

## Glenvale Football Club



### Constitution and Rules

#### 1. Club Name, Colours and Badge

- (A) The Club shall be called **GLENVALE FOOTBALL CLUB**.
- (B) The Club colours shall be Home Strip - Red Top (Nike Tempo), Black Shorts and Black Socks.  
Away Strip – Any combination of Black and White. Away Strip – Luminous Yellow Top with any combination of Black or Luminous Shorts and Socks.
- (C) The Club badge shall be updated with a gold star if any team wins the SYFA Scottish Cup competition.
- (D) The Club badge has one gold star for season 2017/2018 obtained by the 2002's.

#### 2. Aims and Objectives

- (A) To encourage participation in and enjoyment of Association football.
- (B) To develop the skills of all participating players and officials.
- (C) To develop lifestyle issues and the fitness of all participating players.
- (D) To provide positive, safe non-competitive environment to play developmental football.
- (E) To provide a positive, safe and competitive environment to play 11 a side football.
- (F) To encourage participation in all girl's football.
- (G) To encourage participation in indoor football in winter months.
- (H) To provide as and when required, in conjunction with National development plan, Regional development plan and local leagues, educational courses covering player protection, football development, drugs awareness, dietary requirements, first aid or any other relevant education for all participating players and officials.

(I) to promote sportsmanship and fair play in young footballers, officials and parents irrespective of gender, race, religion or social status.

### **3. Membership**

(A) Membership of Glenvale Football Club shall be of four classes.

Community Club membership – all teams within Glenvale Football Club.

Club membership Development football ages 5 to 11,

Club membership – Youth football – ages 12 to 21

Player membership – ages 5 to 21.

All member teams must be in membership of the Scottish Youth Football Association. Girls team organisation body

(B) All teams in membership must be controlled and managed by a Team Committee approved by the Executive Committee. This approval must be sought before registering with the S.Y.F.A

(C) Each team committee should be made up of Team Secretary, Coach , Coach Assistant , Team Treasurer and First Aider but should not be less than two in number and at least one member of the committee should have a current possession of a Scottish Youth Football Association coaching certificate of relevant standard and a current first aid certificate or sports injuries certificate or should obtain such certificates within one month from the initial acceptance into membership.

(D)The names, addresses and dates of birth of such Team committee to be resubmitted by the team when seeking membership annually and any change in committee must be approved by the Executive Committee.

(E)As a condition of membership all teams must have the required insurance cover as determined by the S.Y.F.A.

(F)Member teams must undertake to uphold the constitution and rules of Glenvale Football Club and the S.Y.F.A. plus fully all S.Y.F.A. player protection policies.

(G)On acceptance into membership all member teams and all officials of said team must give a written acceptance of the Community Club aims, objectives, expectations, rules and disciplinary procedures.

(H)All member teams are expected to have one representative at each Club monthly meeting. A representative must notify the Club Secretary of any non - attendance. Club meetings are held on the last Sunday of each month in the Glenvale Social Club at 7.00pm. The last Sunday in June shall be deemed as a free month due to the summer break in the football season.

(I) Member teams will nominate to the Executive Committee, a representative to attend any league or association meeting that the Club is a member of. The said Club representative will put first and foremost the best interests of the Community Club in a reasonable manner. The representative will attend the Community Club meetings and inform the Club of all developments that affect the Club.

(J) It is incumbent of any official seeking membership of the Club to complete an S.Y.F.A. self declaration form and a disclosure application form. Any proposed new members must appear before the Executive Committee for interview and be submitted for disclosure application checks through the S.Y.F.A. before Club membership is granted.

#### **4 Management**

(A) The management of the community club will be vested in an Executive Committee consisting of the Office Bearers, who will have one vote at any club meeting. The Chairman will have the casting vote.

(B) The Community Club office bearers will consist of the President, Vice President, Club Secretary, Club Child Protection Officer, Club Treasurer and Club Development Officer. All Office bearers shall be elected annually at the AGM.

(C) The Executive Committee shall have the power to deal with as it sees fit any matters arising from the activities of the Community Club, all member teams, all club officials and all club players.

(D) Executive Committee meetings will be held every month and the secretary shall have the power to convene meetings of the Executive Committee if and when required.

(E) If a vacancy occurs among the Office bearers during the season, the Executive Committee shall appoint a new office bearer at the next Executive meeting.

(F) It is recommended that the management of teams shall be as follows:-

The four a side teams shall have a maximum of seven players per team.

The seven a side teams shall have a maximum of ten players per team.

The eleven a side teams shall have a maximum of twenty players per team.

The four and seven a side teams should have a minimum of two teams per age group and all teams at each age group should be controlled by one management team. All players at each age group should play for all teams. All teams should be named and not lettered or numbered.

It is recommended that all players of all age groups play within their age group.

If in the event of exceptional circumstances the Executive Committee have discretionary powers to make alterations where necessary.

(G) General Committee meetings will be held monthly as advised by the Club Secretary. The Executive committee shall have the power to convene general committee meeting if and when required.

