

**Club Constitution & Rules passed
at the Annual General Meeting July 25th 2020**

Our Vision

The vision of AFC Dunstable is to increase the participation of football to all ages, gender, culture and ability within our local community through dedicated and qualified coaching.

Ultimately, we aspire to providing non-restrictive football facilities which will enable our 1st Team to progress through the FA Pyramid system. Furthermore we aim to be a club which can become a 'role model' within the Bedfordshire Football Association both on and off the pitch.

Objectives

- Increase the quality and provision of football for adults, boys & girls
- Sustain participation of players, coaches, and officials.
- Raise standards of coaches, officials, and players.
- Provide a safe environment for all to take part in football.
- Provide structured football at all levels.
- Promote codes of conduct and fair play.
- All managers will have a minimum qualification of Coaching Level 1 Award.
- Provide and promote equal opportunities for all.
- Adhere to the FA Child Protection Policy.
- To protect all players regardless of:
 - Age
 - Gender
 - Disability
 - Culture
 - Language
 - Racial Origin

- Religious Beliefs
- Sexual Identity
- The club is also aware of, and adheres to, the FA Equity policy outlined in the FA resource leaflet 'Equity Guidelines & Examples of Good Practice in Football'.

1 .Nomenclature, Rules & Policies

- The Club shall have the legal name of AFC Dunstable.
- The club adheres to FA Rule Provisions Relating to Clubs 2 (d). Unincorporated associations - Winding Up Procedure. Where a club is an unincorporated association is wound up and there are surplus assets after payment of club debts of the club, the surplus assets shall be transferred only to a club, Competition or Affiliated Association of the Association.
- The Club members shall be considered to be those who are Executive Committee Members, Managers, Assistant Managers, Coaches, or are registered as players with the club. The objective of the Club shall be to develop the ability of young players for progression through all levels within the club and to arrange association football matches and social activities for its members.
- AFC Dunstable shall actively encourage its members, when reaching the upper limits of youth football, to continue into our senior football teams with integration into senior section teams, and if necessary, form new teams within the senior section. The club will support the senior section financially to achieve these goals.
- The colours shall be predominantly **Blue**.
- The Club shall be affiliated to the Bedfordshire Football Association. Saturday and Sunday football shall affiliate separately. All teams shall register in accordance with respective competition rules.
- These Rules & Policies may be amended by a resolution passed by not less than two thirds of the (members present) or (management committee).
- These Rules & Policies are to be subservient and must comply with the Constitution of AFC Dunstable.
- Appeals and protests must be addressed to the Club Secretary

2. Officers

- The Officers of the Club shall be the Chairman, Vice-Chairman, Secretary, Treasurer, Club Welfare Officer, Football Development Officer, Commercial Officer, league representatives and the co-coordinator of the Sub-Committees.
- A Management Committee consisting of one delegate from each registered AFC Dunstable and an Executive Committee comprising of the Officers and up to five (5) co-opted members who shall be elected at the Annual General Meeting shall govern AFC Dunstable in accordance with the Rules and Regulations of the club.

- No person may be a member of the management committee if they are not the nominated Manager, or Assistant Manager, or Coach of a team within the AFC Dunstable.
- No person shall be entitled to act as a member of the Executive Committee, or representative on the committee of the main club, who is under 18, or whether on a first or subsequent entry into office until after signing a declaration of acceptance and of willingness to act in the interests of the club.

3. Management Committee Nomination and Election

- Retiring Officers shall be eligible to become candidates for re-election without nomination. All other candidates for election as Officers or Members of the Management Committee shall be nominated to the secretary in writing, signed by two of the Members. Names of the candidates for election shall be circulated with notice of the Annual General Meeting. In the event that there are no nominations in accordance with the foregoing for any office, nominations may be received at the Annual General Meeting.
- The Management Committee shall meet as often as necessary (normally on the first Thursday of each month), unless otherwise agreed, to deal with business as it arises. The Executive Committee shall meet as often as necessary throughout the season.
- On receiving a requisition, signed by two thirds of the Members of the Management Committee, the Secretary shall convene a meeting of the Management Committee.
- Except where otherwise mentioned all communications shall be addressed to the Secretary who shall conduct the correspondence of the AFC Dunstable and keep a record at its proceedings. All communications received from AFC Dunstable teams must be conducted through their nominated officers.

