



Bromyard Football Club Constitution and Rules



1. Name of the Club

The club shall be called Bromyard Football Club

2. Objects of the Club

The objects of Bromyard Football Club (the Club) are:

- a. to provide all Playing Members with the opportunity to play organised football, in a safe environment;
- b. to encourage the personal development of all Playing Members;
- c. to encourage such other appropriate sporting and leisure activities as the Committee of the Club shall deem to be appropriate;
- d. to provide such social activities as the Committee of the Club shall deem to be appropriate; and
- e. to encourage community participation in the activities of the club.

3. Ethos of the Club

It is intended that the Club will operate in an atmosphere and way that enables all Playing Members and all others associated with the Club to develop their personal, inter-relational and sporting skills and to enjoy sport in a friendly environment emphasising the importance of enjoyment, fair play, team spirit and mutual respect for each other, members of other teams, those involved with the club and the community in general.

4. Affiliations

The Club affiliation is to the Herefordshire Football Association (HFA). The Club will also be affiliated to whichever League the teams are permitted to play in by the HFA.

5. Status of the Constitution and Rules

This Constitution and Rules forms a binding agreement between the Club and each Playing Member of the Club, each Parent / Carer of a Playing Member under the age of 18 and who has signed a membership application form, and each Associate Member. The terms used within it are defined at various points throughout the Constitution and Rules and will be interpreted accordingly.

6. Membership of the Club

- a. Membership of the Club shall be open to anyone interested in the playing of football or the support of activities for the young people in the community upon application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to the availability of resources and facilities may be made at the discretion of the Committee on a non-discriminatory basis.
- b. The Club will have different classes of membership and subscription which will be operated on a non-discriminatory basis. Subscriptions will be kept to levels that do not pose a significant obstacle to participation in the Club.
- c. There shall be three principle forms of membership:
 - i. **Playing Membership** - this shall be open to any person currently registered with the Club, and who has paid the annual subscription, as determined by the Committee, and who has signed and returned the Club Code of Conduct document (referred to as a "Playing Member"). Playing Membership shall be approved by the Club Secretary. A register of all Playing Members of the Club (the Membership Register), will be kept by the Secretary at all times. Playing Membership is open to everyone, although Football Association and League rules can govern

whether or not a side can be a mixed sex side and in such cases the Club will abide by Football Association and League rules.

- ii. **Full Membership** - this shall be open to any Playing Member who is aged 18 years or over, any parent, guardian or carer of a current Playing Member under the age of 18, or an elected Officer of the Club, even if that Officer is not a Playing Member or the parent/guardian of a current Playing Member (referred to as a "Full Member").

Full Members who are Playing Members aged 18 years and over or who are the parent, guardian or carer of a Playing Member under the age of 18 will be required to sign the Membership Application Form and Club Code of Conduct (and in the case of a parent, guardian or carer of a current Playing Member under the age of 18 in respect of each Playing Member for whom he or she is responsible) and will be expected to ensure that the Playing Member's annual subscription has been paid in full and that all match fees due from the Playing Member have been paid as required and are up to date. They will not, however, otherwise be required to pay any additional subscription in respect of their Full Membership. Where a Playing Member is under the age of 18, there can only be one Full Member in respect of that Playing Member. However, in a family with more than one Playing Member, both parents can be Full Members in respect of a different Playing Member.

Where a Playing Member attains the age of 18 during their period of membership then at such time they shall become a Full Member and their parent/guardian will cease to be a Full Member and unless also a Playing Member in their own right or an Associate Member.

- iii. **Associate Membership** - anyone who is not a Playing Member, the parent, guardian or carer of a Playing Member, or an Officer of the Club but who is aged 18 years or over may be granted associate membership of the Club at the discretion of the Committee on a non-discriminatory basis (referred to as an "Associate Member"). Each Associate Member shall complete such Associate Membership Application Form as shall be approved by the Committee and pay such annual subscription as determined by the Committee from time to time.

The term "Member" shall include a Playing Member, Full Member and an Associate Member.

