Club Constitution



# LONGRIDGE TOWN JUNIORS FOOTBALL CLUB

The club shall be run for the benefit of its players. Its objective is to provide football for all in a fun and friendly environment. It shall not be run as a profit-making organisation.

# Constitution

The team shall be known as Longridge Town Juniors Football Club.

Teams may, with the agreement of the Management Committee, adopt a suffix eg Red, Black, White, this to apply only for the duration of the season.

​The club colours are Red Tops, Black Shorts and Red socks.

The teams shall compete in the Mid Lancs Colts Junior Football League for U7-U11 age groups and the Central Lancs Junior Football League for U12-U16 age groups, and/or any other League and Cup Competitions as deemed appropriate.

# 2. Club Ethos

The club will run with a policy of providing football for all in a fun and friendly environment and developing young footballers, no young person shall be denied the opportunity to participate in football as long as the requirements of this constitution are fulfilled.

# 3. Club affiliation

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 Ltd and parent County 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.

# 4.  Status of rules ​

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

# 5.  Child Protection Policy

Every child or young person who plays or participates in football, should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football.

​Longridge Town Junior Football Club recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is determined to meet its obligation to ensure that it provides football opportunities for children and young people, to the highest possible standard. In doing so, Longridge Town Junior Football Club fully endorses and abides by the Football Association’s Child Protection Policy Procedures.

# 6. Anti-Discrimination and Equal Opportunities Policy

Football should be played and enjoyed by, everyone equally. Longridge Town Junior Football Club is committed to providing opportunities for everyone to participate in football regardless of their gender, sexual orientation, race, nationality, ethnic origin, colour, religion or ability. The Club will also abide by The Football Association’s Anti-Discrimination, Equality Policy, Safeguarding Children Policy and Respect Program. All teams will adopt best practice guidelines as promoted by the FA.

Players, Officials, Parents & Spectators will be required to agree to and comply with FA Respect Codes of Conduct.

# 7. Club Membership

## Membership classifications

### Affiliated member

An Affiliated Member shall be a player who is registered with a league to which Longridge Town JFC is affiliated to and has completed an Affiliated Membership Registration form and paid the appropriate registration fee and maintained their Club Subscription payments. An Affiliated Member shall be referred to as a ‘Member’ under this constitution.

### Non affiliated member

A Non-Affiliated Member is a player who is either signed for a league not affiliated to by Longridge Town JFC or is not signed to any league (and therefore unable to play in affiliated League or Cup games) and has not completed an Affiliated Membership Registration form and not paid the registration fee.Under this constitution, unless defined otherwise, Non-Affiliated Members shall be considered as an affiliated member and will abide by the requirements set out within this document.

### Membership

Members of the Club must be within the age limit for that particular age group, as defined by the affiliated League.

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 or the appointed member. Non-Affiliated Members shall not be recorded on the club register of members but recorded on training registers by team managers.

Maximum League Registration of each team shall be determined by the appropriated League Rules.

Members must abide by Club rules regarding behaviour, appearance, attitude, etc.

Membership of the club requires payment of a registration fee and maintenance of payments of a membership subscription by each Member.

​Any member resigning or retiring from the club shall return all club property immediately. Where there is damage or loss, then that member shall be liable for replacement or associated costs of replacement.

# 8. Committee ​

The Committee shall comprise of Officers and Committee Members with the following appointments:

## Club committee

Chairperson.

Vice-Chairperson.

Secretary.

Treasurer.

## Management committee members

Charter Standard Co-Ordinator

Welfare Officer

Fixture Secretary

Registration Secretary

Fund Raising Secretary

Volunteer Co-Ordinator

Schools liaison officer

Coach co-ordinator

Referee co-ordinator

The Manager of each team.

A representative voted for by the players may be present in a non-voting capacity.

## Roles and responsibilities

Each holding office from the date of appointment (AGM) until the following AGM unless otherwise resolved by an EGM (Extra ordinary General Meeting) or resignation.

Officers and Committee Members of the club may be re-elected.

Clarification of Roles and Responsibilities can be found in the FA Charter Standard Club Document – Roles & Responsibilities.

The quorum for the transaction of business of the Committee shall be five.

The Chairperson may not vote unless a casting vote is required.

In the absence of the Chairperson, the Vice-Chairperson will deputise. In this circumstance, the Vice-Chairperson may not vote unless a casting vote is required.

In the absence of the Manager of any team, his/her assistant can vote on his/her behalf.

