

Square FC & Square Rangers Club Constitution and Rules

(Originally drafted: 6 August 2007 / Last updated: 20 August 2007 / Adopted at the Square FC AGM on 11 September 2007)

Introduction:

Square FC provides football on Saturday mornings for children and young people aged 9 to 18. All Square FC teams play in the Christian Youth Football League.

Square Rangers provides football on Saturday mornings for children and young people aged up to 13. Square Rangers plays in the South Beds Saturday League.

Constitution and Rules:

1. Name

1.1 The Club is called 'Square' because it is an organisation based at, and supported by, The Square Methodist Church in Dunstable.

2. Affiliation

2.1 Square FC is affiliated to the Christian Youth Football League (CYFL).
Square Rangers is affiliated to The FA.

3. Purpose and Vision

3.1 To promote football skills and organised matches within a fun, friendly, safe environment.

3.2 To communicate God's love to the players and their families, and to positively represent The Square Methodist Church and the broader Christian faith, by putting Christian values into action.

3.3 The Club's vision may be summed up as follows:

- To provide competitive Saturday football for boys and girls, encouraging children and young people to enjoy sport, learn to work together in a team and to value their health and well-being
- To maintain the rules of the game and a sense of 'fair play' for all
- To value the participation of churched and unchurched boys and girls and to make them feel welcome
- To maintain a Christian influence in each team
- To maintain the highest standards of best practice within youth football and yet seek to still improve what the Club offers, year by year

4. Child Welfare & Protection

4.1 In accord with the key principles of The FA child protection policy, the Club asserts that the welfare of children and young people is always of paramount importance.

4.2 All Club staff and volunteers with direct access to children and young people are required to complete a CRB (Criminal Records Bureau) Enhanced Disclosure *before they start working with the team and, thereafter, at least once every three years.* (This is done via the Churches Agency for Safeguarding, The Methodist Church, Methodist Church House, London NW1 5JR.) This includes all members of the Club Committee.

4.3 We are a TELLING club. This means that anyone who suspects that any form of child abuse or bullying is happening is expected to tell the Club Welfare Officer (CWO) or a member of the Club Committee immediately.

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5. Rules, Policies and Codes of Conduct

- 5.1 The Club has the following policies:
- Anti-Bullying
 - Child Welfare & Protection
- 5.2 The Club has codes of conduct for:
- Players
 - Team Managers and Coaches
 - Match Officials
 - Parents, Carers and Supporters
- 5.3 All Club members are expected to read and adhere to the appropriate code of conduct.
- 5.4 At the start of each season players should sign and return their code of conduct and at the same time supply the Club with any registration details and medical requirements. If these details change, players and/or their parents are responsible for letting the Club know.
- 5.5 The Club Committee is responsible for publicising the Club's Anti-Bullying and Child Welfare & Protection policies.
- 5.6 The Club Committee will review and, if necessary, update the Club's codes of conduct and policies annually.

6. The Club Committee

- 6.1 The Club Committee is responsible for the management of all the affairs of the Club.
- 6.2 The Club Committee should consist of:
- Chairperson
 - Treasurer
 - Secretary
 - Media Manager / Website Administrator
 - Club Welfare Officer
 - All Team Managers
 - Parent Reps (up to three, elected for a one-year term, at the AGM)
 - Player Reps (up to three, elected for a one-year term, at the AGM)
 - Three others: to be co-opted by the Club Committee at any time
- 6.3 Parent and Player Reps can serve for a maximum of three consecutive one-year terms, after which they must step down for at least one full year before they are eligible to stand for election at a Club AGM again.
- 6.4 The Chair, Treasurer, Secretary, Club Welfare Officer and Media Manager / Website Administrator are all appointed by the Club Committee from within the Club Committee (and not by the AGM).
- 6.5 Ideally, these positions should be filled by practising Christians (i.e. people who are active members of a church) in order to maintain the Club's distinctive Christian basis. These positions are not voted for at the AGM.

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- 6.6 An individual may hold more than one of these positions (e.g. Treasurer and Club Welfare Officer).
- 6.7 The Club Committee should meet at least four times each year.
- 6.8 The Club Committee has the power to appoint (and dismiss) Team Managers and Assistant Managers or specific teams for the good of the Club and as they see fit.
- 6.9 The Club Committee will have the power to run the Club and to make all necessary decisions they feel necessary, on behalf of the Club without the need to further consult players and their parents/carers/guardians and Club supporters.

7. Club Disciplinary Panel

- 7.1 A Disciplinary Panel consisting of three people (made up from the Chairperson, Club Welfare Officer, Secretary and other Committee members) will meet and decide upon any disciplinary action to be taken.

