

HAWTHORNE RANGERS JUNIOR FOOTBALL CLUB RULES

Founded 2006

1) Club

The club shall be called Hawthorne Rangers F.C. (hereinafter known as 'the Club'). The Club office is based at 43 Moss Lane, Litherland, Liverpool, Merseyside, L21 7PR.

2) Objectives

The Club's primary objective shall be to provide Association Football, coaching and personal development for all the playing members, and social activities for all its members.

3) Status of Rules

These rules form a binding agreement between each member of the Club.

4) Club Administration: Club Officials

There are four official posts within the Club, and their roles are defined here:

Club Chairman:

To be responsible for the direction, policy and image of the Club.

To chair all meetings of the club General Committee.

To ensure that the General Committee fulfills all its responsibilities and commitments.

To ensure the Club upholds the Rules at all times.

To act in an advisory capacity to the Club as a whole, and the Committee in particular.

Club Secretary:

To be responsible for all aspects of membership as defined in the Rules.

To keep adequate and appropriate records of all meetings and decisions.

To arrange the dates, times, places and agendas of all meetings.

To ensure all members are informed of all meetings on a timely basis.

To produce and issue a newsletter on a periodic basis to keep all members up to date.

To act as liaison person with all team managers for arrangement of fixtures.

To liaise with all opposing Clubs over fixtures, venues, referees, kits etc.

To arrange referees for all home league fixtures.

To represent the Club with the leagues, Referees Society and F.A. etc. at all times.

To deal with all official correspondence in a timely and effective manner.

To assist with the arrangement and execution of any Club organised social activities.

Treasurer:

To maintain an accurate and up to date Book of Accounts at all times

To be responsible for all moneys paid into and out of the Club at all times.

To keep and issue appropriate receipts for all transactions.

To make the accounts available to the General Committee and auditor(s) on request.

To actively make it his/her business to ensure all financial activity is handled properly.

Club Welfare Officer:

To refer any club child protection or poor practice concerns to the CFA CPO

To act as a point of contact for members concerned about child welfare issues and the Club

To encourage the club to discuss and implement The FA's Child Protection Policy

To promote, support and encourage the benefits of the child protection and best practice education and awareness programme

To advocate that CRB Disclosures are to be used as part of the club's safeguarding initiatives

Appointment to these positions shall be by election from the membership at the Annual General Meeting. One person may hold no more than two positions of Club Official at any time.

The Club Welfare Officer shall not have any other Club Official role.

5) Club Administration: General Committee

The Club shall be controlled by a General Committee ('the Committee'), comprising the Chairman, Club Secretary, Treasurer, Club Welfare Officer and two other elected members. The Chairman shall be responsible for designating a member, who may or may not already be a member of the the Committee, to take minutes of each meeting of the Committee. At such meetings of the Committee, three members inclusive of the Club Chairman and Secretary shall form a quorum. Decisions shall be made by simple majority of those members present. The Committee should represent the Club at all times when dealing with all official bodies over Club matters but all correspondence must be directed through the Club Secretary.

In addition to the members so elected to the Committee the Committee may also co- opt up to two further members. Such members shall be entitled to vote at meetings of the Committee. All members of the Committee shall by definition be Full members of the Club and as such shall be entitled to vote with the exception of the minute taker which is a non-voting position. Any outgoing members may be re-elected.

Any member of the Committee may call a meeting by giving not less than seven days' notice to all members of the Club Committee.

Any vacancy which occurs on the Committee during the season may be filled by the Committee, and the member appointed may hold office until the next Annual General Meeting, at which point he/she must stand for election to the position if he/she wishes to continue.

6) Powers of the Committee

- (a) To appoint such sub-committees as may be deemed necessary from time to time, and shall receive reports from such sub-committees at its meetings.
- (b) To fill such vacancies as may arise in accordance with the Rules between Annual General Meetings.
- (c) To declare a seat vacant should a member be absent from three consecutive meetings without an explanation deemed to be satisfactory.
- (d) To employ and pay any person or persons to carry out work for the Club in order to promote the Objectives of the club.
- (e) To purchase, lease, rent, hire or otherwise acquire any property for the promotion of the Objectives of the Club and may construct, maintain and alter any buildings necessary for the work of the Club.

