



Leighton United Football Club

CLUB RULES

JANUARY 2023 EDITION

1. Name

- 1.1 The club shall be called Leighton United Football Club (the 'Club').

2. Objects of the Club

- 2.1 To provide facilities, promote the game of Association Football, to arrange matches and social activities for members and community participation in the same.
- 2.2 Be an Affiliated Member Club of the Football Association (FA) by virtue of affiliation/membership of The Football Association.
- 2.3 To maintain Football Association England Football Accredited status.
- 2.4 Be organised as a self-funding, not for profit, voluntary organisation.
- 2.5 Implement an 'Investment in Youth' policy whereby all proceeds and activities are focused on the continuing development and enjoyment of football.

3. Status of Rules

- 3.1 These rules (the "Club Rules") are based on relevant parts of the suggested club rules for FA England Football Accreditation.
- 3.2 The rules form a binding agreement between each member of the Club.
- 3.3 In effect these rules are also the club constitution.

4. Rules and Regulations

- 4.1 Officials of the Club (including Coaches and Team Managers) shall 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

and Competitions in which the Club participates, for the time being in force. Rules and Regulations include FA codes of conduct.

- 4.2 Fundamental changes to the Club Rules will be subject to agreement either at the next annual general meeting or as exceptionally determined by the Management Committee due to urgency.
- 4.3 A list of club policies, procedures and codes of conduct is appended.
- 4.4 Minor changes and basic updating of the Club Rules, club policies and procedures may be done by a designated member(s) of the Management Committee (e.g. the Chairperson), approved by the Management Committee and in consultation with other Management Committee members.
- 4.5 The Club will comply with the FA's Child Protection Policies and Procedures; FA Codes of Conduct and the FA Equality Policy as shall be in place from time to time.

5. Club Membership

- 5.1 The Members of the Club shall be the current Management Committee, current lead Team Managers/Coaches registered with the Football Association (FA) and listed on the FA Whole Game System (WGS) and current team administrators (where appointed).
- 5.2 Volunteers to be Club officials are sourced from the local community who have relevant expertise, knowledge, competence and experience.
- 5.3 Lead Team Managers/Coaches must have the requisite qualifications specified by The FA for the relevant level of England Football Accreditation achieved by the Club.
- 5.4 Members are entitled to vote at Club annual and extraordinary general meetings.
- 5.5 Membership does not include any entitlement to a share of Club assets, proceeds or profits or any other financial benefits.

Club property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club property to members is prohibited.

- 5.6 Membership will be at the discretion of the Management Committee and granted in compliance with the anti-discrimination and equality policies which are in place from time to time. The Management Committee's decision is final and there is no route of appeal.

- 5.7 The Management Committee shall have the power to expel a member when it has been determined:
- It would not be in the interests of the Club for them to remain as a member.
 - A sufficiently serious breach of club rules, policies, procedures or codes of conduct has occurred.
 - Actions by a member have brought the Club into disrepute.
- 5.8 A member who resigns or is expelled is not entitled to claim any, or a share of any, of the income and assets of the Club (the "Club Property").
- 5.9 The Management Committee is empowered to authorise the payment of reasonable expenses to any member of the Club and to any other person or persons for goods or services supplied to the Club.
- 5.10 The Club implements an open player recruitment policy with players drawn from across the local community. Players registered with the Club and listed on the FA Whole Game System will in effect be associate members of the Club with no voting rights. Associate membership is dependent on annual playing fees being paid in full or on terms agreed by the Club.
- 5.11 The Club will not remunerate players for playing.

6. Playing Fees/Donations

- 6.1 The Club is registered as a Community Amateur Sports Club (CASC) with HM Revenue & Customs (HMRC) and thereby qualifies for tax relief repayments under the Gift Aid scheme.
- 6.2 Playing fees for each football season will be determined by the Management Committee and subsequently ratified at the next Club annual general meeting. Fees will be set at a level that should not pose a significant obstacle to community participation.
- 6.3 The payment of playing fees is for opportunities to play football. They do not entitle those making payments to have any say in how the Club is run.
- 6.4 All playing fees, or a payment plan must be received in accordance with the current playing fees policy (reviewed annually).
A no payment – no play policy is implemented.
- 6.5 Donations should be sent to the Treasurer and deposited into Club accounts.

