

# WESTDYKE COMMUNITY CLUB CONSTITUTION

## 1 Name

The Club shall be called Westdyke Community Club (hereinafter referred to as "the Club"), incorporating Westdyke Boys Club, Westdyke Girls, Westdyke Ladies and Westdyke FC.

## 2 Object

Westdyke Community Club's policy statement is as follows:

The objectives of the Club shall be to encourage the promotion and practice of the sport of soccer in a sportsmanship like manner in and around the immediate Westhill area - including all areas visited as an opposing Club - and undertake other activities incidental or conducive to the furtherance of these objects. Participation is open to all and the pathway within the club will allow players to participate from age 5, progressing through the Juvenile age groups and having the opportunity to advance to our adult Westdyke FC team. There is also a pathway for girls to participate from ages 5 upwards, through to our senior Ladies team(s).

## 3 Club Policy

3.1 All age group s/teams are expected to wear "Argentina" style kit

3.2 All players will wear shinguards

3.3 Whilst on duty all members are expected to wear Club kit where issued e.g. Drill tops, jackets, bottoms etc to promote relevant sponsorship;

3.4 The Club will endeavour to provide all relevant kit via sponsorship on a uniform basis at all age groups;

3.5 Should a player be surpassing all expectations at his/her own age group and the only way of developing this player further is by allowing him/her to move up an age group then the following should be applied -

- The Head Coach from the player in question's squad should speak with the Head Coach from the next age group up about the possibility of moving him/her up to the next age group. This should be done in conjunction with the player's parents/guardians. Should the player feel later on that he/she is struggling to cope at this higher age group then the reverse procedure should be applied.

- In both cases the Executive Committee should be kept fully informed

3.6 From Under 11 onwards, all boys and girls are expected to take part in their relevant age groups - exceptions to this rule must be justified to the Executive Committee.

## 4 Membership

4.1 The membership shall consist of the following categories: any boy or girl representing the Club at any age level as deemed appropriate by the Executive Committee providing that:

a) A parental consent form has been signed and in the hands of the relevant Coach; and b) Payment of the appropriate subscription has been received within 30 days of agreeing to represent the Club.

4.2 Membership fees shall be as agreed at each Annual General Meeting.

4.3 Payment of membership fees are due as detailed at 4.1 (b) above. Any fees not paid by 31 March or 30 September will be brought to the attention of the Club Secretary who will issue a reminder letter.

4.4 Should any fees remain unpaid by 31 March or 30 September, this will result in the member being suspended from the Club until payment is received. In this event, members will not be selected for matches until fees are paid in full.

4.5 Payment of membership fees may be settled in instalments as agreed with the relevant Head

Coach.

4.6 All members joining the Club shall be deemed to accept the terms of the Constitution and any bye-laws from time to time adopted by the Club. A member on paying his or her membership fees is considered thereby to have submitted himself or herself to the rules of the Club both as to the restrictions and penalties imposed and on these conditions alone is entitled to enjoy the advantages and privilege of the Club.

4.7 For players who join the club after the start of their season, a fee in proportion to when they join will be payable. Similarly, a partial refund may be due for any player who terminates their registration before the end of the season.

## 5 Liability to Members

5.1 The whole of the membership of the Club shall be bound pro-rata to indemnify the Committee or any Sub-Committee or individual members thereof against all liabilities necessarily, properly or reasonably incurred by them in the management of the Club and also against liability for all claims made against them as the agents, trustees and official representatives of the Club in respect of any decision or act whether of commission or omission made or done in the exercise of their duties insofar as any such claim may be due to wilful misconduct.

5.2 The Club may be wound up at an Extraordinary General Meeting of which notice shall be given in accordance with Clause 7.2 provided that a resolution of winding up is passed by a majority of two thirds of the members present and voting at such EGM. For those members of the club under the age of 16, a parent/guardian will be deemed to act for the member.

5.3 On the passing of such a resolution of winding up, the disposition of the Club's assets shall be agreed by a simple majority of the Members present at the EGM. In the event that there is a surplus of liabilities over assets each Member of the Club at the date of passing of such resolution shall be liable for his or her share of such surplus and shall make payment to the Committee within 1 month of receiving a notice demanding payment. The Committee shall be entitled to take all necessary steps against any defaulting Member to recover the assessment due by him or her.

