



Lydney Town AFC Youth Club Rules

- 1. Lydney Town AFC Youth Football Club (LTYFC)** (LTYFC herein), 'we', 'our', 'us', are a FA Charter Standard accredited club and is a charity registered with the Charity Commission of England and Wales, Registration number: 1198391
- 2.** These rules are in relation to the day-to-day operations of the club and provide clarity for wider reaching issues. Any conflict between these rules and the submitted charity constitution to the charity commission, should be disregarded and the charity's constitution be held above these rules. If there is any doubt, charity trustees should be contacted for clarification..
- 3. Name**

The club shall be called:

 - (i) **Lydney Town AFC Youth (LTAFCY).**
- 4. Objects**

The objects of the charity can be found on the Charity Commission Website and make part of the charity constitution.
- 5. Status of Rules**

These rules (the "Club Rules") form a binding agreement between each member of the Club and LTAFCY.
- 6. 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 they and 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.
 - (b) The Club will also abide by the current FA's Child Protection Policies and Procedures, Codes of Conduct, Privacy and Equality Policy.
 - (c) Amendments and additions to these rules can be changed, at any time and without prior notice, with the approval of the club committee and in agreement with the charity Trustees. Where the rule change relates to charity activities, and not the day-to-day football activities, approval by the majority of the charity trustees is required.
- 7. Club Membership**
 - (a) The members of the Club 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 current membership application form and submit by the clubs preferred method (usually online). 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. An appeal against refusal may be made to the Club Committee and in accordance with the Complaints Procedure. Membership shall become effective upon an applicant's name being entered in the Membership database. In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register and in accordance with the Club Privacy Policy.
 - (c) The FA and Parent County Association shall be given access to the appropriate Membership Register on request and with good reason.
- 8. Annual Membership Fee**
 - (a) An annual fee payable by each member shall be determined each season by the Club Committee and agreed by the charity trustees and set at a level that will not pose a significant obstacle to community participation and is aligned with the charity's constitution. Any fee shall be payable on a successful application for membership and annually by each member. Fees are generally not refundable, unless under extreme circumstances approved by the finance team, club committee and charity trustees.
 - (b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club, with agreement from the trustees.
- 9. 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.
 - (b) A member whose annual registration is more than two (2) months in arrears and/or three (3) match fees in arrears shall be subject to a playing/training ban which shall only be lifted once full payment is received unless alternative payment methods are agreed with the Club Treasurer / finance team and ratified by the club committee.

(c) The Club Committee, as approved and directed by the charity Trustees, 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 in accordance with the Complaints Procedure.

(d) 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").

10. Club Committee

(a) The Club Committee shall consist of a minimum of the following Club Officers: Charity Trustee, Chairman, Vice Chair, Treasurer, Welfare Officer, and Secretary (Key Roles). The committee can also include up to 7 other members agreed by the Trustees and elected at an Annual General Meeting ("AGM").

The responsibilities of each key role are detailed below:

Charity Trustee - As per constitution agreement and to ensure committee is running in accordance with charity commission submitted objects and constitution

Chairperson - Chair the committee meetings and AGM, assist the Secretary to produce the agendas and head the club Committee in making decisions for the benefit of the whole club including disciplinary matters. Tasks will include:

- (i) Chair committee meetings/AGM;
- (ii) Agree monthly agenda for committee meetings and the AGM.

Vice Chairperson - To assist the chairperson and to stand in when the chairperson is not available.

Secretary -The main purpose of this job is that of principal administrator for the club. The Club Secretary carries out or delegates all the administrative duties that enable the club and its members to function effectively. The Club Secretary is a pivotal role within the club, with a close involvement in the general running of the club. The secretary and their assistant provide the main point of contact for people within and outside the club on just about every aspect of the club's activities. Tasks will include, but not limited to:

- (i) Attending league meetings;
- (ii) Affiliating the club to the County FA;
- (iii) Affiliating the club to the league(s);
- (iv) Registering players to the league(s);
- (v) Dealing with correspondence;

- (vi) Organising and booking match facilities for the season;
- (vii) Organising the club AGM and other club meetings
- (viii) Representing the club at outside meetings at the direction of the Club Committee.

Treasurer - To look after the day-to-day finances of the football related activities of the club. To work closely with the financial controller and Trustees to ensure any invoices are forwarded to be paid on time, as well as chasing any football related payments whilst working closely with the club secretary. The Treasurer will be in control of the payment software program(s) which manages fees related to the football activities and transfer to the clubs account regularly. They will regularly send reports and requests for payments for kit or ref fees to the financial controller and appointed, responsible Trustees.

