

Kingston Park CAFC

CONSTITUTION

ADOPTED AT ANNUAL GENERAL MEETING 15TH SEPTEMBER '06

AS AMENDED AT AGM ON 4TH SEPTEMBER 2009

AS AMENDED AT EGM ON 16TH APRIL 2010

AS AMENDED AT AGM ON 1ST SEPTEMBER 2011

AS AMENDED AT AGM ON 6TH SEPTEMBER 2012

The name of club is Kingston Park Community Association Football Club
(hereafter identified as "the club.")

1. PURPOSE

The purpose of the club is to provide as many opportunities as possible for young people of both sexes in Kingston Park and the surrounding area to play association football and other sports that may be identified from time to time.

2. PROTECTION OF THE CONSTITUTION

The purpose of the constitution is to provide a stable and transparent basis upon which the club shall operate. It is designed to ensure that the club operates as single unit and not as a collection of individual teams. No changes shall be made to this constitution unless a majority of members present vote in favour of a properly proposed amendment at an Annual or Extraordinary General Meeting. The letter and the spirit of this constitution shall be protected by the Chair of the club. Any disputes arising shall be settled by a final decision of the Football Association.

3. AFFILIATION

The club shall affiliate to the relevant section(s) and shall adhere to the rules and decisions of the Football Association of England. The club may also seek to affiliate or join other appropriate sporting or community organisations.

4. AMATEUR STATUS

The club shall operate on an amateur basis. No members or players shall receive direct or indirect financial or non financial benefits in return for their provision of goods or services.

5. QUALITY STANDARDS & CHILD PROTECTION

The club shall commit to the appropriate quality standard as recommended by the Football Association. This is currently known as Charter Status. The club will continue to seek accreditation at the appropriate level of any subsequent equivalent system introduced by the Football Association. Current legislation requires that all Managers are vetted and approved by the Criminal Records Bureau. The Club will always adhere to national legislation and standards relating to systems of accreditation which protect the interests of Players and Managers. The Child Welfare Officer has the lead role in ensuring that these standards are maintained. The Club shall only appoint Managers who have obtained an introductory and minimum level of training formally recognised by the Football Association. This is currently known as

Level 1. The Club shall also put in place development plans and appropriate finances to support Managers seeking to achieve higher levels of certification. Managers shall always maintain a current certificate in Emergency First Aid. Current legislation requires that this certification is renewed every three years. Managers are also required to undertake regular training on issues relating to Child Protection.

6. RESTRICTIONS ON ACTIVITY

The club shall not take part or offer any form of support to any party political or religious activity.

7. MEMBERSHIP

There shall be two classes of membership. These shall be known as Player and Adult.

The club shall consider applications for Player membership from young people of both sexes in Kingston Park and the surrounding area. Players shall be allocated to the team which corresponds to their correct age and sex group. Players shall not be rejected for membership solely on the basis of their ability to play football. No distinction shall be made between those players who are chosen to be formally registered to play competitive representative matches and those who continue to benefit from training sessions without being so selected. Where too many players seek membership of any age group, the club shall make every effort to establish further teams to accommodate this demand. As a rough guide, the club considers that the optimum ratio between players and anyone single Manager to be no more than 15: 1. This ratio may be increased for older age groups. This flexibility depends upon the willingness of Adult members to come forward to act as Managers.

Members shall be given by their representative on the Central Committee a copy of this constitution and all appropriate policies within one month of joining the club. Managers are responsible for ensuring that all new adult members sign a copy of the Parents Charter. The interests of Players shall be represented at Annual and Extraordinary General Meetings by up to two Adult Members with whom they have a family relationship. Players may attend Annual or Extraordinary General Meetings as observers but they shall have no entitlement to vote.

Player and Adult members can resign their membership by giving 21 days notice in a letter to the Secretary. The Code of Conduct Committee may terminate or suspend the membership of any Player, if in its opinion, the conduct of that Player is prejudicial to the interests of the club provided that the Player or his/her representative Adult member shall have the right to appeal to an independent arbitrator appointed by the Football Association. The decision of that arbitrator will be final.

Any adult member threatening to take or taking any form of legal action against the club shall have their membership ended automatically and with immediate effect by the Code of Conduct Committee without the right to any appeal.

Any adult member making vexatious allegations against any club official, manager or coach shall have their membership ended automatically and with

immediate effect by the Code of Conduct Committee subject only a right of appeal to the Northumberland Football Association

8. ANNUAL GENERAL MEETING

The club shall organise an Annual General Meeting in the month of September provided that at least 21 days notice has been given of the date of that meeting. The purpose of the Annual General Meeting is to;

- Receive for information purposes only the minutes of the last A.G.M.
- Adopt annual reports prepared by the officials of the club.
- Approve annual financial accounts
- Approve or amend Club Policies
- Consider other formal resolutions submitted by Adult members at least 14 days in advance.
- Elect all officials for a term of one year

No other business shall be considered at the A.G.M.

