



Mutford United Youth Football Club Founded 1985 Constitution



Trustees

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The Club

1. The club will be known as Mutford United Youth Football Club.
2. The aim of the club will be to give the opportunity of playing association football to children of all abilities, race, sex or religion up to the age of seventeen and to encourage them to develop their skills, ability and social awareness. Every effort will be made to provide suitable exit routes for the older players to progress into adult and young adult football.
3. The club will be affiliated to the Suffolk County Football Association, and will play local competitions, and at such age groups to be decided annually.
4. Players will be expected to wear club kit at matches so as to present a uniform and smart image. All appropriate attire shall be worn at all times (i.e. shin pads, footwear) No jewellery or other attire considered to be dangerous shall be worn at any competitive match or training involving the club, as per F.A. guidelines. Kits should not be worn for any other purpose. The club will accept liability for any damage to kit that the club has given a player, at any match or tournament other than willful damage. Any damage outside this remit shall be the responsibility of the parents. The kit remains the property of Mutford F.C. and is to be returned when requested by the manager or the club committee.
5. The three independent trustees are to be appointed to oversee the club matters in the event of the dissolution or temporary winding up of Mutford F.C.
6. All players signing on with the club will receive a copy of the constitution, code of conduct and child protection policy. Both parents and players are required to sign and return a slip indicating that they are in agreement with the constitution rules. Parents will take responsibility for younger players and advise them of the rules. No player will be eligible to play until the return slip has been signed and returned to his or her manager.
7. All managers/assistant managers will also sign and return a copy to the committee.

The Committee

8. The club committee will be elected at each A.G.M. Positions available on the committee are as follows:- Chairman, Vice Chairman, Secretary, Treasurer and Minutes Secretary. All managers are also part of the committee.
9. Each manager must have either a parent rep or assistant manager for each team. Any new manager/assistant manager has to have the backing of the majority of the committee. The manager and any assistants must be fit and proper persons to accept their position of responsibility.
10. The committee will meet regularly, normally monthly unless it is considered this should be varied (i.e. E.G.M) All committee members should endeavour to attend all meetings.
11. The committee will make decisions regarding the overall management of the club. For any meeting to proceed there must be at least 50% of the committee present. In the absence of the Chairman, the Vice Chairman or Treasurer or Secretary will chair the meeting.
12. For any matters requiring a vote, a straight majority of those present will be required. In the event of a tie, the Chairman will cast the deciding vote. There will be no proxy vote,
13. Parents may present proposals to the committee but only committee members may vote on such proposals.
14. In the event of the committee receiving a notice of no confidence signed by not less than 51% player's parents (one signature per family) then an E.G.M, shall be convened within 28 days of receipt of notice. The E.G.M. shall be chaired by one of the trustees, with a vote taken based upon the rules applying to the A.G.M. In the event of the vote being against the standing committee then a new committee shall immediately be formed with the Trustee continuing to act as chairman of the meeting. An E.G.M. can also be called for other emergency reasons.

Annual General Meeting

15. The club will hold an Annual General Meeting before July 31st of the current or relevant season. The purpose of this meeting is to present an overview of the previous season, to decide on the election of the committee members and subscriptions for the following season, and to discuss any relevant business properly raised (i.e. changes to the constitution).
16. Voting at the A.G.M. - Parents of players registered at the end of the season will have one vote per signed player per family. Committee members with or without players in the club will have one vote. In the event of a tie, the acting chairman shall cast the deciding vote. Matters will be decided on the basis of a straight majority and there will be no proxy vote.

17. The A.G.M. will be an open meeting, and for the meeting to be valid there must be at least the acting chairman and two other committee members present
18. Rule changes/constitution changes/nominations for committee members must be made in writing to the chairman prior to the A.G.M.

Finance

19. The treasurer will oversee all financial matters within the club and will be responsible for ensuring proper records are kept together with an end of season balance sheet. The Chairman, Treasurer and Secretary should sign this.
20. Accurate financial records will be kept by each manager, together with personal details for each players address, telephone number, school attended, date of birth and any illness or allergies. An emergency telephone number should be obtained for each player. Appearance records should be kept for all players.
21. All financial records should be kept up to date, ready for production if required.
22. All signing on fees shall be paid within one calendar month of registering the player with the relevant league. The committee will set the fees for this before the start of the new season, preferably at the previous seasons A.G.M. All fees are to be paid on the day of the match/training. Monies received into the club will be used to benefit the players, providing match and training facilities, equipment and personal accident and public liability insurance.
23. Managers are encouraged to seek external sponsorship for their team or the club. Once the team who obtained the sponsorship has finished with the kit it will become the property of the club, to be used as directed by the committee.
24. Any minor expenses under £15 can be deducted from monthly accounts. Accurate records of expenditure are to be kept. All accounts shall be produced by each team manager at the monthly meetings.
25. One month before the agreed date of the A.G.M. all financial records will be passed promptly to the Treasurer in order that the balance sheet can be prepared. Only those club officials, as currently authorised by the committee, will sign banking documents and cheques. Each such document must contain at least two authorised signatures.
26. Any fines imposed by the managers on the players during the season should be approved by the committee, and. should be used for the benefit of players in a way, also approved by the committee.
27. Any major expenditure on equipment should be approved by a majority vote of the committee.
28. Refer to adult fees and costs for the adult teams.

