



KILMAURS THISTLE BOYS FOOTBALL CLUB

Club Constitution and Rules July 2004 (amended August 2006)

1. Club Mission Statement

Since its inception Kilmaurs Thistle Boys Football Club has been developed within the village of Kilmaurs to provide an open environment for players of all ages to have fun, be educated about football and play football in an open friendly environment. We encourage boys and girls from a young age to take up football and develop both mentally and physically from taking part in the sport and with being involved within the club

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.

2. Name

The Club shall be called Kilmaurs Thistle Boys Football Club

3. Aims and 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 positive, safe non-competitive environment to play developmental football.

To provide a positive, safe and competitive environment to play 7 and 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 player protection, 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.

4. Membership of Kilmaurs Thistle Boys Football Club

All teams must be in membership of the Scottish Youth FA.

All teams in membership 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 club's initial acceptance into membership. The names, addresses and dates of birth of such management committee to be submitted by the club when seeking membership annually and any change in committee must be approved by the Community Club.

As a condition of membership all clubs must have the required insurance cover as determined by the SYFA.

The Club colours shall be White and Blue / Red/ White

Member teams must undertake to uphold the constitution and rules of Kilmaurs Thistle and the league teams are registered with in conjunction with the Scottish Youth FA.

On acceptance into membership all Member teams and all officials of said club must give a written acceptance of the Community Club aims, objectives, expectations, rules and disciplinary procedures along with Kilmaurs Thistle constitutional policy

All member teams **MUST** have one representative at each quarterly meeting.

It is incumbent of any Coach, representative or supervisor to disclose to the Community Club Executive, any Criminal record held against such individual involved with the Club, particularly any actions, investigations or inquiries relating to Paedophilia matters, whether founded or not. Any proposed new members must appear before the Executive Committee for interview and approval before membership is granted.

5. Management

The management of the Community Club will be vested in the following

Chairperson
Vice Chair
Secretary
Treasurer
Player Protection Officer
Team Coach
Non-Parent member

All Committee members will hold a position for 3 years or until they decide Otherwise and thereafter positions must be rendered vacant and a voting process will then be undertaken for election. A committee member can be re-elected back onto committee to previous position to maintain Committee continuity and seamless transition if proposed and seconded at AGM to promote continuity

An AGM will be held annually (PRIOR TO SEASON COMMENCING) to discuss points of constitutional change and to discuss any matter relating to the club with regard finances, personnel changes, trips (Codes of Conduct)etc. All parents will be invited to the AGM

The committee shall have the power to deal with as it sees fit any matters arising from the activities of the Community club, all member teams, coaches and players.

General Committee meetings will be held quarterly as advised by the Secretary. The Committee shall have the power to convene general committee meeting if and when required.

The General Committee meetings will consist of all committee members if possible but a quorum of 4 of 7 committee members to deal with changes to constitution or decision making will be required. If decisions are unable to be

arrived at the chairperson will have the final say in any aspect with regard the team or club

The agenda for all General Meeting 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. General Secretary's Report
6. Treasurers Report.
8. Team Reports
9. Any Other Competent business previously notified

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.

On requisition by one more than half of the Committee the Secretary shall Convene a Special General Meeting.

All Club 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. Business arising from the previous minutes
5. General Secretary's Report
6. Treasurers Report
7. Development Secretary's report
8. Team Reports
9. Changes to the Constitution & Rules.
10. Election of Bearers
11. Appointment of auditors
12. Any Other Competent business previously notified

5. Football Development

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 KILMAURS THISTLE 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.

All coaches must be willing to attain or have attained the relevant coaching certificates with regard Youth Football in accordance with SYFA regulations. Any coaches wishing to participate must show a willingness to undertake the relevant programmes under direction of the other coaches.

Funding may be available for the relevant coaching certificates to be attended but will be at the discretion of the Committee. Coaches must have undertaken basic coaching certificate within 6 months of joining the club.

7. Finance

The weekly or monthly fees for the teams to the Community Club shall be set annually for all Member teams by the Committee. Fees agreed at £2 for outdoor training and increased to £3 for Winter or Indoor training. Small fee to cover costs of transport may be asked for during season (amended August 06).

The Treasurer will ultimately be responsible for the financial transactions with regard the teams and club in conjunction with the Chairperson and Secretary or any other nominated official.

