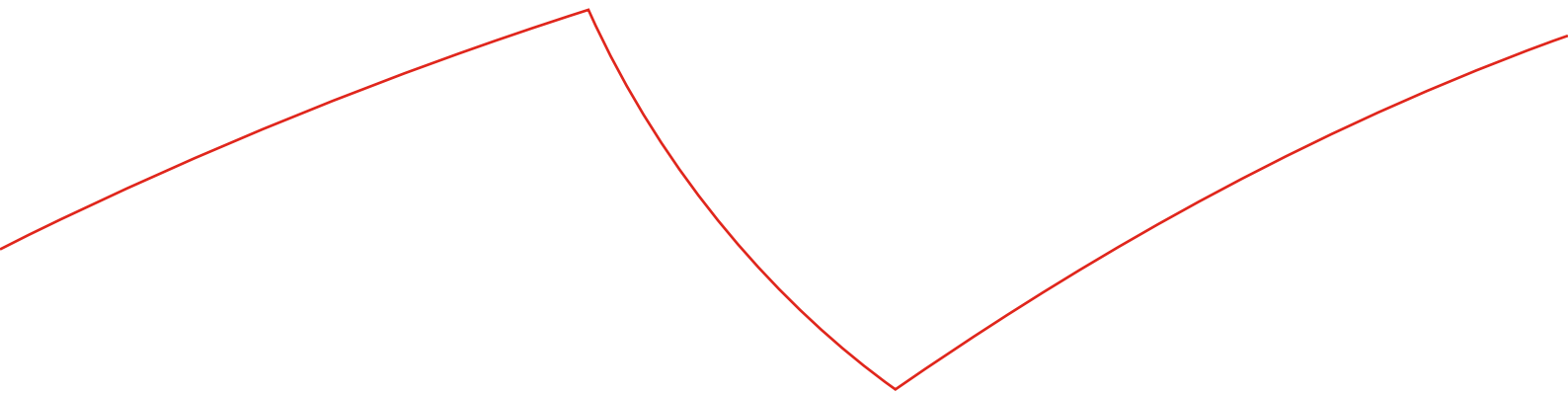




ACCREDITED
PART OF ENGLAND FOOTBALL

CLUB RULES



DORCHESTER TOWN YOUTH FOOTBALL CLUB CONSTITUTION AND RULES

1. Name

- a) The club shall be called Dorchester Town Youth Football Club (the "Club").

2. Purpose

- a) The purpose of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members and community participation in the same.

3. Status of Rules

- a) These rules (the "Club Rules") form a binding agreement between each member of the Club.

4. Rules and Regulations

- a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of The Football Association Limited ("The FA"), County Football Association to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates, for the time being in force.
- b) The FA and the Parent County Association reserve the right to review the Club Rules at any time. The FA and Parent County Association may request amendments to the rules and reserve the right to withdraw the club from their competitions and affiliation if, in their view, the Club Rules are not appropriately amended.
- c) 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.

5. Club Membership

- a) The members of the Club from time to time shall be those persons listed in the register of members (the "Membership Register") which shall be maintained by the General Secretary.
- b) A member will be defined as any individual participating in the running of the club or training and playing football as part of a team within the club.
- c) Any person who wishes to be a member for the purposes of participating in the running of the club (e.g. committee, coach, manager or

other designated roles) must apply in writing to the Club Committee.

- d) Any person who wishes to be a member for the purposes of training and playing as part of a team (referred to as "youth player members / youth players") must apply on the Registration Form and deliver it to the Club
- e) Acceptance of membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- f) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- g) The FA and Parent County Association shall be given access to the Membership Register on demand.

6. Annual Membership Fee

- a) An annual fee payable by each youth player member shall be determined from time to time by the Club Committee and set at a level that will cover the costs to provide training and matches for each youth player member. Any fee shall be payable on a successful application for membership and annually by each youth player member. Fees shall not be repayable.
- b) Payment plans will be offered to ease burden of membership and will be paid by the member at an agreed amount over 6 months. If the plan is not met membership will be void until the balance is paid in full.
- c) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.
- d) No membership fee is required for other members, as defined in 5c.

7. Resignation and Expulsion

- a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his/her resignation or to the team manager who must

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report to committee immediately. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.

- b) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.
- c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").

8. Club Committee

- a) The Club Committee shall consist of the following Club Officers: Chair, Vice Chair, Treasurer, Welfare Officer/s, General Secretary, Mini Soccer Secretary, Girls Secretary, Reception Secretary (these 3 secretarial roles may be combined with an assistant secretary appointed to assist), Media Officer and up to 5 other members if needed, elected at an Annual General Meeting.
- b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless notice is given in writing to the Chair who will exhaust all avenues to fill the this position. An officer may hold more than 2 roles if the positions are aligned and an assistant is voted in place to support.
- c) The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chair of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chair, or in their absence the Vice Chair.
- d) A President and Vice President will be elected by the present committee from previous committee members, or other external representation, to provide independent reviews of complaints if deemed necessary by elected committee and to provide support to the Club and Club Committee in the operations of the Club.
- e) The quorum for the transaction of business of the Club Committee shall be three.

