

Constitution and Rules of St. Brendan's Park Football Club (effective from July 12th 2017)

1. Club Name

The name of the Club shall be St. Brendan's Park Football Club and referred to and known throughout these rules as the club.

2. Objectives of the club.

- (a) To foster promote and develop, at all levels, the game of association football.
- (b) To constantly seek to improve, progress and maintain standards within the club and the game in general.
- (c) The club will be non-denominational, non-sectarian and non-political in its outlook and practices.
- (d) To endeavour, within the club's capabilities, to create a positive, encouraging environment for children playing football whereby all players receive qualified and competent coaching, enjoy proper equipment and facilities, learn the importance of teamwork and sportsmanship.

3. Administration of the club.

- (a) The club will be administered by a Committee comprised of:

Chairman
Vice Chairman
Hon. Secretary
Hon. Treasurer
Committee Members

The Committee shall consist of a maximum of ten (10) persons including the officers.

- (b) Election of the Committee.

All Committee members including the officers shall be elected on an annual basis at the club AGM.

Nominations of persons to serve on the Committee must be posted to the Hon. Secretary no later than 14 days in advance of the published date of the AGM.

All such nominations must be made in writing with *the signatures of two (2) club members* appended thereon and the club Hon. Secretary shall forward all such nominations to all club and Committee members no later than *seven (7) days prior to the published date of the AGM*.

In the event of a shortfall in Committee numbers or the resignations/departure of any Committee member/s the Committee shall have the right to co-opt persons whom they deem to be suitable provided they are bona fide club members in compliance with all membership criteria.

In the event of an officer resigning, or departure, during his/her term of office the Committee shall have the right to appoint a Committee member to carry out those duties in an acting capacity up until the next club AGM only.

- (c) Club Membership

Membership of the club shall only be open to those persons who have paid the prescribed annual subscription and all players of whatever age shall be deemed to be club members.

In order to attend relevant meetings club members must be 18 years or over, one parent or guardian per family shall suffice to represent their underage child/children at any such meeting and shall be deemed to be the member with the right of one vote per family for the purposes of any relevant meeting.

All team managers plus a maximum of one (1) assistant manager or coach per team shall be deemed to be club members.

- (d) Annual Membership Fees

The annual club membership fee shall be recommended by the Hon. Treasurer to the Committee for adoption for the following season.

Payment of club membership fees must be received for each club member no later than 1st September each year. Failure to pay club membership fee/s shall render those concerned to be non-members from that point onwards.

Non-membership shall result, at the Committee's discretion, in the withdrawal of the right to attend club meetings of any description, all voting rights, services and the use of all facilities provided by the club.

4. Annual General Meeting.

- (a) The Annual General Meeting (AGM) of the club shall be held in the month of June or July each year.
- (b) At least 28 days notification of the date of the AGM will be issued to all club and Committee members.
- (c) Attendance at the AGM shall only be open to all Committee members and all club members in current financial good standing with the club
- (d) A minimum of twelve club members is required to form a quorum at the AGM.
- (e) A two-thirds majority of those present and voting at the AGM shall be required to alter, delete or add to any rules of the club, any such proposed amendments/deletions or additions to these rules must be posted to the Hon. Secretary of the club no later than 14 days prior to the published date of the AGM and the club Hon. Secretary shall forward all such proposed amendments/deletions or additions to all club and Committee members no later than seven (7) days prior to the published date of the AGM.
- (f) The AGM shall be conducted according to the following agenda:
 - a. Chairman's welcome and address
 - b. Hon Secretary's report
 - c. Hon. Treasurer's report and statement of club accounts
 - d. Adoption of Hon. Treasurer's report and statement of club accounts.
 - e. Election of Committee
 - f. Alterations to rules
 - g. Any other business
- (g) Items for inclusion on the agenda under any other business must be notified in writing to the Hon Secretary no later than 14 days prior to the published date of the AGM and the club Hon. Secretary shall forward all such items to all club and Committee members no later than seven (7) days prior to the published date of the AGM.
- (h) Where more than one candidate has been nominated, in accordance with the correct procedure, for any position on the Committee, a ballot by means of secret voting shall be employed to determine the successful candidate/s by a simple majority of those votes cast.