(H) The General Committee will consist of the Executive Committee plus one representative from each of all other member teams. Each member team will have one vote at the General Committee meetings.

(I) The agenda for all General meeting will be as follows:-

1. Chairman's opening remarks.
2. Apologies.
3. Minutes of the previous meeting.
4. Business arising from the previous minutes.
5. Club Secretary's report.
6. Treasurer's report.
7. Child Protection Officer Report.
8. Club Development Officer's report.
9. Team reports.
10. Any other competent business previously notified.

(J) The Community Club will hold an A.G.M. no later than 31st October each year. Only Executive and General Committee members as defined in 4B may attend.

(K) The Constitution may be added to or altered by a resolution passed at an Annual General Meeting, or at a Special General Meeting duly convened for the purpose, and for the passing of which resolution at least two thirds of those present and entitled to vote have voted.

(L) Notice from a member team of any proposed addition or alteration to the Constitution to be put forward for consideration at the Annual General Meeting must be sent by recorded delivery by the proposer and seconder in separate letters, signed by the respective Team Secretary of the member club, to the Club Secretary before the first day of October in the current year.

(M) On a requisition signed by more than half of the General Committee the General Secretary shall convene a Special General Meeting. All Club members must be given at least seven days notice of a Special General meeting. The agenda of any Special General meeting will be restricted to the business notified only.

(N) The agenda for the Annual General Meeting is as follows; \_

1. Chairman's opening remarks.
2. Apologies.
3. Minutes of the previous meeting.
4. Business arising from the previous minutes.
5. Secretary's report
6. Treasurer's report.
7. Development Officer's report.
8. Team reports.
9. Changes to the Constitution.

- 10. Election of Office Bearers.
- 11. Appointment of Auditors.
- 12. Any other competent business previously notified.

## **5 Football Development Committee**

- (A) In order to facilitate a policy on football playing systems, training sessions involving drills and skills, for the development of officials and young players, it will be necessary for coaches to be united in the ethos of how Glenvale Football Club wish to progress in the future.
- (B) All coaches shall complete the SYFA and SFA coaching courses stipulated by these ruling bodies for the coaches position within the age group. Coaches shall comply with any increased coaching levels based on the Clubs current SFA Quality Mark.
- (C) The football Development Committee will produce a Glenvale Coaching guidance manual for each age group. This manual to be available at the start of each new season for each age group. This committee is to be made up of coaches from each age group. The committee will report through the Development Officer to the Executive Committee.
- (D) All Age group teams must supply all new Officials, Players and Parents the Glenvale handbooks as an introduction to the Club.

## **6. Finance**

- (A) The Club Treasurer will affect all money transactions and shall make a financial statement at each Executive Committee and General Committee meetings.
- (B) All cheques drawn on the Club's bank account shall be signed by the Treasurer and by either the President or the Vice President.
- (C) The Treasurer shall make the Community Club bank book and all accounts available at every meeting.
- (D) In the event of a new Treasurer being appointed before the A.G.M., the books must be audited before the appointment takes effect.
- (E) External auditors will be appointed at the A.G.M.
- (F) The Club will not be responsible for payment of costs to finance any age group activity. The Club shall make funds available as determined by the Executive committee.
- (G) Each age group will be self financing. Each age group shall have a monthly subscription fee determined by the age group committee. The monthly subscription shall not be

excessive and shall cover the full costs for a full season only. The monthly subscriptions shall be declared to the Executive committee on or before the first of August and on request. Any changes to the monthly subscription shall be notified during the season to the Executive committee. The supply of match and training kit and equipment shall be provided by sponsors where possible. If any age group securing a sponsor for match or training kit or equipment or any other should notify this information to the General Committee.

- (H) The Executive committee shall seek all opportunities to apply for funding from all providers where possible. All successful applications for funding shall be notified to the General committee by the Executive committee.
- (I) Each age group must have a bank book named Glenvale Football Club and the date of birth of the age group. This bank book must have three signators two of whom must sign each cheque. The bank book and a statement of income and expenditure must be submitted when requested by the Executive committee.
- (J) The monthly subscription to the Community Club shall be set annually for all member teams by the Executive Committee. The subscription to the Club for season 2018/2019 shall be £15.00 per month per age group.
- (K) All team fees and subscriptions such as pitch fees and all other costs paid by the club and owed to the club. These monies should be paid by team age groups four weeks after published.
- (L) The Club will produce a quarterly magazine containing photographs, news, match reports, statistics, monthly diary of events etc. The proceeds of which will go to the central fund of Glenvale Football Club.
- (M) All equipment and monies obtained using the Club name belongs to the Club. If a member team ceases to be a member of the Community Club at any time all equipment and money held by that team must be returned to the Community Club Secretary within seven days.
- (N) The Glenvale Social Club shall be supported by the Glenvale Football Club where possible. Each age group shall be encouraged to have a fundraising event annually. Glenvale FC Officials and Parents should be encouraged to become members of the Social Club.
- (O) If upon the winding up or dissolution of the Community Club there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed amongst the members but shall be given or transferred to some other society, institution or organisation having objects similar to the objects of the Club and which shall prohibit the distribution of its income and property among its members to an

extent at least as great as is imposed on the Club under or by virtue hereof, such society institution or organisation to be determined by the full member of the Club at or before the time of dissolution and if and so far as effect cannot be given to such provisions then to some charitable object.

