

THE CONSTITUTION OF
BARTESTREE FOOTBALL CLUB
(Founded 1992)

1) Name.

The name of the Club is '**Bartestree Football Club**' and is herein after called 'the Club'. The Club shall be affiliated to the Herefordshire Football Association. The official Club colours are Black and White.

2) Objectives

The Club's primary objective shall be to provide Association Football, coaching and personal development for all the playing members, plus social activities as deemed desirable by the General Committee.

3) Equity.

The ethos of the club is to generate an atmosphere and environment where young players can develop their skills and enjoy the game in a friendly non-competitive environment until such time that they are mature enough to take part in competitive fixtures and leagues. The emphasis must always be on development, enjoyment, fair play and fostering team spirit rather than simply being winners. Bartestree football club has an open policy enabling equal opportunities for players of any age, ethnic background or ability. Bartestree Football club will comply by the codes of conduct and good practice included in this constitution

4) Officers.

There are 7 clearly designated roles of Officers within the club.

The Officers are as follows :-President, Chairman, Vice Chairman, Secretary, Treasurer, Fixture Secretary and Child Protection Officer.

The appointment to these positions shall be by election from the membership at the Annual General Meeting.

Team Managers will be appointed by the General Committee for each year from U 9's through to Senior teams, plus as many managers as is appropriate to represent the 5-9 year old age range dependent on membership.

Each Team Manager can appoint his own Assistant or Joint Manager, with the Committee's approval. (For a list of the duties and responsibilities of each Officer, see separate document).

5) General Committee.

The club shall be controlled by the General Committee all of whom shall be elected at the Annual General Meeting. The overall committee comprises of the places on the Committee with the remaining places being made up from Club members so that the Committee as a whole represents a good cross-section of all the playing ages within the club.

In addition to the members so elected to the General Committee the Committee may appoint separate committees from members. Such members shall be entitled to vote at meetings of the Committee. All members of the General Committee shall by definition be Full members of the Club and as such shall be entitled to vote.

Any vacancy which occurs on the Committee during the season may be filled by the Committee, and the member appointed may hold office until the next Annual General Meeting, at which point he must stand for election to the position if he wishes to continue. The Committee shall meet on no less than 6 occasions throughout the season to maintain the welfare of the club, at dates agreed by the Club Chairman as he sees fit. The proceedings at such meetings shall be duly recorded by the Secretary. At such meetings of the General Committee 7 members inclusive of the Club Chairman (or Vice Chairman) and Secretary shall form a quorum. The General Committee should represent the club at all times when dealing with all official bodies over club matters but all correspondence must be directed through the Club Secretary.

6) Powers of the Committee.

- a) To appoint such sub-committees as may be deemed necessary from time to time, and shall receive reports from such sub-committees at its meetings.
- b) To fill such vacancies as may arise in its constitution between Annual General Meetings.
- c) To declare a seat vacant should a member be absent from 3 consecutive meetings without an explanation deemed to be satisfactory.
- d) To employ and pay any person or persons to carry out work for the club.
- e) To purchase, lease, rent, hire or otherwise acquire any property for the promotion of the objectives of the Club and may construct, maintain and alter any buildings necessary for the work of the Club.
- f) to make regulations for any property which may be so acquired.
- g) To sell, let, mortgage, dispose of or turn to account, any or all of the property or assets of the Club, subject to such consents as may be required by law.
- h) To borrow or raise money for the said objectives of the Club and on such security as shall be deemed necessary, subject to such consents as may be required by law.

The property, assets and finances of the club shall be vested in the General Committee. All members of the committee have equal voting rights with any split decision to be decided by the casting vote of the Club Chairman.

7) Discipline

A disciplinary sub-committee formed from members of the General Committee shall be convened as necessary. They shall have the powers to fine or suspend players and to prevent parents from attending matches should it become necessary. The committee shall have power to recommend for expulsion any member deemed guilty of conduct deemed prejudicial to the good name of the club. (See Membership)

8) Suitability of Individuals.

In the interests of all the membership any person connected with the club in any capacity, including helpers, will be submitted for positive vetting by the police, or any other appropriate body, as to their suitability to be working with children. The decision of the General Committee will be final.

9) Membership.

