



ELMWOOD COLTS FOOTBALL CLUB

Affiliated to the Southend & District Junior Sunday Football League
& The South East Essex Primary Mini Soccer League.
www.elmwoodcolts.co.uk

CONSTITUTION

Executive Committee 2009 ~ 2010

Chairman:	Rob Donovan
Vice Chairman:	Alan Brown
Secretary:	Leigh Wilby
Treasurer:	Simon Tidman
Child Welfare Officer:	Julie Baker
Social Secretaries:	Leigh Wilby/Julie Baker/ Gary Creasey
Junior Soccer Pitch Officer:	Rob Donovan
Web Site Officer:	Scott Priest

1. Name:

The Club shall be known as “Elmwood Colts Football Club”.

2. Objectives:

- a. To develop basic football skills as individuals and in team situations.
- b. To develop understanding of the rules of Association Football as defined by the Football Association.
- c. To provide the opportunity to participate in competitions within the relevant age groups and abilities.
- d. To develop enjoyment of Association Football without a “win at all costs” attitude.

3. Officers:

- a. The Club shall be governed and administered by an Executive Committee that may consist of the following positions:

Chairman	Vice-Chairman
Secretary	Treasurer
Social Secretary	Child Welfare Officer
Junior Soccer Pitch Officer	Merchandising Officer
Kit Officer	Mini Soccer Develop. Officer
Web Site Officer	
- b. The Executive Committee shall have the power to co-opt additional committee members as necessary.
- c. Any officers holding more than one position at any one time will have one vote only.
- d. The committee will have a minimum of FIVE officers. In the case that there are less than that number, elected team managers will be co-opt to form part of the committee until such time the numbers increase to the correct level. The selection of co-opt managers will be on a volunteer basis, but if there are more volunteers than places, the officers of the committee will decide who will join.
- e. At any meeting of the Executive Committee at least FOUR committee members must be present to form a quorum.
- f. Any member of the committee may call a meeting of the Executive Committee.
- g. A committee member may be removed from office. An “extraordinary meeting” has to be convened to discuss and vote on the dismissal.
- h. An Executive Committee Member wishing to resign shall inform the Executive Committee in writing at least one month prior to the effective date of resignation. The Executive Committee has the power to co-opt a replacement officer to stand until the next Annual General Meeting.
- i. At any Executive Committee Meeting, voting will be on the basis of one vote per officer. In the case of the voting being even the Chairman shall have the casting vote, in the absence of the Chairman, the Secretary will have the casting vote.

4. Annual General Meetings:

- a. The Annual General Meeting shall be held no later than the 30th June each year.
- b. Notice of the Annual General Meeting shall be given to each club member fourteen days before the date of the meeting.
- c. Nominations for officers, as in 3a, shall be given to the Secretary in writing by June 1st. The nomination must be proposed and seconded by members of the club and signed by the nominee.
- d. In the event of no nominations being received by the Secretary, the existing officer shall be automatically nominated for re-election.
- e. In the event that more than one person is nominated for any one position. A ballot of all members in attendance, apart from the Chairman, shall take place at the A.G.M. to elect the officer. In the event that the votes are shared the Chairman will have the casting vote. In the event that it is the Chairman's position for election, the Secretary will have the casting vote.
- f. A statement of the clubs accounts audited by an auditor and signed by the Treasurer, shall be presented at the A.G.M.. The auditor to be approved by the Executive Committee.
- g. The order of business shall be:
 - (i) Apologies
 - (ii) Minutes of the last A.G.M.
 - (iii) Matters Arising
 - (iv) Correspondence.
 - (v) Chairman's annual report.
 - (vi) Secretary's annual report.
 - (vii) Treasurer's annual report.
 - (viii) Social Secretary's annual report.
 - (ix) Junior Soccer Pitch Officer's annual report.
 - (x) Web Site Officer's annual report.
 - (xi) Merchandising Officer's annual report.
 - (xii) Kit Officer's annual report.
 - (xiii) Child Welfare Officer's annual report.
 - (xiv) Mini Soccer Development Officer's annual report.
 - (xv) Manager's annual reports.
 - (xvi) Proposed alteration to rules.
 - (xvii) Election of Executive Committee.
 - (xviii) Election of Managers.
 - (xix) Election of Auditor.
 - (xx) Other business of which due notice has been received.
- h. Only members shall be allowed to vote at the A.G.M.. A show of hands or a ballot at the discretion of the Chairman shall conduct all voting, and the Chairman shall, in the event of the vote being tied, have the casting vote.