- f) Decisions of the Club Committee meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- g) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- h) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- i) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- j) The position of a Club Officer shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

9. Annual and Extraordinary General Meetings

- a) An AGM shall be held in each year to:
 - i) receive a report of the activities of the Club over the previous year;
 - ii) receive a report of the Club's finances over the previous year;
 - iii) elect the members of the Club Committee; and
 - iv) consider any other business.
- b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the General Secretary or Chair not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.

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- c) An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
 - d) The Secretary shall send to each named team manager notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting. The team manager will notify all members and their parents / guardians associated with that team.
 - e) The quorum for a General Meeting shall be three members of the Club Committee and additional members representing ten of the teams.
 - f) The Chair, or in their absence a member selected by the Club Committee, shall take the chair. Save as set out at (g) below, each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chair of the Meeting shall have a casting vote.
 - g) All members may attend a General Meeting. Any member aged under 18 years may not vote in a general meeting save that one of his or her parents/ guardians may attend and vote on his or her behalf.
 - h) The General Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.
- of the manager of the team upon which they were applied. Managers must notify the Club Committee of any disputed punishments and may seek assistance from the Club Committee to resolve issues.
 - d) The Club Committee, Chair or General Secretary may call a managers meeting for some or all team managers with a minimum of 7 days written notice. If a matter is considered urgent the meeting may be called with less notice.
 - e) Managers will ensure that they attend any meeting called by the Club Committee, including the AGM or EGM. Managers may nominate a deputy in the event that they cannot attend who must be a member or parent / guardian of a member. Failure to attend a meeting will result in a £10 reduction in the trophy money allocated to a team at the end of the season.
 - f) Members appointed as a manager or coach will not undertake an equivalent role with other clubs within the Dorset FA area unless it is for work reasons.
 - g) If a manager or coach wishes to be involved with another youth organisation they must apply in writing to the Club Committee to gain allowance to do so.
 - h) If conflict of interest is decided by the Club Committee the manager will be stood down from their role with the Club unless they can prove they have no involvement with the other organisation.
 - i) The Club Committee may remove any member from a managing or coaching position, giving notice in writing. This removal will apply from the date notice was sent. All club equipment will be returned or paid for by the member.

10. Club Teams

- a) At its first meeting following each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams (referred to as "manager"). The appointed members shall be responsible for managing the affairs of the team. The appointed members shall, on request, present to the Club Committee a written report of the activities of the team.
- b) Managers will appoint, as a minimum, an additional member as a team coach. Each team will also appoint a Respect Officer.
- c) Managers are responsible for ensuring all rules and guidelines from the Club, FA or other competitions are followed. Any fines or other punishments remain the responsibility

11. Club Finances and Property

- a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chair, the General Secretary and the Treasurer. Withdrawals will be made via check, with two signatories, or electronically by the Treasurer after email approval from another signatory. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

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- b) All equipment, property and assets purchased by the Club ("Club Property") shall be applied only in furtherance of the objects of the Club. The distribution to members of profits or proceeds arising from the sale of Club Property or other activities is prohibited.
- c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club. The only member of the Club Committee eligible to receive an honorarium is the Treasurer. The amount of the honorarium will be agreed at the AGM or a meeting of the other members of the Club Committee.
- d) Where deemed appropriate, and as agreed by the Club Committee, a donation or gift may be given to members who, in the view of the committee have shown exceptional commitment to enabling members to participate in the activities of the Club. In exceptional circumstances this may be extended to parents or guardians of members.
- e) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- f) The Club may also in connection with the sports purposes of the Club:
 - i) sell and supply food, drink and related sports clothing and equipment;
 - ii) employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;
 - iii) pay for reasonable hospitality for visiting teams and guests; and
 - iv) indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets)
- g) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six years.
- h) The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at general meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.
- i) All equipment purchased by the club remains the property of the club. Any equipment provided to individuals and teams must be returned to the club if required, including if the team ceases to operate. If at that time the equipment is deemed surplus to requirements or otherwise unusable the Club Committee may authorise disposal or donation.
- j) The Club Committee will nominate one or more individuals to be responsible for managing and maintaining any club owned or shared facilities, such as pitches, to ensure they remain fit for purpose.

12. 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 equally between all current members (or their parent /guardian), another Club, a Competition, the Parent County Association or The FA. The decision will be taken by Club Committee, or if a conflict of interest occurs, by the President and Vice President.