**Moorside Rangers FC Club Constitution**

**1.Name**

The name of the club shall be called Moorside Rangers Football Club

**2. Purpose and Objectives**

The purpose and objectives of the club will be to:

a) provide inclusive opportunities and positive activities for young people

b) provide a safe and encouraging environment for personal development and growth

c) provide quality coaching which meets national standards of excellence

d) arrange and deliver association matches to Manchester County FA standards

e) arrange social activities for members

**3. Rules and Regulations**

a) The club shall have the status of an affiliated members club of the Football Association by virtue of its affiliation to Manchester County FA. The rules and regulations of the Football Association Limited and Manchester County and any league of competition to which the club is affiliated for the time being shall be deemed to be incorporated into the club rules.

b) The club will abide by the Football Associations Child Protection Policies and Procedures. Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

c) A breach of the rules by any of the members will be subject to the clubs Code of Conduct and Disciplinary procedures.

d) Code of Conduct and Disciplinary procedure are outline within the club’s directory. Moorside Rangers committee reserve the right to make any amendments it deems appropriate without prior notification. The committee will make every effort to keep the constitution of the club up to date on the club’s website at [www.moorsiderangers.com](http://www.moorsiderangers.com)

**4. 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 sole discretion of the Club Committee, Membership shall become effective upon an applicant’s name being entered into 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 Football Association and parent County Association shall be given access to the Membership Register on demand.

**5. Annual Membership Fees**

a) An annual fee payable by each member shall be determined from time to time by the Club Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be refundable. The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objectives of the Club.

**6. Resignations 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 the resignation.

A member whose annual membership free of further subscription is more than 2 months in arrears can be asked to appear in front of the committee for an explanation and possible expulsion from the club.

b) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the club for them to remain a member.

**7a) Management Committee**

a) The Club Committee shall consist of a minimum of Chairperson, Treasurer, Club Secretary, Child Welfare Officer and Minutes Secretary.

**7b) Honorary President**

a) Be a role model for Club standards of decency, safeguarding and public image.

b) Attend (but not required to) Management Committee Meetings as an ex-officio member which implies contribution and guidance based on skills and experience but which holds no voting or decision-making rights.

**7c) Chair**

a) Call and Chair meetings of the Management Committee and oversee arrangements for relevant sub committees

b) represent the Club at external meetings and functions

c) Act as spokesperson for the Club in external settings

d) Exercise the casting vote on matters of decision deadlock

e) Set and engage in activities which help to future proof the Club’s long-term sustainability

**7d) Treasurer**

a) Supervise and be accountable for the financial affairs of the Club

b) Maintain and uphold standards of financial transparency and accountability

c) Keep detailed accounts showing all monies raised and paid out and ensure these records are subject to external audit.

**7e) Secretary**

a) Ensure minutes of all meetings are appropriately taken and accurately recorded and stored, prepare the annual calendar and agendas for meetings in consultation with the Chair

b) Maintain attained record of the Club Membership

c) deal with all correspondence

d) collect and circulate relevant information to all committees and coaches

**7f) Responsibilities and All Members of the Committee and Club Managers**

a) to maintain and uphold the highest standards of public behaviour expected of people entrusted with the care and welfare of young people and their families

b) to be conscious of the reach and power of social media and to use it responsibly, accepting the ambassadorial implications of being part of MRFC

c) to ensure clear lines of distinction between personal and club finances so that there is no ambiguity which could bring individuals or the Club into disrepute

d) Each club officer and committee member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of club officer at any one time. Decisions of the clubs committee shall be made by a single majority of those attending the management committee meeting. The Chairperson of the management committee shall have the casting vote in the even to fa tie. The quorum for the transaction of business of the management committee shall be one third of membership.

e) Decisions of the club committee shall be miniated and records maintained by the Club Chairman

f) Any member of the club committee may call a meeting of the club committee by giving not less than 7 days’ notice to all members of the club committee. The Club Committee shall hold not less than four meetings a year.

g) An outgoing member of the club committee may be re-elected

Any vacancy on the club committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the club committee members and approved by a simple majority of the remaining club committee members.

h) Save as provided for in the Rules and Regulations of the Football Association to which the club is affiliated, the club committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the club rules.

**8. Annual General Meeting**

a) An Annual General Meeting shall be held in June each year to

b) Receive a report of the Club’s activities over the previous year

c) Receive a report of the Club’s finances over the previous year

d) Elect the members of the Clubs Committee

e) Consider any other business

f) Nominations for election of members as 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.

