



# WORPLESDON RANGERS FOOTBALL CLUB CLUB CONSTITUTION

## 1. GENERAL POINTS

- 1.1 The Club will be known as Worplesdon Rangers Football Club
- 1.2 The Club will be divided into yearly age groups from Reception and U6 ('Mini Rangers') through to Under 18s, although there is no requirement for all age groups to be represented at any one time
- 1.3 The age group each player is eligible to play in will be governed by their age on August 31<sup>st</sup> (this may be modified by the individual rules of the league a team plays in)
- 1.4 If any age group is over-subscribed, it may at the Management Committee's discretion, allow multiple teams in that age group
- 1.5 The Club shall abide by the rules, regulations and practices of the Football Association and each team by the governing rules of the league they are registered with
- 1.6 The Club shall comprise Officers and Members. Members shall include each player's parents and/or guardians, as detailed on their Club Player Registration Form, as well as individuals who have been invited into membership by the Management Committee. Only those Members over 18 shall be permitted to vote
- 1.7 The Club shall at all times seek to ensure equality in terms of race and social background
- 1.8 **Elected Officers at the AGM**
  - 1.8.1 **Chairperson:** Controls the agenda, ensures matters are dealt with promptly and has casting vote
  - 1.8.2 **Deputy Chairperson:** Deputises for and supports the Chairperson





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1.8.3 **Secretary:** Deals with correspondence, administration, represents the Club at meetings, minutes, liaises/co-ordinates leagues and teams and keeps a Register of Members, together with up to date Team Player Master Lists for insurance purposes. Responsible for supplying information to Surrey FA and for oversight of the Club's FA Charter Standard status

1.8.4 **Treasurer:** Ensures common accounting practices, monitors team accounts, banking and control of the Club's accounts. Arranges for an annual inspection of the accounts by a suitably qualified individual, to be presented at the AGM. Prepares a financial overview for the monthly Committee Meetings, including details of those teams in arrears in terms of collecting annual registration fees and other income required by the Club, such as match fees and all-weather pitch hire charges

#### 1.9 Officers appointed for specific tasks by the full Committee

1.9.1 **Membership Officer:** Works with the Treasurer and Secretary to ensure effective and efficient Club and League registration of players throughout the season

1.9.2 **Development Officer:** Is concerned with the long-term development issues for the Club and is accountable for overseeing delivery of the Club's Development Plan

1.9.3 **Operations Officer:** Responsible for the facilities and equipment necessary for the Club to deliver a high quality training and match day experience

1.9.4 **Child Welfare Officer:** Is concerned with the welfare of players on safeguarding issues and oversees the development and adherence of the Safeguarding Children Policy. Arranges DBS screening throughout each season for new Coaches and helpers and helps maintain the Club's Qualifications Record for the FA Charter Standard, together with the Club Secretary

1.9.5 **Commercial Officer:** Responsible for all aspects of the Club's commercial policies and revenue-generating activities, including sponsorship, kit and merchandising, fund-raising and grant applications

1.9.6 **Communications Officer:** Development and maintenance of the Club's website and social media platform



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- 1.10 The full Committee will consist of the Management Committee and representative Members from each team
- 1.11 A quorum of the full Committee shall consist of FOUR members of the Management Committee, TWO of which must be either the Chairperson, Deputy Chairperson, Secretary, Treasurer or Development Officer. Representatives must also be present from at least two Mini-Soccer sides and two 9- or 11-a-side teams.

## **2. MANAGEMENT COMMITTEE**

- 2.1 The Management Committee will manage the Club and shall meet on a monthly basis or as and when required. The purpose of the Management Committee is to set and manage the future direction and day-to-day operation of the Club and to implement the Club's policies
- 2.2 The Management Committee has a specific responsibility to ensure that the Club's policies and practices do not discriminate against any individual on the grounds of race, gender or social background
- 2.3 The Management Committee will be able to form balanced and representative sub-committees, from nominated people, for specific purposes such as Club social or fundraising events
- 2.4 The Management Committee will ensure that the Club's disciplinary procedures are adhered to
- 2.5 The Management Committee will consist of the following ten officers: Chairperson, Deputy Chairperson, Secretary, Treasurer, Membership Officer, Development Officer, Operations Officer, Child Welfare Officer, Commercial Officer and Communications Officer
- 2.6 The forum for electing the Management Committee will be an AGM of all Club Members. The Management Committee shall:
- 2.6.1 Be made up of a fair and reasonable cross-section of the Club to ensure no vested or conflicting interest
  - 2.6.2 Be made up of people who have drive and ambition for the Club as a whole
  - 2.6.3 The Management Committee shall have the power to fill any vacancies, pending approval of the full Committee



