



# Bishops Cleeve Colts FC

Formed 1971

Affiliated to the Gloucestershire Youth Football Association

Member of the Cheltenham Youth Football League

Member of the Gloucester County Girls Football League

Part of the Bishops Cleeve Football Partnership



## CLUB CONSTITUTION 2023-24

**NAME** The club (formerly known as **Cleeve Colts FC**) shall be called **Bishops Cleeve Colts FC** and the headquarters shall be at Bishops Cleeve FA, Kayte Lane. Multiple teams at any age group will be uniquely identified and incorporated into the club, e.g. Bishops Cleeve Colts U9 Colts, Bishops Cleeve Colts U10 Rovers, Bishops Cleeve Colts U11 United, Bishops Cleeve Colts U12 Emeralds, Bishops Cleeve Colts U13 Diamonds, etc.

**OBJECTS** The objects of the Club shall be to arrange association football matches for children aged between 4 and 18 in line with FA guidelines as outlined below and to arrange social activities for such members, in boys / mixed, girls, and disability categories, subject to availability of suitable club and team officials and facilities:

U5	development training only and volunteer and early player recruitment, subject to ability to meet new FA requirements for activities within this age group
U6	development training only and volunteer and early player recruitment
U7	5v5 development training and friendlies and volunteer and early player recruitment
U8	5v5 Child Friendly Football
U9-U10	7v7 Child Friendly Football
U11	9v9 Child Friendly Football
U12	9v9 Competition Football
U13-U18	11v11 Competition Football

**STATUS OF RULES** These rules (the Club Rules) form a binding agreement between each member of the Club.

### 1. RULES AND REGULATIONS

- The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Gloucestershire (County) Football Association. The Rules and Regulations of The Gloucestershire Football Association and parent Football Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.
- The Club will work in partnership with Bishops Cleeve FC to provide one body constitutionally linked, developing Youth and Senior football in male, female, and disability categories in and around Bishops Cleeve.
- The Club will also adopt and abide by The Football Association's Policies necessary for affiliation.

### 2. CLUB MEMBERSHIP

- 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 or delegated person in the Whole Game System (WGS).
- 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 in the Membership Register.
- In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- The Football Association and parent County Association have access the Membership Register through the Whole Game System.

### 3. ANNUAL MEMBERSHIP FEE

- Membership of the Club will normally be open to children between the ages of 4 and 18 who are either resident or attend school in Bishops Cleeve or surrounding areas. Other children may be considered for membership, according to the requirements or circumstances of any particular team.
- 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.
- The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club to include
  - Match subscriptions
  - Training subscription

### 4. RESIGNATION AND EXPULSION



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- 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 their resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
- 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. There shall be no appeal procedures.
- c. A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.

## 5. CLUB COMMITTEE

- a. The Club Committee shall consist of the following Club Officers, elected at an Annual General Meeting:
  - Chairperson
  - Treasurer
  - Secretary
  - Club Welfare Officer
- b. The Club Committee shall also have members to fulfil the following roles, elected at an Annual General Meeting:
  - Vice Chairperson
  - England Football Accreditation Co-ordinator
  - Development Officer
  - Fixtures Secretary
  - Registrations Secretary
  - Website Manager
  - Minutes Secretary
  - Girls Football Communications Officer
  - Girls Welfare Officer
  - Coach Mentor
  - Team Representative (max 2 per team with one vote per team)
- c. Each Club Officer and Club 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 Officers at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. 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 a member selected by the Club Committee shall take the chair. The quorum for the transaction of business of the Club Committee shall be three.
- d. Decisions of the Club Committee of meetings shall be entered in to the Minute Book of the Club to be maintained by the Minutes Secretary.
- e. 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 meet regularly throughout the year (usually early in each month but may be less frequent).
- f. 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 remaining Club Committee members.
- g. Save as provided for in the Rules and Regulations of The Football Association and the County 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. This will normally be the responsibility of the Club Secretary, who may nominate someone to act in their stead if they are unable to attend.
- h. A Disciplinary Sub-Committee consisting of the Chairman, Vice-Chairman, Secretary, Welfare Officer and one other Committee Member will be responsible for reviewing all aspects of club discipline. Their duties are to consider Complaints made against Members, Club Officers and where they are not Club Officers, Managers, Coaches and Assistants. They will consider any Complaint in accordance with the Disciplinary Committee Procedures as agreed from time to time. They will determine the validity of any Complaint and where the Complaint is upheld, they will decide appropriate disciplinary action against a Respondent. In this respect they act on the authority of the Club Committee.

