



**CHARTER STANDARD  
COMMUNITY CLUB**

## CONSTITUTION

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## 1. CLUB BACKGROUND

- 1.1. Founded in 1990, West Bridgford Colts Football Club (WBC) provides opportunities for young people to play football. WBC is now one of the largest youth football clubs in the country, providing training and competitive football opportunities for under 5's through to the veterans. Our founding principle, which remains true to this day, is to provide football for as many local children, young people and adults as we can. This is why the club has grown so big and so popular; and this is why our men's & ladies teams still have many a player who has come up through the age groups with the club.
- 1.2. Rather than see the size of the club as a burden, we see it as something to celebrate – the more people that play this beautiful game, the better. We strive to find a place for all, and then nurture all our young players carefully, so as they develop a lifelong love of the game. We have many a team that has won League titles and cups, but just as important to us are the numerous sportsmanship awards the club has collected, and we are fully behind the FA's Respect campaign. We aim to win with style and lose with dignity. The slogan for our 'mini colts' section (which serves the youngest players in the club) is 'enjoyment development respect' – and we do not lose sight of those words as players get older.
- 1.3. The Club is an FA Development Club and in 2015 was awarded prestigious Community Status. Given the size and expansion of the Club it is important that parents/carers, particularly those new to the Club are made aware of the Club Constitution, policy in relation to Child Welfare and various FA Charters adopted by West Bridgford Colts FC. In becoming a member of West Bridgford Colts FC both the player and their parent/carer acknowledge and agree to abide by the Club Charters.
- 1.4. The Club's policies and procedures and the Committee Members for the present season are on the Club Website: <https://westbridgfordfc.com/policies/>

## 2. NAME

- 2.1. The name of the club is "West Bridgford Colts Football Club". This may appear in publications as "West Bridgford Colts FC" in Red (Pantone 186), Black or White out of a colour.
- 2.2. Sub-sections of the club are listed below and may appear in publications as listed:
  - 8 & under (Girls & Boys)      West Bridgford mini colts





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- 9 to u18 (Girls & Boys) West Bridgford Colts
- Men's West Bridgford Colts - Men's
- Ladies West Bridgford Colts – Ladies
- Veterans West Bridgford Colts - Veterans

### **3. TEAM KIT AND EQUIPMENT**

- 3.1. West Bridgford Colts will supply each team with the necessary equipment to manage their team. This equipment is the responsibility of the manager and where appropriate replacement equipment will be funded by the individual team.
- 3.2. Playing kit will be paid for by the year group or team funds.
- 3.3. When requested, players must return the kit to the Manager at the end of the season.
- 3.4. The Club colours are Red and Black; the shirt has vertical stripes and the shorts and socks are black.
- 3.5. All Football kits must adhere to the Club guidelines, they must be labelled with the Club logo, sponsors name and or logo and the relevant number. No individual names can be printed on shirts.
- 3.6. The Treasurer must approve all purchases - kit & equipment - supplied directly by the Club. This equipment remains the property of West Bridgford Colts FC and must be returned if requested. However, player and team specific kit purchased directly by parents remains the property of the purchaser.
- 3.7. The club promote and encourage the recycling of kit and equipment where and when possible.

### **4. ADMINISTRATION**

- 4.1. Subject to the matters set out below, the Club and its property shall be administered and managed in accordance with its Constitution by the members of the Committee.

### **5. OBJECTS**

The Club's Objects are:





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5.1. To provide children, young people and adults from 5 years of age and above who are predominantly residents of West Bridgford and surrounding areas or former members of the FC, with the opportunity to play Association Football in accordance with the rules and regulations of the Football Association and the Nottinghamshire Football Association Ltd.

**NB:** The Club may decide to recruit players who are not resident in West Bridgford and/or had no previous affiliation with the club, but these will be by exception and within limits set by the Committee.

5.2. To help develop the physical, mental and emotional development of children through football.

5.3. To provide a supportive environment in which children can enjoy playing football and develop their playing potential to the full.

5.4. To help instil in children a lifelong passion for football.

5.5. To encourage responsible conduct, respect for referees and sportsmanship among children, coaches and parents.

5.6. To encourage the development of high quality playing, changing and social facilities.

5.7. In furtherance of these Objects:

5.7.1. The Club is committed to treating children equally, regardless of sex, ethnic origin, disability, religion or political persuasion.

