	<b>Swinton Football Club</b> <b>Charter Standard Management System</b>	<b>Document Number:</b> SFC/MA/CL_2.1. Page 1 of 24
	<b>Document:</b> <b>Club Constitution and Rules</b>	<b>Revision Date:</b> 12 <sup>th</sup> February 2018

## 1. Name

1.1. The name of the Club shall be Swinton Football Club (the Club).

## 2. Objects

2.1. The objects of the Club shall be to provide the fullest opportunity for anyone wishing to play football in and around Swinton to participate in association football, and to provide a safe and enjoyable learning environment to maximise opportunity and potential. The Club shall promote social and community activities in furtherance of this objective.

## 3. Status of Rules

3.1. The rules (the Club Rules) form a binding agreement between each member of the Club. Every Club member (player), officer, and official shall be entitled to a copy of these Rules.

3.2. 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 parent County Association and any league or competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.

3.3. Any alteration to the Club Rules shall only be made with the majority approval of the Club Executive Committee. Any alteration to these Rules must be submitted to the Club Secretary, in writing, formally proposed and seconded, 14 days before a meeting of the Executive Committee. Any decision of the Club Executive Committee regarding alterations to the Club Rules must be ratified by the next meeting of the Club Executive Committee before formal adoption.

3.4. The Club will also abide by the Football Association's Child Protection Policies, Procedures, and Codes of Conduct. The Club will have its own Child Protection Policy and Codes of Conduct, and these shall be deemed to be incorporated into the Club Rules. The Club will abide by the Equal Opportunities and Anti-Discrimination Policy of the Football Association.


3.5. Save as provided for in the Rules and Regulations of the Football Association and the County Association to which the Club is affiliated, the Club shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

## 4. Membership

4.1. Membership of the Club shall be open to any person eligible, by virtue of age, to register for any of the Club's teams, regardless of race, gender (in compliance with the rules of any Governing Organisation), sexual orientation, or ability.

4.2. The acceptance of a new member (player) into any of the Club's teams shall be at the discretion of the team's manager, on the basis of full equality of opportunity.

4.3. New members (players) must pay the Club registration fee (where applicable at the time of joining) before their initial membership is accepted. All members (players) must pay the annual club registration fee and monthly subscriptions for their membership to be retained.

	<b>Swinton Football Club</b> <b>Charter Standard Management System</b>	<b>Document Number:</b> SFC/MA/CL_2.1. Page 2 of 24
	<b>Document:</b> <b>Club Constitution and Rules</b>	<b>Revision Date:</b> 12 <sup>th</sup> February 2018

4.4. Each team manager will maintain a current list of members (players), and shall make this list available to the Club Secretary upon demand. The Club Secretary shall make a full register of Club members available to the Football Association or parent County Association on demand.

4.5. No manager or coach will be entitled to any voting rights at the AGM if they have not signed on a full team at the clubs annual signing on day.

## 5. Annual Registration Fee

5.1. An annual registration fee payable by each member shall be determined by the Club's Committee and subject to review at the Annual General Meeting. Registration fees shall not be repayable. The annual registration fees shall be collected on the first Saturday in June at the club's annual signing on day.

5.2. Players shall only be eligible to play for the Club after payment of annual or registration fees.

5.3. If a player joins the club after the 1<sup>st</sup> February in that season year, the registration fee will be reduced by 50% of the club's annual signing on fee and payable prior to playing in any league games.

5.4. The club will hold an annual Pitch Marking and Preparation day in August ready for the coming season. All Managers are to be present to assist in this to ensure the club is ready for the approaching season.

## 6. Subscriptions

6.1. Club members (players) shall pay membership subscriptions of an amount determined by the Club's Committee to fulfil the objects of the Club. Subscriptions shall be collected by team managers monthly and paid into the Club Treasurer bank account on the first Monday of each month with the exceptions of July and August these are free months. Subscriptions shall not be repayable.

6.2. The club shall collect the agreed player subscription as per 6.1 each month; the individual manager of each team shall charge their own agreed set subscription amount per player each month. The amount charged by the manager of his or her team must cover all their expenses such as Kits, equipment, first aid requirement's, winter and or summer training venue, referee fees, certain league fees etc., and any other operating cost the team may incur. There will be no funding support by SFC in regards to individual players or operating cost of a team.

6.3. Players shall only be eligible to play for the Club after payment of membership and monthly subscriptions are up to date.

## 7. Team Management and Selection

7.1. Teams are only allowed to play in one League during the season.

7.2. One person cannot hold an official position as Manager, deputy or coach with more than 1 team or age group at the same time, on either a Saturday or Sunday within SFC.

7.3. Team selection shall be at the discretion of each team manager. Team managers shall make all players and parents aware of selection policies when players register to join these teams.

	<b>Swinton Football Club</b> <b>Charter Standard Management System</b>	<b>Document Number:</b> SFC/MA/CL_2.1. Page 3 of 24
	<b>Document:</b> <b>Club Constitution and Rules</b>	<b>Revision Date:</b> 12 <sup>th</sup> February 2018

7.4. A maximum of two players plus a Goalkeeper from any one team will be permitted to play for more than one team in the Club, unless permission is granted by the Executive Committee.

## 8. Conduct and Discipline

8.1. The Club shall abide by the Codes of Conduct of the Football Association and shall have Club Codes of Conduct for members (players), managers and officials, and spectators. These Codes of Conduct shall be deemed to be incorporated into the Club Rules. The Club will expect that:

- Each member of the Club will uphold the good name of the Club at all times both on and off the pitch and not to commit any act, which would be contrary to this.
- Each member will respect without question the rules of any league or competition in which the Club is involved and the rules of the Football Association.
- All Club officials, players, and spectators will respect the decisions of match referees.
- The Captain of each team shall be responsible for ensuring that the opposing team is applauded off the field at the conclusion of each match without exception.

