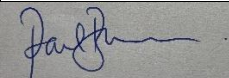




Gregson Lane Junior Football Club

Constitution Document December 2023

(Based on the Football Association
"Standard Code of Rules") Affiliated to
the Lancashire Football Association
Approval

Sanctioned by the club members at the Extra Ordinary General Meeting		Date:	12/12/2023
Approved By Chairman	Paul Bolton	Date:	12/12/2023
Signature		Date:	12/12/2023



1 RULES

- 1.1 The Club shall be called **Gregson Lane Junior Football Club** (the “Club”).
- 1.2 It shall run football teams consisting of junior and youth players of an age as deemed by the committee of the Club each season.
- 1.3 The Adult team which is affiliated to the club shall be known as Gregson Lane Football Club

2 OBJECTIVES

- 2.1 The Objectives of the Club are:
- 2.2 To advance the amateur sport of association football.
- 2.3 To promote community participation in healthy recreation by providing facilities for playing association football (facilities means land, buildings, equipment and organising football activities).
- 2.4 To provide and assist in providing facilities for sport, recreation and other leisure time occupation of people who have need of such facilities because of their youth, age, infirmity or disablement, poverty or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving their conditions of life.
- 2.5 To support the clubs volunteers and ensure that they all receive the training and equipment that they need to perform their duties on behalf of the club in accordance with
- 2.6 To provide strong financial governance thus ensuring that all the clubs financial responsibilities can be met for a period of 2 years (circa £32,000)
- 2.7 To work closely with the FA at all levels and to uphold the values and principles of the Respect Campaign including Respect the Ref.

3 OUR MISSION, VISION AND VALUES

Mission

Provide access to the game for all.

Vision

Provide a safe environment for all ages to play football, be the Community club of choice within the catchment area of Gregson Lane

Values

Respect - Integrity – Do the right thing

COMMITTEES

- 3.1 There is a Executive Committee and the remaining Committee members forms the committee. Each meets monthly or a minimum of 6 times per year and consists of Club officials and representatives of Managers and Volunteers.
- 3.2 **The Executive Committee:** consists of Club Officers who are responsible for the Management and Governance of all the affairs of the Club.
- 3.3 **The Committee:** is responsible for the management of all the affairs of the teams, their kit, equipment,



and pitch management within the club.

4 FINANCE POWERS OF THE EXECUTIVE COMMITTEE

- 4.1 In furtherance of the Objects but not otherwise, the Executive Committee shall have the following Finance powers:
- 4.2 To raise funds and to invite and receive contributions.
- 4.3 To trade in the ordinary course of carrying out the Objects of the Club and carry on any other trade which is not a substantial and permanent trading activity, and which is not expected to give rise to taxable profits.
- 4.4 To buy, take on lease or exchange, hire or otherwise acquire real or personal property necessary for the achievement of the objects and to construct, maintain and alter buildings or erections.
- 4.5 To sell, lease or dispose of all or any part of the property of the Club.
- 4.6 To borrow money and to charge all or any part of the property of the Club with repayment of the money so borrowed subject to such consents as may be required by law.
- 4.7 To invest monies of the Club not immediately required for its purposes in such investments, securities or property as may be thought fit subject to any consents or conditions as may be required by law.
- 4.8 To incorporate subsidiary companies to carry on any trade.
- 4.9 To co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the Objects or of similar charitable purposes and to exchange information and advice with them. .
- 4.10 To do all such other lawful things as are necessary for the achievement of the objects.

5 STATUS OF RULES

- 5.1 These Rules (the "Club Rules") form a binding agreement between each member of the Club.

6 RULES AND REGULATIONS

- 6.1 These rules (the Club Rules) form a binding agreement between each member and the Club
- 6.2 The Club shall have the status of an Affiliated Member Club of The F.A. by virtue of its affiliation to/membership of The Lancashire F.A.
- 6.3 So far as consistent with the clubs status as an Unincorporated Association, the members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavors to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulation of The Football Association Limited ("The FA"), County Football Association to which the Club is affiliated ("Parent County Association") and Competitions in which the Club participates, for the time being in force.
- 6.4 The Club will also abide by The FA's Safeguarding Children Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy
- 6.5 Subject to the following provisions of this Rule the rules may be altered by a resolution passed by not less than two thirds present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alterations proposed.