**9. Special General Meeting**

a) A special general meeting (SGM) may be called by the Management Committee or by an individual member of the Committee providing the following is observed:

b) The Chair and Secretary are informed in writing for the reason and urgency of the matter to be discussed and the resolutions proposed

c) 21 days’ notice of the SGM is given to members of the Management Committee along with the agenda and proposed resolutions – all members of the Management Committee are entitled to attend and cote, on the proposed issues Secretary of a requisition in writing signed by not less than five members stating the purposes for which the meeting is required and resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.

d) The quorum for a General Meeting shall be one third of the membership

e) The Chairperson or in their absence a member selected by the Club Committee 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.

f) The Club Secretary, or in their absence a member of the Club Committee, shall record the minutes of General meetings to be held on record.

g) Club Teams. At its first meeting following each AGM the Club Committee shall appoint a Club member to be responsible for each of the Clubs football teams. 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 on activities of the team.

**10a. 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 Secretary, and the 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 into the Club Account.

b) The income and the assets of the Club (the Club Property) shall be applied only in furtherance of the objectives of the Club

c) The Club Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the club

d) The Club shall prepare an annual Financial Statement in such for as shall be published by the Football Association from time to time.

**10b. Dissolution**

a) A resolution to dissolve the Club shall only be proposed at a 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 resolution and the members of the Club Committee shall be responsible for the winding up of 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 parent Association who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such manner as the members of the Club with the consent of the parent Association shall determine.

**10c. Recommended Financial Policy**

This is to clarify the situation for all teams associated with the Club income and can be divided into 5 areas as follows:

a) Registration Fees

b) Monthly Subscriptions

c) Social/Fundraising Events

d) Sponsorship

e) Grants

f) Registration Fees and match subscriptions

g) A registration fee of £30.00 per player must be paid in during the Club Registration week in July. A second/third player joining from the same family will be a fee of £10.00.

h) Players registering for the club for the current season after the 1st January will have a reduced registration fee of £10

**10d. Monthly Subscription**

All players must pay a monthly fee of £25.00 over a period of 8 months commencing at the September meeting. A second players from the same family will be charged £10.00 a month and a third player £5.00 a month.

a) Social/Fundraising events

All monies raised from these events will be paid into the Clubs account.

b) Sponsorships

Monies to be used as requested by the Sponsor.

c) Grants

Grant money will be used for the specific projects as identified in the grant application.

**11. Recommended Procedure for dealing with Scouts**

It is essential that all team managers adopt the same procedure when dealing with scouts. Providing the scout makes himself known to the manager, the following procedure should be adopted.

The scout should be given the full co-operation re players names but at the same time must be informed of the following club procedure.

a) If the scout is interested in any player, before an approach is made, they must inform the club secretary in writing.

b) The club secretary will then notify the team manager concerned of the official approach

c) The team manager will then convene a meeting involving the parents of the player concerned. At this meeting, the implications of joining a school of excellence or academy will be outline. E.g Players as young as nine must prove themselves on a continual basis, putting youngsters under unnecessary pressure to retain their place at the school of excellence. Academy and school of excellence players are only allowed to play a specific number of games in the season, which means that the number of school games may be restricted and under no circumstances will they be allowed to play for their local youth team.

d) The club secretary will then notify the youth development officer (scout), either by phone or in writing of the decision reached.

It is very important that all Team Managers follow this procedure to the letter in order that any illegal approach can be reported to the appropriate authorities at St Georges Park.

In the event of any illegal approach to any of our young players, contact the club secretary with details immediately so that appropriate action can be taken.

**12. Club Rules for Managers**

a) Prior to the season

Players must be registered in the appropriate age group unless permission is granted by the Management Committee

Managers must ensure that their players are registered with their leagues. Mini Soccer and Youth Secretaries will assist if necessary.

A maximum of two players plus a Goalkeeper from any one team, will be permitted to play for more than one team in the Club, unless permission is granted by the Management Committee

b) Meetings

All teams must be represented at the Clubs bi-monthly Management meeting. Failure to attend for 2 consecutive meetings will result in an explanation to the committee for your failure to attend. Disciplinary action could be taken by the management committee for repeat offences.

All teams must make every effort to attend their respective monthly league meetings.

c)Fines

All players are responsible for payment of their own fines. This must be aid at the first available managers meeting. Failure to pay at this time will result in suspension from the team until the fine is paid.

Any player cautioned more than once or sent off for dissent during a match will be asked to attend a disciplinary meeting.

Any player cautioned repeatedly during the season, will be asked to attend a disciplinary meeting.

