



# Club Constitution

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**The Sir Tom Finney Football Club**

***Document Approved on 04 November 2024***

***by The Sir Tom Finney Club Committee***

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**Club Constitution**

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## 1. Name of the entity

The Club shall be called The Sir Tom Finney Football Club (the "Club"). This club was formed in May 2014 when the Samba Soccer Junior Football Club and The Sir Tom Finney (Adult) Football Club agreed to join and form the new club to be known as The Sir Tom Finney Football Club.

## 2. Affiliation

- (a) The Club will be affiliated with the Lancashire Football Association and the appropriate leagues for its teams. The Club will compete in any cup competitions organised by the said leagues, Lancashire Football Association or affiliated clubs agreed to by the committee. The Club will register with the Lancashire Football Association/leagues at the commencement of each playing season and pay the appropriate affiliation, entry and insurance fees.
- (b) The club will be affiliated to and work in partnership with, The Sir Tom Finney Preston Soccer Centre.

## 3. Objectives

The objectives of the Club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members, and community participation in the same. The club will run adult, youth teams (both men and ladies) and age appropriate junior teams.

## 4. Status of Rules

These Rules (the "Club Rules") form a binding agreement between each member of the Club.

## 5. Rules and Regulations

- (a) The members of the Club and Club Committee shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulation of The Football Association Limited ("The FA"), County Football Association to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates, for the time being in force.
- (b) No alteration to the Club Rules shall be effective without written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.

- (c) The Club will also abide by The FA's Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

## 6. Club Membership

- (a) The members of the Club from time to time shall be those persons listed in the register of members (the "Membership Register") which shall be maintained by the Club Registration Secretaries.
- (b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in place from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- (c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- (d) The FA and Parent County Association shall be given access to the Membership Register on demand.

## 7. Annual Membership Fee

- (a) A member is defined as a fee paying attendee of the club
- (b) An annual fee payable by each member shall be determined from time to time by the Club Committee, set at a level that will not pose a significant obstacle to community participation and state the method of payment. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- (c) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.
- (d) Monthly subscriptions are continuous and do not cease until membership is cancelled, in which case the club Treasurer must be notified immediately. Subscriptions are due on the 28th day of each month in advance payment for the month ahead. Should payments not be received by the 7th day of the month into the clubs bank account without prior notice and arrangement with the Club Treasurer then membership may be suspended until arrears are

brought upto date. In the event of any player becoming inactive due to long term injury, illness or other, or suffer from financial difficulty then the Club Treasurer must be notified immediately and a cease in payments may be granted which will only be made at the discretion of the Club Committee.

- (e) The Club Committee may exercise its power to expel players from the club if membership fees/ subscriptions are not paid following the above procedure.

## 8. Resignation and Expulsion

- (a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of his / her resignation. A member whose annual membership fee or further subscription is more than one (1) month in arrears shall be deemed to have resigned.
- (b) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.
- (c) A member who resigns or is expelled shall not be entitled to claim any or any share of, any, of the income and assets of the Club (the "Club Property").

## 9. Discipline

- (a) The Club will promote and expect the highest level of conduct/ discipline from its Officers of the Club, Managers, Coaches, Players, Parents and Spectators in line with the Football Association's Respect Codes of Conduct.
- (b) The Club will strictly adhere to the constitution and rules of the Football Association, Lancashire Football Association and leagues entered with regards to the rules pertaining to misconduct on and off the field of play and to the eligibility of players selected in league/ cup competitions.
- (c) All sending offs, cautions and other misconduct fees/ fines will be paid for by the offending player, parent or spectator.
- (d) The disciplinary procedure is in place to ensure that members of the Club who persistently fail to meet the agreed expectations are dealt with in a fair and open manner. In the case of a player breaching the code of conduct the following will apply;

## 9.1 Junior Teams

Players persistently failing to meet the agreed expectations:

- In the first instance, the Age Group Manager will speak to the player and his parents regarding his behaviour and explain what is expected.
- If the player's behaviour does not improve, the Age Group Manager will again speak with his parents and may exclude the player for up to 4 weeks if it is thought necessary.
- The final sanction will be exclusion from the Club. Before this final sanction is enacted, an interview with the player and his parents must take place with the Executive Committee. The Club Committee will take the final decision.

Players sent off for Violent Conduct or Swearing:

In addition to any penalty set by the Relevant League and Lancashire FA:

- Any player sent off for violent conduct or swearing will automatically miss the next game.
- A second offence will result in missing two games.
- In the case of a Club Official breaching the code of conduct, an interview will take place with the Executive Committee. The findings will then be presented to the Club Committee who will make the final decision.

## 9.2 Adult Teams

The Adult Section will follow the sanctions issued by the Lancashire Football Association.

The Committee reserve the right to add additional sanctions to those issued by the Lancashire Football Association if deemed appropriate and may suspend any player or official pending the outcome any formal discipline hearing.

