

HORSHAM TIGERS FOOTBALL CLUB



Constitution and Club Rules

(Updated June 2017)

1. Name

The name of the Club shall be Horsham Tigers Football Club (the “Club”).

2. Type of Organisation

The Club is a non-profit making voluntary organisation and will not under any circumstances distribute any surpluses to members. All surplus income will be reinvested in the Club.

3. Objectives

To promote the game of Association Football and arrange matches, provide facilities for and promote participation of the whole community, and to encourage the development of sportsmanship, team spirit, commitment and football skills.

4. Address

The Club address shall be that of the Club Secretary.

5. Affiliation

The Club shall be affiliated to the Sussex County Football Association.

6. Club Committee

The management of the Club shall be in the hands of a committee (the “Club Committee”), which shall consist of Chairperson, Secretary, Treasurer, Club Welfare Officer and Registration Officer (collectively referred to as “Officers”) and Team Managers, elected at an Annual General Meeting.

Additional non-committee posts to assist with the administration of the Club will be appointed at the Annual General Meeting. These are Volunteer Co-ordinator, Minutes Secretary, Website Officer, Charter Standard Co-ordinator and Events Secretary. These posts report to the Chairperson or Club Secretary.

One person may hold no more than two positions on the Club Committee at any time.

Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining

7. Rules and Regulations

The members of the Club shall so exercise their rights, powers and duties and 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”), County Football Association to which the Club is affiliated and Competitions in which the Club participates.

Each Officer, Team Manager, Coaching Staff, Player Member and other Member is bound by these rules and may obtain a copy of them on request.

8. Alterations to Club Rules

Alterations or additions to the Club Rules may be made by the Club Committee at any time, provided that such alterations or additions are in the overall best interests of the Club.

Any such amendments must be agreed by the Members at the next Annual General Meeting.

Any additions or amendments to Club Rules must be notified to all Members as soon as possible after their ratification, usually by publication on the Club’s website.

9. Club Membership

The Members of the Club shall be those persons listed on the Club Officials register maintained by the Club Secretary and the Player Membership register maintained by the Registration Officer. Any person who wishes to be a member must apply on the Club Application Form and deliver it to the Registration Secretary along with the appropriate level of subscription.

Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, age, sexual orientation, religion or beliefs, sex or disability in accordance with the Club’s Equality Policy, except as a necessary consequence of the requirements of football as a particular sport. The members of the Club shall be referred to as “the Members”.

Those Members of the Club who wish to participate in and are eligible for inclusion in any football teams operated by the Club in accordance with the rules of the football league with which the Club is then affiliated shall be referred to as the player Members (“Player Members”).

10. Resignation and Expulsion

The Club Committee shall have the power to refuse membership or expel from membership when, in its opinion, it would not be in the interests of the Club for that person to remain a member.

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 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”).

In the event of a Member’s resignation or expulsion his/her name will be removed from the Club Officials register or Player Membership register. An appeal against such a

decision may be made to the Club Committee in accordance with the Club Complaints Procedure.

11. Annual Membership Fee

An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.

The Club Committee may, at its absolute discretion, waive some or all of the subscription in cases of exceptional financial hardship. Such decisions will be taken at full Club Committee meetings and any waivers granted will be for the forthcoming season only.

The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objectives of the Club.

12. Meetings

Annual General Meeting

There will be an annual general meeting (AGM), normally held in the month of June to conduct the following business:

1. Adopt the minutes of the previous AGM and attend to any matters arising.
2. Receive reports from Chairman, Team Managers and Treasurer (including Annual Statement of accounts)
3. Agree all amendments made to the Constitution and Rules during the previous year.
4. Formally review the Constitution and Rules, to ensure that they remain appropriate and fit for purpose.
5. Election of Officers and Team Managers, where such posts have become vacant or where the Club Committee wishes to create new roles.
6. Removal of posts where they are no longer required.
7. Attend to any other business pertinent to an AGM.

