



CUCKFIELD COSMOS FOOTBALL CLUB - CLUB CONSTITUTION

(Updated June 2019 and agreed at the June 2019 Cosmos committee meeting and approval at 2019 AGM)

1. The 'Club' shall be known as Cuckfield Cosmos Football Club (hereafter referred to as 'The Club') and will include teams playing as Cuckfield Cosmos, United, Athletic or Rovers. Teams will participate in competitive Youth Leagues and/or Cup competitions where appropriate. The Club colours shall be yellow and black and there will be a designated team kit.

OBJECTIVES OF THE CLUB

2. The Club's objectives are to:
 - (i) Introduce children between the age of five and 18 years, from Cuckfield and the surrounding catchment area, to the basic skills and techniques of football and to further instil the ideals of sportsmanship, fair play and team spirit; [SEP]
 - (ii) Provide the necessary framework and opportunity whereby competitive football can be provided for the members of the Club to participate in youth football controlled and/or administered by Sussex County Football Association and/or any other affiliated organisation. [SEP]

MEMBERSHIP OF THE CLUB

3. The Club shall be open to all applicants and in all its activities will not discriminate, or in any way treat anyone less favourably on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, religion, belief or disability. Members of The Club will also abide by The Club's Safeguarding Children Policies and Procedures, Codes of Conduct and Equality Policy.
4. Youths and children who have had completed Registration accepted by the Club, shall be members of the Club. Membership of the Club is automatically extended to Parents and Guardians of those youths and children who have had completed registration accepted by the Club. Membership shall also include Lead Coaches, Assistant Coaches, members of the Management Committee and the Officers of the Club. Membership shall be subject to renewal at the commencement of each football season. Parents or Guardians shall have full voting rights, one vote per person at the Annual General

Meeting or any EGM. Youths and young people under the age of 18 are not entitled to vote.

5. Payment of subs will be primarily performed via the clubs on-line Pitchero system. They can be paid in full via the system or cash or cheque to the squad manager. Where members are unable to pay in full at the start of the season a 4 monthly payment scheme is in place. Payments must be started by early August and will finish in November therefore by the time the season starts 2 payments must be received for the player to be able to play. Full payment or part payment must be received by the first league or cup fixture of the season to be able to play, unless the parent has spoken to the manager to explain their circumstances, whereby the manager can use their discretion on payment terms.
6. Temporary Registrations forms are required to be completed by any new players and in particular for summer training and the initial weeks of each new season.
7. Membership of the Club can also be conferred upon adults or youths not officially registered with the Club, subject to them being proposed and seconded by a member of the Management Committee and securing a two-thirds majority vote of all Members attending an Annual General Meeting. The Club shall be open to all and in all its activities will not discriminate, or in any way treat anyone less favourably on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, religion, belief or disability.
8. Parent/Guardian voting rights are automatically withdrawn upon the cancellation of their offspring's/charge's registration with the Club. In the event that their offspring/charge remains registered with the Club through to under 18 level, membership voting rights are automatically withdrawn after the Annual General Meeting which closes the under 18 season.

AFFILIATIONS

9.
 - i) The Club will only register and participate in Leagues and Cup Competitions affiliate and/or approved by the Sussex County Football Association and/or Football Association.
 - ii) The Club will endeavour to maintain criteria laid down in the Football Association Charter Standard to retain the status.

CLUB FUNDS AND PROPERTY

10. All funds or other property of the Club shall be owned by the Club and, as such, shall not be paid to or distributed amongst Members of the Club. All funds and property of the Club are to be used in the furtherance of the Club's objectives. ^L_{SEP}
11. Funds and/or property may, however, be donated, at the discretion of the Management Committee, to recognised and worthwhile charities or for any

other charitable purpose, but not in the event of dissolution. ^[L]_[SEP]

12. Club funds will be held in current and deposit bank accounts under the name of Cuckfield Cosmos Football Club. Such accounts will be administered by the Honorary Treasurer, who will also ensure that such accounts are audited annually prior to the Annual General Meeting of the Club. The Honorary Treasurer will also prepare an Extract of the Accounts for presentation at the Annual General Meeting duly authorised by the Auditors. ^[L]_[SEP]
13. Any events, trips or fundraising activities held in the name of Cuckfield Cosmos Football Club must be authorised in advance by the Management Committee, or at least two elected Officers of the Club. ^[L]_[SEP]