- 6.6 No amendment may be made which would have the effect of making the Club cease to be an Unincorporated Association

7 CLUB MEMBERSHIP

- 7.1 The members of the Club shall be those persons listed in the register of members (Membership Register) and shall include the Players, Executive Committee, Managers/ Coaches and Assistants
- 7.2 The "Membership Register" shall be maintained by the Club Secretary.
- 7.3 Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- 7.4 The Club may have different classes of membership on a non-discriminatory and fair basis.
- 7.5 The Executive Committee may refuse membership only where it is contrary to the best interests of the sport or the good conduct and interests of the Club. Appeal against refusal of membership may be made by notifying the Executive Committee which shall put the matter to a general meeting for it to be decided by a majority vote of the members present and voting at such a meeting.

8 ANNUAL MEMBERSHIP FEE, SUBSCRIPTIONS & FINES

- 8.1 The Annual Membership Fee (signing on fee) should be paid no later than the end of August.
- 8.2 The level of these fees is set by the Executive committee and announced at the Annual General Meeting.
- 8.3 Subscriptions are Paid Monthly and are based on the league fees, referees and ground letting fees applicable to the coming season, kit requirements, and all other relevant costs as highlighted at the AGM.
- 8.4 The Executive Committee can use their discretion to waive the subscription fee of a particular player if deemed financial hardship is evident. This would be on a temporary basis and reviewed every 3 or 6 months.
- 8.5 The Executive Committee have the authority to levy further subscriptions from members as are reasonably necessary to fulfil the objectives of the Club and maintain a sustainable financial future.
- 8.6 Players/Parent/Guardian must arrange for all fines to be paid imposed on them by the FA, League, or the Executive Committee
- 8.7 The Club Secretary/Treasurer may initially pay the fine. Team fines will be deducted from the monthly referee fees paid to each manager.
- 8.8 The Executive Committee reserves the right to suspend a player and/or manager/coach/assistant for non - payment of fines.
- 8.9 Monthly subscription fees shall be payable by Standing order directly into the nominated club bank account.
- 8.10 Monthly Subscription Fees shall not be repayable in any circumstance.
- 8.11 The Executive Committee reserves the right to suspend a player from training and playing matches for non -payment of monthly subscriptions when the player Monthly Subscriptions are more than two months in arrears. Unless a payment plan is approved by the Executive committee.



9 RESIGNATION AND EXPULSION

- 9.1 Any team intending to withdraw from the club/league on completion of its fixtures must notify the Club Secretary in writing before February 28th or they may be liable to pay a fine to their respective league.
- 9.2 The Executive Committee may expel a team for misconduct or objectionable conduct from the Club and withdraw the team's league registration. This decision would be confirmed in writing, with the recommendation placed on the agenda of the first available meeting with the Member Team. The Executive Committee will inform teams who are **NOT** being accepted back into the Club for the following season by 1st July each year.
- 9.3 A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Executive Committee of his / her resignation. A member whose annual membership fee or further subscription is more than two (2) months in arrears shall be deemed to have resigned his membership of the Club unless otherwise agreed.
- 9.4 The Executive Committee shall have the power to remove a member from membership only for a good cause such as conduct or character likely to bring the Club or sport into disrepute.
- 9.5 The Executive Committee shall have the power to expel a member when, following disciplinary procedures, or in their opinion, it would not be in the interests of the Club for them to remain a member.
- 9.6 An appeal against such a decision may be made by the Conduct committee members. A member shall have the right to make an oral representation to members or the Conduct Committee before any decision on removal.

