



Lydney Town AFC Youth Club Rules

Lydney Town AFC Youth Football Club (LTAFCY 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

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.

1. Name

The club shall be called **Lydney Town AFC Youth (LTAFCY)**

2. Objects

The objects of the charity can be found on the Charity Commission Website and make part of the charity constitution.

3. Status of Rules

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

For the purposes of these rules, the following definitions apply: "Club Officials" means all members of the Club Committee and all coaches, whether or not they hold a committee position; "Trustees" (also referred to as the Executive Board) means the charity trustees registered with the Charity Commission, who hold ultimate authority over the charity's affairs; "Club Committee" means the operational committee responsible for the day-to-day management of the club's football activities, as delegated by the Trustees.

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 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.

5. 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, their 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.

6. 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. Where a member is unable to pay the full membership fee due to financial hardship, they may apply in writing, in confidence, to the Club Secretary. The application will be considered by the three key committee members – defined as the Chairman, Secretary, and Treasurer – together with the Welfare Officer, in partnership with the Chair of Trustees. If those parties cannot reach agreement, the matter shall be referred to the full board of Trustees, whose decision shall be final. Any hardship arrangement shall be recorded confidentially and reviewed each season.

(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.

(c) As a payment in kind in recognition of their voluntary contribution to the club, club officials may be granted a discount on the annual membership fee applicable to their own children, or children for whom they are the legal guardian or primary carer. The level of any such discount shall be agreed by the Club Committee and approved by the charity Trustees at the start of each season, and shall be recorded in the minutes of the relevant meeting. This discount applies solely to the official’s own children or children in their care and may not be transferred or applied to any other member. Where a club official ceases to hold their role during the season, the committee shall determine whether any pro-rata adjustment to the discount is appropriate, and the trustees will decide for such a situation for committee members.

(d) Club officials who receive a fee discount are subject to the same payment terms and obligations as all other members. No special treatment shall be given in respect of missed or late payments by reason of an individual holding a club official role. Where a club

official's membership fee (after any agreed discount) falls more than two (2) months in arrears, the standard playing and training ban set out in these rules shall apply. In addition, the Club Committee, with approval from the trustees, reserves the right to revoke the fee discount either in part or in full where payments are not kept up to date or where the terms of the discount arrangement are not adhered to. Any decision to revoke a discount may be appealed in accordance with the Complaints Procedure.

7. Resignation and Expulsion

- (a) A member shall cease to be a member of the Club if, and from the date on which, they give notice to the Club Committee of their resignation.
- (b) A member whose annual registration is more than two (2) months 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").

8. 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 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:

- Chair committee meetings/AGM;
- 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:

- Attending league meetings;
- Affiliating the club to the County FA;
- Affiliating the club to the league(s);
- Registering players to the league(s);
- Dealing with correspondence;
- Organising and booking match facilities for the season;
- Organising the club AGM and other club meetings;
- 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:

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

Financial Controller – The Financial Controller sits within the charity structure and is accountable to the Trustees. The Treasurer reports to the Financial Controller in respect of all financial activity related to football operations. The Financial Controller is responsible for maintaining the charity's overall financial records, ensuring invoices are paid on time, receiving and reconciling reports from the Treasurer, authorising transfers to and from the charity bank account, and preparing the annual Financial Statement for trustee approval. The Financial Controller has signatory authority on the charity bank account in accordance with the Club Finances section of these rules. Details on dissolution of the club are found in the Charity constitution.

(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 four (4).

(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 14 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 14 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 their parents/guardians may vote on their 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.

9. Annual 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) elect the members of the Club Committee; and
- (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).

10. 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.

11. 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.

12. Conflict of Interest and No-Profit Rule

(a) No member of the Club Committee shall personally profit, directly or indirectly, from any activity, contract, service, or supply arrangement connected with the club, unless such arrangement has been expressly approved in advance by the majority of the charity Trustees.

Before any such approval may be granted, the committee member seeking to benefit must obtain a minimum of three (3) independent quotes for the relevant goods or services, which must be presented to the Trustees prior to any decision being made. The Trustees shall satisfy themselves that the approved arrangement represents fair value and is in the best interests of the club and charity. The committee member concerned must declare their interest and shall not take part in any discussion or vote on the matter. For the avoidance of doubt, the agreed club official fee discount scheme set out in the Annual Membership Fee section of these rules does not constitute a profit for the purposes of this clause, provided it has been approved by the trustees in accordance with that section.

(b) All committee members must declare any personal, financial, or other interest they hold that may conflict with a decision before the committee. A member with a declared conflict of interest must withdraw from the relevant discussion and abstain from any vote on the matter. Declarations of interest shall be recorded in the minutes of the relevant meeting.

13. Safeguarding and DBS Checks

(a) All coaches, committee members, and any other adults who have regular unsupervised contact with players must hold a valid Enhanced Disclosure and Barring Service (DBS) check, processed through the FA's DBS system, before taking up their role. No individual shall commence in such a role until a satisfactory DBS check has been returned and recorded by the Club Welfare Officer.

(b) DBS checks must be renewed in accordance with FA guidelines. The Club Welfare Officer shall maintain a register of all current DBS certificates and proactively notify individuals when renewal is due. A lapsed DBS check shall result in suspension from the relevant role until a valid check is received.

