



LITTLEHAMPTON TOWN YOUTH FOOTBALL CLUB CONSTITUTION

GENERAL INFORMATION AND RULES FOR PLAYERS, PARENTS/GUARDIANS AND OFFICIALS

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1.0 THE CONSTITUTION

1.1 NAME

The Club will be known as Littlehampton Town Youth Football Club.

1.2 PURPOSE

The Club will provide youth football teams for children from Mini Kickers (4 to 5yrs) and Under 7 through to Under 18.

1.3 AFFILIATION

The Club shall be affiliated to the Sussex County Football Association and any leagues as decided by the Club Committee. It shall be bound by the rules of such organisations.

1.4 MANAGEMENT

Responsibility for the management of the Club will rest with an Executive Committee. This committee will, where necessary, set up and determine the terms of reference of Sub Committees and or Panels to undertake specific roles e.g. fundraising, discipline, appeals ground maintenance etc. The Executive Committee will keep Team Managers informed about Club issues at quarterly Managers Meeting - a discussion and information sharing forum on football matters.

1.5 CLUB OFFICIALS

The Chairman will be elected at the Annual General Meeting (AGM). The Executive Committee will make appointment to all other positions.

1.6 THE EXECUTIVE COMMITTEE

The membership of the Executive Committee will be:-

The Chair (who has the casting vote)

The Vice-Chair

The Treasurer

The Secretary

The Registration Secretary

The Welfare Officer

Club Officials (as appointed by the Executive Committee)

The Executive Committee will meet at least once every two calendar months throughout the year. The quorum will consist of three voting members (not including the chair).

1.7 MANAGERS

Managers are responsible for the selection of their squad of players, the collection of training fees, team discipline and team selection.

Managers are required to ensure that the Club's Constitution and Code of Conduct are complied with, to keep their players (and parents or carers) informed of any Club or League decisions that will affect them and to promote and participate in any fundraising events arranged by the Club.

The Executive Committee will appoint all new Managers. Any prospective Managers will not take any responsibility for a side until the Executive Committee has interviewed and appointed him or her.

All Managers are expected to attend the bi-annual managers meeting.

MANAGER'S RESPONSIBILITIES

A. HOME GAMES

Team Managers will confirm **every** fixture with the Club Secretary and each Away Team Manager by sending an email or text with the kick-off time, location and postcode. This must be received at least 5 days before each Sunday match. Team Managers are responsible for arranging the match officials if the league did not appoint any.

If the league has appointed a referee to a game then the Team Manager will contact the referee to confirm the kick-off time and location. This must be done at least 5 days before each Sunday match.

B. AWAY GAMES

Details of Away matches should be confirmed by the Away Team Manager or Fixtures Secretary at least 5 days before each Sunday match.

C. PLAYERS CARDS

Managers must:

Carry the player's registration cards to every league or cup match that is attended.

Show the player's registration cards to the opposing Team Manager before kick-off.

D. RESULTS

All Managers must enter the result, player's stats, referee marks and opposition sportsmanship marks on the FA Full Time website within 4 days of the match played. If Full Time has not been updated by the Thursday following the Sunday game the League will issue a fine.

E. CANCELLED FIXTURE

If a manager postpones a fixture due to waterlogged pitch, then a result of P-P needs to be sent to Full Time via text and an email sent to the Fixtures Secretary explaining why the match was postponed.

1.8 EQUAL OPPORTUNITIES

The club will not hold trials or prevent any person from becoming a member of the Club or Executive Committee because of their race, religion, colour, disability or gender.

2.00 GENERAL INFORMATION

2.1 TERMS OF MEMBERSHIP OF THE CLUB

Acceptance for membership of the club is conditional upon player, parents and guardians agreeing to the Constitution of the Club and the Club's Code of Conduct and ensuring that they comply with them.

2.2 REGISTRATION AND REFUNDS

- A. An annual membership fee, as agreed by the Executive Committee, shall be paid by members on enrolment.
- B. Registered members shall pay either a weekly or monthly subscription which shall be determined by the Executive Committee.
- C. Registered members who leave the club after registering but before the start of the playing season will be entitled to a refund, subject to the return of any kit issued. Players who leave after the playing season has commenced will have no right to an automatic refund.
- D. Once registered, players are not permitted to transfer to another team within the Club unless there are exceptional circumstances. These will be agreed by the Executive Committee.
- E. ACYFL finishes on 31st May.

2.3 MATCH ARRANGEMENTS

The Team Managers are responsible for arranging the meeting place for games. This will be confirmed at the training session prior to the game. **It is therefore important that every player should attend all training sessions.** If unable to attend a session, the player should contact the Team Manager, before training, to explain why they cannot attend, to confirm availability for the Sunday match and to confirm selection and obtain the necessary details.

2.4 PLAYING KIT

Club kit consists of shirt, shorts and socks. The Club will provide shirts for each game. Items of kit will be given to each player once their membership has been received. Players must supply their own shin pads and boots.

The Team Managers will be responsible for the laundering of his/her match shirts.

SHINPADS

Shin pads must be worn for the full duration of all games and training sessions.

