



CLUB RULES

REVISED EDITION
JULY 2005

Name

The Club shall be called BROADSTONE FOOTBALL CLUB and shall be affiliated to the Dorset County Football Association Limited.

As a Charter Standard Development Club, the Club will at all times operate within the guidelines published and amended from time to time by the Football Association.

Individual member teams may carry their own identity (e.g. Broadstone Boys, Broadstone Colts, etc.).

2 Objectives

Its object shall be to provide association football for its members, and such social and recreational pursuits as may be deemed desirable by the Committee.

The Club shall endeavour to provide an element of moral leadership to ensure the correct and sporting attitude of its members towards the playing of football in line with the published policies of Dorset County Football Association Limited.

3 Membership

Membership shall be available in the following three categories, subject to payment of the appropriate annual subscription:

- a) "REGISTERED MEMBER" applies to all players registered to play regular league football.
- b) "NON-REGISTERED MEMBER" applies to players playing non-league football, and may include - at the discretion of Team Managers - players playing only occasional league matches, or only attending training sessions.
- c) "NON-PLAYING MEMBER" is open to any parent/guardian of a REGISTERED MEMBER or NON-REGISTERED MEMBER who has paid the appropriate annual subscription and to any ex-player who has discontinued playing for the Club. In the case of ex-players aged 16 and over, both the ex-player and his parent(s)/ guardian(s) - subject to payment of any appropriate annual subscription - are eligible for membership, and each is deemed to be a member for voting purposes.

Each player (and his parent/guardian by way of approval) will be required to sign a registration form each season, to register as a member of his chosen team (subject to eligibility). Unless joining the Club during the season, registration will normally take place prior to the start of the playing season.

Once registered, a player will not normally be permitted to register for another team within the Club during that season. However, transfers between Club teams will be considered at the request/agreement of the parent/guardian and both managers involved, subject to ratification by the General Committee. Similarly, "loan" transfers for limited periods will be considered where they are desirable due to shortage of players (where permitted by league rules).

All members under the age of 16 are to be represented at General Meetings by their parent(s) or guardian(s). Members under the age of 16 may not themselves attend such meetings. Registered and Non-registered Members aged 16 and over may be represented by a parent or guardian in the event they do not attend such meetings in person.

Only ONE VOTE PER MEMBER shall be permitted (Note: Reference to the "member" in regard to Committees, meetings and voting, refers to the "representative" as appropriate, throughout these rules).

A register of members of the Club, recording their name, address, telephone number, date of birth, and team (if any) shall be maintained by the Secretary.

4 Officers

The Officers shall consist of the following, all of whom shall be elected at the Annual General Meeting (AGM):

President
Chairman
Vice Chairman
Club Secretary
Treasurer

In the event that there is more than one nomination for any one position, then the officer shall be elected at the AGM by secret ballot. In the event that there are no nominations for any one position, then proposals, seconding and election of that officer may be taken from among those present at the AGM.

All positions are in an honorary (non-paid) capacity.

5 Team Managers

The Manager of each team will be as appointed by the General Committee, and will normally continue in office with the same team as it progresses through each age group.

Names of all Team Managers for the forthcoming season will be circulated together with the notice of the forthcoming AGM. In the event of a proposal for an alternative Team Manager for any team, then a Nomination Form must be completed and must be signed by at least two representatives of the members of the team concerned (in addition to the nominee), and must be submitted prior to the AGM (see paragraph 11). A ballot will then be held at the AGM between the nominee(s) concerned and the originally named Team Manager.

Team Managers Responsibilities

- a) Managers Meetings – All Team Managers or their representative are required to attend at least one in two of the Club's periodic Managers Meetings. Failure to do so may result in sanctions being placed upon the Manager by the General Committee.
- b) League Documentation – All Managers or their representative are required to conform to league and DCFA regulations, and to fully complete and submit within required timescales various documents as directed by the Club Secretary. In the event that non-compliance incurs a fine, the Manager will be advised in writing by the Club Secretary. In the event a Manager causes subsequent fines to be incurred within the same season, without good reason deemed acceptable by the Club Secretary, they will be required to reimburse the Club with the cost. In the event of a third or subsequent fine within the same season, the matter will be reviewed by the General Committee and sanctions may be placed upon the Manager.
- c) Guidelines for the selection of players – Managers of each season's youngest league squads/teams are required to implement the Club guidelines regarding the "Selection of Players," and are to follow this policy through subsequent seasons. These guidelines will be issued to all new Managers when they take up their position. All Managers are asked to work towards achieving the guidelines set out in the document labelled "Broadstone FC guidelines for the selection of players," which is available for all to read on the Club web site.