10 NOMINATION AND ELECTION OF CLUB OFFICERS/EXECUTIVE MEMBERS

- 10.1 The governing body of the club shall be the Executive committee.
- 10.2 Retiring Club Officers (after completing their term) shall be eligible to become candidates for re-election without nomination. All other candidates for election as Executive Committee Members shall be nominated in writing by two members to the Secretary not later than 21 days before the AGM is called. The names of those nominated shall be circulated with the notice of the A.G.M. All communications shall be addressed to the secretary who shall conduct the correspondence of the club and keep record of its proceedings in the minute's book of the club.



11 THE EXECUTIVE COMMITTEE (Club Officers)

- 11.1 The Executive Committee shall consist of at least three individuals and not more than ten.
- 11.2 The positions of Chairperson, Vice Chairperson, Treasurer, Secretary, Registration Secretary and Child Welfare Officer shall act as Club Officers and shall hold a default position on the committee.,
- 11.3 Seven (7) other members, all elected at an Annual General Meeting (“AGM”) can also hold a position on the committee.
- 11.4 Excluding the Chairman, Secretary and Treasurer, the Club Officers shall hold a Term of Office for the duration of one (1) Year.
- 11.5 The Chairman shall hold a Term of Office for the duration of Three (3) Years
- 11.6 The Secretary shall hold a Term of Office for the duration of Three (3) Years
- 11.7 The Treasurer shall hold a Term of Office for the duration of Three (3) Years.
- 11.8 Other members shall hold a Term of Office for the duration of one (1) Year.
- 11.9 Each Club Officer and Committee Member shall hold office from the date of appointment until the next AGM unless otherwise resolved at an Extraordinary General Meeting (“EGM”). One person may hold no more than one position within the committee at any time. Decisions of the Executive Committee shall be made by a simple majority of those attending the Executive Committee meeting. The Chairperson of the Executive Committee meeting will not have a vote but shall have the casting vote in the event of a tie. Meetings of the Executive Committee shall be chaired by the Chairman or in their absence the Vice Chairman/ Secretary, the quorum for the transaction of the business of the Club Committee shall be four (4), and must include either the Chairperson or Secretary
- 11.10 Decisions of the Executive Committee shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- 11.11 Any member of the Executive Committee may call a meeting of the Club Committee by giving not less than seven days’ notice to all members of the Executive Committee. The Executive Committee shall hold not less than six (6) meetings per year.
- 11.12 An outgoing member of the Executive Committee may be re-elected. Any vacancy on the Executive Committee which arises between AGMs shall be filled by a member proposed by one (1) and seconded by another one (1) of the remaining Executive Committee members and approved by simple majority of the remaining Executive Committee members.
- 11.13 The position of a Club Officer or committee member shall be vacated if such a 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.
- 11.14 Executive Committee members shall be indemnified out of the assets of the Club in relation to any liability properly incurred by him or her in that capacity. The Club will provide indemnity insurance to cover this risk.



12 POWER OF THE EXECUTIVE COMMITTEE (Club Officers)

- 12.1 The Club Officers shall be responsible for the management of all the affairs of the Club. Decisions of the Club Officers shall be made by a simple majority of those attending Committee meetings. The Chairperson of the committee meeting will not have a vote but shall have a casting vote in the event of a tie. Meetings of the Committee shall be chaired by the Chairman, or in their absence, the Vice Chairman.
- 12.2 The Executive Committee shall have the power: -
- To make, amend or rescind any byelaw, so long as it does not contravene the rules of the club.
 - The Executive committee, as it may deem necessary, has the power to fill ad hoc vacancies that may occur.
 - To exercise disciplinary action when necessary.
 - Impose Fines to its members as it may deem necessary.
 - The Executive committee shall be entitled to attend all Managers/committee meetings and, except for the chair, vote there - but no member shall be allowed to vote on any matters directly relating to him or herself. In the event of the voting being equal on any matter, the chair shall have a casting vote.
 - The Executive committee shall have powers to apply, act upon, and enforce the Rules of the Club and shall also have jurisdiction over all matters affecting the Club, including any not provided for by the rules.

