

Hurley Kings Football Club
Daw Mill, Hurley Common, Warwickshire, CV9 2LS
Email: HurleyKings@hotmail.com
Website: hurleykingsfc.jimdo.com

Hurley Kings Football Club Constitution



Issue 01	Created 26 th July 2006
Issue 02	Update January 2009 (see list of amendments)
Issue 03	Update February 2009 (manager's and player's details amended)
Issue 04	Update April 2009 (New age groups added to Mangers contacts; New players added to U12's)
Issue 05	Update February 2010 (Age groups and contact updated)
Issue 06	Update February 2011 (Age groups and contact updated)
Issue 07	Update December 2013 (changes to forms, policies and layout)
Issue 08	Update December 2014 (Changes to correspondence and Mangers)
Issue 09	Update March 2019 (see list of amendments)

Club Constitution

1. Club Name

This Combination of teams shall be called Hurley Kings Football Club.

2. Objects

The objects of the Club shall be to arrange association football matches and social activities for its members.

3. Status of Rules

These rules Hurley Kings FC form a binding agreement between each member of the Club.

4. Rules and Regulations

- (a) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to The Birmingham County Football Association. The Rules and Regulations of the Football Association Limited and Birmingham County Football 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.
- (b) No alteration to the Club Rules shall be effective without prior written approval by the Birmingham County FA.
- (c) 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.
- (d) The Club Committee shall ensure that Public Liability Insurance, Player and Coaches Insurances are renewed for the 19th August each year. Any club member wishing to view the policy can request a copy from the Club Committee.

5. Club Membership

- (a) The members of the Club are defined as registered players, guardians or parents of registered players, appointed managers, coaches and assistants, and elected principle officers. The Membership Register shall be maintained by the Club Committee.
- (b) All managers, coaches and assistants MUST hold a valid and clear DBS check.
- (c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- (d) The Football Association and parent County Association shall be given access to the Membership Register on demand.
- (e) The Clubs Code of Conduct, which must be signed by the appropriate people (Managers, Coaches, Parents/Guardians and Players) before the start of each season and every year. Failure to do so will result in the person concerned having their membership withdrawn.

6. Annual Registration and Subscription Fees

- (a) An annual registration fee payable by each member shall be determined from time to time by the Club Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.

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- (b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.
- (c) Annual registrations fees shall be paid in cash before the end of the first month of a new season to the member's team manager.
- (d) Monthly subscription fees are payable by each member every month throughout the year until the member resigns from the Club. Subscriptions will be paid via standing order into the Clubs account. The monthly subscription fee payable by each member shall be determined from time to time by the Club Committee and will be agreed at the start of each season. It is the responsibility of the member to cancel their standing order to the Club. Fees paid into the Club account after the member resigns shall not be repayable.
- (e) If a members registration fee and the members subscription fees are not paid for each and every month that the members is with the Club, then the Committee has the authority to suspend the member from the Club until the outstanding balance of monies has been paid to the Club.

7. Registration and Expulsion

- (a) A member shall cease to be a member of the Club, if and from the date on which, he/she gives notice to the Club Committee of their resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
- (b) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. There shall be no appeal procedures.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property. **ALL** monies and equipment remains sole property of Hurley Kings Football Club and **MUST** be returned to the Club Secretary before leaving the Club.

8. Club Committee

- (a) The Club Committee shall consist of the following Club Officers: President, Chairperson, Vice-Chairperson, Secretary, Treasurer, Vice-Treasurer, Fundraising Officer, Development Officer, Club Administrator and Child Welfare Officers. No more than two other members per team, elected at an Annual General Meeting.
- (b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting, but no member shall be allowed to vote on any matter appertaining to him/her or to the team he/she represents. 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 chairperson or in their absence the vice-Chairperson. The quorum for the transaction of business of the Club Committee shall be five.
- (c) All business discussed at General Committee meetings shall be confidential unless deemed otherwise by the Officers.

