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# **RICHMOND ROVERS FOOTBALL CLUB CONSTITUTION AND RULES AND NOTES FOR GUIDANCE**

## **Rule 1 – Club Name & Logo**

The name of the Club shall be Richmond Rovers Football Club. The name may be abbreviated to Richmond Rovers F.C. or Richmond Rovers or R.R.F.C. provided that the first reference in any document states the full name. The name Richmond Rovers Junior Football Club will be used by all teams (boys and girls) at Under 16's and below. The name Richmond Rovers Junior Football Club may also be used for official documentation such as FA affiliation and bank account. This is subject to Exec approval. The official logo of the club is as per the logo on this document.

## **Rule 2 - Colour**

The Club colours shall be Claret, Sky Blue and White and can only be changed when sanctioned by the Executive Committee.

## **Rule 3 – Object of the Club**

The object of the Club is to provide organised football and appropriate sporting opportunities to players of all ages.

## **Rule 4 – Rules and Club Affiliations**

(a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate use reasonable 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 Regulations of The Football Association Limited ("The FA"), the County Football Association to which the Club is affiliated and Competitions in which the Club participates, for the time being in force.

The Club will maintain membership of/affiliation to Cheshire County Football Association and such recognised Football Leagues and Associations in which the Club runs any team(s).

(b) The Club will also aim to abide by Child Protection Policies and Procedures (including Recruitment and Selection of Volunteers), Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy in accordance with the FA.

(c) Alterations of the Club's Constitution and Rules may only be made at General Meetings. Proposals from Club members for any alterations must be submitted in writing to the Club Secretary as follows:-

- i. Extraordinary General Meeting - in accordance with Rule 10c.
- ii. Annual General Meeting - not later than 1<sup>st</sup> of the month prior to the Annual General Meeting

## **Rule 5 – Club Membership**

(a) The Club Secretary shall maintain a 'register of members' that are eligible to vote at the AGM/EGM and named as follows:

Each member of the Executive Committee and all Designated Club officials as identified by the Executive automatically are considered as a member of the club. Players who have reached the age of 18 and Parents or carers of players who are U18 and join as non-playing members and pay the fee on or before the 31/12 in the current season (Please see notes for guidance).

(b) Any player leaving the Club shall notify the Team Manager, who will notify the Executive Committee (Secretary).

### **Rule 6 – Honorary Life Membership**

Honorary Life Membership can be considered in recognition of past services to the Club. It bestows no voting or election rights and nominations can only be made by the Executive Committee in office at that time. Criteria – 15 years service and/or contribution to the development of the Club. It is not an automatic award. Any person so nominated is entitled to sit on the Executive committee if a majority of the Executive Committee vote for it.

### **Rule 7 - Annual Subscription Fee**

Annual Subscriptions for players and the date the payment is to be paid by, will be set by the Executive Committee and are required to be paid in accordance with any method agreed at that meeting. Any player not having paid either in full, or a defined amount by the required date(s) will not be eligible to play for any team until such payment(s) have been made except at the discretion of the Executive Committee.

### **Rule 8- 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 Club 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 except at the discretion of the Executive Committee as defined in Rule 7.

(b) The Executive 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 Executive 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 a share of any, of the income and assets of the Club (the "Club Property").

### **Rule 9 - Club Executive Committee**

(a) The Club shall be managed by an Executive Committee which shall consist of the following Club Officers: Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Girls Football Officer, Club Development Officer, Facilities Development Officer and Treasurer elected at an Annual General Meeting.

The Executive Committee may at its discretion establish other committees or sub-committees to be responsible for the conduct of activities/business specifically relating to the purposes for which such (sub) committees are created. The Chair or other designated person of each (sub) committee shall report on the progress/activities of the (sub) committee at each Executive Committee meeting.

The Executive Committee may propose the alteration of the Club's Constitution/Rules, but no such alteration shall take effect until the same has been adopted at the AGM or EGM convened for the purpose.

(b) Each Executive Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting (EGM). One person may hold no more than two positions of Club Officer at any time. 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 Chairperson of the Executive Committee meeting shall have a

casting vote in the event of a tie. The quorum for the transaction of business of the Executive Committee shall be 50% + 1 of its membership.

