

# Club Constitution



AC  
Oxgangs

Youth Football Club

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## **1. Club Name**

The Club's name shall be AC Oxfangs hereafter referred to as the "Club".

## **2. Aims and Objectives**

The aims are to provide a vehicle where local children are encouraged to develop their football skills in positive and supportive environment. This is both in the context of the non-competitive Development leagues and the more competitive 11 a-side leagues. In this respect we fully sign up to the ethos of the bodies administering these "leagues."

## **3. Committee Business**

**3.1.** Club business will be discharged through two sub-committees – See Appendix A. These will comprise a Football and Coaching sub-committee with an emphasis on football matters and a business strategy committee which will focus on finance and sustainable development.

**3.2.** It is intended that both these bodies will meet as a full management committee 4 times a year on the first Sunday of each quarter (June, September, December and March).

**3.3.** Both Sub-committees will meet at intervals of sufficient frequency to discharge the actions delegated by the full management committee but it is anticipated that they will also meet at least quarterly. It is envisaged that the Football and Coaching sub-committee will be augmented by invited representatives from all age groups.

## **4. Voting**

**4.1.** This will take place for the election of Club officials and any issue that the Club deem of importance.

**4.2.** Currently only Committee members will be entitled to vote.

**4.3.** However when there is sufficient demand and reasonable representation from stakeholders it is intended to allow interested parties to join the club as formal members. Thereafter this membership will be responsible for electing or re-electing committee members, who will be asked to serve a term of two years before subsequent re-election.

**4.4.** At the beginning of each season the Committee will hold an open meeting to judge the extent of demand and capacity to open the club up to formal membership, for a nominal fee.

**4.5.** Four members of the Management Committee will form a quorum. In the case of a tied vote the Chairman will have a casting vote at Management Committee meetings

## **5. Changes to Club Constitutions**

**5.1.** Until such time the club is opened up to formal membership, changes to the constitution can be implemented if approved by the Committee and a two-thirds majority is obtained.

**5.2.** An Annual General Meeting (AGM) will take place at the end of each season. An Extraordinary General Meeting (EGM) may be convened at any time at the Chairman's discretion, or on a requisition to the Management Committee by two or more of its members.

## **6. Club Officials**

**6.1.** An executive committee will conduct the Club's administration. Planning activities, buying equipment and administering other club matters.

**6.2.** The committee will consist of the following officers:

6.2.1. Club President

6.2.2. Chairperson

6.2.3. Secretary

6.2.4. Treasurer

6.2.5. HR, Recruitment and Child Protection

6.2.6. Director of Football Operations

6.2.7. Director(s) of Coaching (One for soccer sevens and another for 11 a-sides)

6.2.8. Marketing & Club Fundraising Director

6.2.9. Community Liaison and Logistics Director

**6.3.** The executive committee will be elected and serve for a minimum of two years.

## **7. Duties of Club Officials**

**7.1.** The club president is an honorary position, recognising the contribution of the club's principal founder.

**7.2.** The **Club Chairperson** is responsible for:

- Ensuring that all club guidelines are followed.

- Providing a high standard of support and leadership for the members.
- Ensuring that the Club's committee includes the officers named in 7.2 or manages contingencies in the event of a shortfall.
- Other duties as agreed with the Club Committee.

**7.3. The Club Secretary** is responsible for:

- Providing secretarial support to the Club committee and issuing the minutes of meetings to members.
- Ensuring affiliation to the relevant national governing body and that the club is working towards the SFA Quality Standard.
- Ensuring that the full range of club policies is relevant and maintained.
- Administering the Club's insurance policies in conjunction.
- Compiling introductory material for new members in conjunction with the club committee.
- Other duties as agreed with the Club Committee.

**7.4. The Club Treasurer** is responsible for:

- 7.4.1. Administering the Clubs finances
- 7.4.2. Producing the Clubs annual budget proposal
- 7.4.3. Producing financial reports for committee meetings
- 7.4.4. Reviewing and updating the club's policies for budgetary control and expenditure.
- 7.4.5. Other duties as agreed with the Club Committee.

**7.5. The HR, Recruitment and Child Protection Officer** is responsible for

- 7.5.1. Ensuring that the club's business in general and recruitment in particular will be open to all without prejudice in regard to gender, age, colour, nationality or religion.
- 7.5.2. Ensuring that child protection policies (See Appendix B) and practices are in place, consistent with the best practice published by the Central Registered Body in Scotland - <http://www.crbs.org.uk/>.
- 7.5.3. Ensuring that all records are maintained securely and in confidence.

**7.6. The Director of Football** is responsible for

- 7.6.1. Setting the overall technical strategy for the club
- 7.6.2. Setting the recruitment strategy for new teams and new players
- 7.6.3. Setting the recruitment strategy for new all coaches
- 7.6.4. Other duties as agreed with the Club Committee.

