



HUNCOAT UNITED FOOTBALL CLUB

Season 2024-25 Club Constitution

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0.1 DOCUMENT APPROVAL

Name	Title	Approval	Date
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0.2 ISSUE OF CONTROL DOCUMENT

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0.3 LIST OF ABBREVIATIONS

Abbreviation	Meaning
HUFC	Huncoat United Football Club
AGM	Annual General Meeting
EGM	Extraordinary General Meeting
AOB	Any Other Business
Exec	Executive Committee
LFA	Lancashire Football Association
ADJFL	Accrington & District Junior Football League
ELFA	East Lancashire Football Alliance
CWO	Club Welfare Officer



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1.0 The Club

1.1 NAME

The Club shall be called Huncoat United (the “Football Club”).

1.2 PURPOSE

The aim of this Constitution is to provide the rules and framework under which the Club operates and runs. This document is intended to be a live document which will be amended to reflect changes and new situations as they arise.

The objectives of the Club shall always be:

- (i) To provide regular organized football for the young people of the area.
- (ii) To foster and encourage good sportsmanship amongst its members.
- (iii) To promote health and wellbeing amongst the registered players of the Club.

1.3 STATUS OF RULES

These rules (the “Club Rules”) form a binding agreement between each member of the Club.

Any proposed alterations or amendments to Club Rules shall be presented to the Membership at either the AGM or an EGM. Changes will only be effective with the majority consent (vote) of the members present.

The Executive Committee will administer and manage all areas of the Club and set policies and objectives to ensure smooth running of the Club.



2.0 Annual and Extraordinary General Meetings

All registered Committee members shall be invited to the General Meetings and be entitled to one vote each. All voting is in person with no exceptions.

All resolutions shall be passed by a simple majority by way of 'show of hands' or ballot. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote, the exception to this being voting on Officer roles where rule 2.1 (b) will apply.

These General Meetings will be minuted and published to all members of the Club Committee within 2 weeks of the meeting, this will include details of all nominations and election of Club Officials and/or resolutions tabled.

The quorum for these General Meetings shall be as a minimum 30% of the Committee Membership.

2.1 ANNUAL GENERAL MEETING (AGM)

(a) The AGM shall be held in the month of September each year.

The business of the AGM will be as following:

- (i) The minutes of the previous AGM (which will be shared 2 weeks prior)
 - (ii) The Chairperson's Report
 - (iii) The Secretary's Report
 - (iv) The Treasurer's Report and Statement of Accounts
 - (v) Election of all Nominated Officials
 - (vi) Provisional rules voted as permanent changes
 - (vii) To consider proposed new rules and amendments to existing rules.
 - (viii) Consider any other business.
- (b) The Executive Committee will notify the membership of the AGM at least one month in advance of the planned meeting date, sharing brief details of the Officer roles that exist within the Club with the Committee.
- (c) All Officer candidate nominations must be initially proposed, then seconded, before moving on to a ballot at the AGM. The candidate with the highest number of votes cast on the night will be elected. If a new candidate or existing one is unopposed the member will automatically be elected to that position. In the event of a tie a re-vote will take place until one of the candidates achieves a majority vote.
- (d) Please note some roles may have length of membership restrictions in place which may be set aside at the discretion of the Executive Committee on a case-by-case basis.
- (e) All rule changes must be initially proposed, then seconded, before moving on to a ballot at the AGM. Proposed rule changes which achieve a simple majority vote will be adopted and any which don't will be rejected. The Chair will have casting vote in the event of a tie.
- (f) All nominations and rule changes shall be made by e-mail to the Club Secretary by no later than the stated deadline and seconded by no later than a week before the AGM. Any motions not seconded in time will be removed from the AGM agenda.



- (g) The Club Secretary will issue the finalized AGM agenda which includes - Officer role nominations and proposed rule changes or new rules proposed.
- (h) At the time of the AGM each Officer role becomes vacant with the outgoing member fulfilling the role temporarily in order to allow AGM business to be completed.

