

# Constitution

*The Management Committee expects all Club Officials, players and spectators to observe the Club's Constitution, Rules, and Codes of Conduct and do their utmost to maintain the good name and reputation of Beechfield United Football Club.*

This Constitution includes: Club Rules, Disciplinary Procedures, and Codes of Conduct for Parents, Spectators, Coaches, and Players.

## 1. Introduction

1.1 The Name of the Club shall be '**Beechfield United Football Club**' hereinafter known as the 'Club'.

1.2 This Constitution shall govern the activities and organisation of the Club.

## 2. Aims and Objectives of the Club

2.1 To provide and sponsor organised football, to all people in the local community irrespective of social background, age, sex, religion, ethnic background, ability and sexual orientation.

2.2 To provide a safe, enjoyable and secure environment for all matters relating to football coaching, playing, and development.

2.3 To encourage and promote confidence, sportsmanship, team spirit, individual discipline, and skill.

2.4 To enhance the good name of Beechfield United Football Club.

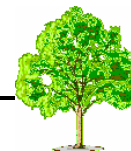
## 3. Club Officials and Club Members

3.0 A Club Member is a Club Official who has been elected to either the Management or Executive Committee.

3.1 Any person may become a Club Official so long as they support the aims of the Club and satisfy the Management Committee of their suitability. The Club's guide lines on child protection are set out in its Child Protection and Welfare Policy. In this matter, **all** Club Officials must have a valid CRB Disclosure within 3 months of joining the Club. In addition, all Club Officials who take on the role of manager, coach, or assistant manager/coach must have completed as a minimum a FA Level 1 Coaching Course, attended a child protection course and a hold a valid first aid certificate, within 3 months of joining the Club.

3.2 Club Officials shall be responsible for the organisation of individual teams and any other activity as deemed necessary by the Management Committee.

3.3 All Club Officials shall be entitled to one vote at the Annual General Meeting.



- 3.4 Any Club Official not attending a given meeting shall have no say in the casting of votes at that meeting.
- 3.5 All Club Officials may be nominated for election to the Management Committee.
- 3.6 Honorary Club Officials may be elected at the Annual General Meeting if and when the occasion arises.
- 3.7 Club Officials must adhere to the Club's Child Protection and Welfare Policy, Club Rules and Codes of Conduct and shall uphold the good name of the Club; failure to do so will result in disciplinary action and could result in expulsion from the Club.

#### 4. Ordinary General Meetings

- 4.1 The Ordinary General Meeting is an important aspect of the running of the Club.
- 4.2 The Ordinary General Meeting (Managers Meeting) shall take place on the first Monday of each month, or as arranged by the Management Committee.
- 4.3 Club Officials shall be entitled to propose or second resolutions at Ordinary General Meetings and shall be encouraged to make any suggestions or constructive criticisms regarding the running of the Club.
- 4.4 The Head of the Management Committee shall prepare an Agenda to be distributed to Club Officials prior to the meeting. As a minimum the agenda shall include:
- A report by the Head of the Management Committee on the running of the Club since the last meeting.
  - A report by the Secretary.
  - An update from the Executive Committee.
  - A statement of the Clubs accounts.
  - Items proposed by the Management and Executive Committees.
  - Items proposed by any Club Official.

#### 5. Annual General Meetings (AGM)

- 5.1 The AGM will take place annually during the month of July.
- 5.2 The AGM shall be chaired by the Club's President, and must include:
- A report from the Chairman on the running of the Club since the last AGM.
  - A report by the Secretary.
  - Elections to the Executive and Management Committees.
  - Annual Financial Report.
  - Any Other Business.



## 6. Extraordinary General Meetings (EGM)

6.1 The Secretary upon the request of two thirds of the Club's Officials or Club Members shall convene an Extraordinary General Meeting. The Secretary shall give reasonable notice of the date, place, and subject of any Extraordinary General Meeting.

## 7. Executive and Management Committee Meetings

7.1 The Committees shall meet as required by a majority of the Committee members.

7.2 Half of the Committee Members shall constitute a quorum.

7.3 The Chairman (Executive Committee) and Head of the Management Committee (Management Committee) shall prepare an agenda to be distributed to Committee Members prior to the meeting.

7.4 Any Club Official or Club Member may suggest topics for discussion at the Management Committee Meetings.

7.5 Any Club Member may suggest topics for discussion at the Executive Committee Meetings.

7.6 Relevant information from the Committee Meetings will be displayed on the Club's notice board and communicated at the next Ordinary General Meeting.

7.7 At each Management Committee meeting at least one representative from the Executive Committee shall be in attendance.

