

# **Ardmore Rovers Football Club Constitution**

## **1. The Club**

### **1.1. Name of Club**

- a. The Club shall be called Ardmore Rovers FC and hereinafter referred to as “the club”.
- b. The club colours are maroon and white.

### **1.2. Affiliation**

- a. The club shall be affiliated to:
  - i. The SFAI
  - ii. Dublin & District Schoolboys/Girls League.
  - iii. Leinster Senior League
  - iv. Leinster Football League
  - v. Any other League as decided by a majority of members voting at an AGM or an EGM.

### **1.3. Aims**

- a. To promote and develop the game of Association Football among its members.
- b. To foster a spirit of friendship and good social interaction among its members.
- c. To promote a spirit of equality and non-discrimination among its members and in all its activities.

### **1.4. Ethical Standards**

- a. The Club is community based with an emphasis on participation for all and it is committed to encouraging the highest ethical standards. The club shall be non-denominational, non-sectarian and non-political. All individuals involved in the club should conduct themselves with integrity and in a fair and equitable manner.
- b. The Club is committed to and will abide by all of the Football Association of Ireland's policies and procedures at all times.
- c. All Players must play in their own age group/ year of birth. It is only by agreed exception, such as legacy reasons, that children may play 'up' a year. Parents or Managers cannot unilaterally decide to put children on older age teams. All current and new cases must be agreed by the executive and the Head Coach.

#### **Exceptions**

- i. Manager's sons or Daughters

- ii. Team ages Mixed to form a team at under 8 – However once there are teams at the correct age group the following year they must trial at the correct year
  - iii. Teams mixed to save a team from disbanding – This becomes a legacy reason
  - iv. No soccer at an age group for a player so must play up – this becomes a legacy reason
  - v. Soccer not available at the skill level of a player at own age group so must play up to maintain his/her competitiveness this becomes a legacy reason
- d. All Members joining the Club shall be deemed to accept the terms of this Constitution. They will also be required to conduct themselves in accordance with The Club's Code of conduct, ethical framework and disciplinary procedures.

#### 1.5. Membership

- a. Membership of the club shall be open to players from Bray and the surrounding areas and to others when their membership is considered of benefit to themselves and the club.
- b. Only members, who have paid the appropriate fee and filled up the appropriate Membership / Registration Forms are deemed to be members of the Club.
- c. Team Managers are responsible for ensuring that all their players are properly registered and have their membership paid.

## **2. Management of The Club**

#### 2.1. The General Committee

- a. The management of the club shall be in the hands of the General Committee
- b. The General Committee will consist of the appointed managers, coaches and the elected officers.
- c. All club officers shall be elected at the AGM by the outgoing General Committee.
- d. The General Committee shall endeavour to meet once monthly or at the discretion of the Executive Committee.
- e. A Special Meeting of the General Committee will be convened within 7 days of the date a written request is received by the club secretary. Such a request must signed by 50% of the General Committee.
- f. All votes at the General Committee, not requiring an alteration / addition to the club's constitution and or rules shall be decided by simple majority.

- g. The Committee shall have the power to elect an Executive Committee who will be responsible for the day to day running of the club.
- h. Voting of the General Committee will be by one representative of each team and the elected officers.
- i. A Quorum for voting and decisions will be representatives of 50% of all teams and a minimum of 3 elected officers

## 2.2. The Executive Committee

- a. The Executive Committee shall consist of seven elected officers as follows:
  - i. Hon. Chairperson
  - ii. Hon. Vice Chairperson
  - iii. Hon. Treasurer
  - iv. Hon. Secretary
  - v. Hon. Registrar
  - vi. Children's Officer
  - vii. Parents Representative
- b. The Chairperson of the Executive Committee is the Chairperson of the club.
- c. The Executive Committee may appoint sub-committees and at least one executive committee member shall be a member of any sub-committee formed.
- d. The Executive Committee will prepare an Annual Report for presentation to the General Committee at the AGM

## 2.3. Roles of the Executive Committee Members shall be as follows:

- a. Chairperson
  - i. The term of office for the Chairperson is three years.
  - ii. The Chairperson may serve a maximum of two consecutive terms.
  - iii. The Chairperson shall preside at all Committee meetings; they should ensure that order is kept at all times and that all comments / interventions are addressed through the chair.
  - iv. The Chairperson's ruling on any matter of procedure is final.
  - v. The Chairperson or acting Chairperson of any meeting held in accordance with these rules shall have a casting vote in the event of a tie of votes.
- b. Vice-Chairperson
  - i. The vice-chairperson shall support the Chairperson in their role.
  - ii. In the absence of the Chairperson, the Vice Chairperson shall preside over meetings or if unavailable the Executive Committee may elect a Chairperson for the meeting from among the other members of the Committee in attendance.
  - iii. The Vice-Chairperson shall be elected for a term of three years

