

# *WIDEOPEN FOOTBALL CLUB*

## **CONSTITUTION**

### **I – TITLE**

The name of the club shall be Wideopen Football Club incorporating Wideopen and District Juniors AFC and Wideopen and District AFC (seniors).

### **II – OBJECTIVES**

The objective of the club is to provide facilities for and promote participation of the whole community in the sport of football.

In doing so the objectives are: -

- a) to raise by subscription and other means the finances to achieve the aim stated above.
- b) to provide equipment for players' which will enable them to train and play football.
- c) to provide facilities for training and playing football.
- d) to encourage a high level of management, coaching and supervision aiming to maintain a minimum of Charter Standard status.

### **III – STRUCTURE**

“Wideopen and District Juniors AFC” will exist as a registered club with football authorities and for financial matters relating to the club’s junior section. “Wideopen and District AFC” will exist as the senior section of Wideopen Football Club with relevant registrations and with certain responsibilities allocated to their sub-committee, answerable to Wideopen Football Club Central Committee.

- a) 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 and may on occasion be necessary.
- b) 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.

- c) The Club Committee may refuse membership, or remove it, only for causes such as conduct or character likely to bring the Club into disrepute. Appeal against refusal of or removal from membership may be made to a separate appeals committee, no member of which will have been involved in making the final decision.
- d) Procedures are in place for any individual (including parents / guardians, coaches, players and other individuals involved in the running of the club) to become a member of the club providing the appropriate paperwork is completed. This will vary depending on the member e.g. players completing signing-on forms, signing players code of conduct and providing proof of identity and date of birth; parents signing the relevant paperwork including Parental Code of Conduct; managers, coaches and helpers signing relevant paperwork including Code of Conduct, Responsibilities forms. All players, parents, managers, coaches, helpers will be subject to the club's constitution, rules and discipline policy.
- e) All Managers, Assistant Managers, coaches and helpers form the club's Team Management structure and shall be known as the Team Management Committee.
- f) A Central Committee will be formed. The committee will consist of Permanent Honorary Officers: President and two Vice Presidents; Elected Officers: Chairman, Secretary, Club Welfare Officers, and Senior Team Representative. Two additional committee members will ensure full representation is possible covering the range of age groups and teams within the club and on the committee while also providing input and support for broader areas such as fundraising and events. An elected Treasurer will be ex-officio (non-voting) and invited to attend meetings as and when needed. Assistant Officer posts will be elected or co-opted as and when needed (e.g. Assistant Secretary, Assistant Chairman, Assistant Treasurer, advisors for specific projects); these will be non-voting.
- g) The President and Vice Presidents fulfil a strategic and advisory role within the Central Committee.
- h) Additional members may be asked to the Central Committee at the discretion of the Central Committee for specific purposes and fixed time period at the discretion of the central Committee. These would be ex-officio (non-voting) members. An intention to do so must be announced to the Team Management Committee and one week allowed for the raising of objections. This must be submitted in writing to the Secretary.
- i) In matters of voting within the Central Committee and Team Management Committee, the Chairman will hold a casting vote, should it be needed.

#### **IV – RECRUITING STAFF AND VOLUNTEERS**

- a) Any new applications from potential staff or volunteers will follow the recommendations of the FA. The application must be recommended to the

Central Committee and will be subject to checks as outlined on the application form. Applications will be overseen by the welfare officers in accordance with FA guidance, must be approved by the Central Committee and will be administered by the Vice-President. Where deemed appropriate, advice may be sought from the Team Management Committee. Any doubts as to the character of, or ability of, the applicant should be brought to the attention of the Central Committee. If the application is successful, the applicant will be informed of the decision and which team he / she will be involved with. This will be subject to a Criminal Records Check, and any required qualifications having been successfully completed and verified. Successful applicants must sign a Wideopen FC Staff & Volunteers Form confirming they agree to abide by the Club constitution, rules and responsibilities, code of conduct and discipline policy.