8.2. In the event that any player is subject to disciplinary action by the Football Association, a County Football Association, League or other relevant authority, any fines imposed on that player shall be paid by the player directly. Any additional costs such as appeal fees shall also be the responsibility of the player.

## 9. Equipment and Premises

9.1. The manager of each team shall have overall responsibility for the safekeeping of all equipment (including nets, footballs, corner posts, training equipment etc.) provided by the Club.

9.2. All equipment shall remain the property of the Club at all times. Managers shall be expected to return equipment to the Club upon request.

9.3. All Kits will remain the property of the Club. It shall be the responsibility of each player to care for the kit. Kit must be returned to the Club upon request. In the event of loss, the player will be charged at full replacement cost.


9.4. The Club's home colours are Yellow shirts (predominant) and Blue Nike shorts all teams will wear these colours when playing at home, this being Barton Road.

9.5. Away Nike kits are permitted, ages up to under 12 Dark Blue tops and blue shorts over 12 or eleven aside sky blue tops and blue shorts.

9.6. In order to provide a uniform team appearance the Executive Committees will agree on a club corporate kit policy, Club officials or managers procuring new kit, for example in collaboration with sponsors, shall ensure that all home match kits comply with this corporate image policy.

For purposes of Club development, this corporate kit may be subject to change from time to time.

9.7. Where teams are playing at facilities managed by the Club, any member found damaging these premises (or the Club's equipment) will be deemed to be in breach of Club Rules and Codes of Conduct.

	<b>Swinton Football Club</b> <b>Charter Standard Management System</b>	<b>Document Number:</b> SFC/MA/CL_2.1. Page 4 of 24
	<b>Document:</b> <b>Club Constitution and Rules</b>	<b>Revision Date:</b> <b>12<sup>th</sup> February 2018</b>

9.8. Where teams are playing at facilities other than those managed by the Club, the Club is dependent upon the goodwill of those who provide premises and playing areas for training and matches. Any member found damaging these premises (or the Club's equipment) will be deemed to be in breach of Club Rules and Codes of Conduct.

9.9. Managers and players will be responsible for ensuring that, at the end of each match, any changing facilities and pitches are left in a first class, secure and safe condition and that all Club equipment or waste is removed, whoever the facilities are owned by.

9.10. The club secretary or his designated Executive Committee member shall have the authority to call games off, due to the prevailing weather conditions or if the pitches are deemed to be unplayable. The decision shall be final of the inspecting Executive Committee member and no games shall be played over the prevailing period that the pitches are deemed not to be playable. No manager or Executive Committee member shall have the power to overrule the decision of the inspecting Executive Committee member.

9.11. The club shall operate a no pets or animals of any kind policy within its grounds. No person entering the club premises will be allowed access if they are accompanied by a pet or animal. The only exclusion to this will be in regards to a guide dog.

9.10 A manager is permitted to hire the clubhouse for his or hers own team's functions, a hire fee of £25 will be charged for the use of the room. The room must be cleaned on the same night of the function. Any damage caused to the building or its effects will be invoiced to the team manager for payment within 14 days. The hire fee is non-refundable and is payable when booking the hall.

## 10. Resignation and Expulsion (Player Members)


10.1. A member (player) shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Executive Committee via the team manager of their resignation.

10.2. A member whose annual registration fee or weekly subscriptions are more than one month in arrears will not be permitted to take part in any club activity until the full payment is made of any outstanding monies owed and a clear month in advance is payed upfront. If this is a regular occurrence from a player, they will be asked to leave the club and monies will be claimed back. If there is no communication via players, parents or the player to resolve this, they will be deemed to have resigned for the club.

10.3. The Club shall have the power, though a majority vote of its Executive Committee, to suspend or expel any Player, Member, Parent, or Family who is deemed to have committed a serious breach of Club Rules or Club Codes of Conduct. Suspension for a determined period or expulsion shall require 7 days' written notice. In either instance, the member will have the right to appeal to a specially convened Club Disciplinary Committee, which shall consist of four members of the Club Executive Committee, nominated by the Club Executive Committee.

The appeal shall be heard within the period of written notice.

10.4. A member who resigns or is expelled shall not be entitled to claim any or any share of, the Club's funds or property.

	<b>Swinton Football Club</b> <b>Charter Standard Management System</b>	<b>Document Number:</b> SFC/MA/CL_2.1. Page 5 of 24
	<b>Document:</b> <b>Club Constitution and Rules</b>	<b>Revision Date:</b> 12 <sup>th</sup> February 2018

## 11. Club Trustees

The trustees are in place for the purpose of SFC's lease of the grounds, at Barton Road. The club shall have four trustees who will be responsible for all matters relating to the lease and all matters arising to the lease. The lease will be for a 25-year period and in agreement with the local council, the trustees are stated below;

- Ken Pollard Chairman
- Christopher Lee Vice Chairman and Secretary
- Mark Airey Treasurer

### Executive Committee

11.1. The Club Executive Committee shall consist of the following officers:

- Club Chairman
- Club Vice-Chairman
- Club Secretary
- Club Treasurer
- Club Disciplinary Secretary
- Club Safe Guarding Officer
- Coaching Development Officer
- Club Development Officer
- Project Development Officer
- Managers Representative
- Club Press Media and Minutes Officer

A summary of the responsibilities of these Key Roles is contained in Swinton Football Club document ref. SFC/M.A/C.L/1.3 Key Roles and Role Profiles.


11.1a All Executive Committee positions will be nominated at the June managers' meeting for all members who wish to stand for their position for another year. There will be a 14-day period from the day of meeting where nominations can be received for Executive Committee positions to the club secretary in writing. These will then be voted on in the AGM held in July.

11.2. Members of the Executive Committee shall be elected at the Annual General Meeting of the Club from and by a majority of the members of the Club Executive Committee, and shall serve for a period of one year, but may be re-elected to the same office or another office the following year.

11.3. During their period of office, officers may resign or be requested to resign by a majority of the Club Executive Committee.

