



Rawmarsh St
Josephs JFC

Coaching
Observing
Advising
Caring
Helping
Encouraging
Supporting

Performing
Learning
Adapting
Youthful
Exciting
Resourceful
Sporting

Praising
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RAWMARSH ST JOSEPHS JUNIOR FOOTBALL CLUB: CONSTITUTION

Rawmarsh St Josephs Junior Football Club has its own constitution, which outlines the way in which the Club is administered.

The constitution can only be changed by a vote of two-thirds of those present at either the Annual General Club Meeting or at an Extraordinary General Meeting. The Club's constitution is set out below.

NAME

The name of the Club shall be Rawmarsh St Josephs Junior Football Club.

AFFILIATION

The Club is fully affiliated to Sheffield & Hallamshire Football Association.

AIMS

The aims of The Club shall be, to provide opportunities for children to take part in football activities as required by demand, with the emphasis on youth teams. The Club will seek to compete at the highest possible level and will endeavour to facilitate the provision of the best playing amenities and equipment available to it, in line with the growth of sport in and around Rawmarsh. The Club will focus on recruiting 6 to 18 years olds and in the longer term aim to grow The Club to encompass all age groups, up to under 18's and to put in place arrangements for players to transition into open age football, should they wish to do so.

MEMBERSHIP

Club membership consists of the following:

- Participating children
- Parents and guardians
- Club Committee members, managers and coaches

Club membership for participating children shall be open to all children aged 6 to 18. Once granted membership, an applicant will be able to continue membership without further request, other than in the event of non payment of membership fees ('subs'), or for disciplinary reasons.

Parents or guardians will automatically become members upon their child(ren) becoming a member, and will cease to be members when their child(ren) cease to be members. They will enjoy a vote at all General Meetings.

All committee members, and all coaches, will be deemed club members.

VOTING

Each club member over the age of 16 will be entitled to one vote at any General Meeting of the Club (AGM and EGM).



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At closed meetings of The Club committee each elected officer is entitled to one vote, with the Chairman having an additional casting vote in the event of a tie.

OFFICERS

The following officers shall be elected by majority vote at the Annual General Meeting and shall form the management Committee of the Club:- Chairman, Vice Chairman, Secretary, Treasurer, Media Officer, Procurement Officer(s) and Child Welfare Officer. The posts may be combined as appropriate. Other posts may be created by a majority vote at an Annual General Meeting. Additional officers may be co-opted onto the Club committee by majority vote at a Club committee meeting.

A development committee, or sub committee may be formed in order to consider and make proposals for adoption at full committee, on specific matters which may arise from time to time. Such committees will have the power to co-opt additional members, where appropriate. Development committees and sub committees have no powers to adopt any proposals which they have set out.

A disciplinary committee may be formed to include the chair, vice-chair, secretary and one co-opted member, to discuss disciplinary matters as outlined in The Club development plan.

In addition, The Club committee has the right to appoint appropriate people as Honorary Presidents and Honorary Vice-Presidents.

CLUB COMMITTEE

The Club committee shall consist of the elected officers, individuals who have been co-opted onto the committee by a majority vote of the committee, individuals who have been elected to hold a position created by the committee at an Annual General Meeting.

TEAM OFFICIALS

The Team Managers/Coaches for each age group, and other team officials as required. They will be DBS checked and encouraged to take their FA Level 1 qualification – or current equivalent qualification.

MEETINGS

The Club shall hold an Annual General Meeting between June and July each year. All members shall receive 14 days notice of the Annual General Meeting. Other meetings (ie Managers/Coaches/Committee) shall be held on the first Sunday of each month. Club members may call a General Meeting subject to a minimum of six such members notifying the secretary. Committee meetings will also be held on the first Sunday of each month, preceding the monthly Managers/Coaches meetings, throughout the year.