- i. No business shall be discussed at the A.G.M. unless a quorum of eight voting members is present.

5. Extraordinary General Meetings:

- a. An "Extraordinary General Meeting" to discuss Club affairs may be called either:-
 - (i) At the discretion of the Executive Committee.
 - (ii) By written request of ten or more members, giving details of the matter to be discussed. The request to be given to the Secretary.

- b. Notice of any such meeting shall be given in writing to all members, together with the agenda, at least fourteen days before the meeting. No business other than that for which the meeting was called shall be discussed.

- c. Only members shall be allowed to vote at the E.G.M. All voting shall be conducted by a show of hands or a ballot, at the discretion of the Chairman. The Chairman shall, in the event of the vote being tied, have the casting vote.

- d. No business shall be discussed at the E.G.M. unless a quorum of eight voting members is present.

6. Memberships:

- a. Definition of members:-
 - (i) Full: An elected officer of the Executive Committee.
 - (ii) Full: An elected Team Manager.
 - (iii) Full: Persons, who have completed:
 - 1. The Club application form (Appendix A), which must be signed and dated by a parent or guardian, and have paid the appropriate Club registration fee. (see Finance 7.b)
 - 2. The appropriate 11 or 7 a-side league registration form.
 - (iv) Associate: Persons who have completed;
 - 1. The Club registration form (attachment A), which must be signed and dated by a parent or guardian, and have paid the appropriate Club registration fee. (See Finance 7.b.)

An associate member will enjoy all the benefits of a 'Full' member but will not play in a competitive 11 or 7 a-side league or cup competition. (Age groups under 7's and training squads).

- (v) Honouree: Persons who have completed;
 - 1. The Club registration form (attachment A), which must be signed and dated by a parent or guardian (if applicable).
 - 2. The Club registration fee will be waived. (See Finance 7.b.)

An 'Honouree' member will enjoy all the benefits of Elmwood Colts F. C. but will not have any voting rights or say in the running of the Club.

- b. Membership for all players under 16 years of age must be with the consent of their parents or guardians.
- c. For purposes of attending and voting at General Meetings all members under 16 years of age shall be represented by either their parents (only one parent per member may vote) or their guardian.
- d. The Executive Committee shall have the right to refuse a new membership or a membership renewal request from any person whose conduct has been or will be deemed to be detrimental to the interests of the Club.
- e. The Executive Committee shall have the right to suspend or expel any member whose conduct is deemed to be detrimental to the interests of the Club.
- f. Resignation of membership should be sent in writing to the Secretary. Refunds will be made at the discretion of the Executive Committee.

7. Finance:

- a. The Clubs' Financial Year shall run from the 1st June one year to 31st May the next year.
- b. Registration fees shall be reviewed every May by the Executive Committee and ratified by the members at the Annual General Meeting. The level of registration fee shall be determined by the estimated income from the teams competing the following season against the Treasurer's estimated expense for the same period.
- c. The annual registration fee payable by each member must be received by the Treasurer by no later than the 20th July for Mini Soccer & 31st July for Youth Soccer each year.
 - (i) It has been agreed by the manager and the parents that a match fee will be paid to assist in mid-week hall hire for training, the purchase of new tracksuits for example and any number of other situations, within reason.

In this scenario, the manager and parents should mutually agree to the level of the match fee. It is a parent's right to refuse any additional match fees other than in the case of item (i) above.

Any team bank accounts must not include the name "Elmwood Colts".

