



# Jarvis Brook Juniors FC

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Club Rules  
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## **1 Name**

The club shall be called Jarvis Brook Juniors Football Club (the “Club”). Jarvis Brook Girls Football Club is fully incorporated as part of the Club.

## **2 Objects**

The objects of the Club shall be to provide facilities for and encourage participation in the game of Association Football for boys and girls between the ages of 5 and 18, to arrange matches and social activities for its members and community participation in the same. The Club shall endeavour to ensure that it maintains its status as a Charter Standard Club.

## **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 Regulations 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) The Club will also abide by the Club Policy Manual which shall include The FA’s Child Protection 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 playing 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 Membership Secretary.
- (b) Any person who wishes to be a playing member must apply on the 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. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in force from time to time. Membership shall become effective upon an applicant’s name being entered in the Membership Register.
- (c) In the event of a member’s resignation or expulsion, his or her name shall be removed from the Membership Register.
- (d) The FA and Parent County Association shall be given access to the Membership Register on demand.
- (e) All playing members within the Club will be deemed to be Junior Members of the Club. Junior members shall not be entitled to vote.

- (f) A Full Member of the Club shall be deemed to be any parent/guardian of a current playing member, or an elected Club Officer even if that Officer is not the parent/guardian of a current playing member.

## 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.
- (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.

## 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 Membership Secretary of his/her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned, unless otherwise agreed with the Membership Secretary.
- (b) The Club Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for them to remain a member. An appeal against such a decision may be made to the Club Committee in accordance with the *Complaints Procedure* in force from time to time.
- (c) A member who resigns or is expelled shall not be entitled to claim any, or a 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: Chairman, Treasurer, Secretary, Membership Secretary, Youth Soccer Secretary, Mini Soccer Secretary, Girls Soccer Secretary, Child Welfare Officer, Coach Co-ordinator and Fundraising Co-ordinator elected at an Annual General Meeting. The Club Committee shall at all times contain a minimum of 4 persons with Managerial/coaching responsibility/experience within the Club.
- (b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"). One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairman of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairman or in their absence the Secretary. The quorum for the transaction of business of the Club Committee shall be six.
- (c) Decisions of the Club Committee meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- (d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.

- (e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- (f) 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.
- (g) The position of a Club Officer shall be vacated if such 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.
- (h) The Club Committee shall have the power to appoint a sub-committee to meet on its behalf in respect of any specific matter. Except in cases where it is given full powers to act, a sub-committee shall report to the Club Committee and its decisions shall be subject to confirmation by the Club Committee.

## **9 Annual and Extraordinary General Meetings**

- (a) An AGM shall be held by the 15<sup>th</sup> June 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 the members of the Club Committee; and
  - (iv) consider any other business.
- (b) Nominations for election of members as Club Officers 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 14 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 14 days before the meeting. The existing Officers of the Club shall be eligible for re-election without formal nomination.
- (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) Each member shall be notified 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, but the non-receipt of such notice by any such member shall not invalidate the proceedings.
- (e) The quorum for a General Meeting shall be six.
- (f) The Chairman, or in their absence a member selected by the Club Committee, shall take the chair. Each Full Member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairman of the Meeting shall have a casting vote. In the event that

both parents/guardians of a Junior Member attend an AGM or EGM, then only one shall be entitled to vote. If they are representing two or more Junior Members of the Club then they shall both be entitled to one vote each.

- (g) 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.

## 10 Club Teams

At its first meeting following each AGM the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team.

## 11 Club Finances

- (a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be any four Club Officers. No sum shall be drawn from the Club Account unless authorised by two of the designated signatories. All monies payable to the Club shall be deposited in the Club Account.
- (b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.
- (c) 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.
- (d) 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 Finance Act 2002.
- (e) 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.
- (f) 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 years.
- (g) The Club shall prepare an annual "Financial Statement", in such format as shall 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 general meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.

## **12      Dissolution**

- (a) 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.
- (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 some other organisation or organisations having objects similar to the objects of the Club or to charitable purposes or to the Parent County Association or The FA for use by them for related community sports, as may be approved by the members of the Club at General Meeting.