



# Liphook United Football Club

Affiliated to the Hampshire Football Association

[www.liphook-united.org](http://www.liphook-united.org)

## Constitution and Rules

### 1. Name

The club is called Liphook United Football Club

### 2. Objects

The objects of the club are:

- 2.1 To promote facilitate and encourage the sport of football both for the benefit of members and in the interests of the community as a whole
- 2.2 To provide facilities for the playing of football by the adult and youth members and their guests
- 2.3 To provide and maintain club premises and pitches and
- 2.4 To provide the other facilities and advantages usually associated with a club
- 2.5 To act in accordance with guidelines published by the Amateur Football Association from time to time

### 3. Affiliation

- 3.1 The club shall be affiliated to the Hampshire County Football Association and Hampshire Youth Football Association and to such other bodies as may be decided from time to time by the committee. The club will abide by 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
- 3.2 The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy

### 4. Club Colours

The club colours shall be Blue and Yellow or such other colours as may be decided by the committee

### 5. Eligibility of Members

- 5.1 All amateur footballers, whether players or not, members of their families and persons interested in football are eligible for membership
- 5.2 In the case of players under the age of 16, a parent or guardian of that player is eligible for membership in his stead

## **6. Admission of Members**

- 6.1 Every candidate for membership must be proposed and seconded by members of the club
- 6.2 The candidate's full name and address and occupation and the names of the proposer and seconder must be communicated in writing to the honorary secretary, who must prominently display these particulars in the club house in a part frequented by the members for a period of at least 3 days before the candidate's election as a member
- 6.3 Until a candidate is elected as a member, he is not entitled to any of the privileges of the club and once elected will abide by the club's code of conduct, anti discrimination policy and disciplinary procedures
- 6.4 A register of members shall be kept by the honorary secretary
- 6.5 The membership year shall run from the 1st day of September each year until the following 31st day of August

## **7. Election of Members**

Candidates for membership may be elected by the committee at its sole discretion

## **8. Resignation of Members**

Any member may resign his membership by giving notice in writing to that effect to the honorary secretary

## **9. Election of Life Members**

- 9.1 On the recommendation of a member any person being a member of the club may, without any special payment for life membership, be elected a life member of the club at any general meeting of the club or may be elected by the committee at its sole discretion
- 9.2 A two-third's majority of those present and entitled to vote is necessary for election of a life member
- 9.3 Every life member is entitled to all the privileges and subject to all the duties of a member of the club during his life (subject, nevertheless, to the provisions of article 25) without any further payment, annual or otherwise

## **10. Club Management**

- 10.1 The management of the club must be entrusted to a committee consisting of the chairman, vice-chairman, honorary secretary, honorary treasurer, the men's fixtures secretary, the youth's fixtures secretary (the Officers) all managers of each adult and youth football team, and one additional representative from each adult and youth football team elected annually at the annual general meeting provided that no member can hold two or more of the following offices

at the same time; namely, the chairman, honorary secretary and honorary treasurer

10.1.1 In accordance with the guidelines issued by the North East Hampshire Youth League the Officers will appoint a Child Protection Liaison Officer to act as point of contact between the North East Hampshire Youth League Child Protection Officer, the club and its members

10.1.2 All youth team managers/assistants, parent helpers and match officials (referees/assistants) will be required to undergo the required child protection vetting procedures. Any person who fails to achieve acceptable clearance will not be permitted to have any involvement with the team (acceptable clearance is that deemed to be acceptable by the Child Protection Liaison Officer and the Officers)

10.2 All the members of the committee are eligible for re-election

10.3 The committee shall normally meet once a month during the football season and may meet at such other times as it determines

10.4 At all meetings of the committee 10 committee members or a simple majority of the committee members at that time (whichever is the less) forms a quorum

10.5 The committee may at any time and from time to time fill any casual vacancy among the officers and the committee

10.6 The committee may at any time and from time to time elect and co-opt members to the committee

10.7 If any committee member ceases to be a member he automatically ceases to be a committee member

## **11. Meetings of Committee**

11.1 Minutes of all the proceedings of the committee must be taken and must be open to inspection by any member of the club on application to the honorary secretary

