



CHARTER
STANDARD
CLUB

Shepshed Dynamo Youth & Juniors Football Club
Club Constitution



1. APPLICATION

This Constitution shall apply for the purpose of appointing a 'Committee' to maintain the authority and affairs of Shepshed Dynamo Youth & Junior Football Club within the rules and regulations as laid down by the Club and Leicestershire & Rutland County Football Association and the Football Association. This shall be done in such a way that it will be beneficial to all Club Members, and Players of Shepshed Dynamo Youth & Junior F. C

2. NAME

The Club shall be called Shepshed Dynamo Youth & Junior F. C (the Club)

3. OBJECTS

The objects of the Club are to provide facilities for and to promote community participation in the amateur sport of Association Football in Leicestershire and surrounding districts and to arrange football matches, training and social activities for its members.

4. STATUS OF RULES

This Constitution and the Club Rules will form a binding agreement between each member of the Club

5. RULES & REGULATIONS

5.1 The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulation of The Football Association Limited ("The FA"), County Football Association to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates, for the time being in force.

5.2 No alteration to the Club Rules shall be effective without consultation by Committee Members of the Club, any proposed change shall only be effective by a majority vote of the Committee and all rule changes shall be done in the interests of the Club.

5.3 The Club and its members shall abide by the Clubs Rules and the FA's Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti Discrimination Policy as shall be in place from time to time.

6. AFFILIATION

Shepshed Dynamo Youth & Junior F. C shall be affiliated to the Leicestershire & Rutland County Football Association as the Club is based in the County of Leicestershire and other affiliations maybe taken out if they are in the interests of the Club.

7. EQUITY

7.1 The Club shall promote an inclusive policy towards its membership, and will not discriminate against or treat anyone less favourably because of their ability, gender, ethnicity, sexual orientation or disability. Furthermore anyone who is involved in a club activity shall be treated fairly and with respect.

7.2 In pursuit of its aim to be discrimination free the Club and all of its



members shall abide and adhere to the 'Race Relations Act (1976), Sex Discrimination Act (1975) and the Disability Discrimination Act (1995).

7.3 Any complaints shall be made in writing and dealt with efficiently and professionally as laid down in the Clubs Complaints Procedure.

8. CLUB MEMBERSHIP

8.1 Membership of the Club shall be open to all players, player's parents and invited friends. Invited friends are at the discretion of the Committee. Such Players of the Club shall be listed in the Clubs 'Register of Members' which in turn shall be kept and maintained by the Club Secretary.

8.2 Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However limitation of membership according to available facilities is allowable on a non-discriminatory basis.

8.3 The Club may have different classes of membership on a non-discriminatory and fair basis.

8.4 The Club Committee may refuse membership only for good cause such as conduct or character likely to bring the sport or Club into disrepute. Appeal against refusal may be made to members.

8.5 Any person who wishes to become a member must apply on the Membership Application Form and deliver it to the Club. Membership shall become effective upon an applicant's name being entered in the

8.6 In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

8.7 The Football Association and parent County Association shall be given access to the Membership Register should it request to do so.

9. ANNUAL MEMBERSHIP FEE

9.1 An annual fee shall be paid by each Player by the 30th of September of each new season. This fee is set by the Clubs Committee and is set at a reasonable rate for all of its Players and shall not pose a significant obstacle to community participation. Fees shall not be repayable.

9.2 The Club Committee shall have the authority to levy further sanctions of individual Players for any outstanding fees as stated in the Club Rules.

9.3 The Club Committee shall also have the authority to levy further subscriptions from all of its Players that are reasonably deemed necessary to fulfil the objects of the Club.

10. RESIGNATION OR EXPULSION

10.1 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 Player whose membership fee or further subscriptions is more than 2 months in arrears shall firstly be called in by the Committee to discuss the matter and should the arrears not be paid the Player can be, as part of the Committees powers, be asked to leave the Club and they will have deemed to have resigned.

10.2 The Club Committee shall have the power to remove a Member or a Committee Member when, in their opinion, it would not be in the interests of the Club for them to remain a member of Shepshed Dynamo Youth & Junior F. C. An appeal against such a decision may be made to the



10.3 Any Member who resigns or is expelled shall not be entitled to claim any, or share of any, of the Club Property and assets.