For the avoidance of doubt, where one person is elected to fill more than one position, that person may only have one vote. Where the Manager of a team also holds another voting position, his/her assistant can only vote in his/her absence.
Any vacancy on the Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Committee members and approved by a simple majority of the remaining Committee members.

​All decisions made by the committee shall be minuted by the secretary or a designated person, copies of minutes from a meeting will be circulated as soon as possible after the meeting, the minutes are subject to approval by the committee at the following meeting when if accepted the chairman will sign them as a true copy.

# 9.      Sub-committees ​

Sub-Committee shall consist of a Chairman plus other co-opted members as deemed necessary for the purpose it is set up for.

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## Non-committee roles

The Club has established the following non-committee roles to ensure the smooth running of the Club, these roles do not have voting rights:

Equipment Manager

Responsible for recycling team kit and equipment throughout the Club and responsible to source training equipment for new Longridge Town teams. This person will also be responsible for Club equipment held in storage, such as goals, nets, respect barriers, flag poles and tournament equipment and maintaining a register of these and ensuring the serviceability of Club equipment.

​​Club Coach Mentor(s)

Will provide first hand mentoring of Club Coaches to aid in their CPD.

# Meetings

## League meetings

The Secretary and / or Assistant Secretary or their nominated deputy shall attend all League meetings.

## Annual general meeting

The Annual General Meeting shall be held at the end of each season (no later than 30th June).

At each meeting the following business shall be transacted:

Chairman’s report of the Committee and Club activities of the Club over the previous year.

Secretary’s report of the activities of the Club over the previous year.

Treasurers report of the Club’s finances over the previous year.

Elect the members of the Club Committee.

Consider any other business relevant to an AGM.

Alterations to the club constitution and rules shall be made only at the AGM or at an Extraordinary General Meeting especially convened for that purpose and with a quorum.

Nominations for election of members as Club Officers or as members of the Club Management Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Committee or representing a Member of the Club, to the Club Secretary not less than twenty one 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 twenty one days before the Meeting.

The Secretary shall send to each member of the Committee at their last known email address, written notice of the date of an Annual General Meeting together with the resolutions to be proposed at least fourteen days prior to the Meeting.

The programme of future meetings (Committee / Fund-Raising / Social Sub-Committee and the next AGM) shall be set at each AGM. Amendment of this programme can be made as part of each meetings agenda’s.

The quorum for a General Meeting shall be five.

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.

Each Member of the Club (or their representative) shall have one vote. (Representative in this context refers to the parent or guardian of that Member).

Each committee member shall have only one vote, even if fulfilling multiple appointments on the Committee or representing a Member.

In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

The term of Committee Membership shall be until the following AGM or resignation by that member.

​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.

## Committee meetings

The Committee shall meet monthly and / or when required to discuss matters arising. In principle these shall be the first Tuesday of the month unless notified differently by the Club Secretary.

The agenda for each meeting shall comprise of:

Review of previous minutes.

Secretary’s Report (Including League Report).

Treasurers Report.

Chairman’s Report.

Fund-Raising / Social Sub-Committee Reports

Any other Officers Reports

Team Managers Reports

Proposals.

AOB.

Committee Members are expected to attend each Monthly meeting. Stand-ins from inside the team are expected to attend in place of Managers should they be unable to attend.

Apologies for non-attendance are to be sent to the Club Secretary at least 48 hours prior to the meeting.

## Sub-committee meeting

Shall meet, at a desired frequency to meet the requirements of the purpose of that committee.

## Extraordinary general meetings

A minimum notice of 2 weeks is to be given prior to an EGM. An EGM can be called by a minimum of 5 committee members.

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# Awards

## Individual merit of achievement

Awarded to each member

## Most improved player (each team)

The Player, who in the opinion of the Team Manager, who has improved the most significantly over that year.

## Players player of the year (each team)

The Player who in the opinion of the players has made the most contribution and influence to the Team during that year.

## Sportsman of the year (each team)

The Player, who in the opinion of the Team Manager whose performance that year most embodies the spirit of sportsmanship and achievement and who shows a great attitude, dedication and contributes to the team on and off the field.

## Lifetime award

Presented to a Player who has played for Longridge Town from the junior level (Under 7’s) in every season until U16’s.  A player not eligible, may be considered for this award by the committee under exceptional circumstances, such as the age group the team was formed or has been disbanded and player contributes to the team / club.

## Club person of the year (Ste Thackeray Memorial award)

the person can be nominated by the Committee, parents and members of the Club. This award is based on the person’s contribution to the Club during the year. The Club Chairman is to decide upon who the award is to be presented to for that year.