5.7.2. The Club believes that the welfare of children is everyone's responsibility and that all children have a right to have fun, be safe and be protected from harm.

5.7.3. To provide a progression route for our youth players through to adult players.

## **6. AFFILIATION**

6.1. The Club is affiliated to the Nottinghamshire Football Association Ltd.

## **7. POWERS**

In furtherance of the Objects but not otherwise the Committee may exercise the following powers:





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- 7.1. To recruit children and young people up to the age of 18 years and adults primarily from the West Bridgford area and occasionally from other areas for teams to play association football in leagues and other competitions.
- 7.2. To provide training and coaching facilities for team managers and players.
- 7.3. To collect fees from members for player registration, playing kit, equipment and hire of grounds and facilities.
- 7.4. To raise other funds & sponsorship, and to invite and receive contributions provided that in raising funds the Committee shall not undertake substantial permanent trading activities and shall conform to any relevant requirements of the law.
- 7.5. To acquire, buy, take on lease or exchange any property necessary for the achievement of the objects and to maintain and equip it for the appropriate use.
- 7.6. Subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Club.
- 7.7. To make lawful grants or loans of money in pursuit of the objects.
- 7.8. Subject to any consents required by law to borrow money and to charge all or any part of the property of the Club with repayment of the money so borrowed.
- 7.9. To set aside funds for special purposes or as reserves against future expenditure.
- 7.10. To deposit or invest funds in any lawful manner based on relevant professional advice on the suitability of financial arrangements.
- 7.11. To employ such paid or unpaid staff or advisors as necessary for the proper pursuit of the objects.
- 7.12. To take out public liability and personal accident insurance to cover Club meetings, activities, officers and Committee members; to insure the Club's property against any foreseeable risk; and to take out other insurance policies to protect the Club where required.
- 7.13. To enter into contracts to provide services to or on behalf of other bodies.







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- 7.14. To pay the costs of forming or changing the Club.
- 7.15. To co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them.
- 7.16. To establish or support charitable trusts, associations or institutions formed for all or any of the objects.
- 7.17. To publish or distribute information concerning the Club.
- 7.18. To appoint and constitute such advisory persons, organisations or Committees as the Committee may think fit.
- 7.19. To do all such other lawful things as are reasonable and necessary for the achievement of the objects.
- 7.20. To develop and implement policies and/or procedures on child welfare, health and safety, complaints and other matters which the Committee believe to be important.
- 7.21. To develop and implement FA charters for teams, coaches, managers, players, parents and spectators that specify responsibilities and behaviour.

## **8. MEMBERSHIP**

Membership of the Club shall be open to:

- 8.1. Children and adults registered as players with the Club.
- 8.2. The parents or legal guardians of registered players.
- 8.3. Elected and appointed officers of the Club.
- 8.4. Other Individuals who are interested in supporting the work of the Club.
- 8.5. Any corporate or unincorporated association which is interested in furthering the work of the Club.





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8.6. The Committee may unanimously and for good reason terminate the membership of any individual or member organisation. This is provided that the individual concerned or the appointed representative of the member organisation concerned (as the case may be) shall have the right to be heard by the Committee and has the option to be accompanied by a representative of their choosing, before a final decision is made.

**NB:** Members below 18 years have no voting rights. However, this does not preclude the canvassing of opinion among children.

## **9. RECRUITMENT OF PLAYERS**

9.1. It is the aim of The Club that any player will be eligible to train with the Club, regardless of ability if capacity and facilities allow.

9.2. All players joining the Club must complete and sign a registration form which provides emergency contact details and any medical information which the parent deems necessary e.g. allergies, asthma.

9.3. Recruitment will predominantly be residents of West Bridgford and surrounding areas or former members of the FC.

## **10. SUBSCRIPTION**

10.1. An annual subscription, will be payable each year. The level of subscriptions and method of collection will be determined by the Committee – this will include a “training only” fee for players who are not eligible, or who chose not, to play in matches.

10.2. Managers who have players who are unable to pay full fees must discuss the individual circumstances with the Executive Committee who will confirm the amount of fees to be paid. If fees remain unpaid, the player will not be allowed to continue to play or train with the Club.