11.4. The Club Executive Committee shall have the authority to make any decision relating to the running of the Club, based on a majority of its members.

11.5. Decisions of the Club Executive Committee will be on the basis of a majority present no less than five, with the Chairman having a casting vote only.

	<b>Swinton Football Club</b> <b>Charter Standard Management System</b>	<b>Document Number:</b> SFC/MA/CL_2.1. Page 6 of 24
	<b>Document:</b> <b>Club Constitution and Rules</b>	<b>Revision Date:</b> 12 <sup>th</sup> February 2018

11.6. The Club Executive Committee shall have the power, though a majority vote, to suspend or expel any member of the club who is deemed to have committed a serious breach of Club Rules or Club Codes of Conduct.

Suspension for a determined period or expulsion shall require 7 days written notice. In either instance, the member will have the right to appeal to a specially convened Club Disciplinary Committee, which shall consist of four members of the Club Executive Committee, nominated by the Club Executive Committee. The appeal shall be heard within the period of written notice.

11.7. Five shall form a quorum at any meeting of the Club Executive Committee.

11.8. The Club shall not hold fewer than six meetings of the Executive Committee each year.

11.9. The Club Executive Committee shall be given 14 days' notice of any meeting, where possible meetings may be called at short notice to conduct club business with no less than five Executive Committee Members in attendance.

11.10. The Club Executive Committee shall be chaired by the Club Chairman or Club Vice-Chairman in the absence of the Club Chairman

11.11. The Club Chairman, or Club Vice-Chairman in the absence of the Club Chairman, shall be the sole interpreter of the Club Rules at meetings of the Club Executive Committee, and shall determine every point of order.

11.12. Decisions of the Club Executive Committee will be based on a majority present, no less than five. The Club Chairman, or Club Vice-Chairman in the absence of the Club Chairman, shall have a casting vote only at meetings of the Club Executive Committee.

11.13. There shall be sub-committees to assist the Executive Committee with the running and development of the club, these are listed below;


- Fundraising Committee

#### **Fundraising Committee**

11.15 The Fundraising Committee, will consist of eight people and will be chaired by the Club Fundraising Officer from the Executive Committee. The seven remaining position will be made up of the below;

- Fundraising Officer (Executive Committee)
- Special Events Officer
- Fundraiser
- Fundraiser
- Fundraiser
- Fundraiser
- Fundraiser
- Fundraiser

The Fundraising Committee will be allocated a float of £500 to enable the booking of events and functions.

	<b>Swinton Football Club</b> <b>Charter Standard Management System</b>	<b>Document Number:</b> SFC/MA/CL_2.1. Page 7 of 24
	<b>Document:</b> <b>Club Constitution and Rules</b>	<b>Revision Date:</b> <b>12<sup>th</sup> February 2018</b>

Records of income and expenditure shall be kept by the Fundraising Chair and reported to the Club Treasurer monthly and at all Executive Committee meetings.

A final balance sheet shall be made available for the Executive Committee meeting before 15<sup>th</sup> June each year and submitted with the club accounts to the Executive Committee for approval prior to the AGM.

The Fundraising Committee shall meet on a bi-monthly basis, the Fundraising Chair can if needed call a meeting at short notice to discuss matters arising, the meeting shall be formed by no less than 5 people. The Chairperson shall the deciding vote on all matters.

Matters that are discussed and voted on by the Fundraising Committee will be brought to the Executive Committee. Such matters or proposals shall be discussed and voted on for final approval by the Executive Committee.

Members of the Executive Committee may attend at any time the Fundraising Committee meetings.

The Fundraising Chair will update the Executive Committee with minutes of their meeting within 5 days of this taking place to the club secretary in writing.

#### **MUGA Committee**

11.16 A Sub-Committee to assist in the gaining of the MUGA. The committee will consist of six people, four will be from within the club, and two will be external to the club. One position will be advertised to the parents within the club to apply to be a member of the Sub-Committee. (The committee reserve the right to invite selected persons into the Sub-Committee and increase the numbers if required).

The Sub-Committee shall report directly to the Club Executive Committee on a monthly basis or as needed and shall be made up of the following; Chairperson, Vice Chairperson, Secretary, Two external Members and one Swinton FC Parent.


#### **12. General Meetings**

12.1. The club shall hold monthly managers' meetings on the first Monday of each month, all managers and assistants will be required to attend this meeting and pay monthly subs. If no apology or either the manager or assistant attends the meeting the club shall impose a £10 fine on the team concerned.

12.2. An Annual General Meeting (AGM) shall be held at an agreed date and at such place as the General Committee decide, and shall be the occasion for the presentation of the Club's Annual Report of Accounts. Notice of any resolution to be proposed to the AGM shall be given in writing to the Club Secretary not less than 14 days before the AGM.

12.3. The AGM will be open to everyone within the club to attend, voting rights at the AGM meeting will be restricted to the club members as below;

- Club Executive Committee
- Sub Committee Members
- Club Managers
- Club Assistant Manager
- Club Coaches
- Authorised support staff.

	<b>Swinton Football Club</b> <b>Charter Standard Management System</b>	<b>Document Number:</b> SFC/MA/CL_2.1. Page 8 of 24
	<b>Document:</b> <b>Club Constitution and Rules</b>	<b>Revision Date:</b> 12 <sup>th</sup> February 2018

The above-mentioned club members will have one vote per person and cannot vote on behalf of non-attendees.

12.4. The business of the Annual General Meeting (AGM) shall be:

- To confirm the minutes of the previous AGM and any General Meetings held since the last AGM.
- Receive the audited accounts for the year from the Treasurer.
- Receive the annual report of the Committee from the Secretary.
- Elect the Officers of the Club.
- Review registration rates and agree them for the forthcoming year.
- Carry out any other business received in writing by the Secretary from Members at least 14 days prior to the meeting and included on the agenda.

