

POTTERS BAR CRUSADERS YOUTH F.C.



Affiliated to the Hertfordshire Football Association

Club Rules

(Amended at EGM 19 May 2009)

- 1 The club shall be known as POTTERS BAR CRUSADERS YOUTH FC (the Club).
- 2 The objects of the Club shall be to provide football in the community and arrange association football matches for its members.
- 3 These rules (the Club Rules) form a binding agreement between each member of the Club.

4 RULES AND REGULATIONS

- a The Club shall have the status of an Affiliated Member of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited and parent County Association and any League or Competition to which the club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.
- b No alteration to the Club Rules shall be effective without prior agreement by the appointed executive committee.
- c The Club will also abide by The Football Associations Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

5 CLUB MEMBERSHIP

- a The members of the Club shall be those persons listed in the register of players (the Players 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 sole discretion of the Club Committee. Membership shall become effective upon an applicants name being entered in the Players Register.
- c In the event of a members resignation or expulsion, his or her name shall be removed from the Players Register.
- d The Football Association and parent County Football Association shall be given access to the Players Register on demand.
- e From September 2006, any child in Saturday Soccer School must play in their appropriate qualified age group (as defined by the school year) and will continue up to and including under 10's (Year 5).

6 ANNUAL MEMBERSHIP FEE

- a An Annual fee, payable by each member, shall be determined by the Club Committee. Any fee shall be payable on a successful application and annually by each member. Fees shall not be repayable.
- b 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.
- c The Club Committee shall have the authority to make a reduction in the Annual fee should a new member join the Club during the playing season. Such a reduction shall be based on the amount of full calendar months of the season missed by the new Member and the reduction shall be consistent across the Club throughout any particular season.

7 RESIGNATION AND EXPULSION

- a 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 member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
- 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 for them to remain a member. There shall be no appeal procedures.
- c A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property or be entitled to a refund of any Annual Fee paid.

8 CLUB COMMITTEE

- a The Club Executive Committee shall consist of the following Club Officers; Chair, Secretary, Treasurer, Club Welfare and Development Officer and Registration Secretary who shall be elected at an Annual General Meeting. The ex-Officio members of the Committee shall consist of the Rural Friendly League Secretary, the Cheshunt League Secretary and the Mid Herts Secretary.
The Executive Committee shall have the power to co-opt other members should the need arise and this appointment shall be notified to the Club Membership at the next monthly meeting.
- b Each Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at an Extra Ordinary General Meeting. The Club Executive Committee shall be responsible for the management of all of the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chair of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chair or in their absence a member selected by the Club Committee. The quorum for the transaction of business of the Club Committee shall be not less than 2 Executive officers, 2 ex-officio officers and 5 Team Representatives.
- c Decisions of the Club Committee meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary and/or a Minute Secretary.
- d The Club Committee shall hold monthly meetings for all Officers and Team Representatives
- e An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings 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.
- f Save as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

9 ANNUAL AND EXTRA ORDINARY GENERAL MEETINGS

- a An Annual General Meeting (AGM) shall be held every 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 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 Extra Ordinary General Meeting (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 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 quorum for a General Meeting shall consist of the Club Executive Officers, 2 ex officio officers and 5 Team Representatives.
- e The Chair, or in their absence, a member selected by the Club Committee, shall take the chair. Each officer or representative present shall have one vote and resolutions 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.

- 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.

10 CLUB TEAMS

- a At its first meeting following each AGM, the Club Executive Committee shall appoint a Team Representative (Team Manager) to be responsible for each of the Clubs football teams. The appointed Representative shall be responsible for managing the affairs of the team. The appointed Representative shall present to the Club Committee at its monthly meetings, a report on the activities of the team.

11 CLUB FINANCES

- a A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Chair, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- b The income and assets of the Club (the Club Property) shall be applied only in the furtherance of the objects of the Club.
- c The Club Executive 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 shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.
- e All Club property used by members shall remain the property of Potters Bar Crusaders Youth FC and shall be returned by any member on resignation from the Club. This includes ALL playing kit, Tracksuits, Weatherproof clothing and the like, if required by the Club.
- f. All Team Accounts are to be kept in the Club Account and a Statement for each Team Account will be presented on a monthly basis at each Monthly Meeting. This Statement could be shown to each Members parent/guardian upon request.

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 officers present.
- b The dissolution shall take effect from the date of the resolution and the officers of the Club 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 Potters Bar Crusaders Sports and Social Club, who shall determine how the assets shall be utilised for the benefit of the local community. Alternatively, such assets may be disposed of in such other manner as the members of the Club with the consent of Potters Bar Crusaders Sports and Social Club shall determine.

Gordon Marshall
Club Secretary