11. CLUB COMMITTEE

11.1 The Club and its activities shall be governed by a Senior Committee consisting of the following: Chairman, Vice Chairman, Secretary, Child Welfare Officer, Minutes Secretary and Treasurer. The remaining Club Committee shall comprise of Team Managers and a maximum of 5 elected members.

11.2 following the AGM to serve for a period of 2 years on an alternating basis. All other Committee members shall be elected at the AGM for a period of 1 year.

11.3 The Clubs Committee shall be responsible for the management of the Club as a whole. All decisions will be made by a simple majority vote of all those Committee Members in attendance. In the event of a tie, the Chairman shall have the casting vote. If the Chairman is not in attendance, the meeting shall be chaired by the Vice Chairman. If the Vice Chairman is not in attendance a Senior Committee Member will be selected by the consensus of the remaining members.

11.4 All decisions made by the Clubs Committee shall be minuted and shall be kept with the Secretary or Minutes Secretary. All meetings shall have their comments addressed through the chair.

11.5 No Club Member under the age of 18 will be allowed to serve or vote on any Committee for the Club.

11.6 Any Committee Member not turning up on 3 consecutive meetings without reasonable excuse for non attendance will be considered to have terminated their association with Shepshed Dynamo Youth & Junior F. C. and he or she will also lose the right to vote on the Committee.

11.7 All Committee Members are expected to take an active part in the running of the Club.

11.8 by giving not less than 7 days notice to all members of the Club Committee. The Club Committee shall hold no less than 4 meetings per year. An EGM may be called by any member of the Senior Committee, giving 3 days notice. The said member must be in attendance plus half the elected committee must be present.

11.9 Any vacancy on the Club Committee which arises between an AGM 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.

11.10 The position of a Club Officer shall be vacated if such a person is subject to a decision of the FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

12. ANNUAL AND EXTRA GENERAL MEETING

12.1 An AGM shall be held every year either in May or June and the Secretary shall give not less than 21 day's notice to the members of the date, time and venue of the AGM. The Club Secretary shall also contact Club Members and will make known the agenda for the AGM and all Club Members are requested to attend an AGM in the interests of the Club

12.2 The AGM shall comprise of a report of the Club's activities over the previous year, a report of the Clubs Finances, and the election of Committee Members and consideration of any other business. All of which shall be recorded in the minutes of the AGM.



12.3 Members shall be elected at the Clubs AGM, any outgoing member of the Club's Committee may be re-elected. Any vacancy on the Club Committee 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.

12.4 An EGM may be called at any time by the Committee and shall be called within 3 days subject to, the agreement of 5 serving members, and the receipt in writing to the Club Secretary noting the intention of the EGM and stating the nature of the request for an EGM. No less than 5 active Members of the Committee must be present at an EGM. Business at an EGM may be any business that cannot be acted upon at an AGM.

12.5 In the event of an EGM due to discipline at the Club, no 'conflict of interests' should occur. That is to say should a Committee Member find themselves going through the Discipline Procedure, They themselves cannot act as Chairman nor can they have a vote on the findings of the

12.6 attend an AGM or an EGM the meeting shall be chaired by consensus of the Committee Members present. Similarly if the Club Secretary is unable to attend, their role will be taken by an existing Committee Member again by consensus.

12.7 The Club Rules can only be changed or altered only at the AGM or at an EGM. If an EGM has been called a majority must be reached if there is a minimum attendance.

12.8 The Secretary shall send to each member an email notice of the date of a General Meeting (whether and AGM or an EGM) together with the resolutions to be proposed at least 3 days before the meeting.

13. QUORUM

13.1 A Quorum for any meeting will consist of a minimum of 5 members of which 1 shall be the Club Secretary or Chairman.

14. POWERS OF THE CLUB COMMITTEE

14.1 In accordance with its own Club Rules and Codes of Conduct and that of the Leicestershire & Rutland County F.A, the Club may discipline players and officials of Shepshed Dynamo Youth & Junior F. C should it deem necessary to do so.

14.2 To use financial and other resources in the best interests of the Club.

14.3 To change the Constitution and the Club Rules at AGM's and EGM's in the event that such changes are beneficial to the Club and its members.

14.4 To have the power to deal with any matters should they arise, that are not covered in the Constitution or the Club Rules.

