



HOWDEN AFC

Rules of the Club

1. STATUS OF THESE RULES

- 1.1 These rules have been adopted by Howden AFC, a charitable incorporated organisation registered with the Charity Commission under number 1190166 managed by a board of appointed charity trustees, for the proper conduct and management of the non-profit football business operated by Howden AFC.
- 1.2 Reference to 'the Football Club' in these rules is to the non-profit football business operated by Howden AFC.
- 1.3 Where there is any conflict between the Constitution of Howden AFC and these rules, the Constitution will prevail.
- 1.4 The charity trustees of Howden AFC may by resolution amend or replace these rules.
- 1.5 These rules ('the Football Club Rules') form a binding agreement between the Football Club and each playing and social member of the Football Club in relation to the football.
- 1.6 Save as provided for in Howden AFC's Constitution, the Football Club Rules, the rules and regulations of Football Association Limited ('the FA'), the County Football Association to which the Club is affiliated ('the Parent County Association') and any competitions in which the Club participates ('Participated Competitions'), the charity trustees of the Club have power to decide all questions and disputes arising out of the Football Club Rules.

2. OBJECTS OF THE FOOTBALL CLUB

- 2.1 The objects of the Football Club are: -
 - (a) to promote community participation in healthy recreation in the area of benefit in particular but not exclusively by the provision of facilities for the playing of association football.

- (b) to promote the benefit of the inhabitants of the area of benefit without distinction of sex, sexual orientation, age, disability, nationality, race or of political, religious or other opinions, by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants;
- (c) to establish, or secure the establishment of, a Clubhouse to act as a community centre and to maintain and manage the same (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the Objects.
- (d) to promote such other charitable purposes as may from time to time be determined

2.2 The Football Club shall be non-party in politics and non-sectarian in religion.

2.3 The area of benefit ('area of benefit') shall be Howden, East Yorkshire and its surrounding area, including but not limited to areas with post codes commencing DN14, HU15, YO42, YO43 and YO8.

3. RULES AND REGULATIONS

3.1 The Football Club shall have the status of an Affiliated Member Club of the FA by virtue of its affiliation to and /or membership of the County FA.

3.2 The Football Club and its playing and social members shall so exercise their rights, powers and duties and shall, where appropriate, use their reasonable 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 Regulations (for the time being in force) of the FA, the Parent County Association and any Participated Competitions.

3.3 The Football Club and its playing and social members will also abide by the FA's Safeguarding Children Policies and Procedures, Codes of Conduct and Equal

Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

3.4 All playing and social members agree to abide by the Football Club's Codes of Conduct (for the time being in force), a copy of which is available at the Club's website at howdenafc.co.uk and which will be provided by the Football Club on request. Failure to abide by the Football Club's Codes of Conduct may result in expulsion of the playing / social member from the Football Club.

3.5 Any matter relating to breach of the Football Club Rules and / or Codes of Conduct will be dealt with in accordance with the Football Club's Disciplinary Procedure for the time being in force.

4. MEMBERS OF THE FOOTBALL CLUB

4.1 The associate members of the Football Club from time to time shall be those persons listed in the register of playing and social members ('the Football Club Membership Register') which shall be maintained by the Football Club Secretary.

4.2 The contact address given to the Football Club by a playing or social member on his or her application form for Football Club membership, or any subsequent contact address notified to the Football Club in writing by the playing or social member, will be the service address noted for that playing or social member in the Football Club Membership Register. The contact address of a playing or social member in the Football Club Membership Register will be determinative of the correct address for service of any documentation or correspondence to that playing or social member, and any such documentation or correspondence will be deemed served by the Football Club on the playing or social member 48 hours after being placed in the post provided it has been correctly addressed.

4.3 Playing or social membership of the Football Club shall be open to all persons irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origin), religion or belief, sex (gender) and sexual orientation.

- 4.4 Any person who wishes to be a playing or social member must apply on the relevant Football Club Membership Application Form and deliver it to the Football Club.
- 4.5 Election to playing or social membership shall be at the discretion of the trustees of Howden AFC and considered in accordance with the Football Club's anti-discrimination and equality policies which are for the time being in force. An appeal against refusal of playing or social membership may be made to the Football Club in accordance with the Football Club's Complaints Procedure for the time being in force.
- 4.6 Playing or social membership shall become effective upon an applicant's name being entered in the Football Club Membership Register.
- 4.7 All playing members under the age of 7 on 1st September of the current season must be supervised by a parent or guardian at all times.
- 4.8 In the event of a playing or social member's resignation or expulsion, his or her name shall be removed from the Football Club Membership Register.
- 4.9 A 'playing member' of the Football Club is a person on the Football Club Membership Register who trains with and / or plays for a Football Club team registered to play league football.
- 4.10 A 'social member' of the Football Club is any person on the Football Club Membership Register other than a playing member.
- 4.11 The Football Association and Parent County Association shall be given access to the Football Club Membership Register on demand.

