



# **THAMESVIEW FOOTBALL CLUB - CONSTITUTION**



**NAME:** - The Club shall be called "Thamesview Football Club" (TFC) and shall be affiliated to the Kent County Football Association (KCFA / KENTFA).

**OBJECT:** - The Club's objective is to provide Association Football for its members and such recreational pursuits as may be deemed desirable by the Clubs governing body, hereafter called the Committee.

**OFFICERS:** - The Club officers shall consist of:-

- Chairperson
  - Vice Chairperson
  - President
  - Vice President
  - Treasurer & Assistant
  - Secretary & Assistant
  - Welfare / Charter Standard Officer & Assistant
  - Social Secretary & Assistant
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- All officers shall be elected at the Annual General Meeting (AGM) with the exception of President and Vice President. The President and Vice-President shall be elected for a two-year period, but on alternate years to each other. Nominations for elected officers of the Club will be invited one calendar month before the date of the AGM and then closed a week prior to the AGM. Nominees must be suitably proposed and seconded. This procedure does not prevent nominations being made and accepted at the AGM.
  - On an annual basis, the Secretary and Treasurer will have administration costs paid for as agreed by the committee

**CHILD WELFARE:** - Any matter pertaining to child protection /welfare MUST be reported to the Club Welfare Officer IMMEDIATELY. TFC will follow the guidelines set out by the FA in relation to all the Welfare policies listed below and any incidents relating to these policies will be investigated following the procedure guidelines set out for the club:

- Anti Bullying
- Equality Policy
- Child Protection
- Social Networking Policy

**COMMITTEE:** - TYFC shall be controlled by a Committee consisting of elected officers of the Club and as many Committee members as necessary, who will be elected at the AGM. Duties are as laid out in the Committee Policy (attached document) which will be reviewed at the AGM if necessary.

**MEMBERSHIP:** - The Secretary shall keep a register of all club members (players and committee members) which upon request by FA / KCFA or MMYL must be in turn sent to them.

- New members should be brought to the next monthly meeting and voted on by the committee and subject to a CRB check/attendance at courses shall be given the clubs relevant documentation and sign a declaration to abide by the rules.
- In the event a committee member resigns then him/hers name is to be removed from the membership register.

**COMMITTEE MEETINGS, AGM & EGM:** - The Committee shall meet once a month or at the discretion and convenience of the serving Committee. The AGM shall be held between playing seasons i.e. after last games are played and before new season registrations are submitted. The meetings process is addressed in the Meetings policy and includes AGM & EGM details (attached document) and will be reviewed at the AGM if necessary.

**DISSOLUTION:** - In the event that the club ceases to exist, all assets will be distributed to a club with similar aims and objectives or back to the governing body so that they may distribute them in this manner.

**POWERS OF THE COMMITTEE:** - The property and or assets of TYFC shall be vested in the Committee.

- The Committee have the power to appoint sub committees for fund raising and social events as deemed necessary.
- All subcommittee decisions / findings must be reported back to the Committee and their approval sought before implementation.
- The Committee shall have the power to suspend or expel any members considered guilty of any conduct prejudicial to the good name of TYFC, or any of the Football Associations ruling bodies.

**MANAGER'S REPORTS:** - It is the responsibility of each Team Manager to bring to the attention of the Committee incidents prejudicial to the good name of TFC.

- Incidents of a serious nature should be reported to the Secretary as soon as possible. EVERY incident that could jeopardize the good name of the club MUST be reported to the Secretary immediately, including cautions and sending offs.
- Within 48 hours of any incident, a written account should be sent directly to the Secretary.
- The Documents named 'Club Guidance' and Managers Responsibilities detail the roles & responsibilities of new Committee members and Managers, a copy of which will be given to new managers upon joining TFC.
- TFC Managers must supply a match card or duplicate match card to the Assistant Secretary on the day of the match.

**DISCIPLINE:** - A disciplinary panel has been formed consisting of the Vice Chairman and various age group managers to hear and discuss all conduct prejudicial to the rules laid down by the Club, MMYL and KCFA, as directed by the Committee.

- If anyone is brought in front of the discipline committee has connections to any member of that committee or could be deemed not to be impartial, then that committee person will not take part in any discussions surrounding that incident.
- The right of appeal is available to the Committee.
- If a player continually fails to attend training and/or matches, they will be sent an initial letter requesting de-registration.
- If a satisfactory reason is not given for attendance and continued registration with the Club, it may be at the main committee's discretion that the player be de-registered from the club.

**FINANCE & SUBSCRIPTIONS:** - The elected Treasurer, representing the Committee, shall keep proper record books of accounts. The FINANCE & SUBSCRIPTIONS POLICY outlines accounts procedures and subscriptions rulings (attached document) which will be reviewed every year.

**REGISTRATIONS:** - Registration forms must be submitted when requested by the secretary.

**ATTENDANCE AT EVENTS:** - Prior approval must be granted by the Committee for any tournament, event or social occasion where the name of TFC is being used. It is expected that ALL committee members and team members support and attend organised events, unless having previously informed the Social Secretary of their non-attendance.

**FUNDRAISING:** - All fundraising (including individual squad fundraising i.e. tea bars & bus stops) must be paid in to the club and put through the club accounts. Money raised by these activities for an individual squad will then be available for that squad to benefit from. Any gifts / donations to TFC will be distributed accordingly after the committees' approval.

**KIT/EQUIPMENT:** - See the Kit & Equipment Policy for more information (attached document) which will be reviewed at the AGM if necessary.

**TRAINING / DEVELOPMENT:** - See the Training & Development Policy for more information (attached document). This will be reviewed at the AGM if necessary

**GENERAL BUSINESS:** - Any matters not covered by the foregoing Constitution shall be dealt with by the Committee, decision of which will be final and binding.