- d. The Committee shall have the final decision, where necessary, as to the movement of Playing Members between teams within the club and as to the eligibility of any Playing Member to play in any particular team (regard being had to Football Association and League rules governing the appearance of girls in matches after reaching a certain age).
- e. Any Member shall cease to be a member of the club from the date on which he or she gives notice to the Committee of his or her resignation. The Committee shall have the power to deem that any Playing Member whose annual subscription is more than three months month overdue, or whose match fees are more than two months in arrears, has resigned.
- f. The Committee shall have the right to warn any individual Member as to their future conduct. The Committee shall also have the power to suspend or expel a Member from the club if, in the opinion of the Committee, it would not be in the interests of the Club for them to remain a Member. In the event that a member is suspended or expelled they may appeal against such a decision in accordance with the Complaints Procedure in force from time to time.
- g. In the event that a Playing Member under the age of 18 gives notice of his or her intention to resign from the Club, or is expelled from the Club, the Full Membership of their parent / guardian or carer shall also come to an end unless that Full Member is also themselves a Playing Member, the parent / guardian or carer of another Playing Member under the age of 18 who has not resigned or is an Officer of the Club. In the event that a Full Member resigns from or is expelled from the Club and that Full Member is also the parent / guardian of A Playing member under the age of 18 then the membership of the Playing Member for whom they are the parent / guardian or carer must also come to an end unless an alternative parent / guardian or carer is prepared to become a Full Member of the Club.
- h. A Member who resigns, is deemed to have resigned, is suspended or who is expelled shall not be entitled to any refund of subscriptions that may have been paid nor to any share in any property or assets of the Club. Any outstanding subscriptions or other payments shall immediately become payable and may be recovered by the Club as a debt.
- i. In the event of a Member's resignation or expulsion, his or her name shall be removed from the Membership register.
- j. The Football Association and the HFA shall be given access to the Membership Register on demand.

7. Management of the Club

- a. The Committee shall be responsible for the management of the Club. The Committee shall consist of:
 - i. a Chair, Secretary and Treasurer (together referred to as the Club Officers);
 - ii. the President;

- iii. representatives from each team who will normally be the Managers, Coaches and Administrators for those teams.
 - iv. Such additional persons as the Committee shall from time to time choose to co-opt, for example a Groundsman and Child Welfare Officer.
- b. In addition to the appointed Committee there shall be a President of the Club. The President shall be appointed by the Committee, whose decision shall be final, and who need not draw upon one of their own number or from existing Members for that appointment.
- c. The Committee shall be responsible for the management of all affairs of the Club and in particular shall have the following powers and responsibilities:
- i. to apply, act upon and enforce the Constitution and Rules and also to have jurisdiction over all matters of the Club;
 - ii. the power to co-opt members to serve on the Committee and set up any sub committees that may be deemed necessary at any time, to ensure the smooth running of the Club, including fund raising and social events;
 - iii. to appoint the manager, coach and administrators for each team. Note that each team must have at least one member of their management team who has attained at least Level 1 certificate in Football Coaching (as approved by HFA);
 - iv. to ensure all adults regularly working with Children have been suitably CRB checked;
 - v. to co-opt the Club Welfare Officer and Groundsman on to the Committee;
 - vi. as it may deem necessary, to fill any vacancies that may occur;
 - vii. to deal with disciplinary matters;
 - viii. to act upon a Committee Member failing to satisfactorily attend to the business or correspondence of the club or League;
 - ix. to recommend the level of membership fee for ratification by the committee;
 - x. to undertake to abide by all rules of the respective leagues as and when applicable;
 - xi. to adopt and require adherence by all Members to any Code of Conduct or rules for the good running of the Club;
 - xii. to ensure that all persons associated with the Club observe at all times the clubs adherence to equality and diversity;
 - xiii. to employ and pay any person or persons to carry out work for the Club, in particular, but not limited to, pitch and ground maintenance, external coaching and secretarial duties;
 - xiv. to reimburse travelling and other out of pocket expenses to anyone who has provided a service to the Club;
 - xv. to subsidise club members up to the value of 100% of the cost for any training courses undertaken in the interests of the Club or its Members;
 - xvi. to purchase, lease, rent, hire or otherwise acquire any property for the promotion of the Objects of the Club and to construct, maintain, alter or dispose of any buildings or property of the Club;
 - xvii. to make regulations as to the use of any property referred to in xvi. above;
 - xviii. to borrow or raise money with the purpose of fulfilling any of the Objects of the Club and to give appropriate security for the same;
 - xix. to ensure the appropriate insurance is in place;
 - xx. to arrange for the construction and maintenance of a web site for the purposes of promoting the Club and for informing Members and others of the activities of the Club;
 - xxi. to do all such other acts, and to take all such other decisions, as the Committee shall deem to be appropriate for the furtherance of the Objects of the Club.
- d. Decisions of the Committee shall be made by a simple majority of those attending the Club Committee Meeting. The Chair of the Club Committee (or such person as is acting in place of the Chair in the event that he or she is not present) shall have a casting vote in the event of a tie.
- e. A quorum for the transaction of any Club business at any meeting of the Committee shall be four members of the Committee.