11.2 At the first meeting of the committee following each annual general meeting the committee must elect from its members a chairman to remain in office until the committee meeting following the next annual general meeting

11.3 One representative from each adult and youth team (who may be either the manager of each adult or youth football team or the additional representative from each adult or youth football team elected annually at the annual general meeting as referred to in 10.1 above) shall normally attend each committee meeting and shall:

11.3.1 Deliver to the meeting fully completed documentation relating to match results, match fees, referee's marks and such other information as may be requested from time to time by the committee

- 11.3.2 Hand to the honorary treasurer or to the chairman of the meeting any money (such as match fees) collected by that team which has not previously been handed to the honorary treasurer
- 11.4 Voting will be decided by a simple majority on a show of hands and in the event of a tied vote then the chairman has a casting vote
- 11.5 If a member of the committee is deemed by the majority of the committee members present at the meeting to have a personal interest in a matter being discussed or voted on he shall declare his interest and leave the meeting until the issue has been concluded

## **12. Sub-Committees**

- 12.1 Subject to the provisions of paragraph 13.1 below, the committee may also from time to time appoint from among the members such other sub-committees as it deems necessary or expedient and may depute or refer to them such of its powers and duties as it may determine
- 12.2 If any member ceases to be a member he automatically ceases to be a member of any sub-committee of which he is a member and another member of the committee must be appointed in his place
- 12.3 All sub-committees must periodically report their proceedings to the committee and must conduct their business in accordance with its directions
- 12.4 With the exception of any committee or sub-committee of less than 4 members and the sub-committee concerned with the purchase of intoxicating liquor for supply by the club, the committee may co-opt persons other than members of any other committee or sub-committee provided that the number so co-opted does not exceed one third of the total membership of the committee or sub-committee

## **13. Purchase and Supply of Liquor**

- 13.1 Purchase for the club and supply by the club of intoxicating liquor must be in the absolute discretion of a sub-committee of not less than five adult members over the age of 18 being elected members of the committee appointed for that purpose
- 13.2 If any member for any reason ceases to be a member of the committee, he automatically ceases to be a member of the sub-committee, and another member of the committee must be appointed in his place
- 13.3 The sub-committee must not in any way be restricted in freedom of purchase
- 13.4 Intoxicating liquor must not be supplied, or intended to be supplied, to members on the club premises otherwise than by or on behalf of the club
- 13.5 No persons under the age of 18 years shall be involved in the management, provision or supply of intoxicating liquor to any person

- 13.6 No intoxicating liquor shall be supplied for consumption either on or off the premises by any person under the age of 18 years
- 13.7 The sub-committee shall be primarily responsible for proper compliance with the licensing regulations and the terms of the club registration certificate issued by the Licensing Justices

#### **14. Casual Vacancies**

- 14.1 The committee may at any time and from time to time fill any casual vacancy among the Officers and the committee
- 14.2 Any officer or member of the committee so appointed holds office only until the next following annual general meeting but is then eligible for re-election

#### **15. Fees**

- 15.1 Every member must pay an annual subscription by 30th September in each year
- 15.2 Every member under the age of 18 years on 1st September shall pay an annual subscription which may if the members so decide at the annual general meeting be a different annual subscription
- 15.3 Every playing member must pay a match fee before each match in which he has been chosen by the team manager to be a team member or substitute
- 15.4 The annual subscriptions and match fees shall be decided by members at the annual general meeting
- 15.5 The annual subscriptions and the match fees are deemed to be debts due to the honorary treasurer of the club for the time being
- 15.6 Every member who is also an officer of the club/and/or every member under the age of 18 years whose parent is also an officer of the club shall pay an annual subscription and/or match fee which may if the members so decide at the annual general meeting be a different annual subscription and/or match fee from the annual subscription and/or match fee under 15.1, 15.2 and 15.3

