








# GLENTANAR COMMUNITY FOOTBALL CLUB

## Constitution and Rules

26th July 2024

The following Document is approved by Glentinar Community Club Executives as follows:

### SIGNATURES

<b>Position</b>	<b>Chairperson</b>	<b>Signature</b>		<b>Date</b>	05 / 08 / 2024
		.....		.....	
<b>Position</b>	<b>Vice-Chairperson</b>	<b>Signature</b>		<b>Date</b>	05 / 08 / 2024
		.....		.....	
<b>Position</b>	<b>Secretary</b>	<b>Signature</b>		<b>Date</b>	05 / 08 / 2024
		.....		.....	
<b>Position</b>	<b>Development Officer</b>	<b>Signature</b>		<b>Date</b>	08 / 08 / 2024
		.....		.....	
<b>Position</b>	<b>Executive Committee Memeber</b>	<b>Signature</b>		<b>Date</b>	06 / 08 / 2024
		.....		.....	





# Glentnar Community Football Club

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## Mission Statement

*“To provide open and unbiased opportunities for youngsters in the local community to maximise their potential and encourage a lifelong participation in football.”*

### 1. Name and Colours

The Club shall be called Glentnar Community Football Club. The Club colours will be navy blue and yellow.

### 2. Aims and Objectives

To encourage participation in and enjoyment of association football

To develop the skills of all participating teams, players and officials

To develop lifestyle issues and the fitness of all participating players

To provide a positive, safe and competitive environment to play Developmental and Youth football

To provide as and when required, in conjunction with the National Development Plan, the Regional Development Plan and local leagues, educational courses covering player protection, football development, drugs awareness, dietary requirements, first aid or any other relevant education for all participating players and officials

To promote sportsmanship and fair play in young footballers, officials and parents irrespective of gender, race, religion or social status. The Club will fully endorse UEFA ‘A Game For All Charter’.

### 3. Membership of the Club:

The Club will provide membership opportunities for Developmental Football (ages 5 to 12) and Youth Football (ages 13 to 19). The membership opportunities will be dependant on capacity and waiting-lists will be used when appropriate. During the very early years, there may be in place a progressive membership scheme which will allow flexibility as the players and parents come to understand the commitments required by the Club (such as regular membership fees).



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Note: Although the Club goal is to have all age-groups represented, circumstances may dictate that there may be some restrictions e.g. availability of trained coaches.

The footballing format for the various age-groups will follow the recognised SFA Player Pathway.

During the Development stages, a policy of equal game-time will be applied wherever possible. However, as the players reach the Youth program, there will be a gradual transition into a selection criteria based on ability and attitude i.e. at U13, there will still be a strong focus on continued strategy of equal game-time but this will progressively reduce and at U19 level, it is expected that the team selection will be very much focussed on merit alone. During this competitive 11-a-side phase, the focus must change to winning and individual game-time will be at the discretion of the team coaches. In specific situations, a player may get less or no game-time depending on dynamics of the game. This strategy is adopted because it is recognised that the Club must be competitive with other clubs in order to attract the best players and that the players must be gradually prepared for the ruthless nature of the adult game. However, this strategy should not eclipse the overall Club goal of developing competent footballers.

As the players progress from U17 to U19, the aim is to have a balance of 17 and 18 year-old players in the team. This strategy allows for stability of the team whilst presenting reasonable chance of succession from U17 age-group. Although the exact squad composition is at the discretion of the head coach, the ethos should be to promote internal recruitment. This means that approximately 50% of the U17 age-group will progress to U19 with the Club.

**The ethos of the Club is to develop footballers and prepare them for continued involvement in the adult game at whatever level is appropriate. The goal is to help all players realise their maximum potential.**

The club will be in membership of the Scottish Youth FA and Scottish Womans Football Association as appropriate for the team.

The Club will be controlled and managed by a committee approved by the SYFA Executive Committee. This committee to be not less than two in number and at least one member of the committee should have current possession of a Scottish Football Association Coaching Certificate of relevant standard and a current First Aid Certificate or Sports Injuries Certificate or should obtain such certificates within six months from the Club's initial acceptance into membership. The names, addresses and dates of birth of such management committee to be submitted by the Club when seeking membership annually and any change in committee must be approved by the Club Committee.