- f. Minutes of the meetings of the Club Committee shall be recorded into a Minute Book which shall be retained by the Secretary. All Committee Meetings will commence with the approval of the minutes of the previous Committee Meeting and will be signed as such by the Chair of the meeting at which they are approved.
- g. Any member of the Club Committee may call a meeting of the Club Committee by giving the other Committee members not less than seven clear days notice of their intention to do so. The Club Committee shall meet at least four times in every calendar year.
- h. Any outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises may be filled by a Member (either Full or Associate) proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members. A Playing Member is not entitled to be a member of the Club Committee.
- i. In the event that any Committee Member shall be absent without adequate explanation from 3 consecutive Club Committee Meetings, the Club Committee may declare that their seat on the Committee be deemed vacant and may then take steps to fill that vacancy in accordance with the provisions set out in i. above.
- j. Save as provided in any other rules to which the Club is subject, the Club Committee shall have the power to decide all questions and disputes arising in relation to any issues concerning the Club Constitution and Rules.
- k. The Committee may, in its absolute discretion, decide to waive, reduce or postpone the payment of any annual subscription , match fee or other payment due from a Member if it genuinely believes that the person to whom the payment relates is having difficulty making the appropriate payment.

8. Diversity

- a. The Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by everyone, equally. The Club is committed to confronting and eliminating discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.
- b. Equality of opportunity at the Club means that in all activities it will not, subject to Football Association and League rules governing the appearance of girls in matches after reaching a certain age, discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.
- c. The Club will adopt and adhere to the Football Association Equal Opportunities and Anti-Discrimination policies and in doing so will appoint a designated person to ensure that the policies are carried out at all levels.
- d. The Club commits itself to the immediate investigation of any claims of discrimination towards any Members and where such is found to be the case, a requirement will be issued that the practice cease forthwith, that restitution of damage or loss (if necessary) is made and to the investigation of any Member accused of discrimination.

9. Players

- a. Playing Members will adhere to individual league rules in respect of their age groups.
- b. Managers must strive to play Playing Members within their own age group.
- c. Providing this is within their League rules, if a Manager requires a Playing member from a higher or lower age group both managers must agree to the request. However, in the event that the Playing member is under the age of 18 it is the decision of the Full Member responsible for that Playing Member as to whether that Playing Member is able to play in a different age group team.
- d. Arbitration shall be dealt with by the Committee, their decision will be binding.
- e. The Club will play in the relevant leagues appropriate for its teams and in doing so will affiliate as appropriate. The Club will also compete in other competitions as the Committee deems appropriate.
- f. In the event that any Playing Member is disciplined then:
 - i. if the Playing member is aged 18 years or over he or she shall be solely responsible for any consequences which ensue;
 - ii. if the Playing member is under the age of 18 then the parent, guardian or carer for that Playing Member shall be solely responsible for any consequences which ensue.
- g. Any Playing Member awarded with a returnable trophy must return it prior to its being presented to another player, whatever

the relevant interval.

- h. The Club will make and foster close links with other local clubs and organisations and with local primary and secondary schools in the area to encourage participation in football generally and in the activities of the Club in particular.
- i. It is the policy of the Club that any Playing Member will be eligible to train with the club, regardless of their ability but it will be up to the individual team managers as to whom they choose to play in matches and for how long. Any Playing Member aged 18 years and over or any parent, guardian or carer of a Playing Member under the age of 18 who feels that they or the Playing Member for whom they are responsible is being unfairly treated by a team manager may raise the matter in writing with the Committee who will look into the matter for them. In this regard the decision of the Committee is final.