Welfare Officer - To be clear about the clubs' responsibilities when running activities for children and young people. This involves:

- (i) Ensuring these responsibilities are well understood by others;
- (ii) Working with the Youth League Welfare Officer;
- (iii) Working with your County FA Welfare Officer;
- (iv) Promoting The FA's RESPECT Programme and helping to develop best practice processes.
- (v) To help club personnel understand what their duty of care towards children and young people actually means.

(b) Each Club Committee Member (not including the Charity Trustee) 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

(c) The Club Committee shall be responsible for the management of all of the football playing related affairs of the Club, as assigned by the Trustees and in line with the Charity constitution. The delegation of the responsibilities to the club committee, can be amended or withdrawn at any time, and must be in the best interest of the charity, by agreement of the majority of the charity Trustees.

(d) Members of the club committee, not including any Trustees on the committee, should be either paying members of the club with children involved within the teams, or involved in another way as a volunteer for example as a coach of a team, this is a demonstration of commitment to the club. There may be an exemption to this rule if it is agreed by the majority of the committee and trustees, that the holder of the role is in place for the best interests of the club.

(e) Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairman 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 Chairman or in their absence the Vice Chair. The quorum for the transaction of business of the Club Committee shall be three (3).

(f) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

(g) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven (7) days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.

(h) 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.

(i) The Club Committee shall have the power to decide questions and disputes arising in respect of any issue concerning the Club Rules, and should consult with and get agreement from, the charity trustees where the impact may impact the charity in any way.

(j) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing or electronically 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 or electronically to the Club Secretary not less than 21 days before the meeting.

(k) It shall not be assumed that an individual with a nomination and second will automatically join the committee. It is essential that any nominated committee member is appropriate and has the support of the existing committee, and where appropriate, the charity Trustees. If ANY member of the existing committee should have any concerns with any nominated and seconded candidate, they should raise it to the committee chair or if appropriate, the chair of trustees. The nomination and seconded nomination will allow the candidate to be considered by the existing committee and/or Trustees and if necessary,

conduct further checks for suitability such as an interview, particularly for key roles. Any decision made by vote could be appealed by any member of the committee and raised with the charity trustees. The trustees will discuss the suitability of the candidate and then make their decision. The decision of the majority of the trustees is final. The candidate will then be informed of the decision.

(l) 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 three 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.

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

(n) The Chairman, 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 equal number of votes, the Chairman of the Meeting shall have a casting vote.

(o) Any member aged under eighteen (18) years may not vote in a general meeting but that one of his or her parents/guardians may vote on his or her behalf, if named on the registrations register.

(p) The position of a Club Officer/Committee 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 admin or management of a football club.

(q) There should be no more than 2 (two) members on the committee, at any time, from the same household or family. This is to ensure impartiality is maintained, particularly where voting is taking place.

11. Annual General Meeting

(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) elect the members of the Club Committee;
- (iii) consider any other business including charity update

(b) The Club Secretary, or in their absence a nominated member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

(c) The quorum for a General Meeting shall be three (3).

12. Club Teams

(a) At its first meeting following each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams (Main coach). The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.

(b) The Main Coaches of any team wishing to withdraw from a league and cease playing, should involve committee members in any discussions. The committee, in collaboration with the coaches, will then make the final decision and inform the appropriate official league representatives.

(c) A minimum of 1 committee member or assigned individual by the welfare team will be in each club social media/contact group. This is primarily for the welfare of the players as well as maintaining the reputation and standards of the club.

(d) As a safeguarding measure, no team shall be run only by the same family members, or couples. There must be an additional, active coach with appropriate documentation to support the team to provide an unbiased view as and when needed.

13. Club Finances

(a) A bank account shall be opened and maintained in the name of the charity 'Lydney Town AFC Youth'. Designated account signatories shall be the Financial Controller, 2 Trustees, and any other member decided by the other signatories. No sum shall be drawn from the account unless signed by two of the designated signatories. All monies payable to the charity shall be received and deposited in the bank account without delay.

(b) The charity Property shall be applied only in furtherance of the objects of the Club and charities constitution. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.

(c) The charity may provide sporting equipment, coaching, courses, insurance cover, medical equipment and other items agreed by the trustees.

(d) The purchase of any charity revenue generating items, or items related to charity operations and not necessarily football, must be approved by the majority of the charity trustees

(e) The Club may also in connection with the sports purposes of the Club, or for any other reason deemed appropriate for the club/charity:

- (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 trustees without the person concerned being present;
- (iii) indemnify the Club Committee, trustees 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 financial controller 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 Charity must retain its accounting records for a minimum of six years.

(g) The charity shall prepare an annual "Financial Statement", in such format as shall be available for The FA, charity commission or any appropriate authority. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by trustees at the annual trustee general meeting.

14. Dissolution

(a) Details on dissolution of the club are found in the Charity constitution.