



Hook United Youth Football Club (HUYFC)

Constitution

Name

The Club shall be known as Hook United Youth Football Club, hereinafter referred to as "the Club".

Purpose

Be an entity run by volunteers focussed on providing a structured approach to enabling, encouraging, promoting and expanding youth football in Hook and its surrounding area.

Whilst the aim of the club is to encourage as many adolescents as possible into football, the club is restricted by the guidelines of the area's football leagues as to numbers of player per team/squad. To this end players will be streamed from 10 years old on, with the view to having a two tiered approach to 11-a-side football with one, two or three teams per age group.

Multiple teams at any age group will be dependent upon there being enough volunteers available to run them. This approach enables the more advanced players to play at the highest level available to them via HUYFC. Importantly it enables later developers to continue to play and train and where able to progress as they mature.

Membership

Membership will be open to minors over five years old and youths under 18, who are able to contribute to the aims of the Club which is to operate an equal opportunities and anti-discriminatory membership policy. For voting purposes at an Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM) members are defined as the parents or legal guardians of a youth whose subscriptions are current, or duly elected members of the Management Committee.

Child Protection Policy

The Club shall have a Child Protection Policy in line with that required and directed by the Hants FA, and relevant leagues thereof. The club has appointed a Child Protection Officer Designate and has complied with the Football Association's Child Protection policies and procedures. Manager, coaches and volunteers are issued with guidelines as to conduct when working with young people. HUYFC believe every child or young person who plays or participates in football should be able to take part within an enjoyable and safe environment, being protected from abuse.

Management

The Management Committee ("The Committee") will conduct the affairs of the Club consisting of:

- The Officers of the Club, being the, Chairman, Vice Chairman, Secretary and Treasurer.
- Additional committee members as invited by the Officers of the Club, to manage the club, these will be drawn from, Team Coaches/Managers, Members parents / guardians, with a view to having at least one member parent/guardian/coach/manager from each age group represented on the committee. For specific tasks, i.e. pitch maintenance, other persons with input, skill or influence that the Officers may deem of added value to the club.
- Child Protection Officer

The Committee will be empowered to appoint sub-committees, such as social sub-committee, as it considers necessary. Such sub-committees will not have executive powers.

The Committee will meet at such frequency needed to fulfil its functions (typically once per month). The Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Committee shall be made by a simple majority of those attending the Committee meeting. Meetings of the Committee shall be chaired by the chairperson or in their absence the Vice-chairperson. The Chairperson of the Committee meeting, will, in the event of a tie, have a casting vote on any matter. The quorum for the transaction of business of the Club shall be five. At least 7 days notice of such meetings shall be given.

Officers of the club – election.

All candidates wishing to stand for election will notify the Secretary 28 days before the AGM. In the event that the only candidates for the offices be the current officers, and they intend to stand for another term then no ballot will be required.

The Officers of the club will select:

1. Committee members to manage the club, to be confirmed at the AGM
2. Child Protection Officer to be confirmed at the AGM

Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than one position of Club Officer at any time. It will be possible for one person to fill two Club Committee positions. The Officers shall be elected at the AGM but interim vacancies may be filled by co-option by the Management Committee.

Standing down

Where possible the officers and committee members will give 30 days notice of their wish to cease duties for the club.

Subscriptions

The level of subscriptions payable to be set by the committee and reviewed annually

Annual General Meeting

A private meeting for paid-up members only, to be held during October. Its obligatory functions will be: -

- To receive reports from Chairman, Treasurer and Secretary.
- To receive (approved) accounts to the end of the proceeding season
- To elect the Officers for the following year.
- Election voting shall normally be by show of hands with decisions being decided by simple majority.

The Chairman will have a casting vote on any matter apart from voting for his own election. At least 28 days notice of the AGM must be given to all members of the Club.

Extraordinary General Meeting

An EGM will be called by the Committee:

1. At any time at the discretion of the Committee.
2. By written demand of at least 8 members of the Club ("the demand").

In the case of option (2), the EGM shall be held within 28 days of receipt by the Secretary of the demand, and the agenda will be limited to the matter raised at the time of the demand. It will be void if less than 6 signatories to the demand are present, but will be deemed to have been held. 21 days notice must be given to all members of the Club.

Duties of Officers

The Chairperson shall carry out the following responsibilities:

- Be a figurehead for the Club
- Attend official functions as required
- Call and chair meetings in line with the constitution.