The AGM must be attended by a minimum of two Officers or Team Managers and a minimum of two Members to be quorate. For the avoidance of doubt, an Officer or Team Manager who is also a parent or guardian of a Player Member can count in either category, but not both, for the purposes of making up a quorum. Voting is restricted to Officers, Team Managers, Members and one parent / guardian per Player Member.

Club Committee Meetings

Club Committee meetings shall be held as often as necessary during the season but at not less than two monthly intervals. Such meetings will manage the general running of the Club's affairs and in normal circumstances must be attended by at least two Officers and two team managers.

The Minutes Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings.

The Club Committee shall appoint such sub-committees as it feels necessary.

13. Teams

The Club shall provide for a sufficient number of teams to satisfy its objectives. Each team must consist of not more than 20 or less than 14 Player Members. Player Members must register with the Registration Officer on the form provided and pay the registration fee (to be fixed annually) before they will be permitted to play for that team.

Each team will be under the control of an elected Team Manager who will be totally responsible for managing the affairs of that team. The manager will be accountable to the Club Committee for the team, and will work within the Constitution and Rules and any other Club policy guidelines set out from time to time.

Team Managers may from time to time be supported by one or more assistants and / or team coaches (collectively referred to as "Coaching Staff") who will be recorded as Members on the Club Officials register.

14. Equipment

All equipment and strip will be provided by the Club from central funds or by sponsorship arrangements. Boots and shin pads must be provided by the Player Members for their own use.

15. Discipline

In order to fulfil the Club's commitment to promoting sportsmanship, Members, Player Members, Officers, Team Managers, Coaching Staff and supporters should sign and abide by the appropriate FA Respect Codes of Conduct adopted by the Club.

In normal circumstances, the Team Manager will be responsible for seeing that conduct is acceptable. Any occurrence of bad behaviour by any Player Member at a match will automatically result in the offending Player Member being taken off the field of play. The incident shall be reported to the Club Chairman, who, with one other Officer, will decide if further measures are to be taken. Serious breaches of discipline may result in suspension from further matches or even expulsion from the Club.

16. Bank Account(s)

The bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Treasurer and other designated members. The Club Committee shall approve this designated member(s). No sum shall be drawn from the Club Account except by cheque or online banking, signed/authorised 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.

The Club shall prepare an "Annual Account" which shall be verified by two members of the Club Committee, one of who should not be an account signatory, and shall be approved by members at the Annual General Meeting. A copy of the "Annual Account" shall be forwarded to Sussex County FA by 30th September each year.

17. Official Documents

Any official documents, such as required by the Sussex County Football Association, shall be kept for a reasonable period of time and shall be open to inspection at all reasonable times. This shall deem to include minutes of Club Committee meetings and accounts.

Documents will be retained for a minimum of three years, and accounting records for a minimum of six years.

18. Child Protection

The Club takes its responsibilities towards child protection very seriously and shall appoint a Club Welfare Officer who has attended the relevant workshops required by the FA.

All Club Members on the Club Officials register shall be required to undertake Disclosure and Barring Service (DBS) checks via the Football Association, to verify that they are fit and proper to be in contact with children.

The Club will also abide by the FA's Safeguarding Policy, Codes of Conduct and the Equality Policy as shall be in place from time to time.

19. Application of Assets on Dissolution

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.

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

In the event of the dissolution of the Club, any net assets (after settlement of legitimate expenditure arising before the date of dissolution but not yet paid, and the repayment of any unspent grants received where this was a condition of the relevant grant-making body) may only be applied for approved sporting or charitable purposes which meet at least one of the criteria below:

- a) the purposes of the sport's governing body for use in related community sport
- b) the purposes of a Community Amateur Sports Club (as defined by HM Revenue & Customs)
- c) the purposes of a charity.

20. Limitations of Liability

Under no circumstances shall the Club, members of its Club Committee or its Officers and Coaching Staff be liable for any direct, indirect, incidental, special or consequential damages that result from the activities undertaken by the Club. Football is a contact sport and the Player Members take part in training exercises and competitive matches entirely at their own risk.