## 8. The Executive and Management Committees

8.1 The Chairman, Vice Chairman, and members of the Management Committee shall normally be elected by a show of hands at the AGM, to serve annually, unless removed by an EGM.

8.2 Each Committee post carries one vote.

8.3 A newly elected Committee shall assume their positions from midnight on the day of their elections, and shall hold their posts jointly with the outgoing Committee Members for a period of fourteen days after the election. This two-week period shall be a "Hand-Over" period during which the newly elected Committee Member shall learn their duties and responsibilities from the outgoing Committee Member, including an introduction to this Constitution.

8.5 The newly elected Committee shall assume the roles of any Committee posts unfilled when they assume their own positions.

8.6 A Committee Member may resign, however they must give notice to do so.

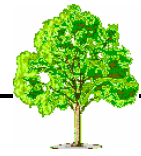


8.7 In the event of a member or members resigning from the Committee, it may continue to function, but another member should be elected/appointed as soon as possible at an Ordinary General meeting after due notification to all Club Officials.

8.8 The Management Committee shall comprise the following positions:

- Head of the Management Committee
- Treasurer
- Club Development Officer
- Head of the Senior Section
- Deputy Head of the Management Committee
- Secretary with responsibility for fixtures and press matters.
- Soccer Coordinator(s).
- Registrations Officer.
- Disciplinary Officer.
- Charter Standard Development Officer.
- Stewards Coordinator.
- Kit and Equipment Coordinator.
- Risk Assessment Officer.
- Maintenance Officer.
- Parent and Players Coordinator.
- Child Protection and Welfare Officer.
- Fundraising Officer.
- Vice Chairman.

8.9 The Executive Committee shall comprise the Chairman and Head of the Management Committee. The Chairman and Head of the Management Committee may appoint other senior members of the Management Committee as deemed necessary.



## 9. Powers and Duties of the Management Committee

9.1 In addition to exercising those powers and duties specified elsewhere in this Constitution, the Management Committee shall:

- Execute the decisions made by Club Officials at Club meetings and by the Executive Committee.
- Carry out the day to day affairs of the Club. That is, provide general control and administration of the Club including vetting suitability of Club Officials.
- Establish standing and temporary committees.
- Accept and spend monies on behalf of the Club up to a designated limit as set out by the Executive Committee.
- After seeking guidance from the Disciplinary Committee the Management Committee can impose Club fines on Club Officials, players and parents, and recommend to the Executive Committee that a Club Official, player, or parent be suspended or dismissed from the Club.
- Request Club Officials, players and parents to attend disciplinary meetings.
- Refuse any person who wishes to assist in the running of the Club.

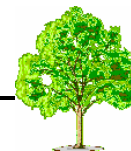
## 10. Powers and Duties of the Executive Committee

10.1 In addition to exercising those powers and duties specified elsewhere in this Constitution, the Executive Committee shall:

- Set the Club's annual budget, fees, and dues and determine and set Club policy and development plans.
- Set the designated spending limited of the Management Committee.
- Select the positions for both the Management and Executive Committees.
- Select the Head and Deputy Head of the Management Committee.
- If necessary, declare dissolution of the Club.

## 11. Subscriptions and Fees

11.1 Weekly subscriptions and Club annual registration fees will be agreed by the Executive Committee after taking advice from the Management Committee. Such subscriptions and fees will be announced at the AGM.



11.2 Before the commencement of each new season, each player in the Mini & Junior Soccer Section will be provided with a membership pack. The pack will contain the following:

- Welcome Letter, (New Player's only) BUFC, ChrtStd20
- A Guide to Beechfield United, (New Player's only) BUFC, ChrtStd20
- A Club Membership Consent Form BUFC, ChrtStd15
- Beechfield United Registration Form BUFC, ChrtStd15(a)

11.3 The Club will hold in its possession a copy of each and every registered player's birth certificate.

11.4 A player may register for Beechfield during the season; the forms listed within 11.2 must be forwarded to the Club's Registration Officer, who will in turn advise the player when he can play for the Club.

## 12. Child Protection

12.1 The Management Committee will ensure that the Principles and Guidelines set out in the Club's Child Protect and Welfare Policy are fundamental in the day to day running of the Club.

12.2 The Club will appoint a Child Protection Welfare Officer, who will have the responsibility of organising workshops for all Club Officials to attend.

## 13. Code of Conducts and Disciplinary Procedure

13.1 The Management Committee will ensure that the Principles and Guidelines set out in the Club's Child Protection and Welfare Policy, Club Rules and Codes of Conduct are met.

