



THE CLUB RULES OF
MARLBOROUGH YOUTH FOOTBALL CLUB
ADOPTED AT A GENERAL MEETING OF THE MEMBERS HELD ON 15 JUNE 2021

1. NAME

The Club was founded in 2009 and is called Marlborough Youth FC (the “**Club**”).

2. OBJECTS

The objects of the Club shall be to promote the game of Association Football for children, to arrange training, matches and social activities for its members, and community participation in the same.

3. STATUS OF THESE RULES AND AMENDMENTS

These rules (the “**Club Rules**”) form a binding agreement between each member of the Club and each member of the Club agrees to be bound by them. These Club Rules may only be amended by a resolution proposed at a General Meeting (as defined below) and approved by at least two thirds of the members present or represented at the General Meeting.

4. RULES AND REGULATIONS

(a) The members of the Club shall exercise their rights, powers and duties and shall, where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the rules and regulations for the time being in force of (i) The Football Association Limited (“**The FA**”); (ii) the County Football Association, Wiltshire FA, to which the Club is affiliated (“**Parent County Association**”); and (iii) any competitions in which the Club participates.

(b) The Club and its members will also abide by The FA’s Safeguarding Children Policies and Procedures, Codes of Conduct and Equal Opportunities and Anti-Discrimination Policy as may be in place from time to time.

5. CLUB MEMBERSHIP

(a) The members of the Club from time to time shall be those persons listed in the register of members (the “**Membership Register**”) which shall be maintained by the Club Secretary. The Membership Register may be maintained in hard copy or electronic format. In addition to the Club’s youth playing members, all members of the Executive Committee and the Club Committee (each as defined below) from time to time will also be members of the Club. The Club Committee also has limited powers to create supplementary categories of membership as set out in Rule 5(d) below.

(b) In order to become a youth playing member and so play for the Club:

- (i) a player must be eligible under The FA’s rules and regulations to play youth football during the football season to which his or her membership application relates;

(ii) a membership application form, which may be in electronic form, must be completed and submitted to the Club on the player's behalf by a parent or legal guardian and as part of the application process the member must agree to be bound by these Club Rules; and

(iii) the player's membership shall become effective upon the applicant's name being entered in the Membership Register and the member's initial membership fees being fully paid up.

A youth playing member will cease to be eligible to be a youth playing member on 30 June at the end of their U18 football playing season. He or she shall entirely cease to be a member of the Club on that date, unless he or she is already also a member by virtue of he or she being a Club Official or Team Manager (each as defined below) and so a member of the Club Committee.

(c) Members of the Executive Committee and the Club Committee shall become members of the Club automatically on approval of their first appointment to the Executive Committee or the Club Committee (as the case may be). On accepting such appointment, each such member will be deemed to have agreed to be bound by these Club Rules.

(d) The Club Committee may create supplementary categories of membership in order to promote community participation in Association Football. For example, notwithstanding that the core objects of the Club relate to promotion of the game of Association Football for children, as at the date of adoption of these Club Rules, the Club already supports a Walking Football group for adults over fifty (50) years of age. Members of these supplementary groups must abide by these Club Rules, may attend General Meetings of the Club but will not be entitled to vote at General Meetings, unless these Club Rules are later amended to grant any such members voting rights.

(e) The Executive Committee may establish additional terms and conditions of membership as it may see fit, provided that they are not inconsistent with these Club Rules. Members will be required to agree to any such additional terms and conditions as part of the membership application process. For example, such additional terms and conditions of membership may relate to legal and compliance matters and/or practical and day-to-day matters, including parental responsibility for youth playing members, the use and return of the Club's playing kit and equipment, compliance with any of the Club's policies not already referred to in these Club Rules and matters of data protection and privacy.

(f) Acceptance of membership applications shall be at the discretion of the Executive Committee and granted in accordance with anti-discrimination and equality laws policies which are in place from time to time. An appeal against refusal may be made to the Executive Committee in accordance with the Club's complaints procedure in place from time to time.

(g) In the event of a member's resignation or expulsion or the expiry of the member's membership, his or her name shall be removed from the Membership Register.

(h) The FA and Parent County Association shall be given access to the Membership Register on demand.

6. MEMBERSHIP FEES

(a) The Club Committee shall determine from time to time (i) the categories of membership (ii) the fees payable by each member in each category and (iii) the membership period to which fees relate.

(b) Fees shall be set at a level that will not pose a significant obstacle to community participation.

(c) The Club Committee may establish such policies as it sees fit from time to time regarding discounted or waived membership fees for any members who are suffering particular financial hardship or in other exceptional circumstances.

(d) On a successful application for membership, each new member shall pay the initial membership fee applicable to the membership category for which such member applied. Fees shall not be repayable unless in accordance with any exceptions policy which may be approved by the Club Committee from time to time.

