**Our Constitution.**

**Name**

The Club shall be called **Leafield Athletic Football Club** (hereinafter called the Club)

**Objectives**

To provide the opportunity for young people in the south of Birmingham aged 6 to18 to play football in a structured environment.

**Affiliation**

The Club shall be affiliated to the Birmingham County Football Association and will follow any rules or codes of practice, in accordance with such association.

**Club Management**

Consists of:

* **Club Core Committee** - *Chairperson, Vice Chairperson, Secretary, Treasurer, Club Welfare Officer – Children, Club Welfare Officer - Adults*, and any other officers considered necessary for the smooth and efficient running of the club.
* **Club Management Committee –** Core Committee members plus Team managers, coaches and any other officers, e.g. Groundsman

The Club Committee and Team Managers joining the Annual General Meeting will elect the following officers to the Club Management (Core) Committee: *Chairperson, Vice Chairperson, Secretary, Treasurer, Club Welfare Officers*, and any other officers considered necessary for the smooth and efficient running of the club.

The **Core Committee** is responsible for the following:

1. Ensuring the highest levels of welfare for all players and officials
2. Managers & Coaches

* Ensure that all managers and coaches have the required FA level of qualifications for their position.
* Ensure that all adults involved in the club have completed a FA DBS check.
* Ensuring consistently high levels of coaching and team management.
* Provide guidance and support on coaching, training and managerial best practise.
* Organise training courses via local and county FA.
* Appoint and remove Team Managers and Coaches.

3, Managing The Club finances:

* Produce financial monthly updates to the Club Committee/Managers Meetings, and an annual statement of accounts.
* Review bank statements with the Core Committee quarterly.
* Provide clear and transparent financial governance, ensuring that the club is financially sound.
  1. Maintain appropriate controls and governance of The Club:
* Define the strategic direction of the club and making recommendations to the Club Committee about changes to The Club constitution.
* Represent the Club with external organisations including Leagues and the County FA.
* Hear and resolve any disciplinary matters, including internal club disputes.
* Engage with the local community, including schools, to encourage mutually beneficial relationships.
* Define, embed, and maintain moral standards of behaviour consistent with the FA Respect Campaign.
* Refer decisions to the Club Committee where appropriate.

Decisions of the Core Committee will be made by a majority of the Core Committee; the Chairperson will have a casting vote in the event of a tie. The quorum for the transaction of business of the Core Committee will be three, including at least one of the Chairperson or Secretary. Where a decision has a financial impact the Treasurer must be present.

**Club Committee**

The Club Committee consisting of the Core Committee, Team Managers, and any other officers, eg Groundsman considered necessary for the smooth and efficient running of the club. Club Committee members are responsible for the following:

* Ensuring that all required qualifications are completed at the appropriate time.
* Attending AGM, Club Committee(Managers) Meetings.
* Raising any concerns about their age group to the Core Committee.
* Team Managers are responsible for collecting Team monthly fees and any Club Conduct Forms issued and promptly and passing them to the Club Secretary.
* Ensuring that all players attending training or playing in their teams are registered with The Club.
* Voting on any issues referred to them by the Core Committee.
* Ensuring that all team coaches are ratified by the Core Committee.
* Following the FA Respect Code and representing The Club in line with the expected standards of behaviour.
* Supporting The Club in any fund-raising activities throughout the year.

Decisions of the Club Committee will be made by a majority of those attending the Committee meeting; the Chairperson will have a casting vote in the event of a tie. The quorum for the transaction of business of the Club Committee will be three, including at least one of the Chairperson or Secretary.

**LAFC Team Fees**

Team Fees to the Club shall be informed at the July Club Committee Meeting and become due monthly from the 1st September each year.

**Accounts**

The Club Treasurer shall administer the Clubs accounts. Sums of money outside the normal Club running costs, ie utility bills, ground rent, league fees shall not be drawn from the Club account unless it has been approved by two nominated Core Committee Members. All monies payable to the Club shall be received by the treasurer and deposited in the Club account. The treasurer shall produce a report at the AGM of the Clubs finances up to the 31st August that year and also interim reports to each Committee meeting he/she attends.

**AGM**

The AGM shall be held in **October** each year. The agenda of the AGM shall as a minimum consist of:

* A report of the activities of the Club over the previous year.
* A report of the Clubs finances up to the 31st August that year.
* Election of new Committee and officers.
* Club / Policy rule changes.
* Any other business.

