

# NORTHOWRAM JUNIOR FOOTBALL CLUB

## CLUB POLICIES



### CONSTITUTION

The name of this Club will be: -

**NORTHOWRAM JUNIOR FOOTBALL CLUB**

Whose offices shall be the address of the Club Secretary (at present this address is 30 Rowan Way, Northowram, HX3 7WF).

#### 1. OBJECTIVE

- 1.1 To promote the playing of "Association Football" to the children and youth of Northowram and surrounding areas.
- 1.2 To organise and operate teams to play in the Calderdale, Halifax, West Riding Girls and Huddersfield and District Junior Sunday Football League at all age groups and/or any other football league or competition as may be approved by the Management Committee.
- 1.3 To promote in the players of Northowram Junior Football Club a culture of sportsmanship, physical fitness and self-esteem. This will be accomplished by improving the skills and fitness of individuals whilst ensuring that, at all times, they respect themselves, their teammates, the opposition, match officials and the management officials of this Club and their opponent club(s).
- 1.4 To encourage and promote close ties with Northowram Primary School, Northowram Cricket Club, Lightcliffe Academy and Northowram Sports Club.

#### 2. MEMBERSHIP

- 2.1 Eligibility for membership of the club shall be the parents or guardians of all players (a maximum of two parents or guardians per player), signed-on players will be eligible for membership the season following their 13th birthday, plus any person voted for by a simple majority by the membership at an Annual General or Extraordinary General Meeting.
- 2.2 Each member shall have a single vote at the Annual General or Extraordinary General Meeting.
- 2.3 Compliance with the Rules of Northowram Junior Football Club is a condition of membership.
- 2.4 All members shall be prepared to participate and assist actively in the operation of the Club, wherever practicable) i.e. fund raising, pitch preparation, transport, laundry, first aid, etc)
- 2.5 A member shall be entitled to:
  - 2.1 Vote at any Annual General or Extraordinary General Meeting;
  - 2.2 Nominate and/or second candidates for the positions of President, Chairperson, Vice Chairperson, Treasurer, Assistant Treasurer, Club Secretary, League Secretary, Social Secretary, Membership Secretary, Kit and Equipment Officer, Logistics Officer, Team Managers and other such officers as decided by the Management Committee; and

NORTHOWRAM JUNIOR FOOTBALL CLUB  
**CLUB POLICIES**



2.3 Those members above the age of 18 years shall be eligible for nomination to the positions of President, Chairperson, Vice Chairperson, Treasurer, Assistant Treasurer, Club Secretary, League Secretary, Social Secretary, Membership Secretary, Kit and Equipment Officer, Logistics Officer, Team Managers and other such officers as decided by the Management Committee.

### **3. GENERAL MANAGEMENT**

3.1 The general management shall be vested in the Management Committee consisting of the offices of President, Chairperson, Vice Chairperson, Treasurer, Club Secretary, League Secretary, Social Secretary, Membership Secretary, Team Managers, Kit and Equipment Officer, Logistics Officer, and other such officers as decided by the Management Committee.

3.2 The President or Vice Chairperson shall act as Chairperson in the case of the Chairperson's absence.

3.3 Voting at general management meetings shall be by a simple majority of those present. The Chairperson of the meeting has a casting vote where necessary.

3.4 The number for a quorum for a management meeting shall be at least four, one of whom to be the President, Chairperson or Vice Chairperson.

3.5 Notification of general management meetings and a circulation of the agenda shall not be less than 48 hours prior to the meeting.

3.6 The Management Committee shall have the authority to set up and disband subcommittees to deal with specific topics.

3.7 The Management Committee shall have the authority to co-opt non-executive persons onto any committee / sub-committee.

3.8 Any member of the Club shall be entitled to attend any management meeting after giving due reason and notice to the Management Committee Chairperson.

3.9 Minutes of all meetings will be produced and published to Management Committee Members.

3.10 General management meetings will usually be held on the first Monday of every month.

### **4. SUB-COMMITTEES**

4.1 The sub-committee Chairperson and members shall be appointed by the Management Committee (see 3.6, 3.7).

4.2 The sub-committee shall have the power to co-opt non-executive members.

4.3 Any member of the Club shall be entitled to attend any sub-committee meeting after giving due reason and notice to that sub-committee's Chairperson.

### **5. OFFICERS**

# NORTHOWRAM JUNIOR FOOTBALL CLUB

## CLUB POLICIES



5.1 There will be a President, Chairperson, Vice Chairperson, Treasurer, Club Secretary, League Secretary, Social Secretary, Membership Secretary, Team Managers, Kit and Equipment Officer, Logistics Officer, and other such officers as the Management Committee may decide to be elected annually at the Annual General Meeting.

Election to roles will be by a simple majority of those members present.

5.2 When a new team is formed there shall be one Manager. They are elected by a simple majority of the parents of the registered players of the team, and their position must be ratified by the Management Committee of the Club at the next general management meeting. They will then be recognised in their official roles for the Club.

5.3 The Manager shall remain in office unless:

(i) The holder tenders his/her resignation to the Club, in writing to the Club Secretary. The Management Committee will contact the parents of the registered players to ask for nominations. If only one nomination is received then this name will go to the next general management meeting for ratification. If more than one nomination is received then the voting procedure as laid out below will take place.