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The club will have the required insurance cover as determined by the SYFA/SWF

All Officials and Players will undertake to uphold the constitution and rules of both the Club and the Scottish Youth FA/Scottish Womans FA

The club will fully implement all SYFA/SWF Player Protection Policies

Any official seeking membership of the club will complete an SYFA/SWF self declaration form and a disclosure application form before club membership is granted.

## 4. Player Registration

The Club will register players of ALL Club teams, whether Development or Youth, in accordance with ADJFA and SYFA/SWF player registration procedures.

## 5. Management

The management of the Club will be vested in an Executive Committee consisting of the Office Bearers, who will have one vote at any Club meeting. The Chairman will have the casting vote.

The Club officer bearers will consist of the Chairperson, Vice-Chairperson, Secretary, Development Officer and 1 executive committee member with voting rights

The Executive Committee can be supported by a number of non-executive committee members (number to be determined and the executive committee see fit), Club Treasurer and Club Child Wellbeing and Protection Officer.

The Executive Committee shall have the power to deal with as it sees fit any matters arising from the activities of the Club, all Club officials and all Club players.

Executive Committee meetings will be held at least once per month but the Chairperson shall have the power to convene meetings of the Executive Committee if and when required

If a vacancy occurs among the Executive Committee during the season, the Executive Committee shall appoint a new office bearer at the next Executive Meeting.

The agenda for all Executive Committee Meeting will be as agreed by the Committee. The Chairman shall send out a proposed agenda 1 week beforehand with a final agenda being issued no later than 48 hours prior to the meeting.



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The Club will hold an AGM on the last Sunday of May each year. All members will be invited to attend the AGM.

The Constitution may be added to or altered by a Resolution passed at an Annual General Meeting, or at a Special General Meeting duly convened for the purpose, and for the passing of which Resolution at least two-thirds of those present and entitled to vote have voted.

The Executive Committee shall have power to propose additions or alterations to the Constitution for consideration at the Annual General Meeting.

On a requisition signed by one more than half of the Executive Committee the Secretary shall convene a Special General Meeting.

All Club members must be given at least seven (7) days notice of a Special General Meeting. The agenda of any Special General Meeting will be restricted to the business notified only.

The Agenda for the Annual General Meeting is as follows:

1. Chairman's opening remarks
2. Apologies
3. Minutes of the previous meeting
4. Business arising from the previous minutes
5. Secretary's Report
6. Treasurers Report
7. Development Officer's report
8. Child Wellbeing and Protection Officer Report
9. Team Report
10. Changes to the Constitution & Rules.
11. Election of Office Bearers
12. Appointment of auditors
13. Any Other Competent business previously notified

## 6. Finance

The annual subscription and monthly fee's to the club shall be set annually for all players by the executive committee. The preferred method of payment of fee's shall be direct debit. Any alternative form of payment will incur an extra administration fee of 10%.



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The Treasurer will effect all money transactions and shall make financial statement at each Executive Committee meeting.

The Club will operate a common single bank account into which all funding shall be deposited and from which all Club expenditure shall be paid.

Coaches will and Officials will be responsible for depositing all monies into the Clubs Bank Account and notifying Club Treasurer as appropriate.

All outgoings on the Clubs bank account shall be signed by any TWO Executive Committee members.

The Treasurer shall make the Club bankbooks and all accounts available at meetings as required by the Committee members.

In the event of a new Treasurer being appointed before the AGM, the books must be audited before the appointment takes effect.

The Club will pay all League Fees, Affiliation Fees, Cup Entry Fees and Coach Development Fees out of the Clubs funds.

All expenses incurred by members of the Club attending to Club business shall be paid out of the Clubs funds. Each Team Head-Coach will hold and be accountable for a cash float, the amount of which will be set at the AGM, with reimbursement being made on production of a valid receipt/invoice unless prior approval by the Committee has been obtained. The cash float will be re-paid in full in the event of the coach leaving the Club.

An external auditor will be appointed at the AGM each year.

All equipment and monies raised using the name of the Club belongs to the Club. If the Club ceases to exist at any time all equipment and money held by the Club must be returned to the Secretary within seven days.

