



Trumpington Football Club Constitution

1. Name

1.1 - The Club shall be called Trumpington Football Club (hereinafter called the Club).

2. Affiliation

2.1 - The Club shall be affiliated to the Cambridgeshire Football Association.

3. Objectives

3.1 - The Club will actively look to promote the game of Association football to its members by providing a safe environment for children of all ages to develop and compete in Association football. Professional coaching will be provided to all abilities and genders involved in the Club and the community. The Club pledges to 'bridge the gap' in quality between academy coaching and grassroots voluntary coaching by providing professional coaches within the Club for all ages and abilities. The Club will strive to ensure that all persons are welcome to be a part of the Club and will be able to develop and play within their own current ability level, creating a clear pathway of development for each player to reach their potential.

4. Equality Statement

4.1 - The Club is fully committed to the principles of the equality of opportunity. No participant, volunteer, job applicant or employee of the Club will receive less favourable treatment on the grounds of gender, age, colour, disability, ethnic origin, parental or marital status, religious belief, social class or sexual preference than any other. The Club will ensure that there is open access for all those who wish to participate in the activities of the Club, in whatever capacity and that they are treated fairly. The Club recognises its legal obligations not to discriminate and will regard discrimination by any employee, participant or volunteer as grounds for disciplinary action under the relevant Club rules.

5. Welfare Statement

5.1 - The Club recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults who are in membership of the Club. The Club will aim to provide good quality football in a safe environment by adopting the procedures and working practices of the Football Association (FA) Welfare Policy. All coaches, Managers, Assistant Managers and the Welfare Officer will undergo CRB checks; all committee members will complete the FA Safeguarding Course for Committee Members course; all Managers, Assistant Managers and Welfare Officer will complete the FA Safeguarding Workshop.

6. Rules and Regulations

6.1 - 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 FA,

County FA to which the Club is affiliated (“Cambridgeshire FA”), the Club Policies and Competitions in which the Club participates, for the time being in force.

7. Status of Rules

7.1 - The Club Constitution and policies form a binding agreement between each member of the Club.

8. Club Membership

8.1 - The Club shall consist of the Officers and the members.

8.2 – An Officer is a member of the Management Committee.

8.3 – Members are defined as players or the guardians of players under the age of eighteen. Members under the age of eighteen shall be considered as junior members.

8.4 - In accepting membership, a person agrees to abide by the Constitution of the Club its policies and the decisions of the Club Management Committee.

8.5 - All members are also required to abide by the FA Code of Conduct.

8.6 - The Management Committee shall be responsible for considering whether applications for membership should be accepted. This decision shall be made in accordance with the Equality statement in section 4.

9. Annual Membership Fee

9.1 - Membership fees shall be set at the Annual General Meeting. The level of fees shall distinguish between those members who are in full-time employment, members who are unemployed or in full-time education and junior members.

9.2 - Annual membership fees shall be payable on 1st September each year. No member will be eligible to represent the Club if he/she has not paid the fees by the start of the playing season either in full or through the optional instalment process. Bursaries may be offered to help defray the costs of membership, although these are at the sole discretion of the Management Committee, dependent on available finances and endorsed by the Head Coach and Team Manager(s).

10. Club Committee

10.1 - The Management Committee will act for the members of the Club and shall comprise of the following elected Officers:

- Chairperson
- Secretary
- Treasurer
- Welfare Officer
- 3 Team Managers

10.2 - These Officers shall be appointed at the Annual General Meeting and hold their posts for a calendar year, but may seek re-election at the following year’s AGM.

10.3 - Any liabilities incurred shall fall upon the membership of the Club providing the Management Committee acts in accordance with the Constitution, in honesty and good faith.

10.4 - The Management Committee shall meet when determined by the Chairperson and the Secretary will convene all meetings. At a minimum the committee will meet once each term.

10.5 - The quorum necessary for Management meetings shall be 3.

10.6 - The Management Committee shall be responsible for interpreting the Club Constitution in relation to the operation of the Club's affairs. Proposed amendments to the Constitution can only be agreed at the AGM or Extraordinary General Meeting.

10.7 - Responsibility for all assets owned or leased by the Club rests with the Management Committee.

10.8 - The Management Committee is responsible for the recruitment and management of all professional staff employed by the Club.

10.9 – Other parties may attend committee meetings if felt pertinent to the meeting agenda. Attendance is in an advisory non-voting capacity.

11. Annual General Meeting (AGM)

11.1 - The Annual General Meeting (AGM) of the Club shall be held in May of each year. At this meeting the annual report of the Management Committee and the independently reviewed statement of accounts up to the end of the year (end-April) shall be presented.

11.2 - In addition, the Chairperson may call an Extraordinary General Meeting (EGM) when considered necessary or desirable, or upon the written request of at least three members of the Management Committee.

11.3 - The Secretary shall give no less than 21 days notice of the date of the AGM/EGM to all members.

11.4 - All elections of Officers shall be confirmed at the AGM. The Secretary should receive all nominations for Officer's posts not less than seven days prior to the AGM. Nominations shall require two supporting signatures from members of the Club eligible to vote. No nominations can be accepted from the floor of the meeting.

11.5 - The dates of the AGM and the Management Committee meetings shall be determined at the previous meeting.

11.6 - The quorum for AGM/EGM shall be a minimum 9 members present who are eligible to vote.

11.7 – Service agreements between the Club and other parties will be reviewed annually at the AGM, or EGM if necessary.

12. Voting Procedures for All Meetings

12.1 - All members entitled to vote at meetings shall have equal voting rights. Junior members shall not have the right to vote, but each is entitled to appoint one guardian who shall have the right to vote.

12.2 - A motion shall be carried by a simple majority of those present and voting, except when the motion is a Constitutional amendment, which shall require a two-thirds majority.