13 RESPONSIBILITIES OF THE COMMITTEE & MANAGERS

- 13.1 The Committee is responsible for the following: Oversight and maintenance of the highest levels of child welfare:

- 1) Ensure that all managers and coaches have the appropriate level of qualifications.
- 2) Ensure that all adults involved in the club have completed a DBS check.
- 3) Ensuring consistently high levels of coaching and team management
- 4) Provide guidance and support on coaching, training, and managerial best practice.
- 5) Organise training courses via local and county FA.
- 6) Appoint and remove Team Managers and Coaches

Managing the Club Finances:

- 1) Produce financial monthly updates and an annual statement of accounts.
- 2) Review quarterly bank statements and bank transactions against annual forecasts and budgets.
- 3) Provide clear and transparent financial governance, ensuring that the club is financially sustainable

Maintain appropriate controls and governance of The Club:

- 1) Define the strategic direction of the club and making recommendations about changes to The Club constitution.
- 2) Represent the Club with external organisations including Leagues and the County FA.
- 3) Hear and resolve any disciplinary matters, including internal club disputes.
- 4) Engage with the local community, including schools, to encourage mutually beneficial relationships.
- 5) Define, embed and maintain moral standards of behaviour consistent with the FA Respect Campaign.



- 13.2 Decisions of the Executive Committee will be made by a majority of the Executive Committee; the Chairperson will not have a vote but will have the casting vote in the event of a tie. The quorum for the transaction of business of the Executive Committee will be four, including at least one of the Chairperson or Secretary. Where a decision has a financial impact, the Treasurer must be present.
- 13.3 The “Committee” will consist of Club officers and remaining committee members appointed at the AGM/EGM
- 13.4 The Committee members are responsible for the following:
- 1) Ensuring that all required qualifications are completed at the appropriate time.
 - 2) Attending committee meetings when scheduled.
 - 3) Raising any concerns about their age group to the Executive Committee.
 - 4) Voting on any issues referred to by the Executive Committee.
 - 5) Ensuring that all assistant coaches and parent volunteers are ratified by the Executive Committee.
 - 6) Following the FA Respect Code and representing The Club in line with the expected standards of behaviour and moral values.
 - 7) Supporting The Club in fund raising activities throughout the year.
 - 8) Committee members can only be manager/assistant manager for one team. A second team can be managed on a temporary basis whilst a new manager is being sourced.
- 13.5 Managers are responsible for the following;
- 1) Ensure that all coaches involved within their teams have the appropriate level of qualifications. Minimum Playmaker, First Aid and Child Welfare.
 - 2) Ensure that all adults involved in their team have completed a DBS check.
 - 3) Ensuring consistently high levels of coaching and team management.
 - 4) Collecting annual membership fees and registration forms promptly and passing to the treasurer and Club registration Secretary respectively.
 - 5) Ensuring that all players attending training or playing in their teams are registered with The Club.
 - 6) Ensuring that all assistant coaches and parent/guardian volunteers are ratified by the Executive Committee.
 - 7) Following the FA Respect Code and representing The Club in line with the expected standards of behaviour and moral values.
 - 8) Supporting The Club in fund raising activities throughout the year.
 - 9) Managers can be a manager/assistant manager for a maximum of two teams. Temporary support can be utilized on request whilst a new manager is sourced.
 - 10) Voting on any issues referred to by the Executive Committee.
- 13.6 Conduct Committee
- 1) This is made up of existing members of the committee and a manager representative to meet up for a minimum of 4 times per year to discuss current conduct levels and initiatives within the club and wider environment.
 - 2) The conduct committee has the right to suspend or omit a member of the club if a member is deemed to fail in upholding the clubs values or league guidelines.

