Great Yarmouth Town FC

Foundation Documents Package

GYTFC-001 – Club Rules/Constitution
GYTFC-002 – Code of Conduct
GYTFC-003 – Social Media Conduct
GYTFC-004 – Disciplinary & Grievance Guidance
Great Yarmouth Town Football Club Rules/Constitution

Document Number: GYTFC-001

Revision Control

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1. **Name**
The club shall be called “Great Yarmouth Town Football Club”

2. **Club Mission Statement:**

“To be the most admired football club in Norfolk. The club will strive to play at the highest standard it possibly can and to provide as many sides as possible across all age groups for Adult and youth players. The Club will be a community hub with its responsibilities reaching out further than football delivery to supporting local schools, charities and people”

This is the combined mission statement for both the adult and youth section.

The Great Yarmouth Town FC Mission Statement is subject to annual review by the club’s committee to ensure applicability and will be held by the club secretary.

2.1 **Values:**
The club values as shown below will be displayed wherever possible at the football club to provide reemphasis of the clubs focus areas for all members to abide by through core behaviors. These values are common and shared between both the adult and youth section.

- **INTEGRITY**
- **DISCIPLINE**
- **RESPECT**
- **EFFORT**
- **AMBITION**

The Great Yarmouth Town FC list of values is subject to annual review by the club’s committee to ensure applicability and will be held by the club secretary.

2.2 **Code Of Conduct:**

The Great Yarmouth Town FC Code of Conduct (GYTFC-002) is subject to annual review by the club’s committee for applicability and will be held by the club secretary. All Great Yarmouth Town FC players, Team managers, Coaches and Committee members will sign to acknowledge the code of conduct and their intended adherence to it prior to the start of each season. Any breach of the code of conduct will be subject to review by the clubs committee who will make a case by case decision on any action required.

3. **Status of Rules**

These rules (the Club Rules) form a binding agreement between each member of Great Yarmouth Town FC. They must be agreed by a majority vote by the Club’s committee before being officially adopted.
4. **Rules & Regulations**

a) Great Yarmouth Town FC shall have the status of an affiliated member club of The Football Association by virtue of its affiliation to Norfolk County FA. The Rules and Regulations of The Football Association and Norfolk County FA shall be deemed to be incorporated into the rules.

b) No alteration to the club rules shall be affected without prior written approval by Norfolk County FA.

c) Great Yarmouth Town FC will also abide The FA’s Safeguarding Children Policies and Procedures, Respect Codes of Conduct, Equal Opportunities and Anti-Discrimination Policy.

5. **Club Membership**

a) The members of the club shall be those persons listed in the register of members; this shall be maintained by the club secretary.

b) Any person who wishes to be a member must apply on a membership application form and submit it to the club secretary. Election to membership shall be at the sole discretion of the club committee. Membership shall be 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 Norfolk County FA shall be given access to the membership register on request.

6. **Player Registrations & Subscriptions**

a) Each player registered for the club will register for each side/league/competition the club is eligible for.

b) All players registered for the under 18 youth side and eligible (over 16 years of age) to register for the senior (adult sides) must register for these sides.

c) Any unauthorized deviation from these rules will be considered to be serious and any future involvement in Great Yarmouth Town FC of all parties concerned will be considered by the clubs committee on a case by case basis. Authorized deviation in the best interest of the player may be consented by the 1st Team manager in consultation with the Operations manager.

d) Player subscription costs (signing on fee, match fees or both) will be decided on an annual basis by the club’s committee and communicated to the players.

e) All fees are required before registration is complete.
7. **Annual Membership Fee**

   a) An annual fee payable by each member shall be determined from time to time by the club committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.

   b) The club committee has the authority to levy further subscriptions from the members as are reasonably necessary to fulfill the objects of the club.

8. **Resignation and Expulsion**

   a) A member shall cease to be a member of Great Yarmouth Town FC if, and on the date of which, he/she gives notice to the Club Committee of their resignation.

   b) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the club for them to remain a member. Consideration and reference should be given to document GYTFC-004 (Disciplinary & Grievance Procedure) in these circumstances.

   c) A member who resigns or is expelled shall not be entitled to claim any of the club’s property.

9. **Club Committee**

   a) The Club Committee shall represent the adult section only. Whilst there will be representation from the Youth section on the adult committee and the same in reverse the Youth section will have its own committee and separate finances. The Adult section committee consist of the following club officers:

   - Chairperson
   - Vice Chairperson
   - Treasurer
   - Secretary
   - Operations Manager
   - Club Welfare Officer

   Other positions will be held by ‘Committee members’ up to the maximum allowable amount of 15 persons.

   The remaining committee positions will include but will not be limited to:

   - Chief Fundraiser
   - Commercial Manager
   - Bar Manager
   - Events coordinator
   - GYTFC Youth Representative
   - Match day coordinator
   - Strategy Advisor
The titles associated with the above committee positions may slightly vary to ensure they are fit for purpose. These will be subject to annual review by the committee.

The club secretary will hold a list of named committee members vs assigned titles for each season.

9.1 Honorary Positions:

The committee will also include Honorary Senior members of the club nominated and approved for special service to the football club in the following positions:

- President
- Vice President

These positions are to be held for the Life of the elected candidate unless they resign from the position themselves or become subject to contravening rule 8h of these rules. Any reelection of either of these positions can only be carried out at an AGM.

