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**1 NOMENCLATURE AND CONSTITUTION**

**(A**) This Club shall be designated Shield Academy.

All teams in the club will be affiliated to the Essex County Football Association.

(B) At the Annual General Meeting or an Extraordinary General Meeting called for the purpose, a majority of the delegates present shall have power to decide or adjust the compilation of the rules.

Note, each fully paid player or if under 16 their parent / guardian, is a delegate within the constitution.

(C) The FA and the Parent County Association reserve the right to challenge any requested or approved changes to the Club Rules.

**2 ANNUAL FEE, PLAYING FEE**

1. Applications by individual players for admission to this club must be made to the individual teams by completing their registration forms online. Team managers transfer this information to the FA Whole Game System.
2. In order to register players and teams for the coming season the management of the team must present all documentation required (inclusive of the league forms) and the team’s club registration fee (set out below).
3. Teams are able to set their own fees for the season. The club will charge a one off fee to register for the season. This fee is divisible by the members within a team.

1. The set fees for the 2023/24 season are as follows:

5 aside mini soccer: £500 (plus a £30.00 fine retainer, if not already paid).

Mini Soccer: £700 (plus a £30.00 fine retainer, if not already paid).

9v9 Football: £900 (plus a £30.00 fine retainer if not already paid).

11v11 Football: £1100 (plus a £30.00 fine retainer if not already paid).

1. The Annual Fee shall be determined by the executive committee. The playing Fee shall be deemed by the age group’s team management.

(D) A player/team shall not be deemed registered and therefore unable to participate in this club until the annual registration fee has been paid. unless prior approval is given by the executive committee.

1. For the purpose of these rules the player’s registration period is 1st June until 31st May the following year.
2. Each team will be required to pay an additional £30.00 fine retainer. The balance is refundable at the end of the season.
3. There is an additional membership fee of £20 per player, per season.

**3 ELECTED OFFICERS**

(A) The elected officers of the Club shall be the Chairperson, Vice Chairperson, Treasurer, Secretary, Fixtures Secretary, Child Welfare Officer, Social Secretary, Fundraising Officer, Football Development Officer, Disciplinary Officer, Grounds officer and communications officer. These roles are to be elected annually at the Annual General Meeting.

(B) All elected officers are entitled to one committee vote each on matters arising.

(D) The Executive Committee will aim to meet Monthly and keep a record of such meetings.

**4 MANAGEMENT, NOMINATION, ELECTION**

1. An Executive Committee comprised of the officers of the club and the Director of Football shall govern the club in accordance with the Rules and Regulations within this document.
2. Teams will be governed by elected representatives. They will also govern in accordance with the rules and regulations of this document.

(C) Retiring Officers shall be eligible to become candidates for re-election without nomination. All other candidates for election as Officers of the Executive Committee shall be nominated to the Secretary in writing, signed by 2 members, not later than 30th April in each year. Names of the candidates for election shall be circulated with the notice of the Annual General Meeting. In the event of there being no nomination in accordance with the foregoing for any office, nominations may be received at the Annual General Meeting

(D) The Executive Committee shall meet as least quarterly.

(E) Except where otherwise mentioned all communications shall be addressed to the Secretary who shall conduct the correspondence of the Club and keep a record of its proceedings.

**5 DIRECTOR OF FOOTBALL**

The coaching committee will be overseen by the Director of Football. The Director of Football will hold an ex-officio role within the club’s Executive Committee, and will be entitled to vote on all club matters. The Chairperson will act as secretary for any meeting held by the Director of Football within the club. The Chairperson will be non-voting. The Director of Football will be a recognised figurehead of the club.

The Director of Coaching will be responsible for:

1. The Direction of the club’s football philosophy.
2. The appointment of club coaches.
3. Assisting with short and long-term planning.
4. Assisting the coaches with CPD and resources and any other tasks as designated by the Executive Committee.
5. Acting as a fixtures secretary for the club.

**6 REMOVAL OF THE DIRECTOR OF FOOTBALL**

Should 51% of the club’s membership petition to remove the Director of Football, a meeting will be called of the Club’s Executive Committee. The Executive Committee will then be able to vote on the matter. The Director of Football will not be given the right to vote. Should the Director of Football be removed, an EGM will be called in order to either elect a new Director of Football, or abolish this role. Applicants to this role would be required to be nominated by at least 2 club members.