#### **16. Commission**

- 16.1 No-one may at any time receive at the expense of the club or any member of the club any commission percentage or similar payment on or with reference to purchases of intoxicating liquor by the club
- 16.2 No-one may directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the club to members or guests apart from any benefit accruing to the club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on of the club

## **17. Sale of Intoxicating Liquor to Strangers**

People, other than members and their guests, that are members of visiting teams and their supporters, may be admitted to the club's registered premises and, subject to the conditions attached to the registration certificate for the club premises, intoxicating liquor may be sold to those persons by or on behalf of the club for consumption on the premises and not elsewhere

## **18. Application of Profit**

18.1 No money or property of the club or any gain arising from the carrying on of the club may be applied otherwise than for the benefit of the club as a whole or for some charitable, benevolent or political purpose or purposes chosen by resolution of a general meeting

18.2 No money or property of the club may be distributed to members of the club save as the legitimate cost of out of pocket expenses incurred by that member in connection with the running of the club

## **19. Accounts**

19.1 The financial year of the club ends on the 31st day of May in each year and the accounts of the club must be balanced to that day

19.2 At every annual general meeting two members of the club, not being members of the committee, must be elected to serve as auditors for the ensuing year

19.3 The auditors must audit the accounts of the club no less than 7 days before the annual general meeting

19.4 Any vacancy in the office of auditor occurring during the year must be filled by the committee

19.5 Full accounts of the financial affairs of the club duly audited by the auditors must be made available to every member when notice convening the annual general meeting is given

## **20. Subscriptions in Arrear**

20.1 If any member fails to pay his subscription within one month after it becomes due then the fee will be doubled. The honorary secretary will send notice in writing to his address as recorded in the books of the club calling on him to pay the increased subscription within 7 days then the committee may terminate his membership without further notice if he fails to pay

20.2 Any member who fails to pay his subscription within two months after it becomes due shall not be entitled to participate in club activities and shall not be entitled to any of the rights or privileges of members

## **21. Annual General Meeting**

- 21.1 An annual general meeting of the club shall:
- 21.1.1 be decided by the committee and
  - 21.1.2 normally be held in June of each year and 15 months must not elapse without a general meeting
- 21.2 At each annual general meeting:
- 21.2.1 The accounts for the previous financial year ended on 31st May prior to the meeting (having first been audited by the club's auditors) must be presented and, if accepted, passed
  - 21.2.2 the Officers and the committee must be elected
  - 21.2.3 auditors must be elected
  - 21.2.4 the honorary secretary shall give the secretary's report
  - 21.2.5 the annual subscriptions and match fees shall be decided
  - 21.2.6 any other business that has been communicated to the honorary secretary and included in the notice of the meeting sent by him to the members may be conducted, and
  - 21.2.7 any other business that is raised by members at the meeting may be conducted

## **22. Extraordinary General Meetings**

- 22.1 An extraordinary general meeting may be convened at any time and must be convened within 14 days on the requisition of one-fifth of the members of the club for the time being or 20 members whichever is the less
- 22.2 A requisition must state the purpose for which a meeting is required and must be remitted to the honorary secretary

## **23. Notice of Meetings**

At least 14 days before any general meeting the honorary secretary must send to every member at his address as recorded in the club's books or post in a conspicuous place in the club premises a notice of the meeting stating the time and date when and the place where it will be held and the business to be conducted

## **24. Business at a General Meeting**

- 24.1 The business at any general meeting must be limited to that provided for by these rules and any further matters set out in the notice convening the meeting
- 24.2 The quorum at any general meeting is one-fifth of the members of the club or 20 members whichever is the less

## **25. Votes**

- 25.1 Each member over the age of 16 years who is a fully paid up member at the meeting or a Life Member has one vote at all general meetings of the club
- 25.2 Voting will be decided by a simple majority on a show of hands unless the committee in its sole discretion decides that a vote shall be conducted by a written ballot