## **11. DETERMINATION OF MEMBERSHIP OF THE COMMITTEE**

A member of the Committee shall cease to hold office if he or she:

11.1. Becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs.





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11.2. Is absent without permission of the Committee from all their meetings held within a period of three months and the Committee resolve that his or her office be vacated.

11.3. Notifies the Committee of a wish to resign (but only if at least three members of the Committee will remain in office when the notice of resignation is to take effect).

## **12.HONORARY OFFICERS**

12.1. At the Annual General Meeting, (AGM) of the Club the members shall elect or re-elect, from among themselves a Chairman, a Secretary, and a Treasurer, together with other officers who shall normally become members of the Committee, who shall hold the office from the conclusion of the meeting.

## **13.COMMITTEE**

The Committee shall consist of:

13.1. The honorary officers specified in the previous clause

13.2. Members responsible for the following: Mini colts, 7 a-side, 9 & 11 a-side fixtures, fund raising and social events for the Club, age group year reps, Girls & Ladies rep, and a Men's rep.

13.3. Up to eight co-opted members.

13.4. A Child Welfare Officer, who may be one of the above.

13.5. All the members of the Committee shall retire from the office together at the AGM next after the date on which they came into office but they may be re-elected or re-appointed at the AGM. The Child Welfare Officer may be subject to restrictions on duration of tenure under the Club's child welfare policy.

13.6. The proceedings of the Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.

13.7. Nobody shall be appointed as a member of the Committee who is aged less than 18 years or who would if appointed be disqualified under the provisions of the following clause.







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13.8. No person shall be entitled to act as a member of the Committee, whether on a first or on any subsequent entry into office, unless willing to act in the trusts of the Club.

## **14. PERSONAL INTERESTS**

14.1. No member of the Committee shall acquire property belonging to the Club (other than as a trustee for the Club).

14.2. No Member of the Committee shall receive remuneration in any contract entered into by the Club, unless the Committee agree to the remuneration and document and minute the same.

14.3. No Member of the Committee shall be personally or interested in any contract entered into by the Club, unless the Committee agree to the interest, and it being in the best interests of the club.

## **15. MEETINGS AND PROCEEDINGS OF THE COMMITTEE**

15.1. The Committee shall hold at least eight ordinary meetings each year.

15.2. Committee meetings can only be attended by Committee members unless the Committee members have specifically invited other members to attend.

15.3. The Chairman shall act as Chairman at meetings of the Committee. If the Chairman is absent from the meeting, and then the members of the Committee present shall choose one of their numbers to be Chair the meeting on behalf of the Chairman before any other business is transacted.

15.4. There shall be a quorum when at least one third of the number of members of the Committee or three members of the Committee, whichever is the greater, are present at the meeting.

15.5. Decisions shall be determined by the majority of the votes of the members of the Committee present and voting on the question but in the case of equality of votes, the Chairman of the meeting shall have a second or casting vote. If a Committee member is knowingly absent from a Committee meeting they may vote by proxy where appropriate. Each age group is entitled to one vote. Where there is more than one year group representative from an age group at the meeting then they will cast their vote as an age group rather than as an individual.





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- 15.6. The Secretary or other person specially appointed by the Committee shall keep a full record of proceedings at every general meeting of the Club.
- 15.7. The Committee may from time to time make or alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this Constitution.
- 15.8. The Committee may appoint one or more sub-Committees consisting of three or more members of the Committee for the purpose of making any inquiry or supervising or performing any function or duty. This is provided that all acts and proceedings of any such sub-Committees shall be fully and promptly reported to the Committee.

### **16. ANNUAL GENERAL MEETING**

- 16.1. There shall be an Annual General Meeting (AGM) of the Club, which shall be held in the September each year or as soon as practicable thereafter.
- 16.2. All members are entitled to attend any AGM or special general meeting of the Club.
- 16.3. Every AGM shall be called by the Committee. The Secretary shall give at least 21 days notice of the AGM and the date and venue will be displayed on the club website that can be seen by the members. All members of the Club shall be entitled to attend and vote at the AGM.
- 16.4. The Committee shall present to each AGM the report and accounts of the Club for the preceding year.
- 16.5. Re-election of the Committee can be proposed and voted on at the AGM as a whole Committee, notwithstanding any resignations
- 16.6. Nominations for the election to the Committee must either be made by members of the Club in writing and placed in the hands of the Secretary of the Committee at least 14 days before the AGM, or received by the Secretary during an appropriate part of the AGM. Should nominations exceed vacancies, election shall be by voting of all members in attendance at the AGM.





