
Constitution of Fleet Spurs & Fleet Spurs Youth Football Clubs

1. NAME / NAMES

The Clubs shall be called 'Fleet Spurs Football Club' and 'Fleet Spurs Youth Football Club' and each shall be affiliated to the Hampshire Football Association.

2. OBJECTS

Their objects shall be to: -

2.1 Teach their members the skills of Association Football

2.2 Provide matches of Association Football for their members

2.3 Organise social and recreational pursuits as may be deemed desirable by the Committees

2.4 Recruit players annually, ensuring equal opportunities are made available to all members of the community, recognising that inequalities exist and taking all steps to address these, using the clubs' equity policy as the guideline.

3. OFFICERS

3.1 The Officers for the senior and youth sections shall consist of Chairman, Vice Chairman, General Secretary, Assistant Secretary, Treasurer, Fundraising Officer, and – for the youth section - a Child Protection Officer. In addition each committee shall have a representative of either the senior or youth committee (as applies) as a voting and reporting member.

3.2 The Officers shall be appointed annually for each season by each Committee and ratified at the A.G.M.

4. COMMITTEES

4.1 The Senior Club and the Youth Club shall each be managed by a Committee. (The Committee shall be comprised of the Officers, all Squad Managers and a Representative from Fleet Spurs F.C or Fleet Spurs Youth F.C., and any other member appointed and ratified at the relevant A.G.M.).

4.2 Each member of a Committee shall have one vote on the debated issues, irrespective of positions on the Committee held by that person. The Chairman shall have a casting vote in the event of a tie.

4.4 The Committees shall meet monthly, and the proceedings at such meetings shall be duly recorded. At these meetings a quorum shall consist of more than a third of the members of the Committee.

4.5 Each Committee shall arrange for an Annual General Meeting (A.G.M.) to be held between the months of June and August. Each Senior Club member, or parent/guardian of a Youth Club member, shall receive an invitation either in writing, by email notification or by verbal notice at a full Club Function, not less than 14 days before the appointed date.

5. POWERS OF THE COMMITTEES

5.1 The property and /or assets of the Clubs shall be vested in the Committees.

5.2 Each Committee shall have the power to:-

- 5.2.1 Appoint such sub committees and co-opt such persons to the main Committee in a non-voting capacity from time to time as may be deemed necessary, and receive reports of such sub-committees at its meetings.
- 5.2.2 Accept candidates for membership of the Club at its discretion.
- 5.2.3 Suspend or expel any member, Officer or Squad Manager of the Club deemed guilty of conduct prejudicial to the good name of the Club. Upon written notification of an intention to suspend or expel, the affected member, Officer or Squad Manager shall be given an opportunity to answer the complaint against him/her. Where the complaint is against a playing member the member may be represented by his/her parent/guardian.
- 5.2.4 Declare a seat on the Committee vacant should a person be absent from three (3) consecutive meetings of the Committee without an explanation deemed satisfactory to the Committee, and thereafter to appoint a new person to the relevant seat.

6. MEMBERSHIP

- 6.1 Each year Youth Club membership shall be open to any boy or girl under 18 years of age on 1st September that year.
- 6.2 Senior Club membership shall be open to any player who seeks to gain coaching and matches at adult level, with preference being given to those moving from the youth section.
- 6.3 Boys' and girls' youth membership shall be within the specified Age Groups (viz. under 18, 17, 16, 15, 14, 13, 12, 11, 10, 9, 8, and 7) and shall be for a period of one year from 1st September.
- 6.4 Senior Club membership shall be on the basis of eligibility and an agreement to play for all club Squads.
- 6.5 Candidates for membership must attend pre-season selection trials, if held, and must be proposed by the Squad Manager of the respective senior team or age group through a fully completed Fleet Spurs Registration / Medical Form and a relevant League registration form.
- 6.6 An Annual Register of Members, containing details of emergency contact information, phone, address and email, shall be kept by both Senior and Youth General Secretaries.
- 6.7 Under 7, 8, & 9 players will be involved with 'Mini Soccer' or any other mandatory format, as advised by the F.A.