If upon the winding up or dissolution of the Club there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed amongst the members but shall be given or transferred to some other society, institution or organisation having objects similar to the objects of the Club and which shall prohibit the distribution of its income and property among its members to an extent at least as great as is imposed on the Club under or by virtue hereof, such a society, institution or organisation to be determined by the full members of the Club at or before the time of dissolution and if and so far as effect cannot be given to such provisions then to some charitable object.



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## Liability

No Executive Committee member shall be individually or collectively liable for a debt of the Club, unless that person was solely responsible for the debt being incurred.

No Executive Committee member shall be entitled to make any personal financial gain from the activities of the Club

## 7. Player Protection and Disclosure Applications

The Club on seeking membership of the SYFA/SWF must complete the official membership application form signing the declaration to enable all Club officials to be Disclosure checked. Any official who does not agree to complete a self declaration form and be Disclosure checked or in the opinion of the SYFA/SWF Player Protection Panel fails to attain membership of the SYFA/SWF will not be eligible for membership of the Club.

The Club will appoint a Child Wellbeing and Protection Officer. All Club members, players and player's parents will be advised of the Child Wellbeing and Protection Officer's contact details.

The Club and its officials agree and acknowledge that the SYFA Player Protection Policy plus all associated Policies and any amendments thereto shall be binding on the Club.

**ALL Club members including players, officials, spectators or parents must abide by the Club's Code of Conduct.**

## 8. Discipline

The Club, officials and players shall accept the disciplinary procedures adopted by the SYFA and other relevant Leagues or Associations.

The Club shall accept responsibility for the conduct and behaviour of all Club officials, players and other individuals associated with the Club.

All Club decisions will be subject to the right of appeal to the appeals committee of the SYFA.

## 9. Standing Orders



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All meetings shall be chaired by the Chairman, or on his absence, the Vice-Chairman or Secretary.

The agenda will be circulated prior to meetings by the Secretary. Only business identified to the Secretary in writing 36 hours before the meeting will be discussed.

Motions can be tabled under appropriate agenda items with the chairperson having the right to defer discussion of tabled motions.

Minutes of previous meetings will be prepared by the Secretary and circulated to members with the agenda for forthcoming meetings.

The quorum for Executive Committee meetings shall be fifty per cent of the members.

All matters not covered by this constitution will be covered by the constitution of the Scottish Youth FA.

This revised Constitution is adopted by the Executive Committee on the 5thMay, 2016.

## Revision History

Revision	Date	Details
001	01-Apr-2008	Initial Revision based on SFA Quality Mark template.
002	22-Mar-2010	Revised to more appropriately define the Club's direction after 2 years under the SFA Quality Mark process.
003	N/A	Draft release not fully endorsed
004	22-May-11	Updated to exclude U19's from Boys Club Constitution
005	18-May-12	Changed from Boys Club to Community Club Naming.
006	3-Sep-12	Updated to re-introduce U19's into Constitution and
007	22-Sep-15	Updated as per 2015 AGM Agreement as follows: Added Mission Statement, added information on Girls identity, increased participation to Age 5 +, adherence to Game For All Charter, responsibility of Coaches and Officials to bank funds.



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008	5-May-16	Amended cheque signatory details to allow ANY two Executive Committee members. Previously was Treasurer + one other.
009	30-May-21	Updated constitution as per review at AGM on 30 <sup>th</sup> May 2021. <ul style="list-style-type: none"> <li>- Added references to SWF</li> <li>- Amended committee to 5 executive members</li> <li>- Player Protection Officer now Child Wellbeing and Protection Officer</li> <li>- Chairman/Vice-Chairman now Chairperson and Vice-Chairperson</li> <li>- Added statement regarding none executive members</li> <li>- Amended statement for finances to all outgoings as now using internet banking</li> </ul>
010	04-Feb-22	Updated constitution as per review at AGM Sunday 29th May 2022 <ul style="list-style-type: none"> <li>- Updated Membership of club to mention 'sliding scale' for equal game time</li> <li>- Added Child Wellbeing and Protection Report to AGM Agenda</li> <li>- Added information on 10% fee for alternative payment methods</li> </ul>
011	26-Jul-24	Updated as per AGM 21st July 2024 <ul style="list-style-type: none"> <li>- Executive Committee Positions</li> <li>- Non- Executive Committee Positions</li> </ul>



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


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
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