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## **17. SPECIAL GENERAL MEETINGS**

17.1. The Committee may call a special general meeting of the Club at any time. If at least ten members request such a meeting in writing stating the business to be considered the Secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

## **18. NOTICES**

18.1. Any notice required to be served on any member of the Club shall at the Committee's discretion be left in a designated place at the Club's clubhouse premises or shall be in writing and shall be served by the Secretary or the Committee on any member. This shall be either personally or by email or by post in a pre-paid letter addressed to such member at his or her last known address in the United Kingdom. Any letter so sent shall be deemed to have been received within ten days of posting.

## **19. RECEIPTS & EXPENDITURE**

19.1. The funds of the Club, including all donations, contributions and bequests, shall be paid into an account operated by the Committee in the name of the Club at such bank as the Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Committee.

19.2. The funds belonging to the Club shall be applied only in supporting the objects of the club.

19.3. If any member of the club receives remuneration from the club it shall be paid by the Committee directly to the individual, irrelevant of how ever the member provides services or to whom in the club those services are provided.

19.4. Any money or bank accounts held by either teams or year groups shall be available for inspection and checking by the Committee if the Committee deem it appropriate.

19.5. Any money held in accounts by teams or year groups ultimately belongs to the club.

19.6. No accounts used by the Club or teams can be personal bank accounts. All subscriptions, membership fees or other income can only be paid in to a bank account used solely for Club or team purposes.





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19.7. All parents of players must be aware of the team or age group funds and the rules and principles under which it is collected.

## **20. PROPERTY**

20.1. Subject to the provisions of sub-clause (2) of this clause, the Committee shall cause the title to:

20.1.1. all land held by or in trust for the Club; and

20.1.2. all investments held by or on behalf of the Club; to be vested in not less than two individuals appointed by the Committee acting as trustees. The trustees may be removed by the Committee at their pleasure and shall act in accordance with the lawful directions of the Committee. The trustees shall not be liable for the acts and defaults of its members.

20.2. The Committee may permit any investments held by or in trust for the Club to be held in the name of another organisation. Acceptable organisations are: a clearing bank, trust, corporation or any stockbroking company which is a member of the International Stock Exchange (or any subsidiary of any such stockbroking company) acting as a nominee for the Committee. The Club may pay such a nominee reasonable and proper remuneration for acting as such.

## **21. ACCOUNTS**

The Committee shall comply with the following arrangements:

21.1. The keeping of accounting records for the Club.

21.2. The preparation of annual statements of account for the Club.

21.3. The auditing or independent examination of the statements of account of the Club.

## **22. ALTERATIONS TO THE CONSTITUTION**

22.1. Subject to the following provisions of this clause, the Constitution may be altered by a resolution passed by not less than two-thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.





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## **23. DISSOLUTION**

23.1. If the Committee decides that it is necessary or advisable to dissolve the Club, it shall call a meeting of all members of the Club, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Committee shall have power to realise any assets held by or on behalf of the Club. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other sporting institution having objects similar to the Objects of the Club as their members of the Club may determine.

## **24. DEFINITIONS**

In this Constitution:

24.1. "AGM" means an annual general meeting of the members of the Club.

24.2. The "Club" means West Bridgford Colts Football Club.

24.3. "The Committee" is the governing body of the Club.

24.4. "Co-opted Committee member" means a member of the Committee appointed by the members of the Committee to offer general help and assistance

24.5. "Taxable trading" means carrying on a trade or business on a continuing basis for the principal purpose of raising funds and not for the purpose of actually carrying out the Objects.

24.6. Executive Committee consists of 3 members of the Committee taken from Chairman, Secretary, Treasurer, Welfare Officer or any Committee member who has served a minimum of 2 current & consecutive years on the Committee

**Voted on and approved at 2016 AGM, 30<sup>TH</sup> Sept 2016**

**Name: Peter Stansbury**

**Position: Chairman**

**Date: 30/9/2016**