**7.7. The Director of Coaching**, working with the Director of Football, this officer is responsible for

- 7.7.1. Ensuring that the coaches understand and demonstrate the ethos and values of the club.
- 7.7.2. Ensuring that all coaches have or are working towards the necessary coaching certificates.
- 7.7.3. Ensuring that all teams have a qualified first-aider.
- 7.7.4. Ensuring that coaching sessions and match preparations are based on best practice.
- 7.7.5. Other duties as agreed with the Club Committee.

**7.8. The Marketing & Fundraising Director** is responsible for:

- 7.8.1. All outward facing promotional material and relationships
- 7.8.2. All club-wide fund raising initiatives and providing advice on the subject to individual age-groups or teams
- 7.8.3. Providing advice on a longer term sustainable business strategy.

**7.9. The Community Liaison and Logistics Officer** is responsible for:

- 7.9.1. Developing further our links with the relevant council officials and our neighbourhood community volunteers
- 7.9.2. Maintaining a positive relationship with local groups and bodies
- 7.9.3. Working closely with the Football and Coaching Committee to ensuring the availability and maintenance of suitable facilities, pitches and relevant equipment.
- 7.9.4. Developing and delivering more generally the clubs communication strategy.

## 8. Club Subscriptions and Club Finance

- 8.1. No members shall receive direct or indirect payment, except for legitimate expenses incurred in connection with Club business.
- 8.2. Funds will be generated and redistributed in accordance with our policy as outlined at appendix C.
- 8.3. The rate of subscriptions will be set to allow the club to maintain a modest surplus each year, this will be held in reserve.
- 8.4. Unless devolved arrangements are in place, the business management committee shall approve any expenditure on any team or social activities in line with our policy outlined at appendix D.
- 8.5. The Accounts for the year will be audited each year by an Auditor duly appointed by the Management Committee and thereafter will be presented to the next succeeding Meeting for approval.

## 9. Code of Conduct

- 9.1. All those involved directly or indirectly with the club are required to comply with our code of conduct as set out in appendix E. They are also required to demonstrate our values as set out in Appendix F.
- 9.2. **Child Protection** – Everyone associated with the club will comply with all legal requirements and best practice as recommended by the Central Registered Body in Scotland - <http://www.crbs.org.uk/>. Our Child Protection Policies are held separately in an annex to this constitution.
- 9.3. **Player discipline** – It is the responsibility of the coaches within each age group to ensure that players are aware of the possibility of fines for formal cautions or red cards. Whether or not the individual should be held responsible for paying such fines is at the discretion of the coaches. In the event of any grievance, the Football and Coaching Sub-committee will give a definitive view.

## 10. Managing our Policies

All our supporting policies are held in a separate annex to this constitution. This will enable the committee to manage these aspects of business without having to formally vote on such matters as constitutional issues.

## 11. Declaration

We are committed to reviewing our mandate and what constitutes good practice in the running of this club at regular intervals.

This Constitution was formally reviewed and updated for Season 2007/08.

| <u>Role</u>                                   | <u>Signature (Name)</u> | <u>Date Signed</u> |
|---|-------------------------|--------------------|
| <b>Life President</b>                         | (Dennis Kennedy)        | Sept 2009          |
| <b>Chairman</b>                               | (Dougie Reilly)         | Sept 2009          |
| <b>Secretary</b>                              | (John Giblin)           | Sept 2009          |
| <b>Treasurer</b>                              | Vacant                  | Sept 2009          |
| <b>HR, Recruitment &amp; Child Protection</b> | (Cheryl Lee)            | Sept 2009          |
| <b>Director of Football</b>                   | (Tony White)            | Sept 2009          |
| <b>Marketing and Fundraising</b>              | Teresa Rowe             | Sept 2009          |
| <b>Coaching and Development</b>               | Peter Philps            | Sept 2009          |
| <b>Soccer Sevens Director</b>                 | (Brian Lee)             | Sept 2009          |
| <b>Community Liaison &amp; Logistics</b>      | (Stewart McManus)       | Sept 2009          |

|                                 |            |
|---------------------------------|------------|
| <b>Child Protection Officer</b> | Cheryl Lee |
|---------------------------------|------------|



