



# Saddleworth 3Ds Football Club

Established 1992

F.A. Charter Standard Development Club

Website: [www.saddlworth3ds.club](http://www.saddlworth3ds.club)



CHARTER STANDARD  
DEVELOPMENT CLUB

## CLUB RULES

### 1. NAME

The club shall be called Saddleworth 3Ds FC (the club).

### 2. OBJECTS

The objects of the club shall be to provide facilities, promote the game of Association Football, to arrange matches and social activities for its members, and community participation in the same.

### 3. STATUS OF RULES

These rules (the club rules) form a binding agreement between each member of the club.

### 4. RULES AND REGULATIONS

- 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 Regulation of The Football Association Ltd (The FA), Manchester County Football Association to which the Club is affiliated and Competitions in which the Club participates, for the time being in force.
- b. No alteration to the club rules shall be effective without written approval of the Parent County Association. The FA and Parent County Association reserve the right to approve any proposed changes to the Club Rules.
- c. The club will abide by the FA's Safeguarding Children Policies and Procedures, Codes of Conduct, Equality and Anti-Bullying Policies.

### 5. CLUB MEMBERSHIP

- a. The members of the club from time to time shall be those persons listed in the register of members, which shall be maintained by the club secretary. Any person who wishes to be a member must apply on the membership application form and deliver to the club. Election to membership shall be at the discretion of the club 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 Committee in accordance with the Complaints Procedure in place from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- b. Any member not having attained the age of 18 years shall be deemed a junior member. Junior members shall not be entitled to vote at a general meeting but one parent or guardian of each junior member may vote on behalf of that junior member at a general meeting.
- c. In the event of a member's resignation or expulsion, their name shall be removed from the membership register.

- d. The FA or Parent County Association shall be given access to the membership register on demand.

## **6. ANNUAL MEMBERSHIP FEES AND SUBSCRIPTIONS**

An annual fee payable by each member shall be determined by the club committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable. Annual fee to be paid in advance with submission of membership form and by the designated date to be determined annually and notified in advance by the club committee.

- a. 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. Subscriptions should be paid monthly by automatic bank transfer, or annually in advance. Any other arrangements must be agreed by the club committee.
- b. Fees and subscriptions shall not be repayable.

## **7. RESIGNATIONS AND EXPULSION**

- a. A member shall cease to be a member of the club if, and from the date on which, they give notice to the club committee of their resignation. The club has the discretion to regard a member whose annual membership fee or further subscription is more than two months in arrears, as having resigned. However this would be exercised as a last resort after reasonable approaches and efforts to make payment arrangements have been exhausted.
- 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 them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time.
- c. A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the club property.

## **8. CLUB COMMITTEE**

- a. The Club Committee shall consist of the following Club Officers: chairperson, vice chair, secretary, treasurer and child welfare officers and other members comprising up to 2 representatives of each team and other members who shall be co-opted onto the committee as necessary.
  - (i) Each club officer 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 no more than two positions of office 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 committee meeting. The chairperson of the committee meeting shall have a casting vote in the event of a tie. Meetings of the committee shall be chaired by the chairperson or in their absence the vice chair. The quorum for the transaction of business of the committee shall be seven (7).
  - (ii) Decisions made at club committee meetings shall be recorded in the minutes file following each meeting and held and distributed by the club secretary.

- (iii) Any member of the committee may call a meeting of the club committee by giving not less than seven days' notice to all members of the club. The club committee shall hold not less than four meetings a year.
- (iv) An outgoing member of the committee may be re-elected. Any vacancy on the committee, which arises between annual general meetings, shall be filled by a member proposed by one and seconded by another of the remaining committee members and approved by a simple majority of the remaining committee members.
- (v) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- (vi) 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.

## **9. ANNUAL AND EXTRAORDINARY GENERAL MEETINGS**

- 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. Elect the members of the club committee
  - iv. Consider any other business.
- b. Nominations for election of members as officers or as members of the 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 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 7 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 email each member at their last known email address 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 quorum of General Meetings (AGM & EGMs) shall be ten.
- f. The chairperson, or in their absence the vice-chair, or in their absence a member selected by the 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 secretary, or in their absence a member of the committee, shall record and minutes of General Meetings in the minutes file.

## **10. CLUB TEAMS**

One or more club members will be responsible for each of the club's football teams. By taking on a managerial or coaching role with the club a person is automatically designated as a member. 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 of the activities of the team.

## **11. CLUB FINANCES**

- a. A bank account is maintained in the name of the club (the club account). Designated account signatories shall be the secretary, the treasurer and one other officer. No sum shall be drawn from the club account except by cheque signed by two of the three designated signatories. All money payable to the club shall be received by the treasurer or secretary and deposited in the club account.
- b. The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceedings arising from the sale of Club Property to members is prohibited.
- c. The committee shall have the 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.
- d. 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 Finance Act 2002.
- e. The Club may also in connection with the sports purposes of the Club:
  - (i) sell and supply food, drink and related sports clothing and equipment;
  - (ii) employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;
  - (iii) pay for reasonable hospitality for visiting teams and guests; and
  - (iv) indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

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) years.

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.

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.

- a. 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.
- b. 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.
- c. 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.

## **12. 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 committee shall be responsible for the winding up of the assets and liabilities of the club.
- c. Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them related to community sports.

