

CHICHESTER RANGERS FC

CONSTITUTION

For the purposes of this document, the following terms shall be interpreted as described throughout its entirety. Any other terms (such as those only used once) shall be quoted after in parentheses.

- “Club” means *Chichester Rangers FC*.
- “Clubhouse” means *Shopwyke Lakes Sports Pitches* and its associated buildings.
- “The FA” means *The Football Association* – the governing body of association football.
- “Management Committee” means the collective group of individuals in Officer roles.
- “General Committee” means any elected Member per § 3.4.
- “Officer” shall mean a Member of the Management Committee per § 3.2.
- “Sussex County FA” means *Sussex County Football Association*.
- “Laws of the Game” means the current rules and regulations imposed by The FA.
- “League” means *Saywell International (Arun & Chichester) Youth Football League*.
- “AGM” means Annual General Meeting, described in § 4.
- “SGM” means Special General Meeting, described in § 7.
- “Player” means any Member of the Club that participates in football matches.
- “Member” means any person officially affiliated with the Club such as team managers, coaches, signed-on Players, and parents/carer of a Player under the age of 18 years.

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1. DESCRIPTION AND PURPOSE

- 1.1. The Club shall be called *Chichester Rangers FC* and shall consist of football teams of different age groups as determined and approved by the Management Committee.
- 1.2. The objective of the Club shall be to provide safe and inclusive training sessions, arrange association football matches, and organise social activities for its members.
- 1.3. These rules shall form a binding agreement between each Member and the Club.
- 1.4. The Club shall have the status of an affiliated member club of The FA by virtue of its affiliation to the Sussex County FA. All rules and regulations set out by The FA and the Sussex County FA shall be deemed to be incorporated into these rules.
- 1.5. The Club will honour all statutory policies and procedures set by The FA, the League and Sussex County FA, including the Safeguarding Children Policies and Procedures, Respect Codes of Conduct, Equal Opportunities Policy and Anti-Discrimination Policy.

2. MEMBERSHIP & INSURANCE

- 2.1. Membership of the Club is granted by acceptance of these rules, all Codes of Conduct and policies adopted by the Club and The FA, and that they:
 - 2.1.1. Have been invited by the Management Committee; or
 - 2.1.2. Have become a signed-on Player by invitation to join a team within the Club and completing the necessary registration forms and paying all required fees; or
 - 2.1.3. Are a parent or carer of a Player under the age of 18 years old; or
 - 2.1.4. Have been appointed as a team manager; or
 - 2.1.5. Have been appointed as a team coach.
- 2.2. The Club shall provide and maintain adequate insurance policies for all Members and any property owned by the Club as recommended by the Sussex County FA and the League.

3. MANAGEMENT OF THE CLUB

- 3.1. The overall management of the Club shall be undertaken by the Management Committee (Officers) and shall be granted the power to enforce the rules set out in this constitution.
- 3.2. The Officers of the Management Committee shall be the Chairperson, Secretary, Treasurer and Club Welfare Officer. Vice Officers of these positions (excl. Club Welfare Officer) may be created when passed by a simple majority at an AGM or SGM. Elected Vice Officers of these roles shall be deemed Officers of the Management Committee.
- 3.3. The role of Chairperson may only be undertaken by a person who has previously held an Officer role within the Club.

- 3.4. A General Committee shall act as an advisory group to the Management Committee and may be formed of adult Members, although allowance shall be made for team managers or team coaches who are aged 16 years or older. New General Committee members must be voted in at a General Committee Meeting, Special General Meeting, or AGM.
- 3.5. Roles within the General Committee shall be Fixture Secretary, Registration Secretary, Minute Secretary and Social Media Manager. Multiple people may fill these roles to form a sub-committee where required (§ 3.11) and may be undertaken by Officers of the Club.
- 3.6. General Committee members shall be entitled to one vote per resolution of any Club matter raised at any meeting excluding Management Committee Meetings.
- 3.7. An individual may only hold up to two Officer or Vice Officer (or any combination thereof) positions at any one time. General Committee roles shall not apply for this restriction.
- 3.8. Any Officer may undertake training as a welfare officer as encouraged by The FA, and completion of this training shall not count towards the restriction in § 3.7. The Club Welfare Officer of the Management Committee shall be the Club's named welfare officer.
- 3.9. The Management Committee shall be nominated and elected at the Club's Annual General Meeting. Subject to termination of their role by resignation or otherwise, elected members of the Management Committee shall remain in office until a successor is appointed at the next AGM. Retiring officers and other members shall remain eligible for re-election.
- 3.10. The Management Committee shall have the power to co-opt a replacement for any Officer who has resigned or retired during the season, and additional members may be co-opted by resolution at the AGM.
- 3.11. The Management Committee shall have the power to appoint sub-committees as necessary. Sub-committees shall be accountable to the Management Committee.
- 3.12. At all meetings, a chairperson shall be elected to preside over the meeting, and they shall have a casting or additional vote in the event an equality of votes (tie).