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9. Decisions of the Club

Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

- (a) The Chairperson of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee. Any member unable to attend shall give due notice to the Chairperson who shall offer apologies on their behalf. Any member failing to attend two consecutive meetings without due notice shall be deemed to have resigned. All teams shall be represented at every meeting. Not less than four meetings shall be held per year.
- (b) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- (c) Save as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- (d) All correspondence regarding any matter must be directed to the Club Secretary who, on behalf of the Committee, shall conduct the correspondence of the Club. Except for confidentiality for Child Protection i.e. to contact the Club/Team Child Welfare Officer.
- (e) The Committee gives the power to the Chairperson or vice-Chairperson to deal with any urgent matters not mentioned in these rules and act on behalf of the Committee should the need arise.
- (f) The Committee reserves the right to take action against any member found guilty of misconduct by the County F.A. or bringing Hurley Kings Football Club into disrepute. The following action may be taken; the member concerned shall be asked to attend a personal hearing with the Officers and the Committee, after the hearing a meeting shall be held by the Officers and the Committee to discuss the action to be taken.

10. Disciplinary Procedure

The Club Committee will have the power to:

- (a) Warn the concerned person/s as to their future conduct.
- (b) Suspend the concerned person/s membership.
- (c) Remove the concerned person/s membership if any person is found to have broken the Club's Policies or Code of Conduct.

11. Complaints Procedure

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 should follow the procedures below.

- (a). They should report the matter to a member of the Club Secretary or another member of the Committee. The report should include:
 - (i). Details of what, when, and where the occurrence took place.
 - (ii). Any witness statement 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.
- (b). The Club's Management Committee will sit for any hearings that are requested.
- (c). 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 or Codes of Conduct.

12. Annual and Special General Meeting

- (a) An Annual General Meeting (AGM) shall be held no later than the 31st July in each year to:
 - (i) Receive and confirm minutes of the preceding Annual General Meeting.
 - (ii) To consider any business arising from the above.
 - (iii) Receive and adopt the Annual Report, Balance Sheet and Statement of Accounts.
 - (iv) Alteration of Rules if any (of which notice will be given)
 - (v) Elect the members of the Club Committee
 - (vi) Consider any other business.
- (b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Committee not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting. No person is to hold office of Secretary, Treasurer, Chairman or Vice-Chairman or any other Club Official until they have served twelve months as a member of the Club.
- (c) A Special General Meeting (SGM) may be called at any time by the Committee and shall be called within 21 days of the receipt by the Club Secretary/Chairperson of a requisition in writing signed by not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.
- (d) The Secretary shall send to each member at their last known address written notice 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 five.
- (f) The Chairman or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote. In the event of two members being nominated for election of the same position a Postal Ballot shall be held 14 days before the A.G.M. Two forms per player shall be sent to their last known address and shall be returned no later than 7 days before the A.G.M.

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- (g) The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

13. Club Teams

At its first meeting following each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team.

14. Club Finances

- (a) The Club will be maintained and supported by under the financial guidelines of the Treasurer or vice-Treasurer.
- (b) Requests for kit and equipment and all ongoing expenses will be met by the Committee if sufficient funds are in the relevant team accounts.
- (c) All monies collected from any source, i.e. subs, sponsorship, donations, social events, fundraising events, collections for organised trips, shall be paid directly to the Treasurer or vice-Treasurer. Any member found not adhering to this rule shall be liable for dismissal from the Club at the discretion of the Committee.

The club shall prepare an Annual Financial Statement in such form as shall be published by The Football Association regularly.

15. Dissolution

- (a) 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.
- (b) 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.
- (c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to the parent Association who shall determine how the assets shall be utilised for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the members of the Club with the consent of the parent Association shall determine.

SAFEGUARDING CHILDREN POLICY AND PROCEDURES

1. Hurley Kings FA Charter Standard Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any Club football activity.

We subscribe to The Football Association's Safeguarding Children - Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

2. The key principles of The FA Safeguarding Children Policy are that:
 - The child's welfare is, and must always be, the paramount consideration
 - All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation
 - All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
 - Working in partnership with other organisations, children and young people and their parents/carers is essential.

We acknowledge that 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 poor practice and abuse.

Hurley Kings FA Charter Standard Club recognises that this is the responsibility of every adult involved in our club.

3. Hurley Kings FA Charter Standard Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's Child Protection Regulation (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper on club tours, football coach, club official or medical staff.
4. We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and we will:
 - Develop a role profile
 - Request identification documents
 - As a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointing
 - Request and follow up with two references before appointing
 - Require an FA DBS Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All our current members who are regularly caring for, supervising, training or being in sole charge of children and young people will be required to complete a DBS Enhanced Disclosure via The FA DBS Unit. If there are concerns regarding the appropriateness of an

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individual who is already involved or who has approached us to become part of our club, guidance will be sought from The Football Association. It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA DBS Unit Enhanced DBS Disclosure and that all decisions will be made in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

Please note: The policy on CRB Enhanced Disclosures will be subject to change, in light of the Protection of Freedoms Act 2012. Further information will be provided on this via TheFA.com and via the County FA Welfare Officers.