13.2 Players, Club Officials, parents, spectators, and volunteers must abide by the Club's Child Protection and Welfare Policy and Codes of Conduct and Club Rules.

13.3 The Club will ensure that at all times they are committed to ensuring that equity is incorporated across all aspects of the Club. In doing so, the Club acknowledges, adopts, and follows the Sport England definition of Sports Equity.

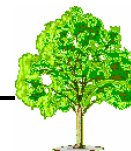
## 14. Club Bank Account

14.1 A bank account shall be opened in the name of the Club.

14.2 Two signatures from four signatories shall be required for all cheques. This will include the Chairman, Treasurer, Head of the Senior Section and the Head of the Management Committee.

14.3 A person not associated with the Club shall audit Club accounts annually.

14.4 The Club's Treasurer shall be responsible for supervising the receipt, custody and disbursement of monies on behalf of the Club.



## 15. Financial Resources

The financial resources of the Club shall include but not be restricted to:

- 15.1 Monthly dues and fees payable by Club Officials in accordance with the scale of dues as may be determined by the Executive Committee prior to the AGM.
- 15.2 Proceeds from any fundraising event, after all expenses have been met.
- 15.3 Contributions, grants and sponsorship from any public or private source.
- 15.4 Fees from special events and the hiring out of Club equipment and resources, after all expenses have been met.

## 16. Elections

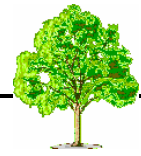
- 16.1 Nominations must be made and seconded by Club Officials and submitted to the Secretary not less than one-week before the meeting at which the election is due to take place.
- 16.2 The Secretary shall make notice of an election to all Club Officials not less than three weeks before the election is due to take place.

## 17. Amendments to the Constitution

- 17.1 This constitution may be amended by a two-third majority of the Club's Officials present at the Annual General Meeting (or at a meeting called by the Executive Committee), provided that the Club Officials present, constitute at least half of the total number of Club Officials and providing that the proposed amendment has been issued to Club Officials during the month preceding the meeting.

## 18. Dissolution of the Club

- 18.1 The Executive Committee may declare the dissolution of the Club at any meeting, provided two-thirds of the Club Officials concur and also provided that the Club Officials present at the meeting, constitute at least half of the total number of Club Officials.
- 18.2 In the event of dissolution, the Executive Committee shall transfer the funds constituting the net assets of the Club to an organisation or institution with objectives similar to those of the Club.



## 19. Other Matters

- 19.1 All Club Officials will be issued with regular updates on the finances and well being of the Club.
- 19.2 All Club Officials will keep the Management Committee informed on the well being of their team.
- 19.3 The Club will ensure that each Officer signs a declaration that they have read and agree to the Club's Constitution, Rules, Guidelines, Codes of Conduct and Child Protection and Welfare Policy.
- 19.4 The Club will ensure that all Parents and Volunteers, sign a declaration that they have read and agree to the Club's Rules, Guidelines, and Codes of Conduct.
- 19.5 A copy of this Constitution and Child Protection and Welfare Policy will be issued to each Club Official.

This constitution was first issued in August 1998.

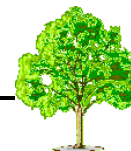
### Amendments:

1. Monday 7<sup>th</sup> July 2003.
2. Monday 5<sup>th</sup> July 2004.
3. Monday 25<sup>th</sup> October 2004.
4. Monday 30<sup>th</sup> October 2006.
5. Monday 2<sup>nd</sup> July 2007.

*Mike Hill*

*Mike Hill*

Club Development Officer

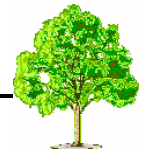


## Club Rules

1. Players must be registered with the Club and have paid the appropriate fees before they can play in any competitive game for the Club.
2. Players are expected to pay weekly subscriptions to the Club. Any player, who becomes four weeks or more in arrears with their subs, will be required to submit an explanation to their Club Official, who will decide what action, if any, to take.
3. Registered players will be expected to attend all training sessions as and when requested by a Club Official. Any player failing to comply with this rule may be fined or suspended from playing in matches. This will be at the discretion of the Club Officials. Players have the right to appeal to the Management Committee against any fine or suspension.
4. Players are required to conduct themselves in an appropriate manner both on and off the field. Unsporting conduct reflects poorly not only on the individual but also brings the whole Club into disrepute. Players who are guilty of persistent unsporting conduct may be severely reprimanded, fined or suspended or both. If Club Officials are unable to deal with a particular player then it will be referred to the Disciplinary Committee, who have the authority to recommend to the Management Committee that a player be dismissed from the Club.
5. Parents and spectators are required to conduct themselves in an appropriate manner during matches. The Management Committee reserve the right to deal as they see fit, with any parent or spectator who brings the good name of the Club into disrepute.
6. Players, parents and Club Officials are expected to participate in all fund raising events as and when necessary.
7. Players including substitutes, who are selected to play, will be expected to report at the appropriate time and place as directed by a Club Official. Any player or substitute that is unable to play must inform a Club Official as soon as possible and no later than 6pm on the evening before the game.
8. A player suspended by any County Football Association for a breach of rules will not be eligible to play for Beechfield United Football Club, or any other club the player is registered with.



