

Vectis Youth Football Club Constitution

1. Name of Club

The name of the club shall be Vectis Youth Football Club.

2. Objective

The object of the Club is to provide leisure time activities for young people, players and coaches residing in the Isle of Wight, by promotion of competitive and friendly association football, in a child safe environment. Vectis Youth FC is primarily dedicated to providing teams to compete in IOWSYL ,IOWSYL Cup and Hants FA Cup Competitions.

3. Status of Rules

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

4. General Rules and Regulations

a. The Club shall have the status of an affiliated member of the Football Association (FA) by virtue of its affiliation to the Football Association through County FA affiliation/membership. The Rules and Regulations of the Football Association Limited and Parent County Association and any League or Competition to which the club is affiliated to shall also be incorporated into the club rules.

b. No alteration to the club rules shall be made except at an Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM) convened for that purpose and only if supported by the majority present at such a meeting. No alterations shall be effective until ratified by written approval of the Parent County Association.

5. Club Management

A Management Committee shall manage the affairs of the club. Except where otherwise stated within this Club Constitution the decision making body shall be the Management Committee.

The Management Committee shall consist of the following Club Officers: Chairman, Vice Chairman, Treasurer, Child Welfare Officer and all Team Managers and a designated Communications Officer. The Secretary of the Club shall form part of the management Committee, providing the club administration service between IOWSYL, other FA sources and teams affiliated to and within FA.

If required, qualified coaches associated with the club may be invited to meetings for technical support and advice ..

Voting powers are restricted to Management Committee **(One vote per team)**, excluding Secretary, with Chairman having casting vote authority.

Chairman, Vice Chairman, Treasurer, Communications Officer and Secretary shall be elected annually at the Annual General Meeting.

All Club Officers' roles shall be fulfilled under the relevant Terms of Reference for the particular role. Advice given by officers at this club is incidental to their professional expertise and is not being given in their professional capacity.

Should any appointed Officer step down during a season, the Management Committee will select an interim replacement until the next AGM where a formal appointment can be made.

6. Club Membership

- a. A Club Member shall be deemed to be a Club Officer, Club Team Manager, Club Assistant Team Manager/Coach, Parent or guardian of a player entered on the current players register and player..
- b. Following FA guidelines on the principles of player development applied to Vectis Youth FC registered players, a limited number of gifted individuals may be allowed to compete in other FA affiliated or supported competitions/tournaments, but the club reserves the right to refuse membership to individuals who are registered players with clubs/teams primarily dedicated to participate in competitions other than IOWSYL. Club permission will not be granted for an entire team in any age group to compete in competitions other than IOWSYL and approved development tournaments.. This ruling could be relaxed only if representing Vectis Youth FC, permission gained from club committee and matches/results not affecting club performance in IOWSYL. Any Vectis Youth FC age group team wishing to enter any tournament must first obtain permission of the Management Committee. Any such tournaments entered will be done so in the name of Vectis Youth FC only.
- c. The Management 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.
- d. A member shall cease to be a member of the club if, and from the date of which, he/she gives notice to the Management Committee of their resignation.
- e. The Club Membership Procedures form part of this constitution

7. Club Finances

- a. A bank account shall be opened and maintained in the name of Vectis Youth FC (The club account). Designated account signatories shall be the Club Treasurer and other authorised Management and/or Management Committee members. No sum shall be drawn from the club account except by cheque signed by the Treasurer and at least one other of the designated signatories. In addition each team registered with the club shall keep records of its finances, this includes Annual Registration and Weekly Fees plus details of any Sponsor Agreement. (Monies from Sponsorship arrangements retained by Team Managers) A summary of which must be submitted at the Monthly Management Meetings in accordance with the requirements of effecting Club Charter Status.
- b. The income and assets of the club (the club property) shall be applied only in furtherance of the objectives of the club.
- c. The Club Management Committee shall have the power to authorise payment of remuneration and expenses to any member of the club and to any other person or persons for approved services rendered to the club.
- d. The annual accounts shall be audited by an independent and suitably qualified person appointed by the Management Committee and shall be presented at the Annual General Meeting of the club.

