



Southdown Football Club CLUB CONSTITUTION

This document relates to the constitution of Southdown Football Club, Southdown Rovers Football Club, and Southdown Athletic Football Club.

Here after referred to as the "Southdown Club"

It is concerned with the Constitution, Policy, Operation, Finance and Administration Procedures of each of the above Southdown Clubs.

Southdown Club Objectives

The primary objectives of the Constitution and Operation Procedures of each of the above Southdown Clubs is to provide football coaching and training from an elementary level to that of advance level to enable players to be suitably trained to participate in football related activities at their appropriate level of competence.

Southdown Club Principles

Southdown Club is a nonprofit making organization that charge only to cover the cost of operation, these costs include membership costs, affiliation to the sports governing body the FA via the relevant County FA, membership of requisite leagues and other associated costs of such affiliation, operation and membership.

Southdown Club Membership

Membership of the Southdown Club comprises Players Club, Officials Club, Individual, Family and Associate Southdown Club membership.

Southdown Club provides football coaching and training from an elementary level to that of advance level to enable players to be suitably trained to participate in football related activities at their appropriate level of competence.

All members playing or training are required to complete a Southdown Club Membership Form, which gives personal details of the member, medical issues if appropriate, medical consent for emergency treatment as required and emergency contact details.

There is an annual Southdown Club membership charge together with annual Southdown Club(s) fee(s), these are determined annually by the Southdown Club management committee.

Southdown Club Management

Southdown Club Management Structure comprises of elected officers of the Southdown Club, appointed Southdown Club officials together with seconded personnel as authorized by the Southdown Club management committee.

Southdown Club elected officers & Southdown Club appointed officials may hold the same or different posts in one or more of the Southdown Football Clubs but must be elected or appointed to each position.

Any person seeking election to any of the Southdown Club elected officers positions must be nominated and seconded by an existing adult Southdown Club member.

Southdown Club Officers - Elected

President(s)
Vice President(s)
Chairman(s)
Vice Chairman(s)
Secretary(s)
Treasurer(s)
Life Members

Southdown Club Officials – Appointed

Head Coach
Fixtures Secretary
Health & Safety Officer(s)
Membership Secretary
Social Secretary
Welfare Officer
Football Development Officer
Mini-Soccer Co-ordinator
Club Development Officer

Southdown Club Executive Committee

The Executive Committee should consist of the following club members, although other club members may be invited to attend meetings from time to time.

Chairman
Secretary
Treasurer
Welfare Officer

Southdown Club Governance

A federated Southdown Club management committee (Man Co) comprising officers of the Southdown Club, appointed Southdown Club officials and Southdown team manager(s), collectively governs the Club and is responsible for the policy, operation, regulation and administration of the Southdown Clubs.

The Southdown Club operational matters are the responsibility of the executive comprising Chairman(s), Secretary(s), Treasurer(s), Welfare Officer and relevant Southdown Club officials as required.

- Policy –** The Southdown Club executive are required to meet regularly throughout the season.
- Policy –** The Southdown Club management committee annually set the cost of Southdown Club membership.
- Policy –** The Southdown Club management committee annually set the cost of Southdown Club fees.
- Policy –** The Southdown Club management committee are required to meet quarterly through out the year.
- Policy –** The Southdown Club management committee are required to administer the process of Southdown Club elections.
- Policy –** The Southdown Club management committee are required to administer the process of Southdown Club appointments.
- Policy –** The Southdown Club management committee are required to administer the process of Southdown Club accounts.
- Policy –** The Southdown Club management committee are required to administer the process of Southdown Clubs affiliations.
- Policy –** The Southdown Club management committee are required to administer the process of Southdown Club discipline.
- Policy –** The Southdown Club management committee are required to administer the process of Southdown Club child protection.

Policy – The Southdown Club management committee are required to administer the process of Southdown Club Health & Safety.

AGM

Policy - An AGM (Annual General Meeting) will be held annually with reports submitted by the Chairman(s), Secretary(s) and Treasurer(s) of the Southdown Club and to elect requisite Southdown Club officers.

Policy – All Southdown Club elections and Southdown Club appointments, will be administered by the Southdown Club Management Committee.