2.2 EXTRAORDINARY GENERAL MEETING (EGM)

- (a) 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 by e-mail and which meets one of the following conditions:
 - (i) The Chairperson requests the EGM
 - (ii) The majority of the Executive Committee requests the EGM
 - (iii) 10 or more Club Members request the EGM
- (b) In all cases the request will need to include signed support by all supporting members in writing and clearly 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.
- (c) The Secretary shall share with the Club Committee written notice of the date of a General Meeting together with the resolutions to be proposed at least 7 days (1 week) before the meeting.



3.0 Club Committees

3.1 COMMITTEE STRUCTURE

- (a) The Executive Committee shall consist of a minimum of four of the following Executive Officers ("Exec"):

Chairperson, Vice Chairperson, Secretary, Treasurer and one CWO

- (b) The Officer's Committee shall consist of the above plus the following Named Officers if in place.

Club Welfare Officer x 1, Equipment Officer, Membership Secretary, Comms Officer, Events Officer x 2, IT Systems Officer x 2, Fixtures Secretary ADJFL, Fixtures Secretary ELFA, Membership Administrator, Teams Liaison Officer, Fundraising Officer and Grounds Maintenance Officer

- (c) The Club Committee shall consist of the following Ordinary Members:

Team managers and coaches plus members of the Officer Committee

- (d) Each Officer shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). Dependent on Club Membership the following will apply: (1) When sufficient membership available then the rule 'one person, one post' will apply and (2) When insufficient membership available then the rule 'one person, two posts will apply. The Executive Committee shall be responsible for the management of all the affairs of the Club.

- (e) Where the position of a named officer is vacant, the role will be covered by an existing officer until filled.

- (f) Decisions of both the Executive and Officer's meetings shall be minuted by the Club Secretary and distributed to the Officers group.

- (g) Any member of the Officer Committee may call a meeting of the Officer's Committee with agreement of any Executive Officer and by giving not less than seven days' notice to all members of the Club Committee.

- (h) Any Officer vacancy on the Officer's Committee which arises between Annual General Meetings shall be filled by electing a member by way of proposed and seconded by Officer's Committee members and approved by a simple majority of the Officer group

- (i) New rules cannot be applied retrospectively.

- (j) The position of any Club Committee member will be vacated if such 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



3.2 EXECUTIVE OFFICERS

The Executive Officers Committee is responsible for the following:

- (a) Oversight and maintenance of the highest levels of child welfare:
 - (i) Ensure that all managers and coaches have the appropriate level of qualifications.
 - (ii) Ensure that all adults involved in the club have completed a CRC/DBS check.
- (b) Ensuring consistently high levels of coaching and team management:
 - (i) Provide guidance and support on coaching, training and managerial best practice.
 - (ii) Organize training courses via local and county FA
- (c) Managing The Club finances:
 - (i) Produce financial monthly updates to the Officer's Committee, and an annual statement of accounts. Financial year 1st July – 30th August
 - (ii) Review bank statements with the Executive Committee quarterly.
 - (iii) Provide clear and transparent financial governance, ensuring that the club is financially sound.
 - (iv) Any leases on contracts for the club must be signed off by a minimum of two Executive Officers and with the majority approval of the Officer's committee.
 - (v) The Executive officer's will be legally responsible for the club's adherence to any such contracts and report back immediately to the Officer's group any issues.
- (d) Maintain appropriate controls and governance of the Club:
 - (i) Define the strategic direction of the club and making recommendations to the Club Committee about changes to the Club constitution.
 - (ii) Represent the Club with external organizations including LFA and the Leagues.
 - (iii) Hear and resolve any disciplinary matters, including internal club disputes.
 - (iv) Engage with the local community, including schools, to encourage mutually beneficial relationships.
 - (v) Define, embed and maintain moral standards of behavior consistent with the FA Respect Campaign.
 - (i) Refer decisions to the Club or Disciplinary (Sub-) Committee where appropriate.