- d. A member joining the Club after the beginning of the season will be charged a fee determined by the Executive Committee.
- e. Any siblings of an Executive Officer or Team Manager shall have their registration to the Club free of charge.
- f. Any Parent with more than one sibling playing within the Club will pay a percentage of the full club fee as determined by the Executive Committee.
- g. Executive Officers and Team Managers will be entitled to claim reimbursement of all reasonable expenses incurred on behalf of the Club. The Executive Committee must approve the reasonable expense prior to it being incurred.
- h. Executive Officers and Team Managers attending training courses, seminars, etc will be reimbursed the course fees only if they have successfully attended the event. If the member leaves the Club within 12 months of reimbursement, they must refund the whole amount back to the Club.
- i. Team Managers will be liable for any fines they incur. This includes administration fines as well as disciplinary fines. Failure to pay may result in disciplinary action. It is the manager's responsibility to pay any costs involved in disputing a fine.
- j. The Club will not charge any training fees (with the exception of c. (i) above).
- k. Any player that wishes to become a member of the Club, but is unable to do so due to financial reasons will be eligible to a full or part discount at the discretion of the Executive Committee.
- l. Team Managers will not be reimbursed on production of receipts unless cleared through the Executive Committee.
- m. A combination of any two signatures from the Secretary, Treasurer and Chairman are required on any cheque issued.
- n. The following should be adhered to when issuing cheques;
 - (i) Cheques issued up to £200.00 - any combination of Treasurer, Secretary and Chairman.

- (ii) Cheques issued £200.01 to £500.00 – Executive Committee approval required (minimum 50% of the available Executive Committee need to attend the meeting).
- (iii) Cheques issued £500.01 and above – Full Committee approval required (minimum 50% of the available Committee need to attend the meeting).

8. Playing Conditions:

- a. The selection of teams and squads shall be entirely in the hands of Team Managers, or any other person nominated by the Team Manager.
- b. Matches will normally be played on Sundays. Members shall receive fixture lists as soon as they are available.
- c. Team Managers will notify all members of forthcoming match details as soon as they are available.
- d. If a match is cancelled, Team Managers will notify all members as soon as possible.
- e. Members must notify Team Managers if they are unavailable for selection as soon as possible. Repeated failure of a selected player to report for matches or training without a suitable explanation may involve him being dropped or membership cancelled. In addition, offending members shall be liable, at the discretion of the Executive Committee for any fines imposed on the Club by the competition organisers, should the Club be forced to play with less than the required amount players or the match cancelled and awarded to the opposing team.
- f. Responsibility for payment of any fines incurred from the Football Association or League body are payable by the member involved. Members who do not pay the fine could be suspended or expelled from the Club.
- g. Kit - The Club will supply each team with shirts, shorts and socks in the Club's colours (Yellow/Green shirt, Green/Yellow shorts, Yellow/Green socks). In the event of a team being sponsored, their kit will have to be approved by the Executive Committee.
- h. In the event of a team having a sponsored kit, this will belong to the Club and not to the team. At the end of its use for the team it will be returned to the Club (Shirts and shorts only).

9. Team Managers:

- a. All Team Managers must complete the FA 1st4sport Level 1 coaching course within 12 months of joining the Club. All team assistants will also be encouraged to take obtain this coaching award.

- b. Each Team Manager shall be entitled to and be responsible for the following equipment supplied by the Club:-
 - (i) Shirts (14 per 11-a-side squad / 9 per 7-a-side squad).
 - (ii) Shorts (15 per 11-a-side squad / 10 per 7-a-side squad).
 - (iii) Socks (15 per 11-a-side squad / 10 per 7-a-side squad).
 - (iv) 1 Goalkeepers jersey.
 - (v) 1 Pair goalkeepers gloves (max value per season £9.99).
 - (vi) 2 Match Balls (1 Per Mini Soccer).
 - (vii) 1 First Aid Kit.
 - (viii) 1 Referees whistle.
 - (ix) 1 Ball net.
 - (x) 1 Ball pump and connectors.
 - (xi) Training balls (15 per 11-a-side squad / 10 per 7-a-side squad).

- c. Each Team Manager to submit an equipment inventory and the following seasons requirements to the Merchandising Officer prior to the first Committee meeting after the A.G.M.

- d. The Kit Officer will be responsible for all spare kit and equipment.

- e. Each team will have access to a change strip (not necessarily a separate strip for each team.)

- f. Requirements for an away kit should be notified to the Kit Officer as early as possible. The Team Manager must book-out and book-in the kit they have taken by signing the 'Kit Stock Book'. It is the responsibility of the Team Manager to collect in the away kit after each game, arrange for it's washing and return it to the Kit Officer by the Wednesday after it's use. Repeated failure to perform this task will mean no away kits being made available to that Team Manager.

- g. All kit (with the exception of socks) must be returned to the Kit Officer should an audit be requested. The Kit Officer will perform a stock take and assess the kit requirements for the following year and then return them to the managers for any summer tournament requirements.

- h. The Club will supply each member with a new pair of socks on request (funds permitting).