DISSOLUTION

14. In the event of dissolution of the Club, all remaining funds shall be donated to the charity known as the "Chestnut Tree House". If, at the time of such dissolution, the charity known as the "Chestnut Tree House" itself is no longer in being, then all funds must be donated to another registered Cuckfield Charity ^[L]_[SEP]
15. In the event of dissolution, an Extraordinary Annual General Meeting must be called comprising all Members of the Club, to dispose of the property of the Club. The Independent State of Cuckfield must, if possible, be present at any such Meeting to ensure propriety. It is the intention of this constitution that all property, where possible, should be donated to another local Youth Football Club. ^[L]_[SEP]

MANAGEMENT COMMITTEE, ELECTION OF OFFICERS AND TRUSTEES

16. The management of the Club shall be vested in a Management Committee. The members of that Committee shall be elected at the Annual General Meeting.
17. The Management Committee shall comprise five Executive Officers, (Honorary Chairman, Honorary Vice Chairman, Honorary Secretary, Honorary Welfare Officer and Honorary Treasurer) and a maximum of five Ordinary Members. Also forming part of the Management Committee will be the Managers of each Team or their nominated representatives.
18. The Founder of the Club has reserved the right to remain on the Management Committee for life. However, this right cannot be bequeathed or otherwise transferred. ^[L]_[SEP]
19. At the Annual General Meeting, the Management Committee will elect a Vice Chairman for the year. In the absence of the Chairman, the Vice Chairman will assume the full responsibilities of the Chairman. In such circumstances the Vice Chairman will act on behalf of the Chairman and all rights attributed to the Vice Chairman as an Ordinary Member of the Management Committee

are revoked. When the Chairman is present the Vice Chairman assumes the rights of an Ordinary Member of the Management Committee. [L]
[SEP]

20. Also at the first Management Committee Meeting following the Annual General Meeting, the Management Committee will elect a Disciplinary Committee to deal with all matters requiring disciplinary action. [L]
[SEP]
21. All Members of the Management Committee, apart from the Chairman, will carry a single vote. [L]
[SEP]
22. All motions at Management Committee level will be passed on a simple majority vote of those attending, subject to paragraph 19 above. However, in the event that a majority does not result the Chairman will cast the deciding vote. Eight Members of the Management Committee will form a quorum with the proviso that at least one of these must be elected Officers. [L]
[SEP]
23. The Management Committee reserves the right to fill any post remaining vacant after the Annual General Meeting. The Management Committee also reserves the right to co-opt Members on to the Management Committee between the Annual General Meetings in exceptional circumstances, e.g. due to resignations. [L]
[SEP]
24. The Club shall elect no more than four trustees to whom the management of the club's property and equipment (other than cash, which shall be under the control of the Treasurer) is committed and entrusted for the benefit of the club members. [L]
[SEP]The trustees shall hold office until death or resignation or until removed from office by a resolution of the club who may for any reason, which may seem sufficient to a majority of them present and voting at any meeting, remove any Trustee or Trustees from the office of Trustee. [L]
[SEP]The trustees will be suitably insured, indemnified and protected from any technical, legal penalties or liabilities that they do, from time to time, incur. [L]
[SEP]The trustees at the direction of the club shall have the power to acquire by purchase, lease or otherwise, land or property as may be deemed by the club likely to advance or benefit or indirectly the interest of the club and also the power at the discretion of the club to sell, lease, mortgage or otherwise deal with the land or property acquired. [L]
[SEP]
25. Management Committee Members wishing to resign must inform the Secretary in writing. [L]
[SEP]
26. Any Management Committee Member unable to attend a Management Committee Meeting should inform the Secretary in writing, such that their apologies can be conveyed to the Meeting. Management Committee Members not attending three consecutive meetings without satisfactory explanation, may, at the discretion of the Management Committee, be

requested to resign their office.

27. At least 10 Management Committee Meetings must be held each year. Minutes will be taken at each Management Committee Meeting. Such minutes must be distributed by the Secretary to all of the members of the Management Committee within 21 days of the said Meeting, together with an agenda for the forthcoming Meeting. ^[L]_[SEP]
28. In line with requirements by the FA, the Club will appoint a designated Child Welfare Officer(s). The Club's Safeguarding Children, Anti Bullying Policies and Reporting Procedures will be available to all members, Lead Coaches, Assistant Coaches and Volunteers. ^[L]_[SEP]
29. All members aged 16 or over who are regularly caring for, supervising and training or being in unsupervised charge of children and young people under the definition of Regulated Activity will be required to undergo an Enhanced Disclosure Criminal Record Check (CRC) and any other designated Safeguarding checks, via The FA CRB unit and / or The Disclosure and Barring Service (DBS). The Club's nominated Child Welfare Officer(s) will co-ordinate the verification and acceptance process.
30. Lead Coaches and designated deputy when not in attendance will be vetted and selected by the Management Committee where possible prior to the Annual General Meeting. Lead Coaches and / or the team Assistant Coaches will be required to attend an FA Level One Coaching Course. Adults working directly with children and young people at the Club will be required to attend, or progress online, the Safeguarding Children in Football workshop and, if working unsupervised (e.g. taking training or a team to matches), FA Emergency Aid Course.

