



HUCKNALL WARRIORS FC Constitution

Rules and Policy for the club

- 1. NAME:** The club shall be called HUCKNALL WARRIORS Football Club. (the Club)

- 2. OBJECTS:** The objectives of the Club shall be to arrange association football matches and social activities for its members.

- 3. STATUS OF RULES:** These rules (the Club Rules) form a binding agreement between club and each member of the Club. All members shall be deemed to have been made aware of these rules by means of their being published on the clubs official website and by means of communication at meetings and via signup forms.

- 4. RULES AND REGULATIONS:**
 - (a) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited 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.
 - (b) No alteration to the Club Rules shall be effective without prior written approval by the committee.
 - (c) The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

- 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) 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.



- (c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- (d) The Football Association shall be given access to the Membership Register on demand.
- (e) Any football kit or training clothes/equipment remains the property of the football club and any damage is to be at the cost of the individual member.
- (f) Upon leaving the club all property must be returned to the club within 14 days. Failure to do so will require the member to reimburse the club in full for the cost of replacement clothing, kit and equipment issued to them.
- (g) Players who are members of Hucknall Warriors FC are not allowed to play for other clubs without consent in writing from the committee.
- (h) Players and members are liable for any fines resulting from their own conduct.(bookings etc)

6. ANNUAL MEMBERSHIP FEE

- (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 fulfil the objects of the Club.
- (c) The membership fee for 2011/2012 will be £6 per week from 3rd September 2011 to 29th April 2012 with a single payment break of 2 weeks over the xmas and new year period which means every player pays for a total of 33 weeks per annum. This fee is subject to annual review. This fee is payable every week during the period above regardless of member holiday or sickness unless in extreme circumstances these fees are waived by the committee (such as long term sickness).
- (d) Where a player plays regularly for two HWFC teams then the £12 membership fee will be reduced to £10 per week. Regularly is defined as a player who signs on full time for both teams with the intention of playing each week.
- (e) Where a player is signed on for two HWFC teams for cover only, then that player will only pay a membership fee for the team he is providing cover for on a basis of £4 for the week he plays for that team (as well as the standard fee for his normal team). Cover only is defined as a player only playing for less than or equal to a third of a season. More regular play is not deemed cover.



7. LATE PAYMENT OF MEMBERSHIP FEES

(a) The club operates on a very tight budget and the running of the club extends to costs of many thousands of pounds per season. Also we wish to ensure that everyone pays the same amount. Last season we incurred some issues where some members were behind with payments. Therefore the club in agreement with all managers has decided to introduce the following policy to ensure that those who do pay on time are not disadvantaged.

- Any player who falls behind by 4 weeks fees will be unable to play until such fees are brought back up to date, this includes training and matches
- Where a player falls behind by 3 weeks the player or guardian will be contacted by the manager to advise of the situation and to provide a reminder that at 4 weeks the player becomes ineligible to play
- During the above situation the player becomes ineligible to play until membership fees are brought back up to date, however if after 8 weeks the fees are still outstanding then the player will be ineligible to play for the rest of the season. This decision will be taken at the sole discretion of the committee.

It is not the clubs intention to deprive any player the opportunity to play matches or to train and all we ask is that the membership fees that we require to run the club are paid on time

8. RESIGNATION AND EXPULSION

(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 8 weeks 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 or to the refund of any membership fees.

(d) In the event that a dispute leads to a manager wishing to expel a member (player and or parent) then this must receive the approval of both the Club Chairman and at least one other member of the Committee. In such circumstances a meeting between the Chairman and the committee member(s) and the member should take place wherever possible. The format for any member being expelled is an initial warning by the Manager, making the committee aware of this first warning, followed by a further warning by a committee member followed by a final notice to the member that the member has been expelled. In the event that the committee deems a member s conduct to not be in the best interests of the club then a member can be expelled immediately in these circumstances as per clause 7b.

