

**CLUB RULES
OF
LETCHWORTH GARDEN CITY EAGLES FOOTBALL CLUB**

1. Name

The Club shall be called Letchworth Garden City Eagles Football Club (the Club).

2. Objects

The Objects of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for it's members, and community participation in the same.

3. Status of Rules

These rules (the Club Rules) form a binding agreement between each member of the Club.

4. Rules and Regulations

(a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavors to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulation of The Football Association Limited ("The FA"), County Football Association to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates, for the time being in force.

(b) The Club will also abide by The FA's Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

(d) An appeal against disciplinary action shall be made in accordance with the club complaints procedure. A Manager or Coach who refuses to sign the Code of Conduct for Coaches shall not be permitted to run or assist in the running of a club team.

(e) Any matters which bring the Club into disrepute must be dealt with by the Executive Committee of the club rather than the team manager/ coach.

(f) Any complaint regarding the conduct of a manager/ coach or other official of the Club must be in the first instance referred to the club Football Secretary, and dealt with in accordance with the club complaints procedure.

(g) refusal to comply with any policy of the club shall result in expulsion from the Club.

5. Club Membership

(a) Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex, or disability except as a necessary consequence of the requirements of football as a particular sport.

(b) The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or the sport into disrepute. Appeal against such a decision may be made to the Club Executive Committee and decided by a majority vote.

(c) The members of the Club from time to time shall be those persons listed in the register of members, which shall be maintained by the Club Registration Secretary.

(d) Any person who wishes to be a member must apply using the prescribed Membership Application Form and deliver it to the Club. Election to membership shall be at the sole discretion of the Club Executive Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register.

(e) In the event of a member's resignation or expulsion his or her name shall be removed from the Membership Register, and the appropriate league shall be informed.

(f) The Football Association and Hertfordshire Football Association shall be given access to the Membership Register on demand.

6. Annual Membership Fee

(a) An annual fee payable by each member shall be determined by the club members at its AGM.

(b) Any fee shall be payable on a successful application for membership and annually by each member. The club membership shall at its discretion determine a lower fee in respect of applications for membership made after 1 January of that season.

(c) When a youth/junior member cannot afford the full membership fee an application may be made in writing by the parent or guardian, using a form prescribed for that purpose, to the club Welfare Officer, who will transmit the application to the James Harpur Support Fund for a decision. Any financial assistance offered by the Fund will be paid direct to the club.

(d) A member shall not play for the club until an annual membership fee has been paid, either in full or by installments (with evidence submitted of a standard order) or waived/part waived at the discretion of The Chairman and Treasurer in exceptional circumstance.

(e) The membership fee may be paid in cash, cheque or by BACS transfer.

(f) Fees shall not be repayable except at the discretion of the Executive Committee. The exercise of this discretion shall have regard to the length of time the member has played for the club during the current season, family circumstances such as future residence, and the health of the member.

7. 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 their resignation.

(b) The Executive Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for him to remain a member. There shall be a right of appeal to a panel appointed chaired by the Vice Chairman and comprising 2 Club Officers or team managers who have no personal connection to the member.

(c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club property.

8. Club Organization

(a) The Principal Officers of the Club shall consist of Chairman, Vice Chairman, Football Secretary, Child Welfare Officer and Treasurer who shall be elected at the Annual General Meeting.

(b) An Executive Committee shall be constituted at the Annual General Meeting, and shall comprise of:

- the Principal Officers (as above)
- Development Officer
- Kit Manager
- Youth Council Officers
- Club House Officers
- Mental Health Officer
- Communications Officer
- Administration Secretary
- Fundraising Officer
- Health & Safety Officer
- Events Coordinator
- Each Age Group/*Team Representative (to include all youth/junior and *senior teams to ensure fair and equitable representation across all levels of the Club).

This Committee shall be responsible for the election of all Officers of the Club and delegation of all matters relating to the running of the Club.

(d) Each Club Officer and Executive Committee member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. 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 affairs of the Club other than matters relating to the Club constitution and the level of membership fees, which must be determined by the Club membership at the AGM.

(e) Decisions of each Committee shall be made by a simple majority of those attending the Committee meeting. The Chairman of the meeting shall have a casting vote in the event of a tie. Meetings of each Committee shall be chaired by the Chairman or in his/her absence the Vice Chairman or Administration Secretary. The quorum for the transaction of business of each Committee shall be one third of the number of committee members, but the AGM will not be quorate if less than 25 are in attendance excluding Club Officers.

(f) Decisions of the Committee meetings shall be taken and circulated

and maintained in a Club Management File by the Administration Secretary.

