



Atalanta FC

Club Constitution and Rules

1. NAME

- a. The Club shall be called **Atalanta Football Club** (the “Club”).

2. OBJECTS

- a. 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.

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 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 Club shall support and promote the FA RESPECT Codes of Conduct for coaches, team managers, club officials, spectators, parents, carers and players. All Club members and those associated with the Club will be expected to read, agree to and sign their relevant code. Each code explains that actions can be taken if the Code is broken.
- e. The Club Committee shall review this Constitution before it is submitted to the Parent County Association prior to affiliation each season.

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. Club membership will include:
 - i. Members of the Club Management Committee, the “**Club Committee**”, as the **Executive Members** responsible for the well-running of the Club (see Section 8).
 - ii. **Club Officers** responsible to the Executive for managing specific aspects of the Club as deemed appropriate and necessary, including coaching staff.
 - iii. Registered Players or those Parents / Guardians listed in the Club Membership Database as responsible for the payment of Player Membership Fees.
 - iv. Other persons who have had their membership accepted by the Committee.
- c. Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. All members must agree to uphold the Club’s current Code of Conduct appropriate to their status.
- d. 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.
- e. Should an adult member (Club member aged 18 or over), parent, or guardian associated with

the Club be found guilty of misconduct by its respective Parent County Association they will be solely

responsible for the payment of any fine(s) imposed. Members must read and abide by their respective Code of Conducts. Sanctions will be placed upon members in accordance with the Codes where it is proven a breach of the Codes has occurred.

- f. In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- g. The FA and Parent County Association shall be given access to the Membership Register on demand.

6. MEMBERSHIP FEES & SUBSCRIPTIONS

- 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 repayable.
- b. The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfill the objectives of the Club.
- c. Fees and payment methods for the current season are set out in the Club Subscriptions document.
- d. Normally, initial payment of the membership fee must be made before the start of the playing season and no later than the first League game of the current playing season. Normally, if a player joins the club after the season has commenced, the membership fee shall be paid in full.
- e. All club documentation must be completed by (or on behalf of) a player signing for the Club prior to the player being eligible to play in an organised fixture.
- f. The rate of subscriptions for the current year will be determined by the Committee and must be paid via Teamo each month unless by other arrangement agreed with the Committee.
- g. No refund will be due should a member be expelled from 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/they gives notice to the Club Committee of resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears, without prior arrangement with the Committee, 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 Administration of the Club shall be organised by the following Executive Members, known collectively as the Club Committee:
 - i. Chairperson
 - ii. Vice Chairperson
 - iii. Treasurer
 - iv. Secretary
 - v. Welfare Officer
 - vi. Technical Director, and
 - vii. up to five (5) other members, all elected at an Annual General Meeting ("AGM").
- b. Club Officers, including coaches and team Matchday Managers, are responsible to the Club Committee for managing specific aspects of The Club as deemed appropriate and necessary. Three sub-committees made up of Club Officers will operate under the direction of the Club Committee:
 - i. Operations,
 - ii. Technical,
 - iii. Welfare
- c. The members of the Club Committee will be elected at the Annual General Meeting and one person may hold no more than two (2) positions on the Committee. Club Officers are appointed by the Committee.
- d. The Club Committee shall be responsible for the management of all the affairs of the Club.

- e. 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 three (3).
- f. Decisions of the Club Committee shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- g. 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.
- h. 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.
- i. Each Club Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extraordinary General Meeting ("EGM").
- j. An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between AGMs 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.
- k. Any member of the Club over the age of 18, is eligible for election to the Club Committee.
- l. The position of a Club Committee member or 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 to 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
- f. The Chairperson or, in their absence, a member selected by the Club Committee, shall take the chair. Each member present, over the age of 18, 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 Book of the Club.

10. CLUB TEAMS AND COACHES

- a. The Club Committee shall assign a team Matchday Manager to each team who shall be part of the Technical Committee of coaches.
- b. All coaches will be required to complete the FA Level 1 Coaching Qualification/ Introduction to coaching Football and undertake the mandatory training in relation to Emergency First Aid and Safeguarding, and to obtain a certificate from the Disclosure and Barring Service.
- c. For each of its teams, The Club Committee shall appoint a Club member to be Team Admin and a Club member to be Welfare Champion. The appointed members shall be responsible for managing the affairs of the team in conjunction with the Club Committee and other Club Officers.

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, Treasurer, Secretary and Technical Director. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- b. The Club gives the Club Treasurer and account signatories the authorisation to conduct club financial business by use of digital banking facilities where required.
- c. The income and assets of the Club (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.
- d. 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.
- e. 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.
- f. 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).
- g. The Club shall keep accounting records for recording the fact and nature of all payments and receipts 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.
- h. 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.
- i. 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.
- j. 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.
- k. 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.
- l. 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.
- m. Club's kits, if paid for by the Club or provided through sponsorship, remain the property of the Club. While in the possession of the player, the kit is to be duly looked after. The kit is to be returned to the Club when requested. The kit must be returned to the Club in the event of a player leaving the club during or at the end of the season.

- n. Any Club Member choosing to leave the Club for whatever reason must fully discharge any financial responsibility to the Club. Failure to do so may be reported to the Parent County Association or other governing body who are at liberty to initiate any procedures it sees fit within its regulations. This may include the exclusion of the debtor from playing or signing for any other club until said debt is fully recovered.

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.