14 ANNUAL AND EXTRAORDINARY GENERAL MEETINGS (AGM/EGM)



- 14.1 An AGM shall be held after the finish of the playing season and no later than the 31st July. (The financial year will end on the 30th June)
- 14.2 At the AGM the Executive committee shall:
- Receive a report of the activities of the Club and its teams over the previous year.
 - Receive a report of the Club's finances over the previous year.
 - Elect members of the Club Committee; and amend the Constitution as appropriate.
 - Consider any other business.
- 14.3 Nominations for election of members as Club Officers or as members of the Executive Committee shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary not less than 21 days before the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.
- 14.4 An EGM may be called at any time by a club officer and can be called with 21 days' notice to the Executive committee, stating the purposes for which the Meeting is required, and the resolutions proposed. Business at an EGM may be any business that may be transacted at an AGM.
- 14.5 The Secretary shall send to each member at their last known email address written notice of the date of a General Meeting (whether an AGM or an EGM) together with the resolutions to be proposed at least 14 days before the meeting.
- 14.6 The quorum for an Annual General Meeting (AGM/EGM) shall be four (4) with over 60% of Club officers present.
- 14.7 The Chairperson, or in their absence a member selected by the Executive Committee, shall take the chair. Each member present with the exception of the Chairperson shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes, the Chairperson of the Meeting shall have a casting vote.
- 14.8 The Club Secretary, or in their absence a member of the Executive Committee, shall enter the Minutes of General Meetings into the Minute Book of the Club.
- 14.9 A copy of the balance sheet, statement of Accounts, and Agenda shall be made available, on request, at least seven days prior to the meeting.
- 14.10 All voting shall be conducted by a show of hands, unless a ballot is demanded by at least one third of the delegates present and shall be based on the committee and one vote per member in attendance. Parent or Guardian of a member U18 will be given one vote.
- 14.11 Proposals will be deemed to be ratified by straight majority support.

15 CLUB TEAMS

- 15.1 Teams shall be formed from players determined by their age as at midnight on 31 August of the relevant playing season. For a team to be formed the minimum requirements agreed by the Executive Committee shall be
- 15.2 Each team must have the correct number of players required by the appropriate league.
- 15.3 Each team must have an appointed member with the appropriate FA competence.
- 15.4 Each team must have a home pitch to play on at the appointed time by the appropriate league.
- 15.5 Each team must acquire a sponsor willing to contribute sufficient funds to the teams sustainability.



- 15.6 Teams shall play in the appropriate league as selected by the Executive Committee
- 15.7 Each team will be given a Team name prior to being registered with the appropriate league. The name will start with the age group of each team followed by either Black, White or Silver in sequence.
- 15.8 Each football team will play home and away fixtures in the appropriate recognised club colours: -
 - Black and white vertical strip football jersey with the club emblem on the front left and number on the rear
 - Black Shorts and Socks
- 15.9 No Alteration to the Clubs colours is permitted.
- 15.10 At its first meeting following each AGM, the Executive 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 Managers' Committee at its last meeting prior to an AGM a report of the activities of the team.
- 15.11 The Appointed member is responsible for maintaining the required level of competence required to maintain the teams Charter Standard

16 CLUB FINANCES

- 16.1 The Treasurer is responsible for all the financial matters of the club including receipt of monies, payments, banking and production of an annual balance statement.
- 16.2 The treasure is also responsible for providing a regular update of the financial state of the club at the club meetings.
- 16.3 A bank account(s) shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chairperson, the Club Secretary and the Club Treasurer.
- 16.4 Sums of money can be Deposited/ Transferred and be Drawn from the Club Account (s) using the Banks On line or Digital Banking Service. Only the treasurer has authority to use the Digital Banking Service. Single transactions are limited to a maximum value of £1000.00 unless agreed by the Club Chairperson and Club Secretary and agreement from the Bank. Any other Sums drawn from the Club Account by cheque shall require signature by two of the three designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- 16.5 The Club shall keep accounting records for recording the fact and nature of all payments and receipts to disclose, with reasonable accuracy, at any time, the financial position, including the assets and liabilities of the Club. The Club must retain its accounting records for a minimum of six (6) years.
- 16.6 The Club shall prepare an annual "Financial Statement" in such format as shall be available from The FA from time to time. The Financial Statement shall be verified by an independent, appropriately qualified accountant and shall be approved by members at a General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to The FA.
- 16.7 The Club has responsibility for "ensuring" payment of the following.
 - Referees' fees and any other expenses imposed by the league.
 - Fines for administrative errors but stress every effort is taken to keep these to an absolute minimum.