The Management Committee may exercise its power to expel players/parents from the club following the findings of discipline investigations by the Lancashire FA, League Management or the Club Committee.

## 10. Club Committee

(a) The Club Committee shall consist of the following Club Officers:

- Chairperson
- Vice Chairperson

NOT PROTECTIVELY MARKED

- Treasurer and Subscription Coordinator
- Club Welfare Officer
- Club Assistant Welfare Officer
- Adult Secretary and Registrations
- Junior Secretary
- Fixtures, Training and Pitch Secretary
- U7-U10 and Girls Registrations Secretary
- U11-U18 Registration Secretary
- Girls Parents Liaison
- Disability Representative
- Communications and Website Officer
- Fundraising Officer
- Kit and Equipment Officer
- Charter Standard Coordinator
- Coach Volunteer Development Secretary
- Governance Officer

All these officials will be elected at an Annual General Meeting (“AGM”).

- (b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extraordinary General Meeting (“EGM”). One person may hold no more than three (3) positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairperson or in their absence the Vice Chairperson. The quorum for the transaction of the business of the Club Committee shall be three (3).
- (c) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days’ notice to all members of the Club Committee. The Club Committee shall hold not less than four (4) meetings per year.
- (d) A person resigning from the Club Committee must do so in writing to the chair. It will be brought to the next meeting by the chair, discussed and a vote taken to accept or not. If accepted the process at (f) below will be utilised. If not accepted, the chair will discuss with the committee member in an attempt to maintain them on the committee.
- (e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between AGMs shall be filled by a member proposed by one (1) and seconded by another one (1) of the remaining Club Committee members and approved by simple majority of the remaining Club Committee members.

NOT PROTECTIVELY MARKED

- (f) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- (g) The position of a Club Officer shall be vacated if such a person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

## 11. Executive Committee

- (a) An Executive Committee of the Chairperson, Vice Chairperson, Welfare Officer and Treasurer will be responsible for hearing any discipline matters within the Club.
- (b) The Executive Committee will meet when necessary and will consult with the full Club Committee before making any decision public.

## 12. Annual and Extraordinary General Meetings

- (a) An 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 members of the Club Committee; and (iv) consider any other business.
- (b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club or members of the Club Committee, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting.
- (c) An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members, stating the purposes for which the meeting is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
- (d) The Secretary shall send to each member at their last known address or via their last known email address, written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.
- (e) The quorum for a General Meeting shall be the Chairperson, Vice Chairperson Secretary and Treasurer from either section.



- (f) The Chairperson, or the Vice Chairperson in their absence, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes, the Chairperson of the Meeting shall have a casting vote.
- (h) The Club Secretary, or in their absence a member of the Club Committee, shall enter the Minutes of General Meetings into the Minute Book of the Club.

### 13. Club Teams/ Recruitment/ Selection

- (a) At its first meeting following each AGM, the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. This person wherever possible will be supported by at least 1 other person. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team. The Club Committee shall have the power to ask the member responsible for managing the affairs of the team to leave the position.
- (b) All coaching activities at the Club will be managed by coaches holding the appropriate Football Association coaching qualification's. The minimum level is the Football Association's Level 1 coaching certificate.
- (c) The Club will support the development of coaches both financially (subject to Committee approval) and with mentoring.
- (d) All qualified coaches (with access to players under 18) must have a valid CRB (DBS), Emergency First Aid and Safeguarding Children Certificate.
- (e) The Club will fill vacancies in any teams in May/ June each year or as required throughout the season, from the TSTFPSC for the forthcoming season. If no players are available from the TSTFPSC, then the club will advertise. If players decide to join the club they will be expected to complete the Club Membership form (to include emergency contacts/ any medical information), League Registration Form and arrange for payment of the membership/ subscription fees.
- (f) The club is committed to providing fair playing time to each player . The Club is fully committed to the development of all players regardless of age, however team selection/ substitutions will be the responsibility of the appointed Team Manager.

## 14. Club Finances

- (a) A single bank account is in place and will be maintained by the Club Treasurer. Designated account signatories shall be the Club Chairperson, the Club Secretary and the Club Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- (b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceedings arising from the sale of Club Property to members is prohibited.
- (c) The Club Committee shall have the 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.
- (d) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- (e) The Club may also in connection with the sports purposes of the Club: (i) sell and supply food, drink and related sports clothing and equipment; (ii) employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present; (iii) pay for reasonable hospitality for visiting teams and guests; and (iv) indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- (f) 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 (6) years.
- (g) 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 a General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

## 15. Team Kit and Equipment

- (a) The Club will provide the necessary football kit for each player when representing the Club. Kit will be issued to the teams for the whole season, which must be returned to the Team.
- (b) The Club will provide the necessary football training equipment and kit for Team Managers and Assistant Managers. All requests for kit or equipment purchases should be made to the appropriate Club Secretary. All training equipment/ kit will remain the property of the Club.
- (c) The Club colours are Royal Blue shorts, navy shorts and socks. The away kit will be decided by the Club Committee on a yearly basis.
- (d) The official club kit supplier will be appointment by the Club Committee.