- b) Existing Managers and Assistant Managers must inform the Central Committee no later than six weeks prior to the end of season Presentation event for the post they wish to hold for the subsequent season. The Central Committee shall have the power to bring this date forward if it is deemed in the interest of the club to do so. The Central Committee will inform all managers of the posts in due course.
- c) Manager's will remain with a team unless: -
  - a vacancy arises with another age group and a request to move is agreed by the Central Committee, or
  - a move is considered to be in the best interest of the club or players and is sanctioned by the Central Committee.

## **V – RESPONSIBILITIES**

- a) The Central Committee exists to uphold the constitution and rules of the club, to provide strategic lead, determine and uphold club policy and procedures and to ensure that relevant NFA / FA directives and league rules are followed.
- b) No member of the Central Committee is empowered to deal with club matters individually other than stated in this constitution or agreed by the full Central Committee in specific circumstances. In most cases, a minimum of two Central Committee members is required to sign any official documents concerning the club. All matters brought to the attention of an individual member of the Central Committee should be referred to the other members of that committee.
- c) Managers are responsible for the organised and proficient running of their respective teams. This will include such matters as distribution of tickets and collection of ticket money and subscriptions, welfare of players, care of kit, fixtures, maintenance of the clubhouse and changing rooms and support for fund-raising. These responsibilities are as set out in this constitution, the Managers Responsibilities document and the Manager's Code of Conduct – all of which must be signed by all managers, assistants and coaches.

- d) Managers must not train or play on pitches if there is any likelihood that doing so could jeopardise their use for games.
- e) Pitches have been allocated to all age groups and managers are expected to use only the allocated pitch. Extenuating circumstances may create a need for a change of pitch. This being the case, a minimum of two members of the Central Committee must agree to the changes.
- f) Cup games take priority over league fixtures. Cup priorities are N.F.A., N.E.Y.D., and League Cup. If playing a league game jeopardises a cup game by way of making the pitch unplayable, the league game must stand down.
- g) Managers must furnish the Child Welfare Officers with Player Information Forms by the first Sunday in September at the beginning of each season. These must be kept up to date. Non-receipt will result in the player not being registered with the N.E.Y.D. and will cause the team to be banned from starting the league programme and playing in Divisional Cup Competitions and the club being fined. The Player Information Forms must be stored securely in the clubhouse office.
- h) Managers are encouraged to further their own knowledge and expertise related to coaching and supervising players involved in the game of soccer. They are also encouraged to improve their awareness of basic first aid and care of sports injuries.
- i) Managers and / or Assistant Managers are expected to attend club meetings as and when necessary, as determined by the Central Committee. Managers or nominated deputies are expected to attend monthly league meetings. All managers, assistant managers, coaches and committee members are expected to attend the Annual General Meeting.
- j) The Secretary or a nominated deputy will attend N.E.Y.D. meetings.
- k) All official communication to the F.A., N.F.A., N.E.Y.D. and any other must be made by or through the club Secretary, unless agreed beforehand.
- l) All managers, assistant managers, coaches and helpers are expected to abide by and sign the Managers' Code of Conduct or Volunteers Code of Conduct, as appropriate, and the Wideopen Football Club Managers' Guidance and Members' Responsibilities documents.

## **VI – PLAYING**

- a) Managers are expected to refrain from discussing matters concerning selection with parents/spectators. Any complaints should be referred one of the Child Welfare Officers or a member of the Central Committee. Only complaints forwarded to the Secretary in writing, or relayed by the complainant in person to the Central Committee, will be discussed. Hearsay evidence/complaints may be noted with no further action.

