

Actonians LFC Constitution & Club Rules

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Chairperson





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1. Name

The club shall be called Actonians Ladies & Girls Football Club (the Club).

2. Objectives

The objective of the Club shall be to promote the amateur sport of football, arrange association football matches, social activities for its members and community participation in the same.

3. Status of Rules

These rules (the Club Rules) form a binding agreement between each member of the Club. Each Club member should read and accept these rules upon joining the club each season.

4. Rules and Regulations

- a) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of the Football Association Limited and Football Association or any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.
- b) No alteration to the Club Rules shall be effective without prior written approval to the parent Competition.

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) Any person who wishes to be a member must apply using a Club Membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- c) 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.
- d) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- e) The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.



- f) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- g) The Association, an Affiliated Association or an Affiliated League or Competition shall be given access to the Membership Register on demand.

6. Annual Membership Fee

- a) An annual fee payable by each member shall be determined at the Annual General Meeting of the Club. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- b) Where applicable, match day subscriptions and training fees payable by each member shall be determined at the Annual General Meeting of the Club. Subscriptions are payable to the Secretary or his/her designated representative upon participation in a match or a training session.
- c) The Secretary or his/her designated representative must maintain accurate records for the receipt of all payments pertaining to player fees and subscriptions. The Association, an Affiliated Association or an Affiliated League or Competition shall be given access to the records on demand.
- d) 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. Club Discipline, membership, resignation and expulsion

- a) For matters of misconduct:
 - i. The Club Committee shall have the power to take disciplinary action against the member in question in the form of a fine or suspension. When taking disciplinary action against a member, a copy of the Committee's decision, detailing the reasons for the action taken, must be given to the member in writing within seven days.
 - ii. The minimum misconduct fine shall be £5
 - iii. The maximum misconduct fine shall be £20
 - iv. The maximum suspension shall be 14 days
 - v. Any member who is fined or suspended by the Club Committee has the right to appeal the decision to the Club Committee within seven days of the receipt of the written notification of the decision. The member may either submit a written appeal or request a personal hearing. Written appeals or a request for a personal hearing must be submitted to the Club Committee within seven days of receipt of the Club Committee's original disciplinary decision.



- vi. At a disciplinary appeal personal hearing the member shall be entitled to have a nominated representative in attendance. Both parties shall be entitled to call witnesses at a personal hearing or to submit additional written evidence either in support of the charge or in support of the appeal. The result of the appeal decision, detailing the reasons for the action taken, must be given to the member in writing within seven days.
 - vii. The payment of any fine by a member or the implementation of any suspension shall be held off pending the result of the appeal if so submitted by the member.
 - viii. Fines must be paid within 14 days of receipt of the disciplinary decision, or appeal decision, as described in (i) & (v) above.
 - ix. Any suspension order shall come into effect seven days after the receipt of the notification of the Club Committee decision by the member, subject to no appeal by the member being lodged, and with immediate effect upon receipt of the Club Committee decision in the case of a failed appeal.
- b) A member shall cease to be a member of the Club if, and from the date on which, she gives notice to the Club Committee of her resignation. A member whose annual membership fee or further subscriptions are more than 6 weeks in arrears shall be deemed to have resigned.
 - c) For matters of serious misconduct, the Club Committee shall have the power to suspend a member with a view to expulsion from the Club when, in their opinion, it would not be in the interests of the Club for them to remain a member. A copy of the Committee's decision, detailing the reasons for the action taken, must be given to the member in writing within seven days. The member must sign to indicate receipt of the written decision if delivered in person, or if posted, the decision must be sent by 'signed for' or 'special delivery' post. If the member accepts the decision of the Club Committee they will be deemed to be expelled from the Club with immediate effect.
 - d) Suspensions:
 - i. Club member under suspension pending expulsion who wishes to appeal the decision of the Club Committee must do so, in writing, within seven days of the receipt of decision.
 - ii. Any Club member suspended by the Club Committee with a view to expulsion has the right to appeal the disciplinary decision of the Club Committee at a Special General Meeting of the Club convened for the purpose.
 - iii. At a Special General Meeting convened for the purpose of hearing an appeal against the expulsion of a Club member, the member shall be entitled to have a nominated representative in attendance. Both parties shall be entitled to call witnesses or to submit additional written or documentary evidence either in support of the charge or in



support of the appeal. The result of the appeal must be given to the member in writing within seven days.