12.3 – Any member of the committee will abstain themselves from participating in votes where it is felt there is conflict of interest.

12.4 - In the event of equal votes being cast, the Chair shall have a casting vote in addition to a deliberate vote. In cases where the Chair (or any other committee member) has recused themselves due to a conflict of interest, the casting vote passes in order to: Secretary, Treasurer, Welfare Officer.

13. Club Teams

13.1 - The Club has been created with a specific tiered system in mind. In no way does this mean that any player will be rejected from becoming a member due to their ability but they will be placed within a team that, in the opinion of the head coach, suits their ability and will help to enable the player to reach their potential.

13.2 – Coaching staff will have sole decision in the selection of members for each team. Membership of each team will be reviewed annually, or at any time deemed appropriate by the head coach in consultation with the relevant team manager(s), and players moved as deemed necessary for the forthcoming season. It is forbidden for any parent/guardian to attempt to influence coaches team selection.

13.3 - The Club intends, over time, to create enough teams to adequately cater for all ages and abilities from under 8 (U8) – under 16 (U16).

13.4 - The club will appoint a professional coaching organisation.

13.5 – The appointed professional coaching organisation will take all responsibility for all coaching and development of players from all age groups within the club, in accordance with the contract between the Club and the appointed professional coaching organisation.

13.6 – The Club intends to compete in the local FA leagues for all ages where teams are formed. Local football festivals will also be considered.

13.7 - The teams within the Club will all follow the same development programme, and will be nurtured to focus on development over results.

13.8 - Managers appointed shall be responsible for managing the affairs of each of the Club's football teams on their given match day. They are responsible for ensuring members and Parents / Guardians / Carers of members are aware of and adhere to the Clubs rules, Child Safeguarding, Codes of Conduct, Equal Opportunities and Anti-Discrimination Policies during match days. Team Managers shall report to the Management Committee about their team(s) at Management meetings and AGM's.

14. Club Finances

14.1 - All monies raised by, or on behalf of the Club shall be applied to further the aims and objectives of the Club and for no other purpose.

14.2 - The Club Treasurer is responsible for collecting membership subscriptions and maintaining the financial accounts of the Club detailing all income received and expenditure made.

14.3 - The financial year of the Club starts on 1st May and ends 30th April.

14.4 - The funds of the Club shall be lodged at a bank or building society in an account in the name of the Club. All cheques, drafts, etc. drawn on this account shall be signed by both the Treasurer and Secretary.

14.5 – An agreement between the appointed professional coaching organisation and the Club will define the coaching provision and conditions of such. In return the appointed professional coaching organisation will receive payment as set out in the contract between the parties.

15. Discipline and Appeals

15.1 - The Management Committee shall have the authority to take appropriate disciplinary action against any member or employee of the Club and the discretion to terminate membership or employment if any person is found guilty of conduct deemed detrimental to the Club.

15.2 - Should a disciplinary issue involve the Welfare of a child or vulnerable adult then the County Welfare officer will be informed.

15.3 - All individuals have the right of Appeal to any disciplinary decision made by the Management Committee.

15.4 - Any request made for an Appeal Hearing should be made to either the Secretary or Chairperson within 14 days of the Disciplinary decision.

15.5 - An Appeal Hearing should be convened within 14 days of the request for an Appeal being submitted.

15.6 - An Appeal Hearing should be convened by a member of the Management Committee and no more than four additional Club members or representatives of junior members who are independent of the original Disciplinary Hearing and subsequent decision.

15.7 – Any member of the Management Committee will abstain themselves from participating in the disciplinary and appeal procedures where it is felt there is conflict of interest.

16. Resignation and Expulsion

16.1 - A member shall cease to be a member of the Club if, and from the date on which, his or her (or parent/guardian) gives notice to the Management Committee of their resignation. The Club can also, at its discretion, deem that a member has resigned when the annual membership fee or any further subscription is not paid or instalment procedure agreed by the 30th September in any situation.

16.2 - The Management Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for him or her to remain member. The member in question is within their right to appeal the decision.

16.3 - A member who resigns or is expelled shall not be entitled to claim any, or a share of any Club property, nor entitled to a refund in full or part thereof subscriptions paid.

16.4 – If a member of the Management Committee resigns mid-season, the main committee will co-opt a new interim member until the AGM.

17. Dissolution

17.1 - In the event of the Club ceasing to exist and following the discharge of all debts and liabilities, any assets at the time of dissolution shall become the property of the whomever the Management Committee decide.

18. Review of the Constitution

18.1 - This Constitution should be reviewed a minimum of once every two years.

18.2 - Any amendments to the Constitution can only be agreed at the Club's AGM/EGM.

18.3 - Proposed additions to, or alterations of the Constitution shall be submitted in writing to the Secretary not less than 21 days before the date of the AGM/EGM. All suggested amendments should be signed and seconded. No motion involving an amendment to the Constitution may be proposed from the floor of a meeting.

18.4 - In the event of a proposal for amending the Constitution being submitted, the Secretary shall inform the Club Members of the proposed motion not less than 14 days prior to the AGM/EGM.

18.5 - Any alteration to the Constitution shall require a two-thirds majority of members voting and present.

18.6 - All matters arising that are not provided for by the Constitution will be dealt with by the Management Committee, whose decision shall be final.

18. Declaration

18.1 - The Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of members.

Signed: _____ Date: _____

Name: _____ (Chairperson)

Signed: _____ Date: _____

Name: _____ (Secretary)

Signed: _____ Date: _____

Name: _____ (Treasurer)

Signed: _____ Date: _____

Name: _____ (Welfare Officer)

Signed: _____ Date: _____

Name: _____ (Coach)

Signed: _____ Date: _____

Name: _____ (Coach)