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

(d) 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.

(e) An outgoing member of the Executive Committee may be re-elected. Any vacancy on the Executive Committee which arises between Annual General Meetings shall be filled by a Club member co-opted and approved by a simple majority of the remaining Executive Committee members. This person will be required to stand for re-election at the following AGM.

(f) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Executive Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

(g) The position of a Club Officer shall be vacated if such person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

(h) The Executive Committee shall appoint a Club Welfare Officer who will be responsible for implementing the F.A.'s Child Protection Policies and Procedures in accordance with the published guidelines. The said Officer will sit on the Executive Committee and advise the Club of up to date best practices in relation to Safeguarding Children and other relevant guidance and policies. The Club Welfare Officer does not carry Executive Committee voting rights.

Where possible, an Assistant Club Welfare Officer(s) will be appointed to ensure that the Club always has an appropriately trained person in that role in line with Charter Standard requirements.

### **Rule 10 - Annual and Extraordinary General Meetings**

(a) An Annual General Meeting of the Club shall be held every year, not later than the 30<sup>th</sup> June to transact the following business:-

- 1 To receive and confirm the minutes of the preceding Annual General Meeting
2. To consider any business arising therefrom
3. To elect the Executive Committee of the Club
4. To receive and adopt the Annual report, Balance sheet and Statement of Accounts
5. Alteration to Rules if any (of which notice has been given)
6. Other business of which due notice has been given

(b) Nominations for election of members as Club Officers or as 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 28 days before the AGM. Notice of any resolution or Rule changes to be proposed at the AGM shall be given in writing to the Club Secretary not less than 28 days before the meeting.

(c) An EGM may be called at any time by the Executive Committee and shall be called within 28 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than twelve Club members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM

(d) The Club Secretary shall give notice of the AGM/EGM to all members by the most effective method and by posting on the Club's website page not less than 28 days before the meeting and shall specify the matters to be dealt with.

(e) The quorum for an AGM/EGM shall be a minimum of 20 or 10%, of the registered members which ever is the lower, Executive Committee members or Team Managers

(f) The Chairperson, or in their absence a member selected by the Executive Committee, shall take the chair. Each member present shall have one vote (in accordance with rule 5a) and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

(g) If there are two or more members nominated (and seconded) for any Officer position, the member receiving the most votes from those present at the AGM and eligible and voting shall be the person duly elected. In the event of 2 or more candidates being nominated and seconded a secret ballot will be used.

(h) 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.

## **Rule 11 - Club Teams**

(a) **Team Managers:** At its first meeting following each AGM the Executive Committee shall appoint a manager to be responsible for each of the Club's football teams. The appointed manager shall be responsible for managing the affairs of the team. The appointed manager, or nominated team representative shall report on the Team's progress at Management meetings and present to the Executive Committee at its last meeting prior to an AGM a written report of the activities of the team.

(b) **Team Management:** Each team shall be run by a designated Team Manager (with the exception of mini soccer teams whose managers are subject to subsection (d)i with regard to the number of teams that they have responsibility for). All Team Managers shall be duly appointed by the Club's Executive Committee. All such appointments are subject to the prior interviewing of the prospective manager along with satisfactory references and completed Disclosure & Barring Service (DBS) checks before commencement of duties. At least one Team Manager/Coach of each team must seek to achieve or have gained the minimum relevant coaching, safeguarding and emergency first aid qualifications as dictated by the FA. Each Team Manager must appoint an Assistant(s) to help in the running of the Team but all such appointments are subject to the same criteria as Team Manager as specified above. Each additional appointment must also be ratified by the Club's Executive Committee in advance of duties commencing. Due regard must be given to the FA Guidance on staff (adult) – child ratios for activities such as training.

Team Managers may appoint a co-coordinator/administrator who shall then be responsible for the administration of that team (e.g. player registrations, referee contacts etc). All such appointments shall be subject to Executive Committee Approval.

Team Management Meetings shall comprise of team managers, assistant managers, team administrators and all other relevant persons. Meetings are to be held a minimum of four times per calendar year, they will be chaired by the Club Chairperson / Vice Chairperson and Minutes will be taken and appropriately recorded by the Club Secretary for action at the next appropriate Executive or Team Management meeting.

