



KIRKHAM JUNIOR FOOTBALL CLUB CASC COMPLIANT CLUB RULES

1. NAME

- (a) The Club shall be called Kirkham Junior Football Club (the “Club”).
- (b) The Club may be known by other names or titles but only for the purpose of registration with the national and local football associations. Such other names and titles must be agreed by the Committee.

2. OBJECTS

- (a) The main object of the Club shall be to provide facilities for, and to promote participation in, the amateur sport of Association Football (the “Sport”), in Kirkham and the surrounding districts, towns, and villages.
- (b) In furtherance of the above the Club will seek to arrange matches and social activities for its members, and community participation in the same.

3. STATUS OF RULES

These Rules (the “Club Rules”) form a binding agreement between each member of the Club.

4. RULES AND REGULATIONS

- (a) 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 Regulation of The Football Association Limited (“The FA”), 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.

- (b) No alteration to the Club Rules shall be effective without 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 Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall 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 or another member of the Club Committee.
- (b) Membership of the Club shall be open to anyone interested in the Sport on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of the requirements of Association Football. However, the Club can limit membership according to available facilities and volunteers but such limitation must be on a fair and non-discriminatory basis.
- (c) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis.
- (d) The Club Committee may refuse membership, or revoke it, only for good cause such as conduct or character likely to bring the Club or the Sport into disrepute. Appeal against refusal or removal may be made to the members.
- (e) Any person who wishes to become a member must apply on the Club's official Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.
- (f) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
- (g) The FA and Parent County Association shall be given access to the Membership Register on demand.
- (h) The Lifetime President, Club Committee Members and Club Team Managers are ex-officio Club Members for the duration of their appointments. Club Team Managers are those people defined as the Club Team Manager on the FA Whole Game System or any future system used in the same manner by the FA for the administration of the Sport.

6. ANNUAL MEMBERSHIP FEE

- (a) An annual fee payable by each member shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- (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. Any further subscription will be set at levels that will not pose a significant obstacle to people participating.

7. RESIGNATION 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 his/her resignation. The Club Committee has the discretion to deem that, a member whose annual membership fee or further subscription is more than two (2) months in arrears, has resigned.
- (b) The Club Committee shall have the power to expel a member only for good cause such as conduct or character likely to bring the Club or Sport into disrepute. Appeal against refusal or removal may be made to the members.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or any share of, any, of the income and assets of the Club (the "Club Property").

8. CLUB COMMITTEE

- (a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary, Club Welfare Officer, Minutes Secretary and up three (3) other members, all elected at an Annual General Meeting ("AGM").
- (b) The Club Officers will be chosen at the first Committee meeting after the AGM.
- (c) In any event the Club Committee shall consist of not less than three (3) members and not more than nine (9) members.
- (d) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the second AGM after the date of appointment unless otherwise resolved at an Extraordinary General Meeting ("EGM"). Notwithstanding this, a simple majority of the Club Committee members will retire at the first AGM after the enactment of these Club Rules to allow for the continuity of the management of the Club.
- (e) One person may hold no more than two (2) positions of Club Officer at any time.
- (f) The Club Committee shall be responsible for the management of all the affairs of the Club.

- (g) The Club Committee has the power to co-opt new Club Committee Members and appoint sub-committees, as deemed necessary. Any sub-committee appointed must have a Club Committee member as its chairperson.
- (h) Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. Meetings of the Club Committee shall be chaired by the Chairperson, or in their absence by any other Club Committee Member selected by those attending the Club Committee meeting. 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.
- (i) The quorum for the transaction of the business of the Club Committee shall be three (3).
- (j) Decisions of the Club Committee shall be entered into the Minute Book of the Club to be maintained by the Club Secretary or any other Club Committee Member selected by the Club Committee.
- (k) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven (7) days' notice to all members of the Club Committee. The Club Committee shall hold not less than four (4) meetings per year.
- (l) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which is available or becomes available between AGMs may be filled by a person who is proposed by one (1) and seconded by another one (1) of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- (m) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- (n) The position of a Club Committee Member shall be vacated 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.
- (o) Any Club Committee Member or sub-committee member who fails to attend 3 (three) consecutive meetings called or at least 60% (sixty percent) of the meetings called in any rolling 12-month period shall be deemed to have resigned, unless acceptable and reasonable cause for such absence has been notified to the Chairman or Club Secretary in advance of each absence.
- (p) Club Committee Members, whether elected or co-opted, shall be ex-officio Club Members for the duration of their appointment on the Club Committee.