9. Upon request Club Officials must disclose and make available to the Management Committee all funds collected. Each team must keep an accurate and up to date record of all monies received and paid out. The Management Committee has the right to inspect an individual teams financial records. To this end each team should submit an income and expense sheet at each monthly Managers Meeting.
11. Any team, which needs funds to purchase for example, a new kit, training aids, balls or to assist in the general running of the team, shall make representation to the Management Committee. The Management Committee will discuss such representations at their next Management Committee meeting. No Club Official shall apply for any kind of grant from any authority, without the approval of the Management Committee.
12. Unless there is a colour clash or the rules of the competition do not allow it, all teams are expected to play in Club colours. Club colours are sky blue shirts, navy shorts, and sky blue socks.
13. The Club may at times operate a weekly Clubhouse Cleaning Rota. It is the responsibility of each Club Official to ensure that they take their turn on the Rota and clean the Clubhouse as per the Clubhouse cleaning duties list. Club Officials, who fail to carry this out, may, at the discretion of the Management Committee, be subject to a Club fine.
14. At least one Club Official from each age group MUST attend the Club's Ordinary General Meetings (Monthly Managers Meeting). Officials, who fail to attend these monthly meetings, will be subject to a Club fine at the discretion of the Management Committee.
15. Each team has to be managed by at least two Club Officials. The details of these Officials should be given to the Secretary of the Club. If one Official leaves the team the other must inform the Management Committee immediately.
16. Club Officials who must follow the Guidelines set out in the Club's Child Protection and Welfare Policy, can only be appointed by the Management Committee and must have a valid CRB Disclosure within 3 months of joining the Club. In addition, all Club Officials who take on the role of manager, coach, or assistant manager or coach must have completed as a minimum the FA Level 1 Coaching Course, attended a child protection course and hold a valid first aid certificate, within three months of joining the Club.
17. The Club will provide four awards for the annual Presentation Evening; these awards are for the Player of the Year, Sportsman of the Year, Manager's Merit Award, and the Colin Roden Team (Player) of the Year.
18. A letter concerning any fine (Club or League) will be sent to the individual by the Club Secretary. All Club fines must be paid to the Club's Treasurer within 14 day's of the date of the letter being sent.

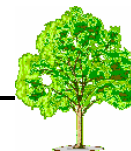


19. Officials from one Beechfield team may not approach a player from another Beechfield team without the consent of the other team's manager.
20. Should any player be approached by a professional Club Scout, the Club Official of that team MUST inform the Head of the Management Committee.

## **Guidance and Information Regarding Disciplinary Procedures**

The following are Basic Principles.

1. The Club will appoint a Disciplinary Officer and set up a Disciplinary Committee. The membership of which will include senior Club Officials, but exclude the Club's Chairman and Vice Chairman.
2. The Management Committee will decide if an offence should be referred to the Disciplinary Committee.
3. With the exception of gross misconduct, no disciplinary action will be taken until an incident has been fully investigated and every effort will be made to complete the investigation as quickly as possible.
4. A person will be notified in writing prior to any formal disciplinary interview and of the nature of any complaint/incident.
5. A person will be given the opportunity to state their case before the Disciplinary Committee. A person will have the right to be accompanied by a representative at all stages of any formal procedure and to call witnesses where appropriate.
6. At each stage of any formal procedure, a person will be informed of the standard(s) of behaviour required, and how they need to improve their behaviour. Individuals will be given reasonable time to achieve the required standard.
7. A person will have the right to appeal against any disciplinary measure taken under the formal disciplinary procedure.
8. All appeals will be held by the Club Chairman/Vice Chairman and other Senior Club Officials.
9. Any decision to dismiss a person from the Club may only be taken by the Executive Committee upon request from the Management Committee and after seeking guidance from the Disciplinary Committee.
10. With the exception of gross misconduct a person will not be dismissed for a first breach of discipline.