- b) All players taking home equipment will be held responsible for those items and must ensure that they are returned to the Manager at or before the end of the season. In cases of loss or intentional damage to equipment the player will be held responsible. Fair wear and tear is acknowledged. Managers must keep account of the location of all club equipment which is entrusted to their care.
- c) Managers are encouraged to enter teams in competitions and tournaments. This is seen as good for the players and worthwhile publicity for the club. Competition entry fees will be paid by the club, the rest of the monies being met by the players directly or via fundraising. Money raised through fundraising becomes the property of Wideopen Football Club, not any individual or team. This should be paid into the club accounts to ensure good practice and auditing. Managers can apply to the Central Committee to use these funds for the purpose they were intended. It is not necessary or expected to spend every penny raised. Any surplus raised from activities such as fundraising will contribute to general club upkeep. In cases of extreme hardship, the Team Manager may approach the club on the player's behalf for assistance. Each case will be treated on its merits and on the financial situation (current and projected at that time). No one case shall be regarded as a precedent towards another.
- d) The Central Committee retains the right to enter teams in competitions and tournaments providing a caretaker manager can be found if necessary.
- e) Tours abroad and away from the area must be sanctioned by the Central Committee. Tours abroad or against any foreign opposition must be sanctioned by both the local and national Football Associations. Any such applications must be made by or through the club Secretary.
- f) Fixtures will be recorded and if necessary, prioritised, by the Secretary. Fixtures must also be copied to the webmaster for inclusion on the club website.
- g) Match results will be reported by the Team Manager to the full committee when meetings are held and on a weekly basis copied to the webmaster. Match reports must also be forwarded to the webmaster on a weekly basis for inclusion on the club website.
- h) All relevant team information, as requested, must be provided to the webmaster for inclusion on the club website and kept up-to-date by the managers.

## **VII – FINANCES**

- a) The club's Central Committee will appoint a Treasurer whose responsibility it will be to record and report on all financial matters concerning the club.
- b) The Treasurer will be a co-opted member of the Central Committee and will have open access to any club meeting.

- c) No accounts should be operated under the name of Wideopen Football Club, Wideopen and District Juniors A.F.C. or Wideopen and District A.F.C. other than those sanctioned by the Central Committee.
- d) The Treasurer shall ensure accounts are kept up to date and that accounts books and statements are available, if requested, to members of the Team Management Committee and Central Committee. Any such request and the reason behind the request should be submitted in writing to the Secretary.
- e) Managers should immediately hand over to the Treasurer monies collected by them on behalf of the club. Such monies should be recorded in a manner agreed by the Treasurer and the Central Committee.
- f) A balance should be presented to the combined committees (Team Management and Central Committees) when requested.
- g) A full balance sheet showing the club's accounts should be made available as soon as possible after the end of season in preparation for reporting to the N.F.A./N.E.Y.D. This will also be presented to the Annual General Meeting which is held as soon as possible after the end of season presentations.
- h) Balance sheets must be produced and be presented after all club functions e.g. tours, tournaments, fayres, discos and any other fund-raising events e.g. bag packs and touchline raffles. Cash must be paid into the club's accounts not held by any one team or manager. All cash raised becomes the property of Wideopen Football Club and not any individuals or teams.
- i) The Secretary is empowered to deal with ad-hoc finances without referring to the Central Committee or Team Management Committee. However, any such matters will be reported to the committees as soon as possible afterwards. The cash limit for the above is £150. This will be reviewed as and when the need arises.
- j) Cheques under £350 will be dealt with by signatories of the club bank account: the Treasurer and either the Chairman or Secretary. Only in exceptional circumstances will cheques be dealt with without the signature of the Treasurer. Any amount over £350 must be agreed by the Central Committee first.
- k) It must be brought to the attention of all potential sponsors that all monies, cheques etc must be made out to "Wideopen and District Juniors A.F.C." (or where relevant and agreed by the Central Committee to "Wideopen and District AFC" for the senior team). It is club policy that any donations, either financial or other, are not directed to any one team. However, a donor's wishes will be given serious consideration by the Central Committee and will most likely be granted, unless there is a serious shortfall in some area of the club. This being the case, the sponsor will be consulted. All sponsor's contributions (financial, equipment, kit and other) become the property of Wideopen Football Club.

- l) All players are required to accept club subscriptions, plus other raffle tickets (e.g. Club / N.A.B.C. draws) as / when required.
- m) Players' fees could be waived if family circumstances suggest this is necessary. Managers should refer such cases to the Central Committee for consideration. Total discretion must be observed in this situation. Anyone breaking the trust of privileged information will be asked by the Central Committee to account for their indiscretion.
- n) The income and property of the club shall be applied solely towards promoting the Club's objectives as set forth in this constitution and no portion thereof shall be paid or transferred, directly or indirectly, to the members of the club.
- o) Upon dissolution of the club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body for use by them for community related sports. This dissolution clause provides for repayment of any unspent grant to be made to a grant making body, where this was a condition of the original grant.
- p) Certain responsibilities for financial matters relating to the senior team (Wideopen and District A.F.C) and the running of that team are transferred to the committee of that team. The Central Committee reserves the right to audit and question activities and finances relating to the senior team, who continue to be subject to the general constitution and rules of Wideopen Football Club.

