

# Grantham Town Football Club

## Constitution And Rules

Please Note: the reference "he or his" applies to both male and female members for the purpose of these rules and for simple reference only.

### 1 Name

Grantham Town Football Club Limited.  
(Grantham Town Football Club Limited is a company limited by guarantee)  
Company Number - 00294783  
Northern Premier League  
Associate members of the FA  
Member of the Lincolnshire County FA

### 2 Address

South Kesteven Stadium  
Trent Road  
Grantham  
Lincoln  
NG31 7XQ

### Registered Office

South Kesteven Stadium  
Trent Road  
Grantham  
Lincoln  
NG31 7XQ

### 3 The Objectives and aims of the club;

**The objects and aims of the club and association football shall be**

- (i) The Football Club shall be run and affiliated to the Football Association via the Lincolnshire Football Association and any competitions the club participate in.
- (ii) The club shall conform to the laws of the game, and byelaws and rules as to professionalism, adopted by the Football Association and competitions the club participate in from time to time, and this shall be the primary concern of every club member.
- (iii) Seniors (Players over 16 years of age); To establish a successful playing team, by continuing to develop the skills and knowledge of the players to allow progression up the football pyramid.

To identify the requirements on and off the pitch to progress up the National League Structure.

- (iv) Youth Section (Players under 16 years of age); Our aim is to develop the individual players of the local community in areas of technical ability and understanding of the laws of association football, whilst developing all areas of their social skills.

The ultimate aim is to see all of the players progressing into professional football, if they don't reach those heights, then they stay with Grantham Town Football Club.

#### **4 Rules and Regulations**

(i) 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" Lincolnshire Football Association) and Competitions in which the Club participates, for the time being in force.

(ii) No alteration to the Club Rules shall be effective without prior written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.

(iii) The Club will also abide by The FA's Child Protection Policies and Procedures, Codes of Conduct and the Equality Policy as shall be in place from time to time.

#### **5 Classes Of Membership**

Classes of membership are namely:

(i) Directors and Officers of the Club.

(ii) Players, Volunteers and Social Members.

(iii) Life and Honorary members.

(iv) Temporary members.

#### **6 Board Of Directors**

(i) The control of the club shall be vested in a Board of Directors.

(ii) The Board of Directors shall follow the articles as set out in the Companies Memorandum and Articles of Association.

(iii) Directors shall be elected by the current Board of Directors with a simple majority vote.

#### **7 Club Officers**

(i) The Board of Directors shall appoint the officers of the club to ensure all areas of business shall be attended too.

(ii) The officers shall be;

Chairperson,

Vice Chairperson,

Treasurer,

Football Secretary,

Minutes Secretary,

Chartered Standard Co-ordinator,

Club Welfare Officer

And any General Officers as appointed by the Board of Directors.

(ii) Decisions of the Directors of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Minute Secretary.

(iii) Any member of the Directors may call a meeting of the Directors and Officers by giving not less than seven days' notice to the Board of the Directors and Officers. The Directors shall hold not less than four meetings a year.

(iv) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Board of Directors shall have the power to decide on all questions and disputes arising in respect of any issue concerning the Club Rules and complaints received under the club complaints procedure.

(v) The position of a Director or Officer shall be vacated if such a 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. Also any criminal or anti-social behaviour that brings the club into dispute can be asked to vacate their post.

(vi) The quorum for the transaction of business of the Club shall be 50% of the current Board of Directors.

## **8 Annual, Extraordinary and General Meetings**

(A) An Annual General Meeting (AGM) shall be held 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) Consider any other business the Board of Directors deem to be of importance.

(B) An Extraordinary General Meeting (EGM) may be called at any time by the Directors and shall be called within 21 days of the receipt by the Minutes Secretary of a requisition in writing, signed by not less than 50% of the Board of Directors 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.

(C) The Minutes Secretary shall send place a public notice of the date of a AGM or EGM together

with the resolutions to be proposed at least 14 days before the meeting.

(D) The Chairperson, or in their absence a member selected by the Directors, shall take the chair. Each Director present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

(E) The Minute Secretary, or in their absence a member of the Board of Directors, shall enter Minutes of all meetings into the Minute Book of the Club.

(F) The quorum for the for any meeting shall be 50% members of the Board of Directors and a simple majority of those present to pass any business transaction.

### **9 Chairperson - To be appointed by the Board of Directors and reviewed as and when required.**

The Board of Directors shall have responsibility for the overall running of the Club .

The Board of Directors are responsible for organising and appointing all types of Managers in their various roles within the club.

### **10 Treasurer - The Treasurer will be responsible to the Board of Directors.**

The Treasurer shall pay all monies received by the Club from any source whatever, without any deduction for any purpose whatever, to the credit of any account opened in the name of the Club by the Treasurer and in such a manner as the Directors may direct.

The Treasurer shall keep such accounts and pay such debts of the Club as the Directors shall direct and shall when required to do so, render to the Directors or at a General meeting, an account of any monies received and expended by him.

The Treasurer shall be entitled to appoint an assistant Treasurer with the approval of the Directors.

