



**CHARTER STANDARD
COMMUNITY CLUB**

YORK R.I.



AFC

YORK R.I. AFC – CLUB RULES & CONSTITUTION 2016-17

1. Name

The Club shall be called York Railway Institute Associated Football Club (the “Club”).

2. Objectives

The objectives of the Club shall be to provide facilities, promote the game of association football, to arrange matches and social activities for its 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 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 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) No alteration to the Club Rules shall be effective without written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.
- c) 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 at the relevant time.

5. Club Membership

- a) The members of the Club at the relevant time shall be those persons listed in the register of members (the “Membership Register”) which shall be maintained by the Club Secretary.
- b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club or on the online system. 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 relevant time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in place from at the relevant time. Membership shall become effective upon an applicant’s name being entered in the Membership Register.
- c) In the event of a member’s resignation or expulsion, his or her name shall be removed from the Membership Register.



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- d) The FA and Parent County 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 at the relevant 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.
- b) The Club Committee shall have the authority to levy further weekly/monthly subscriptions from the members as are reasonably necessary to fulfill the objectives of the Club.

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 his / her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned.
- b) The Club Committee shall have the power 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 relevant time.
- c) A member who resigns or is expelled shall not be entitled to claim any, or any share of, any, of the income and assets of the Club (the "Club Property").

8. Executive Committee

The Executive Committee shall consist of the following Club Officers all elected at an Annual General Meeting ("AGM"):

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|------------------------|-------------------------------|
| i. Chairperson | viii. Girls Secretary |
| ii. Vice Chairperson | ix. Club Development Officer |
| iii. Seniors Secretary | x. Head Coach |
| iv. Seniors Treasurer | xi. Purchasing Officer |
| v. Seniors Manager | xii. Commercial Manager |
| vi. Juniors Secretary | xiii. Mini-soccer coordinator |
| vii. Juniors Treasurer | xiv. Communications Officer |

The Executive Committee is responsible for the following:

- a) Oversight and maintenance of the highest levels of child welfare:
- Ensure that all managers and coaches have the appropriate level of qualifications.
 - Ensure that all adults involved in the club have completed a CRC/DBS check.
- b) Ensuring consistently high levels of coaching and team management:
- Provide guidance and support on coaching, training and managerial best practice.



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- Organise training courses via local and county FA.
 - Appoint and remove Team Managers and Coaches.
- c) Managing The Club finances:
- Produce financial monthly updates to the Club Committee, and an annual statement of accounts.
 - Provide clear and transparent financial governance, ensuring that the club is financially sound.
- d) Maintain appropriate controls and governance of The Club:
- Define the strategic direction of the club and making recommendations to the Club Committee about changes to The Club constitution.
 - Represent the Club with external organisations including Leagues and the County FA.
 - Hear and resolve any disciplinary matters, including internal club disputes.
 - Engage with the local community, including schools, to encourage mutually beneficial relationships.
 - Define, embed and maintain moral standards of behaviour consistent with the FA Respect Campaign.
 - Refer decisions to the Club Committee where appropriate.

Decisions of the Executive Committee will be made by a majority of the Executive Committee; the Chairperson will have a casting vote in the event of a tie. The quorum for the transaction of business of the Executive Committee will be three, including at least one of the Chairperson or Secretary. Where a decision has a financial impact the Treasurer must be present.

9. Club Committee

The Club Committee will consist of the Executive Committee, Team Managers and Coaches. Club Committee members are responsible for the following:

- a) Ensuring that all required qualifications are completed at the appropriate time.
- b) Attending quarterly club committee meetings (coaches meetings), or sending a delegate.
- c) Raising any concerns about their age group to the Executive Committee.
- d) Collecting annual membership fees and registration forms promptly and passing to the Club Secretary.
- e) Collecting and accounting for weekly/monthly player subscriptions and passing promptly to the Club Treasurer.
- f) Ensuring that all players attending training, or playing in their teams are registered with The Club.
- g) Voting on any issues referred to them by the Executive Committee.
- h) Ensuring that all assistant coaches are ratified by the Executive Committee.
- i) Following the FA Respect Code, and representing The Club in line with the expected standards of behaviour and moral values.
- j) Supporting The Club in fund raising activities throughout the year.