Decisions of the Executive Committee will be made by a majority of the Executive Committee; In the event of a tie the decision will be referred to the Officer Group. The quorum for the transaction of business of the Executive Committee will be three, including at least one of the Chairperson or Secretary. Decisions of the Executive Committee at meetings shall be minuted by the Club Secretary.

3.3 NAMED OFFICERS

Named Officers are responsible for the following:

- Carrying out their respective duties in line with their elected roles and responsibilities. (As per appendix 1)
- Assisting the Executive Officers in the smooth running of the Club.
- Supporting the strategic direction and recommendations made by the Executive Committee.
- Adhering to mandatory and appropriate rules, regulations, codes of conduct, etc.
- Ensuring that all required qualifications are completed at the appropriate time.
- Attending monthly Officers meetings.



- Raising any concerns to the Executive Committee.
- Supporting the Club in fund raising activities throughout the year.
- Supporting sub-committees as necessary.



3.4 ORDINARY MEMBERS

Ordinary members are responsible for the following:

- Adhering to mandatory and appropriate rules, regulations, codes of conduct, etc. (as item 7.0)
- Ensuring that all required qualifications are completed at the appropriate time.
- Raising any concerns to the Officer Committee.
- Assisting to progress/complete player memberships and registrations.
- Ensuring that all players training or playing in their teams are registered with the Club.
- Voting on any issues referred to them by the Officer Committee.
- Ensuring that all assistant coaches are ratified by the Officer Committee.
- Following the FA Respect Code and representing The Club in line with the expected standards of behavior and moral values.
- Supporting the Club in fund raising activities throughout the year.
- Supporting sub-committees as necessary.
- Submitting match cards and results as required by their respective League(s).

3.5 COMMITTEE MEETINGS

- (a) As a condition to membership, Committee Members are expected to attend Committee Meetings or similarly arranged gatherings. Any Member who cannot attend the meeting must advise the Club Secretary before the meeting or ask a representative to attend on their behalf if necessary
- (b) At the request of the Chairperson, the Club Secretary is responsible for organizing all Meetings and to advise Members of the date and venue at least 7 days prior.
- (c) The Club Secretary is responsible for sharing the agreed agenda of the Meetings in advance of the meeting, ensuring the meeting is minuted and published to all members of the Club Committee within 2 weeks of the meeting.
- (d) 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, the exception to this being voting on Officer roles where rule 2.1 (b) will apply. Meetings of the Club Committee shall be chaired by the Chairperson or in their absence the Vice Chairperson. The quorum for the transaction of business of the Club Committee shall be 30% of the membership.



4.0 Membership

4.1 OFFICER, TEAM MANAGER, COACH MEMBERSHIP

- (a) Any person who wishes to become a Club member must apply using the online Membership Application Form. Acceptance of membership shall be at the discretion of the Executive Committee. Membership becomes effective once entered on the Membership Register which currently is the register on LoveAdmin.
- (b) The rules, etc. covered in this Constitution form a binding agreement between the Club and all registered Club Members.
- (c) Members must respect all Club property and not act or behave in such a way as to cause offence to other members, players, parents, referees, officials or members of the public. Abuse in any form (physical, racial or sexual etc.) will not be tolerated and will be subject to disciplinary action.
- (d) In the event of a Member's resignation or expulsion, their name shall be removed from the Membership Register.

All Club Members on accepting membership accept that:

- (e) they have carefully read and understood all Club documentation as per the Club Constitution, Codes of Conduct, Club Rules and all other relevant rules, regulations, legislation and campaigns relating to the membership and operation of the Club, the FA and associated Leagues and Cups.
- (f) They also accept that in accordance with the Club Rules on leaving the Club they will undertake to return or recompense the Club for all Club property issued to them for the purposes of their role(s).
- (g) They understand that we all have a duty to always protect the Club and that their role is not limited only to the information & duties laid down in writing.

