



Club Rules & Constitution

1.0 Name of the Club

The name of the Club shall be Horbury Town Juniors.

2.0 Objectives

The objectives of Horbury Town Juniors shall be:

- a) to promote the amateur sport of Football in Horbury and its surrounding area and encourage community participation in the same.
- b) to provide the local community with access to qualified coaches who comply with relevant Football Association and league guidelines.

3.0 Status of Rules

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

4.0 Rules and Regulations

- a) 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 Football Association Limited (“The FA”), County Football Association to which the Club is affiliated (“Parent County Association”) and Competitions in which the Club participates, for the time being in force.
- b) No alteration to the Club Rules shall be effective without written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.
- c) The Club will also abide by The FA’s Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

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5.0 Club Membership

- a) Any reference to 'Member' (in this and any other section of this document) shall mean a registered player themselves and/or their parents or legal guardians.
- b) Membership of Horbury Town Juniors shall be open to anyone interested in the sport on application regardless of ability, gender, colour, marital status, race, nationality, ethnic origin, religion, sexual orientation or disability.
- c) The Junior Management Committee will, on behalf of the Club, agree and keep under review a Code of Conduct and other relevant Club Rules and Policies as required. Any contravention of the Code of Conduct or Club Rules and Policies will be investigated thoroughly and dealt with accordingly.
- d) From time-to-time limits may need to be applied on the of number players eligible for membership according to the availability of facilities, the availability of football coaches and age group maximum numbers, to be applied on a non-discriminatory basis. Footballing ability, or the availability of specific positions in the team, may be used as determinants in recruiting new players.
- e) Existing registered members shall take priority, up until Signing on Day, when registering for the new season wherever an age group has a vacancy.
- f) In certain circumstances, the Club's Junior Management Committee may remove or refuse membership if it has cause to believe that the conduct or character of the member is likely to bring the Club or sport into disrepute.
- g) Any Member is entitled to attend any Junior Management Committee or Age Group Managers meeting, subject to prior agreement by the Chairperson. This clause does not apply to meetings convened to consider complaints or breaches of the Club's Rules, Policies or Code of Conduct.

6.0 Membership Subscriptions & Fees

- a) Every member shall pay an appropriate annual registration fee (or part-year subscription where appropriate), the fee and the date due to be determined, from time to time, by the Junior Management Committee. A Registration Form will need to be completed on an annual basis for each registered player. The Club may apply different levels of fees on a non-discriminatory and fair basis. The Club will keep registration fees at a level that will not pose a significant obstacle to community participation. Fees shall not be repayable.
- b) All new players will be given a 4-week trial before any subscriptions become due.



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7.0 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 Junior Management Committee of his / her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.
- b) The Junior 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 them to remain a member. An appeal against such a decision may be made to the Junior Management Committee in accordance with the Complaints Procedure in force from time to time.
- c) A member who resigns or is expelled shall not be entitled to claim any, or any share of, any, of the income and assets of the Club (the "Club Property").

8.0 Junior Management Committee

- a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary, Vice Secretary, Welfare Officer and up to five (5) other members. This collective group of Officers will be referred to as the Junior Management Committee. The Junior Management Committee will appoint an Age Group Manager for each age group within the Club who will, on behalf of the Junior Management Committee, oversee all issues relating to that age group.
- b) Whilst elections for Club Officials will take place annually at the Annual General Meeting, the Junior Management Committee shall have the power to co-opt members for any vacancy on the Junior Management Committee that may from time to time occur during the year.
- c) The Junior Management Committee shall be responsible for the proper and efficient running and administration of the affairs of the Club.
- d) The Junior Management Committee shall meet monthly or, at such times and places as the Chairperson may determine. A quorum for all purposes shall be four (4) members of the Junior Management Committee. Voting at a Junior Management Committee meeting shall be by hand or ballot as the Chairperson may decide, and each Officer shall have one vote. In case of equality, the Chairperson shall have a second or casting vote.
- e) If any Officer of the Junior Management Committee shall be absent for 4 consecutive meetings (except through illness or other justifiable cause) or if he/she shall fail promptly and efficiently to perform the duties allotted to him/her by the Junior Management Committee, or if he/she shall act in a manner which is considered prejudicial to the best interests of the Club, or shall permit, or cause to be committed, any flagrant breach of the Club's Rules, Policies or Code of Conduct, then he/she shall be deemed to have forfeited a place on the Junior Management Committee and shall no longer be retained as an Officer of the Club.