#### **VIII – AFFILIATIONS / INSURANCE / LOTTERIES LICENCE**

- a) Insurance is presently arranged through the N.A.B.C. scheme. Level of insurance is decided by the Central Committee annually (January).
- b) The Assistant Secretary shall be responsible for dealing with insurance claims.
- c) Injuries should be notified to one of the Child Welfare Officers as soon as possible after the incident, preferably within one week.
- d) It is the responsibility of the claimant or his/her parent/guardian to complete the relevant forms, including a medical certificate and return them to a nominated club officer to be processed.
- e) Due to the highly inflated costs of kit insurance and personal property insurance (£500 in 1980) the club decided not to take out cover. It must therefore be pointed out to all players, parents / guardians and supporters that they and not the club are responsible for their own security and that the club can not be held responsible for loss or damage to personal items.
- f) Affiliation to the N.A.B.C., N.E.Y.D. and N.F.A. is dealt with by the Secretary.
- g) A lotteries licence is arranged annually by the Secretary through North Tyneside Council legal department and is in the Secretaries name. Due to this

no draws, raffles etc must be organised without the permission of the club Secretary.

- h) The Lottery Licence is to be renewed during the month of January each year.
- i) The Secretary will provide the council with details of all lotteries organised within Wideopen Football Club, as required

## **IX – CORRESPONDENCE**

- a) No individual representative of the club should enter into incoming / outgoing correspondence without the approval of the club Secretary or Chairman.
- b) All correspondence should be copied to the Secretary.

## **X – FUND RAISING / FUNCTIONS**

- a) A variety of fund-raising activities will be organized throughout the year.
- b) Any event being organized must have the approval of the Central Committee and should be advertised through the club website.
- c) All members of the club will be encouraged to support fund-raising events. This could include a Parents Committee brought together for this purpose.
- d) As outlined within this constitution, all monies raised through fund-raising become the property of Wideopen Football Club and not any individual or team.
- e) Money raised through fund-raising activities must be paid in to the Treasurer with the appropriate paying-in slip / balance sheet showing all matters relating to that activity.

## **XI – PRESENTATION NIGHTS**

- a) The club shall hold End of Season Presentation Events.
- b) Players are required to follow the dress-code of shoes, smart trousers, dress shirt and club tie.
- c) An appropriate fee will be levied for adults. It is intended that the fees levied will subsidise the purchase of trophies and other Presentation event expenses.
- d) Each player within the junior section of Wideopen Football Club will receive a trophy for representing Wideopen and District Juniors A.F.C.
- e) Four special trophies will be awarded within each team. They will be for: -



- The Manager's Player
  - The Players' Player
  - The Most Improved Player
  - The Most Man of the Matches Award
- f) Club trophies are held for a period of one year (six months if tied). Smaller individual trophies are retained by the player.
- g) Any other achievements such as tournaments gained throughout the season will be recognized on this occasion and relevant trophies/awards presented. Awards created within individual teams should be presented within that team – only trophies noted within this constitution and approved by the Central Committee will be presented during the Presentation event.
- h) An important award made during the Presentation event will be the Stephen Thompson Foundation Award. The criteria to be considered in selecting a player for this award includes:
- Commitment to Wideopen Football Club
  - Long-term service
  - Evidence of being a team-player
  - Positive approach to training
  - Self-motivation
  - Determination
- i) The Golden Boot Award for the player scoring the most goals at all levels to be awarded.
- j) Club trophies should be collected by Managers and returned to the Secretary one month before the Presentation event.
- k) Any player who receives a club trophy and does not sign on for the club during the following season, or intends to leave the area must return the relevant trophy immediately.

