

Sedlescombe Rangers Football Club



Club Constitution

1 Name of Club

The Club will be called Sedlescombe Rangers Football Club (Hereinafter will be referred to as the Club) and may also be known as SRFC. Sedlescombe Rangers Football Club will be affiliated to The English Football Association through Sussex County FA.

2 Aims and Objectives

The aims and objectives of the Club will be:

- a) To offer coaching and competitive opportunities in Football.
- b) To promote the Club within the local community and Football.
- c) To manage the Club's sports facilities.
- d) To ensure a duty of care to all Members of the Club.
- e) To provide all its services in a way that is fair to everyone.
- f) To operate as a not-for-profit organisation.

3 Membership

a) Membership of the Club is open to anyone interested in promoting, coaching, volunteering and participating in Football, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. Membership shall comprise the following categories:

- (i) Executive Officer Member
 1. Chair
 2. Secretary
 3. Vice Chair
 4. Treasurer
 5. Governance Officer
- (ii) Ordinary Member
 1. Club President
 2. Honorary Life President
 3. Honorary Life Member
 4. Welfare Officer

5. Assistant Welfare Officer
6. FA England Accredited Club Officer
7. Team Manager
8. Assistant Coach
9. Youth Player
10. Senior Player
11. Other Volunteers as agreed by the Committee

- b) All Members will be subject to the regulations of the Constitution and by joining the Club will be deemed to accept these regulations, Club policies and codes of conduct that the Club has adopted.
- c) Members will complete membership registration documentation (where required) and pay membership fees (where required), as determined at the Annual General Meeting.
- d) Committee Members, as described in clause 5 Committee & Club Meetings, shall be eligible to take part in the business of the Club, and attend and vote at Club meetings.
- e) Non-Committee Members shall be eligible to attend Club meetings to observe only. Non-Committee Members will not have any authority to take part in the business of the Club or have voting rights.
- f) Players shall be eligible for selection of a Club team (when age appropriate), when applicable registration documentation has been completed and signed and subscription fees are paid in line with the Club's Pay-to-Play Policies.

4 Sports Equity

- a) This Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following FA Anti-Discrimination Action Plan Vision:
English football wants everyone to have the chance to be actively involved. There should be no barriers to involvement or development and football should always operate in a safe, fun and friendly environment.
- b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of football, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- c) The Club is committed to everyone having the right to enjoy football in an environment free from threat of intimidation, harassment and abuse.
- d) All Club Members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- e) The Club will deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures.
- f) Team selection will not be deemed discriminatory if the team's direction, goals and selection policy for the forthcoming season are communicated to team members and coaching staff by 1st

August each year. Amendments beyond 1st August each year will require consultation with coaching staff and players prior to introduction. Where amendments occur during the season without player and coaching staff consultation, selection complaints raised to the Committee may be deemed discriminatory and will be addressed appropriately.

g) The Club adopts all FA regulations, policies and codes of conduct.

5 Committee & Club Meetings

- a) The affairs of the Club shall be conducted by Committee which shall consist of:
 - i) Executive Officers; Chair, Treasurer, Secretary, Vice Chair, Governance Officer.
 - ii) Ordinary Members; Welfare Officer, Assistant Welfare Officer, FA England Accredited Club Officer, Team Manager, Assistant Coach.
 - iii) Committee membership is limited to Committee Members defined in clause 5, points i) and ii).
- b) Club Meetings comprise Committee Meetings, Annual General Meetings and Special General Meetings
- c) All Committee Members must be Members of the Club.
- d) All Committee Members shall be elected at the Annual General Meeting.
- e) The term of office shall be for one year, and Committee Members shall be eligible for re-election.
- f) If the post of any Committee Member should fall vacant after annual election, Executive Officers shall have the authority to appoint a new Committee Member with immediate effect.
- g) The Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the Club.
- h) Executive Officers will have authority to appoint advisers to the Committee as necessary to fulfil its business.
- i) Executive Officers will be responsible for convening disciplinary hearings of Members who infringe the Club codes of conduct, policies, rules, regulations and constitution. Hearings will be heard in line with the Club's Discipline and Appeals procedure.
- j) Club Meetings will be convened by the Secretary of the Club and be held no less than six occasions per year.
- k) Only Members recorded in clause Committee & Club Meetings 5, a), points i) and ii) will have the right to vote at Club Meetings.
- l) The quorum required for business to be agreed at Club Meetings will be 5.
- m) The quorum required for discipline matters to be heard at Discipline and Appeals Committee Meetings will be 3.

- i) Discipline and Appeals Committee Meetings will include one Executive Officer on all occasions. Other Members will consist of Committee Members, as described in Committee & Club Meetings 5, a), points i) and ii).