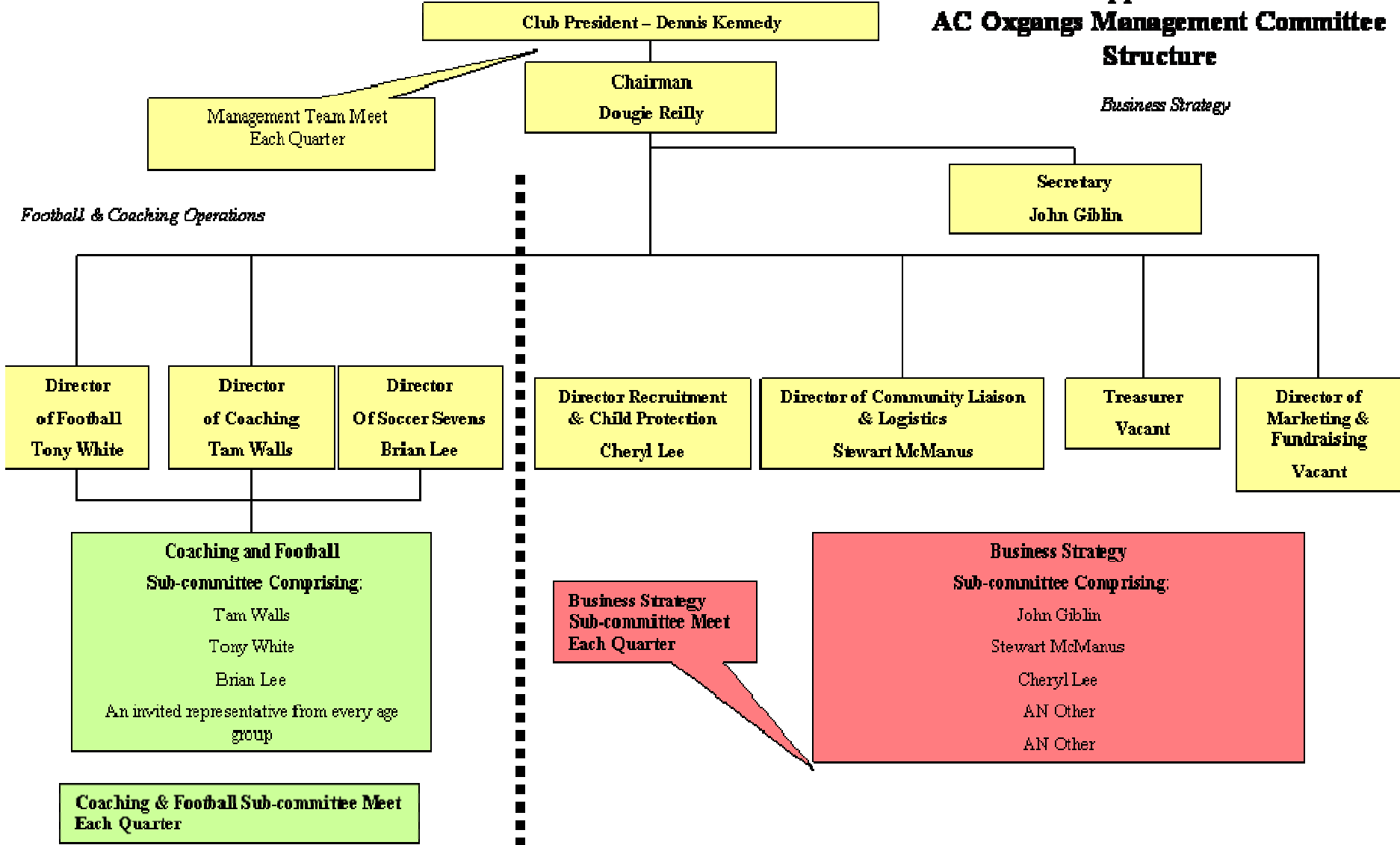
# Supporting Policies

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**Appendix A**  
**AC Oxfangs Management Committee**  
**Structure**

*Business Strategy*



## Appendix B – Child Protection

These policies exist separately in the Microsoft Works Format.

## **Appendix C**

### **Revenue & Expenditure Policy**

1. Income and expenditure must be managed in a manner that is fair, transparent and allows the club to grow in a sustainable and cohesive manner.
2. Our existing arrangements are to continue.
3. This means that each year group has full integration with the club, adopting all our policies and standards and sharing a joint bank account to be administered by the Management Team, in line with our expenditure policies.
4. Importantly this option advocates the retention of local sponsorship and fund-raising money within each year with any surplus going to the club – Each year group may run a separate bank account for this purpose. Alternatively they may wish to have a sub account for profit and loss within the main AC Oxfangs banking arrangements
5. These arrangements have the following attractions, they:
  - allow the club to ensure equitable distribution or redistribution of revenue
  - promote optimum integration
  - encourages the pursuit of local sponsorship
  - maintain a degree of flexibility.
6. In considering how central funds should be distributed the committee will be governed by the attached list of kit and equipment standards.