- a) Playing membership shall be open to players aged from 5 years upwards currently registered with the Club, and who pay subscriptions as determined by the General Committee. Playing membership shall be approved by the Club Secretary. A register of all playing members of the club, will be kept by the Secretary at all times. Membership of the junior section of the club is open to both boys and girls, although Football Association and League rules can govern the appearance of girls in matches after reaching a certain age. All playing members within the junior section of the club will be deemed to be junior members of the Club. Junior members shall not be entitled to vote.
- b) Full membership of the Club shall be open to any parent/guardian of a current playing Member.
- c) Associate members (i.e. not necessarily parents of playing members) may be granted membership of the Club at the discretion of the General Committee.
- d) Full members shall be entitled to vote at meetings of the Club. Associate members shall not be entitled to vote.
- e) The General Committee will have the final decision if necessary, over the movement of playing members between teams within the club when their age makes them eligible for both. They shall decide in the best interests of the player and the club.
- f) The General Committee shall have the right to expel any member from the Club -
- i) To expel a member from the Club, a minimum of 5 members of the General Committee familiar with the circumstances, shall inform the Club Secretary in writing. The Secretary shall then communicate with the member (so that he may have the opportunity to explain or resign) and shall call a meeting of a subset of the General Committee which is empowered to make the decision. The subset shall comprise 5 members of the General Committee including the Vice Chairman. The Secretary shall also attend in a non-voting capacity. If the majority of the 5 members of the Committee present vote for his expulsion the member shall be expelled. Any member so expelled shall have the right of appeal exercisable by notice in writing to the Club Secretary within 14 days of expulsion. If such an appeal is made the member will be summonsed within 21 days to attend a meeting of a second subset of the General Committee and explain his case. The second subset shall comprise a different 5 members of the General Committee including the Chairman. The Secretary shall also attend in a non-voting capacity. If a majority of the 5 members of the Committee present vote for his expulsion then it shall be confirmed. If not confirmed the member shall be reinstated.
 - ii) Any member expelled in accordance with the rules or otherwise ceasing to be a member of the Club shall forfeit all such rights to or claim upon the Club or its property or funds as he otherwise would have by reason of his membership. He shall not be entitled to any return of subscription and shall immediately become liable to pay any monies outstanding at that time

10) Training Subscriptions.

The subscription for each playing member shall be agreed by the General Committee at the start of each season

Subscriptions are due on and for each training session participated in by the playing member.

The secretary has the discretion to waive subscription fees for specific members in exceptional circumstances or cases of hardship. Any such decisions must be recorded and made available to the General Committee for inspection.

In the event of non-payment of subscriptions within 1 month, an individuals' membership can be terminated.

11) Additional Subscriptions

Subscriptions for players taking part in competitive games such as league fixtures or cup competitions where additional expenses will be incurred (e.g. Referee's fees) plus registration fees for acceptance into such leagues and competitions shall be raised from the specific members concerned. The actual costs can vary dependent on age group and league, and shall consequently be decided by the General Committee at the start of each season.

12) Insurance.

The General Committee will ensure that an insurance policy is in place and paid for prior to the commencement of every season which covers 2 managers/trainers and registered players from each team against bodily injury whilst playing, training, travelling to/from organised fixtures.

Note: An individual policy taken out by the Football Association will cover the club for Public Liability.

13) Duration of Season.

The General Committee will agree the operating dates for each season but in principle the club will typically close down during the summer for approximately 8 weeks during June and July and for approximately 2 weeks over the Christmas and New Year periods.

14) Annual General Meeting.

The Annual General Meeting shall be held not later than the end of August each year. The Secretary shall give a minimum of 14 days notice of such meeting to all members. The Financial Statement and Secretaries' report shall be received by the Meeting which will also elect the Officers and General Committee by ballot, appoint auditors and transact any other business. All serving Officers wishing to continue for an additional term must be re-elected.

Only full members aged 18 and over have the power to vote.

Items which fall under the heading of 'Any Other Business' which will require a vote by the membership should be submitted in writing to the Secretary at least 7 days prior to the meeting.

Any items raised after such a date, or at the meeting itself, shall only be accepted with the approval of the Club Chairman.

15) Extraordinary General Meeting.

An Extraordinary General Meeting may be convened by the General Committee when deemed desirable and also on the written request of at least 5 full members. The secretary shall give 7 days notice to all members of such a meeting at which 12 voting members shall form a quorum.

16) Finance.

The General Committee shall ensure that a proper Book of Accounts be kept and that it is independently audited by a properly qualified person on an annual basis. The auditor shall audit, then certify the annual statement of accounts and balance sheet before they are issued. Official receipts for all monies received shall be signed by either the secretary or treasurer. The General Committee shall authorise all cheques to be signed by at least 2 of the 3 named signatories at all times. The 3 named signatories must all be members of the General Committee.

The club will operate one general bank account, however some fundraising activities may be run on a joint basis.

17) Club Property

No member shall, without the consent of the General Committee, take away or permit to be taken away, damage or destroy, any property belonging to the Club.

18) Alteration to the rules.

No alteration to these rules shall be made except at an Annual General Meeting or at an Extraordinary General Meeting convened for that purpose, and in both cases only if supported by at least 60% of those voting members present at such meeting.