4. Powers of Executive Committee

- The Executive Committee in furtherance of the objectives, but not otherwise may exercise the following powers:
- Power to establish or support any charitable trusts, associations, or institutions formed for any or all of the objectives.
- Power to appoint and constitute such advisory committee's as the Executive Committee may think fit.
- Power to perform all such other lawful functions, acts or make such decisions for the achievement of the objectives.
- All decisions of the Executive Committee shall be binding.
- The Executive Committee shall require a quorum of a minimum of six, (including the Secretary), before any decisions reached can be binding.

The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by a failure to appoint a replacement for the vacancy.

5. Annual General Meeting

The Annual General Meeting of AFC Dunstable shall be held every year no later than **31st July** to transact the following business:

- Election of Officers and Management Committee;
- To receive and confirm the Minutes of the preceding Annual General Meeting and to consider any business arising there from;
- To receive and adopt the Annual Report, Balance Sheet and Statement of Accounts;
- To approve the Policies & Rules for the ensuing season;
- To elect the Chairman for the ensuing year;
- Appointment of Auditors for the following season;
- Other business of which due notice shall have been given and accepted as being relevant to an Annual General Meeting.

Notices convening the Annual General Meeting shall be sent to the Management committee members not less than seven days before the meeting and shall specify the time and place of the meeting and the matters to be dealt with. All propositions for changes of rules and nominations for the office of Chairman must be submitted in writing by 31st May in every year.

In any matter requiring the casting of votes, only one vote, in total, per member, or per team will be allowed.

Any matter requiring the casting of votes shall be determined by a simple majority of eligible committee members present. In the event of there being no simple majority, the Chairman shall have the casting vote.

A copy of the duly audited Balance Sheet, Statement of Accounts shall be forwarded to the Bedfordshire Football Association within fourteen days of its adoption.

6. Special General Meeting

A Special General Meeting may be convened at any time by the committee and shall be held within fourteen days of receipt of a requisition, in writing, signed by not less than three Management committee members, specifying the object of the meeting for any of the following purposes:

- To consider and, if approved, sanction alterations to the AFC Dunstable Rules & Policies;
- To deal with any special matter which the committee members requiring the meeting wish to place before the committee;
- To receive the resignation of the Chairman and to elect a new Chairman;

Any matter requiring the casting of votes shall be determined by a simple majority of committee members present. In the event of there being no simple majority, the Chairman shall have the casting vote.

Notices convening a Special General Meeting shall be sent to committee members not less than seven days before the meeting and shall specify the matters to be dealt with.

7. Management Committee Members Meetings

Management Committee Members meetings will be held in the first week of each month to discuss club business. Management Committee Members only can attend these meetings unless any non-committee member of AFC Dunstable wishes to raise any points. The non-committee members will need to raise any points within 7 days of the meeting in writing to their relevant Development Secretary's.

- Any financial decisions will only be discussed at monthly committee meetings. Any Management Committee Member or non-committee member wishing to do so, must submit to the relevant Development Secretary's within 7 days of the meeting in writing. If an important financial decision falls between meetings, the Chairman, Treasurer and Secretary may make a decision and then report at next available committee meeting.

8. Alterations to Rules

Alterations to rules may be made only at the Annual General Meeting or at a Special General Meeting specifically convened for the purpose in accordance with Rule 6.

9. Agreements to be signed

- Members of the Management Committee shall complete and sign the following agreement which shall be deposited with the Secretary prior to the commencement of the season.

See Appendix A

- All players, officials, parents, and spectators should abide by the AFC Dunstable Code of Conduct and Club Constitution as passed at the AGM 30th June 2018. Players and Parents/Guardian will sign a Code of Conduct agreement form to confirm their acceptance of the document. If Players and Parents/Guardians do not sign the agreement form, they will waive any rights they may have within the document. Players will not be allowed to register with the relevant leagues until this has been completed.

10. Approaches from More Senior Football Clubs to Youth Players.

In the interests of all concerned, but particularly the aspirations of the player, it is incumbent on all parties (i.e., The Player, His/her Parents, The Team officials, that the player plays for) that all "approaches" about the availability/suitability of the player playing for the approaching club are reported to the appointed Football Development Officer, for corroboration.

