



CLUB RULES

LETCWORTH GARDEN CITY EAGLES FOOTBALL CLUB

1. Name

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

2. Objects

2.1 The objects of the Club shall be to provide facilities; promote the game of Association Football; to arrange matches and social activities for its Members (see section 5) and community.

3. Status of Rules

3.1 These rules (the "Club Rules") form a binding agreement between each Member of the Club.

4. Rules and Regulations

4.1 The Members of the Club shall so exercise their rights, powers and duties and shall, where appropriate use their best 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"), 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.

4.2 The Club will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equality Policy as shall be in place and reviewed annually.

5. Club Membership

5.1 The Members of the Club shall be those persons listed in the register of Members (the "Membership Register").

5.2 Any person who is a Player or Coach within the Club automatically enters the Membership Register. Any existing Member and/or Officer of the Club automatically enters the Membership Register.

5.3 Any other person who wishes to become a Member must apply on the Membership Application Form and submit it to the Club Secretary. Election to Membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place at the time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force at the time. Membership shall become effective upon an applicant's name being entered in the Membership Register.

5.4 In the event of a Member's removal from the Club (through transfer, exit, resignation or expulsion) shall have their name removed from the Membership Register.

5.5 The FA and Parent County Association shall be given access to the Membership Register on demand.

5.6 Any Member aged under 18 years may not vote in a General Meeting; responsibility for attendance and voting may be delegated to a parent/guardian to act on their behalf.

6. Annual Membership Fee

6.1 An annual fee is payable by those Members who wish to play Association Football within the Club either in training or fixtures.

6.2 The annual fee shall be determined by the Club Committee at its Annual General Meeting ("AGM"). Any fee shall be payable upon successful registration by each Member (as per 6.1) and at the discretion of the Club will be reduced from 1 January of that season.

6.3 Any Member may apply for a reduction in the annual fee if it poses a significant obstacle to participation. The process of application will be shared with Members and applicants annually.

6.4 Fees shall not be repayable except at the discretion of the Treasurer according to the principles set at the previous AGM or Extraordinary General Meeting ("EGM").

6.5 All Members agree to abide by the Code of Conduct (see Appendix 2).

7. Resignation, Transfer, Exit, and Expulsion

7.1 A Member shall cease to be a Member of the Club from the date on which they give notice to the Club of their resignation, transfer, or exit.

7.2 A Member whose annual Membership Fee or further subscription is more than two (2) months in arrears shall be deemed to have exited.

7.3 The Club Committee shall have the authority 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 Club Committee in accordance with the Complaints Procedure in force at the time.

7.4 A Member who resigns, transfers, exits 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").

8. Club Officers and Committee (Appendix 1)

8.1 The Club Officers shall consist of the following five (5) Club Members: Chair, Vice Chair, Treasurer, Welfare Officer, and Club Secretary.

8.2 The Club Committee shall consist of Club Officers and up to seven (7) Club Members elected at the previous AGM/EGM and in positions as noted in Appendix 1.

8.3 Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an EGM.

8.4 From time to time, with the approval of the Club Committee, one person may hold more than one role on the Club Committee but only in exceptional circumstances and where remedial action is agreed to secure a replacement quickly.

8.5 The Club Committee shall be responsible for the management of all the football affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairperson or in their absence their nominated proxy. The Quorum for the transaction of the transaction of business of the Club Committee shall be a minimum of 50% of the active Club Committee. If a Committee Officer/Member is unavailable for a meeting of the Committee, then a Member of a related subcommittee may attend in their place.

8.6 Decisions and minutes of the Club Committee meetings shall be maintained and shared by the Club Secretary or in their absence a Member of the Club Committee.

8.7 Any Member of the Club Committee may request a meeting of the Club Committee by giving the Club Secretary and Chairperson, or their proxy, not less than seven (7) days' notice. The Club Committee shall hold not less than four (4) meetings a year.

8.8 An outgoing Member of the Club Committee may be re-elected. 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 Club Committee Members and approved by a simple majority of the remaining Club Committee Members.

8.9 Except as detailed in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

8.10 The position of a Club Officer/Member 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.

9. Annual and Extraordinary General Meetings (“AGM”/ “EGM”)

9.1 An AGM for all Members shall be held in each year to:

- (i) receive a report of the activities of the Club over the previous year.
- (ii) receive a report of the Club’s finances over the previous year.
- (iii) elect the Club Officers.
- (iv) elect Members to the Club Committee.
- (v) review the Club Rules.
- (vi) consider any other business (such as annual fee setting).

9.2 Nominations for election of Officers, and Members to the Club 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 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.

9.3 An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five Elected 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.

9.4 The Club Secretary shall send to each Member written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.

9.5 The quorum for a General Meeting shall be ten (10).

9.6 The Chairperson, or in their absence a Member selected by the Club Committee, shall take the Chair. Except where it is set out at 9.7 below, 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 Chairperson of the meeting shall have a casting vote.

9.7 Any Member aged under 18 years may not vote in a General Meeting; responsibility for attendance and voting may be delegated to a parent/guardian to act on their behalf.

