



PLANTATION
YOUTH FC.
Est:1983

Documents for Charter Standard Development Award

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Plantation Youth Football Club



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Constitution

Proposed Changes

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1. Name

- a) The name of the club shall be 'Plantation Youth Football Club' (Herein after referred to as 'The Club').

2. Objective

- a) The objective of the Club is to encourage Children falling within the under 11 to under 17 age groups to participate in and benefit from playing competitive colts football and provide non-competitive mini soccer for children falling within the under 6 to under 10 age groups.
- b) The Club is run for the benefit of its members and as such is non-profit making.

3. Status of rules

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

4. Rules and Regulations

- a) The Club shall abide by the child protection policies and procedures, codes of conduct, equal opportunities and anti discrimination policies as set by the Football Association.
- b) The Club shall take out public liability insurance annually.
- c) The Clubs primary playing colours shall be:
 - Shirts - Green
 - Shorts - Black
 - Socks - Black
- d) The Club shall register with one or more leagues as agreed by the committee and will abide by the rules and regulations of these leagues.
- e) The Club will affiliate with the Essex F.A. and any other County F.A. as the committee sees fit.
- f) The Club will normally run only one team per age group for the Under 11s and above, any exception to this will need committee approval at the committee meeting preceding the AGM. Where more than one Under 10 team exists these will be required to merge into one squad prior to commencing Under 11 football. Any team wishing to not take this path will require approval from the club committee and this should be raised no later than the committee meeting preceding the AGM.
- g) On reaching the Under 11 age group teams will be expected to transition from playing mini soccer to colts league football. Any team wishing to not take this path will require approval from the club committee and this should be raised no later than the committee meeting preceding the AGM.
- h) All equipment, playing strips, footballs etc. whether purchased by the club or given under a sponsorship arrangement shall at all times remain the property of the Club.
- i) All new managers will be required to complete the FA's Level 1 Coaching award and will accept a CRB check within one year of joining the club, as is the requirement of the Charter Standard Award. All coaches will be required to undertake a minimum of the safeguarding qualification and CRB check within one year of joining the club. All other club officers or officials will be required to undertake a CRB check. All costs for the above awards will be met by the club. Managers/coaches may request funding for further qualifications and this will be at the committee's discretion.
- j) The Club's home ground is Herberts Farm, Saffron Walden, Essex.

5. Club Membership

- a) The members of the club from time to time shall be those persons listed in the register of members, which shall be maintained by the secretary.
 - b) All parents/guardians of players registered with the club are automatically members of the Club.
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- c) All team managers will automatically become members of the committee.
- d) 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 force from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- e) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- f) The FA and Parent County Association shall be given access to the Membership register on demand.

6. Annual Membership Fee

- a) For any player participating in the under 7 & below age group: Prior to the start of each season an annual membership fee of Thirty Five Pounds (£35.00) will be due from each player. Membership will not be allowed if this fee is not paid. This payment should be received by the end of August prior to the start of the new season.
- b) For any player participating in the Under 8 to Under 10 age group: Prior to the start of each season an annual membership fee of Fifty Pounds (£50.00) will be due from each player. Membership will not be allowed if this fee is not paid. This payment should be received by the end of August prior to the start of the new season.
- c) For any player participating in Colts football, Under 11's to under 17's age group: Prior to the start of each season an annual membership fee of Fifty Five Pounds (£55.00) will be due from each player. Membership will not be allowed if this fee is not paid. This payment should be received by the end of August prior to the start of the new season.
- d) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

7. Resignation and Expulsion

- a) 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 their resignation.
- b) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interest of the Club for them to remain a member. There shall be no appeal procedures.
- c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the club property.

8. Club Committee

- a) The executive committee shall be made up of the following officers:
 - a. Chairperson
 - b. Vice Chairperson
 - c. Secretary
 - d. Treasurer
 - e. Child Welfare Officer
 - b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club.
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- c) 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 Chairperson or in their absence the Vice Chairperson. The quorum for the transaction of business of the Club Committee shall be Five
- d) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the club to be maintained by the Club Secretary.
- e) 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 six meetings a year.
- f) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- g) 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.
- h) The position of a Club Officer shall be vacated if such 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. Herberts Farm Saffron Walden Partnership

- a) The club agrees from a joint 'Trust' equally with Spartak YSC and to permit two 'Trustees' to sign a lease with Saffron Walden Town Council for the pavilion and playing fields at Herberts Farm, expiring in 2050. The two trustees will in effect act as agents for Plantation Youth FC and will become quasi Trustees of HFSWP.
- b) The Club agrees to meet all the obligations (e.g. rent, repair and maintenance) imposed upon it by the lease.
- c) The club will indemnify the two Trustees against any costs or charges incurred in connection with the lease.
- d) If either current trustee wishes to resign their position as agents/trustees for the Lease then they may do so and the club will nominate replacements. If no replacement is forthcoming within three calendar months then a Committee member of the club will by default take the place of the trustees as necessary in the following order:
 - e) Chairperson
 - f) Vice Chairperson
 - g) Secretary
 - h) Treasurer

10. Annual and Special General Meetings

- a) An Annual General Meeting shall be held not later than 30th June to:
 - a. Receive a report of the activities of the Club over the previous year
 - b. Receive a report of the Club's finances over the previous year
 - c. Elect the members of the committee
 - d. Consider any other business
 - b) A Special General Meeting may be called at any time by the committee and shall be called within 28 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 SGM may be any business that may be transacted at an AGM.
 - c) 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
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the Club Secretary not less than 21 days before the AGM. For uncontested existing Club Officers no notice is required and a simple majority vote at the AGM will be accepted. 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.

- d) 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.
- e) The quorum for a General Meeting shall be: 5
- f) 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.
- g) The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

11. Club Finances

- a) All funds held on behalf of the Club shall be held in a suitable current or deposit account in the name of 'Plantation Youth Football Club'. The signatories for all accounts will be any two of four committee members.
 - b) The Club's financial year shall end 31st May.
 - c) 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.
 - d) 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.
 - e) 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
 - 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).
 - f) 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 years.
 - g) 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 General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.
 - h) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four 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.
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- i) 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.
- j) 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.
- k) 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.
- l) All expenditure from Club funds must have the prior approval of the committee. In an emergency, the Chairman in conjunction with the Treasurer and Secretary shall be able to authorise small expenses. Receipts must be produced for reimbursement. No receipt, no payment.
- m) The club shall, if it so wishes, obtain sponsorship and shall advertise the sponsors name in a suitable manner. Any sponsor is subject to County F.A. approval.
- n) The Club shall be self-supporting and shall raise funds in any manner it considers appropriate.
- o) General fund raising will be organised by a committee or nominated members of a sub-committee. In the event that an individual team wishes to carry out fund raising for a particular reason, this must have the prior approval of the committee.

12. Dissolution

- a) 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.
 - 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 distributed evenly amongst the members of the club
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