14. Communications, Social Media and Data Protection

(a) Coaches and club officials must not send direct private messages to individual players. All communication with players must include at least one parent or guardian, either via a group messaging platform or by copying the parent or guardian into any direct communication.

(b) No photographs or video recordings of players shall be published or shared on any social media platform, website, or public forum without the prior written consent of the relevant parent or guardian. Consent shall be obtained via the club's membership application process and may be withdrawn at any time in writing to the Club Secretary.

(c) The club collects and processes personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Members are directed to the Club Privacy Policy for full details of what data is collected, how it is used, how long it is retained, and members' rights. The Club Secretary is responsible for ensuring the Privacy Policy remains current and accessible to all members.

(d) The club operates official WhatsApp and other social media or messaging groups for the purposes of club communications, team updates, and community engagement. Membership of these groups is a privilege and all members, parents, guardians, coaches and club officials are expected to use them responsibly. The following standards apply to all official club groups:

(i) Members must respect the privacy of all group participants. Content shared within official club groups, including messages, images, and personal information, must not be forwarded, shared, or published outside of the group without the express consent of the individual concerned.

(ii) Offensive, abusive, discriminatory, threatening, or otherwise inappropriate content must not be posted in any official club group. This includes, but is not limited to, content that is racist, sexist, homophobic, or that targets or demeans any individual member, coach, official, opponent, or referee.

(iii) Groups must be used only for their intended purpose. Persistent off-topic, commercial, or otherwise disruptive activity is not permitted.

Any member found to have breached these standards may be asked to leave the relevant group by the group administrator or a committee member. Repeated or serious breaches may be treated as a breach of the Code of Conduct and may result in disciplinary action, including expulsion from the club, in accordance with the Resignation and Expulsion section of these rules.

(e) Members are actively encouraged to raise any concerns they have about the welfare of a player, or about the conduct or culture of the club, with the Club Welfare Officer or any other committee member. All concerns will be treated seriously, handled with sensitivity, and dealt with in accordance with the Complaints Procedure. No member should feel discouraged from raising a concern in good faith, and the club is committed to ensuring that doing so does not result in any disadvantage or negative treatment for the individual raising the concern.

15. Complaints Procedure

(a) Any member wishing to raise a complaint should do so in writing to the Club Secretary in the first instance. The Secretary will acknowledge receipt within seven (7) days and refer the complaint to the Club Committee for consideration.

(b) The Club Committee shall consider the complaint and provide a written response within 28 days of receipt. Where a complaint involves a committee member, that individual must not take part in the consideration of or vote on the matter. If the complaint concerns the conduct of the committee as a whole, or where the member remains unsatisfied with the committee's response, the complaint may be escalated to the charity Trustees, whose decision shall be final.

(c) Safeguarding concerns should always be reported directly to the Club Welfare Officer and, where appropriate, to the relevant statutory authorities. The complaints procedure does not apply to or delay any safeguarding referral.

16. Code of Conduct

(a) All members, parents, guardians, coaches and club officials are required to abide by the FA's Codes of Conduct, as adopted by the club. The full Codes of Conduct are available from the Club Secretary and on the FA's website. By becoming a member of the club, or by registering a child as a member, individuals agree to be bound by these codes. The key expectations are summarised below.

(b) Players are expected to: show respect to teammates, opponents, coaches, match officials and spectators at all times; play fairly and accept decisions made by officials without argument; never engage in bullying, discriminatory language or behaviour; and represent the club with pride both on and off the pitch.

(c) Parents and guardians are expected to: encourage their child in a positive manner; respect the authority of coaches and match officials and refrain from publicly criticising their decisions; behave responsibly on the touchline and avoid any aggressive, abusive or discriminatory language or conduct; and not post negative or inflammatory content about the club, its members, officials, or opponents on social media.

(d) Coaches and club officials are expected to: prioritise the welfare, development and enjoyment of every player; treat all players, parents, opponents and officials with respect; maintain appropriate professional boundaries at all times; lead by example in language and behaviour; and uphold the club's values and the FA's Respect programme.

(e) Breaches of the Code of Conduct may result in disciplinary action by the Club Committee, which may include a formal warning, suspension, or in serious cases expulsion from the club in accordance with the Resignation and Expulsion section of these rules. Serious breaches may also be reported to the County FA.

17. Insurance

(a) The club shall maintain appropriate insurance cover at all times, including as a minimum public liability insurance and personal accident insurance for players, coaches and volunteers. The Club Secretary and Financial Controller, in consultation with the Trustees, is responsible for ensuring that adequate cover is in place and renewed annually.

(b) Members should be aware that the club's insurance cover does not replace or substitute personal insurance. Details of the club's current insurance arrangements are available from the Club Secretary on request. Any incident that may give rise to a claim must be reported to the Club Secretary as soon as reasonably practicable.

18. Review of Club Rules

(a) These Club Rules shall be reviewed at each Annual General Meeting, or more frequently if required by changes in FA regulations, charity law, or other applicable requirements. Any proposed amendments shall be circulated to all committee members and trustees not less than 7 days prior to the relevant meeting.