



Chelmsford City Youth Football Club Constitution & Club Rules 2022-2023

1. Name

- i. The Club shall be called Chelmsford City Youth Football Club (the "Club").

2. Extent of Authority

- i. The Club is formed as a subsidiary of the Charitable Incorporated Organisation number 1168434 also known as Chelmsford City Youth Football Club (the "CIO")
- ii. Irrespective of other provisions in the Club Constitution, the Club and its Members shall at all times follow the lawful instructions of the CIO Trustees in all matters relating to the Club.

3. Objective

- i. The Objective of the Club shall be the same as the Objective of the CIO namely "to advance amateur sport for the public benefit, in particular but not exclusively by the provision of facilities for children living in and around Chelmsford in Essex to participate in local club football."
- ii. For the time being, the Club shall deliver these objectives through the provision of youth football training, football matches and entry of football teams into appropriate local youth leagues.

4. Status of Rules

- i. These Rules (the "Club Rules") form a binding agreement between each member of the Club.

5. Rules and Regulations

- i. The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of the following: the Charity Commission; The Football Association Limited ("The FA"); County Football Association to which the Club is affiliated ("Parent County Association"); and Competitions in which the Club participates, for the time being in force.
- ii. The Football Association and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.
- iii. The Club will abide by The FA's Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

6. Club Membership

- i. The members of the Club from time to time shall be those persons listed in the register of members (the "Membership Register") which shall be maintained by the Club Secretary.
- ii. Any person who wishes to be a member must apply on the designated Membership Application Form and submit it to the Club.
- iii. All memberships shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time.
- iv. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in place from time to time.
- v. Membership shall become effective upon an applicant's name being entered in the Membership Register and any payment due being received.
- vi. In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- vii. The FA and Parent County Association shall be given access to the Membership Register on demand.
- viii. Membership is granted subject to the applicant agreeing to abide by the Club Rules and Codes of Conduct that are in place from time to time. Failure to abide by the Club Rules and Codes of Conduct may result in suspension or expulsion of the Member.
- ix. Membership consists of the following categories:
 - a. Players – individuals playing in a team who are correctly registered with the Football Association and with the League in which the team is playing and for whom confirmation of such registration has been received
 - b. Parents – the parent(s) or legal guardian(s) of a Player.
 - c. Team Official – an individual who is involved with the running of a team and who has been registered with the Club and the Football Association as such.
 - d. Committee Member – an individual who is involved with the running of the Club, and who has been appointed using the procedures laid out within this Constitution.



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- e. Club Member – any other individual that does not fit any of the other membership categories
 - x. With the exception of the Club Officers, no Member shall enter into any form of agreement (commercial or otherwise) in the name of the Club, nor make any commitment on behalf of the Club, nor sign any contract or any other document in the name of the Club.
- 7. Annual Membership Fee and Subscriptions**
- i. An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Fees shall not be repayable.
 - ii. Team Officials who are not Parents and Club Committee members who are not Parents shall not pay a membership fee.
 - iii. The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.
 - iv. Payment of any membership fee or subscription does not infer or create any entitlement, right of access or ownership of property.
 - v. Payment of membership fees and further subscription fees shall be in the form and at the time required by the Club Treasurer.
 - vi. Members, including Players whose Parent is making payments for them, who are in arrears may be required to pay the remainder of their subscription in full and at the discretion of the Club Treasurer will be suspended from participation until such payment has been received or the arrears have been repaid in full.
- 8. Resignation and Expulsion**
- i. A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.
 - ii. The Club Committee shall have the power to expel a member when, in the Committee's sole opinion, it would not be in the interests of the club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.
 - iii. A member who resigns or is expelled shall not be entitled to claim any, or any share of, any, of the income and assets of the Club (the "Club Property").
- 9. Club Committee**
- i. The Club Committee shall consist of the following Club Officers: Chairman, Vice Chairman, Treasurer, Secretary, Child Welfare Officer and up to five (5) other members, all elected at an Annual General Meeting ("AGM").
 - ii. Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two (2) positions of Club Officer at any time.
 - iii. The Club Committee shall be responsible for the management of all the affairs of the Club.
 - iv. The Club Committee shall not enter into any contract or agreement with a duration of greater than one season without seeking approval from the Trustees of the CIO.
 - v. Decisions of the Club Committee shall be made by a simple majority of Club Committee members
 - vi. The Chairman of the Club Committee (or their nominated deputy) shall have a casting vote in the event of a tie.
 - vii. Meetings of the Club Committee shall be chaired by the Chairman or in their absence the Vice-Chairman or nominated Officer.
 - viii. The quorum for the transaction of the business of the Club Committee shall be three (3).
 - ix. Decisions of the Club Committee shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
 - x. Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than four (4) meetings per year.



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- xi. An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between AGMs shall be filled by a member proposed by one (1) and seconded by another one (1) of the remaining Club Committee members and approved by simple majority of the remaining Club Committee members.
- xii. Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules, subject to approval by the Trustees of the CIO
- xiii. The position of a Club Officer shall be vacated if such a person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

