



1. Constitution

- i. The club shall be known as Harwell & Hendred Youth FC (HHYFC)
- ii. The object of the Club shall be to provide facilities, promote the game of Association Football in Harwell, Hendreds and the surrounding area, to arrange matches and social activities for its members and community participation in the same.
- iii. The club shall be divided into yearly age groups from Under 8 to Under 16, although there is no requirement for all age groups to be represented at any one time.
- iv. For Under 8's to Under 16's player's birthdays on or after September 1st in the season refer.
- v. If any age group is oversubscribed it may, at the executive's discretion, allow more than one team in any age group.
- vi. Each and every team within the club, shall be affiliated to the Berks & Bucks County Football Association, or an appropriate County Football Association, and be registered with an appropriate League. The choice of League shall be at the recommendation of the team manager and with the executive's approval.
- vii. The Club shall comprise of Officers and Members.

2. Rules and Regulations

- i) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.
- ii) No alteration to the Club Rules shall be effective without prior written approval by the parent Association.
- iii) The Club will also abide by the Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-discrimination Policy

3. Officers

- i) HHYFC shall have an elected Committee comprising Executive and non Executive Officers and who shall be responsible for the affairs of the club. The Executive Committee shall comprise the following :-
 - 1. Chairman
 - 2. Vice Chairman
 - 3. Secretary
 - 4. Treasurer
 - 5. Club Welfare Officer
 - 6. Fixture SecretaryThe above officers shall be elected annually at the Annual General Meeting.
- ii) Non executive officers shall include: -
 - 1. Team managers for each team in each age group
 - 2. Trustee
 - 3. Soccer School Lead
 - 4. Tournament Lead
 - 5. Presentation Evening LeadThe non executive Officers will be appointed by virtue of their position.
- iii) Other officers may be appointed for specific tasks at the discretion of the executive.
- iv) Any Executive Officer who fails to attend or in their absence fails to provide a report updating the Executive Committee detailing the current state of their roles and responsibilities for two consecutive committee meetings will be deemed to have resigned from their position and will be replaced in accordance with the club's constitution
- v) The Committee shall meet at regular periods throughout the season or as often as necessary. The Constitution provides for meetings of the full Committee, The Executive Officers, or sub Committee's (such as tournament organising, fund raising or others) as required and as authorised by the executive.
- vi) Except where otherwise authorised, all communications shall be addressed to the Club Secretary who shall conduct the correspondence of the Club and keep a record of its proceedings.

4. Members

- i) Members shall be defined as Officers, all registered players, parents or guardians of registered players, and others as nominated by the Executive Committee.

- ii) Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- iii) The Club may have different classes of membership and subscription on a non discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- iv) The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.

5. Annual Membership Fee

- i) An annual fee payable by each playing member shall be determined annually by the Club Committee. Any fee shall be payable on a successful application for membership and annually by each playing member. Fees shall only be refundable at the discretion of the Executive Committee.
- ii) The Club Committee shall have the authority to levy further subscriptions from the playing members as are reasonably necessary to fulfill the objects of the Club.

6. Resignation and expulsion

- i) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. An appeal against refusal may be made to the Club Committee in accordance with the Complaints procedure in force from time to time.

7. Powers & Responsibilities of the Committee

- i) The Executive Committee may appoint an Emergency Committee and/or such other Sub-Committee's as they may consider necessary and may delegate all or any of their powers to such Committee's.
- ii) Three Members of the executive shall constitute a quorum for the transaction of executive business and five members for a full Committee of which at least three shall be Executives.