9.8 Decisions and Minutes of the Club Committee meetings shall be maintained and shared by the Club Secretary, or in their absence a Member of the Club Committee.

10. The Club Teams

10.1 At the AGM the Executive Committee shall appoint a Club Member to be responsible for each of the Club’s football teams.

10.2 Teams within the same age group shall be distinguished and known by a colour and not by the use of a letter or number. The Club’s Colours for first team strip shall be blue and black striped shirts and black shorts and socks. The alternative strip shall be yellow shirts with black shorts and socks.

10.3 The senior teams may have alternative kits to avoid kit clashes but these shall be declared to the relevant leagues by the Football Secretary.

10.4 The kit worn by all teams, both senior and junior level will be supplied by the same manufacturer as agreed by the club.

10.5 All kit should be ordered by the Club Kit Manager and not directly through the supplier.

10.6 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

11.1 A bank account shall be opened and maintained in the name of the Club. Designated account signatories will be documented and maintained in the Club’s Financial Authorisation Process, together with approval levels and required signatory requirements.

11.2 A soft annual audit may be made of the Club accounts by an independent auditor approved at the AGM.

11.3 The income and assets of the Club (the “Club Property”) shall be applied solely towards promoting the Club’s Objects as set out in these Rules, and no portion thereof shall be paid or transferred, directly or indirectly, to Club Members. The distribution of profits or proceedings from the sale of Club Property to Members is prohibited.

11.4 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.

11.5 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 Club Committee;
- (iii) pay for reasonable hospitality for visiting teams and guests; and
- (iv) indemnify the Club 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).

11.6 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.

11.7 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.

12. Club Trustees (Appendix 1)

12.1 The Club shall have no more than 4 and no less than 2 Independent Trustees appointed at all times.

12.2 The Trustees shall be appointed by the Club in an Annual General Meeting or Extraordinary General Meeting and shall hold office for a term of 5 years unless terminated by resignation, death or removal by a resolution passed at an AGM/EGM. On appointment, they automatically enter the Membership Register.

12.3 On the removal or resignation of a Trustee they shall execute a conveyance, in such a form as is published by the Football Association, to a new Trustee as directed by the Club 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.

12.4 The Trustees shall be entitled to an indemnity out of the Club Property for liabilities reasonably incurred by them in carrying out their duties.

12.5 The Trustees are authorized by Club Members to enter into leases and licences of Property to further the Objects of the Club, and the liability of the Trustees in respect of any covenants in any lease or terms of any licence 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.

12.6 The Club will ensure that all Trustees have adequate indemnity insurance against possible claims made against them in their role as a Trustee of the Club. A copy of a certificate of insurance shall be given to Trustees on request.

12.7 The Trustees shall :-

- (i) Establish and implement a governance framework to review and monitor that the Club is always operating to the standards of these Club Rules and is compliant with any legal requirements and other laws that apply to the Club. A minimum of two meetings per year shall be held with the Club's Officers.
- (ii) Act always in the best interests of the Club for its long-term health and ongoing success. This shall include ensuring that duty to the Club does not conflict with the personal interests of a Trustee or loyalty of a Trustee to any other person or body.
- (iii) Hold the assets of the club in good faith for the long-term success and benefit of the Club.
- (iv) The Trustees shall not receive any benefit from the Club unless it is properly authorised and is clearly in the Club's best interests; this also includes anyone who is financially connected to the Trustees, such as a partner, dependent child or business partner.
- (v) Review and approve any long term (more than 2 years) financial commitments and decisions being taken by the Club.
- (vi) Ensure that any proposed changes to the Club Rules are implemented with the full support of the Membership of the Club as defined in these Club Rules.
- (vii) The Trustees shall always act responsibly, reasonably and honestly and ensure that:
 - Assets of the Club are only used to support or carry out its Objects.
 - The Club does not take inappropriate risks with the Club's assets or reputation.
 - It takes special care when investing or borrowing.

(viii) When Trustees are required to make decisions for the Club they shall ensure they:

- act within their powers.
- act in good faith, and only in the interests of the Club.
- are sufficiently informed, taking any advice from external experts and professionals as necessary.
- deal with conflicts of interest and loyalty.
- make decisions that are within the range of decisions that a reasonable trustee body could make in the circumstances.

13. DISSOLUTION

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

13.2 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.

13.3 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.

Version: 1
Date: 20th February 2025
Review date: June 2025
Approved by: Extra-Ordinary General Meeting held on 19th February 2025
Signed by:



Simon Efford
(Club Chair)



Emma Rowe
(Club Secretary)

Appendix 1:

Club Community and Structure

CLUB COMMUNITY

Players | Guardians | Coaches | Referees | Volunteers | Stakeholders | Trustees

The full community associated with the Club.

CLUB MEMBERS

Players | Coaches | Community Volunteers | Trustees

Players automatically become Club Members upon registration with the Club. Players under the age of 18 years will delegate responsibility for attendance and voting at General Meetings to a parent/guardian. Coaches automatically become Club Members upon registration against a team within the Club. Community volunteers become Club Members upon approval of their application by the Club Committee. Trustees, upon election, become Club Members

CLUB COMMITTEE

Elected Club Officers | Elected Club Members

Elected Club Officers automatically become Officers of the Club Committee. Club Members are elected onto the Club Committee by the Club Committee Members.

