

(Last edited 02/08/2023)

## **Bollington Town Football Club**

### **Club Constitution**

#### **Name & Incorporation**

The club will be known as 'Bollington Town Football Club' and will be affiliated to the Cheshire FA. The club shall be lead in accordance with the rules, regulations, by laws, and practices of the Football Association.

#### **Purpose & Objectives**

The Club's mission involves creating a secure environment for engaging in Association Football and organizing social events for all members, irrespective of age, race, gender, or religion. Additionally, the club strives to advance the sport of Association Football, coordinate member-oriented matches and training sessions, and promote community involvement in the same, through:

#### **Committee Governance**

The administration and oversight of the club will be carried out through several Committees:

- The Executive Committee
- The Management Committee

The regulations tied to the Football Club's constitution are now presented and enumerated for simplicity in identification. Modifications to these regulations will exclusively occur during the Annual General Meeting (AGM) or our monthly General Meeting (MGM) specially convened for this purpose.

- All proposed rule amendments intended for consideration at the AGM must be provided in written form and submitted to the Secretary no later than June 1st each year.
- All other individuals aspiring to become Officers must be formally nominated in writing to the secretary no later than June 1<sup>st</sup> ahead of the new season. The names of these nominees will be distributed along with the AGM notice. In the scenario where written nominations for positions are absent, they may still be accepted during the AGM with the Chairperons approval.

#### **The Executive Committee**

The Executive Committee will consist of the subsequent officer roles:

- Chairperson – Joshua Brown
- President – Jake Eastham
- Vice chairperson – Zach Gatward
- Vice President – Christopher Bennett
- Secretary – Declan Hanks
- Treasurer – Samuel Glover

## The Executive Committee's duties encompass:

- Shaping the club's forthcoming trajectory, guided by fresh proposals, policies, and/or regulations
- Providing day-to-day guidance, leadership, and oversight for the club
- Establishing Codes of Conduct
- Ensuring the financial well-being of the Club
- Identifying suitable roles and recruiting volunteers

The Executive Committee holds the authority to establish sub-committees as deemed necessary and to appoint advisors or new positions to the Executive Committee to fulfil its responsibilities.

Disciplinary hearings for members who breach the club's rules, regulations, or constitution fall under the purview of the Executive Committee. Furthermore, the committee is responsible for enacting suspension or disciplinary measures following such hearings. During AGM & MGM meetings The Chairperson, or in their absence the President of the club, shall take the chair. Every action and decision made by the Executive Committee will be documented in minutes, which are binding, but with the provision for appeal. (Any appeals must be submitted in written form within 14 days of receiving the minutes. The minutes will be distributed within 5 days of the meeting's conclusion). Decisions of the Executive Committee will be determined by a majority vote and will be conclusive. Each member of the Executive **Committee** shall be entitled to **one vote**, in the event of any vote being equal the person acting as Chairperson shall have a 2nd or casting vote.

## Management Committee

The General Management Committee will consist of the subsequent officer roles:

- Manager - Jeff Eastham
- Assistant Managers - Stuart Gatward & Bernie Manning,
- Head Coach - Plamen Pantev
- Voluntary assistance during training sessions – Josh Brown & Zach Gatward

The Chairperson and Secretary from the Executive Management Committee will supervise the overall operations of the Management Committee. All actions and decisions made by the Management Committee will be documented in minutes, which will carry legal weight, with the provision for the right of appeal. (Any appeals must be submitted in writing within 14 days of receiving the minutes. The minutes will be distributed within 3 days of the conclusion of the meeting).

The Management Committee will undertake the following responsibilities:

- Implementing new policies, rules, or proposals regarding football matters as determined by the Executive Committee
- Ensuring the satisfaction of members' sporting, competitive, and social needs
- Establishing safe coaching and playing environments for Association Football
- Maintaining consistent communication with members and providing them with information about the club's operations
- Managing the football club in alignment with the regulations influencing the organization

## Finance

- The Club's financial oversight falls under the responsibility of the Club Treasurer.
- The Treasurer will present quarter-annual and annual financial statements during the appropriate Executive Committee meetings, with the full-year accounts presented at the AGM.
- The Treasurer will introduce an annual budget for the upcoming financial year during the AGM. This budget will subsequently undergo review and potential revision at the Half Year Executive Management Committee meeting.
- Any checks drawn from club funds must bear the Treasurer's signature.
- The conclusion of the club's financial year will be on June 1st.
- All club funds will be deposited into accounts held in the club's name. For more details, refer to the Financial Management & Governance document.

## Operational Aspects

- Member subscriptions for the season must adhere to the chosen payment plan established by the individual, or for somebody under 18 a parent or guardian. The initial payment must be received by the club no later than the commencement of the relevant season's first fixture. Failure to do this will result in suspension.
- Any individual, whether a player, official, or supporter, found guilty of tarnishing the club's reputation with the Cheshire FA or the relevant League, will face suspension.
- Upon resignation, a member may potentially receive a partial refund of their subscription fee at the discretion of the Executive Committee.
- Club membership is open to individuals interested in fostering, coaching, volunteering, or participating in grassroots football.
- All acquired kits and equipment remain the property of Bollington Town Football Club and should be returned upon request by the Chairperson. Any departing player, official, or supporter must promptly return Club property.
- Trophies will be awarded at the annual Presentation Night.
- A player's registration with the Club is established upon payment of their initial subscription fee, valid until the AGM.
- When an Executive Committee member conducts club business with a third party, they are obligated to furnish comprehensive, pertinent, and timely updates to the Executive Committee. Agreements or contracts must not be verbally established prior to formal approval by the Executive Committee through official documentation.
- Any fines imposed on players or parents by the Cheshire FA or the respective League, and subsequently paid by the club, must be reimbursed to the Club by the player or parent within 7 days of the fine's payment. Non-compliance with this regulation will lead to the player's suspension from training and/or matches. If the fine remains unsettled for a month, the player will be suspended and reported to the Cheshire FA.
- The club's home colours will feature Navy Socks, Navy shorts, Navy top with yellow trim.

## Disciplinary Matters and Appeals

- Any grievances concerning the conduct of members should be rendered official by submitting a written complaint to the Secretary.
- The Executive Committee will convene to address complaints within 7 days of their submission. The processing of complaints will be conducted confidentially following the Club's Complaints procedure. The Executive Committee holds the authority to administer suitable disciplinary measures, which may encompass membership termination.

## Dissolution

- The decision to dissolve the club can solely be reached via a majority vote of an AGM or MGM meeting, unless the Chairperson votes against dissolution.

## Amendments to the constitution

The constitution will only be changed by the Chairperson through agreement by majority vote at the AGM or an MGM, specifically called for this purpose.

## Declaration

Bollington Town Football Club hereby confirms and validates this constitution as the current operational framework that oversees the behaviour of both officers and members

Signed:

Date:

Name:

Position: Club Chairman

Signed:

Date:

Name:

Position: Club President