

## TRIMLEY RED DEVILS FOOTBALL CLUB

### RULES OF THE CLUB

1. The Club shall be called TRIMLEY RED DEVILS FOOTBALL CLUB and shall be affiliated to the Suffolk County F. A.
2. The objects of the Club, shall be to provide football for youths and adults and such social and recreational pursuits as may be deemed desirable by the General Committee.
3. The officers of the Club shall consist of:
  - a) Club Chairman
  - b) Vice Chairman
  - c) Club Secretary
  - d) Club Treasurer
  - e) President
  - f) Vice President (1)
  - g) Vice President (2)
  - h) Honorary Presidents

The above, except for the Honorary Presidents, shall be elected at the Annual General Meeting, with nominations being made to the secretary 3 weeks prior to the AGM.

The position of Honorary Presidents will not constitute Officers of the club and are invited by Officers of the Club as non-voting members of the committee.

4. The General Committee shall consist of:
  - a) The Officers as in 3 above.
  - b) One nominated member from each Sub-committee age group.
  - c) The Club Welfare Officer
  - d) Coaching Development co-ordinator

Each age group Team may elect a Sub-committee, which may consist of:

- a) Chairman
- b) Secretary
- c) Treasurer
- d) Team Manager
- e) Assistant Manager

The General Committee shall meet during the year, in February, May, June (AGM), September and November, and the Club Secretary shall minute these meetings. A minimum of 60% General Committee members shall form a quorum.

Each Sub-committee member serving on the General Committee shall have one vote and the Club Chairman shall have a casting vote if necessary.

The Club Vice Chairman, Club Secretary, Club Treasurer, President and Vice Presidents 1 & 2 shall be allowed a vote on the General Committee.

Each team must be represented at these meetings, failure to attend two consecutive meetings will result in the team concerned being liable for a Club fine.

5. Age group Team Sub-committees shall not be elected at the Annual General Meeting, but shall be elected separately and independently by the respective age group Team organisations. Each age group Team Sub-committee shall be responsible for its own functioning and financial control, player registration, fund raising, discipline and general running/organisation policies. League Membership and County FA Affiliation, shall be coordinated by the Club Secretary for the Youth Teams, and Seniors Secretary for the Adult Teams.

Each Sub-committee Treasurer shall keep a proper set of accounts for submitting to the Club Treasurer at the A.G.M. All accounts shall be complete with receipts and bills and full details of expenses. Accounts shall be

audited annually before being submitted to the A.G.M. Each Sub-committee Secretary shall keep a proper record of games played, results and selected teams, together with all other relevant activities and documentation, for inspection by the officers of the Club, annually.

6. Each age group shall contribute a fee per Team annually to the Central Club Fund, to be decided by the Committee. This sum shall be paid not later than the 1<sup>st</sup> day of October. Proper receipts of income and expenditure of the Club Fund shall be kept by the Club Treasurer. The Club Fund shall be available for use by any age group Sub-committee upon written request and sanction of the General Committee. The Club Fund amount shall be kept in reserve, and the period of repayment of any monies borrowed shall be determined by the General Committee. Any team raising funds under the Trimley Red Devils Football Club name should contribute an agreed percentage to the Club Central Fund.
7. The property and/or assets of the Club shall be vested in the officers and the nominated General Committee members. The General Committee shall have power to appoint further Sub-committee from time to time, as may be deemed necessary. The General Committee shall have power to suspend or expel any member deemed guilty of conduct prejudicial to the good name of the Club. The General Committee shall have power to fill such vacancies as may arise in its constitution between Annual General Meetings.
8. Membership shall consist of affiliated playing members in each age group. In accordance with the current FA Laws for non 11 a side teams, where the current Laws apply for specific age groups, players must play with and against players only from their own age range. For non-adult 11 a side teams, no more than 2 players are allowed to be registered to be playing above their natural age group and any special dispensation can only be granted by the full committee. A full register of Youth Team members and Adult Team members, shall be maintained on the FA Whole Game System and renewed annually, by the Club Secretary and Seniors Secretary respectively. In the event of non-payment of subscriptions by any member, membership may be terminated after a written warning.