5.4 The property, effects and funds of the Club, regardless of source, shall be applied solely towards the objects of the Club, and no part of these shall be paid or transferred indirectly by way of profit to the Members of the Club. If on the winding up of the Club, there remains, after satisfaction of all debts and liabilities, any property whatsoever, this shall be given or transferred to some other organisation or organisations which have achieved Charitable Status or has been approved by the Inland Revenue under the Community Amateur Sports Club rules. Such organisation or organisations should have similar objects to those of the Club. Should this transfer prove impossible, such remaining property shall be transferred to some registered charity.

## 6 Management

6.1 The affairs of the Club shall be conducted by an Executive Committee which shall consist of the Officers of the Club plus Coaches of the Club plus members as voted at the AGM.

6.2 The Officers of the Club who shall consist of a Secretary, ViceSecretary/Club Together person, Treasurer and Player Protection Officer who shall be elected annually at the Annual General Meeting, as shall be the said named ordinary members. If the post of any Officer or ordinary Committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy.

6.3 The Executive Committee will consist of the Secretary, Vice-Secretary/Club Together Person, Treasurer and Player Protection Officer.

## 7 General Meeting

7.1 Annual General Meeting:

The Club shall hold an Annual General Meeting in Quarter 1 of each year to:

Approve the Minutes of the previous year's AGM  Receive a report from the Secretary  Receive a report from the Treasurer and approve the annual accounts  Receive a report from the Auditors  Elect the Executive Committee  Appoint Auditors for the Club's accounts  Consider changes to the Constitution  Renew and consider any bye-laws  Deal with any other relevant business

7.2 Extraordinary General Meeting:

An Extraordinary General Meeting shall be called by an application in writing to the Secretary supported by at least four members of the Club. The Executive Committee shall also have the power to call an Extraordinary General Meeting by decision of a simple majority of its members.

7.3 Notices:

At least 30 days notice and the Agenda shall be given to all voting members of any General Meeting.

7.4 Voting:

With the exception of changes to the Constitution, decisions put to a vote shall be resolved by simple majority at general Meetings by members. The Secretary of the Club shall hold a deliberative as well as a casting vote.

7.5 Quora:

The quorum at General Meetings shall be five members and the quorum for Committee Meetings shall be five members.

7.6 Changes to the Constitution

Any change to the Constitution shall require a two-thirds majority of those present and eligible to vote and voting at a General Meeting.  A proposal to change the Constitution must be submitted in writing to the Secretary who shall circulate the proposal to all members and allow seven days for submission of any amendments before calling a meeting in accordance with Rule 6.3 above.

All proposals for changes to the Constitution shall be signed by two members eligible to vote at a General Meeting.

## 8 Finance and Accounts

8.1 The financial year shall run from 1 August to 31 July each year.

8.2 The Treasurer shall be responsible for the preparation of Annual Accounts of the Club

8.3 The Accounts shall be audited by an independent person elected annually at the Annual General Meeting.

8.4 All cheques drawn against the Club's funds shall be signed by the Treasurer and one other nominated office-bearer.

8.5 All members of the club shall be jointly responsible for the financial liabilities of the Club.

8.6 All invoices are to be paid within 30 days of receipt unless referred to the Executive Committee for further discussion.

## 9 Discipline

9.1 Club Personnel:

It is expected that all Club personnel conduct themselves in a professional and sporting manner at all times in keeping with the object of the Club.

It is the responsibility of the Head Coach or appointed Coach to take charge of or resolve any incident to match day which is out with the objectives of the Club. The Head Coach or appointed Coach should bring the incident to the attention of the Club Secretary in writing within seven days of the occurrence.

9.2 Membership:

Members are expected to conduct themselves in a proper and sporting manner at all times.

Behaviour not acceptable to the Club includes but is not limited to:

- Spitting
- Swearing
- Foul or abusive language
- Racial Comments
- Wilful Damage

Any financial reimbursement required from the wilful damage will be the liability of the member. The club will not be held accountable for any financial loss in such circumstances.