19) Rules and Constitution

A copy of the Rules and Constitution of the Club shall be available to all members on request from the Club Secretary.

20) Members bound by Rules

Every member shall be bound by, and submit to, the rules as laid down in the Constitution of the Club.

21) Complaints

All complaints of any kind should be made in writing to the Club Secretary. If he is unable to deal with them he shall submit them to the General Committee whose decision shall be final. In no incidence shall any Club member assume responsibility to directly reprimand any other member. Any member wishing to complain about a third party external to the Club (i.e. such as Officials, Referees, Managers, visiting Supporters etc.) must without exception do so via the Club Secretary.

.22) Other Business

Any matters not governed by the foregoing Rules shall be dealt with by the General Committee, the decision of such body shall be final and binding.

23) Dissolution

- i) A resolution to dissolve the club shall only be proposed at a General Meeting and shall be carried by at least three quarters of the members present.
- ii) The dissolution shall only take effect from the date of the resolution and the members of the committee shall be responsible for the winding up of the assets and liabilities of the club.
- iii) Any surplus assets remaining after discharge of the debts and liabilities of the club shall be disposed of in a way that can benefit future sporting activities by another body of in conjunction with agreements between local bodies and parent Associations to be utilized to the benefit of the game.

24) Interpretation

The use of the word 'he' within this document is assumed to be interchangeable with the word 'she' in all cases. For any differences in playing restrictions between boys and girls see Membership section 9a.

For the interpretation of this Constitution the Interpretation Act 1978 shall apply as it applies with interpretation of an Act of Parliament

Bartestree Football Club

Roles and Responsibilities of Officers

1) President

- To be an active and enthusiastic figure-head for the club.
- To represent the club at all levels and act as ambassador at all times.
- To assist with the running of the club at all levels.
- To act in an advisory capacity to the club as a whole, and the Committee in particular.

2) Club Chairman

- To actively lead the club forward into the future.
- To be responsible for the direction, policy and image of the club.
- To act as Chairperson for the General Committee.
- To ensure that the General Committee fulfills all its responsibilities and commitments.
- To ensure that the Constitution of the club is maintained at all times.
- To act as a focal point for all members and parents and be available accordingly.
- To represent the club with the leagues, Referees Society and F.A. etc. at all times.
- To assist with the arrangement and execution of any club organised social activities

3) Vice-Chairman

- To assist the Chairman in the running of the club.
- To act as deputy for the Chairman as and when appropriate.
- To assist with the arrangement and execution of any club organised social activities

4) Secretary

- To be responsible for all aspects of membership as defined in the Constitution.
- To keep adequate and appropriate records of all meetings and decisions.
- To arrange the dates, times, places and agendas of all meetings.
- To ensure all members are informed of all meetings on a timely basis.
- To produce and issue a newsletter on a periodic basis to keep all members up to date.
- To act as liaison person with all team managers for arrangement of fixtures.
- To liaise with all opposing clubs over fixtures, venues, referees, kits etc.
- To arrange referees for all home league fixtures
- To represent the club with the leagues, Referees Society and F.A. etc. at all times.
- To assist with the arrangement and execution of any club organised social activities.

5) Treasurer

- To maintain an accurate and up to date Book of Accounts at all times
- To be responsible for all moneys paid into and out of the club at all times.
- To keep and issue appropriate receipts for all transactions.
- To make the accounts available to the General Committee and auditor(s) on request.
- To actively make it his/her business to ensure all financial activity is handled properly.
- To assist with the arrangement and execution of any club organised social activities.

6) Child Protection Officer

- To be responsible for the processes required under current CRB practices.
- To maintain details of club individuals in accordance with current CRB practice
- To maintain current child protection policy issues in accordance with FA policy
- To ensure members are fully updated with the latest child protection requirements
- To conduct investigations into any report of child protection issues.
- To act as adviser and member of the disciplinary committee in any reported incidents

7) Fixture secretary

- To ensure all league teams are fully informed regarding league and cup fixtures
- To liaise with league and FA officials regarding proposed changes to fixtures

Roles and Responsibilities of Officers (Cont.)

8) Team Manager (League side).

- To represent the interests of his squad within the structure of the club.
- To conduct training sessions so as to adequately prepare the squad for competition.
- To maintain good standards of behaviour and discipline within the squad.
- To make every attempt to ensure the safety of his squad at all times on and off the field.
- To be responsible for team selection for all fixtures.
- To attempt to give the less able players in the squad every opportunity to develop too.
- To be responsible for the management and condition of the designated kit(s).
- To ensure, with the secretary, that all fixtures are properly arranged, and completed.
- To be responsible for all aspects of league membership.
- To attend league meetings on behalf of his squad and the club in general as required.
- To ensure adequate availability of players to fulfill all fixtures.
- To ensure adequate transport facilities are in place for all away fixtures.
- To ensure collection of match subscription fees, fines and payment of referees.