9. LIFE PRESIDENT

- (a) The Club recognises and respects the honorary title of the Life President.
- (b) The holder of this title shall be:
 - (i) recognised as such, including but not limited to, on any Club website or stationery;
 - (ii) under no duty to attend but shall be invited to all Club meetings and social events by the Club Secretary, or any other Club Committee Member; and
 - (iii) appointed until death or resignation unless the Club Committee determine that his/her conduct or character is likely to bring the Club or the Sport into disrepute. Appeal against removal may be made to the members.
- (c) The appointment of the Life President is to be made by the Club Members at a Club Meeting.

10. ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

- (a) An 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 members of the Club Committee; and
 - (iv) 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 Secretary 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.
- (c) An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary 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 EGM may be any business that may be transacted at an AGM.
- (d) The Secretary shall send to each member written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting. Such written notice can be given via post to a member's last known address or via email to a member's last known email address.

- (e) The quorum for a General Meeting shall be 20 (twenty). However, if there is no quorum at 15 (fifteen) minutes past the official start time of a meeting, the Club Members present can vote to accept those present as a quorum for the purposes of that meeting only.
- (f) The Club Committee will schedule all meetings to start at no earlier than 9am and no later than 8pm. No meetings can be scheduled for a UK public holiday.
- (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 other member of the Club Committee, shall enter the Minutes of General Meetings into the Minute Book of the Club.
- (i) All Club Members will only be entitled to 1 (one) vote and proxy votes are permissible.

11. CLUB TEAMS

At its first meeting following each AGM, the Club Committee shall appoint a person as Team Manager to be responsible for each of the Club's football teams. The appointed person shall be responsible for managing the affairs of the team. The appointed person shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.

12. CLUB FINANCES

- (a) At least one bank account shall be opened and maintained in the name of the Club (the "Club Account(s)"). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Club Treasurer. No sum shall be drawn from the Club Account(s) except by the written agreement of two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account(s).
- (b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of surplus income, or, of profits or proceedings arising from the sale of Club Property to members or third parties is prohibited.
- (c) For the avoidance of doubt, no surplus income, profits or assets shall be distributed to members of third parties.
- (d) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.
- (e) 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 Corporation Tax Act 2010, Finance Act 2010 and Community Amateur Sports Clubs Regulations 2015.

- (f) The Club may also in connection with the sports purposes of the Club:
- (i) sell and supply food, drink and related sports clothing and equipment;
 - (ii) employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present;
 - (iii) pay for reasonable hospitality for visiting teams and guests; and
 - (iv) indemnify the Club Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its 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" in such format as may be available from The FA from time to time. The Financial Statement shall be verified by an independent appropriately qualified accountant and shall be approved by members at a General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.
- (i) The Club Property, other than the Club Account/s, shall be vested in not less than two (2) and not more than four (4) custodians, one of whom shall be the Treasurer (the "Custodians"), 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.
- (j) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution 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 Club Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any 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 Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

(m) No decision involving the sum of more than £100.00 (one hundred pounds) will be taken by the Club Committee without the Treasurer being present or his prior authorisation being given in writing to the Chairman or Club Secretary.

13. DISSOLUTION

(a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by the 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 another registered CASC, a registered charity or the FA for use by them in related community sports.

ADOPTED BY CLUB MEMBERS AT AN ...GM HELD:

At.....

On the.....day of.....2.....

Proof of adoption on aforementioned date:-

A) SIGNED:

.....

PRINT NAME:.....

CHAIRPERSON

B) SIGNED:

.....

PRINT NAME:.....

CLUB SECRETARY