12.5. A Special General Meeting (SGM) of the Executive Committee may be called at any time by the Executive Committee, shall be called within 14 days of the receipt by the Club Secretary of a requisition in writing, signed by no fewer than five members of the Club General Committee, stating the purpose of the SGM and the resolutions proposed. Five shall form a quorum at any SGM.

### 13. Club Finances

13.1. A bank account (or accounts) shall be maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Chairman, and the Club Treasurer.

Under normal circumstances, no sum shall be drawn from the Club Account, or paid from the Club Account, except by cheque or using the club debit card by authorised signatories.

For the day-to-day running of the club, the purpose of bill payments and purchasing of goods, sums may be paid from the Club Account by the treasurer or one of the signatories using a Club debit card. In such circumstances, at least one other signatory shall be informed, and proof presented.

The committee shall have the power to enter into a loan or finance agreement at any time, solely for purchasing of essential high cost items needed for the club to operate effectively. The treasure shall present all costing and paper work for approval. The findings will be voted on and all correspondence noted.


13.2. All monies received by the Club and payable to the Club, shall be received by the Club Treasurer, and deposited in the Club Account.

13.3. The income and asset of the Club (the Club Property) shall only be applied in the furtherance of the objects of the Club.

13.4. The Executive Committee shall have the power to authorise the payment of remuneration of expenses to any member of the Club, or to any other persons for services rendered to the Club.

13.5. The Club shall prepare an Annual Report of Account for each year, for the purpose of accounting the year will run in line with the football season 1<sup>st</sup> July to 30<sup>th</sup> June each year.



	<b>Swinton Football Club</b> <b>Charter Standard Management System</b>	<b>Document Number:</b> SFC/MA/CL_2.1. Page 9 of 24
	<b>Document:</b>  <b>Club Constitution and Rules</b>	<b>Revision Date:</b> <b>12<sup>th</sup> February 2018</b>

13.6. All fines imposed on individual players by governing bodies or leagues shall be the responsibility of the individual player, who must ensure that fines are paid promptly. The Club may take disciplinary action against any player who fails to pay fines on time.

#### 14. Child Welfare and Respect Ambassador

14.1 The club will abide by The Football Associations Child Protection Policies and Procedures, these shall be endorsed by the Safe Guarding Officer Ken Pollard. The SGO will be supported by two child Welfare Officers and three Respect Ambassadors as listed below in 14.2.

14.2 The Child Welfare Officers are: **Ken Pollard** and **Chris Lee**. Respect Ambassadors are **Mark Airey, Ken Pollard and Chris Lee**

14.2a. The Child Welfare Officers shall be your first point of contact, they will liaise with the SGO.

14.3. If you wish to report an incident that has happened just before/ during or just after the training session or a game you should inform your manager or coach.

14.4. If you feel uncomfortable about approaching any of our Child Welfare Team, you can contact any of the committee members if you so desire.

14.5. If you are a child and your parents are not with you, you should tell a parent or adult that you trust (it is advisable to agree with your child when leaving them who you have asked to look after them in your absence and that they have a contact telephone number for you). This will also be useful should there be a medical emergency.

#### 15. Dissolution

15.1. If at any General meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.


15.2. If at that Special General Meeting, the resolution is carried by at least two thirds of members present at the meeting, the Executive Committee shall there upon, or at such a date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

**Constitution and Rules adopted by Swinton Football Club on 12<sup>th</sup> February 2018**

Signed

*Ken Pollard*

Ken Pollard  
Chairman Swinton FC

	<b>Swinton Football Club</b> <b>Charter Standard Management System</b>	<b>Document Number:</b> SFC/MA/CL_2.1. Page 10 of 24
	<b>Document:</b> <b>Club Constitution and Rules</b>	<b>Revision Date:</b> 12 <sup>th</sup> February 2018

16. Managers Acceptance

**Managers information:**

Managers name

Managers phone number

Coach's name

Coach's phone number

Other important phone numbers

Name /No


Name /No

Please make a note of any other important information you require below.


16.1. A manager will normally stay with your team from the time you join all the way through to it becoming the under 17's team, providing he or another manager wants to run an under 18's team you will be able to decide if you would like to stay playing in the group for the next 2 seasons.

16.2. Where the club pays for a manager of his assistant to attend any training or coaching courses the club will not require payment for this course if the manager remains within the club for a further 2 years. Should he or she leave the club within the two years full payment of the course fee will be applicable before he or she can break all ties with Swinton F.C. If no payment is received the Chairman or Secretary will notify Manchester F.A.

**Welcome to Swinton Football Club, we hope you have an enjoyable and rewarding time at Swinton FC and hope that you will be with us for a long time to come.**

	<b>Swinton Football Club</b> <b>Charter Standard Management System</b>	<b>Document Number:</b> SFC/MA/CL_2.1. Page 11 of 24
	<b>Document:</b> <b>Club Constitution and Rules</b>	<b>Revision Date:</b> 12 <sup>th</sup> February 2018

**16. This section to be retained by the Club:**

**Acknowledgement:**

**Manager**

**Team Age Group**

Signature..... Date

**Parent**

Signature..... Date

**Player Age**

**D.O.B**

Name in block capitals

Signature..... Date

**Club representative:**

Name in block capitals

Signature..... Date

Position held within Swinton FC:

	<b>Swinton Football Club</b> <b>Charter Standard Management System</b>	<b>Document Number:</b> SFC/MA/CL_2.1. Page 12 of 24
	<b>Document:</b> <b>Club Constitution and Rules</b>	<b>Revision Date:</b> 12 <sup>th</sup> February 2018

## Amendments

### **20<sup>th</sup> February 2012 SGM.**

#### Additions to Constitution

5.4 The club will hold an annual Pitch Marking and Preparation day in August ready for the coming season. All Managers are to be present to assist in this to ensure the club is ready for the approaching season.