- 2.6.4 Each member of the Committee shall be entitled to attend and vote at meetings of the full Management Committee
- 2.6.5 Non-Committee Members may be invited to meetings, but unless specifically agreed will not be entitled to vote
- 2.6.6 Decide on matters concerning all aspects of the Club's affairs and is authorised to deal with contingencies not specifically referred to in the Constitution
- 2.6.7 The Chairperson shall in the event of a tied vote have a second casting vote
- 2.6.8 Not be a forum for confrontational disputes but a team resolving issues in a positive and prudent manner
- 2.6.9 Have Members, where possible, with experience in the aspects of their function and who are willing to devote time to attend meetings and to carry out agreed actions and tasks
- 2.6.10 Have Members who listen without prejudice and communicate back for positive resolution
- 2.6.11 Have Members who represent the Club in the best manner and not bring the Club into disrepute
- 2.6.12 Have Members who are prepared to deputise for other colleagues where required by the Chairperson
- 2.6.13 Have Members who will not seek personal or financial gain from their position
- 2.6.14 The Management Committee may appoint special task groups and Co-Opted Members or approved persons as required.

### **3. ANNUAL GENERAL MEETING**

- 3.1 The Annual General Meeting (AGM) shall be held between the 1<sup>st</sup> and the 30<sup>th</sup> June each year. All Members will receive 14 days' notice in writing of the date, time and venue, via an announcement on the Club's website, social media platform and, where necessary, an e-mail cascade



3.2 At this meeting, the following business (as a minimum) will be conducted:

- 3.2.1 The minutes of the previous AGM read and confirmed
- 3.2.2 Presentation and adoption of the Annual Report, Balance Sheet and accounts
- 3.2.3 Amendments to the Constitution or rules for the following season
- 3.2.4 Revision of annual subscriptions, match fees and all-weather pitch hire fees for the forthcoming season
- 3.2.5 Election of Officers
- 3.2.6 Other business of which due notice has been received

3.3 A copy of the Balance Sheet, Statement of Account and Agenda shall be available to all the Officers and on request for seven days prior to the AGM

3.4 Only current Members may attend and all attending Members may vote at the AGM

3.5 All voting shall be conducted by a show of hands, unless a ballot is demanded by at least one-third of the Members present. A ballot shall be conducted by means of voting slips being issued to all Members.

#### **4. EXTRA-ORDINARY GENERAL MEETING**

4.1 An Extraordinary General Meeting (EGM) may be called at any time either by the Management Committee or by request from the Members. This shall require the signatures of 25 different players, parents/guardians or 10% different players, parents/guardians, whichever is lower

4.2 At this meeting, any business such as election of Officers, removal of Officers or changes to the Constitution may be conducted

4.3 14 days' notice must be given to Members of an EGM

4.4 Any proposed removal of Officers or proposed constitutional change must be advised with the notice of the meeting. Other business may be accepted onto the agenda during the meeting.



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## **5. CUSTODIANS OF CLUB PROPERTY**

- 5.1 The Club's property (equipment, kit etc.), other than the Club bank account, shall be vested in not less than two and not more than four 'Custodians', one of whom shall be the Treasurer. The Custodians shall deal with Club property as directed by the decisions of the Committee, with Committee Minutes taken as conclusive evidence of such a decision
- 5.2 The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation, unless removed by a resolution passed at a General Meeting
- 5.3 On their removal or resignation, a Custodian shall automatically surrender their control of any Club property to the existing (or any newly elected) Custodians, as directed by the Committee. On the death of a Custodian, any Club property vested in them shall vest automatically in the surviving Custodians. Should there be only one surviving Custodian, an EGM shall be convened as soon as possible to appoint at least one additional Custodian
- 5.4 The Custodians shall be entitled to an indemnity out of the Club property for all expenses and any liabilities reasonably incurred by them in carrying out their duties.

