



COLDLANDS COLTS FOOTBALL CLUB

RULES AND CONSTITUTION

*Rules & Constitution
Version 12.0
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COLDLANDS COLTS FC RULES & CONSTITUTION

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Generally

1. The name of the Club shall be Coldlands Colts Football Club.
2. The purpose of the Club shall be to provide football for the Members of the Club and it shall be affiliated to the Birmingham County Football Association.
3. The Club is committed to fairness and will provide a safe environment for all the Members of the Club to play, and participate, in football free from discrimination.
4. The Members of the Club shall be the registered players, i.e. those who have paid the Annual Membership Subscription and completed the Club's Annual Membership Registration Form.
5. The Club shall be controlled by the Members, each Member being represented by a Parent, or Legal Guardian, to be known as the Member's Representative.
6. The Members' Representatives shall elect a President and the Club's Officers at an Annual General Meeting, who will serve the Club for the following twelve months. The Club's Officers shall be as follows:

The Chairman

The Secretary

The Treasurer

The Senior Coach

7. The Officers of the Club may recommend to the Chairman, at whose sole discretion, may appoint up to four Life Vice Presidents who will serve in an honorary and non executive capacity for as long as they feel able and wish to do so.



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8. The Club shall be administered and managed by a Management Committee, which shall comprise of:

The Officers of the Club

Team Managers

Such other persons as the Officers of the Club wish to appoint

9. The Club shall provide a safe environment for the Members of the Club to train, play and participate in football related activities. The welfare of the Members of the Club will always be paramount and they will be protected from abuse, in line with the Football Association's Safeguarding Children Policy. The Club shall appoint a Welfare Officer who will be responsible for ensuring the Club complies with the Football Association's child protection policy and procedures and will attend child protection courses and workshops as necessary.
10. The Officers of the Club shall have the power to withdraw any team from playing as 'Coldlands Colts' if, in their opinion, that team has failed to perform any or all of its obligations under the Rules and Constitution of the Club; has acted in a manner not consistent with the values and behaviours expected; or has brought the Club into disrepute.
11. If any situation arises that is not covered by these Rules and Constitution, the Officers of the Club shall have the power to take such action as they consider necessary in the circumstances.
12. The Club may be dissolved by a resolution passed under Rule 20.
13. The dissolution shall take effect from the day when the resolution is passed, and the Trustees shall be responsible for the winding up of the assets and the liabilities of the Club.
14. If any term remains outstanding on the Lease of the Ground at the date of disillusionment, it shall be the responsibility of the Trustees to arrange the assignment of the remaining term of the Lease to a similar Club, or Organisation.



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15. If any other assets remain after the discharge of all debts and liabilities of the Club, it shall be the responsibility of the Trustees to ensure that all such assets are transferred to a similar Club, Organisation or Charity.
16. The Trustees may, if they so wish, consult the Central Warwickshire Youth Football League (or other such league in which the Club participates), Birmingham County F.A., Solihull Metropolitan Borough Council, or any similar organisation, to assist in their decision in respect of the disposal of assets.

The Annual General Meeting

17. An Annual General Meeting of the Club shall be held each year in the month of October, or November, to transact the following business:
 - 17.1. To receive and, if approved, to adopt a Statement of the Club's Accounts to the end of the preceding year.
 - 17.2. To consider and, if approved, sanction any duly made alteration to the Rules and Constitution.
 - 17.3. To elect the President and the Club's Officers and confirm the appointment of any other member's co opted onto the Management Committee.
18. A notice convening the Annual General Meeting shall be sent to the Member's Representative not less than ten days before the meeting.
19. An Extraordinary General Meeting may be convened at any time by the Management Committee, and no later than 21 days after receipt of a formal written notice from at least three Members Representatives specifying the object of the Meeting from any of the following purposes:
 - 19.1. To consider and, if approved, sanction any duly made alteration to the Rules and Constitution.
 - 19.2. To deal with any special matter which the Management Committee may desire to be placed before the Members' Representatives.



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- 19.3. To deal with any special matter which the Members' Representatives requiring the meeting may desire to place before the Club.