## **7. Liability**

- (A) No office bearer or Executive Committee member shall be individually or collectively liable for a debt of the Community Club, unless that person was solely responsible for the debt being incurred.
- (B) No Office bearer or Executive Committee member shall be entitled to make any personal financial gain from the activities of the Community Club or member teams.

## **8. Player Protection and Disclosure Application**

- (A) The club on seeking membership of the SYFA must complete the official membership application form signing the declaration to enable all club officials to be disclosure checked. Any official who does not agree to complete a self declaration form and be disclosure checked or in the opinion of the SYFA player protection panel fails to attain membership of the SYFA will not be eligible for membership of the club.
- (B) The club will appoint a Player Protection Officer. All club members, players and player's parents to be advised of the Player protection Officer's contact details.
- (C) The club and its officials agree and acknowledge that the SYFA Player Protection Policy plus all associated policies and any amendments thereto shall be binding to the Club.
- (D) All Club members including players, officials, spectators or parents must abide by the Club's code of conduct.
- (E) The Club must insure all team officials complete a disclosure Scotland disclosure application form plus an S.Y.F.A. self declaration form, submit them to the relevant S.Y.F.A. Protection Officer who will on approval send them directly to the National Secretary complete with any disclosure application fee.
- (F) The Club must make sure all of its officials are fully conversant with the Club's protection policies and the S.Y.F.A. player protection policy.
- (G) The Club must make sure all of its officials are fully conversant with the Clubs constitution and rules and the S.Y.F.A. constitution and rules.

- (H) The Club must protect all players and officials from all form of abuse.
- (I) The Club must accept that all officials must report concerns in respect of any suspected abuse.
- (J) The Club is committed to eradicating bad practice.
- (K) The Club will implement all proposals or amendments in respect of player protection policies.
- (L) In case of reported abuse, maintain total confidentiality. Information must only be shared on a need to know basis i.e. with people who need to know to ensure the child's health, welfare and development period.
- (M) All persons involved in grass roots football have responsibilities to report any suspected or alleged cases of abuse to the relevant Protection Officer. It is not the official's responsibility to decide whether or not a player has been abused.

## **9. Discipline**

- (A) All member teams, officials and players shall accept the disciplinary procedures adopted by the S.Y.F.A. and other relevant leagues or associations.
- (B) The Community Club shall accept responsibility for the conduct and behaviour of all member teams, officials, players and other individuals associated with the Club.
- (C) The member teams shall agree to abide by the decisions of the Community Club Executive Committee.
- (D) A member of the Executive Committee and two neutral Member Team representatives will be appointed by the Community Club. This is for the purpose of dealing with any appeal by a member Team, official or player. All decisions will be subject to the right of appeal to the appeals committee of the S.Y.F.A.

## **10 Appeals**

- (A) A Club, player or Club representative may appeal to the appeals committee against the decision of a league, association, club, executive, general purposes or regional executive committee affecting such club, player or team representative. Such appeals shall be despatched to the national secretary by recorded or registered delivery and in duplicate within seven days of receipt of written notice of the decision of the league, association or club concerned. A deposit shall be lodged with each appeal. In the case of a player



this shall be £30, and in the case of any other appellant it shall be £60. This deposit may be forfeited if the appeals committee so decides. The grounds of appeal must be specifically stated and if the appeals committee considers the appeal frivolous or trivial, the appellant may be liable to a financial levy the scale of which shall be fixed annually by the appeals committee.

- (B) The decision against which any appeal is made will only be set aside when the appeal is received by the national secretary and found to be in order and confirmation of such from the national secretary is received in writing by the parties concerned,
- (C) Appeals, which relate to any matter affecting the result of a cup tie or which would interrupt the playing of a competition, shall not be entertained as per the articles of association of the Scottish Football Association.

#### **11. Standing Orders**

- (A) All meetings shall be chaired by the President, or on his absence the Vice president or Club Secretary.
- (B) The agenda will be circulated prior to the meeting by the Club Secretary. Only business identified to the secretary in writing 72 hours before the meeting will be discussed.
- (C) Motions can be tabled under appropriate agenda items. The chairperson having the right to defer discussion of tabled motions.
- (D) Minutes of previous meetings will be prepared by the Club Secretary and circulated to members with the agenda for forthcoming meetings.
- (E) The quorum for general committee meetings shall be four members team representatives.
- (F) All matters not covered by this constitution will be covered by the constitution of the S.Y.F.A.

This constitution is adopted by the following member teams on the 28th day of October 2018.

Member teams Secretary

Name\_\_\_\_\_ Age group\_\_\_\_\_ Club reg. No\_\_\_\_\_

Name\_\_\_\_\_ Age group\_\_\_\_\_ Club reg. No\_\_\_\_\_

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Name\_\_\_\_\_ Age group\_\_\_\_\_ Club reg. No\_\_\_\_\_