10. Codes of Conduct

To encourage a high standard of behaviour amongst Playing Members, coaches, managers, team officials, parents and supporters, the Club has adopted a number of Codes of Conduct, based upon those issued by the Football Association. Those Code of Conduct are:

- a. Code of Conduct for Players
- b. Code of Conduct for Coaches, Team Managers and Club Officials
- c. Code of Conduct for Spectators and Parents/Carers

All codes of Conduct are available from the Club Secretary on request or can be found on the Club Website.

All Members, Coaches, Team Managers, Club Officials, Spectators and other parents, guardians and carers are required to abide by the provisions of these Codes at all times. Failure to do so may lead, at the discretion of the Committee, to the expulsion from the Club of the person failing to do so.

11. Discipline

- a. Managers are initially responsible for discipline within their teams. However, no manager or official can cancel a Playing Member's membership without reference to the Committee. In all cases the Playing Member or the parents, guardians or carers of a Playing Member under the age of 18, have a right to a personal hearing by the Committee. The Committee must be kept fully informed of all disciplinary matters.
- b. In the event that a disciplinary issues arises, the Manager of the team in which the offending Playing Member plays will speak to the Playing Member and, if appropriate and the Playing Member is under the age of 18, the parent, guardian or carer of the Playing Member, regarding his or her behaviour and will explain what is expected of the Playing Member and how the behaviour of that individual falls below that which is expected.
- c. If the behaviour of the Playing Member does not improve, the Manager will again speak with the Playing member or if the Playing Member is under the age of 18, the parent, guardian or carer of that Playing Member and may, if it is thought to be necessary, suspend the Playing Member for a period of no more than four weeks. The Manager must report this suspension to the Committee at the earliest available opportunity.
- d. If the behaviour of the Playing Member still does not improve, or if the behaviour of the Playing Member is sufficiently grave as to warrant more than the maximum four week suspension, then the Manager must raise the issue with the Committee who may exercise its power to suspend or exclude the Playing Member. Before doing so, however, the Committee must offer the Playing member or if the Playing Member is under the age of 18, the parent, guardian or carer of the Playing member the opportunity of a meeting with the Committee to put their side of the matter. However, following such meeting, the decision of the Committee will be final.
- e. In the event that a Playing Member is sent off for violent conduct or for swearing, then, in addition to any other penalty which might be imposed, that Playing Member will automatically miss the next game. A second offence will result in missing two games and a third offence will be treated as a disciplinary matter warranting the Playing Member being suspended from the Club. The provisions set out in d. above will then apply.

12. Complaints Procedure

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, or that they have been unfairly treated in any way either by a manager, coach, Club Official, parent guardian or carer of another Playing Member or another Playing Member, then the following steps will be followed:

- a. the person making the complaint should put their complaint in writing to the Secretary or another member of the Committee stating:
 - i. the nature of the complaint and where appropriate when and where it occurred;
 - ii. any witnesses to the incident;
 - iii. the names of anyone else known or believed to have been treated in the same way;
 - iv. whether a similar complaint has been made previously and if so the outcome of that report;
 - v. a preferred solution.
- b. the Committee will act upon the complaint within 14 days of its receipt.
- c. the Committee shall have the power to :
 - i. warn any Member as to their future conduct;
 - ii. suspend a Member in the light of their findings;
 - iii. expel a Member in the light of their findings.

