

CONSTITUTION

Name

The Club shall be registered with the **Suffolk County FA** as **Holbrook Hornets Youth Football Club** (“HHFC”).

Ethos

- 1) **We will compete at all levels and aim to be competitive, but not at the expense of 2, 3, or 4.** We will win fairly, professionally and show RESPECT at all times.
- 2) **Where possible, all players will get fair playing time.** HHFC feel this is vital through all the age groups for the inclusion and development of every player. It supports our belief that “Every Youth Footballer Counts”.
- 3) **Rotation of positions.** HHFC believes in this approach and wants players to learn the skills required for a number of positions on the pitch as opposed to being labelled ‘just a right back’ or ‘just an attacker’. Rotating positions increases the opportunity for players to develop as all round footballers. At 11 v 11, age group’s players can become more specialised and benefit from position specific coaching,
- 4) **Play through the thirds.** HHFC wishes to develop children that are comfortable with the ball at their feet, who do not panic and feel the need to hit it long and ‘clear it’ at every opportunity. Developing this kind of player takes time and they will benefit from this approach in the long run.

HHFC where ‘Every Youth Footballer Counts’.

As an FA Charter Standard Club, HHFC is changing the way its players play football.

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Executive Committee

Executive Committee shall consist of 5 Officers - Chairperson, Vice Chairperson, Secretary, Treasurer and Child Welfare Officer. All suggested roles and responsibilities are detailed in the 'Roles & Responsibilities' document, which is available to Club Members.

The election is for a period of one year. The Executive Committee is responsible for the following:

1. Oversight and maintenance of the highest levels of child welfare:
 - Ensure that all managers and coaches have the appropriate level of qualifications.
 - Ensure that all adults involved in the club have completed a DBS check.
2. 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, and an annual statement of accounts.
 - Review bank statements quarterly.
 - Provide clear and transparent financial governance, ensuring that the club is financially sound.
4. 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.
 - Appointment of age-range managers & coaches. Ability to reject nominations, discipline & remove any age-range managers and/or coach, if demonstrated behaviours do not fit with the club ethos.
 - Refer decisions to the Club Committee where appropriate.
5. Chartered Standard Co-ordination

The election is for a period of one year. Each Officer can hold a maximum of 2 Executive Committee positions & 1 Club Committee position.

The quorum for the transaction of business of the Executive 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. Votes by simple majority. The Chairperson will have a casting vote in the event of a tie.

The Executive Committee shall meet at least twice annually. Its action points shall be minuted. Issues discussed within the Executive Committee meetings shall remain confidential to within the Executive Committee, unless expressly specified otherwise.

The process for electing to Executive Committee shall be:

Each officer/representative shall be proposed & seconded by the Members, at least 21 days prior to the Annual General Meeting. In the event of more nominations received than posts available, a vote shall take place within the present voting group. The individual nominated shall not vote. Decisions of the Club Members shall be made by a simple majority of those attending the Club AGM. The chairperson of the meeting will have the casting vote in the event of a tie.

Club Committee

Club Committee shall consist of at least one, and a maximum of two, elected Club Committee representatives per age-range team.

In addition, the General Club Committee can elect Members to the Club Committee to support the Club in specific areas, ie, Fundraising Manager, Website Manager, Recruitment Manager, Schools Liaison, etc, etc. These positions are not limited to and are at the discretion of the General Club Committee majority vote.

The election is for a period of one year. Club Committee members are responsible for the following:

- Attending monthly General Club Committee meetings.
- Fulfilling their role, as defined by the Executive Committee.
- Raising any concerns they have, or have been made aware of, to the Executive Committee.
- Voting on any issues referred to them by the Executive Committee.

For the relevant age-range team representatives:

- Ensuring that all required qualifications are completed at the appropriate time.

