

Ashington FC Club Charter



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CLUB CHARTER

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1. NAME

The club as a whole shall be called Ashington FC and will be affiliated with Sussex FA as such. For historical reasons, bank accounts will be held in the name of Ashington Cougars FC. Teams within the club may bear names which reflect their origins. For example:

Ashington Rovers – men’s team

Ashington Swifts – women’s team

2. AIMS AND OBJECTIVES

The object of the club is to provide facilities for, and promote participation in, the sport of football across the local community.

3. RULES & REGULATIONS

- a) The Club Rules consist of this Club Charter, the Club Safeguarding Children Policy, the Club Data Protection Policy (GDPR), the Club Privacy Notice, the Club Safe Recruitment Policy, the Club Anti Bullying Policy, the Club Whistle-blowing Policy, the Club Complaints Procedure, Club Codes of Conduct, and the Club Equality Policy. These documents together form a binding agreement between each member of the Club. Changes to the Club Charter and supporting documents (as listed above) can only be proposed and approved at a General Meeting (Annual General Meeting - AGM or Special General Meeting - SGM) and must be circulated to all members in advance of the meeting.
- b) The members of the Club shall so 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 of The Football Association Limited (“The FA”), Sussex County Football Association to which the Club is affiliated (“Parent County Association”) and Competitions in which the Club participates, for the time being in force.
- c) No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules. (c) The Club will also abide by The FA’s Child Protection Policies and Procedures, Codes of Conduct and the Equality Policy as shall be in place from time to time.
- d) The Club shall have the status of an Affiliated Member Club of The Football Association. The Rules & Regulations of The Football Association Limited, 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
- e) The club will also abide by The Football Association’s Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and



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Anti-Discrimination Policy. All club members are made aware of these policies and required to confirm that they have read and understood them.

4. CLUB MEMBERSHIP

- a) The Members of the Club shall be those persons aged 18+ listed as registered with the club.
- b) Methods of Registration are:
 - i. Registered as a player aged 18+ on the FA Club Portal
 - ii. Registered on the FA Club Portal as parent/carer of a player aged under 18.
 - iii. Registered as a player on the FA Just Play events platform
 - iv. Registered on the FA Wildcats events platform as parent/carer of a player.
- c) Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or age, sex or disability except as a necessary consequence of the requirements of football as a particular sport.
- d) The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or Sport into disrepute. Appeal against such a decision may be made to the club members and decided by a majority vote.
- e) In the event of a member leaving the club, they will be 'deregistered' (i.e. unlinked from the Ashington FC) on the FA Club Portal. For Just Play and Wildcats, the FA Events Platform retains all details even after players have left. The club therefore maintains a separate register of players and parents/carers who are still attending Just Play or Wildcats. Any players not on the club register are no longer deemed as being members of the club.
- f) Once players leave the club, all club registration documents are returned or destroyed.
- g) The Football Association and parent County Association may, from time to time, access player and parent/carer information on the Club Portal and Events platforms. The data protection policies of FA systems can be viewed on their web sites.

5. MEMBERSHIP FEES

- a) Membership Fees will be payable for each 'player-member'.
- b) Fees shall be set at the Annual General Meeting and can only be changed during the year via a Special General Meeting. Fees will normally be set on the basis of an annual fee broken down into two half payments; half to be charged on registration (usually July) and the remainder charged at a mid point in the season (usually January).
- c) Fees may be waived at the discretion of the Committee where it is felt that a player may have real difficulties in paying and would otherwise be prevented from participating in football



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- d) Wildcats and Just Play sessions are 'pay-as-you-go'. Per person prices may change during the season and are set based on facility hire costs and numbers attending to ensure that, on average, there is a break-even. Session may be subsidised by grant money. Session fees will not exceed the maximum set by The FA for these events.