### **11 Football Secretary - The Football Secretary and any Assistant Secretaries will be responsible to the Board of Directors.**

The Football Secretary's role is that of Administrator to the Senior football side of the Club and to support the Assistant Secretaries and Junior sides Secretaries in their roles. The Football Secretary carries out or delegates all administrative duties that enable the Club and its members to function effectively.

### **12 Adjournment**

Any General Meetings duly constituted, may adjourn to such time as the members present direct, and may continue any such adjournment meeting which could not have been transacted at the original meeting.

### **13 Voting**

Each Director present is entitled to vote may also appoint a proxy to vote in his stead.

The details of the proxy voter must be notified to the Minutes Secretary not later than 24 hours prior

to the meeting. Such details must be supplied by the Directors in such form as may be required by the Minutes Secretary from time to time.

#### **14 Who May Vote**

Each Director shall have one vote only.

#### **15 Application And Investment Of Funds**

All monies received on account of the Club from any source shall in no case be distributed amongst the members but shall be applied towards carrying out the objectives of the Club and may be invested by the Directors in such ways as they may decide including:

(i) any securities

(ii) In the purchase of land or buildings or in the erection or alteration to a Club House, changing rooms, and various facilities

#### **16 Acquisition Of Land, Buildings And Borrowing Powers**

The Directors has the power to purchase, sell, acquire, take on lease, borrow and raise monies to improve the facilities of the Club.

Any securities needed for the actions described will be the responsibility of the Directors.

Any undertaking to raise money by loan, mortgage or overdraft should be made known at the Annual General Meeting if at all possible.

#### **17 Dissolution**

(i) A resolution to dissolve the Club shall only be proposed at an Annual General Meeting or Extraordinary General Meeting and shall be carried by a majority of at least three-quarters of the Directors present.

(ii) The dissolution shall take effect from the date of the resolution and the members of the Club Directors shall be responsible for the winding up of the assets and liabilities of the Club.

(iii) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another Club, a Competition, the Parent County Association or The FA for use by them for related community sports.

## **Grantham Town Drugs Policy**

Grantham Town do not tolerate the use of drugs under no circumstances. If anyone is found in the possession of illegal drugs or under the influence of illegal drugs whilst conducting any activity for or on behalf of Grantham Town then disciplinary procedures will be commenced. If any member of Grantham Town believe that any drugs activities are taking place it is their responsibility to report this to a member of Grantham Town Management.

## **Grantham Town Social Media Policy**

Grantham Town does not use social networking as a means of communicating with club members, however it is used as a general medium to give general news of what is happening within the club. Therefore, all team communication should be done via the club's website [www.granthamtownfc.com](http://www.granthamtownfc.com) and specific team information can be found under that team's section.

Although the club accepts that adults and young people are increasingly using social networking sites to interact with each other and as a communication tool it offers many benefits to the club, but we also recognise that it raises a number of safeguarding concerns.

Primarily, the potential risks to young people include cyber-bullying, grooming and potential abuse by online predators and exposure to inappropriate content.

The club has adopted the following policy in relation to managers, coaches and other adult volunteers in a position of trust and responsibility and promotes the following guidelines for club members.

### **Policy for Managers, Coaches and other Adult Volunteers**

1. Adult club officials will not use social networking sites as a means of communicating with players.
2. An adult club official who receives a request from a junior club member (under the age of 18) to become a "named" friend where the purpose of contact is football related will decline the request.
3. Where club officials make use of social networking sites they will not criticise or abuse other club officials, club members or other clubs, their officials or players. If the club becomes aware of such conduct, then disciplinary measures will be taken.

### **Guidelines for club members who use social networking sites**

1. Do not make a request to your coach or manager to be your social networking site friend if you're under 18 years of age.
2. Never make any comment or post/send a picture or video that may be hurtful, upsetting or untrue. Always think very carefully before posting comments or pictures as you may regret an action taken in the heat of the moment.
3. Do not post/send photos of other club members taken in connection with club activities as it may breach the club's policy on photographs and video.
4. Abide by the terms and conditions of your service provider. The terms of service usually tell you what is and are not acceptable behaviour and how you can contact them if you have a complaint or a concern. If in doubt speak with the Club Welfare Officer.

## **Grantham Town Complaint Procedure**

In the event that any member feels that he or she has suffered discrimination in any way or that the Club Policies, Rules or Code of Conduct have been broken, they should follow the procedures below:

### **1 They should report the matter to the Club Secretary or Club welfare Officer**

The report should include:

- i. Details of what, when and where the occurrence took place
- ii. Any witness statement and names
- iii. Names of any others who have been treated in a similar way
- iv. Details of any former complaints made about the incident, date, when and to whom made
- v. A preference for a solution to the incident.

**2 The Club's Management Committee will sit for any hearings that are requested.**

**3 The Club's Management Committee will have the power to:**

- i. Warn as to future conduct
- ii. Suspend from membership
- iii. Remove from membership any person found to have broken the Club's Policies or Codes of Conduct.

In the event of a complaint arising involving any Grantham Town Youth team then the complaint should be forwarded to the Child Welfare Officer.