



NORTHEND UNITED YOUTH FOOTBALL CLUB Established 2003

Constitution and Rules

1. Purpose

The purposes of Northend United Youth Football Club are to promote and provide facilities for the amateur sport of football in Ballymena and community participation in the same.

Football at youth level has now been recognised to be an integral part of football in Northern Ireland. It has also been recognised that younger ages should be taught the game in a more coherent, tolerant and organised manner.

The Northern Ireland Boys Football Association (NIBFA) has responsibility for the administration, education, development and discipline of the game at this level. As a result, there is need for the Club to put in place, a more structured constitution, a statement of which follows.

2. Name and Colours

The Club shall be called - **Northend United Youth Football Club**

The Club Colours shall be:-

Home Jersey – Royal Blue, Shorts - Blue, Socks - Royal Blue
Away Jersey – White, Shorts – Black, Socks – Black

3. Aims and Objectives

- To encourage, participation in and enjoyment of association football for the whole community, without discrimination.
- To provide facilities and to develop and promote participation in association football for all participating players and officials.
- To develop, lifestyle issues and the fitness of all participating players.
- To provide a positive, safe and non-competitive environment to play Mini Soccer football.
- The club will be organised on an amateur basis.

To provide as and when required, in conjunction the IFA Strategy for Youth Football, NIBFA and local leagues; educational courses covering player protection, football development, drug 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.

4. Membership of the Club

Club Membership – Development Football – from ages 5 years upwards

Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non discriminatory basis.

The Club may have different classes of membership and subscription on a non discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.

The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.

The club will be in membership of the Northern Ireland Boys Football Association.

The Club must be controlled and managed by a committee approved by the NIBFA Executive Committee. This committee will be not less than two in number and at least one member of the committee should have current possession of an Irish Football Association Coaching Certificate of relevant standard and a current First Aid Certificate or Sports Injuries Certificate or should obtain such certificates within twelve months from the club's initial acceptance into membership.

The names and addresses 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.

The club will have the required insurance cover as determined by the NIBFA. The Club will also fully implement all NIBFA Player Protection Policies.

It is incumbent of any Official seeking membership of the club to complete an NIBFA self declaration form and a Protection of Children and Vulnerable Adults (Access NI) form. Any proposed new members must appear before the Club Executive Committee for interview and be submitted for (Access NI) checks through the NIBFA before club membership is granted.

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 office bearers will consist of a minimum of Chairman, Secretary, Treasurer and Player Protection Officer. All office bearers will be elected annually at the Annual General Meeting.

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 on the 1st Tuesday of every month but the Secretary 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 Meetings will be as follows:

1. Chairman's opening remarks
2. Apologies
3. Minutes of the previous meeting
4. Matters arising from the previous minutes
5. Secretary's Report
6. Treasurers Report
7. Player Protection Officer Report
8. Club Development Officer Report
9. Team Reports
10. Any other competent business previously notified.

The Club will hold an AGM no later than 4th Saturday of August each year. Each member upon joining is entitled to a single vote at general meetings.

The Constitution may be added to or altered by a resolution passed at an Annual General Meeting, or at an Extraordinary 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 the 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 an Extraordinary General Meeting.

All club members must be given at least seven (7) days notice of an Extraordinary General Meeting. The agenda of any Extraordinary 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 AGM
4. Matters arising from those minutes
5. Secretary's Report
6. Treasurers Report
7. Development Officer's Report
8. Team Reports
9. Changes to Constitution and Rules
10. Election of Office Bearers
11. Appointment of Auditors
12. Any other competent business previously notified

6. Finance

An annual subscription to the club will be set annually for all players by the Executive Committee but will be affordable for all members of the community. This will be subject to an annual review.

The club is a non-profit making club and it must invest any surplus income or gains in the club's main objects.

The treasurer will effect all money transactions and shall make a financial statement at each Executive Committee meeting. All cheques drawn on the clubs bank account/s shall be signed by the Treasurer, and an Authorised Official.

The Treasurer shall make the Club bank books and all accounts available at every meeting. The Treasurer will be also responsible for depositing all monies into the clubs bank account/s.

Prior to any club purchase, expenditure must be approved by the Executive Committee.

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 and Cup Entry Fees from club funds.

Legitimate expenses incurred by members of the Club attending to club business shall be paid out of the clubs funds.

An independent 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 (7) days.

7. Property and Funds

The property and funds of the Club cannot be used for the direct or indirect private benefit of members or third parties and all surplus income or profits are reinvested in the club.

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

The Club may also in connection with the sports purposes of the Club:

- a) Sell and supply food, drink and related sports clothing and equipment;
- b) Employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
- c) Pay for reasonable hospitality for visiting teams and guests;
- d) Indemnify the 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 (but only to the extent of its assets).
- e) The Committee will have due regard to the law on disability discrimination and child protection.