9. EXTRAORDINARY GENERAL MEETING

The Chair of the club may call an Extraordinary General Meeting at any time. The Chair shall call an Extraordinary General Meeting if the Secretary informs the Chair that a written request to hold such a meeting has been received containing the signatures of at least 20 Adult members.

At least 21 days notice shall be given of the date of any Extraordinary General Meeting. The agenda of Extraordinary General Meetings shall only contained written resolutions submitted to the Secretary at least 14 days in advance of the meeting. No other business shall be discussed.

10. CLUB POLICIES

The club shall develop and implement the following Club Polices;

- Parents Charter
- Code of Conduct for Club Officials & Coaches
- Code of Conduct for Players
- Child Protection, Anti Discrimination & Equal Opportunities
- Accident Procedures
- Disciplinary Procedures
- Financial Procedures
- Attendance at Residential Tournaments

The policy on attendance at residential tournaments shall include a provision that all teams attending any residential tournament shall be accompanied by at least one trained Welfare Officer per team. Teams shall not attend any residential tournament if not so accompanied even if adult members have paid non-refundable fees. Teams attending a residential tournament shall maintain an up to date written record of all incomes & expenditures and this record shall be open for inspection on request by any member at any time. These finances shall be managed by at least two adult members listed in the Residential Plan for approval by Central Committee.

Copies of all these policies shall be made available on request from the Secretary.

Major changes to these policies may only be made at the AGM. Minor amendments may be made from time to time subject to the joint agreement of the Managers and Central Committee.

11. ELECTION OF OFFICIALS

The Club shall elect the following officials;

- Chair
- Vice Chair
- Secretary
- Treasurer
- Child Welfare Officer
- School Liaison Officer

No one person can hold more than one official position.

Save as provided for in this constitution, the officials of the club shall have no power to act or take decisions without advance approval by the relevant committee.

Should casual vacancies occur, replacement officials may be appointed by joint agreement of the Managers and Central Committee.

12. MANAGERS AND CENTRAL COMMITTEES

The Managers Committee and Central Committee shall have equal status and shall seek to work in partnership towards consensus wherever possible.

Membership of the Managers Committee is restricted to Managers of individual teams. Managers are required to hold the minimum level of formal accreditation of training as required by the provisions of section five.

Each team may also nominate one Adult member for election at the AGM to the Central Committee. Managers, Club Officials, and other Adult members may also attend meetings of the Central Committee but these attendees do not have the right to vote at these meetings.

The quorum for both meetings is five Managers or Adult members respectively. The Secretary shall make appropriate records and minutes of all meetings.

12A DUTIES OF MANAGERS

Each team shall have only one manager. The primary responsibilities of each manager include;

- To ensure the health and safety of players under the direction of the Club Welfare Officer
- To select players to be registered to play in leagues affiliated to the Football Association
- To select players to play in individual matches including the making of substitutions
- To make all decisions on match tactics

- To co-ordinate the arrangement of matches and coaching sessions
- To ensure that subs are collected and are paid into the club bank account in accordance with club policies
- To appoint one or more coaches as his/her discretion subject to all necessary qualifications and approvals and a prior interview with the Managers Selection Committee.

Each manager must maintain a current Level 1, CRB, First Aid and Safeguarding Certificate. Each manager must attend at least 6 regular meetings of the meetings of managers held between September and May inclusive. Managers not able to attend other meetings must offer apologies in advance to the Chair and must arrange to be otherwise represented.

Coaches

The primary responsibilities of a coach include;

- Delivering training sessions under the direction of the manager using the planning system outlined in the Level 1 Certificate
- Assisting with other tasks as requested by the team manager
- Publicly supporting all decisions of the team manager

Each coach must maintain a current Level 1, CRB, First Aid and Safeguarding Certificate. Coaches must attend at least 3 regular meetings of the meetings of managers held between September and May inclusive.

Clothing

The club shall provide each manager and coach with appropriate clothing which must be worn on match days and when representing the club on other occasions. No other adult member shall wear club clothing at any time.

13. MANAGERS COMMITTEE

The Managers Committee shall be chaired by the Chair of the Club. The purpose of the Managers Committee includes discussion of the following matters;

- Implementation of Club Policies
- Organisation of Teams & Standards of Play
- Applications to Enter Leagues and Cup Competitions
- Management of Playing Surfaces & Playing Equipment
- Collection of Subscriptions
- Requisition Requests for Subsequent Approval by the Central Committee

13A. MANAGERS SELECTION COMMITTEE

The Club shall appoint a Managers Selection Committee at each AGM. The functions of that committee are to;

- To consider references for prospective team managers, especially where the manager is seeking to move to our club from another
- To offer advice and support to coaches and prospective team managers, including any preparatory action needed in order to be considered for selection as a manager
- To respond to requests for advice and support from team managers

- To agree the criteria by which team managers will be appointed
- To appoint at the end of each season the managers of teams for the next season
- To encourage and support managers to further their coaching abilities through formal and informal learning & development

The Managers Selection Committee shall consist of the following members who shall be appointed automatically by virtue of their position;

- Chair
- Club Welfare Officer
- Small Sided Soccer Co-ordinator

Membership shall also include one team manager and one other adult member elected in a secret ballot at each AGM. Persons so appointed shall serve on the Managers Selection Committee for a maximum period of two years.

