

# BROUGHTY UNITED YOUTH FOOTBALL CLUB

## CONSTITUTION AND RULES

### **NAME**

The club will be called “Broughty United Youth Football Club” and shall be affiliated to Dundee and District Youth Football League and Scottish Youth Football Association.

### **OBJECTIVE**

The Club’s objective will be to provide coaching and games of organised football for all youth age groups of football in accordance with the rules of the aforementioned governing bodies and the Scottish Football Association.

### **MISSION STATEMENT**

The Club is committed to developing soccer skills, supported by a sound organisational and financial base, in order to secure the long term future and contribution of the Club to youth soccer.

### **STATUS OF RULES**

The Club rules contained in this Constitution form a binding agreement between the Club and each member.

### **RULES AND REGULATIONS OF OTHER BODIES**

The Club shall have the status of an Affiliated Member Club of the Scottish Football Association by virtue of its affiliation to Dundee and District Youth Football League and Scottish Youth Football Association. The rules and regulations of the Scottish Football Association or any League or Competition to which the Club is affiliated shall be deemed to be incorporated into the Club rules.

### **CLUB COMMITTEE**

The Club Committee shall consist of the Officers and not less than three and not more than ten other Members.

**OFFICERS.** The Officers shall consist of President, Vice-President, Secretary and Treasurer all of whom shall be elected at the Annual General Meeting.

**COMMITTEE.** The Club shall be controlled by a General Committee (the “Committee”) consisting of the Officers and other Members who shall be elected at the Annual General Meeting. Each Officer and 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 not more than two positions of Officer at any time. The Committee shall meet a minimum of one meeting bi-monthly and the proceedings at such meetings shall be duly recorded.

At meetings of the Committee five Members shall form a quorum.

Decisions of the Committee shall be made by a simple majority of those attending the meeting and the Chair of the meeting shall have a casting vote in the event of a tie. Meetings of the Committee shall be chaired by the President or in his/her absence the Vice-President or another Committee member appointed at the meeting .

**POWERS OF THE COMMITTEE.** The Committee shall be responsible for the management of all affairs of the Club and the property and/or assets of the Club shall be vested in the Committee as trustees for the Club. The Committee shall have the power to appoint such Sub Committees as may from time to time be deemed necessary and shall receive reports from such Sub Committees at its meetings.

The Committee shall have the power to fill by co-option vacancies between Annual General Meetings. The Committee shall have the power to remove a Committee member should a Committee member be absent from three consecutive Committee meetings without an explanation deemed to be satisfactory. Any member of the Committee may call a meeting of the Committee by giving not less than seven days notice to all other members of the Committee.

Save as provided for in the Rules and Regulations of The Scottish Football Association and the Affiliated Association and Affiliated League to which the Club is affiliated, the Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club’s Constitution and Rules.

## **MEMBERSHIP**

### **ORDINARY MEMBERS**

The ordinary members of the Club, (“member” or “members”) from time to time shall be those persons listed in the Register of Members which shall be maintained by the Secretary.

Any person over 18 years of age who wishes to be a member may apply on the membership application form and deliver it to the Secretary. Election to membership shall be at the sole discretion of the Committee and shall become effective upon an applicant’s name being entered into the Register of Members.

The Scottish Football Association, Affiliated Association or Affiliated League shall be given access to the Register of Members on demand.

### **YOUTH MEMBERS**

Persons under 18 years of age may apply in the manner determined by the Committee to be youth members of the Club. Youth members will pay an annual membership fee as determined by the Committee. Youth members will have no voting rights and no interest or rights in the Club’s property and assets.

**ANNUAL MEMBERSHIP FEE.** The annual membership fee payable by each member shall be determined from time to time by the Committee. A membership fee shall be payable on an application for membership being accepted. Fees shall not be refundable. The Committee shall have the authority to levy further membership fees from the members as the Committee considers reasonably necessary to fulfil the objectives of the Club.

**RESIGNATION AND EXPULSION.** A member shall cease to be a member of the Club from the date on which, he/she gives notice to the Committee of his/her resignation. A member wishing to resign shall give notice to this effect in writing to the Secretary, such notice to be accompanied by payment of any outstanding membership fees.

The Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for him/her to remain a member. There shall be no appeal against such a decision.

A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club’s property. In the event of a member’s resignation or expulsion, his/her name shall be removed from the Register of Members.

### **ANNUAL AND SPECIAL GENERAL MEETINGS**

An Annual General Meeting (AGM) shall be held each year to :

- a) receive a report of the activities of the Club for the previous year,
- b) receive a report of the Club’s finances for the previous year,
- c) elect the Officers and the other members of the Committee,
- d) appoint the Auditor for the succeeding year for the purposes referred to under Club Finances.
- e) Appoint the Manager for each of the Club’s teams and any other person(s) considered appropriate to assist the Manager in managing the affairs of the team.
- f) consider any other business.

14 days notice of the AGM will be given to all Club members.

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 Committee of a requisition in writing signed by not less than five members stating the purpose for which the meeting is required and the resolutions proposed.

The Secretary shall send to each member written notice of the date of an SGM together with the resolutions to be proposed at least 14 days before the meeting.

The quorum for a General Meeting (AGM or SGM) shall be ten members.

The President or, in his/her absence, a member selected by the Committee, shall take the chair. Each member present shall be issued with a voting card and shall have one vote. Resolutions, save as otherwise provided herein, shall be passed by a simple majority. In the event of an equality of votes the Chair of the meeting shall have a casting vote.

A nominated member of the Committee shall minute the proceedings of all General Meetings.

## **CLUB FINANCES**

A Bank Account and other accounts shall be opened at the discretion of the Committee and will be maintained in the name of the Club.