| <b>Kit &amp; Equipment</b>           | <b>Essential</b> | <b>Important</b> | <b>Desirable</b> | <b>Nice to have</b> | <b>Comments</b>  |
|--------------------------------------|------------------|------------------|------------------|---------------------|--|
| Home Strip (top, shorts and socks)   | √                |                  |                  |                     |  |
| Change Strip (top, shorts and socks) |                  |                  | √                |                     | Wherever possible, this will be a hand-me-down                       |
| Training Bibs                        |                  | √                |                  |                     |  |
| Kit Bags                             |                  | √                |                  |                     |  |
| Footballs                            | √                |                  |                  |                     |  |
| Cones                                | √                |                  |                  |                     |  |
| Tracksuit                            |                  | √                |                  |                     |  |
| Polo shirts                          |                  |                  |                  | √                   |  |
| Training Kit                         |                  |                  | √                |                     |  |
| Water Bottles & Holders              |                  | √                |                  |                     |  |
| First Aid Kit                        | √                |                  |                  |                     |  |
| Boots                                | X                |                  |                  |                     | Although they are essential, the boys will always provide their own. |
| Shin Pads                            | X                |                  |                  |                     | Although they are essential, the boys will always provide their own. |

This is a simple framework upon which the committee will decide on the allocation of funds. With the exception of boots and shin pads it is the intention that the club will provide all the essential kit. If and when all teams at the club have this minimum standard of kit, consideration will then be given to the kit classified as important. When that standard is reached, provision of the desirable kit will be considered and so on. This policy does not preclude any team doing its own localised fund-raising or generating its own sponsorship for any of the above.

## **Appnedix D**

### **Financial Control Policy**

1. In accordance with the Club Constitution (Para 8) this document sets out how the committee will ensure accountability for the expenditure of club funds.
2. Small purchases of less than £50 may be made by any budget holder. Receipts where available must be provided to the Treasurer. All withdrawals of petty cash must be signed for.
3. Unless devolved arrangements are in place, two or more of the business committee must clear purchases between £51 and £200.
4. All members of the business committee must clear purchases between £201 and £500.
5. The AC Oxgangs Management Committee as a whole must clear purchases over £500.
6. To help the Committees assess the merit of spending proposals the following criteria should be considered:
  - ❑ Is the expenditure essential for the continued playing of any team. This may involve the purchase of new or replacement kit or equipment.
  - ❑ Is the expenditure essential for the introduction of a new AC Oxgangs team
  - ❑ Is the expenditure desirable for team development
  - ❑ Is the expenditure desirable for the continued development of the club
  - ❑ Is the expenditure desirable to enhance the reputation and standing of the club.
7. Expenditure will not be approved unless one or more of the above criteria is met.
8. The Treasurer and the Chair in partnership will maintain receipts and accounts for future auditing purposes.
9. In the event that a particular age group should operate a devolved banking arrangement they must ensure secure, open and transparent account management. Receipts must be maintained for auditing purposes.

## **Appendix E**

### **Club Rules: A Code of Conduct**

We are absolutely committed to creating and maintaining the right conditions at the club and as such this policy sets out some basic guidelines we hope parents and their children will be happy to follow, in partnership with us.

#### **Parents**

- ❑ If your child needs picked up either going to or returning from a game, please let the coach know as soon as possible if you cannot make your own travel arrangements. We should always be able to arrange a lift.
- ❑ In the interests of child safety would you please let the coach know when you have picked your child up after a match or training.
- ❑ When supporting the team you are required to do so in a positive manner which recognises the contribution of both teams and respects the views of other parents.

#### **Players**

- ❑ At training or matches you are asked to wear the clubs kit with pride and behave in a sporting manner. Please do not wear the kit at any other time.
- ❑ If you want to learn more about football and develop your skills you need to listen to and respect your coach.
- ❑ If you want your team to do well you need to work hard for each other in training and in games.
- ❑ If you cannot attend training or make it to a match you need to let your coach know as soon as possible and normally no later than 48 hours before the event.

#### **AC Oxgangs**

- ❑ We will work tirelessly for the club, both on and off the training field.
- ❑ We will always try to focus on what the boys can do better, rather than what went wrong.
- ❑ We will provide the best of kit for all boys established at the club.
- ❑ We will always strive to provide a safe and friendly environment for all the kids.

## **Our Vision**

- Is to have all the boys who come through the club enjoy their football and play at the highest level they are able to.

## **Our Mission**

- Is to work tirelessly for the boys at AC Oxfords, to create a positive learning and development environment.

It is also our mission,

- To develop the club through sustainable growth, so that as many boys as possible can benefit from our existence.

## **Our Values**

To help us make our vision a reality we have 4 core values to help guide everyone associated with the club.

- Kids First – In all that we do.
- Focus on Improvement – What can be done better rather than what was done wrong
- Fair Play – Sporting behaviour
- Respect – For all.