



RUNCORN SAXONS FC



ACCREDITED
PART OF ENGLAND FOOTBALL

**Club Chairman**

Paul Smith
M: 07305929895
E: Chairman@RSFC.co.uk

Club Secretary

Alida Lloyd
M: 07813009153
E: Secretary@RSFC.co.uk

Club Treasurer

Esther Smith
M: 07889 022769
E: Treasurer@RSFC.co.uk

Club Welfare Officer

Rebecca Heath
M: 07960169124
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Commercial

Si Newby
M: 07545009892
E: Enquiries@RSFC.co.uk

Club Development Team – E: Dev@RSFC.co.uk Ciaran Clotworthy M: 07876752868 / Stuart Graham M: 07903950318

Club Constitution

1. Name:

The Club shall be called Runcorn Saxons Football Club, hereinafter referred to as the Club.

2. Objectives:

- a) The main purposes of the club are to provide facilities for and to promote participation in the amateur sport of football
- b) To provide 'Open Membership' Association Football for adult and young people irrespective of age, gender, religion or ability thus making a positive impact in our local community
- c) To promote and maintain friendly and social activities for Club members and others connected with the Club
- d) To provide quality, fun and safe sports opportunities for our members
- e) To create a community focused organisation accessible by all aspects of the community
- f) To help individuals realise their potential, develop their personal and team skills and confidence
- g) To educate young people to make informed healthy life style choices
- h) To support the improvement and performance of players, coaches and volunteers within the club to the highest level possible
- i) To encourage adults and young people within our community to participate in grassroots football

3. Management:

The Club shall be managed by a Committee, and as a minimum will comprise of:

- a) Chairman
- b) Club Welfare Officer
- c) Secretary
- d) Club Treasurer
- e) Club Development Officer

The Officers and members of the Committee shall be elected at the AGM.

Each Officer will serve for one year with their position being open for re-assignment at the AGM with the relevant applications or nominations.

The committee can allow for extra officers to be nominated and co-opted at anytime during the term.

Team managers and assistant managers shall be elected annually and must be proposed and seconded at the AGM. The Committee will meet once per calendar quarter or as deemed necessary.

4. Annual General Meeting:

The AGM will take place within four weeks of the close of the Football League season. The Committee will set the date of the AGM Twenty-eight days notice of the date of the meeting will be given. The Treasurer will present a full statement of the Club finances.



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5. Extraordinary General Meeting:

An EGM will be called by the Secretary within twenty-eight days after the receipt of a notice of request signed by either ten or more team managers or by four or more of the Committee.

6. Alterations and Amendments:

Alterations and amendments to the constitution or rules shall only be made at the AGM Notice of proposed alterations or amendments to be considered at the AGM shall be submitted to the Secretary no later than thirty days prior to the date of the AGM and such proposals will be published with notice of the AGM.

7. Disbandment of the Club:

In the event of the Club being disbanded the Secretary will call a Special General Meeting in order to discuss the disbandment and dissolution of Club funds, property and assets. Fourteen days notice to be given of any such meeting.

A resolution to dissolve the Club shall only be proposed at a Special General Meeting and shall be carried by the majority of at least three-quarters of the members present.

8. Dissolution:

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.

Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to a local youth organisation related to community sports. The youth organisation will be voted for and decided by the committee.

9. Finance:

The Clubs financial year runs from August 1st -31st July - The Committee shall authorise any cheque, online or debit card payments that are agreed by at least two of it's officers, one of which must be the Treasurer. Electronic payment transfers, online and debit card payments will also be authorised by the committee.

10. Membership, Sign on and Subscription fees:

Membership of the club shall be open to anyone interested in the sport on application as long as there are unoccupied membership places available, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs, except as a necessary consequence of requirements of football.

Each member will pay a club signing on fee and this sum will be fixed by the treasurer at the AGM.

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

Subscriptions will be payable on an annual subscription paid electronically via a Committee approved electronic payment facility, bank standing order or electronic transfer on a monthly basis over and this sum and payment period will be fixed by the treasurer at the AGM.



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11. Rules and Regulations:

The Club shall have the status of an Affiliated Member Club of the Football Association by virtue of its affiliation to/membership of the English Football Association.

The Rules and Regulations of the Football Association Limited and parent County Association and any league or competition to which the club is affiliated for the time being shall be deemed to be incorporated into the club rules. The club will also abide by the Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

Club Rules

1. Colours:

The Club home colours will be:

Maroon and White hooped shirts, Maroon and White shorts and Maroon and White socks

The Club away / training colours will be:

Lime Green shirts, Black shorts and Black socks

2. Teams:

A manager and an assistant will manage each team.