4.2 PLAYER MEMBERSHIP

- (a) Any new player who wishing to join the Club must apply using the online Membership Application Form and set up the respective subscriptions payment via direct debit.
- (b) Further information will be requested at the point of acceptance including player photo and proof of identification as required to register players on the FA Whole Game System.
- (c) All new and current players must remain fully paid members until they formally resign their membership in writing to the Club. Any player whose payment of monthly subs fall into arrears will be advised of the arrears and provided with the opportunity to rectify the situation and to restart payments. Failing this, if any player falls into 3 months arrears, then their League registration will be suspended thereby no longer being eligible to play in League matches and additionally the player will be suspended from attending training.
- (d) It is Club policy that any player will be eligible to train with the Club, regardless of ability. The coaches shall use equal game time wherever possible and in support of this teams shall be limited to a squad of team size plus 5 (as per rule change at 2024 AGM)



4.3 MONTHLY SUBSCRIPTIONS

The Club collects monthly subscriptions (subs) via direct debit which parents or guardians setup at the point of registration. The monthly subs are agreed upon and set at every AGM, we always aim to keep these as low and affordable as possible. The subs are a 12-month payment as the Club spreads the higher costs incurred during the winter months over the summer months to maintain a single fee. It is important to bear this in mind as we don't allow cancellation of subs when League games finish at the end of the season.

The Club offers three membership types as following:

- **Standard Membership** - £25 monthly direct debit
 - The registered player can play both Saturday and Sunday at no extra cost
- **Family Membership** - £38 monthly direct debit
 - This option is for each additional child
 - Any additional children must be of the same household or siblings
 - The registered player can play both Saturday and Sunday at no extra cost
 - This membership is subject to change with version 2 of Loveadmin
- **Training Only Membership** - £18 monthly direct debit
 - This option is for any child only training with the Club and not a match player
 - The registered player may play up to a max. of 4 x League games
 - Any more than 4 x games then the membership will be upgraded to Standard

No refunds will be given in the event of resignation or expulsion of a member.



5.0 Resignation, Disciplinary and Expulsion

5.1 COMMITTEE MEMBERS CONDUCT

- (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.
- (b) The Executive 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 Item 6.1
- (c) Expulsions can take place in two ways:
 - (i) The first way an expulsion can be triggered is if the majority of the Executive Committee agrees that a breach of the codes or conduct has taken place deemed so serious that it requires urgent action on behalf of the Club.
 - (ii) The second way is for the affected member and their issue to be discussed by the Officer Committee at one its meetings and for a vote to be held with simple majority in favour of the motion required for the expulsion to be triggered.
- (d) In both cases mentioned above in Section C the following will occur:
 - (i) The affected member must be informed of the decision and the reason for expulsion by e-mail and/or post via Signed-For Recorded Delivery to their last known address within 7 days of the decision date.
 - (ii) The affected member can then decide to accept the expulsion, in which case no further action is required from him / her, or they can decide to appeal.
 - (iii) The affected member then has a right of reply to request an appeal against the expulsion and must return his / her reply with any supporting documents back to the Secretary within 7 days starting on receipt of the expulsion e-mail or letter.
 - (iv) The Executive Committee will then convene a 3-person Disciplinary Sub-Committee to review the situation and evidence, before holding a vote on the decision to expel. The disciplinary hearing must take place within 7 working days of the Chairperson receiving the intention to appeal.
 - (v) The affected member has a right to attend the appeal in person accompanied to put their case before the Disciplinary Sub-Committee. The Club Secretary at the earliest opportunity will inform all parties of the appeal venue and start time.
- (e) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").
- (f) A member who resigns or is expelled shall be liable for any payments or monies owed to either the Club or any third parties resulting from their Teams use of such facilities and / or services whilst under their charge and of the income owed and assets of the Club (the "Club Property") loaned to them for use in their role as but not limited to a Team Manager or Assistant.