The powers listed here are not exhaustive and further powers are vested in the Committee throughout this document.

The property, assets and finances of the Club shall be vested in the General Committee.

All members of the committee have equal voting rights with any split decision to be decided by the casting vote of the Club Chairman.

7) Rules and Regulations

- (a) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its membership of The Football Association. The Rules and Regulations of The

Football Association Limited and parent County Association, Liverpool County FA, and any League or Competition which the Club is affiliated for the time being shall be deemed incorporated into the Rules.

(b) The Committee shall be responsible for upholding the Club's Codes of Conduct for Players, Coaches, Officials and Spectators/Parents, which shall incorporate the Football Association's own Codes of Conduct. The Committee shall also produce and uphold an Equal Opportunities Policy and an Anti-Discrimination Policy.

(c) The Club will also abide by The Football Association's Child Protection Policies and Procedures. The Committee will produce a Child Protection Policy in line with current FA best practice.

8) Club Membership

There shall be two classes of membership: *Junior* and *Full Membership*

Junior members are playing members, in that they will play for and represent the team on the field. Playing membership shall be open to children who meet the age requirements of any of the Club's teams. Playing members must register with the club and the relevant Leagues (via the Club Secretary) and have paid the annual subscription, as determined by the Committee. A register of all playing members of the Club will be kept by the Secretary at all times. All playing members within the Club will be deemed to be Junior Members of the Club. Junior members shall not be entitled to vote.

Full membership of the Club shall be open to any parent/guardian of a current playing member, and all parents and guardians are deemed to be Full members of the Club upon acceptance of their child into the club and agreement with the Club's Rules and Policies. Full members may seek election to the Club's General Committee, and to do so they must present themselves for election at the Club's Annual General Meeting. Full members shall be entitled to vote at Annual and Special General Meetings of the Club.

If it is the club's interests, the Committee may make provisions to exceptionally appoint Associate members (i.e. not necessarily parents/guardians of playing members). This shall be at their discretion. Associate members shall not be entitled to vote.

The Committee shall have the right to warn an individual member as to their future conduct, suspend them from the Club for a given period, or expel them from the Club (see section 12).

9) Disciplinary Procedures

The Committee shall appoint such sub-committees as are necessary to deal with the issue of discipline. The Secretary will give seven days notice to all parties concerned in the potential disciplinary action of the intention of a disciplinary sub-committee to form and consider the case. Evidence for such a disciplinary hearing shall then be forwarded in writing to the Club Secretary. They shall have the power to fine, suspend or expel players should it become necessary, as well as issue written warnings, two of which will suffice to give grounds for the General Committee to consider expelling a player from the Club.

A disciplinary sub-committee must follow the procedures for expulsion as defined in section 12.

If a member of the Committee has a conflict of interest in the situation being discussed, then they shall excuse themselves from the procedure.

10) Subscription Fees

The Annual Subscription for each playing member shall be agreed by the Committee before the start of each season. Subscriptions are due at the start of every season and shall be collected no later than the end of the 3rd month into the season. The Secretary has the discretion to waive subscription fees for specific members in exceptional circumstances such as cases of hardship. Any such decisions must be recorded and made available to the Committee for inspection. In the event of non-payment of subscription within three months of the commencement of each new season, an individual's membership may be terminated.

Further subscription fees will be levied during the season, the rate of which will be set by the Committee in order to cover the costs of training, administration, facilities, equipment, referees' fees and any other expenses which it may be deemed reasonable to pass on to the membership.

11) Insurance

An individual policy taken out by the Football Association and subscribed to by the Club will provide cover for Public Liability.

12) Resignation and Expulsion

Members may resign from the club at any time, upon written notification to the Club Secretary. A member whose annual subscription fee or further subscription is more than two months in arrears shall be deemed to have resigned.