(c) **Team Selection:** shall be the responsibility of the respective Team Manager who shall give due regard to the need to give every registered player fair opportunity to play regularly throughout the season. Only registered players can play for the Club. A registered player is someone who has submitted the online registration. The form needs to be fully completed and submitted prior to a child participating in training sessions and matches.

(d) **Size of Squads:**

- i Mini Soccer (5v5 & 7v7) Team Managers shall have responsibility for no more than two teams unless prior agreed by the Executive Committee, with a recommended maximum squad size of 8 players for 5v5 and 10 players for 7v7 per team and 9v9 teams will have a maximum size of 14 thereby giving due regard to subsection (c).
- ii 11 a side teams shall have a recommended maximum squad size of 16 players per team thereby giving due regard to subsection (c).
- iii In the event of three or more teams wishing to amalgamate into fewer teams (for example mini soccer format changes) all squads are to be decided in a meeting between the respective team managers and a member of the Club's Executive Committee. No player shall therefore be allocated a place in any future squad until such a meeting has taken place. In the event of any dispute, due regard must be given to the players wishes and the Executive Committee Member will have the deciding 'vote' which shall be final and binding on all concerned and without recourse to appeal for the remainder of that particular season. Where a member of the Executive Committee is also the team manager then for the purpose of this exercise they will be considered as a team manager only.

(e) **Age:** Subject to the relevant league criteria, all junior players should ,where possible, play in the appropriate team / age group for their age i.e. a player who is 13 in a particular season should play for the U-13's and not the U-14's. (Any exception to this rule must be sanctioned by the Executive Committee prior to the player taking part in any contact training exercises or matches).

(f) **Discipline:** Any representative of the Club whether player, team manager or parent who brings the Club into disrepute or has the potential of doing so, shall be required to appear before the Club's Executive Committee. The Executive Committee will after hearing the defence and gaining an understanding of the full details, decide what course of action will be taken. The Executive Committee's decision will be final.

g) **Suspension:** The Executive Committee have the power to suspend any player from representing the Club until such time as they shall see fit to lift the suspension. This may be in addition to any suspension imposed by the relevant authority.

## **Rule 12 - Club Finances**

(a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chairperson or Vice Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account unless approved 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.

(b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.

(c) The Executive Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although the Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club. All expenditure must be approved by the Executive Committee and the appropriate procedure followed (receipts obtained etc.).

Prior Approval must be given by at least 2 members of the Executive Committee to sanction the following events to be held in the Club's name together with any financial support required: Entry into Competitions; Organising events (social/football) and the Organising of football tours.

(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.

(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) pay for reasonable hospitality for visiting teams and guests; and

(iii) indemnify the Executive 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).

(f) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six years.

(g) The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at an Annual General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

(h) The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer ("the Custodians"), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.

(i) The Custodians shall be appointed by the Club in a General Meeting by a simple majority of those voting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

(j) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Executive Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.

(k) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

(l) Club Kit/Equipment: All kits and equipment allocated to a team, including any kits received through sponsorship shall remain the property of the Club at all times and are the responsibility of the respective Team Manager. At the Team Managers discretion individual items of kit may be issued to players but must be returned on request. Kits and equipment may not be used at any time for non Richmond Rovers activity without the express permission of the Executive Committee.

The Club policy is that no item of kit shall bear a child's name or have any other features that could identify an individual child. This is to comply with national safeguarding children guidance.

### **Rule 13 - Dissolution**

(a) 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 the members present and voting.

(b) The dissolution shall take effect from the date of the resolution and the members of the Executive Committee shall be responsible for the winding up of the assets and liabilities of the Club.

(c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them for related community sports.

### Notes for Guidance

Rule 5 No person shall have more than one vote and the number of non playing members voting shall be restricted to 16 per team and that the number of players who having reached 18 voting shall be restricted to 16 per team. The 'fee' as referred to is rule 5 (a) is £1.

Rule 11 (b) Squad sizes shall not exceed the numbers stated unless by permission of the executive.

This revised Constitution was adopted by the Club at an Extraordinary General Meeting held on XX 11 2024

Signed..... (Chairman)