## 16. Child Protection Policy

- (a) The Club will adopt and adhere to the Football Association Child Protection Policy and in doing so will appoint a designated person Club Welfare Officer (CWO) and Assistant CWO to ensure that the Child Protection Policy is carried out at all levels.
- (b) The CWO and Assistant CWO's will be expected to manage all safeguarding issues on behalf of the club and advise the Club Committee appropriately.
- (c) The appointed CWO must attend the Football Association Welfare Officer Workshop and maintain their FA Safeguarding qualification.
- (d) It is mandatory for the CWO's, Team Managers, Coaches and other volunteers who have regular unsupervised contact with players under the age of 18 to hold a valid Enhanced Disclosure and Barring Service Certificate.

## 17. Code of Conduct

The Club will adopt and adhere to the Football Association Code of Conduct for Managers and Coaches, Players, Parents and Spectators. These Codes are issued to the respective persons as required and may also be included in the Club's Welcome Pack.

## 18. Equal Opportunities and Anti-Discrimination/ bullying

- (a) The Club will adopt and adhere to the Football Association Equal Opportunities, Anti-Discrimination and Anti – bullying policies. The CWO and Assistant CWO will manage the promotion and compliance of these policies.
- (b) The Sir Tom Finney Football Club is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide and adhere to this general principle.

- (c) The Sir Tom Finney Football Club commits itself to the immediate investigation of any claims of discrimination towards any of its members and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.

## 19. Incident & Accident Reporting Procedure

All Incidents/Accidents, whether they involve injury or not, shall be reported to a member of the Club Committee and the incident be logged and investigated. In the event that an injury results, the well-being of any individual must be of paramount importance to all Club Officials whilst carrying out their duties on behalf of the Club.

### Procedure

- The responsible person in charge of each team at the time of an Incident/Accident, which results in an injury, must ensure that the player is given adequate first aid if required.
- The responsible person, Team Manager or a member of the Club Committee must notify the player's parents (if not present) of the nature of the Incident/Accident or injury at the earliest opportunity.
- The details of the Incident/Accident must be reported to the Club Secretary, within 24 hours on the Incident/Accident Report Form.
- The Team Manager must contact the Player's Parents within 24 hours of an Incident/Accident resulting in an injury to ascertain the well-being of the player.

## 20. Complaints Procedure

In the event that any Club member feels that he or she has suffered discrimination in any way, or that the Club Policies, Rules or Code of Conduct has been broken, they should follow the procedures below.

- They should report the matter to the Club Welfare Officer or another member of the Club Committee. The report should include:
  - Details of what, when and where the occurrence took place.
  - Any witness statement and names.
  - Names of any others who have been treated in a similar way.
  - Details of any former complaints made about the incident, date, when and to whom made.
  - A preference for a solution to the incident.
- The Club's Management Committee will sit for any hearings that are requested.

- The Club's Management Committee will have the power to:
  - Warn as to future conduct any person found to have broken the Club's Policies or Code of Conduct.
  - Suspend from membership any person found to have broken the Club's Policies or Code of Conduct.
  - Remove from membership any person found to have broken the Club's Policies or Code of Conduct.

## 21. Affiliation to The Sir Tom Finney Preston Soccer Centre

- (d) The Sir Tom Finney Football Club will affiliate and work in partnership with the Trustees/ Committee of The Sir Tom Finney Preston Soccer Centre.
- (e) The purpose of this partnership will be to provide a route for young footballers who attend the Development Centre to join a team and progress through the age groups to Adult football. The partnership will also work together to develop football coaching skills across both adult and youth football.
- (c) The Sir Tom Finney Football Club will be managed by a committee independent from the management of the The Sir Tom Finney Preston Soccer Centre. A member of The Sir Tom Finney Preston Soccer Centre committee will be voted onto The Sir Tom Finney Football Club committee and vice versa.
- (d) The Sir Tom Finney Football Club will be independently funded from The Sir Tom Finney Preston Soccer Centre.

## 22. Dissolution

- (a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by the majority of at least three-quarters of the members present.
- (b) 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.
- (c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to The Sir Tom Finney Soccer Centre, a Competition, the Parent County Association or The FA for use by them related to community sports.

**Club Chairperson**

**Name** .....

**Signature**.....

**Club Vice Chairperson**

**Name** .....

**Signature**.....

**Club Treasurer**

**Name** .....

**Signature**.....

**Club Welfare Officer**

**Name** .....

**Signature**.....

**Chairperson – The Sir Tom Finney Preston Soccer Centre**

**Name** .....

**Signature**.....