(The Club reserves the right to request the manager to pay for fines caused by constant administrative negligence. The First fine will be waived by the Club).

- The Club will not reimburse fines for ungentlemanly conduct or for foul and abusive language and in any such cases the clubs disciplinary procedures will be invoked.
 - The provision of Club trophies for end-of-season presentations.
 - The provision of training facilities, equipment, grounds, football kit, medical kit, footballs, insurance.
- 16.8 Suitable Management training, coaching courses, professional coaching fees and player development courses This does not infer that the Club shall pay for all teams to have all equipment and will attend all courses they may wish at their disposal all of the time. It does infer that as a club equipment and courses can be purchased that can be used in an equitable and efficient manner for the benefit of all members.
- 16.9 All managers are encouraged to seek sponsorship at all times or until such time as the Club has acquired a Club sponsor for all teams.
- 16.10 All football strips and equipment supplied by the Club or acquired by a team (through fund raising or sponsorship) is deemed the property of the club and is insured against loss or accidental damage.
- 16.11 The Club does not discourage individual teams from raising money for specific items of equipment to benefit their own team where sponsorship is not available.
- 16.12 In the event of a team discontinuing, all strips, equipment and funds held by that team shall revert to the Club. Failure to return said items may result in the Club taking appropriate action to recover them.
- 16.13 The Club Property, other than the Club Account, shall be vested in not less than two (2) and not more than four (4) custodians, one of whom shall be the Treasurer (the "Custodians"), who shall act as holding trustees and deal with the Club Property as directed by decisions of the Executive Committee. Entry in the Minute Book shall be conclusive evidence of such a decision. The Custodians shall not be Custodian trustees within the meaning of the Public Trustee Act 1906.
- 16.14 The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- 16.15 On their removal or resignation, a Custodian shall execute a Conveyance in such form as is published by The FA from time to time to a newly elected Custodian or the existing Custodians as directed by the Executive Committee. The Club shall, on request, make a copy of any Conveyance available to The FA. On the death of a Custodian, any Club Property vested in them shall vest automatically in the surviving Custodians. If there is only one surviving Custodian, an EGM shall be convened as soon as possible to appoint another Custodian.
- 16.16 The Custodians shall be entitled to indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

17 LIMITATION OF PRIVATE BENEFIT

- 17.1 The Executive Committee has the power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.
- 17.2 Except as provided below no part of the income and property of the Club may be paid or transferred directly or indirectly, by way of distribution, bonus or otherwise to the members of the Club including Executive Committee members and no Club Committee member may receive any remuneration or other benefit in money, or money's



worth from the Club.

- 17.3 This shall not prevent any payment in good faith by the Club to a member or Executive Committee member, Any payments in his, her or its capacity as a beneficiary of the Club.
- Reasonable and proper remuneration for goods and services supplied to the Club except in relation to payment for playing for the Club's teams, which is not permitted.
 - Interest at a reasonable and proper rate on money lent to the Club.
 - Any reasonable and proper rent for premises let to the Club.
 - The reimbursement of expenses properly incurred by him or her when acting on behalf of the Club.
 - Reasonable and proper premiums in respect of indemnity insurance for members of the Executive Committee.
 - A payment under the indemnity provision above to an Executive Committee member.
 - No Executive Committee member shall take part in any decision or be present at any meeting at which payment to him or her under Rule 17.1 to 17.2 is considered.

