



Club Constitution

The following forms the constitution of Spirit of Youth Junior Football Club, hereafter known as 'the club'.

1. Name

- The club shall be made up of teams from ages from Youth Development [4-6 years old] to under 18's.
- The club shall be affiliated to Lancashire County Football Association should it be deemed necessary.

2. Objectives

- The club objectives shall be to provide association football to all of its members regardless of sex, race or ability and other social and recreational pursuits as may be deemed necessary by the committee.
- The club should not issue any measures that would prove restrictive on ground of sex, race, religion or ability.
- The club should be run as a non-profit voluntary organisation.

3. Officers

- The officers shall consist of a minimum of Chairperson, Child Protection Officer, Vice Chairperson, Secretary and Treasurer.
- An Executive Management Committee ("EMC") will be made up of officers consisting of Chairperson, Vice Chair Person, Secretary and Treasurer and shall by nature of the club stand for re- election at the end of the third season in office as a maximum term length.
- The above positions should be elected at the Annual General Meeting ("AGM"), nominations for such posts must be made in writing and sent to the secretary 14 days prior to the AGM.
- To ensure continuity it is desirable, but not essential, that members of the EMC should have been linked to the club either as players or parents of players or committee for two full playing seasons.
- Candidates for elections into the position of the EMC member shall be proposed and seconded by General Management Committee members.
- Any committee members wishing to resign their positions must do so in writing to the club secretary, no less than 30 days before the AGM.

4. Committee

- The club should be managed by a General Management Committee (“GMC”) consisting of the officers named in section 3, plus managers, coaches, volunteers and parent representative from all functioning teams and elected management officers who will support the role of the EMC, these positions will be elected at the AGM as in (3).
- Team managers will be appointed at the discretion of the GMC.
- Assistant managers and parent representatives will be appointed by team managers and at the discretion of the GMC.
- Team managers wishing to resign their position must do so in writing to the Club Secretary no later than two calendar months before vacating their position[s].
 - One full month before the resignation takes effect all club equipment must be either passed to the assistant manager or returned to the Club Secretary and any monies, team accounts or bank accounts to the Treasurer.
- The GMC will meet on a prescribed schedule determined at the beginning of every season and at other times as deemed necessary. The proceeding of each meeting shall be recorded and copies issued to each member of the GMC.
- At meetings of the GMC: one EMC member and four managers/ coaches managers shall form a quorum for the passing of resolutions.
- In exceptional circumstances the EMC may appoint or dismiss a GMC member at any committee meeting.
- Any post coming vacant during a season may be filled after the appropriate candidate is proposed and seconded by members of the GMC. In the event of there being more than one candidate for a post a closed ballot will be taken.
- Voting at any GMC meeting will be restricted to EMC and GMC members.

5. Powers of the committee

- The property and/or the assets of the club, including any debts in the clubs name shall be invested in the GMC.
- The GMC shall have the power to appoint such sub- committee as may from time to time be deemed necessary and shall receive reports of such sub-committees at meetings.
- The EMC shall have the power to suspend or expel any member deemed guilty of conduct prejudicial to the good name of the club or the rules thereof.

6. Membership

- Membership shall consist of club and league registered fully paid up players.
- A register of playing members should be kept by the Club Secretary/ Membership Secretary.
- At the AGM voting is restricted to one vote per fully paid up member or a member’s representative as at 31st August of the previous year.
- Playing membership is bound by the acceptance of the club and team rules and the signing and acceptance of the clubs code of contact.
- The EMC reserves the right to cancel a player’s registration with the club if the terms of the clubs code of conduct are not upheld.

7. Subscriptions

- The annual subscription shall be advised by the GMC after the AGM.
- Cases for hardship will be presented to the EMC in writing.
 - The qualifying requirements for hardship cases will be families on low income. The degree of assistance will be determined on an individual basis.
- Any player unable to play for long term periods due to medical reasons can have their membership suspended/stopped and will then resume payment when fit by notification in writing to the Club Secretary.
- Families with more than one subscribing player will be entitled to a discounted subscription per player.
 - The discount will be determined by the GMC at the AGM for the following season and detailed in the clubs hand book.
- Any player that has missed paying their monthly subscription as agreed 2 times [twice] will face deregistration from the club.
 - The player will not be able to re-register with the club until their subscription is either paid or agreed by the EMC any cost of re-registering will be met by the player.