All cheques drawn on the clubs bank accounts shall be signed by the Treasurer, and by either Chairperson and or the club Secretary

The Treasurer shall make the Community Club bankbooks and all accounts available at every meeting or as requested by parents or coaches

Member Clubs will submit on request or at regular meetings, income and expenditure sheets as provided by the Treasurer.

The Treasurer will provide Bank details and each team shall be responsible for depositing all monies as agreed by the Treasurer.

All possible expenditure to be approved by Committee prior to purchase if available. However coaches can request items pertaining to the running of their respective team to the amount of £300 without prior consent of the Committee but with the consent of the Club signatories if funds are available or a sponsor is involved or if a team through fund raising activities raises amount independently(amended June2007).

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 or part of each teams League Fees, Affiliation Fees and Cup Entry Fees from Central funds, only if said funds are available.

All expenses incurred by members of the Club attending to Community club Business shall be paid out of the central fund.

External auditors will be appointed at the AGM each year.

All equipment and monies raised using the name of the Club belongs to KILMAURS THISTLE. If a MEMBER TEAM ceases to be a member of the Community club at any time all equipment and money held by that club must be returned to the Community club Secretary within seven days.

If upon the winding up or dissolution of the Community 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.

8. Liability

No Committee member shall be individually or collectively liable for a debt of the Community Club, unless that person was solely responsible for the debt being incurred.

No Committee member shall be entitled to gain any personal financial gain from the activities of the Community Club or member club.

9. Child Protection and Vetting

The team 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.

All teams, including Community clubs, MUST appoint a Player Protection Officer or Contact Person for protection issues. All club members, players and player's parents to be advised of the official 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, Code of Good Conduct for SYFA Officials 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.

The clubs must ensure that they carry out relevant checks on ALL club officials before they are offered membership of the club e.g. identification - they are who they say they are

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.

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.

10. Formation of small group of parents that can assist in fund raising activities and Social activities as required by the Coaches or Committee members and/ or deal with issues that require to be dealt with in terms of football, coaching or general activities within the club itself.(Amended August 2006)

11. Discipline

All Member Clubs, officials and players shall accept the disciplinary procedures adopted by the SYFA and other relevant Leagues or Associations.

The Community Club shall accept responsibility for the conduct and behaviour of all member clubs, officials, players and other individuals associated with the Club.

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

Players will adhere to the disciplinary Code of Conduct set out by the Club which includes YELLOW and RED cards offences during training, games and other arranged activities.

Table 1

YELLOW Card-	Refused access to training or removal from training situation, playing situations included. May include being asked to not attend training or game for 1 week dependent of severity of misbehaviour
RED Card	- Automatic suspension from training, game for 2 weeks dependent on reason for RED card. Parent will be contacted by Committee member/ coach to explain rationale and times for exclusion.

Parent will be expected to adhere to Codes of Conduct during the season to support the Club ethos and to promote respect and team work throughout the teams in operation.

The SYFA (Scottish Youth Football Association) Code of Conduct must be adhered to at all times with regard to young football players. This Code is supplemented by the Kilmaurs Thistle Code of Conduct. (Included August 2006)

12. Standing Orders

All matters not covered by this constitution will be covered by the constitution of the Scottish Youth FA

This Constitution is adopted by the following Member Club and teams on the 17th June 2004 (AMENDED ON 27TH AUGUST 2006).

Member Club Officials

Name: **GARY CALDWELL** Age group: **UNDER 11** Club Reg No
 Designation **CHAIRPERSON/HEAD COACH**

Name: **DAVID RICHARDSON** Age group: **UNDER 10** Club Reg No
 Designation **VICE CHAIR/COACH**

Name: **ELLIS CALDWELL** Age group: **Kilmaurs Thistle** Club Reg No
 Designation **SECRETARY**

Name: **JOAN HENDERSON** Age group: **UNDER 10** Club Reg No
Designation **Treasurer**

Name: **GARY MALCOLM** Age group: **UNDER 10** Club Reg No
Designation: **COACH**

Name: **WALTER HENDERSON** Age group: **CLUB** Club Reg No
Designation **NON PARENT MEMBER**

Name: **COLIN SHEARER** Age group: Club Reg No
Designation: **PLAYER PROTECTION OFFICER**