11.16. A Sub-Committee to assist in the gaining of the MUGA. The committee will consist of six people, four will be from within the club, and two will be external to the club. One position will be advertised to the parents within the club to apply to be a member of the Sub-Committee. (The committee reserve the right to invite selected persons into the Sub-Committee and increase the numbers if required). The Sub-Committee shall report directly to the main Committee on a monthly basis or as needed and shall be made up of the following; Chairperson, Vice Chairperson, Secretary, Two external Members and one Swinton FC Parent.

#### Changes to Constitution

##### From

11.7 10 shall form a quorum at any meeting of the Club General Committee.

##### To

11.7 9 shall form a quorum at any meeting of the Club General Committee.

### **8<sup>th</sup> May 2013 AGM**


#### Change to Signing on Day

##### From

5.1 An annual registration fee payable by each member shall be determined by the Club's Committee and subject to review at the Annual General Meeting. Registration fees shall not be repayable. The annual registration fees shall be collected on the first Saturday in July at the club's annual signing on day

##### To

5.1 An annual registration fee payable by each member shall be determined by the Club's Committee and subject to review at the Annual General Meeting. Registration fees shall not be repayable. The annual registration fees shall be collected on the first Saturday in June at the club's annual signing on day

	<b>Swinton Football Club</b> <b>Charter Standard Management System</b>	<b>Document Number:</b> SFC/MA/CL_2.1. Page 13 of 24
	<b>Document:</b> <b>Club Constitution and Rules</b>	<b>Revision Date:</b> 12 <sup>th</sup> February 2018

## 10. Resignation and Expulsion (Player Members)

### From

10.3 The Club shall have the power, though a majority vote of its Executive Committee, to suspend or expel any member who is deemed to have committed a serious breach of Club Rules or Club Codes of Conduct. Suspension for a determined period or expulsion shall require 14 days' written notice. In either instance, the member will have the right to appeal to a specially convened Club Disciplinary Committee, which shall consist of four members of the Executive Committee, nominated by the Executive Committee.

### To

10.3 The Club shall have the power, though a majority vote of its Committee, to suspend or expel any Player, Member, Parent, or Family who is deemed to have committed a serious breach of Club Rules or Club Codes of Conduct. Suspension for a determined period or expulsion shall require 14 days' written notice. In either instance, the member will have the right to appeal to a specially convened Club Disciplinary Committee, which shall consist of four members of the Executive Committee, nominated by the Executive Committee.

### **9<sup>th</sup> October 2013 EGM**

Additional to voting of Executive Committee

11.1a All posts will be nominated in the April managers' meeting for all members who wish to stand for their position for another year. There will be a 14-day period from the day of meeting where nominations can be received for Executive Committee positions to the club secretary in writing. These will then be voted on in the AGM held in MAY


### **12<sup>th</sup> May 2104 AGM**

#### Additions to Constitution

9.8 The club secretary or his designated Executive Committee member shall have the authority to call games off, due to the prevailing weather conditions or if the pitches are deemed to be unplayable. The decision shall be final of the inspecting Executive Committee member and no games shall be played over the prevailing period that the pitches are deemed not to be playable, No manager or Executive Committee member shall have the power to overrule the decision of the inspecting Executive Committee member.

9.9 The club shall operate a no pets or animals of any kind policy within its grounds. No person entering the club premises will be allowed access if they are accompanied by a pet or animal. The only exclusion to this will be in regards to a guide dog.

9.10 A manager is permitted to hire the clubhouse for his or hers own team's functions, a hire fee of £25 will be charged for the use of the room. The room must be cleaned on the same night of the function. Any damage caused to the building or its effects will be invoiced to the team manager for payment within 14 days. The hire fee is non-refundable and is payable when booking the hall.

	<b>Swinton Football Club</b> <b>Charter Standard Management System</b>	<b>Document Number:</b> SFC/MA/CL_2.1. Page 14 of 24
	<b>Document:</b> <b>Club Constitution and Rules</b>	<b>Revision Date:</b> 12 <sup>th</sup> February 2018

### EGM 10<sup>th</sup> November 2014

#### Changes to Constitution

##### From

6.1 Club members (players) shall pay membership subscriptions of an amount determined by the Club's Executive Committee to fulfil the objects of the Club. Subscriptions shall be collected by team managers monthly and paid to the Club Treasurer the first Monday of each month, with the exceptions of July and August these are free months. Subscriptions shall not be repayable.

##### To

6.1 Club members (players) shall pay membership subscriptions of an amount determined by the Club's Executive Committee to fulfil the objects of the Club. Subscriptions shall be collected by team managers monthly and paid into the Club Treasurer bank account on the first Monday of each month, with the exceptions of July and August these are free months. Subscriptions shall not be repayable.

##### From

10.2 A member whose annual registration fee or weekly subscriptions are more than two months in arrears may be deemed to have resigned.

##### To

10.2 A member whose annual registration fee or weekly subscriptions are more than one month in arrears they will not be permitted to take part in any club activity until the full payment is made of any outstanding monies owed and a clear month in advance is paid upfront. If this is a regular occurrence from a player, they will be asked to leave the club and monies will be claimed back. If there is no communication via players, parents or the player to resolve this, they will be deemed to have resigned for the club.

### AGM Monday 11<sup>th</sup> May 2015


#### Insert

5.3 If a player joins the club after the 1<sup>st</sup> February in that season year, the registration fee will be reduced by 50% of the club's annual signing on fee and payable prior to playing in any league games.

6.2 The club shall collect the agreed player subscription as per 6.1 each month; the individual manager of each team shall charge their own agreed set subscription amount per player each month. The amount charged by the manager of his or her team must cover all their expenses such as Kits, equipment, first aid requirement's, winter and or summer training venue, referee fees, certain league fees etc., and any other operating cost the team may incur. There will be no funding support by SFC in regards to individual players or operating cost of a team.

6.3 Players shall only be eligible to play for the Club after payment of membership and monthly subscriptions are up to date.

6.4 If a player is permitted by the Executive Committee to play for more than one team within the club, the required yearly subscription and monthly subs will be paid to the club for each team.