Team Management

29. To enable as many players as possible to play matches, the recommended guidelines for maximum squad numbers will apply:
 - Five a side - 12 players
 - Six a side - 12 players
 - Seven a side - 12 players
 - Eleven a side - 18 players
30. Team matters, squad and team selection are the responsibility of managers, or assistant managers in the managers absence. During a match, only the manager or assistant or first aider is allowed on the pitch, at the referee's discretion. This is an F.A. rule and should be adhered to by all supporters and other officials.
31. Managers will keep proper records for their team and will run both their teams and any matches in accordance with the rules of the F.A. and the League/competition they are entered in to.
32. Parents must provide proof of age if requested by the committee, League or Suffolk F.A. An original copy of a birth certificate would be required.
33. I.D. cards must be carried by the managers to all matches/tournaments and shall be produced when requested by any other manager or representative of the competition being played.
34. Pitches will be allocated with the eldest age group receiving preference.
35. In order to obtain the Charter Mark, all managers or assistant managers who train the players will be required to attend a Junior Team Managers course. The cost of the course will be met by the club, but this will be constantly be monitored by the committee.
36. Adult teams are run at the manager's discretion with approval from the committee.

Kit and Equipment

37. All equipment requests should be made to the committee at the monthly meetings.
38. All equipment will remain the property of the club. It will be treated properly and reallocated by the committee so as to gain full use of all items.
39. All playing, training and changing areas used by the club should be treated properly and left in a clean and tidy state. Care should be taken to maintain security at sites, and due notice should be taken of requirements or restrictions at certain locations.
40. In particular, training/playing areas should not be used when poor ground conditions would lead to excessive pitch damage. Areas around the goalmouths should not be over used to prevent long-term damage.
41. Pitches and training facilities will be allocated to all managers at the beginning of the season, In case of shared facilities, no team shall have priority over another and every effort should be made to ensure the most effective use be made of their facility.

Discipline

- 42. Managers will have responsibility for the running of their squads and normal player disciplinary matters. Failure by any player to adhere to the constitution or code of conduct will result in the player receiving two verbal warnings from their manager, followed by a written warning from the committee, before expulsion from the club.
- 43. Managers or assistants found in breach of the rules will receive one verbal warning and one written warning before expulsion.
- 44. All club matters will be run in accordance with the rules of the F.A. (Which take precedence) and the N.S.Y.L.
- 45. All club members: officials and supporters are expected to conduct themselves properly at all matches, training sessions and club functions. Failure to follow the code of conduct will result in further action being taken by the committee.
- 46. Any fines incurred by players during matches will be the responsibility of the player's guardians/parents.
- 47. Managers will normally be responsible for payment of any fines incurred as a result of their actions.
- 48. Managers and other club officials will be expected to bring matters of serious breaches of discipline or of the clubs constitution to the notice of the committee at the earliest opportunity. Any issue raised by a parent must be presented in writing to the committee for consideration.
- 49. The committee shall have the power to deal as it sees fit with any and all matters, including any matters not covered in the club constitution or other rules.
- 50. If any player or parent has a grievance against any other player or parent, it is to be put in writing and given to a committee member. If the grievance is against a committee member, they will not be present at any consequent hearing. A majority vote will decide any complaint and if the complaint is against the chairman, then another member of the committee will chair the hearing
- 51. Any complaints regarding other clubs/referees/decisions/facilities should be reported to the committee in writing before further action is taken to ensure the backing of the committee toward the offending party.
- 52. Contact numbers for members of the main committee are as follows:
 - Chairman - Carl Smith 01502 572540
 - Treasurer - Tracey Beamish 01502 586348
 - Minutes Secretary - Julia Spendlove 01502 476227
 - Secretary - Chris Jaggard 01502 569156
 - Vice Chairman - Tony Wickenden 01502 516067
- 53. Any team shall be free to enter tournaments during the closed season, with the approval of the committee, if necessary. Entry fees will be paid for by dividing the cost between the number of players at each tournament. The club can pay the entrance fee in advance, which shall be repaid via monthly accounts following the tournament
- 54. Discipline will be at the manager's discretion on the day of the tournament but any breach of the code of conduct or constitution by players or management should be reported to the committee at the earliest opportunity for appropriate action to be taken.
- 55. The committee shall approve any person managing the team in any competition in the event of the actual manager being unable to attend.
- 56. All tournament rules shall be strictly adhered to.

This constitution was adopted by the club at a meeting held on 13th August 2001 and updated in June 2007. This version replaces all and any previous such constitutions within the club.

CHAIRMAN

SECRETARY

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Please sign and return this cut off slip to your manager with your completed signing on form and registration fee.

Name _____

Team _____

I have read the Mutford constitution, code of conduct and child protection policy.

I accept the rules as stated and agree to abide by them whilst I am playing for MUTFORD UNITED YOUTH FOOTBALL CLUB.

Signed _____ (player)

Signed _____ (parent/Guardian)

Signed _____ (manager)

Date _____

Disclaimer

In the event of an injury to any player, Mutford United Youth F.C. cannot be held responsible. In the event of any injury, a manager or assistant manager will contact the parents/guardian and arrangements will be made to take the injured player to hospital or phone for medical help to assist treatment for that injury.