18 DISSOLUTION

- 18.1 A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by the majority of at least three-quarters of the members present.
- 18.2 The dissolution shall take effect from the date of the resolution and the members of the Executive Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- 18.3 Upon dissolution of the Club any assets remaining after the discharge of the proper debts and liabilities of the Club shall be given or transferred to a charity with similar purposes associated with the Football Association, a charitable football club, such other charitable institution or institutions having objects similar to the Club as the members of the Club may determine or failing that shall be applied to some other charitable purpose.

19 FINES

- 19.1 There will be occasions in accordance with FA and League disciplinary procedures where the Club will have fines imposed upon it for inappropriate actions of its members, Officials, Parents, Guardians or Spectators.
- 19.2 The Club retains the right to pass on such fines to the offending person(s) where it deems necessary in accordance with the Clubs constitution and codes of conduct. Notice in writing will be given to the offending person(s) of the fine imposed.
- 19.3 There will be occasions in accordance with the Club disciplinary procedures where members Officials, Parents, Guardians or Spectators will have fines imposed upon them.
- 19.4 Such fines shall be payable by the offending person(s) where it deems necessary in accordance with the Clubs constitution and codes of conduct. Notice in writing will be given to the offending person(s) of the fine imposed.

20 COMPLIANCE TO LEAGUE RULE

- 20.1 Managers and Players must avail themselves of the rules of the FA and Lancashire FA act in accordance with them at all times.



- 20.2 Players must be registered players to the Lancashire FA . Non-registered players cannot play in league matches but may participate in friendly matches. Player's registration cards must be offered to the opposition manager prior to a game commencing.
- 20.3 Any players leaving the Club to join another club or simply wishing to no longer play for the Club must be deregistered to the Lancashire FA before they can be registered to any new club.
- 20.4 All correspondence between Club and FA or Lancashire FA must be counter signed by the Club Secretary; there can be no direct correspondence from Club managers, coaches, or players direct to the Leagues.
- 20.5 Appropriate forms can be obtained via the team Manager or the Club Secretary

21 SKILLS DEVELOPMENT AND TRAINING

- 21.1 In line with the requirements of the Charter Standard, FA and the Lancashire FA, Managers and Coaches must undertake a Level 1 coaching Course (incorporating an emergency First Aid Course) with immediate effect.
- 21.2 The Club contributes funds to Managers and Coaches for the cost of attending "Introduction to Coaching" courses. The Executive Committee will set the amount of funding.
- 21.3 The Club arranges for additional training courses where it is deemed necessary for the development of Club officials, managers, coaches or players. In the main the costs for this will be born out of Club funds, however, the Club has the right to request funding from managers, players and members where the overall costs may deem this necessary to do so.
- 21.4 The Club will participate in skills development schemes, if and when the needs arise, to further develop the players' abilities.

22 SUSPENSION

- 22.1 At any stage the Club may, by written notice, suspend a member or Club Official for a specific period during which time any investigation may be undertaken.
- 22.2 Where a Club member or Official is suspended from the club or respective league they will not be entitled to participate in matches or training without prior consent of The Club

23 PLAYING FACILITIES, LOCATION AND EQUIPMENT

- 23.1 The club will provide playing facilities and equipment which, as far as reasonably practicable will meet the requirements for Child Welfare and Safeguarding. During the summer both training and matches will be played on grass. During winter training will be indoors and/or on artificial playing surfaces whenever possible.
 - 23.2 The key Playing/ Training location for all members is at Walton le dale high school. Members aged U7/U8 will play league games at locations provided by the Mid-Lancs Colts Junior Football league.
 - 23.3 When requested by the team manager/ coach, alternative locations at "Gregson Green Playing fields" and "The Frank Thompson" will be made available with the agreement of the Executive committee. Requests will be agreed on individual team requirements.
- 24 The Facilities Manager is responsible for coordinating the number, size of pitches and playing format at each location. This will be agreed by the Exec Committee and notified to each manager ahead of the playing season. The



Facilities Manager can re-arrange the playing format at any time in order to meet the changes in the clubs membership or league requirements.