- Ensure that all adults involved in coaching or management of the age range have completed a DBS check.
- All appointed persons involved in the age range team (whether coaching, managing or representing the Club) will uphold the standards of behaviour and moral values consistent with the FA Respect Campaign and Holbrook Hornets Youth Football Club ethos.
- Raising any concerns about their age group to the Executive Committee.
- Collecting annual membership fees and registration forms promptly and passing to the Club Secretary.
- Ensuring that all players attending training, or playing in their teams, are registered with The Club.
- Ensuring that Club kit is returned upon any Member leaving the Club.
- Ensure that all coaches, assistant coaches and anyone involved with management of the age range team are ratified by the Executive Committee.
- Supporting the Club in fund raising activities throughout the year.

If no nominations for Club Committee are received at the Annual General Meeting, then the Executive Committee can elect members and can elect to these roles at any time where a vacancy exists.

The process for electing to Club Committee shall be:

Each representative shall be Proposed & Seconded by Members, via email, 21 days prior to the Annual General Meeting. In the event of more nominations received than posts available, a vote shall take place within the voting group present at the AGM. The individual nominated shall not vote. Decisions shall be made by a simple majority of those attending the Club AGM. The Chairperson of the meeting will have a casting vote in the event of a tie.

For each age-range team, at least one, a maximum of two, Member/s is to be nominated and elected as representative on the Club Committee. Representatives can be Team Manager, Coaches or parent representative. The election is for a period of one year.

The Executive Committee and the Club Committee shall collectively be known as the ‘General Club Committee’.

Club Member

Club Members are the parent/s of the playing child. There shall be one Member vote per playing child. Members must be fully paid up in order to have voting rights. Members are:

- Invited to attend the Annual General Meeting and vote, as required.
- Expected to follow the FA Code of Conduct/Respect Code and uphold the standards of behaviour and moral values in line with the Club’s ethos. A copy of the FA Code of Conduct is available on the Club’s website.

- Asked to support the Club in its fund raising activities throughout the year.

Annual General Meeting (AGM)

The Annual General Meeting shall be held in May.

Notification of the meeting to all Members shall be email direct to Members (via the Committee members) and placed on the Club notice board.

Notification shall be served at least 28 days in advance.

The quorum for the transaction of business of the Annual General Meeting will be five, including at least three of the Executive Committee.

- Receive a report on the activities of The Club over the previous year.
- Receive a report of The Club's finances over the previous year.
- Elect nominees for the positions of Executive Committee & Club Committee members.
- Introduce any new rules for the forthcoming season.
- Consider any other business.

Executive Committee, Club Committee & Club Members, players, coaches and team managers are invited to attend the AGM.

An Agenda will be available upon request prior to the AGM; this will include a list of people seeking election to the Executive Committee & Club Committee roles. All Members attending the AGM will be entitled to vote and resolutions will be made by a majority of those attending. The Chairperson will have a casting vote in the event of a tie.

Only eligible Members may vote. There shall be one Member vote per playing child. Members must be fully paid up in order to have voting rights.

The first General Club Committee meeting after the AGM will ratify the appointments to Executive Committee, Club Committee and appointments of all age-range managers, assistant managers and coaches. These appointments will be minuted and distributed to Club Members.

Extraordinary General Meetings (EGM)

An EGM can be called by the General Club Committee at any time, giving no less than 21 days notice to Members, and shall state in writing the purposes for which the meeting is required. The Chair, or in their absence a member selected by the General Club Committee, shall take the Chair.

The quorum for the transaction of business of the Extraordinary General Meeting will be five General Club Committee members.

There shall be one Member vote per playing child. Members must be fully paid up in order to have voting rights. In the event of a tie, the Chairperson has the casting vote.

All decisions will be minuted.

General Club Committee meetings

The Executive Committee and the Club Committee shall collectively be known as the 'General Club Committee'.

General Club Committee meetings will be held monthly during the playing season, unless determined otherwise by the General Club Committee. Actions arising from the General Club Committee meetings shall be minuted and made available to the General Club Committee. Issues discussed within the General Club Committee meetings shall remain confidential to within the Committee.