7. SUBSCRIPTIONS

- 7.1 The annual subscription to each Club shall be established by the relevant Committee with due regard to the anticipated and expected costs for the forthcoming year.
- 7.2 Subscriptions shall be collected by the Squad Manager or other appointed Club Official and paid to the Club Treasurer by 30th September of each season, or as agreed by the relevant Committee
- 7.3 The Committee, on application by a Squad Manager, may extend the payment period or decrease the membership fee required for any playing member in any Cases which may be deemed an 'exceptional circumstance'. In these cases no indication shall be made in the Club accounts.

8. FINANCE

- 8.1 Each Committee shall administer a fund for the benefit of that section of the Club only, and shall keep properly recorded accounts, which shall be reported on at each Committee meeting by the Treasurer.
- 8.2 Official receipts must be obtained for any expenditure incurred by an authorised Committee member and handed to the Treasurer, and the Treasurer shall receipt all moneys received.
- 8.3 The Committee shall authorise cheques to be signed up to and including £150 by the Treasurer or one of two nominated Committee members (together known as "the three authorised signatories"). All other cheques to be signed after completion by any two of the three authorised signatories
- 8.3.1 All moneys, both Club and Squad accounts, will be held in two accounts, one for the Senior Club and one for the Youth Club, with a registered bank or building society.
- 8.3.2 All Squad moneys will be held in memorandum accounts by the Treasurer.
- 8.3.3 Moneys held in the Squad accounts are for the sole use of the particular Squad
- 8.3.4 No moneys held in the memorandum account will be transferred either to another Squad or the main account unless specifically authorised by the relevant Squad Manager, other than in exceptional circumstances and then by order of the Committee. In these cases the relevant Squad Manager has the right of appeal to the Committee before the transfer is made.
- 8.3.5 The Treasurer shall maintain such records as necessary and provide a statement to each individual Squad as and when required or requested.
- 8.3.6 Squad Managers can withdraw moneys from their own account as and when required.
- 8.3.7 If any Squad ceases to be operative, all moneys held in its account will be transferred to the main Club account, subject to Committee approval, unless otherwise instructed by the relevant Squad Manager. However the Committee shall have the right to transfer such moneys without consent if the relevant Squad owes subscriptions for the season or if the Squad has any other debt to the Club.

- 8.3.8 Each Youth Squad will hold an annual penalty prize competition at which a minimum amount agreed at a Committee meeting shall be raised by each individual Squad and paid to the Treasurer.

9. FINES & ADMINISTRATION CHARGES

- 9.1 The Club shall initially pay any fines or administration charges demanded by the Wessex League, The Aldershot and District Saturday League, the NEHYL, the Hampshire F.A, or any other registered body.
- 9.2 The Committee shall have the right to demand payment from the player or Manager responsible for incurring the fine or administration charge, or in the case of a player under the statutory school leaving age from his/her parent/guardian. The Committee shall have the right to suspend a player or Manager from his Club duties until such payment has been made and cleared by the Club's bankers.

10. PLAYING ACTIVITIES

- 10.1 Fleet Spurs playing colours shall be:-

Blue Shorts - Blue Socks – Red/Navy Shirts of the clubs generic design

Alternative colours will be Yellow or White shirts or Red / Black Stripes, or as notified to the relevant League.

- Fleet Spurs Youth playing colours shall be :-

Blue Shorts - Blue Socks – Red/Navy Shirts of the clubs generic design

Alternative colours will be Red or White shirts or Red / Black Stripes, or as notified to the relevant League