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Decisions of the Club Committee will be made by a majority of those attending the Committee meeting (coaches meeting); the Chairperson will have a casting vote in the event of a tie. The quorum for the transaction of business of the Club Committee will be three, including at least one of the Chairperson or Secretary.

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- a) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two (2) positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the 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 the Vice Chairperson. The quorum for the transaction of the business of the Club Committee shall be three (3).
- b) Decisions of the Club Committee shall be recorded in the Minutes to be maintained by the Club Secretary.
- c) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than fourteen days' notice to all members of the Club Committee. The Club Committee shall hold not less than four (4) meetings per year.
- d) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between AGMs shall be filled by a member proposed by one (1) and seconded by another one (1) of the remaining Club Committee members and approved by simple majority of the remaining Club Committee members.
- e) Save as provided for 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.
- f) 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.

10. Annual and Extraordinary General Meetings

- a) An AGM 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 members of the Club Committee; and
 - iv. consider any other business.
- b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made at the AGM by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary. Notice of any resolution to be proposed at the AGM shall be given in writing by email to the Club Secretary not less than 21 days before the Meeting.



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- c) 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 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.
- d) The Secretary shall email each member written notice of the date of a General Meeting (whether an AGM or an EGM) together with the agenda and resolutions to be proposed at least 5 days before the meeting.
- e) The quorum for a General Meeting shall be six (6).
- f) The Chairperson, or in their absence a member selected by the Club Committee, 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 Chairperson of the Meeting shall have a casting vote.
- g) The Club Secretary, or in their absence a member of the Executive Committee, shall record the Minutes of General Meeting and maintain a copy.

11. Club Teams

At its AGM, the Club Committee shall appoint a Club member (Head Coach) to be individually responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members may be required to provide a report of the activities of the team to the Club Committee at its last meeting prior to an AGM

12. 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 Chairperson, the Club Secretary and the Club Treasurer. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceedings arising from the sale of Club Property to members is prohibited.
- c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
- d) 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 for in the Finance Act 2002.
- e) 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 (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;
 - iii. pay for reasonable hospitality for visiting teams and guests; and



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- 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).
- f) 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.
- g) The Club shall prepare an annual "Financial Statement" in such format as shall be available from The FA from at the relevant 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.
- h) The Club Property, other than the Club Account, shall be vested in not less than two custodians, whom shall be the Treasurer and the Purchasing Officer (the "Custodians"), and shall deal with the Club Property as directed by decisions of the Club Committee, and a written record shall be maintained as conclusive evidence of such a decision.
- i) 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.
- j) On their removal or resignation, a Custodian shall execute a Conveyance in such form as is published by The FA from at the relevant time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.
- k) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

13. Member of Leagues

The Club will play in League(s) appropriate for its teams and by doing so will affiliate to the North Riding County Football Association. The Club will compete in Cup competitions organised by the League(s) and Area Association.

14. League and Area Association Rules

The Club is mindful of the Constitution and Rules of the Area Association and Leagues that its teams belong to, especially the rules pertaining to misconduct on/off the field of play, and the players selected to play League Representative Matches.

Players, Parents, Officers of the Club, Managers and Coaches, receiving a **CAUTION** or a **SENDING OFF**, should be aware that the Club incurs an administration fee set by the North Riding County Football Association. The offending person will pay all such fees and fines.



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15. Results of Matches

The Area Associations and Leagues have set procedures for clubs to notify them of results or cancelled games, plus the non-attendance of the opposing team; it is the responsibility of the Team Manager to ensure that these procedures are followed. The offending person must pay any fines incurred as a result of not following these procedures.

16. Child Protection Policy

The Club acknowledges its responsibility to safeguard the welfare of every child and young person (under 18 years of age) in Club football activity. The Club subscribes to the Football Association's child protection and best practice policy and procedures; and will appoint a Club Welfare Officer (CWO).

17. Equality Issues

The Club, in all its activities will not discriminate, or in any way treat anyone less favourably, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. This means the Club will treat people fairly and with respect, and that it will provide access and opportunities for all. The Club will not tolerate harassment, bullying, abuse or victimisation of an individual.

The Club commits itself to the immediate investigation of any claims, when brought to its attention, of discrimination and where such is found to be the case, a requirement that the practice stop and sanctions imposed as appropriate. The Club's complaint procedure should be used in such instances.