6 Finances

- a) The Club Treasurer will be responsible for maintaining accurate records of Club finances.
- b) The financial year of the Club will run from 1st August to 31st July.
- c) All Club funds will be banked in an account held in the name of the Club.
- d) An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
- e) Any cheques drawn against Club funds should hold the signature of the Treasurer.
- f) All Club general expenditure will be agreed by a minimum of three Executive Officers prior to releasing funds.
- g) Significant Club expenditure will be agreed by Committee Members.
- h) All Members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

7 Annual General Meetings and Special General Meetings

- a) General Meetings are the means whereby Committee Members conduct the affairs of the Club as outlined in clause 7 Annual General Meetings and Special General Meetings.
- b) The Club shall hold the Annual General Meeting (AGM) between June and August to:
 - i) Approve the minutes of the previous year's AGM.
 - ii) Receive reports from the Chairman and Secretary.
 - iii) Receive a report from the Treasurer and approve the Annual Accounts.
 - iv) Receive a report from those responsible for certifying the Club's accounts.
 - v) Receive a report from other Officers.
 - vi) Consider any proposed changes to the Constitution.
 - vii) Elect Executive Officers.
 - viii) Elect Ordinary Members of the Committee.
 - ix) Agree the membership fees for the following year.
 - x) Deal with other relevant business.
- c) Notice of the AGM will be given by the Club Secretary with at least six weeks' notice to be given to all Committee Members.
- d) Nominations for vacant Executive Officers and Ordinary Members of the Committee positions will be sent to the Secretary a minimum of four weeks prior to the AGM.

- e) Proposed changes to the Constitution shall be distributed to the Executive Committee prior to an AGM or SGM.
- f) Proposed changes to the Constitution shall be presented by the Executive Officers at an AGM or SGM and agreed by majority vote of the Committee.
- g) Committee Members have the right to vote at an AGM or SGM.
- h) The quorum for AGM and SGM will be 9.
- i) The Chairman of the Club shall hold a deliberative as well as a casting vote at General and Committee meetings.
- j) A Special General Meeting (SGM) shall be called by an application in writing to the Secretary by any Executive Officer.
- k) The Committee have the authority to call an SGM by decision of a simple majority of the Committee Members.
- l) All procedures shall follow those outlined above for AGMs.

8 Amendments to the Constitution

The Constitution will only be changed through agreement by majority vote at an AGM or SGM.

9 Discipline and Appeals

- a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people, and general discipline of all Club Members, will be recorded and responded to swiftly and appropriately in accordance with the Club's Codes of Conduct and Safeguarding Children protection policy and procedures. The Club Welfare Officer is the lead contact for all Members in the event of any child welfare and protection concerns.
- b) All complaints regarding the behaviour of Members should be presented and submitted in writing to the Secretary or Chairman.
- c) The Discipline Committee will meet to hear complaints within 7 days of a complaint being lodged. The Committee has the authority to take appropriate disciplinary action including the termination of membership.
 - i) Where the Discipline Committee is made aware of a potentially serious complaint, an Emergency Discipline Committee meeting can be convened as early as is practicably possible.
 - ii) Emergency sanctions can be introduced immediately by the Discipline Committee to ensure the safety and well-being of all Members – the due process will then proceed in line with the standard disciplinary process.
 - iii) Where serious physical abuse is apparent to a Member the Police will be directly contacted immediately.

- d) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the Member against whom the complaint was made within 3 days of the hearing.
- e) There will be the right of appeal following disciplinary action being announced. The Executive Officers will invoke an independent Appeal Committee to consider the appeal within 21 days of the Secretary receiving the appeal.
- f) Following invocation of an appeal hearing, the person who lodged the complaint and the Member against whom the complaint was made must submit all additional documented evidence to the Appeal Committee Chairman within 14 days of requesting an appeal.
- g) The outcome of an appeal hearing should be notified in writing to the person who lodged the complaint and the Member against whom the complaint was made within 3 days of the hearing.
- h) In all cases, the decision of the Appeal Committee is final.

10 Data Protection


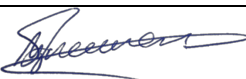
- a) The Club will adhere to UK Data Protection Regulations.
- b) A Data Protection Policy describes the policy and associated activities that Club will employ to ensure all Members' personal data is securely stored.

11 Dissolution

- a) A resolution to dissolve the Club can only be passed at an AGM or SGM through an 80% or greater majority vote of the Committee, including majority vote of Executive Officers.
- b) In the event of dissolution, all debts should be cleared with the Club's funds. Any assets of the Club that remain will be transferred to an appropriate community or sports related legal entity, as voted by a 90% majority of the Committee.

12 Declaration

Sedlescombe Rangers Football Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of the Committee and Members.

Name	Chas Tibbutt	Position	Chairman
Sign		Date	22/06/2022
Name	Matt Noonan	Position	Secretary
Sign		Date	22/06/2022

Appendix

1. **Honorary Members** – the Club has two Honorary Member categories, that are awarded to individuals who are recognised as having contributed significantly to the Club for many years.
 - a. Honorary Life President
 - i. Awarded to retiring Executive Officers that have served a minimum five-year term as an Executive Officer within the Club.
 - ii. Honorary title is awarded by majority vote of the Committee at an AGM or SGM.
 - b. Honorary Life Member
 - i. Awarded to current or previous Members of the Club by recommendation of the Club Chair and agreed by a majority vote of Executive Officers.
 - c. Current Honorary Members
 - i. Honorary Life Presidents
 1. David Mitchell
 2. Len Richardson
 3. Sarah Stapleton
 4. Fred Ham
 - ii. Honorary Life Members
 1. Rod Cornelius
 2. Ash Davey
 3. Paul White