7. Finances

- 7.1 The Club's financial year runs from 1 June to 31 May.

- 7.2 A rolling forward financial budget plan will be maintained.
- 7.3 Bank accounts shall be opened and maintained in the name of the Club, as recommended by the Treasurer and agreed by the Management Committee. Designated account signatories will be determined by the Management Committee. Sums drawn from Club accounts by cheques must be signed by two of the designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited into Club accounts.
- 7.4 The Treasurer is empowered to transfer monies between accounts as considered necessary or beneficial.
- 7.5 The Management Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for goods or services rendered to the Club.
- 7.6 The Club will not remunerate members for playing.
- 7.7 Club officials will not be salaried.
- 7.8 The Club may provide sporting and related social facilities, sporting equipment, coaching courses, insurance cover, medical facilities and treatment, away match expenses, pre- and post-match refreshments, and other ordinary benefits of Community Amateur Sports Clubs ('CASCs') as provided for in the Finance Act 2002.
- 7.9 The Club may also in connection with the sporting purposes of the Club:
- Sell and supply food, drink and related sports clothing and equipment.
 - Employ members (although not for playing) and remunerate them for providing goods and services, on fair terms, as agreed by the Management Committee.
 - Indemnify the Management Committee and Club members acting properly in the course of running the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).
 - Pay reasonable hospitality for visiting teams and guests (as agreed by the Management Committee).

- 7.10 The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club will retain annual accounting records for at least six years.
- 7.11 The Club will arrange for an annual financial statement to be prepared in such format as shall be available from or approved by the County FA. The financial statement shall be verified by an independent, appropriately qualified accountant, be approved by the Management Committee and accepted at the annual general meeting. A copy of any financial statement shall, on demand, be forwarded to the County FA.
- 7.12 Property and funds of the Club cannot be used for the direct or indirect private benefit of members, other than as reasonably allowed by the Club Rules.
- 7.13 All surplus income or profits are reinvested in the Club.

8. Club Property

- 8.1 Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceeds arising from the sale of Club Property to members is prohibited.
- 8.2 The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians appointed by the Management Committee ("the Custodians"), who shall deal with the Club Property as directed by decisions of the Management Committee. Entry in Management Committee records shall be conclusive evidence of such decisions.
- 8.3 Alternatively the Management Committee may decide to appoint the club's bankers as the sole custodian if the bank offers a suitable service at what is considered to be reasonable cost.
- 8.4 Persons appointed as Custodians shall hold office until death or resignation, unless removed by a resolution passed at a General Meeting.
- 8.5 Changes to Custodians will be documented in Management Committee records.
- 8.6 On resignation or 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 Management Committee meeting shall be convened as soon as possible to appoint at least another Custodian.

- 8.7 On their removal or resignation a conveyance should be completed by an outgoing Custodian and by an incoming custodian in such form as published by The FA or as arranged by a Club appointed solicitor.
- 8.8 The Custodians will be named on the Land Registry title deed for the Club's land.
- 8.9 The Custodians will be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

9. Outstanding Service Recognition

- 9.1 Recognition of outstanding service to the Club and subsequent awards will be determined by the Management Committee.

10. Management Committee

- 10.1 The Management Committee shall consist of the following Club Officials: President, Vice President, Chairperson, Vice Chairperson, Treasurer, Club Secretary, Head Coach, Child Welfare Officers, Coach Representative, Club League Secretaries, Facilities Manager, Kit and Equipment Manager, Events Manager (including tea bar), Sponsorship and Communications Co-Ordinator (including website) and Charter Standard/England Football Accredited Coordinator as elected at the most recent Annual General Meeting.