6. LEAVING THE CLUB

- a) A member shall cease to be a member of the Club if they give notice to a member of the Club Committee that they are leaving. This will normally be simply because the player no longer plays for the Club.
- b) A member whose membership fee or further subscription is more than 2 months in arrears shall be deemed to have left, unless special arrangements have been agreed by the committee.
- c) In exceptional circumstances, 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. Members have the right of appeal against such a decision (see section 5d).
- d) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property. Subs payments are usually non refundable for the current half year as the club has already committed expenditure based on the player's membership of the team.

7. CLUB COMMITTEE AND STEERING GROUP

- a) **The Club Committee shall consist of:**
- All coaches and managers
 - All team secretaries
 - Elected post-holders as mandated by The FA
 - Other volunteers co-opted from time to time to carry out important club activities.
- b) **Coaches and managers.** All team managers and coaches are automatically members of the Committee through the role that they perform. Should they cease to perform this role, they will no longer be members of the Committee.
- c) **Team secretaries.** In addition, each training group may have a team secretary, appointed by the team manager, who sits on the Club Committee. Should they cease to perform this role, they will no longer be members of the Committee.
- d) **Key post holders (Steering Group).** The following seven club officers are elected each year at the Annual General Meeting. These officers form the core Steering Group of the club.
- i. Chairperson,
 - ii. Vice chair
 - iii. Treasurer,
 - iv. Club Safeguarding Officer
 - v. Secretary
 - vi. Secretary (men's)



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- vii. Registrations Secretary
- e) **Co-opted roles.** Further volunteers may be co-opted on to the **Steering Group** from time to time to carry out certain roles; for example (but not exclusively) Assistant Welfare Officer, Communications Officer, Marketing Officer, Grounds-keeping Officer, Kit Officer. Alternatively these roles may be carried out by other members of the committee, including the seven key post holders.
- f) **Tenure.**
 - i. All elected Officers shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. Team managers and coaches may change during the year, but the appointment of new or additional coaches must be approved by the Club Committee.
 - ii. A person may hold no more than two of the seven key posts at any one time but may fulfill any number of the co-opted roles.
 - iii. An outgoing member of the Club Committee may be re-elected. Any vacancy on the seven key roles must be voted on at an Annual or Special General Meeting.
- g) **Role of the full Club Committee and of the Steering Group.** The full Club Committee shall be responsible for all the affairs of the Club but the Steering Group shall manage-the day to day details. Any key issues arising at the Steering Group will be taken forward to the full committee for discussion and decision.

8.COMMITTEE & STEERING GROUP MEETINGS

- a) Steering Group
 - i. The Steering Group shall hold no fewer than 8 meetings a year and generally will meet every month.
 - ii. Decisions of the Steering Group shall be made by unanimous agreement. Where there is unresolved disagreement, the issue will be taken to the full Club Committee.
 - iii. Meetings of the Steering Group shall be chaired by the Chairperson or, in their absence, by one of the other elected officers. The quorum for the transaction of business of the Steering Group shall be five.
- b) Full Club Committee
 - i. The full Club Committee shall hold no fewer than 3 meetings a year and generally will meet every quarter. These meetings will usually focus on football rather than on club administration but a full Club Committee meeting will always be held where there is an unresolved disagreement within the Steering Group or where there are major issues arising from the Steering Group that require wider discussion.
 - ii. In addition, any member of the full Club Committee may call a meeting of the full Club Committee by giving not less than seven days' notice to all members of the full Club Committee.
 - iii. Meetings of the full Club Committee shall be chaired by the Chairperson or, in their absence, by one of the other elected officers. The quorum for the transaction of business of the full Club Committee shall be ten.



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- iv. Decisions of the full Club Committee shall be made by a simple majority of those attending the full Club Committee meeting. The Chairperson of the full Club Committee meeting shall have a casting vote in the event of a tie.
- c) **Virtual meetings**
 - i. If a decision is required between meetings that cannot wait for the next full Club Committee meeting, approval can be given provided that the full Club Committee has been given at least one week to respond with any objections via email, WhatsApp or other communication system. The decision can then be approved by the Steering Group. In no case should any such decision result in expenditure of more than £500 in any one purchase or any decision be taken which has a significant impact on the club.
- d) **Record of meetings**
 - i. Decisions of both the Steering Group and the full Club Committee at meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary or Minutes Secretary. This Minute Book may be held and made available electronically. Paper copies will not be distributed as a matter of course but will be made available on request.
- e) **Powers of the committee**
 - i. Save as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the full Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

