



## **BUNTINGFORD COUGARS YOUTH FOOTBALL CLUB RULES & CONSTITUTION**

### **1) NAME AND PURPOSE**

The Club shall be called “Buntingford Cougars Youth Football Club” (BCYFC) and its purpose is to provide football activity for youth members of Buntingford and local communities aged up to eighteen years in a safe and positive environment.

### **2) RULES**

BCYFC rules are set out to provide a structure and framework within which the club shall operate.

All members are expected to support and comply with the club rules.

BCYFC and all of its members will support all FA initiatives and campaigns.

BCYFC teams shall be bound by the rules of its County Youth FA and the leagues and competitions that they compete in although some BCYFC rules may be more specific than FA or league rules.

Any changes or exceptions to these rules must be applied using the process described within these rules.

### **3) AFFILIATIONS**

The Club shall be affiliated to Hertfordshire County Youth Football Association and compete in youth football leagues and competitions deemed necessary by the Management Committee.

### **4) STRUCTURE AND MEMBERSHIP**

The club is a membership club. Membership types are:

#### **Player Members**

BCYFC player members are officially registered with a BCYFC age group having completed the BCYFC membership forms and having the membership accepted and being up to date with the relevant annual or pro-rated payments.

A player member for BCYFC who has been previously registered with any other club must confirm with BCYFC any previous contracts, suspensions and financial obligations to clubs and then complete all necessary administration.

Any financial penalties incurred by BCYFC regardless of whether the penalty was incurred before, during or after BCYFC membership will be passed in full to the offending player with 30 days to pay. If the money becomes overdue the player will be suspended from all BCYFC activity until the money is paid and the County FA may be informed of the outstanding debt.

All members will be allocated to their correct age group based on the member's age as set out below;

Cougars Cubs players must be a minimum of three years old and then must follow the pathway below.

An Under6 player will be aged five at midnight on 31<sup>st</sup> August of the playing season.

An Under7 player will be aged six at midnight on 31<sup>st</sup> August of the playing season.

An Under8 player will be aged seven at midnight on 31<sup>st</sup> August of the playing season.

An Under9 player will be aged eight at midnight on 31<sup>st</sup> August of the playing season.

An Under10 player will be aged nine at midnight on 31<sup>st</sup> August of the playing season.

An Under11 player will be aged ten at midnight on 31<sup>st</sup> August of the playing season.

An Under12 player will be aged eleven at midnight on 31<sup>st</sup> August of the playing season.

An Under13 player will be aged twelve at midnight on 31<sup>st</sup> August of the playing season.

An Under14 player will be aged thirteen at midnight on 31<sup>st</sup> August of the playing season.

An Under15 player will be aged fourteen at midnight on 31<sup>st</sup> August of the playing season.

An Under16 player will be aged fifteen at midnight on 31<sup>st</sup> August of the playing season.

An Under18 player will be aged sixteen or seventeen at midnight on 31<sup>st</sup> August of the playing season.

BCYFC do not permit 'playing up' unless there are exceptional circumstances and permission is confirmed in writing by the management committee and complies with the FA and league rules. Exceptional circumstances are a) There is no squad available for an age group. In this instance players of that age group will be permitted to 'play up' a year until BCYFC has a squad available for the player's age group, the player will then play in the correct age group. b) Within the previous two years the player has been identified as a talented player by being officially registered with a professional club's full academy PLUS BCYFC Football Development Officer has confirmed to the committee that the player's development is best supported by playing up. c) A family situation would otherwise mean a younger sibling was unable to play unless they played up a year with an older sibling.

A long service award will be presented to a player member that has been a continuous member for six years from Under13's to Under18's.



### **Staff Members**

BCYFC staff members are individuals directly engaged with BCYFC to carry out specific tasks. They may also be players, parents or guardians and may fulfil roles such as Manager, Assistant Manager, Coach or Physio.

Management and Coaching positions are subject to written confirmation of a role from a Committee Member following a meeting with a member of BCYFC Management Committee.

All staff must be appropriately qualified. Any Staff Member holding a position within the club that involves regular direct instruction, guidance or coaching to youth players (in addition to their own family member) must hold a valid Disclosure and Barring Service (DBS) certificate (formerly DBS ) that is recognised by the F.A. Every BCYFC team must have at least one staff member with a valid DBS certificate. The F.A. will suspend any team if they do not have a designated DBS staff member associated with the team.