14.5 To appoint personnel for the benefit of the running of the Club, as well as co - opt any member of the Club to assist in the Clubs organization, such co - opted members shall not have a vote in any form of decision.

15. VOTING

15.1 For all members present at the AGM or EGM, each member above the age of 18 shall have one vote and any resolutions shall be passed by a simple majority. In the event of an equality of the votes the Chairman of the meeting shall have the casting vote. For votes at Club Committee meetings, it is



intended decision making shall be by consensus. If voting is deemed necessary by the Chairman, then all Committee members present shall have the right to vote. Again in the event of an equality of the votes the Chairman of the meeting shall have the casting vote.

15.2 All meetings shall be minuted as a matter of course and kept with the secretary.

16. CLUB TEAMS

16.1 All persons wishing to manage a football team under the name of Shepshed Dynamo Youth & Junior F. C shall only do so with the agreement of the Club Committee. This person will be appointed at the AGM.

16.2 All persons wishing to manage a team at the Club should make themselves known to a Committee member who shall inform the Club Secretary, who in turn shall inform the relevant parties at the Club.

16.3 All persons wishing to take up managerial / coaching and Committee Members appointments at Shepshed Dynamo Youth & Junior F.C will undertake the relevant CRB checks in accordance with Leicestershire & Rutland County F.A Child Protection Policy and the Clubs own Child

16.4 The appointed person shall be responsible for managing team affairs. **16.5** He or she is responsible for complying with the League Rules and Cup Competitions in regards to fixtures and results, as well as complying with the Clubs own Rules and the various Codes of Conducts.

17. CLUB FINANCES

17.1 A bank account (or Accounts) shall be opened and maintained in the name of the Club(the Club Account(s). Designated account signatories shall be used in order that no sum can be drawn from the Club Account without the correct signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account(s).

17.2 aud audited each year prior to the AGM. These financial records are available on demand for inspection in accordance with the Rules of the relevant leagues.

17.3 Club funds, Assets and property shall only be used for the furtherance of the Club. The distribution of any profits or proceeds from the sale of Club Property to any Members is strictly prohibited.

17.4 No liability shall be incurred by any members of the Clubs Committee in the due course of running Shepshed Dynamo Youth & Junior F. C

17.5 Shepshed Dynamo Youth & Junior F. C may provide sporting and related social facilities: sporting equipment: coaching and courses: post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

17.6 For the sole purpose of raising money for Shepshed Dynamo Youth & Juniors F. C.

17.7 The Club shall keep and maintain a record of its accounts and assets and make them available upon request to Leicestershire & Rutland County F.A or another County F.A should it be necessary to do so. The Club shall also have an Annual Financial Statement in which it will make the said statement available to interested parties subject to approval by the Committee.

17.8 The Club Property shall be applied only in furtherance of the objects of the Club. All surplus income or profits are to be reinvested in the Club. If the Club has any income , profits, gains or other funds which the Club committee considers not to be needed to meet the Club's short term needs for



providing facilities and participation then the Treasurer may deposit or invest those funds after taking appropriate professional advice. The Treasurer will report back to members at least annually on the performance of any such investments and review the Club's investments in the light of its financial needs for providing facilities and participation.

17.9 The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.

17.10 The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Corporation Tax Act 2010 and Finance Act 2010

17.11 The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six (6)

17.12 The Club shall prepare an annual "Financial Statement" in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at a General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

17.13 The Club Property, other than the Club Account, shall be vested in not less than two (2) and not more than four (4) 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.

17.14 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.

17.15 On their removal or resignation, a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. 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, an EGM shall be convened as soon as possible to appoint another Custodian.

17.16 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.

18. DISSOLUTION

18.1 If at any Committee Meeting a resolution for the dissolution of the Club is passed by majority of the members present, the resolution shall then be presented to an EGM held not less than one month thereafter at which not less than one half of the members shall be present. The resolution shall be approved only by majority of two - thirds of the members voting thereon. If the resolution is passed the Committee shall thereupon, or at such future date, specified in the resolution, proceed to release the property of the Club after the discharge of all liabilities to local organizations concerned or involved with sport or the game of football with particular regard to the development of Junior and Youth Football. Upon completion of this distribution, the Club shall be dissolved.



18.2 Where an individual team goes into dissolution, it will be determined by the Club's Committee as to how and where the assets of that individual team are utilised.