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9. CLUB COMMITTEE

- (a) The Club Committee shall consist of the following Club Officers: Chairperson, Treasurer, Secretary, plus up to 4 other members, re elected or elected at an Annual General Meeting.
- (b) 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. At this point any existing committee member reserves the right to re stand their position unless a situation of no confidence exists in the view of two or more committee members. In this case an Extra Ordinary General Meeting shall be called where a vote shall take place amongst all committee members. Majority vote rules. One person may hold no more than two positions of Club Officer 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 Chairman or in their absence the Secretary or other nominated officer. The quorum for the transaction of business of the Club Committee shall be three.
- (c) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- (d) 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 hold not less than four meetings a year.
- (e) 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 and approved by a simple majority of the remaining Club Committee members.
- (f) 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.
- (g) Each team will have a dedicated manager who will be responsible for the welfare and safety of players during training and match days.

10. ANNUAL AND SPECIAL GENERAL MEETING

- (a) An Annual General Meeting (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) re elect or elect the members of the Club Committee
 - (iv) consider any other business.
- (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 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) 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 may be transacted at an AGM.

(d) The Secretary shall send to each member at their last known address written notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.

(e) The quorum for a General Meeting shall be four.

(f) The Chairman 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 Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

11. CLUB TEAMS

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. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report on the activities of the team.

12. 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 or other nominated person. No sum shall be drawn from the Club Account except by cheque signed by two of the three 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.



Hucknall Warriors Football 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 not less than two and no more than four 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.
- (f) 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.
- (g) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by The Football Association from time to time to a newly-elected Custodian or the existing Custodians as directed by the Club Committee. 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, a Special General Meeting shall be convened as soon as possible to appoint another Custodian.
- (h) 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.
- (j) Each team shall run its own fund raising affairs and the funds raised shall be used for the purpose of that team. The team administrator shall be responsible for the funds raised unless the team specifically asks the club treasurer to manage the account. In the event that the club treasurer does not manage the account then the club takes no responsibility for the safety or of such funds or for the recording of any in/out transactions. In the event that any member or members leave the team, for whatever reason, they will not be entitled to any refund of the monies raised. Any remaining funds will be maintained for use by the members retained in that team. In the event that the team dissolves completely and the club decides that a new team for that age group will not be formed for the remainder of the current season or the following season, then the funds will be repaid equally amongst the remaining members at the time of dissolving.

In any other event then the Funds will transfer to the Committee and be placed in a holding account pending the formation of a new team. All teams are recommended by the club to place all fund raising monies raised in to a secure bank account with 2 signatories on the bank mandate.

13.DISSOLUTION

- (a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a 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.



14. OTHER MATTERS

Club Ethos and Values

Hucknall Warriors FC was founded to give players the opportunity to develop their soccer skills. With this in mind the club has the following values as its core principles:

- **Dedicated to the development of players**
- **Enjoyment first and foremost**
- **Not win at all cost**
- **Respect for officials and opposition**
- **Safe and secure for all members**
- **High levels of communication between club and members**

All teams, committee members, managers and coaches will follow these values and principles in carrying out their duties for this club. Particular reference is made to decisions made by Managers and Coaches to the aspect of players time on the pitch and also substitutions. It is a core principle of HWFC that all players get a reasonable amount of playing time on the pitch and that all players will get a game on match days unless extreme circumstances prevail; in which case it is the Managers duty to explain to the members any decisions resulting in reduced playing time for players in such extreme circumstances.

Anti-Discrimination and Equal Opportunities Policies

As the governing body of the game, The Football Association is responsible for setting standards and values to apply throughout the game at every level.

Anti Discrimination Policy For Clubs

- Hucknall Warriors Football Club is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.
- Equality of opportunity at Hucknall Warriors Football Club means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.

This includes:

- The advertisement for volunteers.
- The selection of candidates for volunteers.
- Courses.



- External coaching and education activities and awards.
- Football development activities.
- Selection for teams.
- Appointments to honorary positions.

Hucknall Warriors Football Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal, and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

Hucknall Warriors Football Club is committed to the development of the programme of ongoing training and awareness raising events and activities, in order to promote the eradication of discrimination within its own organisation, and within football as a whole.