An extraordinary meeting may be called at any time where the Core Committee considers a need to address a Club policy matter or to elect/re-elect a vacant officer’s position in the Club.

An extraordinary meeting may also be called in the event that a minimum of 5 Club Management Committee Members make a request to the Secretary for meeting to address a Club policy matter or to bring forward a vote of no-confidence in a Core Committee Member or Members.

**Election of Core Committee Members**

* Chairperson
* Vice Chairperson
* Secretary
* Treasurer
* Club Welfare Officer – Children
* Club Welfare Office - Adults

Prior to each AGM the Club Secretary will seek confirmation from existing Core Committee Members as to whether they wish to continue for a further 12 months in their roles.

The Club Secretary will confirm to the Chairperson whether they wish to continue in their role for a further 12 months.

All other Club Officials (those linked to the Club in an official capacity on the FA Club Portal) will be asked whether they would wish to stand for election for any Core Committee roles.

**Election Process**

Where an incumbent office holder wishes to stand for re-election AGM attendees will be asked to vote on whether to approve a further 12-month term in office to the incumbent office holder.

Where a majority vote in favour of the incumbent office holder remaining in their office they will be duly re-elected to that office for a further 12 months

Where a majority vote against the incumbent office holder remaining in their office then other nominations for the role will be considered.

Any nominated individual must be proposed and seconded to be eligible to be considered for the role for which they have expressed an interest in.

**Eligibility to Stand for Election as a Core Committee Member**

To be eligible to stand for election as a Core Committee Member in one of the prescribed roles candidates must

* Be a current Club Official and listed as such on the FA’s Club Portal
* Have an up to date DBS Check in place
* Have completed the FA’s Safeguarding Children qualification.
* Disclose any conflicts of interest

**Eligibility to Vote in Election of Core Committee Members**

The following are eligible to vote in the election of Core Committee Members

* Chairperson
* Vice Chairperson
* Secretary
* Treasurer
* Club Welfare Officer – Children
* Club Welfare Officer – Adults
* Groundsperson
* Team Officials – one Vote per Team

Any individual is only eligible to vote once. A person holding more than one Core Committee role will only be eligible for one vote in totality not one vote per office held.

**Club Committee Meetings**

Committee meetings will be held monthly, with the exception of August. All Committee members are invited to attend every Committee meeting. There will be bi-monthly meetings as a minimum for

club business purposes, where only the Core Committee are required to attend.

**Membership**

The Club shall promote itself through links with local schools, advertisements on league websites, etc.

Membership of all children under the age of 18 will be granted after completion of club Code of conduct form and payment of the appropriate registration fee. Adult membership will be accepted after the applicant has submitted an application form and been vetted as per the [FA recruitment & selection of volunteers guideline](http://www.thefa.com/~/media/files/thefaportal/governance-docs/safeguarding/raising-awareness/safer-recruitment---best-practice-advice-for-grassroots-football-2013.ashx). In order to be eligible to play/train for the club each player must:

* Have submitted a completed Club Player Conduct Form signed by both player and parent/guardian.
* Have Provided appropriate details for League registration form.
* Agree to pay LAFC Club player registration fee and monthly team fee prior to playing.

The Club reserve the right to refuse a player participation in training sessions or a match if the above are not adhered too. The Club shall be responsible for providing the following:

* Suitable training facilities.
* Match day pitches.
* Associated equipment such as goals, corner flags, respect barriers.

In addition to normal football activities the Club will endeavour to hold additional social/fund raising events and allow Teams to hold end of season presentations, using the Clubhouse at their Rumbush Lane ground at no charge (Does not include food and drink).

**Equality**

The Club shall abide by the Football Association equal opportunities and anti-discrimination policies ensuring not to discriminate in any way with regards to sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

**Insurance**

The Club Secretary will ensure that the Club has suitable public liability insurance.

**Managers**

There shall be a named manager for each team. Before a new manager can be appointed he/she must attend either a Committee meeting (if in mid season) or the AGM to meet the Committee and answer any questions. Each manager will be responsible for the day to day running of his/her team, ensure everyone connected to the team adhere to the [FA Respect campaign](http://www.thefa.com/my-football/player/respect) and the collection of all match and training subscriptions. Each manager will be responsible for keeping accurate records of monies collected on the forms provided and paying in all monies collected to the treasurer by cheque at each Committee meeting.

