



# DUNBAR UNITED COLTS

## Club Constitution, Rules & Guidelines



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## Club Constitution, Rules & Guidelines

### 1.0 CLUB MISSION STATEMENT

Since its inception in 1992, **DUNBAR UNITED COLTS** has been developed within the town of Dunbar. Over the years, membership of the Club has spread to youngsters from areas outside of Dunbar.

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

The Scottish Youth Football Association has now been handed the task of taking control of the administration, education, development and discipline of the game at this level.

As a result, there is a need for this Club to put in place, a more structured constitution, a statement of which follows.



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### 2.0 CLUB NAME

The Club shall be called DUNBAR UNITED COLTS FOOTBALL CLUB.



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### 3.0 AIMS & OBJECTIVES

- To encourage participation in and enjoyment of association football.
- To develop the skills of all participating players and officials.
- To develop the fitness of all participating players.
- To provide a safe, enjoyable, positive and non-competitive environment to play small sided football.
- To provide a safe, enjoyable, positive and competitive environment to play 11-a-side football.
- To provide as and when required, in conjunction with National Development Programmes, Regional Development Programmes and local leagues, educational courses covering 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.



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### 4.0 CLUB MEMBERSHIP

Membership of Dunbar United Colts shall be one of eight classes:

#### TEAM

Team Membership	Girls Soccer School	u5s to u13s
Team Membership	Dunbar United Colts Soccer School	u5s to u6s
Team Membership	Small sided football	u7s to u12s
Team Membership	11-a-side football	u13s to u20s and Adult Amateur

#### INDIVIDUAL

Player Membership	u7s to u20s and Adult Amateur
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- **Small Sided Football**

*Players should be registered using the Scottish Youth Football Association (SYFA)*

- **11-a-side Football**

*Players should be registered via the Scottish Youth Football Association (SYFA) or Scottish Amateur FA (SAFA)*

Adult Membership	<b>Club Official</b>	<i>ages 18 &amp; above</i>
Adult Membership	<b>Club Coach</b>	<i>ages 16 &amp; above</i>
Adult Membership	<b>Club Helper</b>	<i>ages 18 &amp; above</i>

All Club Coaches & Club Officials must be vetted via the SYFA player protection policy. A Club Helper is defined as someone who helps with the running of a team but does not have the potential for unsupervised access to children. A Club Helper could be the treasurer or secretary of a team and as such there is no requirement for this person to be vetted under the SYFA player protection policy. A person is a registered team helper if they have PVG through the SYFA and have completed the online child wellbeing course. A Coach can only be registered as such once he / she has completed Level 1.1 and 1.2 Coaching courses.

All Teams must be in membership of the Scottish Youth Football Association, and for the amateur teams the Scottish Amateur Football Association.

Each Team must be controlled and managed by a Committee approved by the 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 two years from the team's initial acceptance into membership. The names addresses and dates of birth of such a management committee must be submitted annually. The Club must approve any change in Committee.

As a condition of membership all Teams must have the required insurance cover as determined by the SYFA or SAFA

The Club colours shall be black and white home strips and blue away strips.

Member Teams must undertake to uphold the constitution and rules of DUNBAR UNITED COLTS F.C. and the Scottish Youth FA or Scottish Amateur FA.



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On acceptance into membership all Member Teams and all officials of said Team must give a written acceptance of the Club aims, objectives, expectations, rules and disciplinary procedures.

It is incumbent of any Coach, representative or supervisor to disclose to the Club Executive, any Criminal record held against such individual involved with the Club, particularly any actions, investigations or inquiries relating to Player Protection matters, whether founded or not. Any proposed new members must appear before the Executive Committee for interview and be submitted for SCRO Vetting through the SYFA before Club membership is granted. Membership approval is dependant on the proposed members suitability as per the SYFAs Player Protection Policy procedures. While the proposed members disclosure application is with the SYFA, he/she may not work unsupervised with children.



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### 5.0 CLUB MANAGEMENT

The Club shall be affiliated to the Scottish Youth Football Association and where we have an Amateur Team running this shall affiliate to the Scottish Amateur FA.

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.

Specific matters of policy not dealt with in this document are detailed in the Club Policy Statements document. All members must adhere to the statements within this document.

The Club Office Bearers will consist of the Chairman, Vice-Chairman, Secretary, Treasurer, Player Protection Officer and Club Growth and Development Officer. All Office Bearers shall be elected annually at the AGM.

The Executive Committee shall have the power to deal with as it sees fit any matters arising from the activities of the Club, all Member Teams and all Club Members. Executive Committee meetings will be held as and when required. The Secretary shall have the power to convene meetings of the Executive Committee if necessary.

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

General Committee meetings will be held monthly as advised by the Secretary. The Executive Committee shall have the power to convene General Committee meetings if and when required. All Executive Committee & General Committee Members must be given at least seven (7) days notice, of a General Meeting.

The General Committee will consist of the Executive Committee plus one representative from all Member Teams. Each Member Team present will have one vote at General Committee meetings.

The agenda for all General Committee Meetings will be as follows:

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

The Club will hold an AGM no later than 30th June each year. Only Executive and General Committee Members as defined in paragraphs 2 & 8 of the Club Management Section are eligible to vote at the AGM. The AGM is open to anyone interested in the running of the Club. All Executive Committee & General Committee Members must be given at least seven (7) days notice, of an Annual General Meeting.

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.

Notice from a Member Team of any proposed addition or alteration to the Constitution to be put forward for consideration at the Annual General Meeting must be sent by the proposer and seconder in separate letters or emails.