Funds

20. The Treasurer shall operate a Bank Account, or Bank Accounts, in the name of the Club. All monies received by the Club shall be paid into the Bank Account, or Bank Accounts.
21. Any cheques drawn on the Club Bank Account, or Bank Accounts, must be signed by any two of the following Club Officers:
- 21.1. Treasurer
 - 21.2. Chairman
 - 21.3. Secretary.
22. The Management Committee shall be entitled to request from Members such monies in the form of annual subscriptions match and training levies and other such payments, as they consider necessary, to be payable in a form, and at a frequency and value as may be directed by the Management Committee from time to time, for the running of the Club.
23. An Annual Membership Subscription shall be paid by each Member at the start of every season. The Annual Membership Subscription shall be reviewed each year and set by the Management Committee. Any Member failing to pay the annual subscription by the end of November in the season in question shall forfeit such rights as the Member might hold and will no longer be considered to be a member of the Club.
24. The Annual Membership Subscription shall be paid by every Member; however the following rebates will apply.
- | | |
|----------------------------|------|
| Second Child | 50% |
| Third and further children | 100% |
25. A Training Levy shall be paid by each Member to the value and in the form prescribed by the Management Committee. Failure to pay the Training Levy or default on any stage payments by more



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than one consecutive month will render that Member ineligible to play to play in games unless and until the arrears have been made good.

26. The Officers of the Club, at their sole discretion, may consider any petition from Team Managers or Members Representatives to reduce, suspend for a period, or cancel the Training Levy for reasons of hardship or special needs.
27. A Match levy shall be paid by each selected team player prior to taking part in any competitive match. The Match Levy shall be reviewed annually and set by the Management Committee.

The Management Committee

28. The Management Committee shall appoint a Member's Representative to be responsible for the Club's:

Child Protection (Welfare Officer)

Fund Raising

Ground and Clubhouse

Kit and Equipment

Pitch Allocation at the Ground

Marketing & PR

Communications & Web Administrator

29. The Management Committee shall meet regularly and at such intervals as is deemed necessary to undertake and conduct the business of the Club.
30. A minimum of four Management Committee members is needed to form a quorum and hold a valid meeting where decisions are binding.



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The Chairman

31. The Chairman shall preside over all meetings and any disciplinary hearings and shall have the casting vote when needed.
32. The Chairman shall be responsible for the proper conduct and discharge of business in accordance with these Rules and Constitution.
33. The Chairman shall be responsible for maintaining and developing standards and shall act as an ambassador for the Club in all external affairs.
34. The Chairman shall be the guardian of the Rules & Constitution, policies, procedures and codes of practice of the Club.
35. The Chairman shall sit on the panel of adjudicators at all disciplinary hearings [save those where the Chairman is the subject of the disciplinary procures in which case this role will be fulfilled by the President].

The Club Secretary

36. The Club Secretary will issue all such notices as are required by these Rules & Constitution and in particular with regard to the AGM and any EGM. The Club Secretary will also take and issue minutes of such meetings.
37. The Club Secretary will call all such Management Committee meetings, prepare an agreed agenda, take and issue minutes and follow up actions with whom and as necessary.
38. The Club Secretary will deal with all correspondence, including fines and matters relating to both the management and running of the Club.
39. The Club Secretary will maintain adequate records and in particular will maintain an accurate complete and up to date record of all Members and Members Representatives.



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40. The Club Secretary will be responsible for updating and any amendments to these Rules and Constitution and for updating and maintaining all Charters, codes of conduct, polices and procedures of the Club.
41. The Club Secretary along with the Club Treasurer will be responsible for collecting all fees and monies due and hastening when and where arrears occur.
42. The Club Secretary shall sit on the panel of adjudicators and act as secretary at all disciplinary hearings [save those where the Secretary is the subject of the Disciplinary Code - in such cases the Chairman will assume these responsibilities] to record proceedings and issue formal notices findings and written confirmation of any sanction imposed.

The Treasurer

43. The Treasurer will maintain accurate, complete and up to date accounts in accordance with the latest conventions and rules governing accounting practice.
44. The Treasurer will select and appoint Auditors and submit to them accounts for their necessary audit and shall pay from Club funds any fees involved.
45. The Treasurer shall submit to the Management Committee at regular intervals sets of accounts that depict the current income, expenditure, liabilities and bank balances at the time these accounts are prepared.
46. The Treasurer along with the Club Secretary will be responsible for collecting all fees and monies due and hastening when and where arrears occur. The Treasurer will also be responsible for collating all monies paid in and for presenting details of Team income as part of the regular update of accounts.
47. The Treasurer shall sit on the panel of adjudicators at all disciplinary hearings [save those where the Treasurer is the subject of the Disciplinary Code].