5.2 PLAYERS CONDUCT

The procedure for dealing with any players failing to meet the agreed expectations will be:

- (a) The team manager will raise the individual issues with the CWO
- (b) The team manager will speak to the player and his/her parents/guardian regarding their behavior or conduct, the coach can request for the CWO to attend to provide support.
- (c) If the player's behavior continues to be in breach of the expected Club standards or the agreed corrective plan, an interview with the player and the parents/guardian will take place with the Executive Committee, where an agreed sanction will be implemented, which may include exclusion from the Club.
- (d) If a player is sent off for violent conduct, unacceptable conduct, abuse or swearing, in addition to any penalty set by the Lancashire FA, the Executive Committee will review the case and may impose an additional sanction.

5.3 PARENTS AND SPECTATORS CONDUCT

In the case of a parent, spectator or carer breaching the Code of Conduct, a meeting will take place with the Executive Committee, who have the authority to take the appropriate action which may include exclusion from the Club or being banned from attending matches.

6.0 Sub-Committees

6.1 DISCIPLINARY SUB-COMMITTEE

A Disciplinary Sub-Committee at the request of the Executive Committee will meet as and when deemed necessary shall be made up of the following Member types:

1 x Executive, 1 x Named Officer and 1 x Ordinary Member.

Any player or official suspected of what is considered as serious misconduct will be dealt with by the Disciplinary Sub-Committee. This committee will have the powers to request any information necessary and to interview members as it sees fit to conduct a full and thorough investigation and to decide the appropriate sanction if one is deemed necessary/warranted.

Where there is a conflict of interest, either through self-declaration or it being raised as a matter of concern, those individuals will not participate as sub-committee members.

Any final appeal may be made in writing to the Club Secretary and representation made at an EGM however, this would be the last and final appeal possible.



6.2 LONG TERM DEVELOPMENT & PLAN (LTD&P)

As current serving Members, it is the duty of the Executive Committee to ensure and work towards securing the long-term future of the Club so that future generations of children and young people can enjoy and access organized football within their local community.

7.0 Members Code of Conduct

All Executive and Named Officers' are expected to follow, but not limited to, the following codes of conduct:

- (a) To attend no less than 50% of arranged Meetings unless by prior agreement from the Executive Committee to waive this condition
- (b) To provide a report of activities and actions at each arranged Meeting as required
- (c) To ensure all Club matters are carried out through the correct Club Officers with whom the responsibility lays and not to bypass or allow others to bypass this governance
- (d) Proposals made against personal individuals will not be permitted.
- (e) The only exception to (d) above is if a no confidence motion is submitted (documented clear and justifiable reasons only permitted) signed by the full Executive Committee or ten or more members.
 - (i) In this circumstance an EGM (or scheduled meeting if within allowed timescale) needs to be called within 21 days.
 - (ii) The members calling for the motion will have to personally attend to make their case after which a vote will be held, and a decision recorded.
 - (iii) If the motion is carried successfully then at the next meeting an election will be held to fill the vacated role with the outgoing member entitled to re-apply.
 - (iv) If the motion is not successful, then a similar motion cannot be submitted for the term of that season unless a further breach is suspected and can be proven to the satisfaction of the Committee Members.
- (f) Physical and or verbal abuse will not be tolerated in line with Club and FA abuse policies in place and will be subject to disciplinary act
- (g) To adhere to any other rules and codes of conduct in effect within the Club or respective organizations.