- e) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club's Property. Any debt to the Club must be immediately discharged by the member

8. Club Committee

- a) The Club Officers shall consist of the following officers:

- **Chairman**
- *Vice Chairman*
- **Hon. General Secretary**
- *Assistant Secretary*
- *Hon. Match Secretary*
- *Hon. Membership Secretary*
- *Club Representative to the League Council*
- *Parent or Host Club Representative*
- **Hon. Treasurer**
- *Assistant Treasurer*
- **Players Representative**
- **Welfare officer**

Mandatory posts are shown in bold print. Optional additional posts are shown in italics. Optional posts can be classified as additional Officers of the Club or as 'other members' of the Club Committee. Classification for the optional posts, if required, shall be determined by order of nomination and election at the Club Annual General Meeting.

- b) The Club Committee shall consist of the Club Officers and other members. Other members that shall be entitled to representation and full voting rights on the Club Committee are as follows; Mandatory posts are shown in **bold print**. Optional additional posts are shown in *italics*.
- c) **First Team Manager**
- d) **As appropriate, additional Team Managers where the Club operate more than one team.**
- e) *As appropriate, additional players representatives (one per team) where the Club operate more than one team.*
- f) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two 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 Chairman of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be held on a minimum of a bi-monthly basis between the months of August and May at the start of and at the end of a playing season. The meetings shall be chaired by the Chairperson or, in his absence, the vice chairperson.

- g) The quorum for the transaction of business of the Club Committee shall be three.
- h) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- i) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee. The Club Committee shall hold not less than five meetings a year, excluding specially convened disciplinary meetings or appeals.
- j) An outgoing member of the Club Committee may stand re-election at the Annual General Meeting. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member 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, or proposed by a member of the Club and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- k) Save as provided for in Rules and Regulations of The Association and the Affiliated Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

9. Annual and Special General Meetings

- a) An Annual General Meeting (AGM) shall be held 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 the members of the Club Committee
 - iv. Consider any other business
- b) Annual General Meetings (AGM)
 - i. The Secretary shall send to each member at their last known address written preliminary notice of the date of the Annual General Meeting together with a full list of mandatory and optional Club Committee posts, listed in Rule 8 (a) above, in order to canvas nominations at least 28 days before the Meeting.
 - ii. 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.
- iii. 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.
 - iv. Each member of the Club shall be entitled to one vote on the appointment of Club Committee Officers and Club Committee Members at an Annual General Meeting (see also Rule 9 (f), below).
- c) Special General Meetings (SGM)
- i. A Special General Meeting (SGM) may be called at any time by the 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 three Committee members stating the purposes for which the Meeting is required and the resolutions proposed. In addition, business at an SGM may be any business that may be transacted at an AGM.
 - ii. A Special General Meeting may called at the request of Club members 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 Club members stating the purposes for which the Meeting is required and the resolutions proposed. In addition, business at an SGM may be any business that may be transacted at an AGM.
 - iii. A Special General Meeting may be called at the request of a Club member in specific relation to Rule 7 (d) (ii), above.
- d) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.
- e) The quorum for a General Meeting shall be 14 members.
- f) The chairperson or in his absence a member selected by the Club Committee, shall take the chair. Each Club member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairman of the Meeting shall have a casting vote.
- g) The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

10. Club Teams

- a) At its first meeting following each AGM the Club Committee shall appoint a separate Club member to be responsible for each of the Club's football teams from the nominations received



in accordance with Rule 9 (b) (i) & (ii) above. (See also Rule 8 (a) (ii) above). The appointed member/s shall be responsible for managing the affairs of the team/s.