Each manager and relevant adults who will be in close contact with the players must agree to a FA Criminal Records Bureau being carried out on them. It is an FA requirement that the Club keeps a record of all players. Each manager is responsible for providing the secretary with completed Club registration/medical forms for all of his/her players, as soon as possible after the start of the season.

Any additions or amendments must also be advised as soon as possible. The manager must ensure all players are registered with the league, have an FA ID Number and are up to date with subscription and match/training fees before they are selected to play. Each manager will be expected to undertake coaching, first aid and child safeguarding courses as necessary.

In the event of bad weather conditions prior to a game it is the managers responsibility to check with the Club Groundsman that their pitch is playable. In the event that the match has to be cancelled it is the managers responsibility to inform the opposition manager, the referee, their own team and the league in accordance with league rules. These are the key areas of responsibility, however, a full description of all responsibilities will be provided to each manager on joining the club.

**Child Protection**

The Club shall follow the Football Association’s Child Protection Policy, Procedures and Practices. The Club shall appoint a named Club Welfare Officer who must have attended the relevant FA courses. Each manager and relevant adults who will be in close contact with the players must agree to a Criminal Records Bureau check being carried out on them. All adult members must attend a child protection workshop (generally part of FA coaching course). The manager must report any child protection or behaviour issue to the club and parents immediately on the appropriate form. For all head injuries or any other injury sustained during matches or training deemed necessary to report – The manager must inform both parent/guardian and the club using the club accident report form.

**Code of Conduct/Respect**

The Club shall have Codes of Conduct for coaches/managers, players and parents. A copy of each shall be given to each player and their parents/guardians via the Club handbook. The Club shall require a mandatory signature to the code of conduct acceptance form to confirm agreement and that the person concerned fully accepts the content. Signing of the Club registration form shall constitute acceptance of the code of conduct for both player and parent/guardian. The codes of conduct shall be reviewed annually and updated as necessary.

**Medical Forms**

Each player or players guardian must inform their Team Manager and Team Coach of any medical conditions which could affect any treatment given if the player is injured.

**Discipline**

All matters, with the exception of serious disciplinary issues shall be handled by the team manager/coach. If there is a breach of discipline that the team manager is unable to deal with or a complaint is against the manager the Chairperson shall convene a disciplinary Committee consisting of him/herself and two other members of the Committee to make the final decision. The chairperson will have the final say in any disciplinary matters (excepting when he/she is personally involved – in this case the Committee shall appoint the disciplinary Committee).

Any person/s connected to the Club deemed as bringing the Club into disrepute or damaging the good name and reputation of the Club will be suspended from their position pending a full investigation by a disciplinary Committee comprising the chairperson and two other committee members not connected with the suspended persons team. There will be no right of appeal to the outcome of the hearing. Suspension shall not constitute automatic guilt of the circumstances being investigated.

**Conflicts of Interest**

Core Committee Members must disclose to the Club Secretary (or the Chairperson in the case of the Club Secretary) any conflicts of interest that have the potential to impact on that office holders ability to, or perceived ability to, discharge their responsibilities as a Core Committee Member.

No Core Committee Member is permitted to make any direct or indirect financial gain from their role at the Club or from the Club or activities undertaken using the Club’s premises or facilities.

**Constitution**

All Committee members will be given a copy of the Club Constitution and will be required to read and sign the master copy thus agreeing to abide by its contents. The master copy will remain with the Club Secretary. Once in place the constitution can only be amended by a formal proposition at the AGM or an EGM of a minimum of ten members including at least two officers. Any proposed changes must be in writing, signed and dated, to the secretary fourteen days prior to such meetings.

**Dissolution**

The Club shall be dissolved at any time at a special meeting called for the purpose at which at least 21 days notice in writing is given to all players and officials. The resolution must be posted by a two thirds majority of those present. In the event of dissolution the Committee shall be the body for the orderly winding up of the Clubs affairs. After the satisfaction of all debts and liabilities the Committee shall transfer any remaining funds to a charity decided by the Committee. Any equipment may be given to other organisations having similar objects to that of the Club.