**7 POWERS OF EXECUTIVE COMMITTEE**

(A) The Executive Committee may appoint such other sub-committees as they may consider necessary and may delegate such of their powers, as they deem necessary to such committees. The decisions of all such committees shall be reported to the Executive Committee for ratification*.*

(B) Each Member of the Executive Committee shall have the right to attend and vote at all Executive Committee Meetings and have one vote thereat, but no Member shall be allowed to vote on any matters directly appertaining to such Member or the team so represented. This shall apply to the procedure of any sub-committee.

In the event of the voting being equal on any matter, the Chair shall have a second or casting vote.

(C) The Executive Committee shall have powers to apply, act upon and enforce the Rules of the Club and shall also have jurisdiction over all matters affecting the Club, including any not provided for in the Rules. Except where these Rules provide for the imposition of a set penalty any Official or Player alleged to be in breach of a Club Rule must be formally charged in writing and given the opportunity to present their case before the Executive Committee. All breaches of the Laws of the Game, Rules and Regulations of The Football Association shall be dealt with in accordance with FA Rules.

(D) Decisions of the Executive Committee must be notified in writing to those concerned within 7 days. All decisions of the Executive Committee shall be binding subject to the right of appeal to the Board of Appeal in accordance with Rule 13.

(E) Five members of the Executive Committee shall constitute a quorum for the transaction of business of the Executive Committee, and three members shall constitute a quorum for the transaction of business by any sub-committee of the Club.

(F) The Executive Committee, as it may deem necessary, shall have power to fill in an acting capacity, any vacancies that may occur amongst their number.

(G) A player having failed to comply with an order or instruction of the Executive Committee, or failing to satisfactorily attend to the business and/or the correspondence of the Club shall be liable to be fined or otherwise penalised at the discretion of the Executive Committee.

(H) All fines and charges shall be paid within 14 days of the date of posting of the written notification.

Clubs, Officials teams or individuals committing a breach of this Rule will incur such penalties as the Executive Committee may impose.

(I) Vote on the Dismissal of the Director of Coaching, such a vote being at the request of the Coaching Committee.

(J) All members must have and adhere to a code of conduct.

(K) In the exceptional circumstances where an AGM is delayed, the Director of Football has the power to re-appoint committee members for up to 3 months, until an agreed date, to create a temporary committee. The Director of football can also appoint new members to the committee, however their role will expire on the agreed date, unless voted in at an AGM or EGM.

**8 ANNUAL AND EXTRAORDINARY GENERAL MEETINGS**

(A) An AGM shall be held no later than the 31st December each year in order 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 the members of the Club Committee.

( iv) Appoint club Auditors.

(v) Alteration of Rules, if any (of which notice has been given).

(vi) 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 at their last known address written or electronic 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.

(E) Each Full Member player shall be empowered to send a delegate to an Annual General Meeting. Each player shall be entitled to one vote only*.* Not less than 14 days’ notice shall be given of any Meeting.

(F) Allvoting shall be conducted by a show of voting cards unless a ballot be demanded by at least 1/3 of the delegates qualified to vote or the Chair so decides.

(G) The quorum for a General Meeting shall be 5 members.

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 in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

(I) No individual shall be entitled to vote on behalf of more than one Full Member player unless the individual has advised and sent the secretary notice of a proxy at least 7 days in advance.

(J*)* Members of the Executive Committee shall be entitled to attend and vote at the AGM.

**9 CLUB TEAMS**

(A) Each team’s management is agreed by the club committee after the AGM.

(B) The appointed members shall be responsible for managing the affairs of the team.

(C) Teams will not be registered unless their registration fees are paid to the club.

(D) Any circumstances of issues in completing a payment within the designated time frame should be made in writing to the secretary. Only special circumstances may be accepted by the Committee.

(E) Any fined incurred by a player at the club is determined as a team fine. Teams may opt to charge the payer itself.

(F) Any fines incurred by the team are also determined as team fines.

(G) From the point of receiving notification of a fine, the team have 2 weeks to pay this. Failure to do so will see a full team suspension from fixtures until such point that the fine is paid.

**10 AGREEMENT TO BE SIGNED**

The Parent or Legal Guardian of each player shall complete and sign the following agreement, which shall be contained within their application pack.

" I , the Parent or Legal Guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

have been provided with a copy of the Rules and Regulations of the Club and do hereby agree for and on behalf of the said player, if elected or accepted into Membership, to conform to those Rules and Regulations and to accept, abide by and implement the decisions of the Executive Committee of the Club, subject to the right of appeal in accordance with Rule 13.

Signed -------------------------------------------------------------“

**11 QUALIFICATION OF PLAYERS**

(A) Contract players, as defined in Football Association Rules, are not permitted in this Club.

