1. **NAME** Aldershot Boys & Girls Football Club (ABGFC)
2. **OBJECTIVES** The objective of the club is to provide a fun and safe environment to play youth football for those residing within Aldershot and the surrounding areas, by promotion of both competitive and friendly association football.
3. **MEMBERSHIP**
4. The membership of the club shall consist of playing members and adult members. Playing members are registered to play with the league. Adult members are parents or guardians of playing members and Committee Members.
5. Any player who wishes to be a member must complete the annual membership application forms and deliver it to the Club Secretary along with photos. Memberships shall become effective upon an applicant’s name being entered in the membership register and the registration fees being paid to the club.
6. In the event of a member’s resignation or expulsion, his or her name shall be removed from the membership register. Payment of all outstanding subscriptions and fees and the return of club equipment and kit supplied must be made to the Club Secretary.
7. The FA and County Association shall be given access to the Membership Registration on demand.
8. **SUBSCRIPTIONS & FEES**
9. An annual registration fee for playing members can be paid in two ways.

OPTION 1 - Payment in full by either cash or cheque by 15th July 2016.

OPTION 2 - Initial Deposit plus staggered payments over 4 months:

The fee will cover the cost for 1 training session and 1 match day per week as well as a home kit. The costs for extra training sessions, training kits, waterproofs or away kits will need to be covered by the team, by means of weekly subs, Sponsors or Fundraising.

1. Non-playing members are not required to pay any subscriptions or fees. However, they will be responsible for the payment of any fines incurred by themselves or their child. Non-payment will result in the adult and child being suspended from the club.
2. The registration fees shall be nominated by the Executive Committee on or before 30th June and the playing members shall be given at least one month’s written notice as soon as possible thereafter.
3. Concessions will be given to players of Executive Committee Members
4. **RESIGNATION & EXPULSION**
5. A member shall cease to be a member of the club if, and from the date on which, he/she gives notice to the Executive Committee of their resignation. Members whose annual membership fee or registration is more than 2 months in arrears shall be deemed to have resigned.
6. The Executive Committee shall have the power to expel a member when, in their opinion, it will not be in the interests of the club for them to remain a member. There is a club complaints procedures which applies to both playing and non-playing members.
7. A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the clubs property.
8. **RULES & REGULATIONS**
9. The club shall have the status of an Affiliated Member Club of the FA by virtue of its affiliation to / membership of the FA. The rules and regulations of the FA Limited and the 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.
10. No Alteration to club rules shall be effective without receiving a vote in favour at the clubs AGM.
11. The club will also abide by the FA Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy. Signed copies will be held by the Club Secretary.
12. The Club rules form a binding agreement between each member of the club.
13. **COMMITTEES**

The everyday running of the club will be in the hands of the **Executive** **Committee**:

* Chairman
* Vice Chairman
* Treasurer
* Secretary
* Vice/Minutes Secretary
* Club Development/Project Manager
* Child Development Officer
* Child Welfare Officer X 2
* Chartered Standard Officer/Community Liaison

The other main committee roles to ensure the smooth running of the club form the **Sub-committee**:

* Social Secretary/Fund Raiser/Publicity co-ordinator
* Kit and equipment co-ordinator
* Events Co-ordinator (tournament and Presentation evening)
* Pitch and Communications Secretary

There will also be, as required, a **Club Volunteers Group** for assisting with the organising of tournaments, social activities etc. These will consist of representatives from each team (managers or parents) at least 1 Sub-committee member and 1 Executive Committee member.

Full meetings will be held on the second Monday of every month – all managers, executive committee members and committee members will be expected to attend. If a manager is unable to attend a parent should attend as a representative.

Executive committee meetings will be held mid-month.

All meetings will be minuted.

1. **CLUB KIT**
2. Club Colours will be royal blue and red. It is intended that all teams will wear the same strip.
3. All kit supplied by the club and equipment used during training and matches remains the property of ABGFC. Any damage beyond normal wear and tear will be charged to the individual.
4. **ANNUAL GENERAL MEETING**
5. There will be an AGM of the club before the end of July each year. Election of officers will take place at the AGM.
6. Voting members at the AGM will be restricted to Committee Members, managers, coaches and one parent/guardian per paid up playing member – no parent will have more than one vote.
7. Nominations for positions within the committee are to be with the secretary a week before the AGM. Failing this, nominations from the floor at the Chairman’s discretion will be accepted at the AGM.
8. Request for a change of rules or constitution to be considered must be made in writing and received by the secretary before the 15th June each year.
9. The AGM will consist of printed reports for attendees from the Chairman, Club Secretary and Treasurer, to include a breakdown of finances from the season.
10. **CLUB FINANCES**
11. A bank account shall be opened and maintained in the name of the Club. Designated signatories shall be the Chairperson, Club Secretary, Treasurer and Vice Secretary. No sum shall be drawn from the club account except by cheque signed by 2 of the designated signatories. All monies payable to the club shall be received by the treasurer and deposited in the club account.
12. The income and assets of the club shall be applied only in furtherance of the objects of the club.
13. The club 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.
14. The club shall prepare an annual Financial Statement in such form as shall be published by the FA from time to time.
15. **CLUB COMPLAINTS PROCEDURE**

In the event that any member feels that he or she has suffered discrimination in any way or that the Club Policies, Rules or Codes of Conduct have been broken, they should follow the procedures below:

1. They should report the matter in writing to the Club Secretary or another member of the Committee within 7 days of the incident.

The report should include:

a) Details of what, when and where the occurrence took place

b) Any witness statements and names

c) Names of any others who have been treated in a similar way

d) Details of any former complaints made about the incident, date, when and to whom made

e) A preference for a solution to the incident.

2. The Club’s Executive Committee will sit for any hearings that are requested.

3. All proceedings shall be conducted how, when and where the Club’s Executive Committee considers appropriate, and will give no less than 7 days’ notice of the date, time and venue for requested hearing.

4. The Club’s Executive Committee shall proceed in the absence of any individual, unless it is satisfied that there are reasonable grounds for the failure of the individual to attend.

5. The Club’s Executive Committee will have the power to:

a) Remove from membership any person found to have broken the Club’s Policies or Codes of Conduct.

b) Suspend from membership

c) Warn as to future conduct.

6. Within 7 days after the hearing, written reasons for the decision & copies of minutes from the hearing will be sent to the individual concerned.