- c. Secretary
  - i. The Club Secretary shall be responsible for all secretarial work connected with the Club and shall deal with all correspondence.
  - ii. The Secretary shall convene meetings and prepare agenda for them.
  - iii. The Secretary will take the minutes at each meeting and distribute same at the start of the following meeting.
  - iv. In the absence of the Secretary, a person nominated at the meeting may assume the Secretary's responsibilities.
  - v. The Secretary shall carry out the instructions and the decisions of the General and Executive Committee.
  - vi. The Secretary shall be elected annually at the AGM
- d. Treasurer
  - i. The Treasurer shall keep up to date accounts of the finances of the Club.
  - ii. The Treasurer shall report on a regular basis to the General Committee on the Club's finances.
  - iii. The Treasurer will collect and enter into the accounts of the Club all money and proceeds entrusted to him/her
  - iv. The Treasurer shall prepare Annual Accounts for presentation at the AGM.
  - v. The Treasurer shall be the official signatory, together with either the Chairperson or Secretary, of cheques written on behalf of the Club.
  - vi. The Treasurer shall advise the General Committee and the Executive Committee on matters related to expenditure.
  - vii. The Treasurer shall be elected annually at the AGM
- e. Registrar
  - i. The Club Registrar shall keep the Membership Register and is responsible for ensuring that the Club is up to date in the registration of players in accordance with the rules of affiliated leagues.
  - ii. The Registrar shall be elected annually at the AGM.
- f. Children's' Officer
  - i. The Children's Officer shall have as his/her primary aim the establishment of a child and youth centered ethos within the club.
  - ii. It is the responsibility of the Children's Officer to monitor and regularly report to the Club's Executive Committee and General Committee on how Club is implementing the FAI Code of Ethics & Good Practice For Children's Soccer.
  - iii. The Children's Officer shall deal with matters pertaining to Child Welfare, in the first instance.
  - iv. The Children's Officer shall liaise with Parents Representative
  - v. The Children's Officer shall be elected annually at the AGM.
- g. Parents' Representative
  - i. The Parents' Representative shall represent the Parents of children registered with the Club at the Executive Committee.
  - ii. The Parents Representative shall organize a Parents Committee
  - iii. The Parents' Representative shall be elected annually at the AGM.

#### 2.4. The General Committee

- a. Other Club Officers may be elected by the General Committee to fulfil roles within the club. These Officers will not be members of the Executive Committee but will be members, together with the Executive Committee, of a Management Committee.
- b. The Management Committee will hold regular meetings.
- c. The Executive Committee may co-opt members to the Management Committee.

## 2.5. Annual General Meeting

- a. The club AGM will be held on the second Tuesday of October each year and the Hon. Secretary shall give 28 days' notice of the date and venue for the A.G.M.
- b. The business of the A.G.M. shall be:
  - i. to receive the annual reports of the Executive Committee and the statement of account from the Hon. Treasurer;
  - ii. to elect the Executive Committee and other elected officers.
  - iii. To appoint or confirm Managers as decided by the Executive Committee in accordance with the established procedures.
  - iv. To discuss any other business that is deemed necessary by the Chair of the meeting.
- c. Nominations for Executive Committee positions must be made in writing, to the Secretary, at least 7 days prior to the A.G.M. and must be duly signed by a proposer and a seconder who will be themselves members of the General Committee. Where only one valid nomination is received for a position, the nominee shall be deemed elected unopposed. Should a vacancy occur in the Executive Committee during the season, the General Committee shall appoint one of its members to carry on the duties for the remainder of the season.
- d. All nominees must have a minimum of 2 years' experience as an officer on a committee in order for their nomination to be valid, with the exception of the Parents' Representative, who must be a serving member of the Parents' Committee
- e. At the AGM the voting powers shall be vested in the General Committee
- f. Voting of the General Committee will be by one representative of each team and the elected officers.
- g. A Quorum for voting and decisions will be representatives of 50% of all teams and a minimum of 3 elected officers
- h. A show of hands shall determine all votes, except when members wish a secret vote.