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9.0 Annual and Extraordinary General Meetings

- a) A general meeting of Members (the Annual General Meeting) shall be held Annually no later than 31st July in that year. The treasurer shall make available on request a full and complete report of the Club's accounts not less than 7 days prior to each Annual General Meeting. The Club accounts may be audited by someone independent of the Treasurer.
- b) Any Member wishing to put forward proposed rule changes, or anyone wishing to submit a nomination for a Junior Management Committee position at an AGM will need to submit their proposal, with a proposer and seconder, by no later than seven working days prior to the AGM being held. All nominations/rule changes to be in writing and addressed to the Chairperson and copied to the Secretary.
- c) Voting at an Annual General Meeting shall be by hand or ballot as the Chairperson may decide, and each Member shall have one vote. Only one player/parent/legal guardian for each registered player is entitled to vote. In case of equality, the Chairperson shall have a second or casting vote. At the Annual General Meeting the Officers of the Club shall retire, but may be eligible for re-election. The election shall be by vote of Members present at the meeting. Each Member shall have one vote for each vacancy, but no Member shall cast more than one vote for any one candidate. At the AGM, the Club's Rules and Constitution may be revoked, added to, or altered, by a majority of the Members present and entitled to vote. Members who are unable to attend will have the option to vote by proxy via a postal vote.
- d) Extraordinary General Meetings (EGM) shall be called by the Club Secretary following the direction of the Junior Management Committee or on the signed requisition of at least one-fifth of the total of Full Members stating the special subject to be discussed. EGMs are the place where the Club's Rules and Constitution may be revoked, added to, or altered when such changes cannot reasonably wait until the next Annual General Meeting. Such EGM to be held not less than fourteen days and not more than twenty-one days after receipt by the Club Secretary of such request. No other business may be discussed at the Extraordinary General Meeting than that for which it was convened. At an Extraordinary General Meeting, the Rules and Constitution may be revoked, added to, or altered, by a majority comprising of at least two-thirds of the Members present and entitled to vote. Members who are unable to attend will have the option to vote by proxy via a postal vote.



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10.0 Club Teams

- a) The Club has boys and girls' age groups from under 5s through to under 18s. The age years run from 1 September in any given year to 31 August the following year.
- b) The Reception age group will concentrate on training and development only. Other age groups will play in accordance with the relevant FA rules as they may apply at the time. There are also rules on playing in older age groups – please seek guidance from a member of the committee if this scenario arises.
- c) In accordance with FA rules, there are limits on both the duration of matches and the maximum duration of total play in any given day. Age Group Managers and coaches should familiarise themselves with the latest rules found on the FA's website.

11.0 Age Group Managers

- a) An Age Group Manager will be appointed by the Junior Management Committee for each age group, with separate Managers for boys and girls teams where separate teams exist in a single age group.
- b) The responsibility for the running of individual age groups is that of the Age Group Manager. The Age Group Manager's authority should not be undermined and his/her wishes at all times should be respected. Where an age group consists of more than one team, the Age Group Manager remains in charge of the whole age group.
- c) Each Age Group Manager will, where required, appoint assistant managers, football coaches and any other position as they consider appropriate to assist in the smooth running and administration of their age group. All appointments made by the Age Group Manager should be ratified on a regular basis by the Members associated with that age group. If there is a dispute between the view of the Manager and a majority of the parents on any appointment made, then the matter of dispute will be referred to the Junior Management Committee for consideration.
- d) The Age Group Managers shall meet with the Junior Management Committee quarterly or at such times and places as the Chairperson may determine. Where an Age Group Manager is unable to attend an Age Group Managers meeting they should ensure that their age group is represented by another appropriate individual. The purpose of the Age Group Managers meeting is to act as a consultative body between age groups and the Junior Management Committee and provide an opportunity for Age Group Managers to raise issues with the Junior Management Committee. Failure to attend these meetings may result in that age group being suspended from any additional incentives.
- e) Written communications to Age Group Managers will be distributed at an Age Group Managers meeting or sent via email.
- f) Age Group Managers will need to ensure that he or she has passed their FA Level 1 Coaching Course and is an up-to-date member of the FA Licenced Coaches Club thereby ensuring a commitment to their ongoing professional development. A new Age Group Manager will have



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12 months to complete and pass their Level 1 course. The JMC may, from time to time, set additional minimum levels of qualifications which coaches are expected to attain. It is the responsibility of the relevant Age Group Manager to ensure that all relevant volunteers attend refresher courses on Safeguarding and First Aid every three years.

- g) Any volunteer involved with coaching/training/managing children and young people will be required to have had a relevant CRC check. It is the responsibility of each Age Group Manager to ensure that CRC checks are carried out, and kept in date, through liaison with the Club Welfare Officer.
- h) Age Group Managers shall be required to report all incidents which may be the subject of a complaint from another person (e.g. a team manager, a referee, parents or a player) to the Club Secretary as soon as possible after the said incident. This is to ensure that the Club is aware of all potential complaints sufficiently early enough to take action as may be considered appropriate to protect the reputation of Horbury Town Juniors.