[It is noted for England Football Accredited, the FA suggest at least a committee consisting of the Chairperson, Vice Chairperson, Treasurer, Welfare Officer, Secretary, Minutes Secretary and up to five other members. Elsewhere the FA suggest the committee be of sufficient size for the effective running of a club.]

- 10.2 Each Management Committee member shall hold office from the date of appointment to the next Annual General Meeting ('AGM'), unless otherwise determined at an Extraordinary General Meeting ('EGM'). One person may not hold more than two Club Officer positions at any time, unless exceptionally agreed by the Management Committee.
- 10.3 Appointed Club Officials serving on the Management Committee will automatically be members of the Club.
- 10.4 Management Committee members must have safeguarding credentials as prescribed by The FA.
- 10.5 Decisions of the Management Committee shall be made by a simple majority of those attending the Management Committee meeting. The Chairperson of the Management Committee (or in their absence, the Vice Chairperson, shall have a casting vote in the event of a tie.

- 10.6 Club officials are duty bound to implement Management Committee decisions. Ideas for further improvements should be communicated to the Management Committee.
- 10.7 Meetings of the Management Committee shall be chaired by the Chairperson, or in their absence the Vice-Chairperson. The quorum for the transaction of business at Management Committee meetings shall be five.
- 10.8 The Management Committee shall be responsible for the management of all affairs of the Club and specifically be empowered to:
- Determine the Club management structure and review as necessary.
 - Acquire and provide grounds, equipment, coaching, training and playing facilities, clubhouse, medical and related facilities.
 - Determine playing fees.
 - Take out insurance for players, managers, administrators and club officials.
 - Implementation of building and grounds maintenance programmes.
 - Raise funds by appeals, sponsorships, loans and charges.
 - Borrow money and give security for the same, and open bank accounts.
 - Set aside funds for special Club football related purposes.
 - Invest funds in any lawful manner.
 - Employ and engage staff and others and provide services.
 - Adjudicate on membership matters.
 - Investigate and determine complaints.
 - Investigate the circumstances surrounding disciplinary charges brought by the FA and arrange for the Club to be represented at hearings.
 - Co-operate with The FA and County FA as considered appropriate.
 - Do all other things reasonably necessary to advance the purposes of the Club.
- 10.9 Save as provided for in the Rules and Regulations of The FA, County FA and any applicable Leagues and Competitions, the Management Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules, policies and procedures.
- 10.10 Proceedings of Management Committee meetings will be formally recorded.
- 10.11 Any member of the Management Committee may call a meeting of the Management Committee by giving not less than 7 days' notice to all other members of the Management Committee in writing. To comply with FA requirements at least four meetings will be convened per football season.

- 10.12 An outgoing member of the Management Committee may be re-elected. Any vacancy on the Management Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Management Committee members and approved by a simple majority of the remaining Management Committee members.
- 10.13 The Management Committee may co-opt not more than two other members at any one time to assist the Management Committee. Any member so appointed will resign at the next AGM but be eligible for re-election.
- 10.14 The position of a Club Officer shall be vacated 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.

11. Annual and Extraordinary General Meetings

- 11.1 The Annual General Meeting ('AGM') of the Club will whenever possible be held within three months of the end of the Club's financial year and not more than 15 months should elapse without an AGM.
- 11.2 Notification of the AGM will be posted on the Club's website and via email to Club officials at least 21 days in advance.
- 11.3 The AGM agenda will include:
- Receive reports of Club activities over the previous year, including those from the Chairperson and Club Secretary.
 - Receive the financial report from the Treasurer and accept the duly prepared accounts for the previous Club financial year.
 - Election of Club Officers to serve on the Management Committee.
 - Agree the playing fees for the forthcoming season.
 - Review club constitution/rules.
 - Consider any other business.
- 11.4 Club officials planning to resign must so advise the Chairperson at least 7 days before an AGM. Otherwise, it will be presumed they are willing to stand again.
- 11.5 Nominations for other members to serve as Club Officers must be proposed and seconded by existing members of the Club and sent to the Chairperson in writing at least 7 days before an AGM.
- 11.6 Notice of any resolution to be proposed at the AGM shall be given in writing to the Chairperson not less than 7 days before the meeting.