Designated account signatories shall be the President, Vice-President and Treasurer. No sum shall be drawn from the Club accounts except by cheque signed by two of the three designated signatories.

All monies payable to the Club shall be notified to the Treasurer and deposited in the Club accounts.

The income and assets of the Club shall be applied only in furtherance of the objectives of the Club.

The Committee shall have the power to authorise expenses to any member of the Club and to any other person or persons for services to the Club.

The Committee shall cause to be kept proper Books of Account which shall be verified annually by a person or persons independent of the Committee ("the Auditor").

Each team within the Club may operate a separate bank account for fund raising purposes for its own use subject to paying into the Club account sufficient sums to cover payment of the Club's administration costs including affiliation fees to SYFA and DUNDEE AND DISTRICT YOUTH FOOTBALL LEAGUE and pitch fees. Each team and the officials of each team will be responsible for payment of any fines imposed on them or any appeals lodged by them.

Each team shall provide annually a copy of its financial report to the Committee.

On the disbanding of any team which is a member of the Club all assets and bank accounts will become the property of the Club and will be handed over at the time of the team disbanding.

## **CODE OF CONDUCT**

Every member will observe the Club's Code of Conduct which is annexed. Any breach of the Code of Conduct will be dealt with by the Committee.

## **CLUB TEAMS**

The Manager shall be responsible for keeping the Committee informed as to the management of the Club team he is responsible for. The Manager shall present to the Committee at its last meeting prior to the AGM a written annual report of the activities of the team he is responsible for.

## **ALTERATION OF THE RULES**

No alteration of the rules will be made except at the Annual General Meeting or a Special General Meeting convened for the purpose and only if supported by two thirds of those members present. Notice of proposed alterations to the rules must be given in writing to the Secretary not less than twenty one days prior to the General Meeting and notified to the members in the Notice of the Meeting.

## **DISSOLUTION**

A resolution to dissolve the Club may only be proposed at a General Meeting and will be carried by a majority of not less than three quarters of the members present.

The dissolution shall take effect on the date determined by the resolution to dissolve the Club and the Committee shall be responsible for the winding up of the assets and liabilities of the Club by that date.

Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to such body with similar objectives as may be determined by the resolution to dissolve the Club failing which to the Dundee and District Youth Football League whose committee shall determine how the assets shall be dealt with, failing which to any such body with similar objectives as may be determined by the resolution to dissolve the club.

# CODE OF CONDUCT

This code of conduct is designed to specify the roles of those involved in the Club with the aim of providing a positive experience for young footballers. In addition, it contains examples of unacceptable behaviour that will be detrimental to players' enjoyment of the football experience.

## **Role of the Coach/Manager**

- +- Place the well-being and safety of each player above all other considerations.
  
- +- Organise team matters including selection, training and equipment.
- +- Ensure players understand the laws of the game.
- +- Be in charge of team discipline and encourage self-discipline in players.
- +- Encourage sportsmanship and be a positive role model.
- +- Be in charge of coaching the players the basic skills and tactics.
- +- Do **not** use any abusive language/signs to match officials, opposing players or supporters.
- +- Respect the referees decisions and encourage players and supporters to do likewise.
- +- Identify and meet the needs of individuals
- +- Improve performance through a progressive programme of safe, guided practice, measured performance and/or competition.
- +- Create an environment in which individuals are motivated to maintain participation and improve performance.

## **Role of the player**

- +- Play to the best of his/her ability and within the spirit and laws of the game.
- +- Respect the Manager, match officials and opposition.
- +- Show self-discipline in terms of language and behaviour
- +- Be prepared to learn, improve and enjoy the game.

## **Role of Adults/Parents/Supporters**

- +- Be responsible for transporting to training and matches
- +- Support the Manager, Team and Players.
- +- Be positive role models in terms of language, attitude, restraint and sportsmanship.
- +- Show respect of match officials and match opposition.
- +- Use positive comments only – encourage rather than discourage.
- +- Respect Coach/Manager's request at all times.

## **Role of the Referees**

- +- Apply laws of the game with consideration and be consistent in approach.
- +- When possible explain decisions briefly to players.
- +- Control unruly spectators only through team managers.
- +- Be prepared to use sanctions if spectator's behaviour is intruding on players'

## **Unacceptable behaviour of adults**

- +- Verbal Abuse.
- +- Negative Comments
- +- Entering the field of play.
- +- Obscene or discriminatory language or signs
- +- Arguing with officials or the opposition's supporters.
- +- Interfering with the Manager's role.
- +- Supporting bad behaviour by the players
- +- Racism.

## **Coaches should comply with the principles of good ethical practice listed below.**

1. Coaches must abide by the Local authority or S.Y.F.A child protection policy.
2. Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
3. Coaches must place the well-being and safety of the performance above the development of performance. They should follow all guidelines laid down by the sports governing body and hold appropriate insurance cover.
4. Coaches must develop an appropriate working relationship with players (especially children), based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward.
5. Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
6. Coaches should endeavour to obtain up to date and nationally recognised governing body coaching qualifications.
7. Coaches must ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.

8. Coaches should, at the outset, clarify with players (and where appropriate with their parents) exactly what is expected of them and what players are entitled to expect from their coach.
9. Coaches should co-operate fully with other specialists (e.g. other coaches, officials, sport scientists, doctors, physiotherapists) in the best interests of the player.
10. Coaches should always promote the positive aspect of their sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
11. Coaches must consistently display high standards of behaviour and appearance.
12. Coaches should never coach a child on a one to one basis without a parent in attendance.
13. Where a coach has no alternative to transporting a child in his car alone the child should sit in the back of the vehicle and not in front beside the coach.
14. Coaches should never be in a dressing room of young players with the door closed on his own.