11. Other

- (a) All team managers shall be fully conversant with the laws of Association Football and shall be responsible for ensuring that their teams and individual players obey those laws and comply fully with the rules of the Football Association, the Bedfordshire Football Association and any other relevant organisation in which competition it participates.

- (b) Only the appointed, and approved, Manager/Assistant Manager/Coach of each team are to be allowed to Manage/Train/Coach with the players of each team during the membership period. If any change in this is to occur, then the executive committee must grant permission **before** any unapproved person Manages/Trains/Coaches the team. Each youth team must have a FA Qualified Level One coach aligned to each team. The club will only cover the cost of one course/person per team.
- (c) All eleven-a-side youth teams will be allowed to register a maximum of 16 players. Additional players may be registered with the sole permission of the Executive Committee.
- (d) All five-a-side youth teams will be allowed to register a maximum of 8 players. 7-a- side 12 and 9-a- side 14. Additional players may be registered with the sole permission of the Executive Committee. Seven- a-side teams who enter a league at Under 8 level will play in the Bedfordshire Mini Soccer League as a Charter Standard League.
- (e) All players shall pay an annual subscription fee at the rate fixed by the Committee at the start of each season. This fee has to be completely paid by 1st October. If the fee is not paid by 1st October, their membership will be suspended and cannot play or train for the club until outstanding balance paid. The 1st instalment must be paid by 1st September for the membership to be valid. No payment will make the membership void until received and no games or training will be allowed. Memberships can be paid in one lump sum. 2019-20 Membership is £200 with a £10 discount if paid by September 1st. If paying via 3 instalments the full £200 will be due. Training sessions for players where the club does not have an age group can be run. A one off non-refundable fee will be charged. A supplement of £20 will be added to any team's membership for the following season, if they do not supply at least 2 persons to help at the club's summer tournament. EJA/JPL membership is £375 or £275 if keeping the previous seasons kit. (Includes a £100 non-refundable base fee to cover the extra costs the EJA/JPL incurs). An extended instalment period can be arranged by request if a member is experiencing financial hardship. This request should be put in writing and state what instalments are affordable over the membership period.
- (f) Membership shall run from the first Monday in September until the last Monday in May the following year. After that all players will be released until trials are completed and any players who are not offered a place at the club should be informed by each individual manager in person. Messaging is not permitted. Membership fees will cover games & coaching within this period. No other type of membership will be in place (i.e., number of games played, or training sessions attended). The Club will not financially cover any games or coaching outside these dates. It is the responsibility of each team manager to collect monies to cover costs. Teams participating in any type festival or tournament will be responsible for all costs to their team. If the festival or tournament falls outside the clubs membership period, it is the responsibility of the manager to adhere to all rules set by the governing bodies. The club expect all teams/individuals to represent the club in the appropriate manner outside the membership period. The club will not take any responsibility if these guidelines are not followed. At the end of the playing season, individual awards will be presented at 3 categories. Players Player, Managers Player & Supporters Player at youth level (7-18). It will consist of one award per category.
- (g) Any youth/junior player who leaves the club on their own free will within the membership period is entitled to a pro rata refund on request in writing if paid in full. Any instalment memberships outstanding needs to be paid in full before any release is made. Any refund will not be reimbursed until the player's kit is returned in good order. If the kit is not returned, or deemed in poor condition, the value of the kit may be deducted from any refund. Any player dismissed by the club regarding discipline issues, will not be entitled to a refund. Any parent/guardian who is requested to leave the club due to discipline

issues, the club do have the option not to refund any membership fee. If a refund is decided on, an administration fee of £50 plus costs will be deducted from any pro rata refund. If a team is folded by the club due to discipline issues, the club have the option not to refund any membership fee. If a refund is decided on, an administration fee of £50 plus costs will be deducted from any pro rata refund per player. All refunds will be paid no later than the 31st of May of each year (the end of the membership period).