Any manager, coach or parent cautioned by the referee will be asked to attend a disciplinary meeting.

d) General

Teams are only allowed to play in one League during the season.

One person cannot hold an official position as manager with more than one team at the same time.

The management committee have the power to call a disciplinary meeting if any of the above rules are breached or if they feel that any of the Clubs volunteers have behaved inappropriately or is deemed to be bringing the clubs reputation into disrepute.

e) Inter Club Transfers Rules for Managers

No players shall be transferred between Moorside Rangers teams without the permission of both managers concerned.

No approach shall be made to parents or players from fellow Moorside Rangers teams until such time as both managers have discussed the possible move and reach an agreement in principle. This should then be discussed with your age group secretary prior to any action being taken.

Interclub transfer rules apply throughout the season and closed season respectively.

Any player transferred without the agreement of both managers will be asked to return to their original team or leave the club.

Should a manger feel strongly about a transfer where there are extenuating circumstances, he may appeal to the management committee for a final decision.

These rules are maintained to avoid any conflict between fellow volunteers at the Club.

f) Approaching players from other clubs

As per FA guidelines, Managers should refrain from making approaches to players from other clubs during the football season. Should a manager wish to approach a player from another club to join their team during the off season, this should be done in appropriate nonaggressive manner.

Should a manager be approached by a parent or player from another club looking to join their team, they should discuss the matter with their age group secretary to safeguard the manager from any complaints that may occur.

g) Player expulsions

Non-competitive age groups (under 7 & S’s)

Managers are not permitted to dismiss a players from, their squad without good cause.

Managers wishing to dismiss a player from their squad are required to discuss their concerns with the mini soccer secretary prior to any action being taken. Should the managers concerns be validated by the mini soccer secretary, a meeting with the parents should be held to discuss and if possible, rectify any issues arising. Any action to dismiss a player must be authorised by the mini soccer secretary.

Competitive leagues (U9 onwards)

Managers wishing to dismiss a player from their squad are required to discuss their concerns with the appropriate age group secretary prior to any action being taken. Every effort should be made by managers to offer an alternative place within another team at Moorside Rangers should the dismissal be based on ability.

h) Disciplinary Procedure

The disciplinary committee will comprise a minimum of 4 members of the Executive committee.

This committee will have the power to:

1. Issue a verbal warning as to future conduct for minor breaches of rules.

2. Issue a written warning for a second minor breach of rules of for a more serious indiscretion.

3. Issue a fixed term suspension for a third breach or fairly major breach of rules.

4. Recommend to the Executive Committee dismissal from the club for persistently breaking to rules or for a very serious breach.

In all cases, a written appeal against the decision can be lodged within 7 days.

**(i) Managers Guidance Notes**

1. Equipment

Ensure that the team have at least one full set of kit, one match ball (appropriate size), a number of training ball, basic first aid kit.

2. Risk Assessment

To carry out a visual risk assessment and pitch inspection prior to all coaching sessions and matches

3. Coaching

Plan and supervise weekly training sessions. Select the team.

Inform players of meeting time.

4. Administration

- Home Games

Contact the away team to confirm fixture, venue, kick off time and team colours at least three days prior to the game.

Organise nets and corner flags.

Complete match card including players signatures. Pay referee from subscription money.

Collect match card from opposition manager when finished, send both match cards to the divisional secretary.

Phone results to divisional secretary within time agreed. Complete match detail sheet for club record (players and scorers) Collect and wash kit ready for next game.

- Away games

Organise transport for players.

Complete match card and pass it on to the opposition manager.

5. Other duties

Attempt to rally support for all club fund raising functions. Follow recommended procedure when dealing with scouts. Follow Moorside Rangers recommended financial policy. Follow recommended policy re: Child-Protection. Enforce the basic rules laid down in the handbook.

**13. Clubhouse Code of Practice**

It would be appreciated if all persons using the Clubhouse at Moorside Rangers FC would comply with the following basic conditions.

a) Football boots not to be worn in the clubhouse

b) smoking is not allowed in any area of the clubhouse

c) Unauthorised persons not allowed behind the snack bar of in the office

d) Clubhouse including lounge not to be used as a changing room, except for referees who may change in the lounge

e) Cans, papers etc to be placed in the bins provided

f) Changing rooms are to be swept out after use on training and match days

g) Furniture and sports equipment to be treated with respect

h) Sports equipment e.g. footballs, bibs etc to be looked after and kit room to be left tidy after training and match days

Remember:

The clubhouse and equipment belong to us all and therefore it is everyone’s responsibility to ensure that the above conditions are respected at all times.

