

# Astley & Buckshaw Juniors Football Club Constitution



## 1. Name of Club

The name of the club shall be Astley & Buckshaw Juniors Football Club (ABJFC).

## 2. Objective

*The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of football in Astley Village, Buckshaw Village and surrounding areas.*

## 3. Status of Rules

These rules (the club rules) form a binding agreement between each member of the club.

## 4. General Rules and Regulations

- a. The Club shall have the status of an affiliated member of the Football Association (FA) by virtue of its affiliation to the Football Association through County FA affiliation/membership. The Rules and Regulations of the Football Association Limited and Parent County Association and any League or Competition to which the club is affiliated to shall also be incorporated into the club rules.
- b. No alteration to the club rules shall be made except at an Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM) convened for that purpose and only if supported by the majority present at such a meeting.

## 5. Club Management

- a. A Management Committee shall manage the affairs of the club. Except where otherwise stated within this Club Constitution the decision making body shall be the Management Committee.
- b. The Management Committee shall consist of the following Club Officers: *Hon President*, Chairman, Vice –Chairman, Secretary, Treasurer, Child Protection Officer, Press officer and 5 elected Independent Members. Club Team Managers are seconded onto the Committee recognising their particular function in the Club.

The Management Committee shall meet under the Terms of Reference for the committee

All Club Officers shall be elected annually at the Annual General Meeting.

All Club Officers' roles shall be fulfilled under the relevant Terms of Reference for the particular role. . Advice given by officers at this club is incidental to their professional expertise and is not being given in their professional capacity.

## 6. Club Membership

- a. A Club Member shall be deemed to be a Club Officer, Club Team Manager, Club Assistant Team Manager/Coach and one parent or guardian of a Player entered on the current Players Register.
- b. The Management Committee shall have the power to expel a member when, *they have deemed to have broken the FA Respect programme or brought the club into disrepute. A member has the right of appeal.*
- c. A member shall cease to be a member of the club if, and from the date of which, he/she gives notice to the Management Committee of their resignation.
- d. The Club Membership Procedures form part of this constitution.

# Astley & Buckshaw Juniors Football Club Constitution



## 7. Club Finances

- a. A bank account shall be opened and maintained in the name of Astley & Buckshaw Junior Football Club. Designated account signatories shall be the Club Treasurer and other authorised Management and/or Management Committee members. No sum shall be drawn from the club account except by cheque signed by the Treasurer and one other of the designated signatories.
- b. *All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.*
- c. The Club Management Committee shall have the power to authorise payment of remuneration and expenses to any member of the club and to any other person or persons for approved services rendered to the club.
- d. The annual accounts shall be audited by an independent and suitably qualified person appointed by the Management Committee and shall be presented at the Annual General Meeting of the club.
- e. *Application of assets on dissolution - Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.*

## 8. Club Trustees

Club Trustees are members to whom the legal title to property is entrusted to hold or use on behalf of the clubs benefit. Trustees, for the purpose of signing leases or other legal documents, are to be appointed by the Management Committee, as required, with a minimum of two (2) trustees.

## 9. Annual and Extraordinary General Meetings

- a. An Annual General Meeting (AGM) shall be held in June or July in each year to:
  - i. To receive and approve the Minutes of the preceding Annual General Meeting (and Minutes of Extraordinary General Meetings since the preceding AGM if applicable).
  - ii. To receive reports from the Club Chairman, Secretary and Treasurer and adopt the Annual Reports, Balance Sheet and Statement of Accounts.
  - iii. To receive report(s) of the activities of the club over the previous year.
  - iv. Alteration of rules (if applicable) of which notice has been given.
  - v. Elect members of the Club Committees
  - vi. Consider any other business
- b. Nominations for election of Club Officers or as members of Club Committees shall be made in writing and countersigned by the proposer and seconder, both of whom must be existing members of the club, to the Club Secretary, not less than 15 days before the AGM. In the event of there being no nomination for positions on the Club Committees, nominations may be received at the Annual General Meeting.
- c. Notice of any resolutions to be proposed at an AGM shall be given in writing to the Club Secretary not less than 15 days before the meeting.
- d. An Extraordinary General Meeting (EGM) may be called at any time by the Management Committee and shall be called within 28 days of the receipt of the Club Secretary of a requisition in writing signed by not less than three members of the Management Committee, stating the purpose for

# Astley & Buckshaw Juniors Football Club Constitution



which the meeting is required and the resolution or resolutions. Business at an EGM may be any business that may be transacted at an AGM.