- i. The request for a secret ballot must be approved by the Chairperson
- j. If a secret ballot is approved, this will be conducted by the Secretary
- k. Any member who has a conflict of interest in relation to any matter must declare such conflict of interest to the meeting.

## 2.6. Extraordinary General Meeting

- a. On receiving a request from the Executive Committee or a written request from General Committee representatives of 50% of all teams, the Secretary shall convene an E.G.M. within 14 days of receipt of such a request.
- b. Any such request must state the reason for the holding of the EGM.
- c. The business of the EGM shall be confined to the matters stated in the request only.
- d. At the E.G.M. the voting powers shall be vested in the General Committee
- e. Voting of the General Committee will be by one representative of each team and the elected officers.
- f. A Quorum for voting and decisions will be representatives of 50% of all teams and a minimum of 3 elected officers
- g. A proposal or resolution will be deemed accepted if it secures a two-thirds majority of those present and voting. A quorum for an E.G.M. shall consist of one representative from 50% of the teams.
- h. A show of hands shall determine all ballots, except when members wish a secret vote
- i. The request for a secret ballot must be approved by the Chairperson
- j. If a secret ballot is approved, this will be conducted by the Secretary
- k. Any member who has a conflict of interest in relation to any matter must declare such conflict of interest to the meeting.

## 3. Managers

### 3.1. The Role of the Manager is as follows:

- a. All Managers and their assistants shall operate in accordance with the Code of Conduct for Managers and Coaches in Ardmore FC set out in the Managers and Coaches Handbook.

- b. No person may take charge of a team without the prior approval of the General Committee and without having completed Garda Vetting and a required child safeguarding course
- c. All relevant training, as decided upon by the General Committee or the Executive Committee, must be completed by all Managers.
- d. Any Manager or Assistant Manager who is alleged to be in breach of the rules and/or the code of conduct for Coaches may be required to attend a hearing by the Disciplinary Committee and may be removed from his/her position if the allegation is upheld. The said person will be informed of the reason for this decision in writing and will be entitled to appeal this decision within 7 days to the General Committee.

#### **4. Complaints Procedures**

- 4.1. All informal complaints should be handled by Coaches and Managers at a Team Level.
- 4.2. If a complaint needs to be escalated above Team level it should be treated as a formal complaint.
- 4.3. All formal complaints relating to the Club, Managers, Players, Committee Members, etc., should be referred in writing to the Complaints Officer at [concerns@ardmorerovers.com](mailto:concerns@ardmorerovers.com)
- 4.4. It will be the responsibility of the Complaints Officer to escalate any complaints to the Designated Liaison Person or the Disciplinary Committee, as required.
- 4.5. The Complaints Officer will issue a report on any complaints received that he/she deems should be brought to the attention of the executive and general committees and their resolution.

#### **5. Child Welfare and Protection**

- 5.1. The Designated Liaison Person (DLP) for Child Protection matters is the Club Chairperson
- 5.2. The Deputy Designated Liaison Person for Child Protection matters is the Club Vice Chairperson
- 5.3. All concerns relating to Child Protection and Safeguarding should be referred to the DLP or Deputy DLP
- 5.4. The Club is committed to ensuring that Children, Young Persons and Vulnerable Persons can participate in all football activities in a safe environment and is committed to meeting and adhering to all of the policies and requirements set

out in the FAI Child Welfare and Safeguarding Policy and any subsequent policies set out by the FAI.

## **6. Disciplinary Policy**

- 6.1. The Executive Committee shall appoint a three-member Disciplinary Committee (two members selected from the General Committee and one from the Executive Committee) to investigate all matters of discipline within the Club.
- 6.2. The Disciplinary Committee will be responsible for adhering to the Club's Disciplinary Policy and Procedures
- 6.3. The Disciplinary Committee will be responsible for reviewing all complaints referred to them for consideration by the Complaints Officer, Children's Officer, or by a Team Manager in the case of unsportsmanlike conduct on the field.
- 6.4. The Disciplinary Committee shall have the authority to –
  - a. Suspend a player or member
  - b. Impose fines on players, members and teams
  - c. Impose further sanctions, up to and including expulsion from the Club, where deemed necessary.
- 6.5. A report of all decisions of the Disciplinary Committee shall be presented to the Executive Committee within seven days of the decision.
- 6.6. The Disciplinary Committee's decision may be appealed within fourteen days to the Executive Committee.
- 6.7. The decision of the Executive Committee is final.