**FA Respect Code of Conduct**

We all have a responsibility to promote high standards of behaviour in the game. Moorside Rangers supports the FA’s respect programme to ensure that football can be enjoyed in a safe, positive environment.

The FA Respect Code of Conduct is available in the club house or alternatively on the website. Highlights of the players and spectators Respect Code of Conduct are outlined below:

**Spectators and Parents/Carers – Code of conduct**

I will

* Remember that children play for FUN.
* Applaud effort and good play as well as success.
* Always respect the match officials’ decisions
* Remain outside of the field of play and within the designated spectator’s area.
* Let the coach do their job and not confuse the players by telling them what to do.
* Encourage players to respect the opposition, referee, and match officials.
* Avoid criticizing a player for making a mistake – mistakes are part of learning.
* Never engage in, or tolerate offensive, insulting, or abusive language or behaviour.

**Players – Code of conduct**

When playing football, I will:

* Always play to the best of my ability
* Play fairly – I won’t cheat, complain, or waste time.
* Respect my teammates, the other team, the referee, or my coach/manager.
* Play by the rules, as directed by the referee.
* Shake hands with the other team and the referee at the end of the game.
* Listen and respond to what my coach/team manager tells me.
* Talk to someone I trust or the club welfare officer if I’m unhappy about anything at my club.

**Guidance to Promote Good Practice in the care of children and young people.**

The following guidelines are suggested to managers, coaches, and volunteers in an attempt to reduce situations which could lead to abuse of children, as well as attempting to protect those who are working with children and young people.

1. Always try to work with children and young people, in the open and in public view

2. Always try to avoid situations where a manager, coach or volunteer works with children of young people in situations where they are completely unobserved.

3. Always try to avoid forms of coaching and training that involve long periods of physical contact/support. If such coaching is necessary always try to do this in public.

4. With younger children, when possible, try to encourage parents to take responsibility for their children in the changing rooms

5. Always ensure that managers, coaches, and volunteers work in pairs when children have to be supervised in the changing room.

6. Always try to avoid being alone in a car with a child or young person on journeys. Sometimes this will be inevitable. When this is the case try and make sure the child or young person sits in the back of the car. In these circumstances a manager, coach or volunteer should advise a co-worker of their decision to travel alone with a child.

7. Always try to avoid taking children or young people home with you, especially if they would be alone with a manager, coach, or volunteer.

8. At all times, managers, caches or volunteers should avoid sharing a room with children or young people if away on tour.

9. Always challenge the use of foul and abusive, racist, or sexist language

10. Always act on any allegations made by a child or young person in your care.

**Guidance for Children and Young People to get help.**

How to get help if you are unhappy or worried about anything at the club.

At Moorside Rangers we believe that our young people are the clubs future. We will always try to provide the best standards of supervision and coaching, while you belong to the club.

We will do all we can to ensure that you enjoy your football with us and try to ensure that you are safe from bullying, racism or abuse.

We will not get everything right all the time and you may have ideas about how to improve things. If so, don’t be afraid to make your views known.

Despite our best efforts you could experience bullying, racism, or abuse of you may be unhappy with our methods of coaching/training.

If you are worried about anything or have ideas about how we could improve things, it is best to speak to your team manager or one of the coaches involved with your team.

If you feel that your ideas/concerns are not being dealt with then speak to someone else

It is always a good idea to first discuss you worries no matter how small or hoe serious with your parents or your guardian, to see if they can help. They could raise the issue on your behalf.

If you are unhappy about the way the club has dealt with your worry or complaint, you will be informed as to what to do next.

**A guide for Children and Young People to get help**

You may be being bullied, subjected to racist taunts, or being hurt in other ways by someone at the club, and you are frightened to approach a member of staff.

We recognise that this could be a problem, and so we have appointed two volunteers from our under 17’s team to act as “peer group listeners”

Their photographs and how to contact them are on the walls in the clubhouse. You may not be able to talk to anyone at the club and still feel worried about what is happening to you. In this case telephone:

**Childline: 0800 111 111**

Or

**NSPCC: 0808 800 500**

You could speak in confidence, but if you wanted to, your concern could be passed onto other people who are able to help you.

We want you to enjoy your time with us and always feel comfortable and secure in a safe environment.

If you are worried about the way anyone at the club, either another child of young person, or an adult is treating you, it is IMPORTANT that you share these worries with someone.

If you need help, ask for it, that is one of your rights while you are involved with Moorside Rangers.