- e. A quorum for a Club AGM or EGM shall be 10 members.
- f. A notice period of at least 28 days for the AGM or EGM must be given to each member.
- g. The Chairman or in his/her absence the members present shall appoint a chairman for that meeting shall take the chair at General Meetings. Each member present shall have one vote and simple majority shall pass resolutions. In the event of an equality of votes the Chairman of the meeting shall have a second casting vote.
- h. A person nominated by the Management Committee shall enter Minutes of General Meetings into the Minute Book of the Club.

## 10. Club Discipline

- a. Any member, player or a supporter who, by word, act or demeanour, who is considered to have brought the club into disrepute, will be dealt with by the Management Committee, as required by the club disciplinary procedure.
- b. Where any facility is booked or goods purchased by an Officer, Club Team Manager or Assistant Team Manager, without prior permission from the Management Committee, the Officer or Manager/Assistant Manager will be solely responsible for any finance incurred outside of the clubs agreed allowances and may be liable to club disciplinary procedures.
- c. Procedures:
  - i. The Club Secretary will write to the alleged offender detailing the circumstances and will require an answer within fourteen (14) days, with a copy sent to the relevant Club Team Manager in the case of the alleged offender being a player.
  - ii. If the alleged offender responds, the Management Committee will deal with the situation as necessary. They shall consider all available evidence.
  - iii. Failure of the alleged offender to respond to correspondence of the Club Secretary will result in a further letter being sent to the alleged offender, stating that disciplinary action is being considered.
  - iv. If the alleged offender still does not respond, the Management Committee will deal with the situation as necessary. They will consider all available evidence.
- d. Disciplinary Action may include:
  - Verbal warning
  - Written Warning
  - Severe Reprimand in writing
  - Suspension or a ban from the club
  - Expulsion from the club and informing Lancashire FA
- e. In the event of a severe reprimand in writing or suspension or a ban involving Club Team Management, the Management Committee may, at their discretion, require a change of team management or withdrawal of the team from all competitions and possible expulsion from the club

# Astley & Buckshaw Juniors Football Club Constitution



## 11. Annual Membership Fees, Monthly Subscriptions and Match Fees

- a. An annual membership fee payable by each member shall be determined by annual review by the Management Committee and agreed at the AGM or at a Management Committee before August. The club may have different classes of membership and subscription on a non-discriminatory and fair basis. *The club will keep subscriptions at levels that will not pose a significant obstacle to people participating*
- b. Club Team Managers are responsible for ensuring club membership fees from each member are paid by 1st of the Month, each Month for subscriptions, on match days for match day fees and at signing on for annual membership fees. Fees shall not be repayable unless agreed by the Club Management Committee.
- c. Team players who complete competition Registration form(s) and are entered on the Club Players Register are deemed to have accepted terms of membership and club membership fees are due.