18. Incidents and Accidents

All Incidents / Accidents whether they involve injury or not shall be reported to the Executive Committee and the incident be logged and investigated. In the event that an injury is sustained, the wellbeing of any individual must be of paramount importance to all Club Officials whilst carrying out their duties on behalf of The Club.

The responsible person in charge of the team at the time of an Incident / Accident, which results in an injury, must ensure that the player is given adequate first aid. The responsible person or the Team Manager must notify the player's parents or guardians (if not present) of the nature of the Incident / Accident or injury at the earliest opportunity. The details of the Incident / Accident must be reported to the Club Secretary, within 24 hours on the Accident Report Form. The Team Manager, or a member of the Executive Committee should endeavour to contact the player's parents or guardians within 24 hours of an accident resulting in an injury to ascertain the wellbeing of the player.

19. Recruitment of Players

It is the policy of The Club that any player will be eligible to train with The Club, regardless of ability, subject to availability within the relevant team.



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All players joining The Club must complete and sign a registration form which provides emergency contact details and any medical information which the parent deems necessary e.g. allergies, asthma.

20. Subscriptions

An annual subscription, will be payable each year. The level of subscriptions and method of collection will be determined by the Executive Committee and presented to the Club Committee for approval at the AGM.

Managers who have players who are unable to pay full fees must discuss the individual circumstances with the Executive Committee who will confirm the amount of fees to be paid. If fees remain unpaid, the player will not be allowed to continue to play or train with the Club.

21. Team Kit and Equipment

Team Managers will complete a kit / equipment list at the beginning of each season. When requested, players must return the kit to the Manager at the end of the season. The Club colours are royal blue and white; the shirt has vertical stripes and the shorts and socks are royal blue.

All Football kits must adhere to The Club guidelines, they must be labelled with the York RI logo, sponsors name and or logo and the relevant number. No individual names can be printed on shirts.

The Treasurer must approve all purchases, and the kit and equipment remains the property of York RI and must be returned if requested.

22. Sponsors

Individuals and / or companies wishing to sponsor the Club should contact the Club Secretary.

23. Complaints Procedure

If any Club member feels that they have a grievance, or that the Club Policies, Rules or Codes of Conduct have been broken, they should follow the procedures below:

- a. Report the matter to the Club Secretary or another member of the Executive Committee. The report should include:
 - Details of what, when and where the occurrence took place.
 - Any witness statement and names.
 - Details of any former complaints made about the incident.
 - A preference for a solution to the incident.
- b. The Club's Executive Committee will investigate the grievance and sit for any hearings that are required, to facilitate arbitration and conflict resolution.
- c. The Club's Executive Committee will have the power to:
 - Warn as to future conduct.
 - Suspend from membership



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- Remove from membership any person found to have broken the Club's Policies or Code of Conduct.

24. Disciplinary Procedure

The Club will adopt and adhere to the FA Codes of Conduct for Managers, Coaches, Players, Team Officials, Parents and Spectators. These Codes are issued to the respective people as required. See appendixes for codes of conduct for parents, players and coaches.

The disciplinary procedure is in place to ensure that members of The Club who persistently fail to meet the agreed expectations are dealt with in a fair and open manner.

In the case of a breaches of any Code of Conduct the following will apply:

i. Players Failing to Meet the Agreed Expectations

- The age group manager will raise individual issues with the Club Secretary.
- The age group manager will speak to the player and his/her parents/guardian regarding their behaviour.
- If the player's behaviour continues to be in breach of The Club standards, an interview with the player and the parents / guardian will take place with the Executive Committee, where an agreed sanction will be implemented, which may include exclusion from The Club.

If a Player is sent off for violent conduct or swearing, in addition to any penalty set by the North Riding County FA, the Executive Committee will review the case and may impose an additional sanction.

ii. Officials Failing to Meet Agreed Expectations

In the case of a Club Official breaching the Code of Conduct an interview will take place with the Executive Committee, who have the authority to revoke membership of the Club.

iii. Parents / Spectators and Carers Failing to Meet Expectations

In the case of a parent, spectator or carer breaching the Code of Conduct, a meeting will take place with the Executive Committee, who have the authority to take the appropriate action.

25. 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 Club 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.