STUDS

It is the responsibility of each player to ensure that his/her studs are in order. If aluminium studs are used they must be a minimum of 12 mm in diameter. Rugby studs are not allowed. Any player found with studs outside these specifications will be excluded from the game.

PERSONAL SAFETY

All jewellery, including earrings, wrist straps, necklaces, rings and bracelets must be removed before entering the playing or training area.

2.5 FIRST AID

The Team Managers will maintain a First Aid kit which will be available at the pitch side.

2.6 TRAVEL

Parents and Guardians are responsible for making all arrangements for getting the children in their care to and from all matches and training sessions. Children should be collected promptly at the end of each session.

Team Managers take great care over the wellbeing of the children on match days. However, parents and carers should remember that the responsibility for the behaviour and safety of each child ultimately lies with them.

2.7 GROUND RULES

All players should make themselves available to Team Managers before and after each match and training session to help with the bringing out and collecting up of equipment.

All litter should be picked up and either taken home or placed in the appropriate bin.

Note:

Please note that the Club cannot be held responsible for any loss, theft or damage to personal belongings of members or non-members alike.

3.00 ANNUAL GENERAL MEETING

All Parents and Guardians will be informed of the date of the Annual General Meeting at least one calendar month in advance of the meeting. Any questions to be asked should be received in writing by the Committee at least 14 days prior to the AGM.

This meeting will be held in May/June each year unless notification to the contrary is given in writing.

An Extraordinary General Meeting can be called at any time through the Chairman by giving at least fourteen days notice in writing.

4.0 FINANCE

The Committee shall have cause, through the Treasurer, to keep proper books of accounts which shall be presented at each Committee meeting. Cheques must be signed by two officers authorised by the Committee.

4.1 ANNUAL AUDIT

A person who will be appointed by the Executive Committee will undertake an annual audit of the Club Accounts. The person appointed must not be connected with the financial running of the Club.

4.2 INSURANCE

The Club shall arrange and keep in force appropriate insurance cover as agreed by the Executive Committee.

4.3 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 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.
- C. Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them for related community sports.

5.00 TREASURER'S REPORTS AND STATEMENTS

The Club Treasurer will provide income/expenditure statements to the Club Executive Committee at their bi-monthly meetings.

6.00 SPONSORSHIP

All sponsorship, either of cash or kit/equipment, is provided on the basis that it is sponsorship of the Club. In the case of kit/equipment it shall not be disposed of without the prior agreement of the executive committee.

7.00 DISCIPLINE

All players, parents, guardians, supporters and Club officials are required to comply with the Club Code of Conduct.

Any member of the Executive Committee can expel any player, parent/guardian or supporter of the Club, who is considered in breach of the Club Code of Conduct on discipline, from the Club ground.

The Executive Committee can, if necessary, ban any person(s) that are found to be guilty of any form of misconduct from the Club ground for a given period.

7.1 MANAGERS AND COACHES

Managers and coaches of the Club must adhere to all of the Club Constitution. If found in breach, he or she will be brought before the Executive Committee and appropriate action taken, where necessary.

7.2 PLAYERS

Once a player is registered and has paid his or her annual fee he or she can only be expelled from the Club by the appointed Executive Committee.

Managers are responsible for the maintenance of discipline within their squads. In the case of a serious breach of discipline by a player, the manager must report the matter to the Executive Committee as soon as possible. The player will then be brought before the Executive Committee and appropriate action taken, where necessary.

8.0 APPEALS AGAINST DISCIPLINARY DECISIONS

An appeal against any disciplinary action taken by the Club should be made in writing to the Chairman or the Club Secretary so that it may be put before the Executive Committee who will investigate the complaint.

9.0 CHILD PROTECTION POLICY

The Club adopt the policy and procedures as set out in the FA Child Protection Procedures and Practices Handbook. This includes the appointment of a Child Welfare Officer who is available to offer advice, guidance and action where required, completion of Criminal Records Check by all personnel involved and for Child Protection to remain an agenda item each meeting to allow for discussion, advice and learning opportunities. The Club will also abide by the FA's Child Protection Policies and Procedures, Codes of Conduct and the Equality Policy as shall be in place from time to time.

10.0 CODE OF CONDUCT

As set out by the FA in their Development programme, the Club adopt the Code of Conduct for Coaches, Players, Team Officials, Parents/ Spectators together with a Complaints Procedure. These are to be issued with all applications to join the Club to ensure these are followed by all parties.

11.0 COMPLAINTS

Any complaint should initially be raised with the Manager or other Club Official as appropriate. If the matter remains unresolved, a letter of complaint should be sent to the Chairman or Club Secretary who will ensure that it is put before the Club Executive Committee at its next meeting. The decision of the Executive Committee will be final.

Any complaint by a playing member of the Club may be made at any Executive Committee meeting, either in person or through his or her Manager or Club official.

At least seven days notice is required for any complaint to be heard at any Executive Committee meeting.

All matters not specifically covered by the Club Rules will be decided by The Executive Committee.

Signed...Mark Spence (Club Chairman)

Littlehampton Town Youth Football Club Executive Committee 2018