CLUB TRUSTEES

Elected Trustees

Trustees are elected at AGM/EGMs and can serve for a term of 5 years unless terminated by resignation, death or removal at an AGM/EGM. There must be a minimum of 2 and maximum of 4 Independent Trustees at all times.

Club Committee Officer and Member Roles

CHAIRPERSON
(Officer)

VICE - CHAIRPERSON
(Officer)

WELFARE &
SAFEGUARDING (Officer)

TREASURER
(Officer)

CLUB SECRETARY
(Officer)

SENIOR TEAMS
REPRESENTATIVE (Member)

FACILITIES
(Member)

FOOTBALL SECRETARY
(Member)

DEVELOPMENT M&B
(Member)

DEVELOPMENT W&G
(Member)

COMMUNITY ENGAGEMENT
(Member)

COMMUNICATIONS
(Member)

Where appropriate some Club Committee roles will require Sub-Committees to deliver against a particular remit. e.g. the Facilities Member will oversee a Clubhouse Sub-Committee. To deliver against a Club Event, e.g. a Tournament, a Sub-Committee will be created made up of a group of stakeholders, volunteers and Members. Each Sub-Committee is responsible for keeping the Club Committee aware of progress and to secure approval from the Committee outside their delegated authority scope.

Appendix 2:

Code of Conduct

Letchworth Garden City Eagles Football Club (“LGC Eagles FC”)

LGC Eagles FC is committed to upholding the highest standards of sportsmanship, respect, and professionalism both on and off the pitch. This Code of Conduct is designed to outline the behaviour expected from everyone associated with the Club: players, coaches, officials, parents, and supporters.

Players

As a player representing LGC Eagles FC, you are expected to:

Respect the Game: Abide by the laws of the game and respect referees, match officials, and opponents at all times.

Commitment: Attend all training sessions, matches, and team meetings unless there is a valid reason for absence, which should be communicated promptly.

Sportsmanship: Play to the best of your ability, maintain self-control, and accept victory or defeat with dignity.

Team Spirit: Support your teammates, avoid negative behaviour, and foster a positive environment.

Respect Facilities: Treat Club Property, dressing rooms, and matchday facilities with care and respect.

Anti-Discrimination: Show respect for everyone involved in the game, regardless of race, gender, religion, sexual orientation, or background.

Coaches and Officials

As leaders and role models, coaches and officials must:

Promote Respect: Lead by example, showing respect to players, referees, and opponents.

Player Development: Prioritise the development, well-being, and safety of players over winning at all costs.

Fair Play: Encourage fair play and adherence to the rules of the game.

Communication: Maintain open, honest, and respectful communication with players, parents, and club officials.

Safeguarding: Ensure the welfare and protection of all players, particularly young and vulnerable individuals.

Parents and Guardians

Parents and guardians play a vital role in the success and enjoyment of the club. You are encouraged to:

Support Positively: Offer encouragement and support to all players, coaches, and match officials without undue pressure or criticism.

Respect Boundaries: Avoid coaching from the sidelines or interfering with team management decisions.

Promote Fair Play: Lead by example by respecting referees, opponents, and other spectators.

Communicate Appropriately: Raise concerns or questions with coaches or club officials at appropriate times, away from matchdays if possible.

Supporters

Supporters are an integral part of our football club. We ask that you:

Cheer Responsibly: Support the team enthusiastically while refraining from abusive or offensive language.

Respect Officials and Opponents: Recognise the role of referees, players, and opposing fans in contributing to the match.

Uphold Club Values: Represent LGC Eagles FC positively in all interactions, home or away.

Club Officials and Volunteers

Club officials and volunteers are the backbone of LGC Eagles FC. They must:

Act Professionally: Conduct themselves with integrity, fairness, and professionalism in all club activities.

Foster Inclusion: Promote an inclusive and welcoming environment for all members and visitors.

Support Transparency: Manage club affairs with honesty and transparency, ensuring fairness in decision-making.

Ensure Compliance: Adhere to FA regulations, safeguarding policies, and club rules at all times.

Disciplinary Action

LGC Eagles FC takes breaches of this Code of Conduct seriously. Any behaviour that contravenes these standards may result in disciplinary action, including:

- Warnings or fines (in line with FA guidelines).
- Suspension from matches, training, or club activities.
- Permanent removal from the club, depending on the severity of the breach.

All disciplinary matters will be handled by the Club's Committee in line with the Club Rules and FA regulations.

Commitment to the Community

LGC Eagles FC is a community club that values its relationships with local supporters, businesses, and organisations. All members are encouraged to engage with the community positively and represent the club in a manner that enhances our reputation.

By participating in LGC Eagles FC, all players, parents, officials, and supporters agree to adhere to this Code of Conduct. Together, we can create a positive, respectful, and successful environment for football.