At its first meeting following each AGM, the Club Committee shall appoint a Club member to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee at its last meeting prior to an AGM a written report of the activities of the team.

3. Managers and Coaches:

The manager and any assistant coaches will be over sixteen years of age. Managers or a designated parent will be responsible for managing a cash referee float. In the event of a manager resigning he or she shall be held responsible for all assets and monies held in the name of the team.

4. Players:

Each player will be a paid up member of the Club. In the event of misconduct of a player whilst representing the Club they shall be liable to such action as deemed necessary by their manager and/or the Committee. Players and parents are responsible for reimbursing the Club for any County FA disciplinary fines.



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5. Committee:

- a) The Property and assets of the Club shall be vested in the Committee. Minutes shall be kept and approved by the Committee. A quorum for meetings shall be four members
- b) The Committee shall have full authority for the enforcement of all Club rules
- c) The Committee will have the power to suspend or expel any member and their parent or guardian deemed guilty of breaking any of the Clubs standards of behaviour rules detailed in all Club Codes of Conduct documentation. This is to ensure a positive football environment for all and preserve the good name of the Club
- d) The Committee shall have the power to appoint such sub-committees as may from time to time be deemed necessary and shall receive reports from such sub-committees for the final sanction
- e) In the event of any Committee member resigning mid-season the Committee shall have the power to co-opt and fill such vacancies as may arise in its constitution
- f) If a Committee member is unable to attend a meeting, due notice must be given to the Lead Secretary. Any Committee member who does not attend two consecutive Committee meetings without reason shall be called before the Committee to explain him or herself and the Committee shall have the power to take any action deemed necessary

6. Committee Roles & Responsibilities:

Chairman:

The Runcorn Saxons FC Club Chairman will sit above and oversee the Club. He or she will be responsible for initiating or assisting as required in the furtherance of the Club. He or she shall have the casting vote when votes counted are evenly split.

Secretary:

Responsible for all of the administration of the Club. They will ensure that all Club assets are covered by the necessary insurance, the Club is insured for public liability and all League and County FA Affiliation administration is in order – WGS etc.

Treasurer:

To be responsible for the accounts and finances of the Club and to keep such bank account as required by the Committee. Produce a forecasted season budget to set Club fees and to present income and expenditure reports to committee and provide a balance of the accounts at the end of each financial year.

These accounts will be presented at the AGM. To supply to any person having reasonable cause any statement of account as required by the rules of County FA affiliation rules with which the Club is registered.

Club Welfare Officer:

To co-ordinate child protection and welfare policies within the club and administer & maintain all volunteer DBS compliance and, ensure coaches have in date FA Safeguarding and 1st Aid certification via WGS.

Committee members are not limited to the above roles and responsibilities



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7. Resignations

Should at any time during their period of office an Officer of the Club resign, that position will be filled by that Officer's deputy or any other Officer agreed by the Committee for the remainder of the resignee's term of office.

A co-opted person agreed by the Committee will fill any vacancy remaining. This includes team managers and assistant coaches.

8. Equipment:

All purchases of equipment will be at the discretion of the Committee and in the case of negotiated sponsorship the kit may be ordered by the team manager via the Clubs Supplier Co-Ordinator with the agreement of the sponsor and Committee. The sponsor paying such monies to the treasurer for settlement of account or directly to the supplier.

9. Finance:

- a) A bank account shall be opened and maintained in the name of the Club (the "Club Account")
- b) Two designated account signatories shall be the Club Treasurer and one other Officer of the Club
- c) No sum shall be drawn from the Club Account without the knowledge of both bank signatories, any cheque, online or debit card payments must be agreed by at least two of its officers, one of which must be the Treasurer cheques should be signed by both designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account or be sent electronically direct to the account and referenced
- d) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceedings arising from the sale of Club Property to members is prohibited
- e) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for Committee agreed services rendered to the Club
- f) 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. All accounts and invoices received on behalf of the Club will be passed to the Treasurer for payment
- g) All monies received by the Treasurer will be recorded and paid into the Club bank account
- h) A referee cash float will be given via a direct bank transfer to each team. The manager or a designated team representative will be responsible for recording ref fees and requesting float top ups from the treasurer

10. Non-Executive Persons (NEPs):

The Committee can appoint agreed non-executive persons to the Committee. NEPs will not engage in the day-to-day running of the Club and will act as independent counsellor, can be involved in disputes, policymaking and planning exercises or as advisors on any matter as deemed necessary by the Committee.

Non-executive persons shall have full Committee voting rights.



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11. Co-opted Persons:

The Committee may co-opt such persons to the Committee to act, as advisors on any specific matters as deemed necessary. The co-opted persons shall have no voting rights.

Rev 1 29/1/25

Review Date 29/1/27