



Park Gate Galaxy Youth Football Club

Constitution and Club Rules

1.Name

1.1 The name shall be Park Gate Galaxy Youth Football Club

2 Objects, Ethos and Motto

2.1 The objectives of the Club shall be to promote the game of Association Football for youths and young children and to promote the spirit of teamwork and healthy competition.

2.2 Mini Soccer will be played at age groups up to and including under 10. The club, coaches, Parents and players will promote and agree to the Club Ethos that Mini Soccer is played for the enjoyment of all players and all registered players shall therefore have equal opportunities to participate. There is nothing in this Ethos or Policy that should be seen to prevent the Mini Soccer Coaches adopting a results based team

2.3 Youth football (9 and 11 a-side games) is more competitive and therefore coaches, in consultation with players and their parents, will decide upon a selection policy when preparing for a new season. The policy will be declared to all players during the player registration period and to any new player joining the team. This policy will remain in force for the duration of the season.

2.4 The Club shall support and promote the FA RESPECT campaign.

2.5 The Club shall maintain its England Football Accreditation status

2.6 The Club Motto shall be "To Play with Honesty, Bravery, Respect and Belief"

3 Status of Rules

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

4. Rules and Regulations

4.1 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 Regulation 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.

4.2 No alteration to the Club Rules shall be effective without written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.

4.3 The Club will also abide by The FA's Safeguarding Children Policies and Procedures, Nationwide Respect Codes of Conduct, an Equality Policy, a Football Leadership Diversity Code, and an Anti-Discrimination Policy as shall be in place from time to time. In support of this the Club shall have in place the following Policies:

4.3.1 The Club Safe Guarding Policy

4.3.2 The Club Anti - Bullying Policy

4.3.3 The Club Emergency Aid/Health and Safety Policy

4.3.4 The Club Complaints Policy

5 Club Membership

5.1 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 Club Secretary.

5.1.1 The Membership Register will cover two categories of Club Membership :

1. Club Membership Committee (see Section 8)

2. Any Registered Player who has been invited to join a Football squad by the the relevant Manager and has paid the appropriate 'Registration' fee. Each Registered Player shall be represented by their Parents or Guardians, who will be entitled to one vote at the Annual General Meeting or at any 'Extraordinary General Meeting' until the Player reaches the age of 16 years where they can then represent themselves.

A bona-fide playing member of the Club shall be one who, being in all other respects eligible, has met the following requirements:

Has signed a fully completed League Registration form in ink, witnessed by a second person.

Has been registered with the League Registration Secretary, with the completed registration counterfoil received by the club prior to playing

5.2 Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to 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 place from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.

5.3 In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

5.4 The FA and Parent County Association shall be given access to the Membership Register on demand.

6. Annual Membership Fee

An Annual Fee payable by the players for the Annual Subscription shall be decided at the Annual General Meeting prior to the start of the new season.

Any fee shall be payable on a successful application for membership and annually by each member, a registration fee should be payable by the 1st September at the latest. Fees will then be paid by monthly Direct Debit.

7. Resignation and Expulsion

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

7.2 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.

7.3 A member who resigns or is expelled shall not be entitled to claim any, or any share of, any, of the income and assets of the Club (the "Club Property").

8. Club Committee

8.1 The Club Committee shall consist of the following Club Officers: Chairperson, Treasurer, Secretary, Child Welfare Officer, Mini Soccer managers/Coaches and up to two (2) other members, all elected at an Annual General Meeting ("AGM").

8.2 Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two (2) positions of Club Officer at any time. 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 Chairperson 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 Chairman or in their absence the Secretary
The quorum for the transaction of the business of the Club Committee shall be three (3).

8.3 Decisions of the Club Committee shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

8.4 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 (4) meetings per year.

8.5 An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between AGMs shall be filled by a member proposed by one (1) and seconded by another one (1) of the remaining Club Committee members and approved by simple majority of the remaining Club Committee members.

8.6 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.

8.7 The position of a Club Officer shall be vacated if such a 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

9.1 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 members of the Club Committee; and
- (iv) consider any other business.

9.2 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 Club Secretary 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.

9.3 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.

9.4 The Secretary shall send to each member at their last known address written 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.

9.5 The quorum for a General Meeting shall be four (4)

9.6 The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. 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 Chairperson of the Meeting shall have a casting vote.

9.7 The Club Secretary, or in their absence a member of the Club Committee, shall enter the Minutes of General Meetings into the Minute Book of the Club.

10. Club Teams

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. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to

the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.

11. Club Colours

The official Club colours shall be: All Sky Blue

12. Club Finances

12.1 A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Club Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

- (i) All expenditure on behalf of the club is to be approved by the Committee. Receipts for each and every transaction must accompany all expenditure.
- (ii) No member of the club other than the Secretary, or nominated individual appointed by the club, may apply for grants in the name of Park Gate Galaxy YFC
- (iii) Where the Club has arranged and paid for a Manager/Coach to attend a FA level 1 course we will be looking for 3 years commitment to the club after the course has been completed. If this is not viable, we would reasonably expect some reimbursement to the Club for the cost of the course at the Officers Discretion, but would suggest the following;

If the person leaves within 1 year, 75% reimbursement

Within 2 years 50% reimbursement

Within 3 years, 25% Refurbishment

(iv) regarding Subscriptions; Any Hardship cases need to be presented to the Management Committee by the end of October in the playing season if the player commenced the season in Sept, all other cases will be dealt with on merit if players join throughout the season.

12.2 The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceedings arising from the sale of Club Property to members is prohibited.

12.3 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.

12.4 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.

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).

12.5 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 (6) years.

12.6 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 a General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

12.7 The Club Property, other than the Club Account, shall be vested in not less than two (2) and not more than four (4) custodians, one of whom shall be the Treasurer (the "Custodians"), who shall deal with the Club Property as directed by decisions of the Club Committee, and entry in the Minute Book shall be conclusive evidence of such a decision.

12.8 The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

12.9 On their removal or resignation, a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.

12.10 The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

12. DISSOLUTION

(a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by the 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 to another Club, a Competition, the Parent County Association or The FA for use by them related to community sports.

Issue 1

Signed by the Park Gate Galaxy Committee May 2022

Chairman: David Mundy

Secretary: Jennifer Burden.....

Treasurer: Laura Rolland.....

Child Welfare Officer: Sarah Cutler.....

Committee Member: Michael Burden.....

Committee Member: Jonathan Rolland.....