8. Annual General Meeting (AGM)

- The AGM should be held to no later than the end of July in each year.
- The secretary should give at least 20 days' notice for such meetings to all members via the team managers, website and social media accounts.
- The agenda for the AGM shall consist of a minimum of the following items.
 - Chairpersons opening address
 - Club Secretary's report
 - Treasurers report
 - Subscription
 - Changes to rules
 - Election of new officers
- Any proposal at the AGM shall come into effect if it receives a majority vote and will be recorded as such.
- An Extraordinary General Meeting ("EGM") may be convened by the EMC when deemed necessary, or on written request of two GMC members, or at the discretion of the Chairman.
 - The Club Secretary shall give at least 10 days' notice of such a meeting and 50% of the GMC shall form a quorum.

9. Finance

- The club should be run as a non-profit organisation with all excess money being re-invested into the club and its activities for the benefit of its members.
- Each team shall keep records of its financial position and issue reports on a half year and annual basis with the yearly report being made available in inclusion in the minutes of the AGM.
- A bank account shall be kept in the name of Spirit of Youth.
 - Designated signatories to the account shall be appointed by the GMC and all withdrawals from the account shall be transacted with two signatories.
- All monies payable to the club shall be received by the Treasurer and deposited in the club account.
- The GMC shall require proper books of accounts to be kept by the Treasurer.
- The books of accounts as maintained by the Treasurer shall be independently audited and signed for at the end of each year.
- The financial year of the club shall run from 1st June until the 31st May the following year.
- The treasurer is authorised to pay the regular bills associated with the day to day running of the club and sundry spend a maximum of £50.00 without the authorisation from the GMC.

10. Alteration to rules

- No alteration to club and team rules shall be made except at the AGM or at an EGM convened for that purpose and only if supported by a majority of those present and voting at such meeting.
- Notice of proposed alteration to rules must be received in writing by the Club Secretary no later than the 1st of June each year, and notified to each member on notification of meeting.
- The club will observe the rules and regulations of the Lancashire County FA and English FA, or any rules of a league that the club wishes to enter. If it is found that the club wishes to enter, if it is found that any team or individual has breached any of the said rules and regulations, and providing a satisfactory explanation is forthcoming, the club will support the team or individual in any action forthcoming, if it is found that a team or individual has failed to abide by or implement team or club rules and as a consequence abused league or county FA rules, the club and/or individual will abide by any disciplinary measures forthcoming and observe appropriate internal disciplinary measures.

11. Assets of the club

- Whilst each team aids to manage its own financial affairs and controls the purchase of equipment at the discretion of the Treasurer items required for the purposes of football the assets of each section which include cash, equipment, kit or any item purchased or donated for the good of the team shall remain the property of Spirit of Youth.
- At the start of each season every team manager is required to submit to the EMC a list of equipment held by the teams in the clubs name.
- The EMC on behalf of the GMC may take ownership of a sections assets, in the following circumstance:
 - The resignation of a team manager.
 - A manager being asked to step down by the EMC.
 - A team being unable to continue within the league held by the club will be offered to the Blackpool & District League, Poulton Primary League or local teams who play within these leagues.
 - Non payment of fines.
 - Suspicion of misappropriation.
 - Failing to submit accounts without reasonable cause.
 - In the event that the club no longer exists as an entity to provide junior football any equipment..

The GMC will determine the disposal of any funds held by teams, disposal will be either in part or whole through the Blackpool and District League, Poulton Primary League or FA recognised charitable organisations for the benefit of children or those less privileged in life.

12. Code of conduct

- The club has a code of conduct that details the performance criteria expected from the players, parents and managers/coaches/volunteers.
- The form will be issued with the registration documents and its completion is mandatory for a player to be registered with and play football for Spirit of Youth Junior Football Club.
- The EMC shall deal with misconduct, any failure by players, parent or managers/coaches/volunteers to act and abide by the code of conduct will result in the EMC dealing with this failure.
- The decisions of the EMC will be final and binding.

13. Youth policy

The club has a Youth Policy which details how new players are introduced to the club through the transition from 5-7 aside, 7-9 aside and 9-11 aside football.

14. Other business

The decision of the EMC shall be final and binding on any matters not governed by the foregoing rules.

The Club Constitution was last updated 13th May 2019 by the Club Secretary.