The Senior Coach



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48. The Senior Coach will be responsible for developing and maintaining best practice coaching guidance for all age groups and for publishing and updating a Club Coaching Manual.
49. The Senior Coach will also be responsible for the following:
 - 49.1. Advising on training equipment and resources needed for each team and appropriate to that age group
 - 49.2. Arranging, organising and hosting regular coaches training sessions using internal resources as well as external guest coaches and expert in any particular field. To seek accreditation for these sessions as part of the wider FA initiative of continuing coach development (CPD).
 - 49.3. Supporting and assisting Team Managers and Coaches in the organisation, setting up and delivery of coaching sessions as well as the dissemination of best practice.
 - 49.4. Setting up and arranging a mentoring scheme for younger and less experienced Team Managers and Coaches as well as those interested in further development and advancement as coaches.
 - 49.5. Maintaining records of certification and accreditation for all Team Managers and Coaches and organising with the Club Secretary any refresher training or reaccreditation courses and workshops as may be required from time to time.

The Team Managers

50. Such persons as the Officers of the Club shall appoint at their sole discretion and who may be removed by the Officers of The Club following the results of the Disciplinary Code, or for any other reason where their behaviour, or conduct is not consistent with the aims, values and polices of the Club, or which bring the name of the Club into disrepute
51. Team Managers are responsible for the overall and proper management, and the running of their respective teams and the conduct of the Members within those teams, and are answerable to the Club Officers for their own conduct and behaviour.



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52. Team Managers and Coaches will be required to attain and maintain the following minimum qualifications.
- 52.1. FA Level 1 Junior Team Managers Award or equivalent
 - 52.2. Emergency First Aid Certificate
 - 52.3. Child Protection Awareness Training and Certificate
53. Team Managers and Coaches are also required to submit to, obtain and maintain a Criminal Records Bureau check and accreditation.
54. In addition are required to abide by the:
- 54.1. The Clubs Rules & Constipation
 - 54.2. Such policies and procedures, codes of conduct and other instructions as may be current and issued from time to time by the officers of the Club.
 - 54.3. The Club's Team Managers and Coaches Code of Conduct
55. Team Managers may appoint their own assistants (e.g. Assistant Team Manager, Coach, Secretary, etc.) Such appointments will need to be approved by the Officers of the Club.
56. Team Managers must ensure:
- 56.1. No player represents the Club in a competitive match unless he is a Member.
 - 56.2. No player shall be registered with the League until that player is a Member of the club And has paid the Annual Membership Subscription and completed the Club's Annual Membership Form.
 - 56.3. That the Secretary is provided with a fully detailed list of all players, together with copies of their Annual Membership Forms, by the 1st day of October in each year, and are also responsible to ensure that all new registrations, transfers or cancellations are promptly notified to the Secretary



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57. Membership of the Club is by invitation from the Team Manager, on an annual basis, and is effective only upon the payment of the Annual Membership Subscription and completion of the Club's Annual Membership Form

58. Team Managers will have total discretion on who they sign but, having signed a player, have a responsibility to coach, encourage and play that Member in matches

59. Team Managers shall also:

59.1. Collect the Annual Subscription and Training Levy and remit these monies at the frequencies, times and in the manner prescribed by the Management Committee.

59.2. Collect the Match Levy, and the net referees fees and other legitimate match day expenses remit any balances to the Treasurer on a monthly basis.

59.3. Be responsible for the Club's kit and equipment issued to them and save for fair wear and tear shall return all such equipment in good condition when no longer required. An annual stock take will be undertaken by the Club in which these items will be accounted for the Team manager.

59.4. Be responsible for organising their team training and pitches for home matches, but must liaise with the Management Committee Member responsible for pitch allocation to confirm home fixtures and pitch requirements before a game can proceed

59.5. Inform the Management Committee of any team fund raising event, and advise at least fourteen days before the event if the team is unable to fulfil its obligations. If a team is unable to fulfil its obligations, the Management Committee shall have the power to cancel the fund raising event and call upon the team in question to organise another event to reimburse the Club.



