**We, the Members of Tulse Hill Junior Football Club, establish this constitution to promote and encourage the development of children’s footballing skills, sportsmanship, inclusivity and team spirit in a fun, safe and supportive environment**.

Article I: NAME: -The Name of the club shall be **TULSE HILL JUNIOR FOOTBALL CLUB** and we will seek to support as many children’s football teams as possible.

Article II: PURPOSE: -The Purpose of the Club will be to provide organised football training, matches and social events for its members.

Article III: MEMBERSHIP: - Membership in this Club is open to any child who meets the age requirements and is interested in playing football. There shall be no discrimination based on race, gender, religion or any other factor.

Article IV: GOVERNANCE: - The Club shall be governed by a **Board of Directors**, which shall consist of at least three (3) adult members (of which one must be the Club’s Chairperson (‘Chair’)), who are either willing (and able) volunteers or elected by the parents of the players.

Article V: OFFICERS: - The Board of Directors shall elect and be aided by the following **Club Officers**:- Treasurer/Financial Officer, Club Secretary, Welfare Officer, Cyber Officer and other relevant officers (including all Team Managers and Coaches) as deemed necessary or relevant to support the running, week being and growth of the Club. Club Officers may also be members of the Board of Directors.

Together, the Board of Directors and the Club Officers will collectively be known as the Club’s **Management Board**. The individuals in the Management Board shall serve for one year and may be re-elected for additional terms.

Article VI: DUTIES OF MANAGEMENT BOARD: - The Chair (or a designated alternate) shall preside over all meetings, appoint committees, delegate actions and perform other duties as necessary. The Club Secretary shall assist the Chair and preside over meetings in the absence of the Chair. The Club Secretary shall keep accurate records of all meetings and correspondence. The Treasurer shall manage the finances of the organisation and will be required to opine and sign off on all matters where finances are being deployed by the Club.

Article VII: MEETINGS: - the Management Board shall hold meetings at least once every two months and special meetings may also be called by the Chair or any member of the Management Board. Notice of meetings shall be given to the Management Board at least one week prior to the meeting.

Article VIII: FINANCES: - The Club shall operate on a not for profit basis. All funds shall be used for the benefit of the Members and the Club. The Treasurer/Financial Officer shall keep accurate records of all finances and provide a report at the end of each quarter.

Article IX: AMENDMENTS: - This constitution may be amended by a two-thirds vote of the Management Board members present at any meeting. Notice of the proposed amendment shall be given to all Management Board members at least two weeks prior to the meeting.

Article X: DISSOLUTION: - In the event of dissolution of the Club, all remaining funds shall be donated to a local charity or youth organisation to be determined by the Management Board.

This constitution is hereby adopted by the Management Board of the Club on 21st May 2023.

**CLUB RULES**

A: STATUS OF RULES: -The Club rules form a binding agreement between each Member of the club.

B: RULES & REGULATIONS: -

1. The club shall have the status of an Affiliated Member Club of The Football Association (FA) by virtue of its affiliation to The London Football Association (LFA). The Rules and Regulations of FA and the LFA 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.
2. The Club will also abide by The Football Association’s Child Safeguarding Policies and Procedures, Codes of Conduct and the Equal Opportunities Policy.

C: CLUB MEMBERSHIP: -

1. The Members of the Club from time to time shall be those persons listed in the virtual register of members (The Membership Register), which shall be maintained by the Club Cyber officer through the FA Whole Game System and/or Spond.
2. Any person who wishes to be a Member must:

* Pay the membership fee in full;
* Complete & agree to the “Registration and Parent Consent Form”;

1. Supply the relevant identification documents, including two current (no more than 6 months old) passport-sized photographs for registration
2. In the event of a Member’s resignation or expulsion, his or her name shall be removed from the Membership Register.
3. The Football Association and parent County Association (LFA) shall be given access to the Membership Register on demand.
4. Any applicants to become a Member of the Club’s Management Board must complete the Club’s “position applied for” Form M, along with Reference Form P, and complete the FA DBS check.
5. All applicants to become Team Manager, Team Coach or Volunteer Coach must complete & sign where necessary club forms G, M, N, & P. They must also create a FAN on the FA website, complete FA Playmaker Course, on-line Level One for Football course, Safeguarding Children Course, Emergency Aid in Football Course and the FA DBS check.