5. Hurley Kings FA Charter Standard Club supports The FA's Whistle blowing Policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Safeguarding Team on 0844 980 8200 4787, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW10 9EQ or alternatively by going direct to the Police, Children's Social Care or the NSPCC. Our club encourages everyone to know about this information and utilise it if necessary.
6. Hurley Kings FA Charter Standard Club has appointed a Club Welfare Officer (CWO) in line with The FA's role profile and required completion of the Safeguarding Children and Welfare Officers Workshop. The post holder will be involved with Welfare Officer training provided by The FA and/or CFA. The CWO is the first point of contact for all Club committee members regarding concerns about the welfare of any child or young person. The CWO will liaise directly with the CFA Welfare Officer and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of Respect, poor practice and abuse amongst their Club members.
7. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable in our league. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the CWO or alternatively, in cases of serious bullying, we may contact the CFA Welfare Officer.
8. Respect codes of conduct for Players, Parents/Spectators, Officials and Coaches have been implemented by our Club. In order to validate these Respect codes of conduct the Club has clear actions it will take regarding repeated or serious misconduct at Club level and acknowledges the possibility of potential sanctions which may be implemented by the CFA in more serious circumstances. All registering members will be required to adopt the Respect codes.
9. Reporting your concerns about the welfare of a child or young person - Safeguarding is everyone's responsibility. If you are worried about a child it is important that you report your concerns - no action is not an option.
 - If you are worried about a child then you need to report your concerns to the CWO

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- If the issue is one of poor practice they will either:
 - a. Deal with the matter themselves or
 - b. Seek advice from the CFA Welfare Officer
- If the concern is more serious - possible child abuse - they will, where possible, contact the CFA Welfare Officer first, then immediately contact the Police or Children's Services
- If the child needs immediate medical treatment take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your CFA Welfare Officer know what action you have taken
- If at any time you are not able to contact your Club Welfare Officer or the matter is clearly serious then you can either:
 - a. contact your CFA Welfare Officer directly
 - b. contact the Police or Children's Social Care
 - c. call the NSPCC 24 hour Helpline for advice on 0800 800 5000 or text 88858 or email help@nspcc.org.uk

Please note: The FA's Safeguarding Children Policy and Procedures is available via [www. TheFA.com/Footballsafes](http://www.TheFA.com/Footballsafes). Click on the 'downloads' under Policy and Procedures. It outlines in detail what to do if you are concerned about the welfare of a child and includes flow diagrams to describe this process. This is also covered within the Safeguarding Children workshop, where participants are given the opportunity to discuss how this feels and how best they can prepare themselves to deal with such a situation.

10. Further advice on Safeguarding Children matters can be obtained from:

Lorraine Vernon T: 07493 776674 E: hurleykings.welfare@outlook.com

Birmingham County Football Association's Welfare Officer

Richard Watson T: 0121 357 4278 (ext 228)

Email: Richard.Watson@birminghamfa.com

[www. TheFA.com/Footballsafes](http://www.TheFA.com/Footballsafes)

Footballsafes@TheFA.com

The FA Safeguarding Children general enquiry line 0845 210 8080

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11. Acceptance of the Club Constitution

We the undersigned confirm our acceptance of the Hurley Kings FC Club Constitution contained herewith in:

Committee Member Title	Committee Member Name (Print)	Committee Member Name (Signature)
Welfare officer	Helen Westley-Borner.	M. Westley-Borner
"	Lorraine Vernon	L. Vernon
VICE CHAIRMAN	JAMES VERNON	J. Vernon
CLUB ADMINISTRATION	GRAHAM COLIN	G. Colin
TREASURER	DARREN BRACKS	D. Bracks
DEVELOPMENT	GARY LUBY	G. Luby
vice Treasurer.	Helen Connel	H. Connel
SECRETARY	DAVID OUSTON	D. Ouston
CLUB CHAIRMAN	STEVE SLESSEY-HUTCHINGS	S. Slessey-Hutchings

List of Amendments

(Issue 09 – March 2019)

