



# INTERSPORTS FOOTBALL CLUB

Chairman [Terry Canty](#) • Club Secretary [Julie Ashby](#) • Fixtures Secretary [Dave Glennie](#)  
Club Welfare Officer [Ros Fernee](#) • Treasurer [Kevin Hughes](#)

VERSION 1: 20<sup>TH</sup> MARCH 2001

THIS VERSION: 1<sup>ST</sup> OCTOBER 2008

## 1. Name and Aim of the Club

The club shall be called Intersports Football Club (the “club”) and shall be duly affiliated to the Essex County Football Association (the “ECFA”). The aim of the club is to provide the opportunity for local people to play organised football. The club shall be run as a non-profit making organisation.

## 2. Club Officers

The Officers of the Club shall be:

- Chairman
- Club Secretary
- Club Welfare Officer
- Treasurer
- Fixtures Secretary

They shall be elected annually at the AGM.

## 3. Management

A Management Committee consisting of the Club Officers and Team Managers will govern the Club in accordance with these rules. The Management Committee shall normally meet once per month during the playing season. It is the responsibility of each Club Officer and Team Manager to attend each meeting or to send a deputy in his or her place.

Decisions at the meeting will be decided by majority vote by those Club Officers and Team Managers present. When a Club Officer or Team Manager is not present but had sent a deputy in his or her place, then the deputy shall be entitled to vote.

Any committee member who cannot attend or send a deputy can vote by proxy by advance written notice of intention to the Chairman.

In the event of a tie, the Chairman shall have the casting vote.

Any person holding dual roles (e.g. Officer of the Club and a Team Manager) shall only have one vote.

The Management Committee’s decisions are final and binding; subject to any appeal to the ECFA.

Minutes of each meeting will be produced and sent to each Club Officer, Team Manager and Coach by email.

All correspondence will be by email and all Managers and Coaches must have regular access to this facility.

## 4. Powers of the Management Committee

The Management Committee shall have the powers to conduct the business of the Club, deal with all policy and financial matters, interpret the rules and deal with any Club, Manager, Coach, Player, Parent/Guardian,



Organisation or Individual. The Management Committee shall have the power to deal with any matter not provided for by the rules.

The Management Committee has the authority to suspend or expel any Club Officer, Team Manager, Coach, Player or Parent/Guardian who by his/her actions brings the club into disrepute, or who is otherwise guilty of serious misconduct.

The Management Committee shall determine annual membership subscriptions. These are to be collected by Team Managers and shall be paid to the Treasurer through an agreed procedure.

## 5. Team Managers

Team Managers should collect match and /or training fees, which they shall keep on a season-to-season basis and use at their discretion, but only to the benefit of the team or Club. Typical uses of such team funds would be payment of referees, purchase of new balls, refreshments, first aid kit, training equipment, kit etc.

The duties of a Team Manager shall include:

- Collection of completed player registration cards from their team members prior to the start of the season.
- Collection of annual membership subscriptions from their team members prior to the start of the season.
- Attendance at monthly and special committee meetings
- Follow all rules in relation to team signing on.
- Ensuring that their team abide by such additional rules, regulations and bylaws in force from time to time in the particular league or competition for which they have entered.
- Produce a written report on their team at the end of each season for inclusion in the Club Newsletter.
- To abide by the ECFA Managers Code of Conduct and Club Codes of Conduct.

Team Managers have the authority to suspend or expel any player of their team from the club. Any such suspension or expulsion to be reported to the Club Management Committee.

## 6. Players

Any players wishing to join the Club shall be subject to the following criteria:

- They must have discharged all of their responsibilities, financial or otherwise, to any previous Club.
- They must be eligible, under the rules of the appropriate league, to play for the team selected as most suitable for their age and ability.
- They must agree to abide by the Club and ECFA Players Code of Conduct.
- If they be under 18 years of age their Parent/Guardian/Carer shall also become a member of the Club with voting rights at any AGM.
- If they be under years of age their Parent/Guardian/Carer must agree to abide by the Club and ECFA Parent/Guardian/Carer Code of Conduct and the Club and ECFA Spectators Code of Conduct.

Players shall present themselves in good time for training.

Players shall present themselves in good time at the meeting point for matches, when selected to play.

Players shall inform their Team Manager as early as possible, if they are unable to attend training or matches.

The Club shall maintain a list of all players registered as member of the Club.

## 7. Fines

Fines incurred by a Player in a game will be paid by that Player, enforced by the Manager.

Fines incurred by a Team Manager in a game will be paid for by that Manager.



Administrative fines incurred by a team will be paid from that teams funds.  
Administrative fines incurred by a Club Officer will be paid for out of Club funds.

## **8. Finance**

All funds raised by the Club through annual subscription, fundraising, donations and all other activities shall belong to the Club absolutely. Similarly all football equipment acquired by team sponsorship shall belong to the Club absolutely.

The Club shall maintain bank accounts as deemed appropriate by the Club Treasurer and he/she shall record receipt and payment of all monies.

Any two Club Officers shall sign cheques and withdrawals..

An independent audit shall be carried out regularly.

## **9. AGM**

An annual general meeting of the Club shall be held in the month of May each year. All members are eligible to attend. Not less than two weeks notice shall be given.

## **10. Change of Function or Winding Up**

A decision to amend the constitution, or wind up the Club shall be made by a two-thirds majority of the persons present and eligible to vote at the AGM or special general meeting convened for that purpose.

In the event of a decision being taken to wind up the Club, any assets remaining after settlements of all debts and liabilities, shall not be divided amongst the member of the Club, but shall be given or transferred to the ECFA for the benefit of the beautiful game.

## **11. Codes of Conduct**

The Club supports the ECFA Codes of conduct and has published a set of distinct bespoke codes that all Managers/coaches/players/parents, guardians/spectators must abide by. These will be updated for agreement at the AGM and appended to the Club Constitution and posted onto the Club Website on an annual basis.

## **12. Child Safety**

The Club includes in its rules the F.A Child Safety policy.

The Club will adopt and follow the applicable procedures as detailed in the F.A. Child Protection Procedures and Practices Handbook.

The Clubs Child Protection Policy will be kept separately by the Club Welfare Officer and updated for agreement at the AGM. This will be issued to all Managers/coaches and Parents/Guardians prior to the set deadline for player registration.



### **The F.A, Child Safety Policy Statement**

Every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football. The Football Association recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual, or emotional harm and from neglect and bullying. It is determined to meet its obligation to ensure that those Clubs and Organisations providing football opportunities for children and young people do so, to the highest possible standard of care (Ref: The Football Association Regulation). These procedures apply to anyone in football whether in paid or voluntary capacity. For example, volunteers in Clubs, Referees, Club Officials, helpers on Club tours, Football Coaches and Medical Staff. The Football Association will consider, having taken advice, whether anyone who has a previous criminal conviction or caution for offences related to the abuse of children or young people, violence or any sexual offences should be excluded from working with children and young people. This position is re-enforced by UK legislation and guidance.

### **13. Equity**

All children have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual identity.



# INTERSPORTS FOOTBALL CLUB CONSTITUTION AND RULES

These Rules and Constitution are hereby agreed and adopted by the undersigned Club Officers and Team Managers

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