Note: The positions of President & Vice President are for an advisory capacity only which means they cannot cast a vote on committee decisions and are not part of the minimum required meeting attendees (quorum).

b) In the event any committee member may want to introduce a guest (non club member) at a club meeting they must get approval from the club committee via a request in writing to the Club secretary within 7 days of a planned meeting date. Any request for a guest to attend should include the following; ‘Name Of Guest’ and ‘Reason for guest attendance’.

The 1st Team Manager – is an exception to the guest rule 9.1b and is welcome to join Committee meetings on request. The 1st team manager should confirm to the club secretary their intention to attend any club committee meeting to ensure the intended business of the meeting will not be compromised by their attendance. In this case a committee representative would ask the manager not to attend.

c) In the event the attendance of a guest or Team Manager results in the maximum number of members which fifteen (15), being exceeded dispensation maybe given by the committee to allow this. All guests including the 1st Team Manager are not entitled to a vote on committee decisions.

d) Each Club Officer and Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may not hold any more than two positions of Club officer at any one time. The Club Committee shall be responsible for the management of all the Club affairs. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee Meeting. The Chairperson of the Club Committee meeting shall have the casting vote in the event of a tie. Meetings of the club committee shall be chaired by the Chairperson or in their absence the Vice Chairman. The quorum for the transaction of business of the club committee shall be three (not including honorary positions).
d) Decisions of the Club Committee of meetings shall be entered into the Club's minute book which will be maintained by the Club Secretary.

e) Any Member of the Club Committee may call a meeting of the Club Committee by giving no less than 7 days notice to all members of the Club Committee. The Club Committee shall hold no less than four meetings per year but should target 1 per month.

f) An out-going member of the Club Committee may be re-elected. A member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Committee members shall fill any vacancy on the Club Committee, which arises between Annual General Meetings.

g) In the Rules & Regulations of The Football Association and the Norfolk County FA to which Great Yarmouth Town FC is affiliated; the Club Committee shall have the power to decide all questions and disputes arising in respect of any issues concerning the Club rules.

h) The position of a Club Officer shall be considered via committee vote at an SGM 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. This is also true of any proven illegal or criminal activity. In the event the club has suspicions of illegal or criminal activity (unproven in a court of law) the committee has the power to implement a suspension from duty with the immediate effect for a period to be determined.

10. Annual and Special General Meeting

a) An Annual General Meeting (AGM) shall be held in each year to:
   1. Receive a report of the activities of the club over the previous year.
   2. Receive a report of the club's finances over the previous year.
   3. Elect the members of the Club Committee in the following order:

      - Chairperson
      - Vice Chairperson
      - Secretary
      - Treasurer
      - Operations Manager
      - Club Welfare officer

(all other committee members (non-officers) can be elected individually or if all willing to stand can be voted on block once named).

   4. Consider any other business.

b) Nominations for elections of members as Club Officers or as members of the Club Committee shall be made in writing by the proposer and seconder, both whom
must be existing members of the Club, to the Club Secretary no 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 no less than 14 days before the meeting.

c) A Special General Meeting (SGM) may be called at any time by the committee and shall be called within 14 days of the receipt by the Club Secretary of a requisition in writing stating the purposes for which the meeting is required, and the resolutions proposed. Business at an SGM may be any business transacted at an AGM.

d) The Secretary shall send to each member written notice of the date of a General Meeting together with resolutions to be proposed at least 7 days before the meeting.

e) The quorum for a General Meeting shall be five (not including honorary positions).

f) 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 a simple majority shall pass resolutions. In the event of an equality of votes the Chairperson of the meeting shall have the casting vote.

g) The Club Secretary, or in their absence a member of the Committee, shall enter minutes of General Meetings into the minute book of the Club.

10. At its first meeting following each AGM the club committee shall appoint a club member to be responsible for each of the clubs football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present a written report of the activities of the team(s) at club meetings.

11. **Club Finances**

a) A bank account shall be opened and maintained in the name of Great Yarmouth Town Football Club. Designated account signatories shall be the Chairperson, the Club Secretary and the Club Treasurer. No sum shall be drawn from the Club account except by cheque signed by two of the signatories. All monies payable to Great Yarmouth Town FC shall be received by the Treasurer and deposited into the Club account.

b) The income and assets of the Club shall be applied only in furtherance of the objects of the Club.

c) The Club Committee shall have the power to authorize the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.

d) The Club shall prepare an annual Financial Statement in accordance with the guidelines provided by the FA.
e) The Club Property, other than the Club account shall be vested in no less than two and no more than four custodians, one of whom shall be the treasurer (The Custodians), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the minute book shall be conclusive evidence of such decision.

f) The Custodians shall be appointed by the club in a General Meeting and shall hold office until death of resignation unless removed by resolution passed at a General Meeting.

g) On their removal or resignation, a custodian shall execute a conveyance in such form as in punished by the FA from time to time to a newly elected custodian or the existing custodians as directed by the Club Committee. On the death of a custodian, any Club property vested in them shall vest automatically in the surviving custodians. If there is only one surviving custodian, a Special General Meeting shall be convened as soon as possible to appoint another custodian.

h) The custodians shall be entitled to an indemnity out of the Club property for all expenses and other liabilities reasonably incurred by them carrying out their duties.

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 the parent Association who shall determine how the assets shall be utilized for the benefit of the game. Alternatively, such assets may be disposed of in such other manner as the members of the club with the consent of the parent Association shall determine.

13. Document Approval

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