### Current Fees:

Membership - £17.50  
Subscriptions - £13.00 per month  
CLJFL Match Fee - £3 per match  
MLCJFL Match Fee - £2 per match

## 12. Club Team Administration

- a. Any correspondence or contact with Football Authorities (including the FA, County FA, League Management Committee or any other Football Authority) must be made by or under authority of the Club Secretary. The Club Secretary is the official contact between the Club and the Football Authorities. This does not apply to correspondence with League Divisional Secretaries.
- b. Club Team Managers shall manage all correspondence (including email) received from Club Officials and the League Divisional Secretary and other external organisations, promptly and efficiently, and keep adequate records of correspondence.
- c. Club Team Managers shall perform their duties under the Terms of Reference for Club Team Managers.
- d. All fines imposed on the Club by County FA and the Club will initially pay League Authorities. When fines are due to the Club Team Managers failing to fulfil their obligations under the Club Team Managers Terms of Reference the cost of fines will be reimbursed by the Team Manager within 28 days of notification. Failure to reimburse within the stipulated time will result in the cost of fines being deducted from Team Managers expenses and/or disciplinary proceedings at the discretion of the Management Committee.
- e. All fines imposed on Club Players, Club Team Managers or Club Assistant Team Managers or Coaches for cautions, sending off or other misdemeanours will initially be paid by the Club. The player(s) parent(s) or guardian(s) and/or managers concerned are obliged to reimburse the club within 28 days. Failure to reimburse within the stipulated time may result in disciplinary proceedings at the discretion of the Management Committee.
- f. The Management Committee are responsible for appointing Managers to run teams playing for Astley & Buckshaw Juniors FC (Club Teams). The Management Committee may appoint interim Team Managers and Assistant Team Managers to fill vacancies at their discretion. Persons so co-opted will have full voting rights at Managers Meetings.

# Astley & Buckshaw Juniors Football Club Constitution



## 13. Policies

The Club shall abide by the Club Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Open to the whole community without discrimination policy.

The following Club Policies and Codes of Conduct form part of this constitution:

Child Protection Policy  
Open to the whole community without discrimination policy  
Equal Opportunities Policy Football Code of Conduct  
Code of Conduct for Coaches, Team Managers and Club officials  
Code of Conduct for Match officials  
Code of Conduct for Young Players  
Code of Conduct for Spectators and Parent/Carers

In the event that any member feels that he or she has suffered discrimination in any way or that the club policies, rules or codes of conduct have been broken, they should inform any member of the Management Committee or Team Management.

## 14. Sports Equity in Football

Astley and Buckshaw Juniors FC is committed to removing prejudice and discrimination and promoting fairness and correct principles relating to the law and rules of Association Football. The Club encourages best practice in sports equity using FA guidelines

## 15. Club Players Rules

The Club Players Rules form part of this constitution

## 16. Club Insurance

The Club shall hold suitable Insurance for Public Liability, Players Personal Injury and other policies considered necessary at the discretion of the Management Committee.

## 17. Dissolution

A resolution to dissolve the Club shall only be proposed at an AGM or EGM and shall be carried by a majority of at least three-quarters of the members present.

*Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them in related community sports.*

# Astley & Buckshaw Juniors Football Club Constitution



## ABJFC Club Players Rules

All Club Players will play in their own age group and will only be permitted to play in an older age group if authorised by the Management Committee.

Each player will provide suitable football boots and shin guards, which must be worn during each game. The remainder of the kit. (shirts, shorts and socks) will be provided by the Club and must be returned to the Club Team Manager when requested.

All players must wear shirts, shorts and socks provided by the Club in all games including tournaments. The only exceptions to this rule will be:

Where a change of shirt is required by rules of relevant competitions.

Where the Club's Management Committee has previously been contacted and agreed to a request to change any Club Kit.

Any player who is unable to play for his team due to unforeseen circumstances must notify his Manager or Assistant Manager/Coach not less than 24 hrs. prior to the match or within a reasonable time to allow a replacement to be found. This rule also applies to reserves.

The Management Committees revise the Club Membership Fees each year. Members are responsible for paying their fees on time each year to their Team Manager. Failure to do so will be dealt with by the Management Committee under Club Disciplinary procedures.

As the Club relies on membership fees, donations and various methods of fund raising, each member will be required to support fund raising ventures.

If any player is replaced by a substitute during a match, they are expected to acknowledge each other by touching hands in passing if possible. Managers discourage dramatic celebrations on goal scoring e.g. diving on the ground.

