

WORTHING TOWN FOOTBALL CLUB

Club Rules 2009-2010

NAME

Rule 1

The Club shall be known as Worthing Town Football Club and shall be affiliated to the Sussex County Football Association (hereafter called SCFA) as four separate entities; Worthing Town Football Club, Worthing Town Youth Football Club, Worthing Town Ladies Football Club and Worthing Town Girls Football Club.

Rule 1a

The Club Colours shall be Navy Blue and Royal Blue and shall be worn by all teams for home games.

Rule 1b

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 parent County Football Association 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.

Rule 1c

No alteration to the Club Rules shall be effective without prior written approval by the parent association.

Rule 1d

The club will also abide by The Football Associations Child Protection Policies and Procedures, Codes of conduct and the Equal Opportunities and Anti-Discrimination Policy.

OBJECTS

Rule 2

Its objects shall be to provide Association Football for its members and any such social and recreational pursuits as deemed desirable by the Executive Committee members.

STATUS OF RULES

Rule 3

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

MANAGEMENT

Rule 4

The Officers of the Executive Committee shall consist of those club officials who at that time hold the position of Chairman, Vice Chairman, Club Secretary, Treasurer, Parents Representative and Club Welfare Officer. The Executive Committee may from time to time appoint other Officers to serve on the Committee as it sees fit. The Chairman, Vice Chairman, Club Secretary, Treasurer and Parents Representative are all elected at the Annual General Meeting.

Rule 4a

Each member of the Executive Committee will hold office from the date of appointment until the next Annual General Meeting or otherwise resolved by an SGM or a vote of the Executive Committee. The Executive Committee shall be responsible for the management of all the affairs of the club. Decisions of the Executive Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Executive Committee shall be made by a simple majority of those attending the Executive Committee meeting. The Chairman of the Executive Committee meeting shall have a costing vote in the event of a tie. Meetings of the Executive Committee shall be chaired by the Chairman or in their absence the Vice Chairman. The quorum for the transaction of business of the Executive Committee shall be four.

Rule 4b

Decisions of the Executive Committee at meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

Rule 4c

Any member of the Executive Committee may call a meeting of the Executive Committee by giving not less than seven days' notice to all members of the Executive Committee. The Executive Committee shall hold not less than four meetings a year.

Rule 4d

An outgoing member of the Executive Committee may be re-elected. A member proposed by one and seconded by another of the remaining Executive Committee members and approved by a simple majority of the remaining Executive Committee members shall fill any vacancy on the Executive Committee that arises between Annual General Meetings.

Rule 4e

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

Rule 4f

The Chairman shall request a member who has an interest in a particular matter under discussion to leave the meeting and not vote.

Rule 4g

The General Secretary or his/her nominated assistant shall be responsible for producing the minutes. The minutes of the previous meeting must be presented by the General Secretary to the next meeting and must be signed by the Chairman as soon as they have been agreed as a true record of the meeting.

APPOINTMENT OF CLUB OFFICIALS

Rule 5

At its first meeting following each AGM, the Executive Committee shall appoint Club Members to serve as Club Officials for the coming year. Each Club Official shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved by the Executive Committee. The Executive Committee may fill any vacancy that arises during the course of the year.

Rule 5a

A Club Official will be responsible for each of the Club's football teams and will have the title of Team Manager. They shall be responsible for managing the affairs of that team on behalf of the club.

FINANCES

Rule 6

A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Chairman, Vice Chairman and Treasurer. No sum shall be withdrawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

Rule 6a

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

Rule 6b

The Executive Committee shall have the 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.

Rule 6c

The Club shall prepare an annual financial statement in such form as shall be published by The Football Association from time to time.

Rule 6d

The Executive Committee shall not be entitled to enter into agreements to incur debts by way of loans or overdraft without the approval of the Members of the Club in General Meeting (AGM or EM).

MEMBERSHIP

Rule 7

The Club Secretary shall maintain a Membership Register in which shall be listed the details of each of the playing members of the club. Parents, carers and guardians of playing members under the age of 18 shall be considered to be non-playing members of the club. Club volunteers shall also be considered to be non-playing members of the club.

Rule 7a

Any person wishing to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the Executive Committee. Membership shall become effective upon an applicants name being entered in the Membership Register.

Rule 7b

In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

Rule 7c

The Football Association and parent County Association shall be given access to the Membership Register on demand.