Note. This provision shall not apply to managers in post with existing and specific teams as at June 2009. These managers shall remain in post subject to re-election by a vote of all members at each AGM.

13A(1). CODE OF CONDUCT COMMITTEE

The Managers Selection Committee shall also act as Code of Conduct Committee. That committee shall ensure that all players, adult members, managers and coaches sign and then adhere at all times to their respective Code of Conduct. The committee shall meet at the request of the Chair, Vice Chair or Club Welfare Officer. It shall have the power to request at its discretion the attendance and/or written statements of any club member. The committee shall have the power to advise, warn, suspend and/or end the membership of any player, adult member, manager or coach subject that provisions elsewhere in the constitution provide that any such decision may be appealed to the Football Association. The actions of the committee shall be reported to the Central Committee for information purposes only.

13A(2). RESPONSIBILITY FOR FINES

The guardian(s) player, manager or coach charged by the Football Association with any of the offences listed as follows: Dissent by Word or Action, Serious Foul Play, Violent Conduct, Spitting, Using offensive, insulting or abusive language and/or gestures; shall be held responsible without recourse to any appeal for the payment of any fine levied upon the club. Failure to pay those monies within 28 days of the fine being levied shall lead to automatic loss of membership of the club. Any such offence shall be reported for possible further action by the Code of Conduct Committee. The Code of Conduct Committee shall consider all other charges for other offences and shall decide who shall repay any fines levied upon the club or whether the club shall not seek repayment.

13B. SMALL SIDED SOCCER COORDINATOR

The Club shall elect a Small Sided Soccer Coordinator at each AGM. The functions of the Small Sided Soccer Co-ordinator shall be to;

- Ensure consist quality standards of coaching across all small sided soccer teams
- Help identify and coach prospective new team managers under the guidance of the Managers Selection Committee
- Act as the first point of contact on matters of routine with the secretary of the league into which small sided soccer teams are entered (but this shall not include written correspondence)

14. CENTRAL COMMITTEE

The Central Committee shall be chaired by the Vice Chair of the Club. The purpose of the Central Committee is to allow Adult members to play a constructive and full role in the management of the non football related elements of the activities of the Club and to ensure that each team receives equal and fair consideration at all times. Meetings of the Central Committee shall include discussion of the following matters;

- Strategic Oversight of Club Policies
- Management of Finances
- Approval of All Expenditure (above a level agreed by both Committees as de minimus)
- Approval of Requisition Requests submitted by the Managers Committee (above a level agreed by both Committees as de minimus)
- Fund Raising
- Social Activities

15. CORRESPONDENCE

Only the Secretary of the Club shall enter into written correspondence with any outside organisation. The Secretary shall report all correspondence to the relevant committee.

16. FINANCIAL MANAGEMENT

The Club shall operate clear and transparent Financial Policies. These can only be amended at the AGM.

The Financial Year of the club shall be from 1st July to 30th June. Accounts shall be presented to the meeting of the AGM held in the September of each year.

The club shall maintain recognised systems of banking with a nationally recognised bank. The club shall operate a single bank account on behalf of all teams. All bank statements and copies of all orders, invoices cheques etc shall always be open for inspection by any member.

No single team may raise or manage funds for any purpose without prior approval of the Central Committee. Only the Secretary can place an order for any goods and services. No other person shall order goods or services (other than that for goods and services which cost less than the de minimus level as agreed by Managers and Central Committee.) Only the Treasurer can authorise payment of any invoice. All cheques must be signed by at least two club officials.

The AGM shall agree the level and frequency of subscriptions to be paid by

each Player. Players who have been issued with a strip and/or who have been registered to play in a league shall pay exactly the same level of subscriptions. Players shall have their membership revoked if they fail to maintain a full record of subscriptions. It is the responsibility of each relevant Manager to ensure collection of full subscriptions from each Player. Each Manager is responsible for the management and transfer of subscriptions until they are paid into the club bank account.

17. INSURANCE

The club shall hold insurance cover to a level and type as recommended by the Football Association. It is the responsibility of the Secretary to ensure that insurance cover is always maintained.

18. DISSOLUTION

The club may be dissolved at an Extraordinary General Meeting called for that specific purpose if two thirds plus one of Adult members present at that meeting vote in favour of a resolution submitted at least 14 days in advance of that meeting. Should the club choose to dissolve, then subject to the discharge of any outstanding liabilities, any remaining assets shall be transferred to the Football Association on condition that they are spent to benefit the development of football for young people in Kingston Park and the surrounding area.

Ends