8. Annual and Extraordinary General Meetings

- a. An Annual General Meeting (AGM) shall be held in **May** each year to:
- i. To receive and approve the Minutes of the preceding Annual General Meeting (and Minutes of Extraordinary General Meetings since the preceding AGM if applicable).
 - ii. To receive reports from the Club Chairman, Secretary and Treasurer and adopt the Annual Reports, Balance Sheet and Statement of Accounts.
 - iii. To receive report(s) of the activities of the club over the previous year, including summary of each team finances..
 - iv. Alteration of rules (if applicable) of which notice has been given.
 - v. Elect members of the Club Committees
 - vi. Consider any other business

- b. Nominations for election of Club Officers or as members of Club Committees shall be made in writing and countersigned 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. In the event of there being no nomination for positions on the Club Committee, at the Management Committee's discretion nominations may be received at the Annual General Meeting.
- c. Notice of any resolutions to be proposed at an AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.
- d. An Extraordinary General Meeting (EGM) may be called at any time by the Management Committee and shall be called within 28 days of the receipt of the Club Secretary of a requisition in writing signed by not less than three members of the Management Committee, stating the purpose for which the meeting is required and the resolution or resolutions. Business at an EGM may be any business that may be transacted at an AGM.
- e. A quorum for a Club AGM or EGM shall be no less than 3 Management Committee members and 6 Club members.
- f. A notice period of at least 28 days for the AGM or EGM must be given to each member.
- g. The Chairperson or in his/her absence the Vice Chairperson shall take the chair at General Meetings. Each member present shall have one vote and simple majority shall pass resolutions. In the event of an equality of votes the Chairperson of the meeting shall have a second casting vote.
- h. A person nominated by the Management Committee shall enter Minutes of General Meetings into the Minute Book of the Club.

9. Club Discipline

- a. Any member, player or a supporter who, by word, act or demeanour, who is considered to have brought the club into disrepute, will be dealt with by the Management Committee, as required by the club disciplinary procedure.
- b. Where any facility is booked or goods purchased by an Officer, Club Team Manager or Assistant Team Manager, without prior agreement from the Management Committee, the Officer or Manager/Assistant Manager will be solely responsible for any finance incurred outside of the clubs agreements.
- c. Procedures: Following any complaint/allegation received by the club the club committee views as affecting club integrity, respect values, FA fines/FA disciplinary reports
- i. The Club Secretary will write to the alleged offender detailing the circumstances and will require an answer within seven (7) days, or within stipulated timescale advised if complaint from FA sources, with a copy sent to the relevant Club Team Manager in the case of the alleged offender being a player.
- ii. Upon receipt of requested response, the Management Committee will deal with the situation as necessary, considering all available evidence.
- iii. Failure to respond to correspondence from the Club Secretary will result in a further letter being sent to the alleged offender, stating that disciplinary action is being considered.
- iv. If the alleged offender still does not respond, the Management Committee will deal with the situation as necessary, considering all available evidence.

d. Disciplinary Action may include:

Verbal warning
Written Warning
Suspension or a ban from the club

e. In the event of a suspension or a ban involving Club Team Management, the Management Committee may, at their discretion, require a change of team management or withdrawal of the team from all competitions and possible expulsion from the club

10. Annual Membership and weekly training fees

a. The annual registration fee/weekly training fees/monthly home ground support fees payable by each playing member/team shall be determined by annual review by the Management Committee and agreed at the AGM. All teams shall pay equal fees for home ground annual contact hire costs. Winter training facilities, if required, shall be determined by Management Committee in agreement with individual team managers in cooperation with other teams. No costs for extra training venues shall be borne by the club, though arrangements to hire facilities may be negotiated by the Club Committee if required..

b. Club Team Managers are responsible for ensuring club membership fees from each member/player are paid by **31 July** for all teams from all relevant the age groups. Fees shall not be repayable unless agreed by the Club Management Committee.

c. Club Team Managers are responsible for ensuring that all agreed weekly fees are collected and paid to Club Treasurer on a monthly basis clearly stating ingoings and outgoings to enable Club Treasurer to compile accounts.

Club Team Managers are to encourage all parents to pay weekly fees via direct debit into the main Club bank account. Club Team Managers are to inform the Management Committee of any player more than 2 months behind in weekly fees,

c. Team players who complete competition Registration form(s) and are entered on the Club Players Register are deemed to have accepted terms of membership and club membership fees are due.

No Player will be permitted to sign a Registration form if any membership or weekly fees are outstanding from the previous season.

Any Player leaving the Club with membership or weekly fees due will be asked to pay these outstanding fees within 28 days, If no payment is forthcoming, the Club will inform the County FA and League which may prevent the player from signing for another club.

The Club will, at the discretion of the Management Committee, offer refunds on weekly fees if training sessions are cancelled on a regular basis due to adverse weather and / or unavailability of coaches. The trigger for the management committee to make a decision will be 3 out of 4 sessions cancelled.