## **XII – DISCIPLINE AND CODE OF CONDUCT**

- a) Players, Managers and spectators are expected to uphold high levels of discipline and control, both on and off the field of play, as outlined in the FA and the club's Codes of Conduct which players, parents and managers are required to sign and abide by.
- b) Managers are reminded that they are responsible for young people and that their own behaviour and actions serve as an example to them.
- c) Any ungamely behaviour (including that unnoticed by the referee) should be reported to the Central Committee and / or Child Welfare Officers and will be dealt with by the Central Committee.

- d) The Child Welfare Officers will maintain a record of any indiscipline and any individual player regularly reported will be dealt with by the Central Committee. Suspensions or bans may be imposed.
- e) Everyone associated with the club is expected to obey F.A. rules and directives as well as league/division bye-laws.
- f) If a player falls three weeks behind in payment of subscriptions he must be considered ineligible for selection until such time the arrears are cleared. A letter will be forwarded to the player's parents informing them of the situation.
- g) Any monies owing to the club must be brought up to date three weeks prior to the last match. The result of such action would be that the player concerned would be ineligible to play for any Wideopen Football Club team, junior or senior, until such time as their debt was paid off).
- h) The club's Discipline Policy and Procedure provides detail and should be referred in all matters concerning discipline, behaviour contrary to the club's Codes of Conduct and Responsibilities, complaints, grievances and appeals.

#### **XIV – COMPLAINTS PROCEDURE**

- a) Any person having involvement with Wideopen Football Club must bring any complaint or grievances to the attention of the Child Welfare Officers and the Central Committee in writing and within seven days of the incident, deed or event which was the cause of their concern. Failure to do so may result in a loss of right of complaint and therefore will not be discussed a Full or Central Committee.
- b) The Central Committee will not entertain a "list" which has taken a number of weeks or years to collate being presented as a case against any person involved within the club. The Central Committee should be informed as soon as an issue is identified.
- c) Minor problems which may be deemed as not important enough to warrant a formal complaint may be forwarded to the Child Welfare Officers who will keep it on record for a period of six months. In this way anyone who is the subject of a sequence of minor complaints will be identified and may be asked to discuss/explain these matters to the Central Committee.
- d) All complaints/information referred to the Central Committee and / or Child Welfare Officers will be confidential until such time as it must be brought to the attention of the Team Management Committee. Information retained by club officials for six months (as in c above) will remain confidential.
- e) No individual officer of the club should retain information pertinent to disciplinary matters. For the protection of the club officer and the person concerned, the Child Welfare Officer or the Chairman should also be made aware.

## **XV – ALTERATIONS TO THE CONSTITUTION**

- a) Motions designed to alter the constitution must be submitted to the Secretary at least one month before the A.G.M.

## **XVI – ANNUAL GENERAL MEETING**

- a) The A.G.M. will take place following the end of season Presentation event.
- b) The election of Club Officers will take place. This will include: -
- Chairman
  - Secretary
  - Treasurer
  - Club Welfare Officers
  - Mini-Soccer Co-ordinator
  - Team Management Committee Representative
  - Senior Team Representative
- c) Club Officers are required to notify the Secretary one month prior to the A.G.M. if they wish to resign.
- d) Vacancies for Club Officer positions will be notified to all staff in the week following the deadline for resignations and no later than three weeks prior to the AGM.
- e) Nominations for any position of Club Officers must be in writing to the club Secretary no later than seven days before the A.G.M.
- f) Nominations must note the following information: -
- Position
  - Name of nominee
  - Name of Proposer
  - Name of Seconder
- g) Voting will only take place for positions where nominations or resignations have been received.
- h) If no resignations or nominations are received, the full Team Management Committee will be asked to confirm all current Officers continuance in position.

## **XVII – ADDITIONAL POWERS**

The Central Committee shall be empowered to take such action as they consider desirable in any circumstances not covered by this constitution. Such action will be taken in the best interest of the club and will be reported to all members of the Team Management Committee at the earliest moment.

**SIGNED.....**

**POSITION.....**

**DATE.....**

**SIGNED.....**

**POSITION.....**

**DATE.....**

**DATE OF NEXT REVIEW OF CONSTITUTION:** End of season / Summer 2016 (This does not preclude the option, as stated within this constitution, for members to propose changes to the constitution at the A.G.M. as outlined in Section XV “Alterations to the Constitution”).