## **6. DISSOLUTION OF THE CLUB**

- 6.1 A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried out by the majority of at least three-quarters of the Members present at that meeting
- 6.2 The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding up of the assets and liabilities of the Club
- 6.3 Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club or to Surrey Football Association for use by them related to community sports.

## **7. CHANGES TO CLUB RULES**

- 7.1 Apart from an Extra-Ordinary General Meeting or the Annual General Meeting, the Committee is the only body that can make changes to the Club's rules and procedures
- 7.2 Any Club Member can apply for a change in the rules



7.3 Proposals must be submitted in writing to the Club Secretary by the 31<sup>st</sup> March each year, signed by the proposer and seconded

7.4 Changes to the Constitution can only be confirmed at an Extra-Ordinary General Meeting or the Annual General Meeting.

## **8. FINANCIAL CONTROL**

8.1 The Management Committee and in particular the Treasurer, is responsible for the finances of the Club and answerable to the FA, leagues and to Club Members for the integrity of the accounts

8.2 The accounts will be independently scrutinised by a suitably qualified individual, who reports their findings to the Chairperson

8.3 There will only be one Club bank account. However, additional sub-accounts of the main account may be opened with the approval of the Management Committee e.g. to separate funds restricted for specific development purposes

8.4 There can be up to four nominated signatories of which two (who may not be married or common law partners) must sign all cheques

8.5 All expenditure must be authorised by the Committee

8.6 Any assets purchased are the property of the Club

8.7 The Treasurer must submit a financial return each month, detailing receipts and expenses for the calendar month

8.8 Through their Team Rep., each Team Manager is responsible for ensuring timely collection of the annual registration fee and that match fees and all-weather pitch hire costs (which have to be self-funding) are paid in regularly at monthly Committee Meetings, in a manner that helps protect the Club's cash position

8.9 Annual subscriptions are approved at the AGM. Downloadable Club 'Player Registration Forms' are available at [www.wrfc.club](http://www.wrfc.club) and are to be completed and handed over with a cheque payable to 'Worplesdon Rangers FC' directly to the Club's Membership Secretary or via the Team Rep. during early September, prior to the start of the playing season.



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For players looking to join the Club, both at the outset or later in the season, a two-week 'taster' session is permitted, covering training only. During this period, a Player Registration Form does not need to be completed, nor is the annual subscription payable during this time. However, the names and contact details of all players undertaking this two-week trial period need to be forwarded immediately to the Club Secretary for insurance purposes. Should a player under trial decide against joining the Club after two weeks, the Manager should inform the Club Secretary so that the player's details can be removed from Club records accordingly. In the event of a player deciding to join the Club having completed their two-week 'taster' period, the annual Player Registration Fee then becomes payable.

For late joiners, the Player Registration Fee is to be calculated thus: (1) The full *membership* component of the fee is payable, regardless of the month in which the player joins the Club (2) the *training* component of the fee should be calculated on a pro-rata basis, assuming a September to May (i.e. 9-month) playing season. This pro-rata component should be calculated from the 1<sup>st</sup> of the month following the completion of a new player's 2-week trial period (3) The total Player Registration Fee payable for a late joiner is thus calculated by adding together these two amounts (i.e. 1 + 2, above). Once a decision has been taken to join (or re-join) the Club, players who have not completed a Player Registration Form and who have not paid their annual registration fee (in total, or in part, by means of an agreed Payment Plan) will not be eligible to train with the Club or play league football

It is the responsibility of Team Managers to retain a copy of the Player Registration Form, complete a Club 'Master Team List' form and return this list to the Club Secretary by 1<sup>st</sup> September each year. Team Managers must submit further updates to this initial list throughout the season if new players join their squad. Downloadable Master Team List forms are available from the Club's website at [www.wrfc.club](http://www.wrfc.club). Without the list of team members, players are not covered by the Club's insurance.

## 9. TEAM CONTROL

- 9.1 A register shall be kept of all Officers, teams, Managers, Assistant Coaches, and Team Reps. and their personal details and relevant qualifications
- 9.2 It is the responsibility of each Team Manager to keep an up to date record of kit and equipment used by their team
- 9.3 A register will also be maintained by each Team Manager or Coach of all players in their team, together with personal details



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9.4 Any movement between teams will require discussion with Managers, the players and the parents

9.5 Where there is a conflict of views, the Committee will be consulted. The lower team (if the teams are structured that way) in any age group shall endeavour to provide football to a wider ability range.