(B) A registered playing member of the Club is one who, being in all other respects eligible, has:

Signed a fully correctly completed players registration form in ink. The form accompanied with 2 passport-sized photographs shall be registered with the Club Secretary.

Give proof of age evidence to the secretary.

(C) The Executive Committee shall have power to refuse or cancel the registration of any player found guilty of undesirable conduct and to disqualify the player in question from participating in all games for the Club. (Subject Rule 13).

(D) Subject to The Football Association Rules dealing with players without a written contract, when a player desires a transfer, the player shall submit a transfer request to the Secretary. The player has responsibility to keep all matters updated. Should a player decide to transfer out of the club, they must return all items belonging to the club and fulfil all financial obligations.

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**12 PROTESTS AND APPEALS**

(A) All questions of eligibility, qualifications of players or interpretations of the Rules shall be referred to the Executive Committee.

(B) Any dispute occurring between players and the club shall be referred to the Executive Committee whose decision shall be binding upon all parties subject to Rule 13.

(C) All parties to a protest or complaint must be afforded an opportunity to make a statement when the protest or complaint is being heard and must have received 7days notice of the hearing, together with a copy of the submission. When dealing with a protest or complaint the Executive Committee shall take into consideration the possession by the protesting or complaining player of any information that, if properly used, might have avoided the protest or complaint.

**13 BOARD OF APPEAL**

Within 14 days of the posting of written notification of any decision of the Executive Committee the player against whom action is taken may appeal against such decision by lodging particulars in duplicate with the Secretary of the sanctioning Football Association, including a fee determined by the sanctioning association, for adjudication of a Board of Appeal. The grounds of appeal shall be in accordance with FA Rules. The Board of Appeal may order the appeal fee to be forfeited and shall decide by whom the costs of the appeal shall be borne. The decision of the Board of Appeal is final and binding on all parties concerned.

**14 EXCLUSION OF OFFICIALS,**

(A) At the Annual General Meeting, or at an Extraordinary General Meeting called for the purpose, in accordance with the provisions of the rules, the accredited delegates present shall have the power to exclude from further participation in the Club any Officer whose conduct has, in their opinion, been undesirable upon a majority of two-thirds of the votes cast. Voting on this point shall be conducted by ballot. An officer whose conduct is the subject of the vote being taken shall be excluded from voting.

(B) Any official proved guilty of misconduct shall be liable to expulsion or such penalty as a General Meeting may decide.

**15 TROPHIES: - LEGAL OWNERS**

(A) A Competition Cup or Trophy won by the club, except where individual trophies have been awarded, shall remain the property of the Club, unless otherwise stated in the competition rules.

**16 ALTERATIONS TO RULES**

Alterations shall be made to these Rules only at the Annual General Meeting or at an Extraordinary General Meeting specially convened for the purpose called in accordance with these rules. Note Changes to rules covering Divisional Coaches can only be made by the members. Any alteration made during the playing season to the Rule relating to the qualification of players shall not take effect until the following season.

Notice of proposed alterations to rules that are to be considered at the Annual General Meeting shall be submitted to the Secretary no more than 21 days prior to the AGM each year. The proposals and proposed amendments there to shall be circulated to club members with the notice of the Annual General Meeting. A proposal to change a Rule shall be carried if more than two thirds of those present and entitled to vote are in favour.

**17 FINANCE**

(A) The Executive Committee shall determine with which bank or other financial

Institution the funds of the Club will be lodged.

(B) All expenditure must be agreed by the Executive Committee if over £100. Cheques shall be signed by at least two officers nominated by the Executive Committee.

(C) The financial year of the Club will end on the 31st of May each year.

1. The accounts or a certified balance sheet of the Club shall be prepared and shall be audited annually by some suitable person(s) who shall be appointed at the Annual General Meeting.
2. All payments made to the club should be acknowledged by written receipt, or digital confirmation from the treasurer or other member/s of the Executive Committee.
3. All payments should be made by cheque or BACS payment with the exception of instances agreed by the Treasurer or other member of the Executive commitee.

**18 RULES OF SANCTIONING BODIES**

Players must make themselves aware of any rules not covered by the above imposed upon them by their sanctioning association. Copies of such rules can be acquired from the sanctioning association.

**19 DISSOLUTION**

1. A resolution to dissolve the Club shall only be proposed at a General

Meeting and shall be carried by a majority of at least three-quarters of

the members present.

1. 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 Club, a Competition, the Parent County Association or The FA for use by them for related community sports.