5. Duties of the Officers and Committee Members.

Chairman: Shall chair all AGM, EGM, Committee and sub-committee (of which he/she is a member) meetings, he/she shall be entitled to be an ex officio member of all sub-committees and have a vote on any matter requiring such at Committee (or sub-committee) meetings. In the event of a tied vote he/she will also have the casting vote if he/she chooses to exercise that right.

Vice-Chairman: Shall assist the Chairman, as required, in the carrying out of his/her duties and shall chair all meetings of the Committee in the absence of the Chairman., in the event of the Chairman and the Vice Chairman being absent from any such meeting, the Committee shall appoint a person from those present to act as Chairman for the duration of that meeting only and he/she shall the same voting rights as the Chairman.

Hon. Secretary: Shall keep accurate minutes of all Committee, AGM, EGM and any other relevant meetings where he/she is in attendance, he/she shall be entitled to be an ex officio member of all sub-committees and issue to all club members and Committee members the minutes of AGM or EGM meetings within ten (10) days of their completion.

All correspondence to and from the club must issue through the Hon. Secretary, correspondence from other sources may not be dealt with at the Committee's discretion. Where he/she is absent or unavailable the Committee shall appoint a substitute for such duration as it sees fit. The Committee shall have discretion over the method of correspondence to be used including the use of e-mails.

Hon. Treasurer: Shall be responsible for all financial matters concerning the club, he/she shall sign all payment cheques which must also be signed by one other co-signatory. those co-signatories shall be the current Chairman and the Hon. Secretary.

Shall present a financial report to all AGM, Committee and such other meetings as specified from time to time by the Committee, he/she shall be responsible for the timely lodgement of all incoming funds with the club's designated bankers.

Shall present a yearly financial report and statement of accounts at the AGM, all such reports shall require to be formally adopted by the club members at the relevant AGM

Shall recommend to the Committee the level of membership fees to be implemented for the coming season.

Shall recommend, on an annual basis, a suitably qualified person or company to act as the club auditor the appointment of whom shall be approved for the following season by the club members at the relevant AGM.

P.R.O. Shall work under the sole direction of and be responsible to the Committee for the promotion of all club activities within the policies and guidelines laid down by the Committee.

Committee Members: Shall carry out all duties and responsibilities assigned to them by the Committee and report as required to the Committee.

Child Welfare: The personnel tasked with duties in this area shall be responsible for and carry out the current regulations and policies as laid down by the FAI and any other relevant bodies. All Committee members must at all times be fully compliant with current regulations regarding child welfare requirements and Garda vetting.

6. Sub-Committees and Appointments

The Committee shall appoint elected personnel to the following roles and bodies and all such personnel must be current members of the Committee:

Director of Coaching

Public Relations Officer.

Child Officer

Registrar

Assistants to the Hon Treasurer and Hon. Secretary if deemed necessary.

Any other sub-committee that may be deemed necessary.

Committee members who are absent for more than three consecutive meetings without excuse or good reason, may be deemed to have resigned as a member of the Committee.

Should any officer or Committee member resign or be removed from office the Committee will have the power to appoint a suitable replacement, if considered necessary.

7. Disciplinary Measures

The Committee shall be entitled to impose disciplinary measures up to and including termination of membership of the club for behaviour or omissions deemed likely to bring the club into disrepute and/or behaviour which it considers to be detrimental to the good order and proper running of the club such as breaches of discipline and/or breaches of club codes of Practice and Conduct and any other rules of the club, or arising from any investigation of a complaint lodged against any club or Committee member.

Disciplinary measures imposed by the Committee may take the form of expulsion, suspension, a fine, a combination of a fine and suspension, or any other sanction considered appropriate in relation to the nature of the misconduct.

In the event of a complaint made against any member of the club, the complaints procedure should be invoked. The complaints procedure will be carried out by three (3) independent members of the Committee, such members will be appointed by the Committee. The manner of the investigation will have due regard to the response of the person complained against. It will be strictly a matter for the Committee as a whole to impose any sanctions following the conclusion of any investigation.