(g) Any member of the Executive Committee may call a meeting by giving not less than 7 days notice to all members of the Committee. The Executive Committee shall hold not less than four (4) meetings per year. Failure to attend 2 consecutive meetings of the Committee may result in the suspension of the Officer from the Club for a period determined by the Executive Committee. Further sanction may be imposed at the discretion of the Executive Committee

(h) An outgoing Club Officer may be re-elected. Any vacancy which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another member of the Executive Committee and approved by a simple majority of the Committee members present.

(i) Save as provided for in Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Executive Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

j) The position of a Club Officer shall be vacated if such a 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.

9. Annual and Extraordinary General Meeting

a) An Annual General Meeting (AGM) shall be held each year to:

- Receive a report of the activities of the Club over the previous year;
- Receive a report of the Club's finances over the previous year;
- Elect the officers and Executive Committee of the Club; and
- Consider any other business

(b) *Nominations for election as Club Officers shall be made in writing by the proposer and seconder both of whom must be existing members of the Club, to the Club Administration Secretary no less than 7 days before the AGM, or in the absence of any such nominations, made verbally at the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing or by e mail to the Club Administration Secretary not less than 21 days before the meeting.*

(c) An Extraordinary General Meeting (EGM) may be called at any time by the Executive Committee, and shall be called within 21 days of the receipt by the Club Administration Secretary of a requisition in writing

signed by not less than 25 members stating the purposes for which the meeting is required and resolutions proposed. Business at a SGM may be any business that may be transacted at an AGM.

(d) The Administration Secretary shall send to each member of a committee at his/ her last known email address the date, time and place of an Annual General Meeting together with the resolutions to be proposed at least 14 days before the meeting.

(e) The quorum for an Annual General Meeting shall be 5

(f) The Chairperson, or in their absence the Vice Chair shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairman of the meeting shall have a casting vote.

(g) The Club Administration Secretary or in their absence the Chairperson, shall enter agreed minutes of Annual General Meetings into the Club Management File.

10. The Club

At the AGM the Executive Committee shall appoint a Club member to be responsible for each of the Club's football teams.

(a) Teams within the same age group shall be distinguished and known by a colour and not by use of a letter or number. The club colours for first team strip shall be blue and black striped shirts and black shorts and socks. Reserve strips shall be yellow Shirts and black shorts and black socks.

(b) Team shirts shall bear the club logo and may include the name of a sponsor but not the name of the individual player (at youth / junior level). This does not apply to the Club's Senior Teams.

11. 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 Chairman, Club Football Secretary and the Treasurer. All cheque payments must be signed by 2 of the 3 designated signatories. The treasurer/Football Secretary shall have authority to pay individual sums up to £1,000 per transaction by BACS transfer or standing order, using an online banking facility. Any payments in excess of £1,000 will need the authorization of one of the designated account signatories. Payments can be made online or by cheque in line with Club

authorization process.

b) An annual audit shall be made of the Club accounts by an independent auditor approved at the AGM.

(c) The income and assets of the Club (the Club property) shall be applied solely towards promoting the Club's objects as set forth in these rules, and no portion thereof shall be paid or transferred, directly or indirectly, to the members of the club. The distribution of profits or proceedings from the sale of Club Property to members is prohibited.

(d) The Executive Committee shall have power to authorize the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.

(e) 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 in the Finance Act 2002.

(f) 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) employ members and remunerate them for providing goods and services, on fair terms set by the Executive Committee without the person concerned being present;

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

(iv) 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).

(g) 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 (6) years.

(h) 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 a General

Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

(i) The Club's interest in land and buildings shall be vested in no less than two and no more than four trustees, (the Trustees) who shall deal with the Club property as directed by decisions of the Executive Committee and entry in the Club Management File shall be conclusive evidence of such a decision. The appointment of Trustees shall be contained in a Trust Deed.

(j) The Trustees shall be appointed by the Club in an Annual General Meeting and shall hold office for a period of 5 years or resignation (if less than this period) unless removed by a resolution passed at an Annual General Meeting.

(k) On his or her removal or resignation a Trustee shall execute a conveyance, in such form as is published by The Football Association, to a new Trustee as directed by the Executive Committee. On the death of a Trustee, any Club property vested in them shall vest automatically in the surviving Trustees. If there is only one surviving Trustee, an Extraordinary General Meeting shall be convened as soon as possible to appoint further Trustees.

(l) The Trustees shall be entitled to an indemnity out of the Club property for liabilities reasonably incurred by them in carrying out their duties.

(m) The Trustees are authorized by the Club members to enter into leases of property to further the objects of the Club, and the liability of the Trustees in respect of any covenants in any lease shall be joint only and not general. The liability of the Trustees shall be limited in amount to the realizable value of the assets of the Club for the time being vested in them.

(n) The Club will ensure that all Trustees have adequate indemnity insurance against possible claims made against them in their role as Trustee of the Club.

12. DISSOLUTION

(a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by the majority of at least three-quarters of the members present.

(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 related to community sports.