## Team of the year

To be presented to the team, who in the opinion of the Clubs Team Managers deserves recognition for their performance and commitment during that year. Each manager is requested to provide a nomination to the Chairman of recommendation. Trophy will be kept with the team manager and is to be returned after the subsequent season for presentation to the next recipient.

# Subscriptions and fees

Subscriptions are determined at the AGM and are an annual fee payable on joining the club.

Members shall be liable for the Membership Subscription during the period of 1st August to 31st July upon joining the club

A Member shall be liable for the full Membership subscription upon completion of the Affiliated Membership Registration form, when signing at the start of or part way through the year.

The facility to pay subscriptions weekly or by any other means is at the discretion of the Committee.

Subscriptions are not refundable - The principle behind this is that the Member has agreed and taken a team position for that season, other potential players may not have been selected to allow that player the position and the team is likely to continue the season without replacing that member, it also offsets costs for match kit, pitch hire and fair wear and tear of equipment that has been incurred.

Where exceptional circumstances allow and upon written request, the Committee may consider by majority vote a pro-rata reimbursement.

## Club subscriptions (affiliated members)

Each Affiliated Member will be liable to pay £186 for annual membership.

## Club subscriptions (non affiliated members)

Each Non-Affiliated Member will be liable to pay annual membership of £120

## Club subscriptions (development squad)

Development squad will pay £2.00 per week upon attendance of training or participation in other events, unless that event requires payment of greater funds.

## Subscription exemptions

Where a family unit has three or more affiliated members, only the two oldest members will be subject to paying subscriptions.

Subscription for the two oldest members shall be divided equally (pro-rata) between all affected players.

Where there are exceptional circumstances, the Committee shall consider these on a case by case basis.

The request for subscription exemption shall be submitted to the Committee in writing by the Members representative for consideration and decision.

## Membership registration and fees

Registration fees shall be liable to all players applying to join as an affiliated member.

The AGM shall set the registration fee for the subsequent team year.

If a Member decides to resign prior to payment in full without a justifiable reason, then that Member shall still be liable for the appropriate payment within the criteria set out above.

Any deviation from the subscriptions payment options must be approved and voted on by the Committee.

## Presentation trophy fees

Affiliated Members shall not pay for the receipt of an individual trophy.

Non-Affiliated Members shall be levied £5 for an individual team trophy.

No member shall be levied a fee for any other trophy.

# Club Finances

The Club Financial year shall be from 1st June to 31st May the subsequent year.

The Treasurer of the Club shall prepare an annual Financial Statement which shall be presented at the AGM for approval.

Club finances shall be independently audited and a written report provided to the Committee prior to the AGM. The Auditor shall not be a Committee member or a family member of the Treasurer.

Bank account(s) shall be maintained in the name of the Club.

Designated account signatories shall be the Chairperson, the Secretary and the Treasurer.

All monies payable to the Club shall be received by the Treasurer and deposited in the Club account(s).

The club shall where practical, offer a Standing Order option to Members for payment of Subscriptions.

The 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.

# Team Accounts

Team accounts are to run from 1st June – 31st May the subsequent year.

The Club Treasurer is to hold the account for all team funds.

£100 may be retained by each Team Manager for small purchases.

Team managers are liable for the payment of all match day officials, which includes payment of any expenses. Payment will be made by the treasurer to the team manager at the start of each month on release of fixtures by standing order.

Teams are liable for any non-official game .

The Club Treasurer shall have the power to debit the appropriate team funds with any Team or Player fines received from the affiliated league.

# Team/club sponsored events

All teams are encouraged to conduct sponsored activities within the financial year to raise extra funds for the Club and Team.
Where reasonably practical the Club will organise one fundraising activity a year to aid Teams in raising sponsorship money.

# New Teams

Where possible, the Committee will assist in the establishment of a new teams, new kit and training equipment and sponsorship.

# Behaviour

## Members

Members registered with the Club are expected to conduct themselves in a sportsman like manner at all times, not to bring the image of the Club into disrepute and to build the image of the Club. Failure to do so in terms of general insubordination, general misbehaviour, dangerous or violent  behaviour  or  any  other infringement of the Club rules shall be dealt with in accordance with the Grievance Procedure.

## Managers, coaches, committee members and other personnelManagers, Coaches, Committee Members and other personnel called in to assist in the management of the Club teams shall lead by example.  It is essential that the children are managed in line with respect for Club rules, the governing rules of the League and that the spirit of the game is promoted and honoured.  Poor gamesmanship and/or the use of foul or abusive language shall be forbidden.