## **26. Chairman**

The chairman of the club presides at all meetings of the club but, if he is not present within 15 minutes after the time appointed for the meeting or has signified his inability to be present at the meeting, the members present and entitled to vote may choose one of their number to be the chairman of the meeting

## **27. Complaints Procedure**

- 27.1 In the event that any member feels that he or she has suffered discrimination in any way, or that the Club Policies, Rules, or Code of Conduct have been broken, he or she should follow the procedure below
- 27.2 The report should include
- i. details of what, when, and where the occurrence took place
  - ii. any witness statements and names
  - iii. names of any others who have been treated in a similar way
  - iv. details of any former complaints made about the incident, date, when and to whom made
  - v. a preference for a solution to the incident
- 27.3 The Club's Management Committee will sit for any hearings that are requested
- 27.4 The Club's Management Committee will have the power to
- i. warn as to future conduct
  - ii. suspend from membership
  - iii. remove from membership any person found to have broken the Club's Policies, Rules, or Code of Conduct

## **28. Expulsion or Suspension of Members**

- 28.1 The committee may expel or suspend any member who offends against the rules of the club or whose conduct, in the opinion of the committee, renders him unfit for membership of the club



- 28.2 Before any member is expelled or suspended the honorary secretary must give him 7 days written notice to attend a meeting of the committee and must inform him of the complaints made against him
- 28.3 No member may be expelled or suspended unless
- 28.3.1 he is first given an opportunity of appearing before the committee and answering complaints made against him and
- 28.3.2 at least two thirds of the committee then present vote in favour of his expulsion or suspension
- 28.4 The committee may vote to suspend a member for such period or periods as they think fit and during the period of suspension the member shall not be entitled to any of the rights or privileges of membership
- 28.5 Notwithstanding 28.3.1, the committee may suspend a member immediately if the committee consider that the member may be in breach of the Policy/Scheme referred to in 39.1 or in breach of the policy statement referred to in 39.2

## **29. Guests**

- 29.1 Any member may introduce guests to the club, subject to any regulations made from time to time by the committee, provided that no-one whose application for membership has been declined or that has been expelled or suspended from the club may be introduced as a guest
- 29.2 The member introducing a guest must enter the name and address of the guest together with his own name in a book which must be kept on the club premises
- 29.3 The member introducing a guest must be accompanied by the member introducing him

## **30. Opening of Club Premises**

- 30.1 The club premises shall be open on such occasions as shall be decided by the committee from time to time
- 30.2 The permitted hours for the supply of intoxicating liquor shall be as required by the club registration certificate issued by the Licensing Justices, the hours for which are at present between 10 a.m. and 11 p.m. on Mondays to Saturdays and from 11.30 a.m. to 10.30 p.m. on Sundays, Christmas Day and Good Friday
- 30.3 No intoxicating liquor shall be supplied or intended to be supplied to members on the club premises other than by or on behalf of the club in accordance with the terms of the club registration certificate issued by the Licensing Justices
- 30.4 There is to be kept on the club premises a register of the names and addresses of the members

### **31. Modification of Rules**

- 31.1 No alteration or addition to these rules may be made except by a resolution carried by a majority of the members present at a general meeting notice of which contained particulars of the proposed alteration or addition
- 31.2 As soon as possible and in any case within 14 days after the making of any alteration or addition to these rules the honorary secretary must give written notice of the alteration or addition to the clerk to the licensing justices the chief officer of the police and to the proper officer of the local authority of the district in which the club is situated

### **32. Duties of Honorary Secretary**

The Honorary Secretary shall be responsible for:-

- 32.1 arranging all club annual and extraordinary general meetings and all committee meetings
- 32.2 maintaining and keeping on the club premises a register of the names and addresses of the members
- 32.3 maintaining and keeping records of meetings, matches and players ready for inspection by football authorities or by any member on request
- 32.4 all correspondence between the club and all other organisations and authorities