8. Annual General Meeting (AGM)

- 8.1 The AGM is open to all players and their parents/carers/guardians and Club supporters. All players and supporters aged 9 or above have a vote.
- 8.2 The Club Secretary shall convene the AGM each September to:
 - 1. Receive written reports from:
 - Club Chairperson
 - Club Treasurer
 - Club Welfare Officer
 - Club Media Manager / Website Administrator
 - 2. Elect Player Reps and Parent Reps to the Club Committee
 - 3. Consider any other business
- 8.3 The Club Secretary shall give notice of an AGM in writing (e.g. by letter or email) to each player and parent at least 28 days prior to the date of the meeting.
- 8.4 The Club Secretary shall take minutes at the AGM.
- 8.5 Deadline for nominations for candidates standing for election as Player Reps and Parent Reps to the Club Committee: 48 hours before the start of the AGM. Candidates should provide the names of a proposer and a seconder.
- 8.6 Should there be more candidates than there are places for Reps on the Club Committee there will be a vote. Voting is by secret ballot. Votes are cast by proportional representation with voters expressing their 1st, 2nd and 3rd preferences on a ballot paper. Only people present at the meeting shall have a vote for the Player Reps and Parent Reps to join the Club Committee. In the event of a tie the Chairperson shall have the casting vote.
- 8.7 Names of candidates will be listed on the ballot paper in alphabetical order by surname. Before the result is announced, all candidates will be thanked. The names of successful candidates will be read out to the meeting but the number of votes received will not be announced.

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9. Special General Meeting (SGM)

- 9.1 A SGM can be convened at any time by the Club Committee if more than half of the Committee members want such a meeting. In the case of a tie the Chairperson shall have the casting vote with regard to the decision to convene a SGM.
- 9.2 The Club Secretary shall give notice of a SGM in writing (e.g. by letter or email) to each player and parent at least 48 hours prior to the date of the meeting.
- 9.3 The Club Secretary shall take minutes at the SGM.

10. Club Finance

- 10.1 A bank account shall be opened and maintained in the name of the Club.
- 10.2 Designated account signatories shall be the Club Chairperson, Club Treasurer and Club Secretary.
- 10.3 No sum shall be drawn from the Club account except by cheque signed by two of the three signatories.
- 10.4 All monies payable to the Club shall be received by the Treasurer.
- 10.5 Expenditure incurred by or on behalf of the Club shall be the responsibility of the Committee.
- 10.6 The Club Committee shall not be bound to accept liability for any expenditure by a Committee Member or other officer or volunteer claimed by them as incurred on behalf of the Club unless such expenditure was reasonable and was incurred in performance of their office or with prior agreement of the Club Committee.
- 10.7 The Club Treasurer is responsible for the Club Account and will produce an annual Financial Statement and ensure that the Club Account is audited once a year by the Club Auditor.
- 10.8 Club Property (i.e. the income and assets of the Club) will be used to further the Purpose and Vision of the Club.
- 10.9 Club Property, other than the Club Account, (e.g. team kit, goal posts and corner flags) is entrusted to Team Managers and Assistant Managers. When Team Managers and Assistant Managers leave the Club they are expected to return all Club Property entrusted to them to their successor or to the Club Chairperson.

11. Membership Fees and Training/Match Fees

- 11.1 The Club Committee shall set and review the Club annual membership fee (if there is one) and training/match fees (if they are charged) each year.

12. Resignation and Expulsion from the Club

- 12.1 If a Player, Team Manager or Assistant Manager wishes to leave the Club they (or, in the case of younger players, their parent) should write to the Club Committee indicating the date from which their resignation should take full effect. Resignation may be immediate or may be post-dated (e.g. to the end of the season).

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- 12.2 Players whose annual membership fee (if there is one) or training/match fees is more than two months in arrears shall be deemed to have resigned from the Club.
- 12.3 The Club Committee has the power to expel or suspend a Player, Team Manager, Assistant Manager or member of the Committee when, in the opinion of the Committee, it is no longer in the interests of the Club for them to remain a member of the Club.
- 12.4 A Club member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

13. Club Social Committee

- 13.1 The Club Committee may appoint a Club Social Committee – comprising parents, supporters and other volunteers – to organise specific social and fundraising events on behalf of the Club.
- 13.2 The Club Social Committee does not need to include any members of the Club Committee, but any member of the Club Committee may choose to join the Club Social Committee if they so wish.
- 13.3 In matters of finance the Club Social Committee should report to the Club Treasurer. The Club Social Committee should keep proper financial records.
- 13.4 The Club Committee is empowered to dissolve the Club Social Committee.

14. Club Website

- 14.1 The Club Domain Name (www.squarefc.com) is the property of the Club.
- 14.2 Everyone involved in the Club – especially Team Managers, Supporters and Players – is encouraged to check the Club Website on a regular basis for news and updates.
- 14.3 The Club Media Manager / Website Administrator is responsible for keeping the Club Website up-to-date. To do this properly, Team Managers should file results and match reports with the Media Manager / Website Administrator within 48 hours of a fixture being played.

15. Dissolution

- 15.1 The Club can be dissolved by
EITHER:
(i) a resolution proposed at an AGM or SGM which is carried by a majority of at least three-quarters of the voting members present.
OR:
(ii) a resolution proposed at a meeting of Church Council at The Square which is carried by a majority of at least three-quarters of the voting members present.
- 15.2 The dissolution shall take effect from the date of the resolution being passed. Members of the Club Committee shall be responsible for winding up the assets and liabilities of the Club.
- 15.3 Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to The Square Methodist Church.