12.0 Age Group Requirements

- a) Every age group will be expected to contribute towards Club fundraising activities. The Christmas Raffle will each year be organised by the JMC. The Gala will be organised by a specially convened Gala Committee and all age groups between U6s and U18s will be required to appoint a nominee for the gala committee and will be required to assist more generally, under the direction of a Gala Co-coordinator appointed by the Junior Management Committee.
- b) Individual age groups may wish to attend UK and foreign weekend or week long tournaments and events which involve at least one night away from home. Where an age group proposes attendance at such a tournament/event, then prior approval will need to be sought from the Junior Management Committee via the Club Secretary.
- c) The Club have arranged for all football kit and training wear to be purchased by a single supplier in order to secure a uniform look across the whole of the junior section. Kit and training wear can be ordered via the Junior Management Committee and age groups must not purchase football kit or teamwear from other suppliers without the express permission of the Junior Management Committee. Age Groups are encouraged to attract kit sponsors themselves but must keep the Junior Management Committee informed to avoid secondary dealings.
- d) Age Groups do not need permission from the Junior Management Committee to purchase training and other related equipment, however, all equipment / kit will remain the property of the Club and should be returned to the Club on request. Similarly, all equipment / kit purchased through sponsorship deals or donated to the Club, become and remain the property of the Club.
- e) Under FA rules, players under the age of 18 cannot be fined. Therefore, where the Club receives a fine for inappropriate behaviour by a player, as so considered by the Club Secretary, the Club will be responsible for paying the fine.



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- f) Where the Club receives a fine for inappropriate behaviour by a manager, coach or parent, as so considered by the Club Secretary, the relevant manager, coach or parent will be responsible for paying the fine. Where it is not possible to identify a specific individual or individuals involved in a particular incident, the Club will be responsible for paying the fine.
- g) Age Groups may use the junior dressing rooms at Horbury Town FC when they so wish, with the prior arrangement of the Chairperson of Horbury Town FC. They may also use Slazengers Sports and Social Club for functions and fundraising – a fee may be due for usage at certain times.
- h) If any Member or Club associate has an issue about the running of an age group or team within it and is unable to resolve the matter with the Age Group Manager, he/she should refer such a dispute to the Junior Management Committee.
- i) The Age Group Manager should ensure that their age group have a members meeting (for parents and/or players) each year. All members of the particular age group should be invited to attend and given the opportunity to ask questions, raise issues and generally influence the running of the age group. The Chairperson should also be informed of the proposed date and time of the meeting so that arrangements can be made for representatives of the JMC to attend should they have issues to raise/discuss with the age group.
- j) Age Groups shall be required, from time to time, to attend Club Meetings. Where an age group fails to send a representative to a Club Meeting, the Age Group shall be fined a sum of £25 for each non-attendance. Failure of an Age Group to attend the Annual General Meeting shall result in that age group receiving a vote and they may be suspended from additional club incentives.

13.0 Club Finances

- a) A bank account shall be opened and maintained in the name of the Club. Designated account signatories shall be the Club Chairperson, the Club Secretary and the Club Treasurer. No sum shall be drawn from the account except by authorisation of at least two of the three signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- b) 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.
- c) The Treasurer shall be responsible for all funds of the Club and shall keep such books of account and shall provide such statements of incomes and expenditures as the Junior Management Committee may from time to time require. For the purpose of the Club accounts, the financial year shall be deemed to end on the 31st day of May in each year.
- 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.



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- 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; and
 - (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).

- h) All surplus income or profits are re-invested in the Club. No surpluses or assets will be distributed to Members or third parties. Upon dissolution of the Club any remaining funds or assets shall be given or transferred to a registered Community Amateur Sports Club, a registered charity or the sport's governing body.

14.0 Players Information

- a) One Officer of the Junior Management Committee shall retain a confidential database of all players registered with the Club to include players name and date of birth, home address, parents' names, telephone contact details, email address where appropriate and any pre-existing medical conditions. Each Age Group Manager will retain the same said information for their own age group.

- b) All player information shall remain confidential and no information will be shared beyond the Officials of the Club, without the express permission of the Member(s) concerned. Email and address details may from time to time be used to keep Members updated on Club/team news and events.

15.0 Alterations

- a) Alterations or amendments to the Rules and Constitution shall be made only at the AGM or at an Extraordinary General Meeting (EGM) specially convened for such purpose. Changes to the Club's Policies, Structure or Codes of Conduct may be made at any time by the Junior Management Committee.