- (h) AFC Dunstable accepts and supports the Child Protection Policy and the Respect Code of Conduct as issued by the Football Association. AFC Dunstable shall appoint Child Protection Officers in accordance with this policy.
- (i) Any persons that need a CRB check should return all the application forms with the relevant documentation back to the CWO with 28 days of joining or they cannot continue in that position.
- (j) In the event of a Team Manager leaving AFC Dunstable, or disbanding the team during the league/county membership period, they will be obliged to hand over to the club all football kits, equipment, trophies and any item that is deemed a AFC Dunstable asset as per the "Asset Sheet" relating to the team, prepared by the Treasurer. Any outstanding membership fees must be settled. If the club deem any membership refunds are due, any expenses the club incurs will be deducted, (i.e., affiliation, league membership, insurance, league fine, training & pitch fees, kit & any other costs deemed applicable)
- (k) All players will return their football kit at the end of each season and the manager will complete the kit audit form. Any player leaving the club mid-season shall return their playing kit.
- (l) The club do request that each team does gain sponsorship for their main playing kit. The club will provide a playing kit if they cannot but will not cover any costs for any other type of kit (training etc). If a playing kit is sponsored, it will still be the property of the club.
- (m) That the responsibility for paying all fines, from whatever organisation and for whatever reason, shall rest with the team that caused the fine to be imposed.
- (n) Any team organising a tour shall cover all the costs themselves.
- (o) AFC Dunstable will impose on each team a surcharge of £2 for each fine relating to a yellow card offence or £5.00 for a red card offence to cover any supplementary penalties that may be imposed by the league or Bedfordshire FA. Furthermore this surcharge of £2 will also be levied for any administration fees received from leagues due to the failure of teams to adhere to its rules. Any outstanding fines incurred by players will be paid within 14 days of the offence. Any outstanding fines incurred by players that are carried over to the following season will not be registered with the club until fines are paid. Any players who leave the club with outstanding fines will pay the balance. If the balance is not paid they will be reported to the Bedfordshire Football Association to retrieve the balance.
- (p) Any administration fines levied at any team from either the Bedfordshire Football Association or their respective leagues, will be paid by the manager or administrator of that team.
- (q) The Secretary of AFC Dunstable shall be entitled to reimbursement of out-of-pocket expenses (Paid Monthly) and honoraria laid down at every Annual General Meeting and reviewed by all members present.
- (r) No member shall make financial decisions without the permission of the Executive Committee.

- (s) All teams wishing to play 'Friendlies' **must** first obtain the approval of the Secretary.
- (t) Any team, or manager, or individual, who approaches AFC Dunstable to set up a new team, or bring on an existing team into the club, shall without exception, appear before the vetting committee before his /her teams is accepted. Under no circumstances will the tacit agreement of any official, or any individual, be deemed sufficient authority.
- (u) Any player/coach/manager, who attends a Football Association coaching course booked after July 4th 2008, will pay the fee to The Bedfordshire Football Association. Once the course is completed the club will reimburse the fee. The club will cover the fee regarding 1st aid renewals/DRB's. The club expect a manager/coach who has qualified from any course to reimburse the club pro rata if they leave 24 months after completion.
- (v) All managers expenses sheets must be submitted on a maximum of 6 weeks.
- (w) Any member found using the name of AFC Dunstable on a social network site without the permission of the club will be warned of future conduct.

12. AFC DUNSTABLE (Adult)

CODE OF CONDUCT & RESPECT

When all new and existing members are a part AFC Dunstable they must adhere to the clubs code of conduct and constitution.

The code of conduct is put in place to raise the standard of trust and fairness within the club.

The code of conduct is presented to cover the four main parts of the club.

1. Committee Members
1. Managers
2. Players
3. Spectators

Each of the above adheres to the code of conduct and the club constitution.

The code of conduct will always be displayed either in the home dressing room or public notice board.

Any member of the club who infringes the code of conduct will be dealt with in the appropriate manner.

COMMITTEE MEMBERS

Each committee member will represent the club to best of their ability.

All committee members will attend meetings when called.

Any tasks set out by The Chairman, Vice Chairman or Secretary will be carried out.

Show respect to all players, managers and spectators.

On match days to carry out the clubs best intentions to visiting teams.

The expectations of the committee members are to promote the club to its full potential.

To have the safety of all concerned on match days and other club activities.

To treat everyone equally and fairly.

To abide by the rules of the club.

MANAGERS/COACHES

Managers/coaches will represent the club to their full potential.

Managers/coaches must adhere to all guidelines set down by the committee.

Managers/coaches must treat all players under their control equally and fairly.

Managers/coaches must always promote fair play to all players under their control.

Managers/coaches must always display high standards of appearances when representing the club.