6 The General Committee

A General Committee consisting of the Chairman, Vice Chairman, Club Secretary, Assistant Secretary, Treasurer, Director of Coaching, Girls' Representative, plus three Team Managers Representatives (to comprise Boys' Team Managers or their nominees), who shall be elected at the Annual General Meeting (AGM), shall control the Club.

The General Committee shall meet as and when deemed necessary, but at least monthly. The proceedings of such meetings shall be duly recorded in a minute book. At meetings of the General Committee 4 (four) members of the committee shall constitute a quorum.

A Minute Secretary, who will not have voting rights, shall be appointed by the General Committee and will be responsible for producing the minutes of all General Committee meetings and for distributing them to all General Committee members and Team Managers.

7 Powers of the Committee

The property and/or assets of the Club shall be invested in the General Committee.

The General Committee shall have full jurisdiction and final decision over the acceptance of all applications for membership of the Club and appointment of all positions within the Club, including subsequent termination of such membership and appointments.

The General Committee shall have the power to suspend or expel any member deemed guilty of conduct prejudicial to the good name of the Club.

The General Committee shall have power to fill such vacancies as may arise in its constitution between AGM's.

The General Committee shall have the power to declare a seat vacant should a member absent themselves from three consecutive meetings without an explanation deemed to be satisfactory.

The General 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 at its meetings. Members and Chairmen of such sub-committees need not necessarily be members of the General Committee.

Officers of the General Committee shall be ex-officio members of all sub-committees, and shall have full voting rights.

8 Annual Meeting

The Annual General Meeting shall be held not later than 31st July in each year. The Secretary shall give 10 clear days notice of such meetings to all members.

The financial statement and Secretary's report shall be received by the meeting which will also elect the Officers and General Committee by ballot and transact any other business.

9 Extraordinary General Meeting

An Extraordinary General Meeting may be convened by the General Committee when deemed desirable and also upon the written request of at least eight members.

The Secretary shall give 7 (seven) clear days notice to all members of such meetings, at which 20 (twenty) members shall form a quorum.

10 Emergency Meetings

The officers shall have the power to call a meeting (not necessarily of the full General Committee, but subject to a quorum of four) to settle urgent or disciplinary matters. Such meetings shall be properly minuted and reported to the next full General Committee meeting.

11 Nominations

All nominations for the General Committee including Officers and alternative Team Managers - but NOT published existing Team Managers - are to be submitted annually on the appropriate form, to be received by the Secretary five clear days before the AGM. Each Nomination Form must bear the name and signatures of the nominee, the proposer, and seconder, each of whom must be an independent voting member (A member may not propose or second more than one nominee for the same position).

12 Voting/Balloting

With the exception of amendments to the Rules (once established), all voting and balloting will be passed on a majority count. In the event of a tie, the Chairman shall have the casting vote (this applies at all meetings, including sub-committee meetings).

At General Meetings, all members, and all General Committee members (other than the Chairman) and Team Managers not otherwise representing a member, will have the right to vote or ballot (see also paragraph 3 ("Membership") regarding definition of 'Member' and voting rights).

13 Finance

The General Committee shall cause to be kept proper books of account which shall be audited yearly. The General Committee shall authorise cheques to be signed by the Treasurer and either the Secretary or one other signatory (as appointed by the General Committee).

The Club's financial year shall end 31st May each year. Audited accounts for that period shall be prepared and presented at the Club's AGM immediately following that year end.

14 Subscriptions/Match Fees

An Annual Subscription to the Club shall be payable, and shall be determined by the General Committee. This shall be in three categories as detailed in paragraph 3.

Subscriptions in respect of membership effective from 1st September shall be payable by not later than 30th September. Subscriptions in respect of applications for membership to commence after 1 September will be payable immediately. Applications for membership after the 1st January will be charged at 50% of the annual fee.

Players applying to transfer into Club teams, which incurs a transfer fee payable to the appropriate league authority, will themselves (or their parent/guardian acting for them) be responsible for payment of that fee. However, where a transfer fee is payable, consideration may be given by the General Committee to the waiving/reduction of the Club subscription.

The "Registered Members" subscription shall be deemed to cover all eleven-a-side league and Cup entry fees, personal insurance, and use of team strip. In addition a Match Fee will be payable by each member on match day for each game played. This fee is to cover pitch hire, referee expenses, refreshments, etc.

The 'Non-Registered Members' subscription shall allow the use of Club kit, equipment and facilities, and the right to a vote.

The 'Non-playing Members' subscription shall permit those members the right to a vote.

15 Five-a-side and External Competitions

Members contracting to play in Five-a-side League teams may be required to pay a separate lump sum in advance (the amount of which will be decided upon by the General Committee) plus match appearance fees which, in total, will fully cover the cost of entry into that competition.

