

# **Lawford Football Club**

## **Rules of the Club**



**Approved at the meeting of Trustees**

**21st May 2020**

**(Amended 19<sup>th</sup> May 2022)**

# Lawford Football Club Rules

## 1 Title

- 1.1 The Club shall be known as Lawford Football Club (hereinafter called the Club)

## 2 Constitution

- 2.1 As a Charitable Incorporated Organisation all powers associated with the Trustees will be in accordance with the Constitution. The Constitution is the governing document of the Club. A copy of the Constitution is available on the Club's website [www.lawfordfc.co.uk](http://www.lawfordfc.co.uk)

## 3 Affiliations

- 3.1 The Club and all encompassed sections shall be affiliated to The Essex County Football Association Ltd

## 4 Rules

- 4.1 The rules of the Football Association will apply whilst the Club is affiliated to that organisation either directly or through membership of any league.
- 4.2 Members of the Club shall adhere to and abide by **all** the Club's Rules, Policies and Procedures, which may be amended as necessary by the Trustees.
- 4.3 The Trustees shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- 4.4 It is the duty of each member of the Club to exercise his or her powers as a member of the Club in the way he or she decides in good faith would be most likely to further the purposes of the Club.

## 5 Membership

- 5.1 Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the relevant Club Secretary. Admission to membership shall be at the discretion of the Trustees. An appeal against refusal may be made to the Trustees in accordance with Section 9. (1) (b) (iv) of the Constitution.
- 5.2 Membership shall become effective upon an applicant's name being entered in the Club's Membership Register.
- 5.3 In the event of a member's resignation or cessation of membership, their name shall be removed from the Club's Membership Register.

- 5.4 The FA and Parent County Association shall be given access to the overall Membership Register on demand.
- 5.5 Membership will continue in accordance with Section 9. (4) (a) of the Constitution until the start of the following season when they should register again.

## **6 Annual Club Membership Fee**

- 6.1 An annual fee payable by each member shall be determined from time to time by the Trustees for each section and set at a level that will not pose a significant obstacle to participation. This will be confirmed or revised at the Annual General Meeting (“AGM”).
- 6.2 Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable unless expressly authorised by the Trustees.
- 6.3 The Trustees shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the overall objects of the Club.

## **7 Officers**

- 7.1 The Trustees shall appoint one of their number as Chair of Trustees. The Chair of Trustees will also be the Club Chairperson
- 7.2 The Trustees shall appoint following Officers: Club Treasurer; Senior Treasurer; Minutes Secretary; Club Welfare Officer and Secretary from each affiliated section.
- 7.3 Other Officer roles within the Club shall be: the Facilities & Construction Officer; Media Officer; Junior Football Development Officer; Senior Football Development Officer; Coffee Bar Manager; Bar Manager; Fundraising Officer; Fixture Secretary; Pitch Maintenance Coordinator.
- 7.4 Club Officers will be members of the Club. Trustees may also serve as Club Officers.
- 7.5 The Junior Football Development Officer; Senior Football Development Officer; Fundraising Officer; Bar Manager; Coffee Bar Manager and Pitch Maintenance Coordinator are authorised to appoint Sub Committees/Teams of Club Members to undertake their duties. The Sub Committees are responsible to the Trustees.
- 7.6 Each Club Officer shall be appointed at the first meeting of the Trustees following the Annual General Meeting (“AGM”) unless otherwise agreed by the Trustees.
- 7.7 Each Club Officer shall hold office from the date of appointment until the first meeting of the Trustees following the next AGM unless otherwise resolved at an earlier meeting of the Trustees.

- 7.8 One person should hold no more than two (2) positions of Club Officer at any time. The Trustees shall be responsible for the management of all the affairs of the Club.
- 7.9 The position of a Club Officer 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.