Managers/coaches will abide by the rules of the game.

To develop a working relationship with all concerned.

Not to gain any financial reward for their duties.

To abide by the rules of the club.

PLAYERS

Make every effort to represent the team he/she plays for to the best of their ability.

Abide by the rules of the game.

Equally accept all results of the game.

Treat opponents with grace and fairness.

Do not use inappropriate language.

Have respect for the committee members and managers/coaches in charge of their team.

Show due respect with visiting teams spectators.

Resist any temptation to consume banned substances.

Do not take action to gain an unfair advantage.

To show respect to officials.

To abide by the rules of the club.

SPECTATORS

To represent the club to the best of their ability.

To show due respect to visiting spectators.

To show due respect to visiting teams.

To show due respect when visiting opponents venues.

Do not use inappropriate language.

Treat everyone equally and fairly.

To abide by the rules of the club.

CODE OF CONDUCT & RESPECT

(Managers, Coaches & Players at Youth & Junior Level)

When new and existing members are a part of AFC Dunstable (Youth & Junior Level) they must adhere to the clubs code of conduct and club constitution.

The code of conduct is put in place to raise the standard of trust and fairness within the club.

The code of conduct is presented to cover the four main parts of the club.

Each of the above adheres to the code of conduct and club constitution.

The code of conduct will always be displayed on the club website and issued to all parties on an annual basis.

Any member of the club who infringes the code of conduct will be dealt with in the appropriate manner by the disciplinary committee.

COMMITTEE MEMBERS

1. They will represent the club to best of their ability
2. All committee members will attend meetings when called.
3. Any tasks set out by The Chairman, Vice Chairman or Secretary will be carried out.
4. Show respect to all players, managers and spectators.
5. On match days to carry out the clubs best intentions to visiting teams.
6. The expectations of the committee members are to promote the club to its full potential.
7. To have the safety of all concerned on match days and other club activities.
8. To treat everyone equally and fair.
9. To abide by the rules of the club.

MANAGERS/COACHES

10. Managers/coaches will represent the club to their full potential.
11. Managers/coaches must adhere to all guidelines set down by the committee.
12. Managers/coaches must treat all players under their control equally and fairly.
13. Managers/coaches must always promote fair play to all players under their control.
14. Managers/coaches must always display high standards of appearances when representing the club.

15. Managers/coaches will abide by the rules of the game and show respect to match officials.
16. To have completed Level 1 FA coaching badge or higher.
17. To develop a working relationship with all concerned.
18. Not to gain any financial reward for their duties.
19. To abide by the rules of the club.
20. Do not use inappropriate language.
21. To attend the monthly managers meetings. If for any reason a manger is unable to attend then their nominated representative should attend on their behalf
22. To collect the membership fees agreed by the committee from all players, maintaining accurate records and handing the money/cheques and record sheet to the Treasurer by the due dates.
23. Managers are responsible for payment of all fines received in connection with the team they have been appointed to manage. Managers must pay the amount of the fine within 14 days of notification by the secretary. Managers have the right to ask the general committee to pay such fines that they feel is not directly their responsibility but the general committees decision is final. Any fines regarding players who have not paid within 14 days, will result in the players incurring a playing ban until paid.

PLAYERS

24. Make every effort to represent the team he/she plays for to the best of their ability.
25. Abide by the rules of the game.
26. Equally accept all results of the game.
27. Treat opponents with grace and fairness.
28. Do not use inappropriate language.
29. Have respect for the committee members and managers/coaches in charge of their team.
30. Show due respect with visiting teams spectators.
31. Resist any temptation to consume banned substances.
32. Do not take action to gain an unfair advantage.
33. To show respect to match officials.
34. To abide by the rules of the club.
35. To outlaw all kinds bullying & racism.

PARENTS / SPECTATORS

36. To encourage players at all times.
37. To represent the club to the best of their ability.
38. To show due respect to your teams management team
39. To show due respect to visiting spectators.
40. To show due respect to match officials.
41. To show due respect to visiting teams.
42. To show due respect when visiting opponents venues.
43. Do not use inappropriate language.
44. Treat everyone equally and fairly.
45. To abide by the rules of the club.
46. Do not use inappropriate behaviour at club events or when representing the club.
47. To pay the annual memberships by the due dates.