	<b>Swinton Football Club</b> <b>Charter Standard Management System</b>	<b>Document Number:</b> SFC/MA/CL_2.1. Page 15 of 24
	<b>Document:</b> <b>Club Constitution and Rules</b>	<b>Revision Date:</b> 12 <sup>th</sup> February 2018

7.1 Teams are only allowed to play in one League during the season.

7.2 One person cannot hold an official position as Manager, deputy or coach with more than 1 team or age group at the same time, on either a Saturday or Sunday within SFC.

7.4 A maximum of two players plus a Goalkeeper from any one team will be permitted to play for more than one team in the Club, unless permission is granted by the Executive Committee.

12.3 The AGM will be open to everyone within the club to attend, voting rights at the AGM meeting will be restricted to the club members as below;

The Executive Committee  
Club Managers  
Club Assistant Manager  
Club Coaches  
Authorised support staff

The above-mentioned club members will have one vote per person and cannot vote on behalf of non-attendees.

14.1 The club will abide by The Football Associations Child Protection Policies and Procedures

### **Restructure and Managers Meeting 12<sup>th</sup> October 2015**

A number of amendments have been made from the Executive Committee to Club Executive

#### **From**

10.4.A member who resigns or is expelled shall not be entitled to claim any or any share of, the Club's property.

#### **To**


10.4.A member who resigns or is expelled shall not be entitled to claim any or any share of, the Club's funds or property.

#### **Addition**

### **11.Club Trustees**

The trustees are in place for the purpose of SFC's lease of the grounds, at Barton Road. The club shall have four trustees who will be responsible for all matters relating to the lease and all matters arising with to the lease. The lease will be for a 25-year period and in agreement with the local council, the trustees are stated below;

- Ken Pollard Vice Chairman
- Christopher Lee Secretary
- Mark Airey Treasurer
- Lenny Roach Senior Safe Guarding Office

	<b>Swinton Football Club</b> <b>Charter Standard Management System</b>	<b>Document Number:</b> SFC/MA/CL_2.1. Page 16 of 24
	<b>Document:</b> <b>Club Constitution and Rules</b>	<b>Revision Date:</b> 12 <sup>th</sup> February 2018

**To**

**From**

11.1. The Executive Committee shall consist of the following officers:

- Club President (Non-Executive)
- Club Chairman
- Club Vice-Chairman
- Club Treasurer
- Club Secretary
- Club Disciplinary Secretary
- Club Minutes Officer
- Club Development Officer
- Club 7 a side Representative
- Club 11 a side Representative

**To**

**Executive Committee**

10.4. The Club Executive Committee shall consist of the following officers:

- Club Chairman
- Club Vice-Chairman
- Club Secretary
- Club Treasurer
- Club Disciplinary Secretary
- Club Senior Safe Guarding Officer
- Club Development Officer
- Club Minutes Officer
- Club Fundraising Committee Chairperson

**From**

11.5 Decisions of the Executive Committee will be based on a majority present, with the Chairman having a casting vote only.


**To**

11.5 Decisions of the Club Executive Committee will be based on a majority present no less than five, with the Chairman having a casting vote only.

**From**

11.6. The Executive Committee shall have the power, though a majority vote, to suspend or expel any member of the club who is deemed to have committed a serious breach of Club Rules or Club Codes of Conduct.



	<b>Swinton Football Club</b> <b>Charter Standard Management System</b>	<b>Document Number:</b> SFC/MA/CL_2.1. Page 17 of 24
	<b>Document:</b> <b>Club Constitution and Rules</b>	<b>Revision Date:</b> 12 <sup>th</sup> February 2018

Suspension for a determined period or expulsion shall require 14 days' written notice. In either instance, the member will have the right to appeal to a specially convened Club Disciplinary Executive Committee, which shall consist of four members of the Executive Committee, nominated by the Executive Committee. The appeal shall be heard within the period of written notice.

**To**

11.6 The Club Executive Committee shall have the power, though a majority vote, to suspend or expel any member of the club who is deemed to have committed a serious breach of Club Rules or Club Codes of Conduct.

Suspension for a determined period or expulsion shall require 7 days written notice. In either instance, the member will have the right to appeal to a specially convened Club Disciplinary Committee, which shall consist of four members of the Club Executive Committee, nominated by the Club Executive Committee. The appeal shall be heard within the period of written notice.

**From**

11.9. Decisions of the Executive Committee will be based on a majority present. The Club Chairman, or Club Vice-Chairman in the absence of the Club Chairman, shall have a casting vote only at meetings of the Executive Committee.

**To**

11.9. Decisions of the Club Executive Committee will be based on a majority present, no less than five. The Club Chairman, or Club Vice-Chairman in the absence of the Club Chairman, shall have a casting vote only at meetings of the Club Executive Committee.

**Addition**


11.13. There shall be sub-committees to assist the Executive Committee with the running and development of the club, these are listed below;

- Development Committee
- Fundraising Committee
- The MUGA Committee

**Development Committee**

11.14. The Development Committee will consist of six people and will be chaired by the Club Development Officer from the Executive Committee. The five remaining position will be made up of the below;

- Development Officer (Executive Committee)
- Coaching Development Officer
- 7-16 Liaison Officer
- 16-Open/Vets Officer
- Parents Rep Holding to 10's
- Parents Rep 10's to 16's

	<b>Swinton Football Club</b> <b>Charter Standard Management System</b>	<b>Document Number:</b> SFC/MA/CL_2.1. Page 18 of 24
	<b>Document:</b> <b>Club Constitution and Rules</b>	<b>Revision Date:</b> 12 <sup>th</sup> February 2018

The Development Committee shall meet on a bi-monthly basis, the Development Committee Chair can if needed call a meeting at short notice to discuss matters arising, the meeting shall be formed by no less than 5 people. The Chairperson shall have the casting vote on all matters.

Matters that are discussed and voted on by the Development Committee will be brought to the Executive Committee. Such matters or proposals shall be discussed and voted on for final approval by the Executive Committee.