(e) The Club Committee shall have the authority to levy further subscriptions from the members as may be reasonably necessary to fulfil the objects of the Club.

(f) Members of the Executive Committee and the Club Committee will not be required to pay membership fees in order to be members of the Club but rather will volunteer their time, skills and experience to fulfil the responsibilities of their role and further the objects of the Club.

7. RESIGNATION AND EXPULSION

(a) A member shall cease to be a member of the Club if, and from the date on which, he or she gives notice to the Executive Committee (or a member thereof) of his or her resignation, provided that for youth playing members, such notice must be given on the player's behalf by a parent or legal guardian. A youth playing member whose membership fees or any further subscription due is more than three (3) months in arrears shall be deemed to have resigned, unless the Executive Committee determines otherwise.

(b) The Executive Committee shall have the power to suspend or expel any member (including any members of the Executive Committee itself, any members of the Club Committee and any other Team Officials (as defined below)) when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Executive Committee in accordance with the Club's complaints procedure in place from time to time.

(c) Any member who resigns or is expelled shall not be entitled to claim any, or any share, of the income or assets of the Club (the "**Club Property**") and shall be required to immediately return to the Club any Club Property in his or her possession.

8. EXECUTIVE COMMITTEE

(a) The Executive Committee shall consist of:

(i) at least the following four (4) Club Officials (as defined below) whose appointment is to be ratified at the General Meeting when these Club Rules are first adopted: Club Chairperson, Club Treasurer, Club Secretary and Club Welfare Officer; and

(ii) up to four (4) additional Club Officials whom the current Executive Committee may appoint from time to time to the Executive Committee by a simple majority of the Executive Committee members,

provided that all current members of the Executive Committee must stand for re-election at each AGM (as defined below).

(b) Each member of the Executive Committee shall hold office from their date of appointment until the next AGM, unless otherwise resolved at an EGM (as defined below) or such person is expelled from the Club or required to vacate his or her role in all cases in accordance with these Clubs Rules.

One person may hold no more than two (2) positions of Club Official on the Executive Committee at any time. All members of the Executive Committee must be over eighteen (18) years of age.

(c) The Executive Committee shall be responsible for the management of all the affairs of the Club, subject to those matters which require the approval of the Club Committee as set out in Rule 9(b) below.

(d) The Executive Committee shall have the power to determine the governance structure of the Club at a day-to-day operating level, provided that such structure and procedures remain consistent with these Club Rules. The Executive Committee may appoint club officials to fulfil Clubwide roles and delegate authority to such officials as the Executive Committee may determine is appropriate from time to time ("**Club Officials**"). The Executive Committee may also create sub-committees of Club Officials and/or Team Officials and delegate authority to such sub-committees as the Executive Committee may see fit from time to time. All Club Officials must be over eighteen (18) years of age.

(e) Meetings of the Executive Committee may be held in person or by any electronic or virtual means provided that all participants can hear the proceedings and be heard by the other participants. Each member of the Executive Committee shall have one vote and decisions of the Executive Committee shall be made by a simple majority of those members of the Executive Committee who are in attendance at the meeting. The Chairperson of the Executive Committee meeting shall have a casting vote in the event of a tie. Meetings of the Executive Committee shall be chaired by the Club Chairperson or in his or her absence the Club Secretary. The quorum for the transaction of the business of the Executive Committee shall be three (3). The Executive Committee may invite guests (including for example potential new volunteers or the Club's professional advisers) to attend all or part of a particular meeting but such guests will have no voting rights at such meetings.

(f) Decisions of the Executive Committee shall be recorded by the Club Secretary, which record may be in electronic form, and must be shared with the members of the Executive Committee promptly following such decisions being made.

(g) Any member of the Executive Committee may call a meeting of the Executive Committee by giving not less than seven (7) days' written notice to all members of the Executive Committee, provided that if all members agree the meeting may be held on shorter notice. Notice may be given by e-mail to the members' current e-mail addresses. The Executive Committee shall hold at least four (4) meetings per year.

(h) An outgoing member of the Executive Committee may be re-elected. Any vacancy on the Executive Committee which arises between AGMs shall be filled by a person approved by a simple majority of the Executive Committee members.

(i) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable competition in which the Club participates, the Executive Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning these Club Rules.

(j) The position of any member of the Executive Committee or any other Club Official shall be vacated immediately if such a person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

9. CLUB COMMITTEE

(a) The Club Committee shall consist of:

- (i) the current members of the Executive Committee;
- (ii) any other current Club Officials; and
- (iii) the current managers of each team of youth playing members of the Club (the “**Team Managers**”), as appointed by the Executive Committee from time to time, who shall be responsible for the affairs of his or her team(s).