Decisions of the General 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.

Only those individuals elected shall attend General Club Committee meetings. In absence of the elected person, representatives are not required.

The General Club Committee shall be chaired by the Chairperson, or in their absence, the Vice Chair.

The quorum for the transaction of business of the General Club Committee will be five, including at least three of the Executive Committee.

Age-range teams

Each age-range team must have an appointed Manager and an appointed Coach (both roles can be fulfilled by one person if necessary). Any further appointed persons involved in the coaching or management of the age-range team will also follow Club requirements & any guidelines set for Managers/Coaches. All appointments must be ratified by the Executive Committee.

Each age-range must have at least one person on the Club Committee; up to a maximum of 2 persons per age range. The representative can be the team Manager, Coach or a parent representative; but must be an elected member. The election is for a period of one year.

GDPR

Please refer to the GDPR guidelines - our Privacy Policy and Data Protection Notice, which are available on our website

Member of Leagues

The Club will play in League(s) appropriate for its teams and by doing so will affiliate to the Suffolk Football Association. The Club will compete in Cup competitions organised by the League(s) and Area Association.

League and Area Association Rules

The Club is mindful of the Constitution and Rules of the Area Association and Leagues that its teams belong to, especially the rules pertaining to misconduct on/off the field of play, and the players selected to play League Representative Matches.

Players, Parents, Officers of the Club, Managers and Coaches, receiving a **CAUTION** or a **SENDING OFF**, should be aware that the Club incurs an administration fee set by the Suffolk Football Association. The Club will initially settle all such fees and fines, and, any other action, where deemed appropriate, will be decided by the General Club Committee.

Results of Matches

The Area Associations and Leagues have set procedures for clubs to notify them of results or cancelled games, plus the non-attendance of the opposing team; it is the responsibility of the Team Manager to ensure that these procedures are followed. The offending person must pay any fines incurred as a result of not following these procedures, unless otherwise decided by the General Club Committee.

Club Finances

A bank account will be opened and maintained in the name of the Club. The Executive Committee will ensure adequate controls and governance around the receipt of funds and the payments out of the account.

Designated signatories as determined by the General Club Committee. All monies payable to the Club shall be received by the Treasurer and deposited in the Club account.

The General Club Committee have the power to authorise the payment of expenses to any persons for services rendered, if fully documented.

The Club finances will be a standard agenda item on the monthly General Club Committee meeting agenda. Independent verification of the Club accounts will be carried out by a qualified accountant annually.

Safeguarding Children Policy

The Club acknowledges its responsibility to safeguard the welfare of every child and young person (under 18 years of age) in Club football activity. The Club subscribes to the Football Association's Safeguarding Children Policy & procedure– a copy of the Safeguarding Children Policy is available on the Club website. The club will appoint a Child Welfare Officer (CWO).

Equality Issues

The Club, in all its activities will not discriminate, or in any way treat anyone less favourably, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. This means the Club will treat people fairly and with respect. The Club will not tolerate harassment, bullying, abuse or victimisation of an individual.

The Club commits itself to the immediate investigation of any claims, when brought to its attention, of discrimination and where such is found to be the case, a requirement that the practice stop and sanctions imposed as appropriate. The Club's complaint procedure should be used in such instances.

Incidents and Accidents

In the event that an injury is sustained, the well being of any individual must be of paramount importance to all Club Officials whilst carrying out their duties on behalf of The Club.

All Incidents / Accidents that require professional medical attention shall be reported to the Secretary via an Incident form and the incident be logged and investigated if deemed necessary by the Executive Committee.

The responsible person in charge of the team at the time of an Incident / Accident, which results in an injury, must ensure that the player is given adequate first aid. The responsible person or the Team Manager must notify the player's parents (if not present) of the nature of the Incident / Accident or injury at the earliest opportunity. The details of the Incident / Accident must be reported to the Club Secretary, within 24 hours on the Incident/Accident Form. The Team Manager should endeavour to contact the Player's Parents within 24 hours of an accident resulting in an injury to ascertain the well being of the player.