D: ANNUAL MEMBERSHIP FEE: -

1. An annual fee payable by each member shall be determined at the Annual General Meeting (AGM) by the Management Board. Any fee shall be payable on a successful application annually (July 1st – June 30th) by each member into the Club account. Fees are non-refundable.
2. The Management Board will, at the Annual General Meeting, determine registration fees, match fees, training fees and tournament fees for the following season.
3. The Management Board shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the Club’s Purpose.

E: RESIGNATION AND EXPULSION: -

1. A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Management Board of their resignation. A Member whose annual membership fee or further subscription is more than two months in arrears shall be deemed to have resigned.
2. The Management Board shall have the power to expel a Member when, in their opinion, it would not be in the interest of the Club for them to remain a Member. Any appeal must be in writing to the Chair within seven (7) days of the original decision by the Management Board.
3. Any act of violence carried out by a Tulse Hill JFC Club Official, parent or supporter will be reviewed by the Management Board and may result in a lifetime ban from the Club.
4. A Member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club property and must return all Club property to the Club Secretary (or designated alternate).

F: BOARD OF DIRECTORS and CLUB OFFICERS (‘the **Management Board**’): -

1. Each member of the Management Board shall hold office from the date of appointment until the next AGM unless otherwise resolved at a Special General Meeting. One person may hold no more than three positions within the Management Board at any one time.

The Management Board shall be responsible for all the affairs of the Club. Decisions of the Management Board shall be made by simple majority of those attending the Management Board meeting.

The Chair shall have a casting vote in the event of a tie. The quorum for the transaction of business of the Management Board shall be a minimum of five (5).

1. Management Board meetings shall be held at least six (6) times per year (including the AGM). At least one representative (Manager/Coach/Parent) from each team should look to attend the AGM.
2. Decisions of the Management Board shall be entered into the virtual Minute Book of the Club to be maintained by the Club Secretary (or designated alternate).
3. An outgoing member of the Management Board may be re-elected. A member proposed by one, and seconded by another of the remaining Management Board, and approved by a simple majority of the remaining Management Board members, shall fill any vacancy on the Management Board, which arises between AGMs.

G: ANNUAL AND SPECIAL GENERAL MEETING: -

1. An AGM shall be held each year no later than June 15th. At this meeting the following business shall be transacted:-
   1. To receive & confirm the Minutes of the preceding AGM.
   2. To receive & adopt the Annual Report’s & Statement of Accounts.
   3. Constitution of the Club for the following season.
   4. Election of the Management Team members.
   5. Alteration of Club rules.
   6. Any Other Business.
2. Nominations for election of new Members as members of the Management Board shall be made in writing by the proposer and seconder, both of whom must be existing members of the Management Board, and/or to the Club Secretary not less than seven (7) days before the meeting.
3. A Special General Meeting (SGM) may be called at any time by the Management Board and shall be called within seven (7) days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five (5) Members, stating the purpose 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.
4. The Club Secretary (or designated alternate) shall provide to each Management Board member with written notice of the date of any Special General Meeting together with the resolutions to be proposed at least seven (7) days before the Meeting.
5. The quorum for a Special General Meeting shall be five (5).
6. The Chair (or designated alternate) shall take the chair.
7. Eligibility to vote at Special General Meetings:- one Member representing each team (in addition to members of the Management Board) shall have one vote provided they have attended at least three (3) Management Meetings during the year - resolutions shall be passed by a simple majority. In the event of equality of votes the Chair of the Meeting shall have a casting vote.
8. The Club Secretary, or in their absence a member of the Management Board, shall enter Minutes of General Meetings into the virtual Minute Book of the Club.