Any member who is subject to a complaint under this rule shall have the right of a personal appearance before the Committee to present his/her case and may be accompanied at any such appearance by a maximum of three (3) persons of his/her choice.

8. EGM

The Committee may convene an Extraordinary General Meeting (EGM) when they consider it necessary. A two-thirds majority of the Committee is necessary to approve the calling an EGM, any such request must be posted to the club Hon. Secretary at least 28 days prior to the requested date and be signed by at least two (2) current Committee members and give clear notice of the business to be transacted and only such notified business can be dealt with at that EGM.

9. Club Financial Accounts.

- (a) The Hon. Treasurer will operate and maintain bank accounts, as directed by the Committee, on behalf of the club.
- (b) The club accounts must be audited and signed off by a qualified independent accountant and be presented in accordance with the procedures governing the club AGM.
- (c) The Committee members shall be indemnified against any expenses incurred by them in the course of carrying out the duties of the Club, the said expenses must be approved by the Committee before payment can be made.
- (d) The club's purchasing policy requires the approval of the Hon. Secretary and/or Hon. Treasurer for any expenditure in excess of €100.00. The collection of training fees and match fees etc. will be returned on standard forms, as drafted by the club, and expenditure on any one item shall not exceed €100.00 without approval and any such expenditure will be receipted. Any purchase over €500 must have Committee approval.

10. Committee Meetings.

Meetings of the Committee shall be conducted in a transparent manner with all members supplied with all relevant up to date information and documents. At all times Committee members may only speak with the permission of the Chairman who shall ensure that all members views are allowed full expression.

- (a) The quorum for all meetings of the Committee shall be 50% plus 1 of the membership.
- (b) Committee meeting agenda
Minutes of previous meeting and their adoption.
Matters arising from those
Chairman's report
Hon. Secretary's report
Hon. Treasurer's report
Correspondence
Any other business
Date/venue/time for next Committee meeting
- (c) All Committee members are entitled to raise any matters of concern by way of advance notice to the Hon. Secretary or under the agenda item of any other business.
- (d) Where any issue coming before the Committee requires to be voted on a show of hands shall determine all such issues, except where any single member requests a secret vote.

11. Codes of Conduct - the club endorses the contents of:

Irish Sports Council's Code of Ethics and Good Practise for Children's Sport.
FAI's Code of Ethics & Good Practise for Children's Soccer, Code of Conduct for Coaches.
Code of Conduct for Parents/Guardians.
Club Policy and Procedure's Document
Away Trips Advice and Guidance Document
Bullying Information Document.
Anti-Doping Policies

Members of the club shall at all times comply with FAI and SFAI rules, the laws of the game, the club's code of conduct and the club rules. Should any act or omission leading to a breach of rules by any club member result in the club being fined by another body, then that member may be asked to reimburse the club the full amount of any such fine.

(a) Players of all ages should be aware that they are considered to be representing the club both on and off the pitch. The team management should not tolerate any physical or oral misbehaviour, towards his/her management team, team-mates, match officials, opponents or spectators. The management team will be given every assistance by the Committee to deal with offenders under this rule.

Serious or repeated abuse of this rule may be brought to the attention of the disciplinary committee of the club for further action in the case of offences. Poor discipline reflects badly on the entire club and can lead to penalties or fines being imposed on the club or player by the Kerry Schoolboys/Girls League, Kerry District League or other football bodies - fines which may be payable by that player/s Parents or Guardian/s .

(b) The use of drugs, alcohol and tobacco should be actively discouraged as being incompatible with a healthy approach to sporting activity. Any player who arrives at training or for a match while in an intoxicated condition will not be allowed to participate, will be sent home, and will also be subject to disciplinary action. If such an incident involves a minor, it will be standard practice for the club to contact a parent/guardian to make them aware of the incident.

(c) The club operates a non-discriminatory policy. The club will not tolerate any form of discrimination, whether verbal or expressed in other ways, against any person(s), based on race, sex, religion or other form of discrimination.