Rule 7d

A member shall cease to be a member of the club if, and from the date on which he/she gives notice to the Executive Committee of their resignation. A member whose annual membership fee or further subscription is more than two months in arrears shall be deemed to have resigned.

Rule 7e

The Executive 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.

Rule 7f

A member who resigns or is expelled shall not be entitled to claim any, or a share of any of the Club Property.

Rule 7h

Disciplinary action may be taken against a member for breaches of the Club Rules by summoning the member to attend a meeting of the Executive Committee. The member will be entitled to bring with him/her an adult representative who is entitled to act on his/her behalf. Should a member fail to attend the meeting he/she will be suspended until such time as a satisfactory explanation has been received.

MEMBERSHIP FEES

Rule 8

The Executive Committee shall determine fees payable by each member from time to time. Fees shall not be repayable.

Rule 8a

The Executive Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.

Rule 8b

Any player not paying the full subscription by the end of the relative season (excluding six-a-sides) will not be accepted as a player for the following season until the account has been settled.

LEAGUE REGISTRATIONS

Rule 9

All players must be registered in accordance with regulations of the league in which their team is playing at that time, before they are entitled to play for the Club in a league fixture. The Club shall retain their registration throughout the playing season unless that player requests and is granted a transfer in accordance with league registrations.

Rule 9a

A transfer to another club will not be permitted if the player is in arrears with his subscriptions.

HEADQUARTERS

Rule 10

The club shall have its Headquarters at 7 Cowper Road, Worthing, BN11 4PD.

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ANNUAL AND SPECIAL GENERAL MEETINGS

Rule 11

An Annual General Meeting (AGM) shall be held each year to:

Receive a report of the activities of the Club over the previous year.

Receive a report of the Club's finances over the previous year.

Elect the members of the Executive Committee

Consider any other business

Rule 11a

Nominations for the election of members of the Executive 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 21 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 21 days before the meeting.

Rule 11e

The Club Secretary or in their absence a member selected by the Executive 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 Chairman of the meeting shall have a casting vote.

Rule 11b

A Special General Meeting (SGM) may be called at any time by the Executive Committee and shall be called within 21 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 a SGM may be any business that may be transacted at an AGM.

Rule 11c

The Secretary shall inform each member in writing of the date of a general Meeting together with the resolutions to be proposed at least 14 days before the meeting.

Rule 11d

The quorum for a general Meeting shall be five.

Rule 11f

The Club Secretary or in their absence a member of the Executive Committee shall enter minutes of General Meetings into the Minute Book of the Club.

Rule 11g

A copy of the Balance Sheet & Statement of Accounts shall be made available to every Officer & member of the Club prior to the AGM.

Rule 11h

A registered player under the age of 18 shall be entitled to be represented at a meeting by a parent, carer or guardian.

Rule 11i

On the General Secretary receiving a requisition, including the proposal in writing, signed by not less than FIVE Members, he/she shall within SEVEN days of receipt of such a notice, convene a Special General Meeting. The only business conducted will be as specified on the requisition. A notice of convening a SGM shall be sent to each Officer and Member not less than FOURTEEN days prior to the date of such a meeting.

RULE 12 - DELETED

CLUB RESPONSIBILITIES

Rule 13

Officers and members are expected to uphold and adhere to the club rules, policies and Codes of Conduct.

Rule 13a

In the event that any member feels that he or she has suffered discrimination in any way or that the Club Policies, Rules or Codes of Conduct have been broken they should follow the procedures below

1. They should report the matter to the Club Secretary or another member of the Committee.

The report should include:

- A) Details of what, when and where the occurrence took place.
- B) Any witness statement and names.
- C) Names of any others who have been treated in a similar way.
- D) Details of any former complaints made about the incident, date, when and to whom made.
- E) A preference for a solution to the incident.

2. The Club's Management Committee will sit for any hearings that are requested.

3. The Club's Management Committee will have the power to:

Warn as to future conduct.

Suspend from membership

Remove from membership any person found to have broken the Club's Policies or Codes of Conduct

If the complaint is with regard to the Club's Management Committee the member has the right to report the discrimination direct to the Sussex County Football Association.

DISSOLUTION

Rule 14

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 those present.

Rule 14a

The members of the Executive Committee shall be responsible for the winding up of any remaining funds, equipment and any other assets after settlement of all remaining liabilities. These will be distributed to other Sports Clubs or charities within the local community, for the benefit of its youth.