## **8 Meetings**

- 8.1 The Trustees shall meet on the third Thursday of every month.
- 8.2 The following Officers are required to attend the monthly meeting of Trustees: Club Treasurer; Senior Treasurer; Minutes Secretary; Club Welfare Officer and Secretary from each affiliated section.
- 8.3 The Trustees may also require other Officers to attend the monthly meeting of Trustees.
- 8.4 Decisions of the Trustees shall be entered into the Minute Book of the Club to be maintained by the Minutes Secretary

## **9 Club Teams**

- 9.1 The Trustees prior to 1 July each year shall appoint a Club member to be responsible for each of the Club's football teams unless otherwise agreed by the Trustees.
- 9.2 The appointed members shall be responsible for managing the affairs of the team. The appointed members shall be a member of the Football Development Sub Committee.
- 9.3 Each Club Manager shall hold office from the date of appointment until the first meeting of the Trustees following the next AGM unless otherwise resolved at an earlier meeting of the Trustees.

## **10 Finances**

- 10.1 A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chairperson, The Club Treasurer and one of the Club Section Treasurers. No sum shall be drawn from the Club Account except by cheque, signed, or automated bank payment, authorised by two designated signatories (other than by use of debit cards as authorised by the Trustees). All monies payable to the Club shall be received by the Club Treasurer and deposited in the Club Account.
- 10.2 The Club Property shall be applied only in furtherance of the objects of the Club.
- 10.3 The Trustees shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although the Club will not remunerate a

member for playing) and to any other person or persons for services rendered to the Club.

- 10.4 The Trustees may choose to delegate the authorisation of allowable discretionary expenditure subject to certain limits. The current limits agreed by the Trustees are -

Team managers £50  
Chair or Club Treasurer £250  
Chair and Club Treasurer £500

For the purchase of goods for resale in the main bar or tea bar: Club Treasurer or Senior Treasurer £800

- 10.5 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.

- 10.6 A copy of any Financial Statement shall, on demand, be forwarded to The FA.

- 10.7 The Financial year is from 1 June to 31 May.

## 11 Donations

- 11.1 Other than for relatively small one-off donations (through bucket collections and fund-raising activities), the Trustees will enquire the name and address of individuals and organisations that make donations to the Club.

- 11.2 For larger donations, the Trustees will undertake further steps to identify and verify the identity of the donor so they can assess any risks. These checks include understanding the activity of the donor organisation, the jurisdiction where the donor is based, checks with the Register of Charities and Companies House, and other publicly available sources of information.

- 11.3 The Trustees will consider any conditions attached to grants and donations. This includes donations that could be “tainted donations”. Where any Trustee or Club Officer has cause to believe that a donation could be tainted, the Chair or Club Treasurer should be informed immediately. The 3 conditions which must be met for a donation to be tainted are:

- i. the donation to the charity and arrangements entered into by the donor are connected;
- ii. the main purpose of entering into the arrangements is for the donor, or someone connected to the donor, to receive a financial advantage directly or indirectly from the charity; and
- iii. the donation isn't made by a qualifying charity-owned company or relevant housing provider linked with the charity to which the donation is made.

- 11.4 The Trustees will only accept conditional grants and donations on behalf of the Club where these are compatible with Club's objects, current priorities and planned activities and do not undermine the Club's independence.

11.5 In deciding whether to accept or refuse a donation, the Trustees will always consider the Club's best interests.

## **12 Grants**

12.1 The Club may choose to award small grants to individual members to support participation in courses that lead to FA Coaching and Referee qualifications. All requests for funding are subject to approval of the Trustees and must be compatible with the objects of the Club.

12.2 For coaching qualifications, the individual must be a member who is already assisting with coaching a Club team or committed to doing so.

12.3 For the Referee qualification the individual must be at least aged 14 years old and have been a member for a minimum of 12 months.

12.4 The Trustees will also consider commitment to the Club's objects and adherence to Club rules when assessing funding applications.

12.5 All grants are at the discretion of the Trustees.