Recruitment of Players

It is the policy of The Club that any player will be eligible to train & play with the Club, regardless of ability; subject to 'reasonable' squad size, as set by the General Club Committee at the start of each season.

The Club adheres to the FA's Equal Opportunities and Anti-Discrimination Policy and we will not discriminate, or in any way, treat less favourably.

All players joining The Club must complete and sign a registration form which provides emergency contact details and full medical information e.g. allergies, asthma, plus any further information which the parent deems necessary

For the avoidance of doubt, all Club Members are expected to observe the FA Codes of Conduct.

Playing up

Holbrook Hornets does not support permanent 'playing up' as it disrupts existing squads. If a manager/parent/guardian would like a player to play up, this must be brought to the General Club Committee meeting for discussion. Playing up will only be considered in exceptional circumstances as given below:

- Where Holbrook Hornets does not operate a squad for that age range;
- Where the parent/carer has multiple players within the Club and cannot manage logistics to multiple squads;
- Where an age range cannot operate without players from another age range.

Subscriptions

An annual subscription and method of collection will be determined by the General Club Committee and will be payable by the Members each year. The General Club Committee can vote on a subscription option for “training only” players who are not eligible, or who chose not to play in matches.

The General Club Committee, or the Executive Committee independently, has the ability to levy further subscriptions to Members during the season, should this be necessary for the Club. This will not be done without consultation with Members.

Managers who have players who are unable to pay full fees must discuss the individual circumstances with the General Club Committee who will agree the amount of fees to be paid, based on individual circumstances. All avenues will be explored to ensure that those under financial pressures are not inhibited from playing for the Club. However, if it is determined by the General Club Committee that fees are payable and these remain unpaid beyond the agreed terms, the Manager will discuss the situation with the Executive Committee and, if deemed appropriate, the Player will not be allowed to continue to play or train with the Club.

Team Kit and Equipment

The General Club Committee will be responsible for decisions of sourcing, funding & management of age-range kit and equipment. The Club colours are yellow with black and socks are yellow.

The kit remains the property of Holbrook Hornets Youth Football Club and shall be returned by the Member upon leaving the Club.

All Football kits must adhere to The Club guidelines, they must be labelled with the Holbrook Hornets logo, sponsors name and or logo, if relevant, and the relevant number.

To comply with FA Charter status, the Club must maintain a Club Asset register, which should be updated regularly.

Sponsors

Individuals and / or companies wishing to sponsor the Club should contact the Club Secretary.

Club sponsors will be kept informed by the General Club Committee of significant events such as Cup Finals, Club Presentation Day, one-off functions etc to ensure that they are invited.

Individuals and / or companies wishing to sponsor an Age-range, should liaise and be the responsibility of the Age-range Manager or Representative; however decisions to proceed should come to the General Club Committee for agreement.

All transactions should be transparent and recorded –all Sponsorship monies to be received into the main Club bank account.

All Sponsorship funds will be used to purchase general Club Equipment and Age-range match kits.

Complaints Procedure

If any General Club Committee or Club Member feels that they have a grievance, or that the Club Policies, Rules or FA Code of Conduct has been broken, they should follow the procedures below:

1. Report the matter to a member of the Executive Committee. The report should include:
 - Details of what, when and where the occurrence took place.
 - Any witness statement and names.
 - Details of any former complaints made about the incident.
 - A preference for a solution to the incident.
2. The Executive Committee will sit for any hearings that are required, to facilitate arbitration and conflict resolution.
3. The Executive Committee will have the power to:
 - Informally warn Members as to future conduct.
 - Formally warn Members as to future conduct
 - Suspend Members from playing competitive fixtures
 - Suspend from membership
 - Remove from membership.
4. The Executive Committee will respond to the Complaint in writing within 21 days, with outcome or progress.
5. The Executive Committee will have right to initiate the Club's Disciplinary procedure should this be required.