(b) The Club Committee shall be responsible for approving the following matters:

- (i) the creation of supplementary categories of membership in accordance with Rule 5(d) above;
- (ii) those matters relating to membership fees which are set out with Rule 6 above;
- (iii) any material expenditure or financial commitment by or on behalf of the Club which is outside the ordinary course of running the Club;
- (iv) any material borrowing by or on behalf of the Club;
- (v) the acquisition or disposal of any interest in real property by or on behalf of the Club; and
- (vi) the acquisition or disposal of any material asset by or on behalf of the Club.

(c) Meetings of the Club Committee may be held in person or by any electronic or virtual means provided that all participants can hear the proceedings and be heard by the other participants. Each member of the Club Committee shall have one vote and decisions of the Club Committee shall be made by a simple majority of those members of the Club Committee who are in attendance at the meeting, provided that any person attending shall only be entitled to exercise a single vote even if he or she is attending in more than one capacity. The Chairperson 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 Club Chairperson or in his or her absence the Club Secretary. The quorum for the transaction of the business of the Club Committee shall be six (6), comprising at least three (3) Team Managers (or their delegates). The Club Committee may invite guests (including for example potential new volunteers or the Club’s professional advisers) to attend all or part of a particular meeting but such guests will have no voting rights at such meetings.

(d) If a Team Manager is unable to attend a meeting of the Club Committee, he or she may appoint (by written notice including by e-mail to the Club Chairperson or the Club Secretary) one of his or her team’s fellow coaches (together with the Team Managers “**Team Officials**”) as his or her delegate to attend the meeting in his or her place, represent the Team Manager’s team and, subject to Rule 9(c), exercise the Team Manager’s vote. All Team Officials (including Team Managers) must be over sixteen (16) years of age.

(e) Decisions of the Club Committee shall be recorded by the Club Secretary which may be in electronic form and must be shared with the members of the Club Committee promptly following such decisions being made.

(f) Any member of the Executive Committee or any two members of the Club Committee may call a meeting of the Club Committee by giving not less than seven (7) days’ written notice to all members of the Club Committee, provided that if all members agree the meeting may be held on shorter

notice. Notice may be given by e-mail to members' current e-mail addresses. The Club Committee shall hold at least three (3) meetings per year.

(g) The position of any Team Official shall be vacated immediately if such a person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club.

10. ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

(a) An Annual General Meeting ("**AGM**") shall be held once in each calendar year, usually in or around June but with the exact date to be determined by the Executive Committee, to:

- (i) receive a report of the activities of the Club over the previous 12 months;
- (ii) receive a report of the Club's finances over the previous 12 months;
- (iii) elect or re-elect members of the Executive Committee; and
- (iv) consider any other business.

(b) Nominations for the election of new members of the Executive Committee must be made in writing (including by e-mail) by a proposer and seconder to the Club Secretary not less than 21 days before the AGM. This nomination process is not required for the re-election of existing members of the Executive Committee. Notice of any other resolution to be proposed at an AGM shall be given in writing (including by e-mail) by a proposer and seconder to the Club Secretary not less than 21 days before the AGM. All such nominations and notices must be made by a proposer and seconder, both of whom must be existing members of the Club, except that in the case of youth playing members under the age of 16, the notice or nomination must be made on the member's behalf by a parent or legal guardian.

(c) An Extraordinary General Meeting ("**EGM**") may be called at any time by the Executive Committee and must be called within 21 days of the receipt by the Club Secretary of a requisition in writing (including by e-mail), signed by not less than twenty-five (25) members, stating the purposes for which the EGM is required and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM. In the case of all youth playing members under the age of 16, the requisition must be made on the member's behalf by a parent or legal guardian.

(d) AGMs and EGMs are each general meetings of all current members of the Club ("**General Meetings**"). The Secretary shall send to each member at their last known address written notice (which may be given by e-mail to the current e-mail address held on the Membership Register) of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the meeting.

(e) The quorum for a General Meeting shall be at least eight (8) members, including at least four (4) members from either the Executive Committee or the Club Committee. A youth playing member who is under 16 on the date of a General Meeting shall not be entitled to attend such General Meeting but he or she may be represented at the meeting by one of his or her parents or legal guardians who will count towards the quorum. A youth playing member who is over 16 on the date of a General Meeting may attend such General Meeting and count towards the quorum but alternatively he or she may be represented at the meeting by one of his or her parents or legal guardians who in such case will count towards the quorum. A parent or legal guardian must declare at the start of the General Meeting which youth playing member he or she is representing. A parent or legal guardian attending a General Meeting may only represent a single youth playing member.

The Club Secretary shall keep a written record (which may be held in electronic form) of the names of all those present at a General Meeting and the members represented.