All players within the club shall be respectful to Managers and Club and Match Officials on and off the field of play. If a player commits an offence by act, word or demeanour, which contravenes this rule, it will be considered by the Management Committee and dealt with accordingly.

If desirous to leaving the Club each member should carry out the following obligations before leaving:

Give at least 14 days' notice to their team Manager or Club Official. (This will allow for replacement time factor).

Ensure that Membership fees and any other monetary dues are paid up to date.

Hand in any Club property in their possession.

It will be to every players advantage to study the laws of football very closely; it is the opinion of Club Management that you will be better players if you do so.

All Managers, Assistant Managers, members and players are to ensure they adhere to all relevant Club "Codes of Conduct".

# Astley & Buckshaw Juniors Football Club Constitution



## ABJFC Child Protection Policy

In partnership with the Lancashire Football Association, Mid Lancashire Junior Colt League, Central Lancashire Junior League and Lancashire Evening Post Youth League. Astley & Buckshaw Juniors FC is committed to encourage all Club Officials, Team Managers and Coaches to maintain the safest possible environment for young people in which to practice and play football. We have a Child Protection Register and all new Team Managers and Coaches are vetted through either Lancashire Youth Association or the FA CRB scheme.

We adhere to our policy. We do this by:

- Recognising all young people have the right to freedom from abuse.
- Encouraging all Management Committee members to carefully select Team Managers, Coaches and Volunteers and accept responsibility for helping to prevent the abuse of young people in their care.
- Ensuring that Club Team Managers and Coaches attend the FA Child Protection Awareness Course as soon as possible after their appointment.
- Responding swiftly and appropriately to all suspicions or allegations of abuse and by providing parents and young people with the opportunity to voice any concerns they may have.
- Appointing a Child Protection Officer to act as a focal point of contact and encouraging Team Managers, Coaches and Volunteers to direct concerns towards that Officer.
- Ensuring access to confidential information is restricted to the Child Protection Officer and appointed members of the Management Committee or appropriate external agencies. Appointed members to be the Chairman, Team Manager and Secretary.
- Reviewing the effectiveness of our Child Protection Policy and activities at the Club AGM and at Management Meetings.

# Astley & Buckshaw Juniors Football Club Constitution



## **ABJFC Open to the whole community without discrimination policy**

Membership of the Astley & Buckshaw Juniors Football Club (ABJFC) shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.:-

- The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.
- Equality of opportunity at Astley & Buckshaw Juniors FC means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

This includes:

1. The selection of candidates for volunteers
2. Courses
3. External coaching and education activities and awards
4. Football development activities
5. Selection for teams
6. Appointments to honorary positions

Astley & Buckshaw Juniors FC will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs. The club abides by the FA Respect standards.

Astley & Buckshaw Juniors FC supports awareness raising events and activities in order to promote the eradication of all forms of discrimination within football.



# Astley & Buckshaw Juniors Football Club Constitution



## Equal Opportunities Policy

Astley & Buckshaw Juniors FC (ABJFC) is actively committed to equality of opportunity for all its players, supporters, committee members and prospective members of the club.

No proposed player or committee member shall receive less favourable treatment on the grounds of sex, marital status, disability where appropriate, sexual orientation, colour, race, nationality, ethnic or national origins.

No club member shall be subject to victimisation or to sexual or racial harassment.

Every member must follow fair and non-discriminatory practices in their relationships with one another and in the manner in which they treat people whilst engaged in activities with ABJFC. Those in managerial or committee member roles carry a responsibility to ensure that these policies are consistently upheld and applied.

Astley & Buckshaw Juniors Football Club is an equal opportunities organisation.

# Astley & Buckshaw Juniors Football Club Constitution



## FA Football Code of Conduct

Astley & Buckshaw Juniors Football Club endorses the Football Association (FA) General Code of Conduct:

### Community

Football, at all levels, is a vital part of a community. Football will take into account local community feeling when making decisions.

### Equality

Football is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

### Participants

Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. Football is committed to appropriate consultation.

