



## CLUB RULES

### 1. NAME

The Faringdon Town Football Club shall be called (the "Club").

### 2. OBJECTS

The objects 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.

### 3. STATUS OF RULES

- a. These Rules (the "Club Rules") form a binding agreement between each member of the Club.
- b. Each member shall be provided with a copy of these rules by which they shall be bound.
- c. Interpretation - In any event of any question arising as to the interpretation of these rules, the decision of the Committee shall be final.
- d. Byelaws and Regulations – The Committee shall have full power to formulate, vary and issue byelaws and regulations governing any matter not specifically covered by these rules and every member shall conform to them.
- e. Priority – Where there is any conflict between any of the Rules (key rules) and any other rule or rules, the key rules will take priority. Interpretation of all the rules must be consistent with the statutory requirements for CASC's (which means Community Amateur Sports Clubs as first provided by the Finance Act 2002).

### 4. RULES AND REGULATIONS

- a. The members of the Club 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 approval at an Annual General Meeting (AGM) or an Extra-Ordinary Meeting (EGM) and 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.
- d. The Committee shall review these rules periodically and in any event, every three years.

### 5. 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 Secretary.
- 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 and appropriate Membership Fee being paid.



- 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.
  - i. **Full Members (Over 18 Participants)**
    - Playing Members – those members who play or train to play senior football.
    - Non-playing Members – those members who assist the playing of football by the Club.
    - Eligible to vote at AGM or EGM of the Club.
  - ii. **Life Members**
    - Playing or Non-playing Members – those members awarded life membership due to longevity of service or services to the Club.
    - Eligible to vote at AGM or EGM of the Club.
  - iii. **Junior Members (Under 18 Participants)**
    - Playing Members – those members who play or train to play youth football.
    - Any young person who has not yet attained the age of 18 years.
    - Junior Members Family – Parent(s) or guardian(s) of an under 18 years of age player do not require associate membership. Limited to two adults and up to four under 18 years of age children.
    - Shall not be eligible to vote at AGM or EGM of the Club.
  - iv. **Associate Members (single or couple) & Associate Family Members (Parent(s) with child)**
    - Non-playing Members – those members who have no direct activity in playing or assist in the playing of football for the Club.
    - Associate Family Membership is limited to two adults and up to four under 18 years of age children.
    - The Club Committee may at their discretion allow other classes of persons to become eligible for Associate Membership, provided that the total number of associate members shall not exceed 45% of the total membership.
    - Shall not be eligible to vote at AGM or EGM of the Club.

## 6. ANNUAL MEMBERSHIP FEE

- a. An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- b. 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.

## 7. 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 two (2) months 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").



## **8. CLUB COMMITTEE**

a. The Club Committee shall consist of the following Club Officers:

- President,
- Chairperson,
- Vice Chairperson,
- Treasurer,
- Club Secretary,
- Football Secretary,
- Welfare Officer,
- Head of Senior Football,
- Head of Youth Development,
- Social Media Officer,
- Commercial Manager,
- Bar Manager,

all elected at an AGM.

- b. Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting (AGM) unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two (2) 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 five.
- c. Decisions of the Club Committee shall be entered into the Minute File of the Club to be maintained by the Club Secretary.
- d. 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.
- e. An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between AGM's 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.
- 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.

## **9. 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, 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 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 five.
- f. The Chairperson, or in their absence The Vice-Chairperson, 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.
- g. The Club Secretary, or in their absence a member of the Club Committee, shall enter the Minutes of General Meetings into the Minute File of the Club.

#### **10. CLUB TEAMS**

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 Head of Senior Football & Head of Youth Development shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of each team.

#### **11. 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 the Club Chairperson, the Club Treasurer and/or the Vice-Chairperson. All payments in and out of the Club Account, including bank transfers, direct debits and standing orders, must be documented by the Club Treasurer and reported at the next Club Meeting. 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.
- h. The Club Property, other than the Club Account, shall be vested in not less than two (2) and not more than four (4) custodians, one of whom shall be the Treasurer (the "Custodians"), who shall deal with the Club Property as directed by decisions of the Club Committee, and entry in the Minute Book shall be conclusive evidence of such a decision.
- i. The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- j. On their removal or resignation, a Custodian shall execute a Conveyance in such form as is published by The FA from time to time 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.
- k. The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

## **12. 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 another Club, a Competition, the Parent County Association or The FA for use by them related to community sports.

## **13. GUESTS**

- a. Members may introduce guests into the Club premises at any one time and will be responsible for the conduct of their guests on the premises. Such guests shall during their visit enjoy the full rights (but not privileges) of members of the Club but shall be subject to Club rules. The names and addresses of all guests and the name of the member signing them in shall be entered into a book maintained for that purpose and such book must be kept on the premises. Persons eligible for full membership may not be signed in as guests or more than twelve occasions in any financial year.

## **14. VISITING TEAMS**

- a. Members of officials of Teams visiting the Club for the purpose of playing organised league, cup or friendly Football, Darts, Pool and Aunt Sally fixtures may at the discretion of the Committee be admitted to the Club premises and be permitted to purchase and be supplied with intoxicating liquor by or on behalf of the Club.

## **15. SOCIAL FUNCTIONS**

- a. Intoxicating liquor may be sold to persons attending the Club premises for social or other functions organised or authorised by the Club, provided always that the number of such functions shall not exceed twenty-four in any one year.



- b. Entertainment may also be present at these functions, which may include live bands, discos or stand-up comedians/sports speaker.

**16. SUPPLY OF INTOXICATING LIQUOR**

- a. No intoxicating liquor shall be sold or supplied otherwise than to: -
- Members or Associate Members
  - Their bonafide guests.
  - Persons admitted to the Club premises in accordance with Club rules.
  - The Club be opened as directed by the Committee but the permitted hours for the sale and supply of intoxicating liquor at the Club premises shall be governed by local licensing justices.
  - No intoxicating liquor shall be supplied for consumption off the premises except to a member in person.
  - No intoxicating liquor shall be supplied to a person under the age of Eighteen (18) years.

**17. CREDIT**

No credit of any kind shall be given by the Club.