DISCIPLINARY COMMITTEE

31. The Disciplinary Committee will comprise the Chairman, Secretary, Club Welfare Officer and up to two other Management Committee Members as required. Upon discussing the matters and hearing the evidence brought before them, decisions and rulings made by the Disciplinary Committee will be final and binding. ^[L]_[SEP]
32. The Disciplinary Committee will convene as and when required to deal with all matters of disciplinary nature as they relate to Club Members, including all Parents and Guardians, Management Committee Members, Lead Coaches and Assistant Coaches. ^[L]_[SEP]
33. The Club, under the rules and constitution of any Leagues affiliated to The Football Association, Sussex County FA or any other County Football Association where The Club has entered into the said Leagues or

tournaments are held totally responsible for the conduct and behaviour of all Club Officials, Registered Club Players and Club Supporters at both home and away fixtures. As such, the Club is liable to severe penalties where good conduct is contravened. This is specifically drawn to the attention of all persons, who, upon being accepted as a Club Member or Official, by either vote or right, must abide by the Constitution, Rules and Codes of Conduct issued by the Club and/or Sussex County Football Association. ^[L]_[SEP] The Club requires that any player (or their parent/ guardian) that incurs a penalty fine for their behaviour on/off the pitch or any other fine of infringement of rules will be liable for repaying that fine to the club within 28 days of the receipt of notification. The player cannot continue to play after 28 days if the fine has not been received and will only be reinstated once confirmation is received from the club treasurer. The 28 days will be extended if an appeal is lodged pending the outcome. ^[L]_[SEP] Yellow Card fines can be paid online. Red cards need to be paid directly to the club secretary, as soon as the fine and amount has been confirmed by the league.

34. The Club requires that any squad manager or coach that incurs a penalty fine for their match day behaviour or actions, or any other fine of infringement of rules will be liable for repaying that fine to the club within 28 days of the receipt of notification. The squad manager or coach cannot continue to lead or coach the squad if after 28 days the fine has not been received by the club and will only be reinstated once confirmation is received from the club treasurer. The 28 days will be extended if an appeal is lodged pending the outcome.

SUBSCRIPTIONS

35. Each year the Management Committee will review the level of subscriptions. Any change to this level, agreed by the Management Committee, cannot be effected until such time as it receives a two thirds majority vote in favour at an Annual General Meeting. ^[L]_[SEP]
36. Subscriptions are due annually in advance and must be received by the Treasurer on or before 1 November each year. Where subscriptions remain outstanding after that date, the Management Committee reserve the right to take whatever action is felt appropriate. ^[L]_[SEP]
37. The Club will view sympathetically all cases of hardship in meeting the costs of subscriptions. In such circumstances Parents and Guardians are requested to approach the appropriate Lead Coach or any elected Member of the Management Committee to ensure confidentiality and propriety. ^[L]_[SEP]
38. The procedure detailed above (paragraph 35) should also be followed in cases of hardship in meeting a Registered Player's costs towards any trips the Club may arrange for the various age groups. ^[L]_[SEP]
39. If a player is withdrawn from the club for any reason, there will be an

administration fee deducted from any subscriptions returned. If a child leaves the club prior to the 25th December of any year, a 50% deduction will be made from fees returned plus the deduction of the administration fee. If a child leaves after this date, no fees will be returned. This policy will be reviewed each year.