- 11.7 An Extraordinary General Meeting ('EGM') may be called at any time by the Management Committee or by at least 25% of the membership. This shall be arranged within 21 days of receipt by the Chairperson of a formal requisition from those members calling for the meeting. Requisitions must state the purpose for which the meeting is required, and the resolutions proposed.
- 11.8 The quorum for a General Meeting shall be 50% of Management Committee members or 50% of club members.
- 11.9 The Chairperson, or in their absence the Vice Chairman shall take the chair. Each Member present shall have one vote and resolutions shall be passed by simple majority. In the event of equality, the Chairperson of the meeting shall have a casting vote.
- 11.10 All General Meetings will be formally minuted and the minutes posted on the club website.

12. Club Football Teams and Coaching

- 12.1 The Management Committee determines the number and type of teams run by the Club for each football season.
- 12.2 Team manager and coaching appointments will only be made by the Club.
- 12.3 Registering players with leagues will usually be the responsibility of the Club League Secretaries, assisted by the Club Secretary.
- 12.4 Each team will be managed by a suitably qualified and competent Team Manager/Coach who will have sole responsibility for the running of the team.
- 12.5 Club officials having contact at the Club with persons 18 years of age and under will have current Disclosure and Barring Service (DBS) check status in accordance with FA requirements.
- 12.6 In accordance with Football Association Club Health Check requirements all lead Team Managers and Coaches (as listed on the FA Whole Game System) must have at least a current Introduction to Coaching Football coaching qualification, current Football Association Safeguarding Children (applicable up to and include under 18s) certification, current Football Association Introduction to First Aid in Football certification and current Disclosure and Barring Service check status, in accordance with FA requirements.

These requirements must be in place by 1 September in advance of the forthcoming football season. Checks on credentials obtained can be made via the FA Whole Game System. New Lead Coaches must have at least completed the online FA Playmaker course and booked onto an Introduction to Coaching Football course (providing the Club with confirmation of booking) before taking up the role. Individuals who cannot provide this evidence to the satisfaction of the Club will not be able to manage teams or coach players on behalf of the Club.

Assistants and team helpers must also have Disclosure and Barring Service check status and safeguarding credentials as prescribed by The FA. Assistants are encouraged to have a coaching certification, e.g. minimum of FA Playmaker.

- 12.5 The Club will cover the full cost of the FA Introduction to Coaching Football certification; FA emergency aid, safeguarding children and DBS check renewals for students, non-wage owners, anyone unemployed and those doing apprenticeships.

The Club will meet half the cost of new coach entrants doing the FA Introduction to Coaching Football certification.

Funding is limited to two coaches with a club team doing the course (regardless of whether fully or partly reimbursed) and on the expectation that the coaches will take up the role for a minimum of two years at the Club.

- 12.6 The Club will cover the cost of FA Safeguarding Children and FA Introduction to First Aid courses for coaches who are not in receipt of any player registration fee discounts at the time of a course, but limited to the lead coach and one assistant per team only.
- 12.7 The Club will cover the cost of DBS checks for new volunteers, up to a maximum of three volunteers per team at any one time. Expected to usually be lead coach, assistant and a helper. Checks for additional helpers should be met by individuals.
- 12.8 In the event of requirements for pitches exceeding those available at the home ground at any time during the football season then other facilities will be arranged by the Club as agreed by the Management Committee. Teams must not unilaterally make their own arrangements or use unapproved facilities.
- 12.9 The Club must be informed of the use of non-public facilities by individual teams outside of the normal football season. Any costs incurred using such facilities will not be met by the Club.
- 12.10 Team Managers/Coaches will decide whether or not to appoint a team administrator for their team, to deal with administrative matters.

12.11 Participation in football festivals, tournaments and tours in the Club's name organized by other organisations may only be undertaken with the prior agreement of the Management Committee. Not doing so risks insurance and safeguarding implications.