(f) The Club Chairperson, or in their absence a member selected by the Executive Committee, shall take the chair at General Meetings.

(g) General Meetings may be held in person or by any electronic or virtual means provided that all attendees can hear the proceedings and be heard by the other attendees.

(h) Subject to Rule 5(d), each member present at a General Meeting shall have one vote and, unless these Club Rules expressly state otherwise, all resolutions shall be passed by a simple majority of those members present or, in the case of youth playing members, represented at the meeting. Youth playing members who are over 16 may vote at General Meetings. A parent or legal guardian attending a General Meeting may only vote on behalf of a single youth playing member. In all cases, a person attending shall only be entitled to exercise a single vote even if he or she is attending the General Meeting in more than one capacity. The Chairperson of the General Meeting shall have a casting vote in the event of a tie. Voting shall be conducted by a show of hands unless the Chairperson of the General Meeting determines otherwise.

(i) The Club Secretary, or in their absence another member of the Executive Committee, shall keep a written record of all General Meetings which may be in electronic form. Such records will be made available to any member on written request (including by e-mail).

11. CLUB FINANCES

(a) At least one bank account shall be opened and maintained in the name of the Club (the “**Club Bank Account**”). Designated bank account signatories shall be at least two members of the Executive Committee, one of whom must be the Club Treasurer.

(b) The Club Property shall be applied only in furtherance of the objects of the Club set out in Rule 2 above. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.

(c) Subject to matters requiring approval of the Club Committee under Rule 9(b), the Executive Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although the Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.

(d) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

(e) The Club may also in connection with the objects of the Club:

(i) sell and supply food, drink and related sports clothing and equipment;

(ii) employ members of the Club (although not for playing) and remunerate them for providing goods and services, on fair terms to be agreed by the Executive Committee provided that the member concerned is not present for such deliberations by the Executive Committee; and

(iii) pay for reasonable hospitality for visiting teams and guests.

(f) The Club indemnifies members of the Executive Committee, the Club Committee and any other members acting properly in the course of the running of the Club in accordance with its objects against any liability they incur in the proper running of the Club (but only to the extent of the Club's assets).

(g) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six (6) years.

(h) The Club shall prepare an annual "**Financial Statement**" for the previous 12 months in such format as the Executive Committee shall determine, considering any rules published by The FA from time to time. If required by The FA or the Executive Committee otherwise decides to do so, the Financial Statement shall be verified by an independent and appropriately qualified accountant. The Financial Statement shall be presented to members at the Club's AGM. A copy of any Financial Statement shall, on written demand, be forwarded to The FA.

(i) The Club Property, other than the Club Bank Account, shall be vested in not less than two (2) and not more than four (4) custodians, one of whom shall be the Club Treasurer (the "**Custodians**"), who shall deal with the Club Property as directed by decisions of the Executive Committee or, where required under Rule 9(b), the Club Committee. The records of meetings of such Committees (which may be held in electronic format) shall be conclusive evidence of such a decision.

(j) The appointment of Custodians shall be made by a resolution of the members passed at a General Meeting. Custodians shall hold office until their death or resignation, unless removed by a resolution of the members passed at a General Meeting.

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

(l) The Club indemnifies the Custodians for all reasonable expenses and other liabilities incurred by them in carrying out their duties on behalf of the Club (but only to the extent of the Club's assets).

12. COMPLAINTS PROCEDURE

(a) The Executive Committee shall determine from time to time the procedure by which members may raise complaints with the Club. At a minimum, the procedure shall involve the complainant raising the complaint with a current Executive Committee member and providing sufficient information such that the Executive Committee member can properly consider and investigate the matter. Such Executive Committee member shall involve at least one other Executive Committee member in the complaints procedure (selected according to the nature of the complaint and the responsibilities of the relevant Executive Committee member(s)) and will provide a response to the complainant within a reasonable time.

(b) Any safeguarding matters require the engagement of the Club Welfare Officer and/or the Parent County Association's Designated Safeguarding Officer and must be conducted in accordance with the current policies and procedures of The FA and the Parent County Association.

13. DISSOLUTION

(a) A resolution to dissolve the Club shall only be proposed at a General Meeting and must be carried by at least three-quarters of the members present or, in the case of youth playing members, represented at the meeting.

(b) The dissolution shall take effect from the date of the resolution and the members of the Executive 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, as determined by the Executive Committee acting reasonably, to another community sports club, the Parent County Association, The FA or a combination thereof, in all cases for use by them related to community sports.

I hereby confirm that these Club Rules were adopted at the Annual General Meeting of the Club held on 15 June 2021.

A handwritten signature in black ink, appearing to read "John Whitehead", is enclosed in a thin black rectangular border.

John Whitehead

Club Secretary, Marlborough Youth FC

17 June 2021