25 LOCATION

25.1 In order to accommodate the number of team and club members, the following pitch formats will apply:

Girls & Boys

Location	Set up	Age Group
Walton Le Dale High School/Gregson Green	7 v 7	U9/ U10
Walton Le Dale High School	9 v 9	U11/ U12
Walton Le Dale High School	11 v 11	U13/ U14
Gregson Green Playing Fields	11 v 11	U15/ U16
Frank Thompson	11 v 11	U16 /Youth/ Adult

**This format is not exhaustive and can be changed at any time*

26 FACILITIES

- 26.1 Gregson Green Playing Field (Home of GLJFC), Walton Le Dale High School, Frank Thompson Sports Ground
- 26.2 Gregson Green is a shared facility with Gregson Lance Cricket Club and leased from Gregson Green Charity, maintenance is undertaken by the club with support from SRBC of 10 cuts per year.
- 26.3 Frank Thompson Sports ground is leased from Preston Council and is solely utilised by GLJFC and therefore shall be maintained and funded by the club.
- 26.4 WLD High School is a facility for the club due to its private access and ability to satisfy the Child Welfare and Safeguarding requirements. When organising training and matches primary consideration should be given to using the school whenever possible.
- 26.5 Each manager will be allocated a pitch within the playing field by the Facilities Manager. In some instances, this may be shared between two or more teams. League match playing times can be requested by each manager via the club secretary however, the ultimate match playing schedule will be decided by the appropriate league. Managers are responsible for adequately coordinating the use of their pitch between all of the teams.
- 26.6 During the summer the field will be partially maintained by the local council. The frequency of maintenance cannot be relied on, managers are responsible for maintaining their pitch to successfully complete their fixtures. This includes marking out the pitch on a regular basis and cutting the grass whenever possible.
- 26.7 The Manager is accountable for any fines imposed if the pitch does not meet the league requirements during a fixture.

NOTE: Any requests to have the grass cut should be made in a timely manner to the Facilities manager in order to avoid any fines

- 26.8 The school is a private property and the rules provided by the school should be followed at all times. The managers are responsible for familiarising themselves with the rules and enforcing them are required.



26.9 During the Winter the MUGA pitch is available for training. Managers can request training times, however, the ultimate MUGA playing schedule will be decided by the Facilities Manager based on the availability given by the school.

27 STORAGE AND EQUIPMENT:

- 27.1 Each manager will be provided with a key to access the stores cabin as required. It is the responsibility of the managers to ensure the cabin always remains secure.
- 27.2 All Managers are responsible for maintaining the cleanliness of equipment the inside of the stores cabin and the area outside.
- 27.3 All equipment provided by the club should be kept in the stores cabin except for team footballs. Managers are responsible for ensuring the equipment is returned to the cabin and is fit for purpose after use.
- 27.4 All equipment is the property of the Club unless proven otherwise. It is the responsibility of the managers to carefully maintain the equipment. When equipment is not fit for purpose, it should not be used. It should be segregated, and the Facilities Manager notified immediately.
- 27.5 It is the responsibility of the Manager to pay for any equipment or tools damaged through misuse. Subsequently payment may be sought from the teams annual finances with permission from the Executive Committee.
- 27.6 The club will provide small hand tools to maintain a moderate level of ground maintenance. Any Mechanical equipment owned by the club, self-propelled or otherwise, should not be used by any club member or official without the explicit permission of the Facilities Manager.

28 PITCH MAINTENANCE

- 28.1 The Managers are responsible for maintaining their pitches to a satisfactory playing standard. If a manager does not regularly contribute to the maintenance of their pitch, the Facilities Manager/Executive Committee will have the right to withdraw their approval for use.

29 RECRUITMENT OF PLAYERS

- 29.1 It is the policy of The Club that any player will be eligible to train with The Club, regardless of ability.
- 29.2 All players joining The Club must complete and sign a registration form which provides emergency contact details and any medical information which the parent deems necessary e.g. allergies, asthma.
- 29.3 The registration form must be returned to the club secretary before any player is eligible to play in league fixtures.