Entry into all competitions in the Club's name external to the eleven-a-side league the team has entered, and external to County Cup competitions, shall only be allowed at the discretion of the General Committee and subject to additional charges to be levied upon the participating members.

16 Players' Attire

Whilst playing outdoor matches, including training and practice games, all players are required to wear shin guards (parents are responsible for ensuring players comply with this rule) and must not wear watches or jewellery. Watches or jewellery must not be worn during indoor play either.

Whilst representing the Club, all players are to ensure smart appearance and shall use proper sock ties if necessary.

17 Disciplinary Procedures

"The Club" is held responsible by the Football Association for the behaviour of its members (the players), their parents, supporters and officials, all of whom are required to abide by the Club's published Code of Conduct as issued and as amended from time to time.

"Disciplinary Action" as detailed below will be invoked automatically in respect of all incidents of bookings (cautions) and dismissals. All incidents will be dealt with in this way, whether or not they are reported to the Football Association by the referee. It is the duty of Team Managers to ensure that all such incidents are notified immediately to the Club Secretary or Chairman.

When required, a 'Disciplinary Committee' will be formed, comprising the Team Manager of the team to which the person being considered is connected, one other independent Team Manager, and one Officer of the Club.

The Disciplinary Committee is granted the power to levy whatever fines and/or suspension they deem appropriate. Any disputes in respect of any decision reached by that Committee shall be referred to the Club Secretary for adjudication by the General Committee.

All activities undertaken by the Club's Disciplinary Committee are to be minuted, and details immediately passed to the Club Secretary. Where a response to an official body, a Club or an independent person is necessary this is to be dealt with by the Club Secretary.

"AUTOMATIC" DISCIPLINARY ACTION IN RESPECT OF CAUTIONS:

First caution: Written warning

Second caution: Fine equivalent to the current Administration Charge levied by DCFA Ltd

Third caution: Fine equivalent to the current Administration Charge levied by DCFA Ltd + suspension from the next official fixture

Fourth caution: Fine equivalent to the current Administration Charge levied by DCFA Ltd + suspension from the next two official fixtures

Subsequent cautions to be considered by the Disciplinary Committee.

The above sequencing relates to the current season only, and there will be no "carry-over" of offences from one season to the next.

DISCIPLINARY ACTION IN RESPECT OF DISMISSAL:

The Club's Disciplinary Committee shall consider all instances, and recommend to the General Committee of the Club the action they consider appropriate. This action shall be no less than that shown under "Automatic" Disciplinary Action in respect of Cautions:' as shown above.

In the event that a player (or his parent/guardian) considers that they have special cause for objecting to the Club's automatic action, then they have the right of appeal to the Club's Disciplinary Committee. If that appeal is considered to be justified, and the Club's Disciplinary Committee feel that the caution should be quashed, then it will be deleted from the player's record, and will not be counted in the sequencing of cautions detailed above.

In respect of players of Under 16 teams and younger, any fines or administration charges levied by the Football Association in respect of bookings and/or dismissals reported to that body, will be paid for by the Club, and the Club's disciplinary action as detailed above will be deemed to have superseded those charges.

Fines or administration charges in respect of players of teams older than Under 16 are to be paid for by the player, but in the event of fines being levied by the Club for the same offence, the Club fine will be reduced (or waived) by the amount of the Football Association fine/charge.

(Note: Caution/Dismissal Acknowledgement forms and any fine levied are to be returned to an officer of the Club within *seven* days of receipt of the demand. Players who fail to return FA forms on time resulting in additional fines being levied on the Club, will be responsible for the payment of those fines. Failure to pay will be referred to the Disciplinary Committee for their consideration for further action)

Any suspensions levied by the Football Association must be served in accordance with their requirements, and will over-ride any suspensions levied by the Club.

Costs for appeals against suspensions levied by the Football Association will normally be the responsibility of the player or his parent/guardian, though the General Committee may at their discretion consider that the Club should contribute to all or part of the fee dependent upon circumstances.

In the event that any complaints are received, either from an official body, a club or an individual against any individual who has any connection whatsoever with Broadstone Football Club, then that complaint will be referred to the Disciplinary Committee for their consideration and recommendation of appropriate action to be taken.

18 Alterations to the Rules

No alterations to these rules shall be made except at the AGM or at an Extraordinary General Meeting convened for that purpose, and only if supported by two-thirds of those present and voting at such meeting. Any proposed alterations to these rules must be given in writing to the Secretary by 31st May in each year, and notified to members on the notice of meeting.

19 Other Business

Any matters not governed by the foregoing Rules shall be dealt with by the General Committee, the decision of which shall be final and binding. The Chairman's decision on all proceedings and interpretation of the rules shall be final.

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