## 6. ANNUAL AND SPECIAL GENERAL MEETING

- a. An Annual General Meeting (AGM) shall be held in each year to:
  - Receive a report of the activities of the Club over the previous year.
  - Receive a report of the Club's finances over the previous year.
  - Elect the members of the Club Committee.
  - Consider any other business.



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- b. Nominations for election of members as Club Officers or as members of 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 in writing before or in person at the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 28 days before the Meeting.
- c. A Special General Meeting (SGM) may be called at any time by the 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 SGM may be any business that be transacted at an AGM.
- d. The Secretary shall inform each member, in writing, notice of the date of a General Meeting together with the resolutions to be proposed at least 7 days before the Meeting.
- e. The quorum for a General Meeting shall be 6.
- f. 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.
- g. The Minutes Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

## 7. CLUB TEAMS

- a. At its first meeting following each AGM, the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams (team manager). The team manager shall be responsible for managing the affairs of the team, to include;
  - Attendance at Club meetings, to represent their squad.
  - Responsibility for team kit, selection and training.
  - Collection of subscriptions, match and training fees and paying in to the Club Treasurer on receipt of invoice
  - Responsible for paying any fines that are incurred through not completing Full Time correctly
  - Organisation of transport to away matches, and payment of referees at home matches.
  - Organisation of any activity relating to their squad that the Club should decide.
  - Responsible for registration cards.
  - Maintaining Charter Standard Status of the club by ensuring At least one Level 1 Qualified (or higher) licensed coach per team.
- b. The appointed members shall present to the Club Committee at Committee meetings written or verbal reports on the activities of the team.

## 8. COMPETITIONS, GROUNDS, COLOURS, FOOTBALLS

- a. All teams will play in competitions and on grounds as determined by the Management Committee at the commencement of each season.
- b. The Club colours will be emerald and black (Home kit) and white and black (Away kit), and all teams must play in the Club colours as registered with the Gloucestershire Youth Football Association, saving where a different change of colours is necessary, when bibs or other ad-hoc colour change may be used. Teams are not mandated to procure Away kit if appropriate budgets are insufficient. For clarity, teams may not play competition games wearing black or very dark shirts, or purple shirts, to avoid clash with referees.
- c. The size of balls to be used will be in accordance with the Rules of the Gloucestershire Youth Football Association.

## 9. 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 designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- b. The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects 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 form as shall be published by the Football Association from time to time.
- e. The Club Property, other than the Club Account, shall be vested in the team managers 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.

## 10. DISSOLUTION

- a. A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried out by a majority of at least three-quarters of the members present.



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- 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 debt 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 other manner as the members of the Club with the consent of the parent Association shall determine.

## 11. GENERAL

- a. The Management Committee shall have power to deal with any matter not provided for in these Rules, as far as the running of the Club is concerned.

## 12. TRUSTEES

- a. The following persons are the agreed Trustees of Bishops Cleeve Colts FC

..... Trustee name ..... Trustee signature

..... Trustee name ..... Trustee signature

Signed

..... Chairperson

..... Secretary

Date .....

- All property of the Club, including land and investments shall be held by the Trustees for the time being, in their own names so far as necessary and practicable for to use and benefit the Club.
- On the death, resignation or removal from office of a Trustee, the Management Committee shall take steps to procure the appointment by the Club in General Meeting of a new Trustee in their place; and shall as soon as possible thereafter take all lawful and practicable steps to procure the vesting of all Club property in the name of the Trustees as constituted after the said appointment.
- The Trustees shall have power to sell, lease, mortgage or pledge any Club property for the purpose of raising or borrowing money for the benefit of the Club with the consent of the Management Committee; but no purchaser, lessee or mortgagee shall be concerned to inquire whether such consent has been given.