- b) If so desired by a majority of Club members at the Annual General Meeting, the appointment of the Club member/s to be responsible for each of the Club's football teams may be made by the members entitled to vote in accordance with Rules 9 (b) (iv) and 9 (f).
- c) The appointed members shall present a verbal report to the Club Committee of the activities of the team at Club Committee meetings and 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 the Club Chairman, the Club Secretary, assistant Secretary and/or the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- b) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club. The Club Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club. The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.
- c) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four 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.
- d) 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.
- e) On his or her removal or resignation a Custodian shall execute a Conveyance in such form as is published by The Association from time to time to a newly-elected Custodian or the existing Custodians as directed by the Club Committee. On the death of a Custodian, any Club Property vested in him shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, a Special General Meeting shall be convened as soon as possible to appoint another Custodian.
- f) 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.



12. Property and Funds

- a) The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the club.
- b) 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.
- c) 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 (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
 - 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).
- d) The Committee will have due regard to the law on disability discrimination and child protection.

13. Dissolution

- a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
- b) The Committee will then be responsible for the orderly winding up of the Club's affairs.
- 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) 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.

14. Equality Policy

- a) The aim of this policy is to ensure that everyone is treated fairly and with respect and that Actonians Ladies & Girls Football Club is equally accessible to all. Actonians Ladies & Girls



Football Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by, anyone who wants to participate in it. Our commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

- b) This policy is fully supported by the Club Officers who are responsible for the implementation of this policy.
- c) Actonians Ladies & Girls Football Club, 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, colour, religion or belief, ability or disability. It means that Actonians Ladies & Girls Football Club will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.
- d) Actonians Ladies & Girls Football Club will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal.
- e) Actonians Ladies & Girls Football Club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.
- f) Actonians Ladies & Girls Football Club is committed to taking positive action where inequalities exist, and to the development of a programme of ongoing training and awareness - raising events and activities in order to promote the eradication of discrimination and promote equality in football.
- g) Actonians Ladies & Girls Football Club is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the relevant equalities legislation (Equalities Act 2010) as well as any amendments to relevant legislation and any new legislation.
- h) Actonians Ladies & Girls Football Club commits itself to the immediate investigation of any claims, when it is brought to its attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions imposed as appropriate.

15. Club Complaints Procedure

- a) In the event that any member feels that he or she has suffered discrimination in any way or that the Club Policies, Rules or Code of Conduct have been broken they should follow the procedures below.



1. They should report the matter to the Club Secretary or another member of the Committee. The report should include:
 - i. Details of what, when, and where the occurrence took place
 - ii. Any witness statement and names
 - iii. Names of any others who have been treated in a similar way
 - iv. Details of any former complaints made about the incident, date, when and to whom made
 - v. A preference for a solution to the incident
 2. The Club's Management Committee will sit for any hearings that are requested.
 3. The Club's Management Committee will have the power to:
 - i. Warn as to future conduct
 - ii. Suspend from membership
 - iii. Remove from membership any person found to have broken the Club's Policies or Codes of Conduct.
- b) If the complaint is with regard to the Club's Management Committee the member has the right to report the discrimination direct to the relevant County Football Association.

16. Additional Disciplinary Rules

- a) Should any player behave inappropriately at training or match (towards team mates, opposition, coach or other official) the coach in charge will approach the player, talk to her and if the issue cannot be resolved ask her to leave the premises.
- b) The incident will then be brought before the disciplinary committee consisting of the chairperson, Secretary, 1st team manager, Reserve team manager, 3rd team manager and welfare officer and all decisions with regards to suspensions, fines etc will be made collectively by this committee.
- c) A serious incident will carry an automatic two week suspension for person(s) involved while the matter is investigated. Further suspension, expulsion or fines may be added to this at the discretion of the disciplinary committee.
- d) The player can appeal this decision should she find it unjust and request a hearing; however this does not guarantee that the decision will be changed.
- e) Any punishment will be in line with these club rules and constitution.



17. Valuable and Fragile Items

Players should be aware that they bring valuables or fragile items to football activities at their own risk. The club does not take responsibility for breakages or theft. Players should make sure their personal insurance cover items if they must be brought to football.

Glasses should not be worn during football activities unless they are proper sports glasses. If a player has to wear normal glasses they should be aware they do so at their own risk as our insurance does not cover for injuries sustained or breakages.

Vehicles, and their contents, parked at either training, home or away match venues is done so at entirely the owners own risk. The club does not take responsibility for any damages or theft.