(d) Efforts should be made to ensure that all club activities are as inclusive as possible, and that all children, regardless of ability or skill level, as far as possible, are encouraged and treated respectfully while at the same time the team management shall have sole control over team selection.

(e) At all times management teams and club officials should be respectful of the rights of the children under their supervision. Under no circumstances should any adult verbally or physically abuse any child or any child representing another club. The use of foul or abusive language is totally forbidden and its use may be subject to disciplinary action. Motivation of young players should seek to emphasise the positive rather than negative aspects of their performance.

(f) Children and young players should also be respectful of their coaches and club officials, verbal or physical abuse of coaches or officials may be subject to disciplinary action.

12. Club Discipline.

(a) Discipline should be positive in focus, the main form of discipline should be through praise for effort, social as well as sporting skills and good sportsmanship.

(b) Club members should treat others in a respectful manner, particularly club coaching staff or officials, whose time is always given voluntarily and on a goodwill basis.

(c) Alleged breaches of Club discipline breaches may only be reported to the club Hon. Secretary in writing and may be dealt with by a disciplinary committee as selected by the Committee.

(d) All such allegations will be treated in strict confidentiality by the disciplinary committee, and communications following any decision by the committee will be directly between the Hon. Secretary and the club member/s involved. The nature of the sanctions which can be imposed by the disciplinary committee will vary, depending on the seriousness of the breach, but can include a letter/s of warning, suspension/s for a stated period of time or a set number of games and expulsion from the club.

(e) Any sanction to be imposed by the disciplinary committee will be decided on a case by case basis and the previous record of the person/s involved will be taken into account. Any decision taken by the disciplinary committee shall, if so desired, be appealable onwards by the affected person/s to the relevant football authorities, however, under no circumstances will club membership fees, etc. be refunded, in the event of a player being suspended or expelled from the club.

(f) Any player under the age of 18 years who is required to appear before the Committee or being dealt with by the team management regarding any alleged breach of club discipline shall have the right to be accompanied by his/her parent/guardian at any hearing conducted into the matter by the Committee or team management.

13. Club Registration and Playing Rules

(a) All players play and train at their own risk. There is no requirement on the club to meet any costs arising for any player who may be injured while playing or training.

(b) The cost of subscriptions, match fees, training fees and any other fees will be decided by the Committee.

(c) All members must be registered with the club and appropriate League before they are allowed to play matches.

(d) Completed membership forms along with appropriate fee to be handed in along with player registration form a week before commencement of respective League.

(e) Teams within the club shall play home games at grounds designated by the Committee.

(f) Players must only wear the football kit provided by the club or team sponsors at matches and those must not be worn at any other time unless with the permission of the team management.

14. Appointments and Roles of Team Managements

(a) The Committee shall have the sole right to appoint persons to the role of team manager or coach or assistant to either of those roles, all such appointees must at all times be current members of the club.

(b) All such appointees will operate in accordance with the club code of conduct and the FAI's code of conduct and good practice for coaches.

(c) Any such appointed person taking on the responsibility of being involved in the management of a team must have completed the FAI Kick Start 1 programme at a minimum.

(d) Applications from prospective team management personnel must be made to the club Hon. Secretary by submitting either a verbal or written application. All such applications will be reviewed by the Committee, all applicants will be notified as to the result of their application within reasonable time.

(e) All team management appointees must be at all times fully compliant with the current regulations regarding child welfare requirements and vetting.

(f) Decisions on team selection and the playing of substitutes will be the sole right of the management team and this will form part of the sign-up procedures for Parent/Guardian upon annual player registration to the club.

(g) The Committee may, at its discretion, remove any person from his/her position within the team management as a result of disciplinary issues or where necessary to improve team performance or morale.

15. Club Notepaper

Club notepaper and any other paper bearing the club logo can be used only by the officers of the club, or by those designated officials as determined by the officers of the club, unauthorised or improper use of such material can be deemed a breach of club discipline and subject to disciplinary action.