EGM

Policy - The Management Committee of the Southdown Club can call an EGM (Extraordinary General Meeting) at any time providing 28 days clear notice of such a meeting is given and all relevant parties are formally notified.

Southdown Club Accounts

Policy - Southdown Club accounts will be maintained by the relevant Southdown Club Treasurer(s) and available for inspection by any Management Committee member.

Policy - Southdown Club accounts are required to be submitted on an annual basis to the FA via the relevant affiliated County FA.

Register

Policy - The Southdown Club will maintain a register of all Southdown Club officials, managers, assistants and volunteers.

CRB Checks

Policy - The Southdown Club will conduct relevant CRB checks as required of all Southdown Club officials, managers, assistants and volunteers.

Child Protection

Policy - The Southdown Club operates a child protection policy and has a welfare officer who is required to attain and maintain relevant child protection qualifications as directed by the governing body the FA.

Anti – Discrimination, Diversity, Equality & Fair Play Policy

Policy - The Southdown Club operate an anti – discrimination, diversity, equality & fair play policy affording respect to all.

Anti – Racist Policy

Policy - The Southdown Club operate an anti – racist policy affording respect to all.

Anti – Sexist Policy

Policy - The Southdown Club operate an anti-sexist policy affording respect to all.

Bullying

Policy - The Southdown Club operate an anti – bullying policy affording respect to all.

Codes of Conduct

Policy - The Southdown Club operate codes of conducts for players, coaches and spectators, the codes of conduct are compliant with codes of conduct required by the governing body the FA.

Discipline

Policy - Any member in breach of the Southdown Club codes of conduct; a breach of the Southdown Club anti – discrimination, diversity, equality & fair play; bullying policy; anti – racist policy; anti – sexist policy; a breach of FA rules & procedures or equivalent league rules & procedures may be liable to suspension pending investigation(s).

Policy – A discipline committee may be instigated as directed by the appropriate Southdown Club management committee to investigate and determine if any offence has been committed.

Policy – The discipline committee will if required impose the appropriate and relevant level of sanction including dismissal from the Southdown Club and removal of membership.

Appeal Procedure

Policy - Members have a right of appeal within 28 days of notification of a suspension or the imposition of other sanction(s) imposed.

Health & Safety

Policy – The Southdown Club will have an appointed health & safety officer(s).

Policy – The Southdown Club appointed health & safety officer(s) will maintain required records and documentation.

Policy – The health & safety officer(s) will conduct health & safety inspections as required.

Policy – The health & safety officer(s) will compile reports as required.

Policy – All accidents relating to Southdown Club health & safety must be reported to the health & safety officer(s) for appropriate action.

Policy – All incidents relating to Southdown Club health & safety must be reported to the health & safety officer(s) for appropriate action.

Administration

Policy - Public Liability Cover

The Southdown Club and each team is required to have an appropriate level of Public Liability Cover.

Policy – Personal Accident Insurance Cover

The Southdown Club and each team is required to have an appropriate level of Personal Accident Insurance Cover.

Trustees

The Southdown Club property, other than the Southdown Club account, shall be vested in not less than two and no more than four trustees, who shall deal with the club property as directed by decisions of the Southdown Club committee and entry in the minute book shall be conclusive evidence of such a decision.

The trustees shall be appointed by the Southdown Club in a general meeting and shall hold office until death or resignation unless removed by a resolution passed at a general meeting.

On their removal or resignation a trustee shall execute a conveyance in such form as is published by The FA from time to time to a newly elected trustee or the existing trustees as directed by the Southdown Club committee. The Southdown Club shall, on request, make a copy of any conveyance available to The FA. On the death of a trustee, any Southdown Club property vested in them shall vest automatically in the surviving trustees. If there is only one surviving trustee, an EGM shall be convened as soon as possible to appoint another trustee.

The trustees shall be entitled to an indemnity out of the Southdown Club property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

Policy - Dissolution

In the event of the dissolution of the Southdown Club, following the discharge of all liabilities any monies or benefits outstanding will be apportioned between Southdown Club or those of a similar purpose in the local vicinity.