### Young People

Football acknowledges the extent of its influence over young people and pledges to set a positive example.

### Propriety

Football acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practices.

### Trust and Respect

Football will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.

### Violence

Football rejects the use of violence of any nature by anyone involved in the game.

### Fairness

Football is committed to fairness in its dealings with all involved in the game.

### Integrity and Fair Play

Football is committed to the principle of playing to win consistent with fair play.

# Astley & Buckshaw Juniors Football Club Constitution



## Code of Conduct for Club Officials

Set a positive example for others, particularly young players and supporters

Promote and develop the club having regard to the interest of the players, supporters and reputation of the national game.

Show due respect to other officers, team managers and coaches within the club.

Do not use or tolerate inappropriate language.

Do make every effort to develop the sporting, technical and tactical levels of the club and give priority to the interest of the club over individual interests.

Promote ethical principles.

Show due respect to the interests of players, coaches and other officials at Astley & Buckshaw Juniors FC and at other clubs.

Accept the decisions of Competition and Match Officials

Always have regard to the best interests of the club and the game, including where publicly expressing an opinion of the club or the game and any particular aspects, including others involved in the club and the game.

# Astley & Buckshaw Juniors Football Club Constitution



## Code of Conduct for Team Managers, Coaches and Helpers

Be reasonable in your demands on the young players' time, energy and enthusiasm. Remember that they have other interests.

Teach your players that the rules of the game are mutual agreements that no one should evade or break.

In contact games, group players according to age, height, skill and physical maturity.

Avoid over playing talented players.

Remember that children play for fun and enjoyment and that winning is only a part of it. Never ridicule, bully or shout at the children for making mistakes or losing a game.

Ensure that equipment and facilities are appropriate to the age and abilities of all players.

The scheduling and length of practice times and games should take into consideration the child's maturity level.

Develop team respect for the ability of the opponents, as well as for the judgement of referees and opposing coaches.

Follow the advice of a doctor in determining when an injured player is ready to play again.

Remember that children need a Team Manager and/or Coach and or Helper(s) they can respect. Be generous with your praise and set a good example.

# Astley & Buckshaw Juniors Football Club Constitution



## Code of Conduct for Players

Play for the fun of it, not just to please your parents, guardians or coach.

Play by the rules.

Never argue with the match official's decisions.

Control your temper.

Work equally hard for yourself and your team, thus your team's performance will benefit and so will your own.

Be a good sport. Applaud all good play, whether it is by your team or your opponents.

Treat all players as you would like to be treated. Don't interfere with, bully or take unfair advantage of any players.

Remember that the aim of the game is to have fun, improve your skills and feel good. Don't be a show off.

Co-operate with coaches, team-mates and opponents, without them you don't have a game.

# Astley & Buckshaw Juniors Football Club Constitution



## Code of Conduct for Parents/Spectators

Astley & Buckshaw Juniors Football Club endorses the Lancashire F.A. Code of Conduct for Spectators:

Set a good example to young players. (Your conduct and attitude can be copied by them)

Recognise good sporting behaviour. (Show that you appreciate sportsmanship on the field).

Appreciate good football. (Show that you appreciate good football skills by whichever team).

Always consider others. (Even if excited by the game yourself, remember and consider other spectators - young and old).

Learn the Laws of Association Football. (You will appreciate how difficult interpretation can be).

Never use foul or abusive language. (Do not shout abuse at match officials - qualified or club - who have a difficult job to do).

Never take the Law into your own hands. (Let your club or team representative deal with any problems that may arise).

Never be drawn into disputes. (Don't become involved in an argument or dispute with other spectators, players or officials).

Remember that "Walls have Ears" Remarks you make (even in the dressing room) could be detrimental to club or league.

Youth Football is a Game of Enjoyment for the boys and girls. (Support your son or daughter and his/her team in a manner, which will maintain the high reputation that the Lancashire F.A. has acquired for sporting behaviour).