

SALTFORD FOOTBALL CLUB

GOVERNING DOCUMENT.

CLUB NAME

1. The Club shall be known as the Saltford Football Club.
2. The club will be organised into two sections;-
 - Senior Section – All teams playing in 18 and over football.
 - Junior Section – All teams playing in under 18's football.
3. Saltford Football Club is referred to as SFC in this document.

OBJECTIVES

4. The main purpose of SFC is to provide facilities and training for, and to promote, participation in amateur football from the local Saltford and surrounding area.
5. To aid the club objectives SFC is affiliated to the Somerset Football Association Ltd.
6. SFC will join appropriate leagues to help meet the objectives. These will include, but not be limited too;-
 - Somerset County League
 - Mid Somerset League
 - Bristol U18 Football Combination League
 - Avon Youth League
 - Midsomer Norton and District Youth League
 - Hanham Minor League
 - Bristol Saturday Youth League
7. SFC may apply to join other Leagues and Associations if the Committee and Members consider it desirable and in the best interests of SFC and its members.

CLUB YEAR

8. The administrative and financial year of the Club shall be the period commencing the 1st day of June and ending on the 31st day of May the following year.

MEMBERSHIP

9. The Club shall be a Members Club. Membership will be open to people of all ethnicities, nationalities, sexual orientations, religions or beliefs, sexes, ages and disability, except as a necessary consequence of the requirements of football.
10. The following persons shall be entitled to be Members;-
 - Adult Membership;-
 - ❖ Any player registered to play in one or more of the senior teams within the club.
 - ❖ Any parent or guardian of junior members currently registered with the Club.
 - Junior Membership - All players under the age of 18 registered with the Club.

- Honorary Membership - The Management Committee may, if they think fit, elect a person as an Honorary Life Member of the Club.
11. Membership will annually require the completion of the appropriate signing on form (in the case of playing members) and the payment of the stipulated annual membership fee on or before the 30th September. Honorary Life Members shall not be required to pay any fees. Membership fees will not be refundable. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
 12. At least 50% of members will participate in football for the club for at least 12 days per year (pro rata to their membership period)
 13. The club management committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.
 14. In the event of a member resigning, or expulsion, his / her name shall be removed from the membership register. A member shall cease to be a member of SFC from the date of his / her resignation or expulsion, and shall return to SFC any and all of SFC property held by him / her.
 15. Each adult and Life member is entitled to one vote.
 16. The relevant section secretary shall maintain a register of members' names and addresses which will be available for inspection on request.

RULES

17. A copy of these Rules will be made available to all Junior and / or Adult Members on first registration. They will also be held on any SFC website.

FINANCIAL CONTROL

18. The Management Committee shall have authority to act in all financial matters of the Club.
19. The Annual Report and Financial Statement shall be submitted at the Annual General Meeting.
20. SFC may raise money to pay for Football Club activities, make payments as shall be necessary, fix and collect fees payable from membership and social activities. No players will receive payment for playing at the club.
21. The funds of SFC shall only be used for the purposes of SFC. All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

CLUB OFFICERS

22. The Officers of the Club shall be;-
 - Chair.
 - Club Secretary.
 - Senior Fixtures Secretary.
 - Junior Fixtures Secretary.
 - Treasurer.
 - Welfare Officer.

- Senior Section Players representative.
- Junior Section Players representative.
- Such other officers as the Annual General Meeting or Management Committee may consider to be necessary.

MANAGEMENT COMMITTEE

23. The Management Committee shall consist of the Officers of the Club as described above and one Team Coach for each Team.
24. The Management Committee may co-opt up to three additional members to fulfil defined roles.

MEETINGS OF THE MANAGEMENT COMMITTEE

25. The Committee shall formally meet at least three times a year and is responsible for ensuring that SFC complies with its aims and is properly managed.
26. Meetings of the Senior or Junior sections will take place as required but will be in addition to the formal meetings of the full SFC committee.
27. The Officers and Committee members previously referred to in this document shall be elected for one year at the AGM. Retiring Officers and Committee members are eligible for re-election.
28. Co-opted members referred to above can join at any time, but must stand down at the next AGM, but are then eligible for re-election.
29. In the event of the death or resignation of an elected member the vacancy shall be filled until the next AGM by an elected or co-opted member of the Committee.
30. Officers, elected members and co-opted members shall each have one vote. In the event of a tie the Chair has a casting vote.
31. The function of the management committee is to;-
 - To receive any necessary reports from the Secretary, Treasurer and other Officers.
 - To consider and deal with all matters of current administration and all matters affecting the interests of the Club.
 - To consider bids for funds from Team Coaches.
 - To submit a report on its activities to the AGM.
 - To appoint two representatives to the Management Committee of the Saltford Sports Club.
32. The committee shall take such other action as may benefit the Football Club.
33. Proceedings of the Committee shall not be valid unless there is a quorum of not less than 4 members in addition to the Chairperson.

ANNUAL GENERAL MEETINGS

34. An Annual General Meeting (AGM) shall be held in the month of May or June each year. At each Annual General Meeting all members of the Management Committee shall retire but shall be eligible for re-election.
35. The meeting will;-

- Receive from the Management Committee a report, statement of accounts and balance sheet.
 - Agree annual subscriptions for the following season.
 - Elect the Management Committee.
 - Decide on any Resolution duly submitted to the meeting, motions of which must be submitted to the Club Secretary in writing by an Adult Member not less than 14 clear days before the meeting.
36. The Secretary or Chair shall advertise to members details of the date, time and place of each AGM, with a list of items to be discussed, at least three weeks before the date of the meeting. All nominations for Officers must be advised to the Secretary in writing at least seven days before the date of the AGM.
37. The quorum for an AGM meeting shall be 25% of the adult membership or 10 adult members whichever is least. For this purpose the membership shall be the number of adult members at three weeks prior to the meeting.

EXTRAORDINARY GENERAL MEETING

38. An Extraordinary General Meeting of the Club shall be called:
- In pursuance of a Resolution passed by the Management Committee.
 - At any time within 21 days of the receipt by the Club Secretary of a requisition in writing signed by at least 10 Adult Members of the Club, stating fully their reasons for such a meeting.
39. The Secretary or Chair shall advertise to members details of the date, time and place of each EGM, with a list of items to be discussed, at least two weeks before the date of the meeting. The business of an Extraordinary General Meeting shall be limited to that specified in the Notice convening the meeting.
40. The quorum for an EGM meeting shall be 25% of the adult membership or 10 adult members whichever is least. For this purpose the membership shall be the number of adult members at three weeks prior to the meeting.

VOTING

41. An Adult Member present at a General Meeting may cast one vote. In the event of there being present more than one parent and / or guardian of any one Junior Member, only one of them may cast a vote. In the case of equality of votes, the Chairman of the Meeting shall have a casting vote.

SECRETARY

42. The Secretary shall convene, attend and take Minutes of all meetings of the Club and conduct the correspondence of the Club. On retirement from the office the Secretary shall hand over to a successor or the Chairperson all books, papers and documentation as to his / her office.
43. The Committee shall ensure that proper accounting records are kept. At each meeting of the Committee the Treasurer and / or deputy shall present an up to date written statement of accounts to the Committee, acceptance of which shall be recorded in the minutes.

DISSOLUTION OF THE CLUB

44. In the event of the dissolution of the club all funds and assets remaining shall be given or transferred to another registered CASC, charity, or footballs governing body.