Members may be expelled from the club if the Committee passes a motion of censure, or receives notice of a motion of censure from a disciplinary sub-committee, which is then approved at General Committee level.

Resigned or expelled members shall forfeit all such rights to or claim upon the Club or its property or funds as he/she otherwise would have by reason of his/her membership. He/she shall not be entitled to any return of subscription and shall immediately become liable to pay any monies outstanding at that time.

13) Annual and Special General Meeting

An Annual General Meeting (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 the members of the Club Committee
- (iv) Consider any other business

The date of the AGM will be announced by the Committee, who will then instruct the Secretary to give 14 days notice to all members at their last known address of the AGM date and time. Notice of any resolutions to be proposed at the AGM shall be given in writing to the Club Secretary not less than 7 days before the AGM.

Nominations for election of members as Club Officers or to the Committee shall be made in writing by a proposer and a seconder, both of whom must be existing Full members of the club, to the Club Secretary not less than 7 days before the AGM.

The Secretary will then forward to all members an agenda of proposed business no later than 7 days before the AGM. This may be posted electronically and detailed on the Club's website.

Should more nominations be received than the number of places available on the Committee, or the individual Club Official posts, then an election shall be held at the AGM. A simple majority over the other candidates shall be sufficient to be deemed to be elected

A Special General Meeting (SGM) may be called at any time by the Committee, or by a written request signed by not less than five Full members to the Club Secretary. In both cases, 14 days notice shall be given to the membership, and the order for the meeting must state the purposes for which the Meeting is required and the resolutions proposed. The Club Secretary shall send to each member at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 7 days before the Meeting.

Each member present at either an AGM or an SGM shall have one vote and resolutions shall be passed by a simple majority, except in the case of resolutions to amend this Rules, which are taken in accordance with Rule 16. In the event of equality of votes, the Chair of the Meeting shall have a casting vote.

The Club Secretary, or a designated non-voting individual, shall record the Minutes of the Meeting.

14) Club Teams

At its first meeting following the AGM the Committee shall appoint persons to be responsible for each of the Club's football teams, and those persons will thereafter be assumed to be a Full member of the Club, unless they were otherwise, and shall cease to be a Full member upon their resignation/dismissal, unless they hold membership in another capacity. The appointed managers shall be responsible for managing the affairs of the team. The appointed managers shall present to the AGM a report of the activities of the team in the previous season.

15) Club Finances

A bank account shall be opened and maintained in the name of the Club (the 'Club Account'). Designated account signatories shall be the Club Chairman, the Club Secretary and the Treasurer. Monies from the Club Account may be withdrawn by any authorised signatory. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

The income and assets of the Club (the Club Property) shall be applied only in furtherance of the Objectives of the Club.

The Club Committee shall have the power to authorise the payment and remuneration of reasonable expenses to any member of the Club and to any other person or persons for services rendered to the Club.

16) Amendments to these Rules

No alteration to these Rules shall be made except at an Annual General Meeting or at a Special General Meeting convened for that purpose, and in both cases only if supported by at least 60% of those voting members present at such meeting.

17) Complaints Procedure

All complaints of any kind should be reported in writing to the Club Secretary. If he/she is unable to deal with them he/she shall submit them to the Committee whose decision shall be final. In no incidence shall any Club member assume responsibility to directly reprimand any other member. Any member wishing to complain about a third party external to the Club (i.e. such as Officials, Referees, Managers, visiting Supporters etc.) must without exception do so via the Club Secretary.

The written report should include:

- i) Details of what, when and where the occurrence took place.
- ii) Any witness statement and names.
- iii) Names of any other who you believe to have been treated in a similar way
- iv) Details of any former complaints made about the incident, date, when and to whom made.
- v) A preference to a solution to the incident.

18) Other Business

Any matters not governed by the foregoing Rules shall be dealt with by the Committee, the decision of such body shall be final and binding.

19) Dissolution

A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by at least three-quarters of the members present. The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for winding up the assets and liabilities of the Club.

Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be disposed of in accordance with the wishes of the Members present at such a General Meeting which dissolves the Club. Surplus funds may only be donated to a registered charity.