- iii) The Executive Committee shall, as it deems necessary have the power to fill any vacancies that may occur.
- iv) Each member of the Committee shall be entitled to attend all meetings of the full Committee and each member of the executive shall be entitled to attend all full meetings of the executive and have one vote thereat, but no member shall be allowed to vote on any matter or matters directly appertaining to them or to the team which they represent.
- v) Non-Committee Members shall be invited to attend any meetings as required and shall at the agreement of the meeting be entitled to a vote.
- vi) In the event of voting being equal, the Chairman shall have a second or casting vote notwithstanding rule iv above.
- vii) The Executive Committee shall have the powers to apply, act upon, and enforce the rules of the Club, and shall have jurisdiction over all matters affecting the ClubThe Executive Committee will have the power to:
 - Warn as to future conduct;
 - Suspend from membership;
 - Remove from membership;any person found to have broken the Club's Policies or Codes of Conduct.
- viii) All decisions of the Executive Committee shall be binding on the members of the Club, and subject to the right of appeal or protest to an appeals Committee as represented by Officers both Executive and non-Executive selected by vote and comprising not less than five Officers formed to hear appeals or protests as and when they arise.
- ix) Parties to a protest or appeal shall be afforded an opportunity of making a statement when the appeal or protest is being heard and, where possible shall receive seven days notice of the appeal or protest meeting together with a copy of the protest. The executive Committee shall take into consideration when dealing with the protest or appeal, the possession by the appealing or protesting member of any information, which if properly used might have avoided the protest or appeal.
- x) All parties to an appeal or protest agree to abide by the decision of the appeal/protest Committee.
- xi) All proper fines charges and fees due shall be paid by the Club within the associated time set out and The Club authorises the treasurer and one other nominated officer to make such payments which should be properly documented and audited.

8. Annual General Meeting

- i) The Annual General Meeting (AGM) shall be held before the end of July each year.

- ii) At this meeting the following business (as a minimum) will be conducted: -
- The minutes of the previous AGM read and confirmed.
 - Presentation and adoption of the annual report, balance sheet and statement of accounts.
 - Amendments to the Constitution for the following season.
 - Election of Officers.
 - Other business of which due notice has been received.
- iii) A copy of the duly audited Balance Sheet, Statement of accounts shall be made available following the AGM.
- iv) Only current Club Members may attend and all attending members shall be entitled to one vote at the AGM.
- v) All voting shall be conducted by a show of hands, unless a ballot is demanded by at least one third of the delegates present or if the Chairman decides. A ballot shall be conducted by means of cards issued to members.
- vi) Executive and non-executive officers shall be entitled to attend and vote at all General Meetings.

9. Special Meetings

- i) The Secretary must call an Special Meeting upon receiving a written agreement by no less than 3 members of the Executive Committee. The Executive Committee may call a General Meeting at any time it may consider necessary.
- ii) At least fourteen days notice shall be given of all meetings under this rule.
- iii) All Officers are encouraged to attend all meetings.

10. Club Finances

- i) Bank accounts shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Secretary, the Treasurer and one additional person as voted for by the Executive Committee. In the event that two of these three positions are held by the same individual the Chairman will act as a designated account signatory. All payments shall be drawn from the club accounts in accordance with the bank mandates. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Accounts.

- ii) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.
- iii) The Banking Dignitaries shall have 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.
- iv) 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 years.
- v) The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at general meeting. A copy of any Financial Statement shall, on demand, be forwarded to the FA.
- vi) The property and funds of the Club cannot be used for the direct or indirect private benefit of members and all surplus income or profits are reinvested in the club.
- vii) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, match expenses.

11. Club complaints procedure

In the event that any member feels that he or she has suffered discrimination in any way, or that the Club Policies, Rules or Code of Conduct have been broken, should follow the procedures below. They should report the matter to the Club Secretary or another member of the Executive Committee and the report should include:

Details of what, when, and where the occurrence took place.

- i. Any witness statement and names.
- ii. Names of any others who have been treated in a similar way.
- iii. Details of any former complaints made about the incident, date, when and to whom made.
- iv. A preference for a solution to the incident.

The Executive Committee will have the power to:

- Warn as to future conduct;
- Suspend from membership;

- Remove from membership;

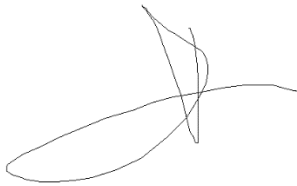
any person found to have broken the Club's Policies or Codes of Conduct.

12. Dissolution

- i) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present.
- ii) 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.
- iii) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be disposed of in such manner as the Executive Committee shall determine.

(Completed by B Peach - Club Secretary)

Signed for and on behalf of the Club

A handwritten signature in black ink, consisting of a large, stylized loop followed by a horizontal stroke and a vertical stroke crossing it.

Ben Peach

23/3/2021