The Vice-Chairperson shall carry out the following responsibilities:

- Support other officers as appropriate
- Deputise for the Chair as required

The Secretary shall carry out the following responsibilities:

- Convene and attend meetings and ensure an accurate recording of the minutes.
- Forward all corresponded and communications to 'The committee' as necessary. The Secretary shall keep a roll of membership.
- On retirement from office the Secretary shall hand over to the Chairman all books, papers and other property of the Club. The Secretary shall act on all occasions under the direction of the Management Committee.

The Treasurer shall carry out the following responsibilities:

- Keep proper accounts of the finances of the Club. The records shall be kept in such a way to enable the financial position of the Club to be known at any time and reported at each Committee meeting.
- The Treasurer with the agreement of the Committee shall be empowered to appoint any bank, building society or other financial institution to be bankers for the Club
- The Treasurer shall on retirement from office hand over to the Chairman all books, and papers and cash belonging to the Club. The Treasurer shall act on all occasions under the direction of the Management Committee.

Team Coaches/Managers shall carry out the following responsibilities:

- Operate within the agreed Club rules as laid down by the Committee, with particular reference to the HUYFC "code of conduct for 'managers'".

Child Protection Officer shall carry out the following responsibilities:

- Ensure that the Club's Child Protection Policy is maintained and adhered to, and will liaise with the FA and other such organisations in respect of child protection issues.
- Ensure that all necessary persons, as laid down by the Child Protection policy sign a Child Protection self-declaration form.

Code of Conduct

The Club will have codes of Conduct for Coaches/Managers, Players, Spectators and Supporters. These Codes will be approved, reviewed and revised from time to time, by the Management Committee to ensure all persons connected with the Club display the highest possible levels of sporting and social behaviour.

Disciplinary Procedures

The Club will have a Disciplinary Procedure, which will be approved and revised from time to time, by the Management Committee. This will support the Codes of Conduct and other measures to ensure that the Club is run and operated to the highest standards. Of matters of discipline pertaining to members, supporters, managers and others connected to the club will be deal with on a case by case basis by the Committee.

Affiliation

The Club shall be affiliated to the Hampshire F.A. and/or other such League and associations as agreed by the Management Committee from time to time.

Club finances

A bank account shall be opened and maintained in the name of the Club (the Club Account). The Club shall agree at least two designated account signatories. No sum shall be drawn from the Club Account except by cheque signed by the designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account. The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.

The Club Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club. The Club shall prepare an annual Financial Statement. The Club Property shall be dealt with as directed by such decision(s) reached by the Club Committee. Entry in the Club's Minutes shall be conclusive evidence of such decision(s).

'Team Managers' 'Out of pocket' unauthorised expenses will be limited to a maximum of £20 per calendar year, per team. This value will be set, and communicated by the officers of the club at the start of each season. All expenditure over and above this must have prior approved from a management committee meeting.

Disciplinary Procedure

Club members, officials and parents/supporters must conduct themselves at all times both on and off the field in a manner that does not bring the club into disrepute. Anyone failing to do so may be subject to disciplinary action, including suspension or exclusion, by the club committee.

Complaints procedure

If any member has cause for complaint against any other member he/she may communicate such preferably in writing to a member of the Management Committee for that complaint to be heard at the next General Meeting of the Committee. If it should involve a Committee member, he/she should be absent whilst the matter is dealt with; providing that the Committee may require one or both parties to be present to give evidence at such hearing. The findings of such a hearing are to be communicated in writing to both parties

Changes to the Constitution.

Changes to the Constitution may only be made at the AGM, or at an Extraordinary General Meeting called for this purpose. Proposed amendments must be submitted in writing to the Secretary 14 days before the AGM. A simple majority will be required.

Dissolution

The Committee may decide that on the grounds of expense or otherwise it is desirable that the Club shall be dissolved. An EGM shall be called giving 21 days notice to all members of the Club stating the terms of any resolution to be proposed thereat.

If it is decided at the EGM by a majority of those present and eligible to vote that the Club be dissolved, the Committee will;

Within a reasonable time scale proceed to realise the property of the Club and, after discharge of all liabilities, divide any remainder amongst such charitable local organisations or youth football team(s) as the Committee shall decide, and, upon the completion of the division, the Club will be dissolved.