18.3 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.

18.4 Upon dissolution of the Club any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be given or transferred to another registered community amateur sports club, a registered charity or the FA for use by them in related community sports.

19. DISCIPLINARY PROCEDURE

19.1 Shepshed Dynamo Youth & Junior Football Club requires all Club Members and Committee Members to conduct themselves in an exemplary manner and thus adhere to the Club's own 'Codes of Conducts' whilst representing the Club at all times. It is therefore a requirement that all Committee Members, Managers, Coaches, Players and Players Parents or Guardians are made aware that they should not do anything that brings the name of Shepshed Dynamo Youth & Junior F. C into disrepute.

19.2 Any Club Member, Legal Guardian or Third Party, whose conduct falls short of that set out amongst the various Codes of Conducts whilst representing the Club, may be subject to sanctions being imposed on them by the Club's Committee. Any sanctions imposed on individuals are given out with the Club's interests first and foremost in mind, and whilst the list of sanctions is not exhaustive, Club Members must be made aware that any individual(s) will be dealt with fairly and efficiently. This procedure ranges from verbal, suspension and a formal request to leave the Club as a whole. All parties must also be made aware that in cases of proven gross misconduct and severe cases of breaking the Club's own Code of Conducts or Club Rules, person or persons will be asked to leave the Club without the chance of appeal. This shall be done in the best interests of the club as a whole.

20. THE DISCIPLINARY PANEL

20.1 The Disciplinary Panel will consist of 3 members of the Club's Committee. This panel should ideally consist of two Committee Members and the Child Welfare Officer. This panel shall have the power to impose sanctions, financial and /or otherwise upon Members who appear before them. If a conflict of interests occurs in the initial set up of a Disciplinary Panel or an Appeal Panel, persons required to sit on the Panel shall be drawn upon from the rest of the Clubs Committee so that a fair and correct decision can be made. The Appeal Panel, should it be required, shall consist of the Chairman, The Child Welfare Officer and Vice Chairman, any decision

20.2 All Disciplinary Meetings shall be minuted and all minutes taken remain the property of Shepshed Dynamo Youth & Junior F. C.

21. DISCIPLINARY HEARINGS

21.1 Any Club Member who is required to appear before the Disciplinary Panel

shall be given not less than 14 days notice that he or she is required to appear before the Club's Disciplinary Panel. The written notification shall state the reason(s), the time, date and venue of the request to appear before the Disciplinary Panel.

21.2 A Club Member who is required to appear before the Disciplinary Panel shall be permitted to have some one accompany them to the hearing. This chosen person will be entitled to; address the hearing in order to put the Member's case, to sum up the Members case, or to respond on behalf of



the Member's case. The chosen person may also confer with the Member during the hearing. However should the Club Member elect his companion to speak for him, the Club Member himself will not be allowed to speak. Also the Members companion is not permitted to answer questions on behalf of the Member or address the hearing if the Member indicates he does not wish his companion to do so.

21.3 In the case of minors who appear before the Disciplinary Panel, it will be a statutory requirement that their legal Parent or Guardian shall be present at all stages of Disciplinary and /or Appeal Procedures... This shall also be said of the Clubs' Welfare Officer, who must be present at all hearings involving minors.

21.4 All stages of the Disciplinary and Appeal Procedure will be recorded by the use of minutes, to which a copy will be made available to the Club Member in question should they require a copy. The minutes of any procedure, be it Disciplinary or Appeal remain the property of Shepshed Dynamo Youth & Junior F. C and are held with the Secretary.

21.5 Disciplinary Panel will have the right to appeal against the Panels decision, although in the case of proven gross misconduct and severe cases of breaking the Club's own Code of Conducts or Club Rules, person or persons will be asked to leave the Club without the chance of appeal. An appeal can be made as long as the following conditions and rules are adhered to

(i) An 'appeal request' is made in writing and submitted to the Club Secretary within 7 days of the hearing date itself and the findings of the Disciplinary Panel.

(ii) The Appeal Hearing Panel shall be the Chairman, Vice Chairman and the Child Welfare Officer who shall always be present at both sets of hearings. Club Members must note that the decision of an 'Appeal Hearing' will be final and there will be no further right to an appeal once a final decision had been made from an appeal hearing. (If a conflict of interests occurs on this panel, Refer to Rule 20.1)