All Pages	Header details updated
Page 2	Section 4 (d) and 5 (a) reference to Club Secretary amended to Club Committee Section 5 (b) reference to CRB changed to DBS
Page 3	Section 6 (d) and (e) – Additional points included in relation to the monthly subscription payable to the Club.
Page 3	Section 8 (a) reference to the Club Officers expanded to include Vice-Chairperson, Vice-Treasurer, Fundraising Officer, Development Officer and Club Administrator. Section 8 (a) reference to Child Protection Officers amended to Child Welfare Officers.
Page 3	Section 8 (b) reference to Secretary amended to vice-Chairperson.
Page 4	Section 9 (a) reference to Secretary or Club Secretary amended to Chairperson.
Page 4	Section 9 (d) reference to Child Protection Officer amended to Child Welfare Officer. Section 9 (e) reference to Club Secretary amended to Chairperson or vice-Chairperson.
Page 5	Section 12 (b) on the present Management Committee amended to a member of the Club
Page 6	Section 14 (a) and (c) amended to 'Treasurer or vice-Treasurer
Pages 7 to 9	The Safeguarding and Children Policy updated based on current FA guidelines.
Page 10	Section 11 included. 2014/2015 Letter to Parents removed Standing Order Mandate and Medical Consent Forms removed as provided separately. Code of Conduct removed as provided separated under the Tamworth Junior Football League Rule Book Contact deals for principle offers removed as to be provided separately. Names of Managers, Coaches and Assistants removed as to be provided separately. Anti-Discrimination Policy and Equal Opportunities Policy has been removed as the FA Equality Policy takes precedent.

(Issue 08 – Dec 14)

Committee members changed
Managers list updated
Letter to parents updated
Adult team standing order fees added

(Issue 06 – Dec 13)

Committee members updated
Managers list updated
Player register removed, now held in separate file
Contact letter, Respect Letter, Direct Debit, Medical Consent form etc

(Issue 06 – contacts and players amended)
(Issue 05 – contact and players amended)

(Issue 04 – April 09)

New age groups added to Managers contacts
New players added to U12's

(Issue 03)
New players added to U12's

(issue 02 from 01)
Amendments agreed during Committee Meeting 20/01/09

Page 1	Header Page and Issue status added. Agreed to add club badge to header.
All pages	Header details updated to include web site and e mail address
Page 2	Club Constitution – Amend 4d <u>Each Manager will receive a copy of the Insurance Policy; the Secretary will keep the Original on file.</u> to read a copy of the insurance policy will be posted on the club website, the Secretary will keep the original on file. Section 5 Club Membership – change to state a club member is defined as a registered player, and his / her parent or guardian, an appointed manager, coach or assistant as defined in the list of principle officers and or contact details of managers list
Page 3	Club Constitution continued – no change
Page 4	Club Constitution continued – no change
Page 5 Sec12	Remove or retain following statement The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.
Page 6	THE F.A. CHILD PROTECTION POLICY STATEMENT – no change
Page 7	Child Protection Policy – Letter To Parents Updated to reflect current Child Welfare Officer and Secretary. Add reference to Child Protection Policy being added to Website. Agreement to add policy to the website.
Page 8	Code of Conduct – Coaches. Remove reference to Belgrave Bullets. Agreement to add policy to website
Pages 9 & 10	Code of Conduct – Players. – no change. Agreement to add policy to website
Page 11	Code of Conduct – Team Officials – no change. Agreement to add policy to website
Page 12	Code of Conduct – Spectators / Parents - no change. Agreement to add policy to website
Page 13	Contact Details for Principle Officers – updated to reflect 2008 / 2009 season. Add role of Vice Chairperson. Agreed to add to website.

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- Page 14 Contact Details for Managers – updated to reflect 2008 / 2009 season. Assistants added. Agreed to add to website.
- Page 15 List of registered players added. Agreed NOT to add to website.
- Page 16 Agreed to remove AGM agenda? – contained within Page 4 section 11
- Page 17 Agreed to remove Trophy Return agreement?
- Pages 18, 19, 20 Agreed to remove CLUB OFFICIALS VOLUNTEERS DECLARATION FORMS?
Agreed to add reference to CRB checks must be in place for all volunteers.
- Pages 21, 22 Equal Opportunities Policy – no change. Agreed to add policy to website
- Page 23 Complaints Procedure – remove and add to Page 4 Club Constitution
- Page 24 Parent Consent – agreed to remove reference to residential trips
- For Residential Visits And Exchanges Only**
- c To the best of your knowledge, has your *son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious? YES/NO
 If Yes, please give brief
 details:
- Page 25 Emergency Contact
 Amendments to issue 01