5. FOOTBALL CLUB MEMBERSHIP FEES AND SUBSCRIPTIONS

- 5.1 A fee payable by each playing and social member shall be determined from time to time by Howden AFC and set at a level that will not pose a significant obstacle to community participation. Any such fee shall be payable on a successful

application for playing or social membership of the Football Club and thereafter each year by each associate member. Fees shall not be repayable.

- 5.2 The playing and social membership fee as set by Howden AFC must be paid within one month of the date set by Howden AFC for payment. Any playing member who is in breach of this rule is ineligible for selection to play for any Football Club team until the playing membership fee is paid, subject always that the Football Club may in its discretion give dispensation to play.
- 5.3 Payment of a playing membership fee by or on behalf of any playing member of the Football Club who is under 18 at the time of payment will also be taken as payment of the playing membership fee for any of that playing member's siblings aged up to and including 18 (as at 31 August at the start of the relevant season) who are also playing members of the Football Club.
- 5.4 The playing membership fee for playing members joining the Football Club after 1 December during a given season will be reduced by 50% for that season.
- 5.5 In addition to the playing or social membership fee, each playing member will pay a monthly playing subscription fee as determined by Howden AFC from time to time and notified to each playing member of the Football Club prior to the start of the relevant season. Howden AFC may determine a different monthly playing subscription fee for playing members of the Football Club who only train and those who are registered to play league football matches.
- 5.6 The monthly playing subscription fee will be paid by each playing member of the Football Club on or by the dates and in the manner prescribed by Howden AFC and notified to the playing members of the Football Club from time to time. Any playing member of the Football Club in breach of this rule is ineligible for selection to play for any Football Club team until all outstanding monthly playing subscription fees are paid by that playing member, subject always that Howden AFC may in its discretion give dispensation to play. Until such time as all outstanding monthly playing subscription fees are paid by that playing member, Howden AFC does not accept any liability for any claims, complaints or other

issues raised by that playing member (including but not limited to accidents, injury or personal well-being).

5.7 Howden AFC shall have the authority to levy further subscriptions from the playing and social members as are reasonably necessary to fulfil the objects of Howden AFC and the Football Club.

5.8 All fines incurred by a playing or social member of the Football Club over the age of 16 years and levied against Howden AFC or the Football Club by the FA, the Parent County Association or any other third parties must be reimbursed to the Club by the said playing or social member of the Football Club within 28 days of demand by Howden AFC. Failure to comply with this rule will result in suspension from the Football Club, and possibly the Parent County Association or The FA.

6. RESIGNATIONS AND EXPULSION

6.1 A playing or social member of the Football Club shall cease to be a playing or social member of the Club if, and from the date on which, he or she gives notice to the Football Club of their resignation and that resignation is accepted by the Football Club.

6.2 A playing or social member of the Football Club whose annual playing or social membership fee or other fee or subscription is more than 2 months in arrears shall, at the discretion of Howden AFC, be deemed to have resigned.

6.3 Howden AFC shall have the power to expel a playing or social member of the Football Club if, in its opinion, it would not be in the interests of the Football Club for them to remain a playing or social member of the Football Club. An appeal against such a decision may be made to the Football Club in accordance with the Football Club's Complaints Procedure then in force.

6.4 All outstanding debt owed by the playing or social member of the Football Club to Howden AFC must be paid before resignation is approved by Howden AFC.

7. CLUB GOVERNANCE

7.1 Howden AFC, acting via its charity trustees and members, will take all decisions in accordance with its Constitution and the Football Club Rules.