11. Club Team Administration

a. Any correspondence or contact with Football Authorities (including the FA, County FA, League Management Committee or any other Football Authority) must be made by or under authority of the Club Secretary. The Club Secretary is the official contact between the Club and the Football Authorities. This does not apply to correspondence with League Divisional Secretaries.

b. Club Team Managers shall manage all correspondence (including email) received from Club Officials and the relevant League's Divisional Secretaries and other external organisations, promptly and efficiently, and keep adequate records of all correspondence.

c. Club Team Managers shall perform their duties under the Terms of Reference for Club Team Managers.

d. All fines imposed on Club Players, Club Team Managers, Club Assistant Team Managers or Coaches for cautions, sending off or other misdemeanour's will be paid in the first instance by the club, then forwarded to relevant Team Managers/Assistant Managers and Coaches as directed by the club committee for paperwork completion and reimbursement action to club accounts. Failure to pay fines within the stipulated time may result in club disciplinary proceedings at the discretion of the Club Management Committee.

e. The Management Committee are responsible for appointing Managers to run teams playing for Vectis Youth FC (Club Teams). The Management Committee may appoint interim Team Managers and Assistant Team Managers to fill vacancies at their discretion.

Should any team require travel to the mainland for a Hampshire Cup fixture, reasonable travel costs for the playing squad, manager and volunteer linesperson will be covered by the Club, Any costs to be agreed by the Management Committee in advance.

12. Policies

The Club shall abide by the Club Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy, including any updates or changes issued by the sports governing body..

The following Club Policies and Codes of Conduct form part of this constitution:

Safeguarding Child Protection Policy

Equality Policy

Anti-Bullying Policy

Safer Recruitment Policy

Match day Policy

Health and Safety Policy

Respect Code of Conduct for Club Officials

Respect Code of Conduct for Team Managers, Coaches and Helpers

Respect Code of Conduct for Players

Respect Code of Conduct for Parents/Spectators

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 inform any member of the Management Committee or Team Management.

13. Sports Equality in Football

Vectis Youth Football Club is committed to removing prejudice and discrimination and promoting fairness and correct principles relating to the law and rules of Association Football. The Club encourages best practice in sports equity using FA guidelines.

14. Club Insurance

The Club shall hold suitable Insurance for Public Liability, Players Personal Injury and other policies considered necessary at the discretion of the Management Committee.

15. Vectis Youth Football Club Players Rules

All Club Players will play in their own age group and will only be permitted to play in an older age group if permitted by relevant FA rules and is authorised by the Management Committee.

Each player will provide suitable football boots and shin guards which must be worn during each game. The remainder of the kit. (shirts, shorts and socks) will be provided by the Club in full or part by Sponsors as part of initial or annual registration. The kit shall be in accordance with design and colours registered by the club with FA authorities. Club badge will be displayed on kits worn at each match, with sponsor logos approved by FA authorities via club secretary. When directed by referees, teams should make available secondary approved colours or bibs for when other teams kit colours are similar to Vectis Youth FC.

Any player who is unable to play for his team due to unforeseen circumstances must notify their Team Manager not less than 24 hrs prior to the match or within a reasonable time to allow a replacement to be found.

Registered members are responsible for paying their fees on time.

All players within the club shall be respectful to Managers and Club and Match Officials on and off the field of play. If a player commits an offence by act, word or demeanour, which contravenes this rule, any advice or complaint will be considered by the Management Committee and dealt with accordingly.

If desirous to leaving the Club each member should carry out the following obligations before leaving: Give at least 14 days notice to their team Manager or Club Official. (This will allow for replacement time factor).

Ensure that Membership fees and any other monetary dues are paid up to date.

Hand in any Club property in their possession.

It will be to every players advantage to study the laws of football very closely; it is the opinion of Club Management that you will be better players if you do so.

All Managers, Assistant Managers, members and players are to ensure they adhere to all relevant Club "Codes of Conduct".

16. Dissolution

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

a. In the event that a resolution to dissolve the club is carried, the disposal of the balance of any funds in the club's account and any club assets shall be decided by the Management Committee after all liabilities are settled.

b. The Management Committee or any other member of the club will retain no monies, unless funds enable a new Football Club acceptable to the Management Committee to commence.

c. In the event that no suitable Football Club is to receive monies, then the monies are to be officially handed over to a registered charity or hospital, local to the area.

17. Child Protection Policy

Vectis Youth Football Club is committed to encourage all Club Officials, Team Managers and Coaches to maintain the safest possible environment for young people in which to practice and play football.

We adhere to our policy. We do this by:

Recognising all young people have the right to freedom from abuse.
Encouraging all Management Committee members to carefully select Team Managers, Coaches and Volunteers and accept responsibility for helping to prevent the abuse of young people in their care.
Responding swiftly and appropriately to all suspicions or allegations of abuse and by providing parents and young people with the opportunity to voice any concerns they may have.
Appointing a Child Welfare Officer to act as a focal point of contact and encouraging Team Managers, Coaches and Volunteers to direct concerns towards that Officer.
Ensuring access to confidential information is restricted to the Child Welfare Officer and appointed members of the Management Committee or appropriate external agencies.
Reviewing the effectiveness of our Child Protection Policy and activities at the Club AGM and at Management Meetings.