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60. Failure of Team Managers to abide by or undertake any of the duties and responsibilities listed in preceding paragraphs will result in sanction for a period. Such sanction and period to be Officers of the Club acting in their official capacity, or collectively for more serious breeches will administer such sanction. Such sanction and period to be determined under the Clubs Disciplinary Code.

Team Matters Generally

61. Teams may solely, or in conjunction with each other, undertake trips, tours and outings, but each such excursion is to be self-financing.
62. All Members' Representatives are invited to solicit sponsorship, and all enquiries are to be referred to the Management Committee.

Club Charters, Codes of Conduct Policies and Procedures

63. The Club shall have a Club Charter, which the Club's Officials, Team Managers, Assistant Team Managers and Coaches will be expected to observe. The Club Charter will be issued to new Members, and the Members Representatives, and a copy will be made available on the Club's notice board in the Clubhouse and on the web site. Any Club Official, Team Manager, Assistant Team Manager or Coach, Member or Members Representative who, in the opinion of the Officers of the Club (in the case of Club officers the President), has contravened the Club Charter, shall be liable to sanction for a period. Such sanction and period to be determined under the Clubs Disciplinary Code. The Club Charter shall be reviewed annually by the Management Committee.
64. The Club shall have a Team Managers and Coaches Code of Conduct, which the Club's Team Managers, Assistant Team Managers and Coaches will be expected to observe. The Team Managers and Coaches Code of Conduct will be issued to new Members, and the Members Representatives, and a copy will be made available on the Club's notice board in the Clubhouse and on the web site. Any Team Manager, Assistant Team Manager or Coach who, in the opinion of the Officers of the Club, has contravened the Team Managers and Coaches Code of Conduct, shall be liable to sanction for a period. Such sanction and period to be determined under the Clubs Disciplinary Code. The Team



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Managers and Coaches Code of Conduct shall be reviewed annually by the Management Committee.

65. The Club shall have a Players' Code of Conduct, which the Members will be expected to observe. The Players' Code of Conduct will be issued to new Members, and the Members Representatives, and a copy will be made available on the Club's notice board in the Clubhouse and on the web site. Any Member, who in the opinion of the Officers of the Club has contravened the Players' Code of Conduct, shall be liable to be sanction for a period. Such sanction and period to be determined in accordance with the Clubs Disciplinary Code. The Players' Code of Conduct shall be reviewed annually by the Management Committee.
66. Any Member, who, in the opinion of the Officers of the Club, has been engaging in dangerous play, using obscene language, or behaving in a manner that is deemed unacceptable as a representative of the Club, shall be liable to sanction for a period. Such sanction and period to be determined in accordance with the Clubs Disciplinary Code.
67. The Club shall have a Supporter's Charter, which Members' Representatives, other family members and supporters of Coldlands Colts will be expected to observe. The Supporter's Charter will be issued to new Members, and the Members Representatives, and a copy will be made available on the Club's notice board in the Clubhouse and on the web site. Any Member's Representative, family member, or supporter of Coldlands Colts who, in the opinion of the Officers of the Club, has contravened the Supporter's Charter, shall be liable to sanction for a period. Such sanction and period to be determined in accordance with the clubs Disciplinary Code.
68. The Club shall have a Welfare Policy to protect the interests of young and vulnerable people and to establish the standard of care that the Club offers to and can be expected by the members. The Welfare Policy will be issued to new Members, and the Members Representatives, and a copy will be made available on the Club's notice board in the Clubhouse and on the web site. Any Team Manager, Assistant Team Manager or Coach who, in the opinion of the Officers of the Club, has contravened the Welfare Policy or acted in a manner such as to give rise to serious concern, shall be liable to sanction for a period. Such sanction and period to be determined under the Clubs Disciplinary Code.



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The Team Managers and Coaches Code of Conduct shall be reviewed annually by the Management Committee

69. The Club shall have a Disciplinary Code and Complaints procedure for dealing with all contraventions of these Rules and Constitution and explicitly any contravention of any enacted and current policies, procedures and codes of practice in force at the time of the incident. The Clubs Disciplinary Code will be issued to new Members, and the Members Representatives, and a copy will be made available on the Club's notice board in the Clubhouse and on the web site.