13. Discipline

13.1 The Club implements a zero-tolerance policy to any form of misconduct (including bringing the Club into disrepute) while representing the Club. Applies to officials, team managers/coaches, players and supporters alike.

13.2 Players, officials and supporters are required comply with the relevant codes of conduct at all times when representing the Club.

13.3 The Management Committee is empowered to impose penalties for breaches of codes of conduct in addition to those handed out by the FA for disciplinary offences.

14. Payment of Fines

14.1 Fines are usually either for disciplinary offences by players, Team Managers/Coaches, supporters or other club officials levied by the FA or for team administrative errors levied by leagues.

14.2 Disciplinary fines will be picked up by Club Secretary (e.g. via the FA Whole Game System), settled by the Club with the relevant Team Manager or Coach then asked to retrieve payment from the player or individual concerned. Thereby the Club maintains some control and surcharges and suspensions for non-payment or late payment should be avoided.

14.3 Administration fines should be forwarded to the relevant Team Manager/Coach or Team Administrator for payment by them direct.

15. Clubhouse Use

15.1 Leighton United teams are responsible for ensuring changing rooms used by them and their opponents are left in a clean and tidy condition. Failure to do so risks a ban being imposed by the Management Committee.

15.2 The wearing of football boots in the clubhouse meeting room is banned at all times.

16. Playing kit

16.1 The payment of player registration fees does not cover ownership of match playing kit.

- 16.2 Match playing kit will be provided in accordance with the Football Kit and Equipment Policy.
- 16.3 All match playing kit provided by the Club remains the property of the Club and must be returned to the Kit and Equipment Manager when it will no longer be used – including when players leave the Club. The Club may take steps to stop a player's future registration in the event of kit not being returned.
- 16.4 The current policy of not having sponsor logos on match playing kit will be kept under review by the Management Committee.
- 16.5 Training kit and miscellaneous equipment used by players may be sponsored on a team basis.

17. Dissolution

- 17.1 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.
- 17.2 The dissolution shall take effect from the date of the resolution and the Management Committee will then be responsible for the winding up of the assets and liabilities of the Club.
- 17.3 Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to one or more of the following:
- Another football club with similar sporting purposes which is registered as a charity.
 - Another football club with similar sporting purposes which is registered as a CASC.
 - Bedfordshire Football Association and/or The FA for use by them for related community sports.
- 17.4 In the event of dissolution, contractual obligations to repay any unspent grants to funding bodies will be met.

18. Club Rules, Policies and Procedures Availability

- 18.1 Copies of the current Club Rules, policies and procedures will be retained in the Clubhouse and also placed on the Club's website, www.leightonunitedfc.com.

APPENDIX 1.

CLUB RULES, POLICIES, PROCEDURES AND CODES OF PRACTICE

Club Rules

Safeguarding Children Policy

Guidance for Reporting Safeguarding Concerns and Incidents

Anti-Bullying Policy

Football Related Photography & Filming Policy

Equality Policy

What to Do If You Witness Misconduct Guidance

Social Media and Digital Communications Guidance

Travel, Trips and Tournaments Policy

Volunteer Recruitment Policy

FA Football Leadership Diversity Code

Playing Policy

Code of Conduct for Young Players

FA Code of Respect for Young Players

FA Code of Respect for Match Officials

Club Referees Best Practice

Playing Fees Policy

Football Kit and Equipment Policy

Team Manager/Coach Code of Conduct

Club Officials Code of Conduct

Spectator & Parent/Carer Code of Conduct

FA Code of Respect for Spectators and Parents/Carers

Goal Post Safety Policy

No Smoking or Vaping Policy

No Dogs Policy

Complaints Procedure

Disciplinary Procedure

Serious Incident/Accident Management Policy

Emergency Action Plan

Head Injury Guidance

FA Heading Guidance

Funding and Sponsorship Policy

Club privacy notice

WITHDRAWN

Child Protection Procedure

Changing Room Policy (Could be reinstated as and when changing rooms are brought back into use)

Tilsworth Ground Policy

Environmental Policy

Facilities Hire Procedure (Could be reinstated if and when it is decided to hire out)