(ii) A challenge is made at the AGM to the holder. This must be made in writing and received by the League Secretary no later than 3 days before the date of the AGM. The challenger must be nominated by a parent of a registered player of that team. At the AGM the challenger must be seconded by at least 2 Registered Player Votes (see below). The voting procedure as laid out below will then take place at the AGM.

(iii) A challenge is mounted against the holder mid-season. This must be made in writing and received by the Secretary from a parent of a registered player of that time and signed by at least four Registered Player Votes (see below). The Management Committee will invite all the parents of the registered players of the team to attend the next general management meeting where the voting procedure as laid out below will then take place.

### ***Voting Procedure for Managers and Parents Reps at the AGM or a General Management Meeting:***

*If both parents of a registered player cast their votes they are taken as one vote, this is a Registered Player Vote. Quorum at the meeting where the vote shall take place is Six Registered Player Votes.*

*If the challenger fails to secure a majority of Registered Player Votes at the meeting, or the meeting is not quorate, the incumbent shall remain in post. When the incumbent has resigned, see (1) above the vote shall be won by the nominee receiving the most Registered Player Votes.*

5.3 Any retiring Officer shall be eligible for re-election if they qualify under 2.5.

## **6. GENERAL MEETINGS**

6.1 The Annual General Meeting will be held at a suitable date during the month of July, as agreed by the Management Committee.

# NORTHOWRAM JUNIOR FOOTBALL CLUB

## CLUB POLICIES



6.2 A General or Extraordinary General Meeting of the Club may be called by the Management Committee or upon requisition to the Chairperson by a member, subject to the Chairperson's discretion.

6.3 Any member unable to attend any meeting may appoint a representative to be their proxy, provided that such arrangements are notified, in writing, to the Management Committee prior to the day of the meeting and the proxy produces written authorisation.

6.4 The numbers for a quorum at General or Extraordinary General Meeting shall be four Management Committee.

6.5 The Chairperson for these meetings shall be the Management Committee Chair person or his/her deputy.

6.6 Voting at these meetings shall be decided by simple majority, the Chairperson holding a casting vote where necessary.

6.7 Calling notices for all meetings will be, where possible, by Newsletter, by e-mail, via the Club Website and/or by word of mouth via players.

6.8 Minutes of all meetings will be produced and published, and will be distributed to Management Committee members.

### 7. FINANCES

7.1 The Management Committee shall cause accurate accounts to be kept.

7.2 The Management Committee shall, prior to the Annual General Meeting, attach a "Statement of account" to the agenda for that meeting.

7.3 The Bankers shall be those as appointed by the Management Committee.

7.4 Funds shall be established and maintained by the efforts of the Management Committee through social functions, membership subscriptions, sponsorship and public gifts/grants where possible.

7.5 Funds will be kept in a Bank Account/s in the name of Northowram Junior Football Club.

7.6 Payments shall be authorised by the Treasurer (or appointed Assistant Treasurer where applicable) and either the President, Chairperson, Vice President, Kit & Equipment Officer, Logistics Officer or Social Secretary

7.7 The financial year shall be to the 31 May each year. The Treasurer will produce annual accounts at that date.

7.8 The accounts shall be independently examined on an annual basis.

### 8. REMUNERATIONS

# NORTHOWRAM JUNIOR FOOTBALL CLUB

## CLUB POLICIES



8.1 Officers and/or Members shall not receive any profit or emolument for the Club funds or transactions of the Club, except for professional services.

8.2 Officers and/or Representatives of the Club, appointed by the Management Committee, who represent the Club at any official meeting or event shall be entitled to “out of pocket” expenses.

### **9. AMENDMENTS**

9.1 The Constitution may be amended at an Annual General, General or Extraordinary General Meeting by a simple majority of the Members present or Members’ proxy (as detailed in Section 6).

### **10. DISSOLUTION**

10.1 The Club shall continue until dissolved by a supporting vote of such resolution at an Annual General, General or Extraordinary General Meeting.

10.2 Upon dissolution, the Club’s property and assets shall be sold and the proceeds and funds shall be applied in satisfaction of the debts and costs incurred in winding up. Any balance shall be distributed according to the wishes of the membership at the time of dissolution. Any imbalance shall be met by equal contribution from the membership at the time of dissolution.

10.3 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 for related community sports.’

### **11. DEFINITION**

11.1 “The Club” within this Constitution is Northowram Junior Football Club.

### **12. AFFILIATION**

12.1 The Club shall have the status of an affiliated member of the Football Association by virtue of its annual affiliation to/membership of the Football Association.

12.2 The rules and regulations of The Football Association Limited, the West Riding County Football Association and any league or competition to which the Club is affiliated for the time being including shall be deemed to be incorporated into the Club Rules.

12.3 The Club will also abide by the Football Association’s Child Protection Policies and procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

### **13. DISCIPLINARY**

13.1 See Club Rules

### **14. EQUALITY**

14.1 See club rules

NORTHOWRAM JUNIOR FOOTBALL CLUB

# **CLUB POLICIES**



Date of last review: June 2022