18. Anti-Discrimination Policy

Vectis Youth Football Club is committed to setting standards and values to apply throughout the club. Football belongs to and should be enjoyed by everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

Equality of opportunity at Vectis Youth FC means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

This includes:

1. The selection of candidates for volunteers
2. External coaching and education activities and awards
3. Football development activities
4. Selection for teams

Vectis Youth FC will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Vectis Youth FC supports awareness raising events and activities in order to promote the eradication of all forms of discrimination within football.

19. Equal Opportunities Policy

Vectis Youth Football Club is actively committed to equality of opportunity for all its players, supporters, committee members and prospective members of the club.

No proposed player or committee member shall receive less favourable treatment on the grounds of sex, marital status, disability where appropriate, sexual orientation, colour, race, nationality, ethnic or national origins.

No club member shall be subject to victimisation or to sexual or racial harassment.

Those in managerial or committee member roles carry a responsibility to ensure that these policies are consistently upheld and applied.

20. FA Football Code of Conduct

Vectis Youth Football Club endorses the Football Association (FA) General Code of Conduct:
Community

Football, at all levels, is a vital part of a community. Football will take into account local community feeling when making decisions.

Equality

Football is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

Participants

Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. Football is committed to appropriate consultation.

Young People

Football acknowledges the extent of its influence over young people and pledges to set a positive example.

Propriety

Football acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practices.

Trust and Respect

Football will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.

Violence

Football rejects the use of violence of any nature by anyone involved in the game.

Fairness

Football is committed to fairness in its dealings with all involved in the game.

Integrity and Fair Play

Football is committed to the principle of playing to win consistent with fair play.

21. Code of Conduct for Club Officials

Set a positive example for others, particularly young players and supporters

Promote and develop the club having regard to the interest of the players, supporters and reputation of the national game.

Show due respect to other officers, team managers, players and coaches within the club.

Do not use or tolerate inappropriate language.

Do make every effort to develop the sporting, technical and tactical levels of the club and give priority to the interest of the club over individual interests.

Promote ethical principles.

Accept the decisions of Competition and Match Officials

Always have regard to the best interests of the club and the game, including where publicly expressing an opinion of the club or the game and any particular aspects, including others involved in the club and the game.

22. Code of Conduct for Team Managers and Coaches

Be reasonable in your demands on the young players time, energy and enthusiasm. Remember that they have other interests.

Teach your players that the rules of the game are mutual agreements that no one should evade or break. Remember that children play for fun and enjoyment and that winning is only a part of it. Never ridicule, bully or shout at the children for making mistakes or losing a game.

Ensure that equipment and facilities are appropriate to the age and abilities of all players.

Develop team respect for the ability of the opponents, as well as for the judgement of referees and opposing coaches.

Remember that children need a Team Manager and/or Coach they can respect. Be generous with your praise and set a good example.

23. Code of Conduct for Players

Play for the fun of it, not just to please your parents, guardians or coach.

Play by the rules.

Never argue with the match official's decisions.

Control your temper.

Work equally hard for yourself and your team, thus your team's performance will benefit and so will

Be a good sport.

Treat all players as you would like to be treated. Don't interfere with, bully or take unfair advantage of any players.

Remember that the aim of the game is to have fun, improve your skills and feel good. Don't be a show off.

Co-operate with coaches, team-mates and opponents, without them you don't have a game.

24. Code of Conduct for Parents/Spectators

Set a good example to young players. (Your conduct and attitude can be copied by them)

Recognise good sporting behaviour. (Show that you appreciate sportsmanship on the field).

Appreciate good football. (Show that you appreciate good football skills by whichever team).

Always consider others. (Even if excited by the game yourself, remember and consider other spectators - young and old).

Learn the Laws of Association Football. (You will appreciate how difficult interpretation can be).

Never use foul or abusive language. (Do not shout abuse at match officials - qualified or club - who have a difficult job to do).

Never take the Law into your own hands. (Let your club or team representative deal with any problems that may arise).

Never be drawn into disputes. (Don't become involved in an argument or dispute with other spectators, players or officials).

Remember that "Walls have Ears" Remarks you make (even in the dressing room) could be detrimental to club or league.

Remember Youth Football is a Game of Enjoyment for the boys and girls. (Support your son or daughter and his/her team in a manner, which will maintain the high level of standards required for excellent sporting behaviour).