8. Player Protection and Access NI Applications

The Club on seeking membership of NIBFA must complete the official membership application form signing the declaration to enable all club officials to have (Access NI) checks completed. Any official who does not agree to complete a self declaration for and have a (Access NI) check completed or in the opinion of the NIBFA Player Protection Panel fails to attain membership of the NIBFA will not be eligible for membership of the club.

The club will appoint a Player Protection Officer. All club members, players and player's parents to be advised of the Player Protection Officer's contact details.

The club and its officials agree and acknowledge that the NIBFA Player Protection Policy plus all associated policies and any amendments thereto shall be binding on the club.

All Club members including players, officials and parents must abide by the club's code of conduct.

The Club must ensure ALL club officials complete a (Access NI) application form plus an NIBFA self declaration form, submit them to the relevant League / Association Player Protection Officer who will on approval send them directly to the NIBFA Administration Officer together with any application fee.

The club must request (Access NI) forms plus NIBFA self declaration forms for all officials. Forms can be obtained from the Player Protection Officer of the League or Association.

The Club must make sure that ALL of its officials are fully conversant with the Club's Protection Policies and the NIBFA Player Protection Policy.

Clubs must make sure ALL of its officials are fully conversant with the Club's Constitution and Rules and the NIBFA Constitution and Rules.

The Club must protect **all** players and officials from **all** forms of abuse.

The Club must accept that all officials must report concerns in respect of any suspected abuse.

The Club is committed to eradicating bad practice.

The Club will implement all proposals or amendments in respect of player protection policies.

In cases of reported abuse, maintain total confidentiality. Information must only be shared on a need to know basis i.e. with people who need to know to ensure the child's health, welfare and development.

Note: All persons involved in grassroots football have responsibilities to report any suspected or alleged cases of abuse to the relevant Protection Officer. It is not the official's responsibility to decide whether or not a player has been abused.

9. Discipline

The Club, officials and players shall accept the disciplinary procedures adopted by the NIBFA 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 the subject to the right of appeals to the appeals committee of the NIBFA.

10. Appeal

A club, player or club representative may appeal to the League Appeals Committee against a decision of a league, association, club, General or Executive Committee affecting such club, player or representative. Such appeals shall be dispatched to the League Secretary by recorded or registered delivery and in duplicate within seven days of receipt of written notice of the decision of the league, association or club concerned. A deposit shall be lodged with each appeal. In the case of a player it shall be £25, and in the case of any other appellant it shall be £50. This deposit may be forfeited if the Appeals Committee so decides. The grounds of the appeal must be specifically stated and if the Appeals Committee considers an appeal frivolous or trivial, the appellant may be liable to a financial levy the scale of which shall be fixed annually by the Appeals Committee.

The decision against which any appeal is made will only be set aside when the appeal is received by the League Secretary and found to be in order and confirmation of such from League Secretary is received in writing by the parties concerned.

A club, player or club representative may appeal to the Appeals Board of the NIBFA against a decision of the Appeals Committee of a league, association, club, General or Executive Committee affecting such club, player or representative. Such appeals shall be dispatched to the NIBFA Administration Officer by recorded or registered delivery and in duplicate within seven days of receipt of written notice of the decision of the league, association or club concerned. A deposit shall be lodged with each appeal. In the case of a player it shall be £25, and in the case of any other appellant it shall be £50. This deposit may be forfeited if the Appeals Board so decides. The grounds of the appeal must be specifically stated and if the Appeals Board considers an appeal frivolous or trivial, the appellant may be liable to a financial levy the scale of which shall be fixed annually by the Appeals Board.

The decision against which any appeal is made will only be set aside when the appeal is received by the NIBFA Administration Officer and found to be in order and confirmation of such from NIBFA Administration Officer is received in writing by the parties concerned.

Appeals, which relate to any matter affecting the result of a cup-tie or which would interrupt the playing of a competition, shall not be entertained as per the Articles of Association of the Irish Football Association.

11. Winding Up

The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting. The Committee will then be responsible for the orderly winding up of the Club's affairs.

After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:

- a) to another Club with similar sports purposes which is a registered charity and/or
- b) to another Club with similar sports purposes which is a registered CASC and/or

- c) to the Club's governing body for use by them for related community sports.

12. Priority

Where there is any conflict between any of the above Rules ("key Rules") and any other rule or rules the key Rule(s) will take priority. Interpretation of all the Rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002.)

13. Standing Orders

All meetings shall be chaired by the appointed Chairperson or in his absence a Vice Chairperson or Secretary.

The agenda will be circulated prior to meetings by the Secretary. Only business identified to the Secretary in writing 72 hours before the meeting will be discussed.

Motions can be tabled under appropriate agenda items, the Chairman 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 3 of the registered Members.

This Constitution was adopted by the members on the 3rd day of January 2006.

Amendments to this Constitution were adopted by the members on the 6th day of December 2011.