- i. The Team Manager will ensure that all Football Association fines incurred by a team member are paid on time.
- j. If the League fails to appoint a referee, it will be the Team Manager's responsibility to appoint one.
- k. All Team Managers will be asked to attend all monthly committee meetings. Officers failing to be represented at meetings (lower than 40% of meetings over a six month period) may face disciplinary action.
- l. It is the Team Managers responsibility to ensure the minimum player registration requirement is at least met prior to the 31st July each year. The Team Manager must ensure that all registration documents have been completed fully and accurately and that all supporting documents such as transfer / release forms and birth certificates accompany the registration document.
- m. No player's league registration will be accepted until they have completed the Club's registration document and paid the appropriate registration fee.
- n. Team Managers are responsible for all their players and must ensure that they behave in the appropriate manner whilst representing the Club before, during and after matches and training.
- o. The Executive Committee shall have no jurisdiction over the affairs of individual teams, except in the interest of the Club as a whole.

10. Training:

- a. Team Managers shall ensure that all members are aware of the Club's rules, constitution and codes of conduct.
- b. Each Team Manager is responsible for the training of their team. Training should take place at least once a week during the local football season. Training should be conducted by a minimum of two adults, i.e. the manager, their assistant or other persons nominated by the manager, at the same time and place, to be agreed upon by the managers and members. Where possible the Team Manager should try to apply a ratio of five players per adult trainer.

The Club does not charge training fees. Each Team Managers can charge training fees to cover training expenses or in order to raise funds for the Team. Any such fees shall be advised to each member in advance. (See Finance 7.c. (i)).

11. Grievances:

- a. All grievances against the Club or any team within the Club must in the first instance be referred to the Secretary in writing, if not capable of a resolution; the matter will be discussed at the next Executive Committee Meeting. If the matter requires an urgent decision and at the discretion of the Secretary, he may request at least three other members of the Executive Committee to take a decision on the matter.
- b. In matters of serious grievances by members towards the Club, members can request an Extraordinary General Meeting, in which case rule 5.a. (ii) will apply.

12. Discipline:

- a. Any member of the Club who brings the Club into disrepute is subject to disciplinary action being taken by the Executive Committee.

13. Fund Raising:

- a. The club will endeavour to cover its' running costs each season through the registration fees. The Social Secretary however will organise social events and fund raising events throughout the season. All teams will be required to participate in the two main fund-raising activities;
 - (i) The Xmas Prize Draw (December each year)
 - (ii) The Club's Summer Solstice Cup Tournament
- b. The Social Secretary will be organising other events that will be notified to the Team Managers via the periodic committee meetings. All events will be offered on a first come first served basis.
- c. Any team wishing to raise money for their own cause must first get the approval of the Executive Committee. Where there is a conflict of interest, Club fund-raising takes priority over team fund-raising.

14. Presentation:

- a. At the discretion of the Executive Committee the Club will organise a presentation at the end of each season at which all members will receive an award providing all fees are up to date. Additionally each team will have a "Player of the Year" award and either a "Manager's Player of the Year" or a "Steve Layzell Manager's Player of the Year" award, the latter being for the player who has contributed most to their team and not necessarily the best player.

- b. The “Player of the Year” and the “Manager’s Player of the Year” or “Steve Layzell Manager’s Player of the Year” awards cannot be given to the same player.

15. General:

- a. The Executive Committee, whose decision on all aspects shall be final, shall decide matters arising, which are not provided for in these rules.

16. Dissolution of Club:

- a. In the advent of the Club being dissolved, if after the satisfaction of all debts and liabilities, there shall remain any property or assets, the same shall be given to a charity or charities to be decided by the Executive Committee at the time of the dissolution.

17. Child Protection

- a. At all times this Club shall have a Child Welfare Officer, who will be fully qualified and certified in all aspects of “Child Protection “.
- b. A member of the Executive Committee will review and update quarterly the list of all current Club managers, assistant managers etc with regard to the status of their certificates and expiry dates ensuring that these are renewed and/or reapplied for as appropriate.

18. Addendum

The following documents are addendums:

- a. Club Codes of Conduct.
- b. Club Disciplinary Procedures.
- c. Child Protection Policy.
- d. Current Registration Fees.
- e. Current Player Application Form.

A list all current managers, assistants etc with their certificates and expiry dates is available on request from the Chairman.