## 10. TEAM ORGANISATION

10.1 The organisation of football teams is necessarily built around the coaching staff

10.2 Each team is organised as follows:

10.2.1 **Team Manager:** *Mandatory.* The Manager will have overall responsibility for the team and he or she should be the first contact to discuss any issues. Managers should be qualified to FA Level 1 Coaching and have a current enhanced DBS check (if over 18) logged with the Club's Child Welfare Officer

10.2.2 **Coach.** ALL must undertake enhanced DBS checks if over 18 and will benefit from taking the FA Level 1 Coaching course

10.2.3 **Assistant Coach.** ALL must undertake an enhanced DBS check if over 18

10.2.4 **Team Rep.** *Mandatory.* Deals with matters of team welfare and player/parent concerns. Alternative contact to Team Manager for discussing issues. Encouraged to attend the monthly Committee Meetings on behalf of the Team Manager to provide two-way communications between the Manager and parents and to share the workload of running a team, so that Team Managers and Coaches are freed up to concentrate on the core aspects of their role. Normally would collect match subs and hand monies to the Treasurer or the Membership Secretary at each monthly Committee Meeting. There is no requirement for Team reps to undertake enhanced DBS checks unless a unique aspect of their role means that they have regular, unsupervised contact with players

10.2.5 **First Aid.** *Mandatory.* Each team must have at least one designated 'First Aid Assistant', qualified to FA Emergency Aid standard. The team's First Aid Bag must be taken to all training sessions, matches and tournaments and must be kept fully stocked, with all supplies kept within their expiry date



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- 10.2.6 **Tournaments.** Teams may enter tournaments, which must be self-funding and sanctioned by the FA. The Team Manager must notify the Club Secretary of tournaments that will be attended. Each team is responsible for paying the entry costs and reclaiming monies from the players/parents as required
- 10.2.7 **Overseas Tournaments.** Teams may be given permission to tour. Full details of where, when, numbers of adults and players must be given in writing to the Club Secretary at the earliest date in order that the request can be discussed at Committee. The Club Secretary will be responsible for obtaining FA approval to tour, have copies of tour insurance and a list of those travelling. In addition, contacts at home of lead persons must be included
- 10.2.8 **Playing Kit.** Home and away playing kit is only to be purchased through an approved Club Member, with Management Committee sanction and via the Club's online merchandising facility, available on the Club's website. Training tops, waterproofs etc. can be purchased direct, using this facility. The Club colours are navy blue shirts with sky blue inserts, navy shorts with sky blue inserts, navy socks with sky blue detail, or where two teams make up an age group, the second kit may be sky blue shirts/navy shorts with sky blue inserts and navy socks with sky blue detail. The Committee may also approve an 'away' shirt in an alternative colour to blue, should this be deemed necessary by the Team Manager. All away kits must be purchased through the approved Club Member. Team kit provided by a sponsor and ordered in this way is considered 'gifted' to the Club and remains the property of Worplesdon Rangers FC
- 10.2.9 **Cheques.** Cheques to be made payable to Worplesdon Rangers FC for subs, annual subscriptions, sponsorship, kit, fines etc. and not to individuals



**10.2.10 Coaching.** All Coaches/Managers/helpers must complete a Club Volunteer Form at the time of volunteering and undertake an enhanced DBS check at the earliest opportunity, arranged via the Child Welfare Officer. New volunteers must have their enhanced DBS check approved before taking up their coaching duties, unless they are directly supervised at all times by a more experienced coach who possesses current DBS clearance. Existing volunteers who are required to renew their enhanced DBS must do so within the timescale stipulated by the Committee. Any volunteer who refuses (for whatever reason) to undertake an enhanced DBS check or who delays submitting their application when requested to do so will be suspended from their duties within the Club until such time that DBS clearance has been granted. A letter confirming this suspension will be sent to the individual by the Committee. Team Managers must take the FA Level 1 course within 12 months of taking on the management of a team from Under 7s upwards, to comply with FA Charter Standard Club requirements