Disciplinary Procedure

The Club will adopt and adhere to the FA Disciplinary Process for any Members (including Executive Committee, Club Committee, Managers, Coaches, Players, Team Officials, Parents and Spectators; but not limited to). This Code is available on the Club website – and attached **Appendix 1**.

A Disciplinary Procedure is in place to ensure that members of The Club who persistently fail to meet the agreed expectations are dealt with in a fair and open manner. In the case of any breaches of any FA Code of Conduct the FA Disciplinary Process will apply.

Resignation and Expulsion

An Executive Committee member, Club Committee member, any age-range appointed person, or Club member, shall cease to be a member from the date on which notice is given to the Executive Committee of their resignation. No subscriptions fees shall be repayable. Any member who resigns or is expelled, shall not be entitled to claim any, or to a share of any, Club property.

The Club's Executive Committee reserves the right to revoke Membership at their discretion, at any time, on majority vote at Executive Committee with quorum present. Any membership fees will be refunded on a prorata basis

Dissolution

A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.

The dissolution shall take effect from the date of the resolution and the members of the General Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.

Any surplus assets remaining after the discharge of the debts and liabilities of The Club shall be transferred to another Club, the Suffolk Football Association or The FA, for use by them for similar community sports.

Appendix 1 - FA Disciplinary Process:



CHARTER STANDARD

MODEL INTERNAL CLUB DISCIPLINARY PROCESS

1. All members of the club shall exercise their rights, powers, duties and best endeavours to ensure that they conduct themselves so that the affairs and reputation of the club are carried out in accordance with:
 - a. The Rules and Regulations of the Football Association and the County Football Association
 - b. The Rules and Regulations of the Competitions in which the club competes
 - c. The Club's Constitution /Articles of Association, Codes of Conduct and Policies
2. In addition to any action being taken by The FA, County Football Association or League, where a club member or the Club Committee has evidence that there is a non compliance of 1a,b,c then the Club Committee should follow the Disciplinary Procedure as follows:
 - a. Any matter that may require investigation should be reported to the relevant Manager or Club Secretary.
 - b. The Club Secretary must present evidence of the non compliance in writing to the Club Committee within 7 days of the non compliance becoming apparent.
 - c. Where the non compliance involves a club member or members then the Club Secretary, on behalf of the Committee must call those involved in writing detailing the non compliance, with any evidence, to meet with the Club Committee to consider the non compliance within 14 days of the Club Committee meeting detailed in point a.
 - d. The Club Committee may delegate such a meeting to a Sub Committee.
 - i. Any Committee or Sub Committee must have at least 3 Committee Members meet to consider the complaint
 - ii. In the case of a youth club, the Club Welfare Officer must be included in the Committee or Sub Committee.
 - e. At the meeting the Sub Committee or Club Committee should present the case. Where one club member is involved, the Club Member may bring one other member as support and may call witnesses in support.
 - f. The Sub Committee or Club Committee may call appropriate club members to give evidence and may include an invitation for non-club members to attend if the non-club member wishes to do so.
 - g. The Sub Committee or Club Committee shall then discuss the information and reach an outcome which must be communicated to the member or members concerned within 7 days of the meeting.
3. Any member found guilty of non compliance of 1a,b,c then the Club Committee have the authority to impose any of the following sanctions:
 - i. An informal warning as to future conduct
 - ii. A formal warning as to future conduct
 - iii. Suspension from playing competitive fixtures
 - iv. Suspension from Membership
 - v. Removal of Membership
4. Sanction 3v Removal of Membership can only be imposed once any County FA or FA charges have been concluded or no charge exists.
5. The member or members have the right to appeal the outcome to the Club Committee decision. An appeals Board will be established by the Full Committee consisting of three people which may include an independent club member from outside the Committee.
6. In addition to the sanctions set out in 3 above, any fine imposed on the Club because of a Member by the County football Association will be repaid to the Club by that Member.

Jan 2013