In addition to the DBS every team must have a Staff Member with the following qualifications or with a plan to achieve those qualifications within twelve months:

- FA 1<sup>st</sup> 4Sport Level1 Award in Coaching Football
- Safeguarding Certificate
- FA recognised First or Emergency Aid Certificate

Any Staff Member that is not appropriately qualified and does not have an agreed time bound plan to achieve qualifications will be suspended as a BCYFC staff member after being given twenty eight days to either progress their DBS to the point of ID verification or have a confirmed date for courses to achieve the necessary qualification.

### **Family Members**

BCYFC family members are defined as parents / guardians of player members or staff.

### **Committee Members**

BCYFC committee members are elected as per the club rules.

### **5) THE COMMITTEE**

The club will be managed by a committee consisting of committee members fulfilling roles as honorary committee members, management committee members and general committee members.

### **Honorary Committee Members**

Honorary Committee roles will be life roles awarded in recognition of extraordinary service and commitment to BCYFC.

### **Management Committee Members**

The role of the Management Committee is to oversee the day to day operation of the club and to ensure the club serves its purpose. The club must have a management committee consisting of the following roles fulfilled by separate individuals:

1. Chairman
2. Vice Chairman
3. Club Secretary
4. Treasurer
5. Club Welfare Officer

### **Committee Members**

The club will have a committee consisting of the following roles:

1. Minutes Secretary
2. Fund Raising Coordinator
3. Fixture Secretary
4. Registrations Secretary
5. Facilities Coordinator
6. Youth Football Development Officer
7. Kit Manager
8. Manager's Representative (Cubs and 5v5)
9. Manager's Representative (7v7 & 9v9)
10. Manager's Representative (11 a side)
11. Committee Member (Special projects)
12. Committee Member (Special projects)
13. Committee Member (Special projects)



## **Election to Club Committee**

Honorary Members will be elected by way of a simple majority vote of existing Honorary Committee Members. Honorary Membership will be subject to the nominee accepting the role.

At the AGM the incumbent Committee will stand down, for an Honorary Member to temporarily assume the Chair and confirm nominations for the role of Chairman. Subject to a simple majority vote the role of Chairman will be confirmed. Upon election the Chairman will immediately take the chair and oversee the election of all other Committee Members who will be elected after being nominated and seconded.

Although the AGM or an SGM is the main meeting at which an election will occur, a vacant committee role can be filled by a member being elected at any monthly committee meeting using the same process as at an AGM.

If there are two or more nominations for one role, the nominees will be asked to consider another vacant role or share the role.

All roles should have a role description detailing the main purpose of the role and its key responsibilities.

## **Sub-Committees**

The Management Committee by way of a simple majority may convene a subcommittee to manage any issue, opportunity or initiative on behalf of the club committee. A Sub-Committee will consist of a minimum of three and a maximum of seven elected members of which at least one will be a Management Committee Member and at least one will be an Honorary Member. The Management Committee will empower the sub-committee to make a decision on behalf of the club or request that the sub-committee present a recommendation to the committee.

## **6) MEETINGS**

### **Annual General Meeting**

The club will hold an AGM between May and September. The AGM agenda will be:

- Adopt Previous AGM Minutes
- Chairman's Report
- Secretary's Report
- Treasurer's Report
- One Honorary Member Report
- Election of Committee
- Representations
- A.O.B. (at discretion of Chairman and confirmed in writing to the Club Secretary at least seven days prior).

The club will email details of the AGM to the member's database at least fourteen days prior to the AGM stating clearly that any representations must be communicated in writing including the rationale for the representation to the Club Secretary at least seven days prior to the AGM. A.O.B. will be at the discretion of the Chairman but given that all members have the opportunity to confirm representations seven days prior to the AGM there would not normally be A.O.B.

At the AGM and there will be one vote per family e.g. if more than one parent or extended family member of the same child / children attend the AGM only one person is eligible to vote.

### **Special General Meetings**

An SGM will be convened at the discretion of the Management Committee or in the event of a letter sent to the Club Secretary accompanied by signatures representing ten individual member's families along with the rationale for the need of an S.G.M.

