for AGMs.

## **8 Amendments to the Constitution**

The Constitution will only be changed through agreement by majority vote at an AGM or SGM.

## **9 Discipline and Appeals**

- a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's Safeguarding Children protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
  
- b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary or Chairman.
  
- c) The Discipline Committee will meet to hear complaints within 7 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

- i) Where the Discipline Committee is made aware of a potentially serious complaint, an Emergency Discipline Committee meeting can be convened as early as is practicably possible.
  - ii) Emergency sanctions can be introduced immediately by the Discipline Committee to ensure the safety and well-being of all members – the due process will then proceed in line with the standard disciplinary process.
  - iii) Where serious physical abuse is apparent to a member the Police will be directly contacted immediately.
- d) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 3 days of the hearing.
- e) There will be the right of appeal to the Discipline Committee following disciplinary action being announced. The committee will invoke an independent Appeal Committee to consider the appeal within 21 days of the Secretary receiving the appeal.
- f) Following invocation of an appeal hearing, the person who lodged the complaint and the member against whom the complaint was made must submit all additional documented evidence to the Appeal Committee Chairman within 14 days of requesting an appeal.
- g) The outcome of an appeal hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 3 days of the hearing.
- h) In all cases, the decision of the Appeal Committee is final.

## **10 Data Protection**



- a) The Club will adhere to the General Data Protection Regulation.
- b) A Data Protection Policy describes the policy and associated activities that Club will employ to ensure all members' personal data is securely stored.

## **11 Dissolution**

- a) A resolution to dissolve the club can only be passed at an AGM or SGM through a majority vote of the membership.
- b) In the event of dissolution, all debts should be cleared with the Club's funds. Any assets of the club that remain following this will become the property of Sedlescombe Sports Association.

## 12 Declaration

Sedlescombe Rangers Football Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

<b>Name</b>	Nicholas Gardner	<b>Position</b>	Chairman
<b>Sign</b>		<b>Date</b>	25 <sup>th</sup> June 2018
<b>Name</b>	Paul Wenham	<b>Position</b>	Secretary
<b>Sign</b>		<b>Date</b>	25 <sup>th</sup> June 2018