7.2 Howden AFC shall appoint the following Football Club Officers who shall also be charity trustees of Howden AFC: -

- a) Chairperson, to (in particular but not exclusively) provide strategic and policy direction to the Football Club and be its figurehead in the local community.
- b) Treasurer, to (in particular but not exclusively) provide guidance, advice and assistance regarding the financial management of the Football Club.
- c) Secretary, to (in particular but not exclusively) deal with most formal correspondence to and from the Football Club, maintain the books and records of the Football Club, and generally deal on the Football Club's behalf with the FA, the Parent County Association and any associated leagues or competitions.
- d) Welfare Officer, to (in particular but not exclusively) deal with issues regarding the safeguarding and welfare of children engaged within the Football Club.
and such other Football Club Officers as Howden AFC deems necessary or expedient.

7.3 All charity trustees and Football Club Officials must undertake and pass an FA-accepted Disclosure and Barring Service ('DBS') check, or the equivalent of such DBS check as is required by the FA from time to time for proper governance of a football club.

7.4 Each charity trustee of Howden AFC may only hold one role as Football Club Officer.

7.5 The position of a Football 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 taking part in any football activity relating to the administration or management of a football club.

7.6 Subject always to the maximum numbers of trustees permitted by Howden AFC's Constitution and the Constitution generally, any playing or social member may be invited to become a charity trustee of Howden AFC by the existing charity trustees but is under no obligation to accept such invitation.

7.7 Any playing or social member who: -

- a) meets the eligibility criteria set out for charity trustees in Howden AFC's Constitution (details of which will be provided by the Football Club on request); and
- b) is seconded in writing for consideration by an existing charity trustee of Howden AFC.

can apply for consideration for appointment as a charity trustee by request in writing to the Club. Subject always to the maximum numbers of charity trustees permitted by the Club's Constitution and the Constitution generally, the charity trustees will consider such application in accordance with the Club's constitution and anti-discrimination and equality policies (which are for the time being in force) and notify such associate member of the outcome of their application within 28 days.

7.8 Any associate member (or, where the associate member has not attained 18 years of age, parent of such associate member) is entitled to attend any meeting of the charity trustees, subject always to a requirement to leave the meeting during discussion of any issue that the charity trustees determine in their absolute discretion needs to remain confidential or is of a sensitive nature (commercially or otherwise). Associate members attending a meeting of the

charity trustees will not be entitled to vote on the issues being discussed and decided.

7.9 Associate members amounting to not less than 10% in number of the total paid up associate members of the Club may make written request upon the Club to call a meeting of the associate members. Upon receipt of a valid request under this Rule the Club will convene a meeting of the associate members to take place within 28 days of the request by sending at least 7-days' notice of such meeting to all associate members.

8. CLUB AGE GROUPS AND TEAMS

8.1 The Club shall appoint a 'Lead Coach' for each team and / or age group registered to play league football on its behalf to be responsible for managing the affairs of the team and / or age group.

8.2 The Lead Coach may appoint one or more assistant coaches or administrators to assist him or her run the team and / or age group, subject to such assistant coaches or administrators being approved by the Club.

8.3 All individuals involved in any capacity with the running of any Club team involving children under the age of 18 must: -

(a) undertake and pass and an in-date an FA-accepted Enhanced Disclosure Barring Service (DBS) check, or the approved equivalent of such DBS check as is required by the FA from time to time for proper governance of a football club ('a DBS Check')

(b) hold an in-date FA-accredited Safeguarding Children award or the equivalent of such award as is required by the FA from time to time for proper governance of a youth football club ('a Safeguarding Award').

8.4 At any and all team sessions (including but not limited to training and matches) involving children under the age of 18 there must be present at least one individual who: -

- (a) has passed and holds an in-date CRC Check.
- (b) holds an in-date Safeguarding Award.
- (c) holds an in-date FA Level 1 Introduction to first aid in football ('IFAIF') award.

8.5 All children under 9 must be accompanied by a designated adult, as notified by the parent/guardian, at all times.

8.6 All persons directly involved in running the session must have passed and hold an in-date CRC Check.

9. CLUB FINANCES

9.1 By not later than 30 September in each year the Club shall prepare an annual 'Financial Statement' in such form as shall be published by The FA from time to time. The Financial Statement will be verified by an independent, appropriately qualified accountant. A copy of the Financial Statement will be forwarded on demand to the FA. A copy of the Financial Statement will be made available for inspection to any associate who provides not less than 14-days' written notice.

9.2 The Club will reimburse any reasonably incurred expenses which have been approved before expenditure by at least two charity trustees of the Club.

Signed, on behalf of Howden AFC

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K. Tinkler, Secretary

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N Fitzpatrick, Treasurer