The Secretary will email all members on the club database at least seven days prior to the SGM with the SGM agenda and any supporting detail. Only the business specified on the agenda shall be considered at the S.G.M.

No resolutions will be carried unless supported by a majority of two thirds of those present and eligible to vote.

### **Committee Meetings**

The club will hold meetings as necessary and aim to convene a monthly committee meeting which will normally be attended by elected committee members although any member or non-member of the club can attend upon invitation or confirmation from a member of the Management Committee.

An agenda should be set for each meeting. All committee members should be invited to influence the agenda. The Agenda will be confirmed by email to all committee members at least 24 hours prior to the committee meeting.

To ensure due consideration to all subjects The Chair or Vice Chair reserves the right to discuss agenda items only and carry over any A.O.B. items.

Minutes should be recorded for each meeting and adopted as a true reflection of the meeting at the next meeting.

Decisions made at committee meetings that require a vote will be carried by a simple majority of those elected committee members attending who have attended at least three of the previous five committee meetings.



## **7) COMPLAINTS**

Any member contravening any club rule, the club's code of conduct or any FA initiative should be reported via the BCYFC complaints procedure immediately using the form in the club handbook.

- A complaint about a BCYFC player should be reported to a staff member responsible for the player's team. The staff member will decide the most appropriate action and whether to escalate the complaint to the committee or CWO.
- A complaint about a BCYFC staff member should be reported in writing to a committee member who will consult with the committee.
- A complaint about a committee member should be reported in writing to any other committee member to consult with the appropriate committee members.

Upon receiving a complaint the club committee may convene a subcommittee who will be empowered to consider the complaint and apply appropriate action. Appropriate action should aim to seek a mutually satisfactory position but can result in a member being suspended or expelled from BCYFC.

Any complaints of a serious nature that could cause serious harm (physical or psychological) should be reported immediately and verbally to the CWO or a committee member.

## **8) FINANCES**

The Club treasurer is responsible for managing the club's finances and will provide a summary report at each committee meeting and a full financial report at the A.G.M.

BCYFC financial year shall be from 1st April to 31st March.

All club expenses should be claimed from the Club Treasurer with a completed expense form (available in the handbook). Any cost exceeding £25 should be approved in writing by a member of the management committee. Any cost exceeding £100 should be confirmed and approved by way of a minute point at a BCYFC official meeting.

All fundraising in the name of BCYFC must be paid into a BCYFC bank account. If the fundraising activity is for a specific team purpose then BCYFC is able to ring fence the monies but they must still be paid into the BCYFC account. Where fundraising for a specific team purpose does not achieve the required amount the committee may confirm that BCYFC will fund the shortfall if it is considered that the team has made best endeavours to raise the required amount.

In the event that BCYFC should accrue a separate fund to support development of the club or facilities then no spend from that fund should be made without approval at an AGM or SGM by way of a simple majority vote.

Registration fees will be confirmed at the club AGM or an SGM.

## **9) KIT**

All kit must be ordered with the Club's Kit Manager. The club will seek to ensure every player is provided a suitable club kit (shirt, shorts, and socks). Teams normally have kit sponsored to fully cover the cost of kit. A player requiring club kit after sponsored kit is exhausted will be provided suitable kit from the club stocks; this may be used kit and may not fully match kit within the squad e.g. different sponsor logo.

Additional kit (e.g. jackets, bags, tracksuits) must be covered fully by sponsor's. BCYFC do not supply additional kit for new players or replacements for lost or outgrown kit.

It is recommended that teams do not "initial" any kit but alternatively number kit corresponding to the players' shirt number. This enables kit from leaving players to be re-used within the club.

## **10) GENERAL**

BCYFC is a non-profit making organisation run on a voluntary basis although the management committee may decide to pay for certain services.

No claim of any kind will be entertained as a result of any accident sustained during club activity including travel to and from any such activities.

Any member attending a Club activity will be assumed to be there with parental permission. It will be the responsibility of the parent to ensure that the Club member is in sufficiently good health to participate in the Club's scheduled activities.

All members must have respect and have realistic expectations of staff members in voluntary positions.

## **11) DISSOLUTION**

In the event of dissolution of BCYFC all assets shall revert to Buntingford Town Council with a request to hold monies on account for ten years should BCYFC be later re-established. No assets shall be transferred to any individual.