



THE FOOTBALL
ASSOCIATION

SOUTHSIDE FOOTBALL CLUB

Est. 1994

Incorporating Southside FC, Southside (Youth) FC,
Southside Athletic (Youth) FC, Southside Wildcats (Youth) FC
and Southside Ladies



CHARTER STANDARD
CLUBS

Southside Football Club

Rules and Constitution

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Signed: Martin Bliss

(Southside Chairman – on behalf of Southside Football Club)

Date: 29/04/08

CLUB RULES

1. NAME & CLUB COLOURS:

The club shall be called Southside Football Club (the Club) and its club colours are yellow and blue.

2. OBJECTS:

The objects of the Club shall be to arrange association football matches and social activities for its members.

3. STATUS OF RULES:

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

4. RULES AND REGULATIONS:

(a.) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited and Gloucestershire Football Association (GFA) and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.

(b.) No alteration to the Club Rules shall be effective without prior written approval by the GFA.

(c.) The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

(d.) The standing committee can make changes to the club rules during the season and all members will receive notification of these changes through their Team Managers.

(e.) Any member wishing to propose a change to the rules must put it in writing to the club secretary at least 14 days prior to the AGM.

5. CLUB MEMBERSHIP:

(a.) 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.

(b.) All players (youth and adult) and as a minimum one parent/carer for each player under the age of 18 are required to be members of the Club and must apply on the 'Annual club membership and consent form for players and their parents/carers' form. Others involved in the club need to apply for membership on the 'Annual club membership for individuals who are not players or not parents/carers of players aged under 18' form. The forms must be delivered to the Club Secretary. Membership is at the sole discretion of the Club Committee and shall become effective upon an applicant's name being entered in the Membership Register.

(c.) All Team Managers/coaches/helpers, committee members and officials must be members of the club and need to apply on one of the two membership forms which ever is appropriate to their circumstances.

(d.) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register and written confirmation will be sent to them.

(e.) The Football Association and GFA shall be given access to the Membership Register on demand.

(f.) Only club members who are Team Representatives or Committee members are eligible to vote at AGMs and SGMs. If any individual is both a Team Representative and a Committee member then they will only have 1 vote.

6. 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 interests 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.

7. CLUB COMMITTEE:

(a.) The Club Committee shall consist of the following Club Officers: Chairperson, Secretary, Treasurer, Welfare Officer plus up to three additional members elected at the AGM.

(b.) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. 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. 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 a member

selected by the Club Committee. The minimum for the transaction of business of the Club Committee shall be three members.

(c.) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

(d.) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 5 days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.

(e.) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings may 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.

(f.) Save as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

8. ANNUAL AND SPECIAL GENERAL MEETING:

(a.) An Annual General Meeting (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 the members of the Club Committee
- (iv) Consider any other business.

(b.) 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 14 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 14 days before the Meeting.

(c.) A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 14 days of the receipt by the Club Secretary of a requisition in writing signed by not less than four 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.

(d.) The Secretary shall email to each Team Manager and Committee member written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting. It will also be posted on the website.

(e.) The quorum for a General Meeting shall be five

(f.) The Chairperson or in their absence a member selected by the Club Committee, shall take the chair.

(g.) Each member who is a Team Representative or Committee member (present at the meeting or by there by proxy) shall have one vote (see 5.f) 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.

(h.) Only adult members can attend the meetings.

(i.) 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.

9. CLUB TEAMS:

(a.) At its first meeting following each AGM, the Club Committee shall authorise a Team Manager to be responsible for each of the Club's football teams.

(b.) The Team Manager shall be responsible for managing the affairs of the team.

(c.) The Team Manager shall present to the Club Committee at its last meeting prior to an AGM a report on the activities of the team.

(d.) The Team Manager or nominee shall be present at every club meeting.

(e.) Upon resignation of a Team Manager between AGMs, the replacement shall be authorised by the Club Committee.

(f.) The Team Manager must maintain 'in date' (within last 3 years) CRB, Emergency First Aid and Safeguarding Children Certificates. They must also have at least one other CRB helper attending training sessions, matches and other organised team activities.

(g.) The Team Manager is responsible for ensuring one person in the team is in possession of a FA Level 1 coaching qualification.

(h.) The Team Manager must obtain a signed 'Annual club membership and consent form for players and their parents/carers' for a player and get a copy to the club secretary before they can

take part in any team activities and sign on for the league. One copy to be retained by Team Manager and one copy to be made and sent to the Club Secretary. On request these forms to be made available to the GFA or Football Association.

(i.) The Team Manager (and where appropriate their Coaches) shall attend football development, coaching and refereeing training organised by the Club as deemed appropriate.

(j.) Before requesting team entry into local league via the Club Secretary (or where there is a proposed change of Manager during the season) each Manager must meet with the committee and present details of people who will be involved with running their team to ensure that CRBs are in place for the start of the season and the team will comply with Charter Standard Guidelines.

(k.) The team must play in the team kit as specified by the committee.

10. CLUB FINANCES:

(a.) A bank account shall be opened and maintained in the name of the Club (the Central Fund). Designated account signatories shall be the Treasurer and one named signatory. No sum shall be drawn from the Central Fund except by cheque signed by one of the designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Central fund account.

(b.) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.

(c.) Any sponsorship/donation sought purely for the club will go straight into the Central Fund.

(d.) The Club Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.

(e.) The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.

(f.) Audited accounts shall be submitted prior to the AGM.

(g.) The Club Account shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer.

11. TEAM FINANCES:

(a.) Individual teams will hold separate bank accounts with monies being generated from weekly subs / match fees and personal donations. Personal donations exceeding £100 must be given to the club with the exception of donations for team kits.

(b.) Subs/match fees need to be set at an appropriate amount to ensure that teams are self-financing. All players are expected to pay subs/match fees including children of managers/coaches. There are no discounts for families with more than one child playing in the club.

(c.) Any team owing monies to the Central Fund on submitting a 'request for money from central funds' form will be denied until their team balance to the central fund shows clear unless there are exceptional circumstances.

(d.) All teams shall pay a 'seasonal (Sept – Apr) club fee' of £10 per month via a direct debit (any changes to this fee will be notified and agreed by a majority vote).

(e.) Any team may approach the Central Fund for financial assistance using the 'Request For Funds' form. Each request will be assessed by the Committee in line with the 'Policy on funding of teams'.

(f.) All teams shall submit a copy of their accounts to the Club Committee prior to the AGM along with their team reports (see 9 (c)).

(g.) Each team will be invoiced for all costs associated with Team Name registration, League registration and entry into League/County Cup competitions and they are also responsible for paying their own pitch fees and fines owed by them (where appropriate).

12. CLUB PROPERTY:

(a.) A Team Manager is solely responsible for all club property loaned to him/her for use in everyday club activities;

- Whether purchased by the Club, the league or by any team
- Or any equipment resulting from Sponsorship / Donations

(b.) All Property irrespective of its source shall be deemed the property of Southside FC including team kit.

(c.) All efforts must be made to recover team kit from players when they leave the team.

13. CLUB 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 transferred to the parent Association who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the members of the Club with the consent of the parent Association shall determine.

14. TEAM DISSOLUTION:

(a.) On dissolution of a team their team funds are given to the Southside Club funds, after all debts are paid.

(b.) Any kit and equipment must be returned to the Club to be reused by other teams.