H: CLUB TEAMS: -

1. At the AGM the Management Board shall appoint Team Managers/Coaches to be responsible for each of the Club’s Football Teams. All managers/coaches/volunteers must have completed and had returned a DBS check before they are permitted to coach children unsupervised. Team Managers/Coaches will receive a 50% discount (applicable once season) on membership fees once all Level One courses have been completed. The appointed Team Managers/Coaches shall be responsible for managing the affairs of their team, must sign the Manager/Coaches code of conduct and the Club’s statement of expectations. Further, they will enter all match details onto the relevant website by 6pm on match days (to avoid FA fines). Team Managers/Coaches will be responsible for fines levied for failure to do so. Each Team Manager/Coach shall provide at least seven (7) days before the AGM, a written report of the activities of the team for that season.
2. All Team Managers/Coaches must have at least the FA Playmaker, Safeguarding for Children and Introduction to First Aid qualifications to become a Team Manager/Coach. We also encourage the Safeguarding for All qualification.

Additionally, at least one Coach in Team must also hold the Introduction to Coaching Football Course qualification.

A position of Volunteer Coach exists and is available for all new members who wish to become (or assist) a manager/coach but who do not hold the FA Playmaker qualification. The FA Playmaker, Safeguarding for Children and Introduction to First Aid qualifications must be taken within a one (1) year period. The role of Volunteer Coach can only be held for a maximum of one (1) year.

1. Managers/Coaches/Volunteer Coaches must wear the club supplied training wear at all training sessions, matches & tournaments when representing the club.
2. All Members must wear the club supplied training kit to all training sessions.
3. Any Team Manager/Coach found to have knowingly played an un-registered player, over-aged player or swapped a player from one Tulse Hill team to another will be dismissed from the Club subject to appeal.
4. All teams must wear official/registered Club colours of Yellow Shirts, Blue Shorts and Blue/Yellow Socks at all times.
5. All Managers/Coaches/officials must provide a brief profile and photograph for the Club website.
6. All new Club members must play in correct age group upon joining the Club unless their particular age group is not available.
7. All new players will have a maximum trial period of four (4) weeks unless Manager/Coach decides to either sign them up or release them at an earlier time.
8. Once a player has been registered with a team within the Club, then that player will not be de-registered for that season unless he contravenes the Club Rules, which may lead to him being excluded. Or if they resign from THJFC.
9. All players at full sides will not automatically get to play a part of the organised League games when played but must be available to play in one (1) game out of every three (3).
10. All trophies won by teams within Club to be held by Club Secretary (or designated alternate) to ensure trophies are returned to LFA & League as required.

I: CLUB FINANCES: -

1. A bank account shall be maintained in the name of the Club (The Club Account). Designated account signatories shall be the Club Treasurer plus two named members of the Management Board. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
2. It is the responsibility of the parents of the children to pay membership fees to the Club to enable their child to become a THJFC Member.
3. All money raised by individual teams within the Club through fundraising events, donations etc. will be received by the Treasurer and deposited in the Club Account. The Treasurer will keep records of each team funds separately from Club funds.
4. Proceeds from the kitchen and fundraising events to go directly into Club account.
5. The Management Board shall have the power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club. Referees will receive full payment from the Club if qualified, and 50% if non-qualified
6. The Club Property, other than the Club Account shall be vested with the Club Secretary, who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.
7. Proposals for the Club, or any individual teams, to receive sponsorship of any kind will be considered solely by the Management Board and who will review the following as a minimum – financial benefit, appropriateness and relevance of the proposed sponsor (including a review of the activities and conduct of the proposed sponsor), media management (by the Club and the sponsor), term of sponsorship and benefits to the Club.

Sponsorship agreements may only be agreed by the Management Board after due consideration. A sponsorship proposal should be submitted in writing to the Management Board for consideration at the next Management Board meeting (or SGM if necessary).

J: DISSOLUTION: -

1. A resolution to dissolve the Club shall only be proposed at a Special General Meeting and shall be carried by a majority of at least three-quarters of the Members present.
2. 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.
3. Any surplus assets In the event of dissolution of the Club, shall be donated to a local charity or youth organisation to be determined by the Board of Directors.