Trimley Red Devils Youth Teams: When a player is registered to a particular Trimley Youth Age Group Team for the current season, another Trimley Youth Age Group Team manager cannot approach that player, in order to take that player for the Trimley team which they are managing. Failure by a Trimley Youth Age Group Team manager to abide by this rule will result in disciplinary action being instigated by the Club's Officials. The sanction, in the event of the Club's Officials finding this rule has been breached, will be the dismissal of the offending Trimley Youth Age Group Team manager.

9. The Club colours shall be standardised and be predominantly red. The Committee shall determine the kit design that teams purchase. Change colours will be at the discretion of the Committee. All kit and equipment will remain the property of the Club.
10. The Annual General Meeting shall be held not later than the end of June in each year. The Club Secretary shall give a 21 days clear notice of such a meeting to all members via the age group Sub-committee. Voting at the Annual General Meeting shall be one parental vote per team.
11. An Extraordinary General Meeting may be convened by the General Committee if deemed desirable, or upon a written request from an age group Sub-committee Secretary to the Club Secretary. The Club Secretary shall give a 7 days clear notice to all members via the age group Sub-committee.
12. The Main Club Account shall be in the name of TRIMLEY RED DEVILS FOOTBALL CLUB. For this Account, the Club Treasurer and Chairman shall be the authorised signatories for the cheques for that account, and with both required to sign the cheques or to authorise electronic transactions. Internet Banking is facilitated for the Main Club Account, with the Club Treasurer and Chairman the only authorised persons to use that online facility.

The Seniors has Internet Banking facilitated for their Account (which is a subsidiary Account to the Club Main Account), with the Seniors Treasurer, Club Treasurer and Chairman the only authorised persons to use that online facility. The Seniors Treasurer is to maintain a record of transactions through the Bank Account, and also any cash transactions for the Seniors Team Finances. At the beginning of each month, the Seniors Treasurer is to send a copy of an up to date record of Bank Account and Cash transactions for that Team to the Club Treasurer. Failing to provide a copy of their account sheet within 30 days of the end of each month,

means that the Seniors Account and all cash held will be taken under permanent control by the Club Treasurer.

The Finances of each Youth Age Group Team shall be consolidated within the Main Club Account, and managed through its Internet Banking facility. Transactions for a Youth Age Group Team are authorised through the Club Treasurer and Chairman, in consultation with the respective Youth Age Group Team Treasurer. Each Youth Age Group Team Treasurer is to ensure sufficient income is paid into the Main Account to cover the expenditure arising for their respective Team. The Club Treasurer and Chairman is to maintain a spreadsheet record of transactions conducted through the Main Club Bank Account for each Youth Age Group Team. Each Youth Age Group Team Treasurer is to maintain a record of cash transactions for their Team Finances.

At the beginning of each month, every Youth Age Group Team Treasurer is to send a copy of an up to date Account sheet that's a record of the Cash transactions for that Youth Age Group Team to the Club Treasurer. If a team fails to provide a copy of their cash transactions Account sheet within 30 days of the end of each month, that team's cash account and all cash held will be taken under permanent control by the Club Treasurer.

Where an Age Group Team has their own Bank Account in the name of TRIMLEY RED DEVILS FOOTBALL CLUB, the team's Account sheets must be kept up to date and a copy provided at the beginning of each month to the Club Treasurer, for their online reconciliation to the respective bank account. If a team fails to provide a copy of their Account sheet within 30 days of the end of each month, that team's Bank account and all cash held will be taken under permanent control by the Club Treasurer.

The Financial year for all the Trimley Red Devils Football Club's Accounts is from 1<sup>st</sup> April to 31<sup>st</sup> March.

13. No alteration to the Rules of the Club shall be made, except at the Annual General Meeting or at an Extraordinary General Meeting convened for that purpose, and only if supported by a majority of those present and voting at such a meeting. Notice of proposed alteration to the Rules of the Club must be given to the Club Secretary in writing by any Sub-committee Secretary at least 30 clear days in advance of the proposed A.G.M. or Extraordinary General Meeting. Notice of any proposed alteration to the Rules of the Club must be *notified* to all members via the Sub-committee at the time of notification of the A.G.M. or Extraordinary General Meeting.
14. Any matters not governed by the foregoing Rules of the Club shall be dealt with by the General Committee or Sub-committee as applicable. The decision of the appropriate Committee shall be final.
15. The Club will also abide by The FA's Safeguarding Children Policy and Procedures, Respect Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.
16. A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present. The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club. Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them for related community sports.