## **7. Club Funding & Property Management**

- 7.1. Funding of the Club
  - a. The Club is a non-profit making organisation. All profits and surpluses will be used to maintain or develop the Club's facilities and to carry out its objects. No profit or surplus will be distributed other than to another non-profit making body on a winding-up or dissolution of the Club.
  - b. The main source of funding for the Club will be the membership fees, set annually at the Budget Meeting, which will be the June meeting of the General Committee.
  - c. An annual fundraising event will be arranged by the Executive Committee, or a sub-committee of their choosing, to supplement funding as required.



- d. The management of Club finances is the responsibility of the Treasurer and any additional fundraising activities must be approved by him/her.
- e. All expenditure requires the approval of the Treasurer and must conform to the expenditure policy of the club.
- f. An annual balance sheet of the Clubs financial position will be presented by the Treasurer to the AGM.

## 7.2. Property and Equipment

- a. The club shall have the power to acquire, hold, sell, lease, mortgage or change real and club property. Real property shall not be purchased, transferred, sold, leased, conveyed, mortgaged or otherwise changed, or dealt with, without the consent of an extraordinary or Annual General Meeting (AGM).
- b. A Club Kit and Equipment Officer shall be appointed by the AGM.
- c. The Kit and Equipment Officer shall be a member of the Management Committee.
- d. The Club Kit and Equipment Officer will be responsible for the procurement and management of all Club owned equipment and kit, subject to approval by the Executive Committee in advance of payment.
- e. A stock take of all equipment will be carried out annually and a report on same presented to the General and Executive Committees at the AGM.
- f. All equipment used by teams is at all times the property of the club and must be surrendered if required by the Executive Committee.

## 8. Information, Communications & Data Protection

### 8.1. Information Held by the Club

- a. A database of player information will be held by the Registrar and will include the following information regarding each member:
    - i. Name
    - ii. Age
    - iii. Parent / Guardian
    - iv. Address
    - v. Contact Number
    - vi. Email address
    - vii. Any other information as may be required for membership
- All information will be held confidentially and will only be used for the purposes of managing players and membership details.

- b. Information relating to player numbers and profiles will be shared with the FAI and other affiliated leagues as required; no information will be shared except for the purposes of registration.
- c. In the event that a player ends their membership with the Club, that player's information will be removed from this database within 28 days of a player leaving the Club

## 8.2. Communications

- a. The Executive Committee will appoint the Communications Officer
- b. The Communications Officer is responsible for the management of communications by the Club and the promotion of the Club.
- c. All Social Media accounts associated with the Club will be managed by the Communications Officer in line with the FAI Policy on Social Media
- d. Permission will be obtained from all parents/guardians prior to the posting of any images of players
- e. No manager, coach or player will be deemed to be speaking on behalf of the Club unless they have the permission of the Communications Officer or the Executive Committee
- f. A database of contacts for the purposes of communicating information relating to events and promotions, separate to the membership database, will be managed by the Communications Officer. This database will include confirmation that all people listed have consented to being included within this database.
- g. The Communications Officer is a member of the Management Committee

## 8.3. Data Protection

- a. The Club is committed to Data Protection and adheres to all the requirements of the General Data Protection Regulation

## 9. Adoption

- 9.1. This constitution supersedes all previous constitutions. Any rules, regulations, codes of practices of the club, minutes and resolutions of the Management Committee sanctioned prior to the enactment of this constitution and inconsistent therewith are hereby repealed and declared null and void.
- 9.2. The decision of the General Committee on all matters not covered within this document shall be final.

- 9.3. Any disputes regarding the interpretation of club rules shall be determined by the General Committee at an Extraordinary General Meeting (EGM) or an Annual General Meeting (AGM).
- 9.4. The constitution and or the rules of the Club cannot be annulled, altered or added to except at the A.G.M or at an EGM convened for that purpose. Such alterations / additions must be forward to the Secretary at least 14 days prior to the AGM and circulated to the General Committee before the meeting. Such alterations / additions require a two-thirds majority of those present and voting.

## **10. Dissolution**

- 10.1. 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.
- 10.2. The dissolution shall take effect from the date of the resolution and the members of the Executive Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- 10.3. If, upon the winding up or dissolution of the Club, there remains, after the satisfaction of all its debts and liabilities, any funds, equipment or property whatsoever, the same shall be transferred to some other organisation or organisations having similar objects to the Club, such organisation or organisations to be determined by the General Committee of the Club by resolution passed at an AGM or specially convened EGM.