9. ANNUAL AND SPECIAL GENERAL MEETINGS

- a) An Annual General Meeting (AGM) shall be held in each year to:
 - i. receive a report of the activities of the Club over the previous year;
 - ii. receive a report of the Club's finances over the previous year;
 - iii. elect the members of the club Steering Group;
 - iv. set fees and subscriptions for the year;
 - v. consider any other business.
- b) Nominations for election of members of the Steering Group shall be made in writing (including via email) by the proposer and seconder (both of whom must be existing members of the Club) to the Club Secretary not less than five days before the AGM.
- c) Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than five days before the Meeting.
- d) A Special General Meeting (SGM) may be called at any time by the Committee and shall take place within twenty-one days of the receipt by the Club Secretary of a requisition in writing signed by no fewer than five members stating the purposes



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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.

- e) The Secretary shall issue notice of the date of a General Meeting together with the resolutions to be proposed at least fourteen days before the Meeting.
- f) The quorum for a General Meeting shall be 12.
- g) The Chairperson 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.
- h) 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.

10. CLUB FINANCES

- a) Two main bank accounts will be held in the name of the club. One will be a "Savings Account" which will hold the bulk of the clubs monies and a "General" account will be held to pay the day-to-day expenses of the club. Separate accounts may also be set up from time to time under the club umbrella. For example for the collection of PAYG payments via club managements apps such as Spond.
- b) The treasurer shall have the responsibility of managing transactions on the club's accounts using online banking. Funds in the general account will be held to around £1,000 of working capital and a full reconciliation will be presented at the club AGM.
- c) For the club's savings account, designated account signatories shall be the Club Chairperson, the Club Secretary and the Club Treasurer. The Club Treasurer has the authority to move money between the current and savings accounts using on-line banking in order to maximize interest payments and minimize costs whilst ensuring that the current account is always in credit.
- d) The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club. No surpluses or assets will be distributed to members or third parties.
- e) Managers are responsible for ensuring that subs are collected and paid into the bank.
- f) Player subs should cover all running costs of the club but not generate surplus funds.
- g) Subs should be appropriate to the costs incurred by each team based on age groups. There are three age ranges:
 - i. U6 & U7s - do not have league costs, do not train at floodlit winter venues and generally play fewer matches than older teams. As a result, (and to encourage participation at this start up stage) subs are set at a minimum and may not cover costs.
 - ii. Mini soccer teams (U8 - U10) - subs to cover costs



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- iii. Youth teams (U11 to U16) - subs to cover costs which tend to be higher because of payments for League referees.
 - iv. Adult Teams (men's – 16+) subs to cover costs which tend to be higher than youth teams because of higher insurance, referee and registrations fees.
 - v. Adult Teams (women's) will follow the same policy as men's teams except where the group is Pay As You Go (e.g. Just Play) where just a small annual fee may be charged to cover underlying costs (such as insurance) and provide a buffer for venue hire costs.
- h) Central costs (including - but not exclusively - training equipment and venue hire) should be apportioned equally across all teams.
 - i) Special projects should be paid for by fundraising activities and grants.
 - j) A minimum £7,500 credit balance, over and above monies needed for working capital, is to be retained to ensure the survival of the club in the event of any unforeseen expenses. This amount will be reviewed every year.
 - k) The Club Committee shall have power to authorise the payment of expenses to any member of the Club and to any other person or persons for services rendered to the Club.
 - l) The Club shall prepare an annual Financial Statement in such form as shall be published by The Football Association from time to time.

11. DISSOLUTION

- a) A resolution to dissolve the Club can 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 utilised for the benefit of the game and shall be given or transferred to another registered CASC, a registered charity or the sports governing body for use by them in a related community sport to be agreed and voted upon at the General Meeting where dissolution is approved.