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DUTIES

The Chairman shall carry out the following responsibilities:-

- Be a figure-head for the Club
- Attend official functions as required
- Call and chair meetings in line with the constitution
- Support other officers as appropriate

The Vice Chairman shall carry out the following responsibilities:

- Deputise for the Chairman
- Consider and review the suitability of Club policies and Club constitution
- Liaise with organisations which supply The Club
- Advise on style and content of internal and external Club communications
- Consider and bring forward proposals for long term Club development

The Secretary shall carry out the following responsibilities:

- Arrange for and take minutes of meetings
- Deal with all correspondence from County Football Associations and leagues.
- Arrange for facility hire
- Confirm fixtures, match cards and forms
- Arrange for insurance
- Maintain club records and statistics

The Treasurer shall carry out the following responsibilities:

- Maintain records of all receipts and payments
- Honour all invoices received
- Prepare end of year accounts for review at the annual general meeting

The Media Officer shall carry out the following responsibilities:

- Manage the club website and admin
- Conduct administration of the club social media
- Liaise with all members of the club
- Explore all avenues of forwarding information between parents, coaches, players and committee

The Procurement Officer shall carry out the following responsibilities:

- Control all purchasing of playing kit and playing equipment
- Liaise with the treasurer
- Liaise with the committee

Team Managers shall carry out the following responsibilities:

- Carry out coaching duties



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- Control and maintenance of club kit and equipment
- Honour fixtures as required by competition organisers
- Select players and inform them of arrangements
- Collect fees as appropriate, maintain records and pass moneys to The Club treasurer on a regular basis
- Operate fixtures according to the rules set out by the relevant leagues and competition organisers.
- Ensure all match cards/results are reported correctly to their respective leagues

FINANCE

All funds relating to The Club shall be maintained by the Club Treasurer and bank accounts opened as appropriate.

Bank mandates shall be maintained to allow cheques and payments to be signed by the treasurer and one other authorised signatory from the committee.

All monies collected by The Club or team officers must be passed to the treasurer, with supporting details, within **7 days** of collection.

In the event of The Club being wound-up, the officers shall ensure that, after payment of all debts of The Club, any surplus assets are transferred only to the Primary Schools within Rawmarsh.

DISCIPLINE/CODES OF CONDUCT

Club members, officials and parents/supporters must conduct themselves at all times both on and off the field in a manner which does not bring The Club into disrepute.

Anyone failing to do so may be subject to disciplinary action, including suspension or exclusion, by The Club committee.

The Club has codes of conduct for players, supporters, officials, managers and coaches and these must be adhered to at all times.

Any club member incurring a fine from the league or Sheffield & Hallamshire FA will be asked to pay the fine, a discipline committee shall be formed to include the senior officers of The Club (chair, vice-chair, secretary) and one other co-opted member to deal with matters of a disciplinary nature. The committee will have the power to call players, spectators and coaches before it, and also to impose additional fines and suspensions over and above those imposed by Sheffield & Hallamshire FA. Players, spectators or coaches who are adjudged to have a particularly bad disciplinary record will also be asked to appear before the committee. The committee also reserves the right to cancel the registration of persistent offenders. To do this the



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discipline committee will make a recommendation to the full club committee

CHILD PROTECTION POLICY

The Club has appointed a Child Welfare Officer and adopted the Sheffield & Hallamshire FA child protection policy – copies are available.

All procedures are documented for ease of understanding. All adult club members, who are likely to have unsupervised contact with children under the age of 18, will be DBS checked.

AMENDMENTS TO THE CONSTITUTION

Any amendments to this constitution shall require the consent of two-thirds of the members at an annual general meeting or an extraordinary general meeting.

DISSOLUTION

Should the Club become defunct the net assets and funds, including league cups and trophies shall be surrendered to Sheffield & Hallamshire Football Association and Sheffield & District Junior Sunday League.

This constitution was adopted at an Annual General meeting held June 2020 and supersedes the constitution currently adopted at the Annual General Meeting June 2021.

Rawmarsh St Josephs JFC agree these Club Rules and Constitution.