11. Where gross misconduct is considered to have occurred, a person may, where necessary, be suspended immediately by the Disciplinary Officer after conferring with the Head of the Management Committee, pending a full investigation into the incident. The period of suspension will be as brief as possible.

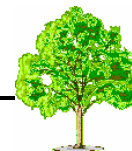
### **Examples of behaviours, which could lead to the disciplinary procedure being invoked.**

1. Failure to adhere to Club Rules and Codes of Conduct.
2. Poor or non-attendance at meetings, Club functions and organised events.
3. Refusal to carry out a particular task as instructed by the Management or Executive Committee.
4. Failure to fulfil duties expected in the role the Club Official carries out.
5. Abuse of the Club's resources which includes for example, use of the telephone or electric.
6. Failing to register a player or the false registration of a player.
7. Misuse of Club property.

### **Examples of behaviours, which could constitute gross misconduct and immediate dismissal.**

1. Use of derogatory, foul and abusive language based on age, religion, disability, gender, race, or sexual orientation.
2. Misappropriation of Club Funds.
3. Any form of harassment or discrimination against a member of the Club, league official, match official, or member of another team.
4. Gross negligence in the areas of Child Protection.
5. Fighting or an assault whilst carrying out duties or tasks at the Club.
6. Act of sabotage or malicious damage to any Club equipment or assets.
7. Incapability to conduct duties or tasks at the Club through consumption of alcohol or drugs.
8. Theft, fraud, or deliberate falsification of records, certificates, or achievements.
9. Frequent breach of Club Rules and Codes of Conduct.

**The above are examples of offences constituting breaches of discipline and gross misconduct and are neither exhaustive nor exclusive.**



## **Codes of Conduct**

### **Parents and Spectators**

To ensure that all children have a happy and safe time at the Club, all parents and spectators are requested to follow the Codes of Conduct set out below.

Parents and spectators have a great influence on a child's enjoyment and success in football. All children play football because they first and foremost love the game - it's fun. It is important to remember that however good a child becomes at football, parents and spectators have a very important role to play and that their positive encouragement will contribute to:

- Children enjoying the game.
- A sense of personal achievement.
- Self-esteem.
- Improving the child's skills and techniques.

Parents and spectator's expectations and attitudes have a significant bearing on a child's attitude towards:

- Other players.
- Officials.
- Managers.
- Spectators.

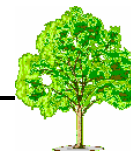
Beechfield expect that parents and spectators within the Club are always positive, giving encouragement towards ALL of the children, not just their own. Beechfield encourage parents and spectators to:

- Applaud the opposition as well as our own team.
- Avoid coaching the child during the game.
- Not to shout and scream.
- Respect the referee's decision at all times.
- Give attention to each of the children involved in the team not just the most talented
- Give encouragement to everyone to participate in football.
- Respect the residents and the local area at all venues home and away. Be especially careful that cars are parked considerately and that players do not leave mud from their boots on pavements. Remember to remove any litter from the side of the pitch and surrounding areas.



**The Parents and Spectators Top Ten:**

1. Encourage participation but do not force it.
2. Teach that honest effort is the victory, not the winning.
3. Encourage children to play by the rules.
4. Never ridicule mistakes or losses.
5. Remember, involvement is for their enjoyment, not yours.
6. Remember, children learn best by example. Applaud both teams.
7. Recognise positively the contribution of voluntary officials.
8. Never publicly disagree with officials. Raise issues privately.
9. Support all efforts to remove verbal, racial, and physical abuse from the game.
10. Support your Club officials to foster high standards of behaviour for your Club and your League.



## **Codes of Conduct**

### **Managers, Coaches and Players**

All managers, coaches, and players are requested to follow the Codes of Conduct set out below:

#### **For Managers and Coaches:**

1. Abide by the Laws of the Game, Club Rules and League Rules.
2. Teach the Rules: Rules are mutual agreements which nobody should break.
3. Group players competitively.
4. Avoid overplaying talented players.
5. Maximise fun: Place winning in perspective.
6. Always stress safety.
7. Consider maturity levels: Devise training programs to suit all levels.
8. Develop team respect: For opponents, officials, and coaches.
9. Recognise the importance of proper injury treatment.
10. Keep up to date with coaching developments.
11. Attain coaching accreditation.
12. Avoid derogatory language based on gender or race.

#### **For Players:**

1. Play by the laws and rules.
2. Don't argue.
3. Control your temper.
4. Be a team player.
5. Be a good sport.
6. Treat all players fairly.
7. Cooperate with your coach and team mates.
8. Play for fun and improvement.