

BEDFORD TOWN FOOTBALL CLUB – YOUTH DEVELOPMENT CONSTITUTION

1. BEDFORD TOWN FOOTBALL CLUB – YOUTH DEVELOPMENT

The club will be called BEDFORD TOWN FC – YOUTH DEVELOPMENT and will be affiliated to Bedford Town FC, the Football Association and the Bedfordshire County FA - (U-BED1640 – 2018 Affiliation).

2. AIMS and OBJECTIVES

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in Association football.
- To promote the sport of Association Football
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone

3. STATUS of RULES

These Rules (the “Club Rules”) form a binding agreement between each Member of the Club.

4. CLUB RULES

- (a) 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 Regulations of The Football Association Limited (“The FA”), Bedfordshire 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.
- (b) 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 Regulations of The Bedford Town Football Club – Youth Development (BTFC-YD) as defined and managed by the BTFC-YD Management Committee.
- (c) The BTFC-YD Club Rules are defined in the following documents;
 - Manager / Coach Code of Conduct
 - Player Code of Conduct
 - Parent / Guardian Code of Conduct
 - Player with Special Needs
 - Complaints Procedure

**To view these documents go to the Club Website under the Documents Section.*

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- (b) No alteration to the BTFC-YD Club Rules shall be effective without prior approval by the BTFC-YD Management Committee.
 - The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.
 - The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.
 - The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.
- (c) The Club will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

5. MEMBERSHIP

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted and the policies and rules of the Football Association and Bedfordshire County Football Association to which the Club is affiliated.

Members will be enrolled in one of the following categories:

- Officer of the Club
- Team Manager
- Team Coach / Assistant
- Player
- Volunteer

All Members will be registered to the Club via the FA Whole Game System to ensure transparency and compliance management capability in-conjunction with the Bedfordshire FA.

- (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 Registration 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 discretion of the Club Management Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Management

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Committee in accordance with the Complaints Procedure in force from time to time. 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 FA and Parent County Association shall be given access to the Membership Register on demand.

6 MEMBERSHIP FEES

BTFC-YD is managed on a Voluntary basis and therefore free for all Members other than Players who will be required to pay a signing on / player registration / subscription fee every season. Player Membership fees will be set annually and determined at the Annual General Meeting.

7. OFFICERS OF THE CLUB

Club Management Committee

- (a) The Club Management Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary, Registration Secretary, Child Welfare Officer[s], Youth Development Officer and Coach Development Officer and up to (5) members, elected at an Annual General
- (b) The Management Committee will be convened by the Secretary of the club and held no less than 4 times per year.
- (c) Each Club Officer and Club Management Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two positions of Club Officer at any time. The Club Management Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Management Committee shall be made by a simple majority of those attending the Club Committee Management meeting. The Chairperson of the Club Management Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Management Committee shall be chaired by the Chairman or in their absence the Vice Chairman. The quorum for the transaction of business of the Club Management Committee shall be three (3).
- (d) Decisions of the Club Management Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- (e) Any member of the Club Management Committee may call a meeting of the Club Management Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Management Committee shall hold not less than four meetings a year.

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- (f) An outgoing member of the Club Management Committee may be re-elected. Any vacancy on the Club Management Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Management Committee members and approved by a simple majority of the remaining Club Management Committee members.
- (g) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Management Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- (h) The position of a Club Officer shall be vacated if such 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.

8. ANNUAL and EXTRAORDINARY GENERAL MEETINGS

- (a) An 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) elect the members of the Club Committee; and
 - (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) An EGM may be called at any time by the Club 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 EGM may be any business that may be transacted at an AGM.
- (d) The Secretary shall send to each member at their last known address (Email) written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.
- (e) 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.
- (f) 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.

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9. FINANCE

All club monies will be banked in an account held in the name of the club.

The Club Treasurer will be responsible for the finances of the club.

The financial year of the club will end on: MAY 31st .

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus one other officer.

10 DISCIPLINE and APPEALS

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 5 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

11 DISSOLUTION

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will be distributed to a similar non for profit or charitable organisation

12. AMENDMENTS to the CONSTITUTION

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

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13. DECLARATION

BEDFORD TOWN FOOTBALL CLUB – YOUTH DEVELOPMENT Hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

DATE:

NAME: **DENNIS O'MEARA**

POSITION: BTFC-YD Chairman

SIGNED:

DATE:

NAME: **DAVID GARNER**

POSITION: BTFC-YD Secretary