The grievance procedure shall deal with all/any complaints in writing within 28 days of alleged offence.

All Managers to follow the Official Club policy of Zero Tolerance, regarding inappropriate language and referee abuse.

All Managers to follow the guidelines and expectations outlined by the Club in the Managers expectations model.

## Spectators

Respect barriers are to be employed at all home games. All spectators are to remain behind the barrier and away from the side/goal lines.

​The Club expects all spectators abide by The Football Association’s Codes of Conduct.

# Grievance Procedure

The Clubs Grievance Procedure shall adopt and supplement The FA Charter Standard club complaints procedure, Management Committee which will be replaced with a Discipline Committee

Five representatives of the club to be nominated by the welfare officer to form a disciplinary committee which shall determine all matters, except appeals, relating to the grievance procedure, this procedure should be chaired and controlled by the welfare officer.

A minimum of three of these representatives must be present when dealing with matters relating to the procedure.

Infringement of Club Rules, misconduct and/or misbehaviour by players shall normally be dealt with by the Manager of the particular team concerned. If necessary, the Manager can call for the Disciplinary Committee to deal with any offences he feels requires that level of involvement.

The following offences must be dealt with by the Disciplinary Committee:

All dismissals, offences/complaints against Managers, Assistant Managers, Club Officials and/or spectators and, any violent or dangerous conduct by any person covered under this constitution.

Any decision made by the Disciplinary Committee must be reported in writing to the offender within 7 days of such decision and a copy issued to the Secretary of the Club.

Disciplinary hearings should be held as soon as possible, but, at least, within 28 days of notification of the offence. Any person failing to attend a disciplinary hearing or failing to respond to correspondence on a disciplinary matter, shall be dealt with in his/her absence by the Disciplinary Committee and notified of the decision as stated in para. e) above.

Appeals against any decision by the Disciplinary Committee must be made in writing to the Secretary of the Club within 7 days of receipt of written notification of said decision.

Appeals will be heard by the Committee, as soon as possible after receipt.

No one who has had any involvement in the original decision will be allowed to attend the appeal hearing apart from a nominated representative who will present the reasons for their decision.

​The decision of the Committee at the appeal will be final and binding

# Team Training

# Club and training equipment

Equipment is to be controlled and maintained by the Kit Manager

Players equipment is to be controlled and maintained by the team manager
Any player with boots in a dangerous state, i.e. metal showing through studs, will not be allowed to play because of the risk of serious injury to other players. It is up to each member to clean his own boots and keep them in a presentable and safe condition.

Shin pads must be worn at every game and training session underneath socks and must include ankle protection. It is also suggested that a pair of trainers and spare studs are brought to training and matches.

Damage or loss to Club equipment through neglect, abuse or general tomfoolery will result in the person responsible replacing the lost or damaged article.

Any team kit can be any design but shirts must be predominately red as per this constitution. Teams may use alternative strips that are not predominately red, but may only wear these when playing in affiliated games when playing home and where there is a clash of colours with the opposing team.

Other team kit (e.g. tracksuits, jackets) if embodied or printed with the Longridge Town emblem or name, should wherever possible reflect the Longridge Town team colour of Red or Black, but shall be of such a design that it shall be easily distinguishable from the playing kit.

Training tops (black) must be worn at all training sessions.

All team kit is ultimately the property of the Club.

If a team disbands or folds, then the Manager of that team shall be obliged to return all Club assets relating to training and match kit to the Equipment Manager for the good and benefit of the Club.

Goalkeepers must wear colours which distinguish them from other players and the referee.

Managers are to ensure that First aid kits are taken to all training sessions and matches. First aid kits are to be maintained and stocked adequately.

Managers are to ensure goals are correctly assembled, secured and safe prior to the commencement and during any training or matches.

# Team register

Team Managers have the option to decide which player may sign for the team and may limit the team size to less than the max set by the affiliated league.

All managers are to hold a register of all Members including Non-Affiliated  Members, with names, address and telephone numbers including league registration forms for validation of players in matches as well as a copy of the medical consent form.

In the event of a Members resignation or expulsion then the Members register is to be updated.

# Dissolution of the club

In the event of the Club ceasing to exist for any reason, any excess funds, after expenses and debts have been cleared, should be distributed at the discretion of the Committee. This discretion should be used to benefit the continued development of sport in the local community of Longridge.