### 9.3 Disciplinary Action:

It will be the responsibility of the Executive Committee in the event of any breaches of the disciplinary codes laid out in the Constitution being established, to decide the disciplinary action to be taken against the Coach and/or member concerned.

A right of appeal should be made to the Secretary in writing within 7 days of any decision.

## 10 Social Education

Essential to the aim of the Club is the education of young people in a generic sense in the realm of football. Club personnel should be acutely aware of the positive influence they can exert on young lives with regard to important issues such as drug abuse, smoking, personal hygiene, diet, alcohol abuse, relationships with others, the importance of fair play, personal responsibility, respect for other, loyalty and the importance of co-operation.

All Club personnel are expected to be aware of and adhere to the regulations and advice as set down in the SFA Child Protection booklet which has been made available to all Coaches.

## 11 Byelaws

The Executive Committee shall have the power to publish and enforce such bye-laws as the Committee feels necessary to govern the activities of the Club.

## 12 Other Issues

Any issues which may arise and are not covered in the foregoing Constitution shall be dealt with by the Executive Committee.

## 13 Coaches

All Coaches are requested to sign, date and adhere to the Club Constitution and a signed copy must be lodged with the Club Secretary within 14 days of receipt.

## 14 Child Protection Policy (key points summarised below. Full Policy provided to all coaches in coaches pack)

14.1 In recognition of the Club's commitment to ensuring the safety of its Members, it is a requirement of the Club's Child Protection Policy that each Coach will be vetted by CRBS (Central Registered Body in Scotland) or such similar body.

14.2 Any individual having been vetted by CRBS (see 14.1 above) and having been deemed unsuitable to work with children shall be required to resign their role within the Club and shall have no involvement with the Club

14.3 The Club's Child Protection Policy Statement is attached to the Constitution (Appendix 1) and shall be considered part thereof.

Secretary - Brian Bridgwater

Treasurer - Ross Forsyth  
Vice Secretary / Club Together Person - Gillian Robson  
Player Protection Officer - Alun Harries

## APPENDIX 1

### CHILD PROTECTION POLICY

#### A DUTY, NOT A CHOICE

Sport plays a key part in the positive development of physical, emotional, social and personal skills amongst young people. In all sports and physical activities, coaches and clubs have an important role to play, both in developing young people and their sporting skills.

#### WESTDYKE COMMUNITY CLUB CHILD PROTECTION POLICY STATEMENT

Westdyke Community Club's policy statement is as follows:

Every child or young person who plays or participates in football at Westdyke Community Club, will be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of all coaches, members, volunteers, parents and those officially recognised by and associated with the Club.

Westdyke Community Club recognises its responsibility to safeguard the welfare of all the children and young people belonging to the Club, by protecting them from physical, sexual and emotional harm and from neglect or bullying. The Club is determined to meet its obligation, to ensure that it does so to the highest possible standard of care.

The key principles underpinning this policy are:

The child's welfare is and must always be the paramount consideration.  All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.  The Club ensures that all our coaches and volunteers are carefully selected and are trained, monitored and supported.  Westdyke Community Club has appointed a Committee Member, who will take specific responsibility for child safety matters and who will be responsible for dealing with concerns at the club.  The club will review the effectiveness of its Child Protection Policy and activities each year, at its Annual General Meeting.  Training and development will be organised and continually monitored by the appointed member. This will ensure that all coaches can demonstrate best practice and promote ethics and high standards, within the area of child protection at Westdyke Community Club.

The Child Protection Committee Member is Alun Harries

The role of this Committee Member is to:

Ensure that the Scottish Football Association's regulations on child protection are upheld and practised by the Club.  Work in partnership with children and young people of the Club and their parents, in accordance with the Club's policy and procedures.

Receive child protection training and subsequently deliver within the Club. This training will allow the appointed Member and coaches involved in the supervision of children, to ensure that the correct action is taken if there are any concerns about the welfare of any child or young person associated with Westdyke Community Club.

Non action is not an option in Child Protection

Most people find this subject intimidating and frightening. We want to reassure people that all the procedures and policies are to ensure that children and young people have fun in a safe environment