**10.2.11 Player Fines.** Any player who receives a Yellow or Red card booking is responsible for paying the fine within 21 days to the Club. Worplesdon Rangers FC will pay Surrey FA upon receipt of confirmation and reclaim from the player. Any bookings must be notified on the same day to the Club Secretary and the Membership Secretary. If a player does not repay the fine within 21 days of issue, they will be suspended from playing until the fine is paid by cheque (payable to 'Worplesdon Rangers FC'). With regard to player disciplinary matters, no conversation should take place with any player (18 years or under), or their signature requested for any official documentation, without either a parent or guardian present

**10.2.12 Accounts.** A financial summary (written or verbal) of income and expenditure for the relevant period, as well as the current bank balance is made available for every Committee Meeting, with a single page monthly analysis. A set of accounts is to be with the Chairman for the monthly meeting held in June prior to the AGM to assist determining the Annual Subscriptions for the following season at the July AGM

**10.2.13 Managers' Responsibilities.** Team Managers are responsible for ensuring the areas used for training and matches are looked after. Managers are required to keep control of players, parents, siblings, parking, leaving areas clean and tidy, locking changing rooms and gates.



## 11. SCHEDULE OF FEES AND CHARGES FOR 2016/2017 SEASON

11.1 Charges for the 2016/2017 season are detailed in the table below, following approval at the 2016 AGM:

AGE GROUP	REGISTRATION FEE 2016-2017 <sup>(1) (2) (3) (4)</sup>	MATCH FEE 2016-2017
Reception Mini-Rangers	£40 (to be paid in full in two equal instalments on 10.09.16 and 26.11.16)	Not applicable
U6 Mini-Rangers	£65.00 (to be paid in full in two equal instalments on 10.09.16 and 26.11.16)	Not applicable
U7 and U8 (5v5)	£65.00 (to be paid in full by 10.09.16)	£1.00 per match (home and away)
U9 and U10 (7v7)	£75.00 (to be paid in full by 10.09.16)	£2.00 per match (home and away)
U11 and U12 (9v9)	£85.00 (to be paid in full by 10.09.16)	£3.00 per match (home and away)
U13 and above (11v11)	£85.00 (to be paid in full by 10.09.16)	£3.00 per match (home and away)
Supplement for mid-week AWP training	To be arranged by Managers and Team Reps on a self-funding basis	

11.2 <sup>(1)</sup> The registration element of the combined registration and training fee pays for a player's subscription to the Surrey Football Association, player insurance, manager and coach training, volunteer DBS checks etc. The training component pays for pitches and facilities hired by the Club from the Local Authority and other providers, kit and equipment etc. The Player Registration Form confirms that the annual Membership Fee is non-refundable

11.3 <sup>(2)</sup> If more than one player from a family is registered with the Club, then the first child will be charged at the full registration fee shown in the table above. The first additional child/sibling will pay the full fee payable by the elder child but will be eligible for a refund of £5.00. For a third and any additional children/siblings, the full fee will be payable but subject to a £15.00 refund per child. All refunds will be paid via cheque by 31<sup>st</sup> October 2016

11.4 <sup>(3)</sup> Subject to additional charges to cover the cost of all-weather or non-standard pitch facilities, which must be self-funded by the team





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- 11.5 <sup>(4)</sup> All registration fees will be payable by 10<sup>th</sup> September 2016 and the Club will operate a strict 'no pay, no play' policy. However, the Club is committed to supporting families who, through genuine hardship, are unable to pay the entire registration fee at the outset of the playing season. In such instances, a 'Payment Plan' will be established on a case-by-case basis via the Membership Secretary. Any such plan should be agreed before 3<sup>rd</sup> September 2016, with the initial instalment of the Payment Plan paid by 10<sup>th</sup> September 2016 and all subsequent payments due for that season paid by 1<sup>st</sup> December 2016
- 11.6 Team Reps./Managers must keep a record of training attendees/match players and fees paid
- 11.7 The build-up of a backlog of any unpaid fees will be looked at on a 'no-pay, no-play' basis
- 11.8 All monies are to be handed over by Team Reps./Team Managers on a regular basis at monthly Committee Meetings, or paid online direct to the Club's bank account, accompanied by a suitable payment reference.



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