ANNUAL GENERAL MEETING

40. An Annual General Meeting will be held in the month of July each year for the Election of Executive Officers and a maximum of five Ordinary Committee Members, Notification of Lead Coaches for the forthcoming season, and presentation of the Audited Financial Statements of the Club, review and/or amendment of subscriptions and to deal with Any Other Business. [L] [SEP]
41. Twenty-one day's notice of the Annual General Meeting will be given in writing to all Club Members. Such notice in writing shall be accompanied by an Agenda for the Meeting and Committee Member's nomination forms. [L] [SEP]
42. A total of 15 Club Members, including Management Committee Members, will form a quorum. [L] [SEP]
43. Only Club Members are permitted to vote at the Annual General Meeting. [L] [SEP]
44. All motions to be placed before the Annual General Meeting should be received by the Honorary Secretary at least 21 days before the date of the AGM. Such motions will require a two thirds majority of those Club Members present at the AGM in favour, prior to being adopted. [L] [SEP]
45. The Management Committee may at times make nomination for either President or Vice President of the Club. Such nominations must be notified to all Members of the Club at least 21 days before the Annual General Meeting. All such nominations will require a two thirds majority of those Club Members present at the AGM in favour, prior to being accepted. [L] [SEP]

EXTRAORDINARY GENERAL MEETING

46. An Extraordinary General Meeting may be called at any time upon the written request of 24 or more Club Members. Such requests must be sent to the Secretary and be accompanied by details of the business to be brought before the Meeting. Such Meetings will be called by the Secretary within 35 days of receipt of the request. [L] [SEP]
47. All Club Members must be informed of the business to be brought before the Meeting and given not less than 21 days notice of the date of the meeting. [L] [SEP]

ALTERATIONS TO THE CONSTITUTION

48. Alterations or additions to this Constitution can only be made at an Annual

General Meeting or an EGM. [L]
[SEP]

49. All proposed alterations or additions must be made in writing, signed by the proposing Club Member and seconded by another Club Member and forwarded to the Secretary on or before 28 days before the AGM/EGM [L]
[SEP]
50. All such alterations or additions must receive a two thirds majority in favour at the Annual General Meeting prior to being adopted. [L]
[SEP]

EXCLUSIONS

51. The only sections of this Constitution which on no account can be amended or otherwise altered are those sections detailing:
 - a) the objectives of the Club; [L]
[SEP]
 - b) the procedures to be adopted for dissolution and the subsequent donation and distribution of Club funds and property; and [L]
[SEP]
 - c) the Founder's reserved rights. [L]
[SEP]
52. Any matters outside the scope of this Constitution must be brought before the Management Committee for a ruling. The decisions and rulings on such matters by the Management Committee shall be final and binding. [L]
[SEP]

CUP AND LEAGUE COMPETITIONS

53. Subject to approval of the Management Committee, additional medals may be purchased by the Club to be awarded to any player playing in a competition but not receiving a medal from the competition organisers.

DEVELOPMENT AND AWARDS

54. On completion of their final season in the Senior age group at the Club, all players will be given the opportunity to progress to Local Adult Football offering development from Youth to Adult football.
55. As a club we will commit to awarding the following trophies (or similar) annually:
 - a) **Phyl Bowering Award U7 to be chosen by U7 Managers.**

Awarded to a player who the managers feel requires particular recognition for their participation and contribution to Cuckfield Cosmos.
 - b) **Clubman of the Year to be chosen by the committee.** [L]
[SEP]

Awarded to an Individual or Individuals who have contributed to the overall development of the club as a whole
 - c) **Chairman's Award to be chosen by the committee**

Individuals or a team that have made an exceptional contribution to the

club during the past season with their commitment and overall development.

d) **Ray Finch Defender of the Year Award to be chosen by u16 Managers/coaches**

A Defender or Goalkeeper who has had an outstanding Season for the team.

e) **Chris Copsey Award to be chosen by the U16 managers**^[1]_{SEP}

A player or players who have been with the club since Under 6 (or equivalent) so showing loyalty and commitment over such a long period.

f) Each team can choose: **Player of the Year and Squadman of the Year.**

g) **Club Goalkeeping award to be chosen by the committee – this will only be awarded in seasons where structured goalkeeping coaching is in place at the club.**

Awarded to a goalkeeper within the club who the club's goalkeeping coach and / or managers feel requires particular recognition for their participation and contribution to Cuckfield Cosmos.

MANAGEMENT STRUCTURE

56. At any time before an AGM, the Chairman may on a temporary basis until the next AGM approve a reformed structure of the management of the Club provided that

- a) There remains a Management Committee of at least 4 members plus the Chairman and Secretary
- b) Each team manager is entitled to receive the papers from the Management Committee meetings and comment to the meeting on any issue arising.
- c) A separate forum will if necessary be created so that football-related matters can be discussed giving all team managers a reasonable opportunity to attend or be represented by an assistant coach^[1]_{SEP}. If any such arrangements are made before an AGM a report on those arrangements shall be made to the next AGM by the Chairman or such other member of the Management Committee as the Chairman shall appoint for that purpose.