Members of the Executive Committee may attend at any time the Development Committee meetings

The Development Chair will update the Executive Committee with minutes of their meeting within 5 days of this taking place to the club secretary in writing.

### **Fundraising Committee**

11.15. The Fundraising Committee, will consist of eight people and will be chaired by the Club Fundraising Officer from the Executive Committee. The seven remaining positions will be made up of the below;

- Fundraising Officer (Executive Committee)
- Special Events Officer
- Fundraiser
- Fundraiser
- Fundraiser
- Fundraiser
- Fundraiser
- Fundraiser

The Fundraising Committee will be allocated a float of £500 to enable the booking of events and functions.

Records of income and expenditure shall be kept by the Fundraising Chair and reported to the Club Treasurer monthly and at all Executive Committee meetings.


A final balance sheet shall be made available for the Executive Committee meeting before 15<sup>th</sup> April each year and submitted with the club accounts to the Executive Committee for approval prior to the AGM.

The Fundraising Committee shall meet on a bi-monthly basis, the Fundraising Chair can if needed call a meeting at short notice to discuss matters arising, the meeting shall be formed by no less than 5 people. The Chairperson shall have the deciding vote on all matters.

Matters that are discussed and voted on by the Fundraising Committee will be brought to the Executive Committee. Such matters or proposals shall be discussed and voted on for final approval by the Executive Committee.

Members of the Executive Committee may attend at any time the Fundraising Committee meetings.

The Fundraising Chair will update the Executive Committee with minutes of their meeting within 5 days of this taking place to the club secretary in writing.

	<b>Swinton Football Club</b> <b>Charter Standard Management System</b>	<b>Document Number:</b> SFC/MA/CL_2.1. Page 19 of 24
	<b>Document:</b> <b>Club Constitution and Rules</b>	<b>Revision Date:</b> 12 <sup>th</sup> February 2018

**From**

12.3 The AGM will be open to everyone within the club to attend, voting rights at the AGM meeting will be restricted to the club members as below;

The Committee  
Club Managers  
Club Assistant Manager  
Club Coaches  
Authorised support staff.

The above-mentioned club members will have one vote per person and cannot vote on behalf of non-attendees.

**To**

12.3. The AGM will be open to everyone within the club to attend, voting rights at the AGM meeting will be restricted to the club members as below;

- Club Executive Committee
- Sub Committee Members
- Club Managers
- Club Assistant Manager
- Club Coaches
- Authorised support staff.

The above-mentioned club members will have one vote per person and cannot vote on behalf of non-attendees.

**From**

12.5 A Special General Meeting (SGM) of the Executive Committee may be called at any time by the Executive Committee, shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by no fewer than five members of the Executive Committee, stating the purpose of the SGM and the resolutions proposed. Five shall form a quorum at any SGM.


12.5 A Special General Meeting (SGM) of the Executive Committee may be called at any time by the Executive Committee, shall be called within 14 days of the receipt by the Club Secretary of a requisition in writing, signed by no fewer than five members of the Executive, stating the purpose of the SGM and the resolutions proposed. Five shall form a quorum at any SGM.

**From**

**13.Club Finances**

13.1 A bank account (or accounts) shall be maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Chairman, and the Club Treasurer.

Under normal circumstances, no sum shall be drawn from the Club Account, or paid from the Club Account, except by cheque signed by authorised signatories.

	<b>Swinton Football Club</b> <b>Charter Standard Management System</b>	<b>Document Number:</b> SFC/MA/CL_2.1. Page 20 of 24
	<b>Document:</b> <b>Club Constitution and Rules</b>	<b>Revision Date:</b> 12 <sup>th</sup> February 2018

In exceptional circumstances, sums may be paid from the Club Account by one of the signatories using a Club debit card. In such circumstances, at least one other signatory shall be informed, and proof presented.

- 13.2 All monies received by the Club and payable to the Club, shall be received by the Club Treasurer, and deposited in the Club Account.
- 13.3 The income and asset of the Club (the Club Property) shall only be applied in the furtherance of the objects of the Club.
- 13.4 The Executive Committee shall have the power to authorise the payment of remuneration of expenses to any member of the Club, or to any other persons for services rendered to the Club.
- 13.5 The Club shall prepare an Annual Report of Accounts.
- 13.6 All fines imposed on individual players by governing bodies or leagues shall be the responsibility of the individual player, who must ensure that fines are paid promptly. The Club may take disciplinary action against any player who fails to pay fines on time.

**To**

### **13.Club Finances**


- 13.1 A bank account (or accounts) shall be maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Chairman, and the Club Treasurer.

Under normal circumstances, no sum shall be drawn from the Club Account, or paid from the Club Account, except by cheque or using the club debit card by authorised signatories.

For the day-to-day running of the club, the purpose of bill payments and purchasing of goods, sums may be paid from the Club Account by the treasurer or one of the signatories using a Club debit card. In such circumstances, at least one other signatory shall be informed, and proof presented.

The committee shall have the power to enter into a loan or finance agreement at any time, solely for purchasing essential high cost items needed for the club to operate effectively. The treasure shall present all costing and paper work for approval. The findings will be voted on and all correspondence noted.

- 13.2 All monies received by the Club and payable to the Club, shall be received by the Club Treasurer, and deposited in the Club Account.
- 13.3 The income and asset of the Club (the Club Property) shall only be applied in the furtherance of the objects of the Club.
- 13.4 The Executive Committee shall have the power to authorise the payment of remuneration of expenses to any member of the Club, or to any other persons for services rendered to the Club.
- 13.5 The Club shall prepare an Annual Report of Accounts.

	<b>Swinton Football Club</b> <b>Charter Standard Management System</b>	<b>Document Number:</b> SFC/MA/CL_2.1. Page 21 of 24
	<b>Document:</b> <b>Club Constitution and Rules</b>	<b>Revision Date:</b> <b>12<sup>th</sup> February 2018</b>

13.6 All fines imposed on individual players by governing bodies or leagues shall be the responsibility of the individual player, who must ensure that fines are paid promptly. The Club may take disciplinary action against any player who fails to pay fines on time.