Equal Opportunities Policy for Clubs

- Hucknall Warriors Football Club is committed to a policy of equal treatment of all members and requires all members of whatever level or authority, to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.
- All members are expected to abide by the requirements of the Race Relations Act 1976, Sex Discrimination Act 1986 and Disability Discrimination Act 1995. Specifically discrimination is prohibited by:
 - Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.
 - Expecting an individual solely on the grounds stated above to comply with requirement(s) for any reason whatsoever related to their membership, which are different from the requirements for others.
 - Imposing on an individual requirements which are in effect more onerous on that individual than they are on others. For example, this would include applying a condition which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.
- Victimisation of an individual.
- Harassment of an individual, by virtue of discrimination.
- Any other act or omission of an act, which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds. Thus, in all the Club's recruitment, selection, promotion and training processes, as well as disciplinary matters, it is essential that merit, experience, skills and temperament are considered as objectively as possible.



- Hucknall Warriors Football Club commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith, restitution of damage or loss (if necessary) and to the investigation of any member accused of discrimination.
- Any member found guilty of discrimination will be instructed to desist forthwith. Since discrimination in its many forms is against the Football Club's policy, any members offending will be dealt with under the disciplinary procedure.

The Football Club commits itself to the disabled person whenever possible and will treat such members, in aspects of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disablement permitting assistance will be given, wherever possible to ensure that disabled members are helped in gaining access. Appropriate training will be made to such members who request it.

Code of conduct

The club enforces a code of conduct published separately. This applies to:

- Players
- Managers and coaches
- Parents and spectators

Breach of this conduct could lead to expulsion from the club as set out in section 7 above.

Disciplinary procedure

If any of the items listed in this constitution and or the code of conduct and or the County FA rules are breached, or in the views of the committee by way of vote, a member and or guardians activities are deemed not in the best interests of the club; then an EGM will be called by the committee to discuss such actions where section 7 of this constitution will then apply. If the action is of a less serious nature and is associated to on the field activities then in such cases the committee may issue a warning letter to such offender. If this activity continues then the club under section 7 has the right to expel any member.

Public liability insurance

The club is covered for public liability insurance via its affiliation with the county FA.



Manager and player fines issued by the league

It is the duty of team managers to attend league meetings set out by the appropriate league. In the event that they can not attend then they are to arrange for the coach to deputise. In the event that the club receives a penalty fine for non attendance this is to be paid for by the manager unless there are extreme circumstances and these are agreed by the club committee. In the event that manager or coach are not able to attend and this is advised with notice then the club will pay such fines.

Players / guardians are responsible for their conduct on the pitch as set out in the clubs code of conduct. In the event that a player receives a fine for bookable offences then these fines are the responsibility of the individual player to pay (or guardian). No appeal can be made to the FA regarding any yellow card but should a player receive a red card in exceptional circumstances an appeal can be made which may or may not reduce the fine/suspension. In the event that the team Manager and committee agree that the booking (fine) is unfair and provides reasonable grounds then the team may choose to pay the fine on behalf of the player. Bookings for dissent, bad language, violent conduct etc will not be considered by the committee. All fines are payable to the club within 21 days of issue by the league. Failure to do so could result in the player being expelled from the club under section 7.

Club Complaints Procedure

In the event that any member feels that he or she has suffered discrimination in any way, or that the Club Policies, Rules or Code of Conduct have been broken, should follow the procedures below.

1. They should report the matter to the Club Secretary or another member of the Committee. Your report should include:
 - Details of what, when, and where the occurrence took place.
 - Any witness statement and names.
 - Names of any others who have been treated in a similar way.
 - Details of any former complaints made about the incident, date, when and to whom made.
 - A preference for a solution to the incident.
2. The Club's Management Committee will sit for any hearings that are requested.
3. The Club's Management Committee will have the power to:

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- Warn as to future conduct
 - Suspend from membership
 - Remove from membership any person found to have broken the Club's Policies or Codes of Conduct
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Paul Burley

Chairman – Hucknall Warriors Football Club

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