To communicate the results of all games and produce match reports after home fixtures.
To assist with the arrangement and execution of any club organised social activities.

9) Team Manager (Non-League side).

To represent the interests of his squad within the structure of the club.
To conduct training sessions in keeping with the ethos of the club.
To make every attempt to ensure the safety of his squad at all times on and off the field.
To attempt to develop all players within his care to the best of their potential.
To ensure that all players are given the chance to play as a priority over results.
To maintain good standards of behaviour and discipline within the squad.
To ensure adequate availability of players to fulfill any fixtures.
To be responsible for team selection for any arranged fixtures.
To be responsible for the management and condition of any designated kit(s).
To ensure, with the secretary, that all fixtures are properly arranged, and completed.
To ensure adequate transport facilities are in place for any away fixtures.
To communicate the results of all games and produce match reports after home fixtures.
To assist with the arrangement and execution of any club organised social activities.

Bartestree Football Club - Child Protection Policy

As part of our club's quest to attain Football Association Charter Status, and in particular to develop a culture within the club in which children and young people can participate in football in a safe and enjoyable environment, the Board have created the position of Child Protection Officer. I have been invited to fill this position, and have accepted the challenge of ensuring that all youngsters associated with our club can enjoy their sport in a quality and protective environment.

It is a requirement of the Football Association that all affiliated bodies (of which we are one) that provide the opportunity to work with children and young people up to the age of eighteen, include in their constitution a policy statement and a clear commitment to child protection.

Bartestree FC's policy statement is as follows: -

"Every child or young person who plays or participates in football at Bartestree FC will be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of all adults involved with our Club

"Bartestree FC recognises its responsibility to safeguard the welfare of all the children and young people belonging to the club, by protecting them from physical, sexual and emotional harm, and from neglect or bullying. The club is determined to meet its obligation to ensure that it does so to the highest possible standard of care.

"This policy and any associated procedures apply to anyone at the club, whether in paid or voluntary positions, and include referees, club officials, coaches or other helpers in whatever capacity.

"Bartestree FC will consider, having taken advice, whether anyone who has a previous criminal conviction or caution for offences relating to the abuse of children or young people, violence or any sexual offences, should be excluded from working with the children and young people associated with the club. This position is reinforced by UK legislation and guidance, and will be assiduously applied by the club."

The key principles underpinning this policy are:-

- The child's welfare is, and must always be, the paramount consideration.
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

The clubs Child Protection Designated Person will:-

- Receive child protection training, and subsequently deliver within the club, the relevant quality assured awareness programme to all adults involved with the supervision of, or inter-action with, children and young people of the club. This will ensure that such adults can demonstrate best practice and promote ethics and high standards within the area of child protection at Bartestree FC.

The training referred to above will allow the Child protection Designated Person and other adults involved in the supervision of your children to ensure that the correct action is taken if there are any concerns about the welfare of any child or young person associated with our Club

You should rest assured that non-action is not an option in Child Protection.

Disclosure Procedure

The following points are guidance for managers and assistants dealing with disclosure.

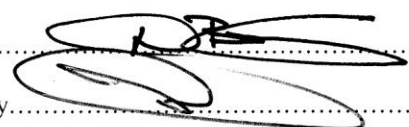
- 1) Do not promise confidentiality
- 2) Explain who you have to tell and why
- 3) Listen without displaying shock or disbelief
- 4) Accept the statements made
- 5) Allow the child to talk freely, limit questions and speak only to clarify
- 6) Do not make suggestions, excuses or introduce own ideas
- 7) Do not alter the child's account by condemning or criticising the suspected person
- 8) Inform club child protection officer and club chairman immediately.
- 9) If an adult raises a child protection issue re direct them to the club child protection officer / club chairman

Equality

- 1)
- 2) The aims of this policy are to communicate the commitment of the management to the promotion of equality of opportunity in Bartestree FC
- 3) It is our policy to provide equality to all, irrespective of:
- 4) Gender, including gender reassignment
- 5) Marital or civil partnership status
- 6) Having or not having dependants
- 7) Religious belief or political opinion
- 8) Race (including colour, nationality, ethnic or national origins)
- 9) Disability
- 10) Sexual orientation
- 11) Age.
- 12) We are opposed to all forms of unlawful and unfair discrimination. All players, assistants and coaches who work are involved with this club will be treated fairly and will not be discriminated against on any of the above grounds.
- 13) Decisions about selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

Signed

David Blankley, Chairman.....



.....Dated.....

25.01.2013

David Price: Club Secretary.....



.....Dated.....

29.01.2013