**From**


**14. Child Welfare**

- 14.1 The club will abide by The Football Associations Child Protection Policies and Procedures
- 14.2 The Child Protection Officers are: **Ken Pollard** and **Chris Lee**
- 14.2a They shall be your first point of contact.
- 14.3. If you wish to report an incident that has happened just before/ during or just after the training session or a game you should inform your manager or coach.
- 14.4. If you feel uncomfortable about approaching either of them, you can contact any of the Executive Committee members on your information sheet if you so desire.
- 14.5. If you are a child and your parents are not with you, you should tell a parent or adult that you trust (it is advisable to agree with your child when leaving them who you have asked to look after them in your absence and that they have a contact telephone number for you). This will also be useful should there be a medical emergency.

**To**

**14. Child Welfare and Respect Ambassador**

- 14.1 The club will abide by The Football Associations Child Protection Policies and Procedures, these shall be endorsed by the Senior Safe Guarding Officer Lenny Roach. The SSGO will be supported by two child Welfare Officers and three Respect Ambassadors as listed below in 14.2.
- 16.1.14.2 The Child Welfare Officers are: **Ken Pollard** and **Chris Lee**. Respect Ambassadors are **Mark Airey, Ken Pollard and Chris Lee**
- 14.2a. The Child Welfare Officers shall be your first point of contact, they will liaise with the SSGO.
- 14.3. If you wish to report an incident that has happened just before/ during or just after the training session or a game you should inform your manager or coach.
- 14.4. If you feel uncomfortable about approaching any of our Child Welfare Team, you can contact any of the committee members if you so desire.
- 14.5. If you are a child and your parents are not with you, you should tell a parent or adult that you trust (it is advisable to agree with your child when leaving them who you have asked to look after them in your

	<b>Swinton Football Club</b> <b>Charter Standard Management System</b>	<b>Document Number:</b> SFC/MA/CL_2.1. Page 22 of 24
	<b>Document:</b> <b>Club Constitution and Rules</b>	<b>Revision Date:</b> 12 <sup>th</sup> February 2018

absence and that they have a contact telephone number for you). This will also be useful should there be a medical emergency.

**25<sup>th</sup> April 2015**

**From**

**Additional Ruling**

4.5 No manager or coach will be entitled to any voting rights at the AGM if they have not signed on a full team at the clubs annual signing on day.

13.5 The Club shall prepare an Annual Report of Account for each year

**To**

13.5 The Club shall prepare an Annual Report of Account for each year, for the purpose of accounting the year will run in line with the football season 1<sup>st</sup> July to 30<sup>th</sup> June each year.

**EGM Monday 10<sup>th</sup> October 2016**

**Remove**

6.4 If a player is permitted by the Executive Committee to play for more than one team within the club, the required yearly subscription and monthly subs will be paid to the club for each team.

**12.02.2018**


**Removal of Development committee, changes to club home and away colours, update of committee members, removal of L.R from SSGO.**

**Remove**

**Development Committee**

16.2. The Development Committee will consist of six people and will be chaired by the Club Development Officer from the Executive Committee. The five remaining position will be made up of the below;

- Development Officer (Executive Committee)
- Coaching Development Officer
- 7-16 Liaison Officer
- 16-Open/Vets Officer
- Parents Rep Holding to 10's
- Parents Rep 10's to 16's

	<b>Swinton Football Club</b> <b>Charter Standard Management System</b>	<b>Document Number:</b> SFC/MA/CL_2.1. Page 23 of 24
	<b>Document:</b> <b>Club Constitution and Rules</b>	<b>Revision Date:</b> 12 <sup>th</sup> February 2018

The Development Committee shall meet on a bi-monthly basis, the Development Committee Chair can if needed call a meeting at short notice to discuss matters arising, the meeting shall be formed by no less than 5 people. The Chairperson shall have the casting vote on all matters.

Matters that are discussed and voted on by the Development Committee will be brought to the Executive Committee. Such matters or proposals shall be discussed and voted on for final approval by the Executive Committee.

Members of the Executive Committee may attend at any time the Development Committee meetings

The Development Chair will update the Executive Committee with minutes of their meeting within 5 days of this taking place to the club secretary in writing.

**From**

9.4 The Club colours are Yellow (predominant) and Blue Nike. In order to provide a uniform team appearance the Executive Committees will agree on a club corporate kit policy, Club officials or managers procuring new kit, for example in collaboration with sponsors, shall ensure that all home match kits comply with this corporate image policy.

**To**


9.4 The Club's home colours are Yellow shirts (predominant) and Blue Nike shorts all teams will wear these colours when playing at home, this being Barton Road.

9.5 Away Nike kits are permitted, ages up to under 12 Dark Blue tops and blue shorts over 12 or eleven aside sky blue tops and blue shorts.

**11.1**

**From**

- Club Chairman
- Club Vice-Chairman
- Club Secretary
- Club Treasurer
- Club Disciplinary Secretary
- Club Senior Safe Guarding Officer
- Club Development Officer
- Club Minutes Officer
- Club Fundraising Committee Chairperson

	<b>Swinton Football Club</b> <b>Charter Standard Management System</b>	<b>Document Number:</b> SFC/MA/CL_2.1. Page 24 of 24
	<b>Document:</b> <b>Club Constitution and Rules</b>	<b>Revision Date:</b> 12 <sup>th</sup> February 2018

To

**Executive Committee**

11.1 The Club Executive Committee shall consist of the following officers:

- Club Chairman
- Club Vice-Chairman
- Club Secretary
- Club Treasurer
- Club Disciplinary Secretary
- Club Safe Guarding Officer
- Coaching Development Officer
- Club Development Officer
- Project Development Officer
- Managers Representative
- Club Press Media and Minutes Officer

END

Swinton F.C.