8.0 Club Finances

- (a) A bank account shall be opened and maintained in the name of the Club (the “Club Account”). Designated account signatories shall be any three Club Officers. No sum shall be drawn from the Club Account unless approved by two of the minimum of three designated signatories,
- (b) 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.
- (c) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, basic first aid and other ordinary benefits of Community Amateur Sports Clubs as provided for in the current Finance Act.
- (d) 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) indemnify the Club Committee and members acting properly during the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
- (e) The Club shall keep accounting records for recording the fact and nature of all payments and receipts 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.
- (f) The Club shall prepare an annual “Financial Statement”, in such format as shall be available from the FA. The Financial Statement shall be verified by an independent, appropriately qualified accountant at least every two years and shall be approved by at the AGM. A copy of any Financial Statement shall, on demand, be forwarded to the FA.
- (g) The Club Property, other than the Club Account, shall be vested in the Executive Committee (“the Custodians”), who shall deal with the Club Property
- (h) The Custodians shall be appointed by the Club in the Annual General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- (i) On their removal or resignation, a Custodian shall execute a Conveyance in such form as is published by The FA to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to the FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.
- (j) The Custodians shall be entitled to an indemnity out of the Club Property for all receipt supported out of pocket expenses as approved by the Treasurer. Reasonable Summer tournament costs for one per team will be covered subject to prior approval by the Treasurer.



- (k) All financial resources obtained/raised through the activities of Fundraisers and Sub-Committees will be passed to the Club Treasurer and deposited in the Club account. Surplus resources, after payment of Club operating expenses, will then be re-allocated and used at the discretion of the Executive Committee.
- (l) Fundraising teams, Events teams and Sub-Committees will be able to propose and apply to the Executive Committee for specific funding etc. and each case will be viewed and discussed on merit. The decision of the Executive Committee will be final.
- (m) External funding, e.g. grants and sponsorship etc., will be administered and allocated accordingly by the Executive Committee, in line with planned objectives and policies.
- (n) The Executive Officers will be covered by personal liability insurance by the club
- (o) The Executive Officer's will be responsible to ensure the club has the correct insurances as governed by the LFA for players and coaches



9.0 Football Club Activities

9.1 GRASSROOTS MATCHES

- (a) The Club will be a member of the Lancashire Football Association and will abide by the rules and regulations of that Association. The rules and regulations of the FA associated body or any League to which the Football Club is affiliated to shall be in addition to the Club Rules/Constitution.
- (b) 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. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee a report of the activities of the team.
- (c) The Club Committee will agree with each Team Manager which League and Competitions the teams will enter.
- (d) If any Player, Manager/Coach/Volunteer, Club Member, Parent or Spectator is dismissed from the field of play the Club reserve the right to impose a ban on the offender whilst an internal investigation is made into the incident. NB. Any ban imposed may be in addition to any suspension or ban by the FA.
- (e) Expelled or Suspended individuals can appeal in writing, or in the case of a Junior Player their parent or guardian, against suspension or expulsion from the Club within 14 days, however the Executive Committee reserve the right to uphold the initial decision if deemed appropriate.
- (f) In certain circumstances a personal hearing may be granted and in addition the Executive Committee reserve the right to delay a decision if further investigation is required.
- (g) Failure to appeal or attend a hearing will mean that the Executive Committee will deal with the matter as required under Club or FA rules.
- (h) No refunds will be given in the event of resignation or expulsion from the Club.
- (i) The Lancashire Football Association and Leagues have set procedures for clubs to notify them of results or cancelled games, plus the non-attendance of the opposing team; it is the responsibility of the Team Manager to ensure that these procedures are followed. The offending person may be liable for any fines if deemed appropriate by the Officer Group



9.2 CHILD PROTECTION POLICY

The Club acknowledges its responsibility to safeguard the welfare of every child and young person (under 18 years of age) in Club football activity. The Club subscribes to the Football Association's child protection and best practice policy and procedures and will appoint a Club Welfare Officer (CWO).

9.3 EQUALITY ISSUES

The Club, in all its activities will not discriminate, or in any way treat anyone less favorably, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. This means the Club will treat people fairly and with respect, and that it will provide access and opportunities for all. The Club will not tolerate harassment, bullying, abuse or victimisation of an individual.

