

The following Club Rules for unincorporated organisations (CASC Compliant) were

adopted 24 MAY 2017 (date)

Signed: [Signature] Name Tony Bower Chairman

Signed: [Signature] Name GRU GILVETT Secretary

1. Name

The Club shall be called Crowborough Athletic FC (the "Club").

2. Objects

The Objects of the Club are to provide facilities for, and to promote community participation in the amateur sport of Association Football in Crowborough and surrounding districts.

3. Status of Rules

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

4. Rules and Regulations

(a) 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 Regulation of 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.

(b) No proposed alteration to the provisions set out herein shall be effective unless the proposed alteration has been approved in writing by The Football Association Limited 14 days or more before the day on which the alteration is proposed to take place,

(c) The Club will also 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.

5. Club Membership

(a) 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.

(b) Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However limitation of membership according to available facilities is allowable on a non-discriminatory basis.

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(c) The Club shall be a members club and subject to Rule 6, consist of Ordinary, Playing and Temporary members as follows:

- i. Ordinary members shall be members of the Club over the age of eighteen.
- ii. Playing members shall be players of teams registered with the Leagues and coaches assigned to such teams by the Club Committee.
- iii. Temporary members shall be players who have signed Club membership forms but are not registered with the Leagues (e.g when attending training, a friendly fixture sanctioned by the FA, Club Academy / Soccer School, etc.).

(d) The Club Committee may refuse membership only for good cause such as conduct or character likely to bring the sport or Club into disrepute. Appeal against refusal may be made to members.

(e) Any person who wishes to become a member must apply on the Membership Application Form and deliver it to the Club Secretary. Membership shall become effective upon an applicant's name being entered in the Membership Register (subject to Rule 6).

(f) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

(g) The FA and Parent County Association shall be given access to the Membership Register on demand.

(h) Only Ordinary members have the right to vote at Annual or Extraordinary General Meetings of the Club and are eligible to for nomination as a Club Officer or Committee Member.

6. Annual Membership Fee

(a) 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. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable. Membership shall be valid from 1 August to 31 July. Applications for membership are suspended from the date of announcing an AGM/EGM until that meeting has taken place.

(b) 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.

7. Resignation and Expulsion

(a) 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.

(b) The Club Committee shall have the power to remove a member from membership only for good cause such as conduct or character likely to bring the Club or sport into disrepute. An appeal against such a decision may be made to the members.

(c) 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").

8. Club Committee

(a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary, and up to five (5) other members, all elected

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at an Annual General Meeting ("AGM").

(b) 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. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting will not ordinarily vote but shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairperson or in their absence the Vice Chairperson. The quorum for the transaction of the business of the Club Committee shall be five (5).

(c) Decisions of the Club Committee shall be entered into the Minute Book of the Club to be maintained by the Secretary or a committee member appointed as Minutes Secretary).

(d) 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.

(e) 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.

(f) 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.

(g) 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.

(h) The Club Committee may task any Club Officer or Committee Member with chairing working groups (such as meetings of the appointed football managers, fiesta organisers, etc.) and reporting back to the Club Committee to inform the decision making process concerning affairs of the Club.

9. Annual and Extraordinary General Meetings

(a) An AGM shall be held in each year to:

- (i) receive a report of the activities of the Club over the previous year;
- (ii) receive a report of the Club's finances over the previous year;
- (iii) elect members of the Club Committee; and
- (iv) consider any other business.

(b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting.

(c) An EGM 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 five members, stating the purposes for which the Meeting is required

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and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.

(d) The Secretary shall send to each member at their last known home or email address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.

(e) The quorum for a General Meeting shall be 8.

(f) The Chairperson, 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 Chairperson of the Meeting shall have a casting vote.

(g) The Club Secretary (or a committee member appointed as Minutes Secretary) shall enter the Minutes of General Meetings into the Minute Book of the Club.

10. Club Teams

At its first meeting following each AGM, the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.

11. Club Finances

(a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be determined by the Club Committee but shall include the Chairperson and the Club Treasurer. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

(b) The Club Property shall be applied only in furtherance of the objects of the Club. All surplus income or profits are to be reinvested in the Club. If the Club has any income, profits, gains or other funds which the Club committee considers not to be needed to meet the Club's short term needs for providing facilities and participation then the Treasurer may deposit or invest those funds after taking appropriate professional advice. The Treasurer will report back to members at least annually on the performance of any such investments and review the Club's investments in the light of its financial needs for providing facilities and participation.

(c) No surplus income, profits or assets shall be distributed to members or third parties.

(d) 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.

(e) 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 Corporation Tax Act 2010 and Finance Act 2010.

(f) The Club may also in connection with the sports purposes of the Club:

(i) sell and supply food, drink and related sports clothing and equipment;

(ii) 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;

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- (iii) pay for reasonable hospitality for visiting teams and guests; and
- (iv) 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).
- (g) 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.
- (h) The Club shall prepare an annual "Financial Statement" in such format as shall be available from 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.
- (i) The Club Property, other than the Club Account, shall be vested in not less than two (2) and not more than four (4) Trustees, 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.
- (j) The Trustees 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.
- (k) On their removal or resignation, a Trustee shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Trustee or the existing Trustees 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 Trustee, any Club Property vested in them shall vest automatically in the surviving Trustees. If there is only one surviving Trustee, an EGM shall be convened as soon as possible to appoint another Trustees.
- (l) The Trustees 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.

12. Change of Club Legal Structure / Dissolution

- (a) Subject to Rule 4(b), the Club, its assets and liabilities may be reconstituted as a corporate body should a motion to do so be passed by a simple majority of ordinary members present at an AGM or EGM.
- (b) 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 ordinary members present.
- (c) 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.
- (d) Upon dissolution of the Club any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be given or transferred to another registered community amateur sports club, a registered charity or the FA for use by them in related community sports.

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