- 10.2 All kit will be purchased through the club ensuring an audit trail is maintained. If sponsorship is available the monies shall be paid to the treasurer and sit in the squad account until required. Any surplus money will remain in the squad account.
- 10.3 The Committees shall make their best endeavours to organise up to four senior men's sides and one senior women's side to play at the highest standard available on Saturdays, and at least one youth boys' and one youth girls' squad in each age group from Under 7 to Under 18 to play in the NEHYL or another suitable league.
- 10.4 Each Youth Squad shall be selected by the respective Squad Manager and the squad shall consist of a maximum of 20 players unless restricted by league rule.
- 10.5 All senior players shall be required to play in the team deemed most suitable to the club.
- 10.6 Each Senior Club team shall play in either the Wessex League or the Aldershot & District Saturday Football league. If in any one season the Wessex League or the Aldershot & District Saturday Football league does not organise a league suitable for a particular team, or for any other reason subject to the agreement of the Senior Club committee, an alternative league shall be sought.
- 10.7 Each Youth Squad shall play in the NEHYL. If in any one season the NEHYL does not organise a league for a particular age group, or for any other reason subject to the agreement of the full committee, an alternative league shall be sought.
- 10.8 Each team shall participate in all competitions organised by their League and also in the respective Hampshire County Cup competition.

10.9 Each Committee shall ensure that pitch and training facilities and requisite kit (playing strips, match and training balls) are available, whether provided by the Club or a sponsor, to each Squad Manager.

11. SQUAD ORGANISATION

Each Squad shall be run by an appointed responsible person - the Squad Manager - whose duties shall be identified by an agreed job description (see addendum).

12. PERFORMANCE RECORDS (Senior Club)

12.1 The Senior Club Committee shall organise an Annual Awards Night at which the 'Young Player of the Year', the 'Clubman of the Year', and the 'Player of the Year' for each team will be presented.

12.2 Each Squad Manager shall submit to the Event Organiser, by the appointed date, a full list of matches played with a record of individual appearances and goals scored in each competition, for inclusion in the Awards Night programme.

12.3 No other awards shall be presented at the Awards Night, unless agreed specifically and in advance by the Committee.

12. PERFORMANCE RECORDS (Youth Club)

12.4 The Youth Club Committee shall organise an Annual Awards Night at which the 'Manchester Trophy', 'Clubman of the Year Trophy', 'David Black Trophy' and 'John Whapshott Trophies' will be presented together with 'Player of the Year', 'Special Award' and 'Penalty King' awards. In addition each member shall receive a participation award.

12.5 Each Squad Manager shall submit to the Event Organiser by the appointed date a full list of matches played with a record of individual appearances and goals scored in each competition, for inclusion in the Awards Night programme.

12.6 No other awards shall be presented at the Awards Night, unless agreed specifically and in advance by the Committee.

13. CHILD PROTECTION

Fleet Spurs and Fleet Spurs Youth recognise the importance of child protection within both senior and youth sections, and have appointed a Child Protection Officer whose responsibility is to ensure all sections of the club work within the Child Protection 'best practice' and Code of Conduct guidelines as laid down by the F.A.

13.2 The Child Protection Officer will ensure each player, coach, manager, volunteer and parent is aware of the Code of Conduct.

14. KIT AND EQUIPMENT

14.1 A Kit Manager shall be appointed by each Committee and shall be responsible for keeping an inventory of all kit whether held by Squad Managers or centrally.

15. CLUB PROPERTY

All property including kit, match balls etc. is the sole property of the relevant sections known as FLEET SPURS FOOTBALL CLUB or FLEET SPURS YOUTH F.C. and is not transferable. This also includes items that are normally supplied through the Club but have been provided to the Squad by a sponsor.

16. DISSOLUTION OF THE YOUTH SECTION

In the event of the Youth Club's dissolution, all outstanding monies will go to the Alexander Devine Children's Cancer Trust.

17 CHANGES TO THESE RULES

17.1 The rules for each section can only be varied by a full meeting of the relevant Committee, or by the holding of an Extraordinary General Meeting, and rule changes can only be carried by a 75% vote in favour.

17.2 Rules which affect both sections can only be varied with the consent of both sections, each section voting at least 75% in favour.

17.3 Each Committee shall decide any other matters not covered by the foregoing

Signed

Witnessed
(J A Porter)

Chairman J. G Gawthorpe

Position Senior Club rep

Date 17th March 2008

Date 17th March 2008

Ratified at meeting of Youth Committee

Date 17th March 2008