The Club commits itself to the immediate investigation of any claims, when brought to its attention, of discrimination and where such is found to be the case, a requirement that the practice stop and sanctions imposed as appropriate. The Club's complaint procedure should be used in such instances.

9.4 INCIDENTS AND ACCIDENTS

All Incidents / Accidents whether they involve injury or not shall be reported to the CWO and Executive Committee and the incident be logged and investigated. In the event that an injury is sustained, 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. The responsible person in charge of the team at the time of an Incident / Accident, which results in an injury, must ensure that the player is given adequate first aid.

The responsible person or the Team Manager 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 CWO, within 24 hours on the Accident Report Form. The Team Manager, or a member of the Executive Committee should endeavor to contact the Player's Parents within 24 hours of an accident resulting in an injury to ascertain the well-being of the player.



10.0 Complaints Procedure

If any Club member feels that they have a grievance, or that the Club Policies, Rules or Codes of Conduct have been broken, they should follow the procedures below:

- (a) Firstly, if possible or appropriate speak to individual concerned to try to resolve the issue however, if the nature of the complaint is serious or you do not feel comfortable doing so then please go directly to the next step.
- (b) Report the matter to the any member of the Executive Committee. The report should include:
 - (i) Details of what, when and where the occurrence took place.
 - (ii) Any witness statement and names.
 - (iii) Details of any former complaints made about the incident.
 - (iv) A preference for a solution to the incident.
- (c) The Club's Executive Committee will sit for any hearings that are required, to facilitate arbitration and conflict resolution. In line with item 6.1
- (d) The Club's Executive Committee will have the power to:
 - (i) Warn the individual as to their future conduct.
 - (ii) Suspend the individual from Club role(s).
 - (iii) Expel the individual from the Club if found to have broken the Club's Policies or Code of Conduct.



11.0 Misc Items

11.1 HONORARY ROLES

The Club Committee at its discretion and to recognize the valuable contribution made by certain individuals may offer these persons an Honorary Role within the Club to act as figureheads and retain their links with the Club. These roles if accepted are lifetime roles and will not be subject to the business-as-usual changes or elections.

The holders of these roles if they decide can 'retire' from the role or agree to vacate following mutual agreement with the Club.

11.2 PRESENTATION EVENING

The Club will hold a Presentation Evening each year with the venue hire and Player Awards provided for by the Club

Long Service Awards will be presented to any member who has completed 10 years consecutive service with the Club.

Other awards may be presented to any person deemed to have given outstanding service to the Club. These will be agreed by the Executive Committee.

11.3 CLUB IDENTITY AND COLOURS

At the formation of the Club in 1984 it was decided by the founders that the colour scheme to be adopted to identify the Club would be Black and White.

Therefore, remaining with that spirit and to promote a one-club ethos the Black and White colour scheme must be adopted for all clothing purchased and / or for use whilst representing the Club. Clothing will only be purchased from an approved list of suppliers as deemed by the Equipment Officer.

The only exception to this rule is the colour for training/away playing kits which must be Red and Black.



12.0 Club Communication

- (1) The Club shall use any combination of its website, Facebook page for its communication. This should be posted by the relevant officer dependent on its nature.
- (2) Electronic storage of club data will be the responsibility of the IT Officer who will ensure that all access is always available to the Executive Officers.
- (3) Data shall be secured by the IT Officer to ensure it is available for ten years.
- (4) The IT Officer shall maintain the club's IT systems in line with best commercial practice.



13.0 Dissolution of Huncoat United

- (a) A resolution to dissolve the Club shall only be proposed at an Annual or Extraordinary General Meeting and shall be carried by a majority of at least three-quarters of the members present.
- (b) The dissolution shall take effect from the date of the agreed resolution and the members of the Executive 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 will be agreed by the Committee and then shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them for related community sports.

14.0 Changes Tracker

Version	Issue Date	Summary
V24_25_01F	02/09/24	• Full re-write of club constitution