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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 General Committee the Secretary shall convene a Special General Meeting. All Executive Committee & General Committee 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. Matters arising from the previous minutes.
5. Treasurers Report.
6. Secretary's Report.
7. Development Officers Report.
8. Team Reports.
9. Election of Office Bearers.
10. Changes to the Constitution, Rules & Guidelines.
11. Any other competent business previously notified.

All Member Teams must have at least one representative at all Club meetings.



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### 6.0 DEVELOPMENT

Details of how the Club wishes to develop, both in terms of football and organisation, should be detailed in the Club Guide for Coaches and Volunteers. This document should be reviewed and updated regularly.

In order to facilitate a policy on football playing systems, training sessions involving drills and skills, for the development of officials and young players, it will be necessary for coaches to be united in the ethos of how DUNBAR UNITED COLTS wish to progress in the future. Coaches therefore, should take every opportunity to accept new ideas, to try and test them, to attend coaching sessions of other coaches who feel that he/she has something to offer. The Club Development Officer shall be responsible for the training and development of Club Coaches.



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### 7.0 FINANCE

The annual subscription to the Club shall be set annually for all Member Teams by the Executive Committee.

The Treasurer will effect all money transactions and shall make financial statement at each Executive Committee and General Committee meeting. All cheques drawn on the clubs bank accounts shall be signed by the Treasurer, and by either the Chairman or the Vice-Chairman.

The Treasurer shall make the Club bankbooks and all accounts available at every meeting.

Member Teams will submit on request or at regular meetings, income and expenditure information. This should be submitted on a standard form provided by the Treasurer or in a format approved by the Treasurer.

All possible expenditure from the main Club fund to be approved by the Executive Committee prior to purchase.

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

All expenses incurred by Members of the Club attending to Club business shall be paid out of the central fund. Receipts or vouchers must accompany all claims for expenses. The Chairman & Treasurer must approve expenses payments.

All equipment and monies raised using the name of the Club belongs to DUNBAR UNITED COLTS. All surplus income or profits are to be reinvested in the club. No surplus or assets will be distributed to members or third parties.

If a Member Team ceases to be a Member of the Club at any time all equipment held by that Team must be returned to the Club Secretary within seven days. A balance sheet, final bank statement and any surplus money must be provided to the treasurer 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 Association 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. (eg Another registered CASC, registered charity or the sports governing body). The decision to dissolve the Club shall be made at a Special General Meeting where a majority vote is required.



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### 8.0 LIABILITY

No Office Bearer, Executive Committee Member, General Committee Member, Club Official or Club 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 Office Bearer, Executive Committee Member, General Committee Member, Club Official or Club Member shall be entitled to gain any personal financial gain from the activities of the Club or Member Teams.

Authorised Office Bearers are given authority to bring legal proceedings in the name of the Club.



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### 9.0 PLAYER PROTECTION AND VETTING

The Club, on seeking membership of the SYFA, must complete the official membership application form, signing the declaration to enable all Club officials to be vetted. Any official who does not agree to be vetted or fails the vetting procedure will not be eligible for membership of the Club or the SYFA.

The Club MUST appoint at least one Child Wellbeing and Protection Officer. All Team players and player's parents to be advised of the official(s) responsible for Protection within the club plus his/her 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. This is detailed in the Club Policy Statements document.

The Club must ensure that they carry out relevant checks on ALL Club officials before they are offered membership of the Club e.g. all Club officials must prove their identification.

The Club must ensure ALL Club officials complete a Disclosure Scotland Vetting Form, submit it to the relevant SYFA Protection Officer who will on approval send it directly to the National Secretary complete with any vetting fee.

The Club must request Disclosure Scotland Vetting Forms for ALL officials from the local SYFA Protection Officer or the National Secretary.

The Club must make sure all of its officials are fully conversant with their club's Protection Policies and the SYFA Player Protection Policy and all associated Policies.

The Club must make sure all of its officials are fully conversant with their club's Constitution and Rules and the SYFA 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 must be committed to eradicating bad practice.

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

The Club, in cases of reported abuse, maintains 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.



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### 10.0 DISCIPLINE

All Member Teams, Officials and Players shall accept the disciplinary procedures adopted by the SYFA or the SAFA and other relevant Leagues or Associations.

The Club shall accept responsibility for the conduct and behaviour of all Member Teams, Officials, Players and other individuals associated with the Club.

The Member Teams shall agree to abide by the decisions of the Club Executive Committee.

The Chairman, Vice-Chairman, Secretary and two neutral Member Team representatives will be appointed by the Club for the purpose of dealing with any disciplinary matter by a Member Team, Official or Player. This group of Club Officials will be known as the Disciplinary Committee. All decisions made by this Committee will be final.



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### 11.0 STANDING ORDERS

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

The Secretary will circulate the agenda prior to all Club meetings. 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 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 all Club meetings shall be a minimum of five Club Officials.

All matters not covered by this constitution will be covered by the Constitution of the Scottish Youth Football Association.



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### 12.0 DOCUMENTATION

All matters relating to the running of Dunbar United Colts shall be held in the following documents;

- Club Constitution, Rules & Guidelines
- Club Guide for Coaches and Volunteers
- Club Policy Statements

All correspondence in the name of Dunbar United Colts must be done using the appropriate Club documentation. The Secretary shall provide a standard letter for use in such correspondence. Details of Club forms currently in use shall be described in the Club Policy Statements document. New forms shall be issued with the appropriate form reference – 'Form DUCFC/n', where 'n' is the issue number.





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### 13.0 SIGNATORIES

The following Member Teams & Executive Committee Members adopt this Constitution

Name: \_\_\_\_\_ Age Group / Position: \_\_\_\_\_

Name: \_\_\_\_\_ Age Group / Position: \_\_\_\_\_

Name: \_\_\_\_\_ Age Group / Position: \_\_\_\_\_

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