13. Responsibilities of Managers

- a. Each Manager (or Coach or Administrator if appropriate) for each team must carry details of their Playing Members to all matches and to abide fully by the rules of the league in which they play;
- b. Each Manager (or Coach or Administrator if appropriate) for each team must inform the Committee of all proposed matches, tournaments, competitions and other similar events as soon as they become aware of the same. Each must seek authority for the purchase of any equipment (note provisions as to float for small purchases set out below).
- c. Membership fees and Membership Application Forms shall be collected no later than the first of October in each year (or when received in respect of any Playing Member joining the team during the course of a season) and must have been received before a Playing Member is allowed to play for his/her team (membership must be paid before a player is allowed to play for insurance purposes). Membership fees and Application Forms must be passed to the Committee as soon as is reasonably practical.
- d. Match fees will be collected from each Playing Member on the days upon which they play. A record of payments will be kept upon the Match Fees Form approved by the Committee and the record, together with the payments received, will be paid to the Committee. With the exception of payments made to the referee (which should be recorded on the Match Fees Form) the Manager should not keep back money to pay for anticipated purchases but should request moneys for such purposes from the Committee.

14. Finances and Property

- a. All monies and properties within each team belong to the Club.
- b. Each Team Manager (or other responsible person) will be provided with a sum of money to act as a float for the purchase of small, day to day items. Receipts should be obtained for all payments from that float and submitted to the Treasurer when a request is made for the float to be topped up.
- c. All membership fees should be passed to the Treasurer as soon as possible after their receipt.
- d. All match fees, less any sums paid to match officials on the day of the match, should be passed to the Treasurer as soon as possible after their receipt.
- e. At the end of the season, all outstanding monies shall be handed to the Treasurer together with any outstanding receipts.
- f. The Treasurer is responsible for the issue of receipts and invoices where applicable.
- g. The Treasurer shall present a balance sheet at each Committee meeting.
- h. People subsidised by the Club for courses must do minimum of two years service after the payment is made, or any monies paid may be asked to be repaid in part or whole.
- i. The property and funds of the Club cannot be used for the direct or indirect private benefit of any Members other than as

reasonably allowed by these Rules and all surplus income or profits belong to the Club.

- j. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- k. The Club may, in connection with the sports purposes of the Club:
 - i. sell and supply food, drink and related sports clothing and equipment;
 - ii. employ Members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee;
 - iii. pay for reasonable hospitality for visiting teams and guests;
 - iv. indemnify the 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).

15. Safeguarding

- a. The Club recognises its responsibility to safeguard the welfare of all Playing Members. In particular the Club recognises its responsibility to safeguard the welfare of all Playing Members under the age of 18 by ensuring that they are not physically, emotionally or sexually abused and are protected from neglect and bullying.
- b. All incidents and accidents, whether they involve injury or not, should be reported by Managers to the Committee so that it may be logged and, where appropriate, investigated.
- c. In the event that an incident occurs, the well-being of the Playing Member must at all times be of paramount importance to all Managers and Club Officers.
- d. In the event that an incident occurs which results in an injury, the following procedures must be observed:
 - i. The responsible person (Manager, Coach or other person) in charge of the team at the time of an incident or accident resulting in injury must ensure that the Playing Member is given adequate first aid if required.
 - ii. If the Playing Member is injured or in any other way harmed by the incident, the responsible person must make it their priority to ensure that the Playing Member receives such treatment, attention or other care as is appropriate in the circumstances even if that means requesting that the game be cancelled;
 - iii. If the Playing Member is under the age of 18, the responsible person must notify the parent, guardian or carer of the that Playing Member (if not present), or the alternative contact if the parent, guardian or carer cannot be contacted, of the nature of the incident at the earliest available opportunity;
 - iv. If the Playing Member is aged 18 years or over, the responsible person must ensure that he or she is either able to look after themselves or that a friend or member of the family is able to take care of them following the incident.
 - v. Details of the incident should be reported to the Club Secretary within 24 hours of the incident.
 - vi. The Team Manager must contact the Playing Member or the parent, guardian or carer of the a Playing Member under the age of 18, after 24 hours to ascertain the well-being of the Playing Member.

16. Winding Up

- a. The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.
- b. The Committee will then be responsible for the orderly winding up of the Club's affairs.
- c. After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
 - i. to another Club with similar sports purposes which is a registered charity and/or
 - ii. to another Club with similar sports purposes which is a registered CASC and/or
 - iii. to the Club's governing body for use by them for related community sports.

17. Signing

These rules were initially approved by the Club Committee on 16 October 2011 and passed to be brought into force forthwith by the Elected Officers of that meeting and, amendments having been put to and agreed by the Committee on the 25 September 2012.