10. Annual and Extraordinary General Meetings

- i. An Annual General Meeting shall be held in each year to:
 - a) receive a report of the activities of the Club over the previous year;
 - b) receive a report of the Club's finances over the previous year;
 - c) elect members of the Club Committee;
 - d) elect Team Managers for the forthcoming season;
 - e) determine membership fees for the forthcoming season;
 - f) agree the constitution for the forthcoming season;
 - g) any other resolutions submitted in writing as outlined below
- ii. Serving Officers and Committee Members shall be eligible for re-election without formal proposal
- iii. Nominations for election to a vacant position can be made at the meeting and shall have a proposer and seconder
- iv. The positions of Chairman and Secretary shall be elected before all other positions.
- ii. Except for vacant positions, nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by a proposer and seconder (both of whom must be existing members of the Club) to the Club Secretary. Unless otherwise stated in the AGM notification, nominations for election must be made at least 21 days prior to the date of the AGM
- iii. Notice of any resolution to be proposed at the AGM shall be made in writing to the Club Secretary. Unless otherwise stated in the AGM notification, proposals for resolutions must be made at least 21 days prior to the date of the AGM
- iv. At the discretion of the Elected Officers, current Team Managers up to and including the U18 age group shall be eligible for re-election without formal proposal to the equivalent position in the age group above their current age group
- v. Anyone who wishes to be considered as a Team Manager for the following season must be present, or otherwise represented, at the AGM. No-one may represent more than one team.
- vi. An Extraordinary General Meeting may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than fifteen percent of current and paid-up members, stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
- vii. The Secretary shall arrange to send to each member at their last known email address written notice of the date of a General Meeting (whether an AGM or an EGM) together with any resolutions to be proposed at least 10 days before the meeting.
- viii. The quorum for any General Meeting shall be a minimum of three (3) Club Committee members.
- ix. The Chairman, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes, the Chair of the Meeting shall have a casting vote.
- x. The Club Secretary, or in their absence a member of the Club Committee, shall make a record of the Minutes of General Meetings.

11. Club Teams



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- i. The Club Committee shall appoint a Club member to be responsible for each of the Club's football teams (the "Team Manager"). The Team Manager shall be responsible for managing the affairs of the team.
- ii. The Team Manager shall be accountable to the Club Committee for the conduct and behaviour of the team, its players and spectators.
- iii. Subject to approval by the Club Committee, the Team Manager may appoint one or more Team Coaches or Team Assistants.
- iv. All Team Managers, Coaches or Assistants (the "Team Officials") shall be deemed to be representatives of the Club and the Club Committee shall evaluate their suitability and ongoing involvement with the Club from that perspective.
- v. Team Officials are expected to contribute positively to the operation of the Club and its standing in the community. This includes, but is not limited to, active participation in fund-raising activities; communicating information to their team and parents in a timely manner; encouraging player development; generally conducting themselves in a proper and appropriate manner when engaged in Club activities.
- vi. Once appointed, Team Officials shall become members of the Club if not otherwise already joined. Team Officials will cease to be members if removed from their position, or as otherwise provided for in this Constitution.
- vii. The Committee and Team Managers shall convene as requested by the Committee (typically once per month) during the football season, and as required by the Committee outside of the football season, to receive updates from the Committee and discuss matters arising. Every team must be represented by the team manager or a nominated individual who may not be representing another team. Attendance at these meetings is mandatory for all teams, and any team not represented shall incur a fine of £25 that will be payable by the Team Manager.

12. Club Finances

- i. It is the role of the Club Treasurer to administrate the financial arrangements of the Club, which includes Teams and Players.
- ii. Teams may not arrange to receive payments from any source or collect money in any form without the prior approval of the Club Committee.
- iii. Any payment or money received by a Team must be passed onto the Club Treasurer without delay.
- iv. Teams may seek sponsorship to pay for additional equipment or clothing for the benefit of the team, subject to the following provisions.
 - a) Any sponsorship must be paid to the Club who will administrate the sponsorship on behalf of the team.
 - b) The Club may impose a levy of up to 10% of the sponsorship monies as a contribution to central funds for the benefit of the Club, save where the sponsorship is used to pay for items normally provided by the Club.
 - c) Teams must seek and receive approval from the Club Treasurer prior to sponsor-funded expenditure.
 - d) Assets acquired via sponsorship shall be deemed to have been purchased by the Club and shall be the property of the Club.
- v. At least one bank account shall be opened and maintained in the name of the Club (the "Club Accounts")
- vi. Designated account signatories on all Club Accounts shall be the Club Chairman, the Club Secretary and the Club Treasurer as a minimum. Only Club Committee members shall be designated account signatories.
- vii. No sum shall be drawn from the Club Accounts unless approved by two of the designated account signatories, save for the use of debit cards which may be provided to the designated account signatories for expenses pertaining exclusively to Club business that shall be reported back to the Treasurer via receipts issued by the supplier.
- viii. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Accounts.



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- ix. All assets purchased using funds in the Club Accounts shall be the property of the Club (the "Club Property")
- x. The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceedings arising from the sale of Club Property to members is prohibited.
- xi. The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
- xii. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, and other benefits to its membership that are compatible with the Club's Objectives.
- xiii. The Club may also in connection with the purposes of the Club:
 - a) sell and supply food, drink and related sports clothing and equipment;
 - b) employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;
 - c) pay for reasonable hospitality for visiting teams and guests; and
 - d) indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- xiv. The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six (6) years.
- xv. The Club shall prepare annual accounts in such format as shall be required by the Charity Commission from time to time. These accounts shall be verified as required by Charity Commission rules and submitted as part of the Annual Return of the parent CIO.
- xvi. The Club shall prepare an annual "Financial Statement" in such format as shall be available The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at a General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

13. Club Property

- i. The Club Property, other than the Club Accounts, shall be vested in not less than two (2) and not more than four (4) custodians, one of whom shall be the Treasurer (the "Custodians"), who shall deal with the Club Property as directed by decisions of the Club Committee, and entry in the Minute Book shall be conclusive evidence of such a decision.
- ii. The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- iii. On their removal or resignation, a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.
- iv. The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

14. Dissolution

- i. A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by the majority of at least three-quarters of the members present.
- ii. The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- iii. Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them related to community sports.



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This Constitution was adopted at the Club AGM on 29th June 2022

A handwritten signature in black ink, appearing to read 'Mark Davidson', with a long horizontal flourish extending to the right.

Mark Davidson

Chairman