### **33. Duties of Honorary Treasurer**

The Honorary Treasurer shall be responsible for:-

- 33.1 maintaining an account of all income and expenditure of the club
- 33.2 keeping books of account to be audited annually and presented to the club at the annual general meeting
- 33.3 arranging for three members to be approved and appointed by the committee as signatories to the club's bank account not less than two of whom shall sign cheques on that account

### **34. Dissolution of the Club**

If at any general meeting a resolution for the dissolution of the club is passed by a majority of the members present and at a special general meeting held not less than six weeks later (of which not less than four weeks written notice has been given to each member) and at which not less than one half of the members are present that resolution is confirmed by a resolution passed by a majority of two-thirds of the members voting on it, the committee must immediately, or at such future date as is specified in the resolution, proceed to realise the property of the club and after the discharge of all liabilities must divide such property rateably in proportion to the amount each member has paid in subscriptions among all the ordinary and life members and on the completion of the division the club will be dissolved

### **35. Team Selection**

Team selection shall be the responsibility of each team manager or his nominee

### **36. First Aid**

Each Youth Team must have a qualified first aider in attendance at all matches and the club will pay for two representatives from each youth team to attend a first aid course if the committee considers it necessary

### **37. Trophies**

37.1 The following awards shall be presented at the club's annual presentation meeting or at a separate event:

37.2 for each Youth Team (save for the under 7s and under 8s teams):

Player of the Year

Most Improved Player

Sportsman of the Year

Individual Club Award to all registered Youth Players

37.3 for each member of the under 7s and under 8s teams:

A token award to each individual player

37.4 for each Adult Team:

Player of the Year

Sportsman of the Year

37.5 for the combined Adult Teams:

Most improved Player of the Year

Clubman of the Year

### **38. Training**

Subject to the provisions of paragraph 36 above, training will normally be limited to members of the committee and may include First Aid courses, coaching courses and such other courses as the committee may from time to time decide

### **39. Child Protection**

39.1 The club will adopt a Child Protection Policy/Scheme as required by the North East Hampshire Youth League. All adults (team managers/assistants, parent helpers and match officials) involved with the youth section will be required to undergo a police check to ensure that they are suitable to be involved in youth football (rule 10.1.2 refers)

- 39.2 A policy statement will be issued to all members at the start of each season, together with guidelines on what is and what is not acceptable, copies of which will be displayed in prominent positions in the clubhouse
- 39.3 All confidential information appertaining to individual members/families will be restricted to the Child Protection Officers of the North East Hampshire Youth League, the Officers and the police
- 39.4 The effectiveness of the Policy Scheme and its activities is to be reviewed at regular intervals by the Officers (Rule 10.1.2 also refers)
- 39.5 Any committee member who deliberately provides false information to the Child Protection Liaison Officer and/or the club will be held in breach of club rules and will be dealt with under Rule 28
- 39.6 Any parent helper/official who deliberately provides false information to the Child Protection Liaison Officer and/or the club will be excluded from all football activities
- 39.7 Any person who, after the appropriate investigations by the club, is found to have abused children in their care will be expelled from the club and the appropriate authorities informed

#### **40. Discipline**

- 40.1 Any fines and related administrative costs imposed on members by the relevant Football Association or League Competition will be paid by the offending member to the club within 28 days and will be paid by the club to the relevant Football Association or League Competition provided however that the committee may decide in exceptional circumstances to pay the fine and related administrative costs on the member's behalf and not to seek reimbursement from the member of any such payment it makes to the relevant Football Association or League Competition
- 40.2 Where a fine has been imposed upon a whole team, group of players or supporters of a team, the fine will be paid by the team as a whole. The responsibility for the collection of the fine will rest with the manager of the team and will be collected within 28 days
- 40.3 Should a fine remain unpaid by an individual, the club will write to the member requesting the payment of the fine. Should the money not be paid within 28 days, a copy of the letter will be sent to the relevant Football Association requesting that the matter is dealt with through the General Suspension process

#### **41. Interpretation**

Words importing the masculine shall also import the feminine and singular shall also mean the plural

## **42. Headings**

The headings to these rules are for ease of reference only and are not to be taken into account in their interpretation