4. ANNUAL GENERAL MEETINGS

- 4.1. An Annual General Meeting will take place before the end of May each year. All standing Officers, Members of the Club, and parents of Members are entitled to attend.
- 4.2. Each Member of the Club will be entitled to one vote per Officer role that is due to be elected, and a simple majority shall pass any resolution.
- 4.3. All nominations for the Management Committee, consideration of any change of rules or other business to be considered at the AGM must be sent in writing to the Club Secretary by 30th April each year.

- 4.4. In the event of insufficient nominations being received prior to the AGM, the Chairperson of the AGM shall be empowered to accept nominations from those attending the AGM.
- 4.5. Independently audited accounts representing the financial status of the club to the end of the Club's financial year shall be presented for approval at the AGM.
- 4.6. Twelve Members shall constitute a quorum for the purposes of an AGM or SGM. Where the chairperson of such a meeting feels that the Club's Members are not going to be fairly represented, they may choose to reschedule the meeting to a later date when this can be achieved.

5. MANAGEMENT COMMITTEE MEETINGS ('OFFICER MEETINGS')

- 5.1. Management Committee meetings will normally take place once per calendar month from August to April, although additional meetings may take place as required.
- 5.2. Minutes shall be taken as an accurate and true record of all meetings and subsequently signed by the chairperson of the meeting after acceptance at the next meeting.
- 5.3. Three Management Committee members shall constitute a quorum for Management Committee meetings.

6. GENERAL COMMITTEE MEETINGS ('MANAGER MEETINGS')

- 6.1. General Committee meetings will normally take place once per calendar month from August to April, although additional meetings may take place as required.
- 6.2. The Management Committee and a representative from each football team within the Club should make every effort to attend every General Committee meeting.
- 6.3. Minutes shall be taken as an accurate and true record of all meetings and subsequently signed by the chairperson of the meeting after acceptance at the next meeting.
- 6.4. Resolutions at a General Committee Meeting shall be passed by a simple majority of Members who are eligible to vote in such a meeting and are attending in-person.

7. SPECIAL GENERAL MEETINGS

- 7.1. Special General Meetings may be called for in writing by a minimum of six Members.
- 7.2. An SGM of the Club may be called at any time, for example to discuss a sudden change in circumstances or a situation arising. A request for such a meeting shall be made in writing to the Club Secretary and signed by a minimum of six Members specifying the purpose and objective of the meeting.

- 7.3. Minutes shall be taken as an accurate and true record of all meetings and subsequently signed by the chairperson of the meeting after acceptance at the next meeting.
- 7.4. Resolutions at an SGM shall be passed by a two-thirds majority of Members who are eligible to vote in such a meeting and are attending in-person.

8. LEAGUE MEETINGS

- 8.1. At least two members with voting power within the Club shall attend the League's AGM every year.
- 8.2. At least two members shall attend League meetings when held. A report on the meeting must be given at the next Management Committee meeting.

9. CORRESPONDENCE AND PAYMENTS

- 9.1. The Club Secretary and Treasurer shall act on accordance with the instructions of the Management Committee.
- 9.2. All correspondence associated with the club shall be dealt with by the Club Secretary or their nominated Officer.
- 9.3. All monies shall be paid to and by the Club Treasurer. Items purchased on behalf of the Club must have a receipt to allow for reimbursement. Failure to provide a valid receipt or proof of purchase may result in reimbursement being withheld.

10. FUNDRAISING

- 10.1. A fundraising committee (where elected) will be responsible for organising all events intended to raise money for the Club.
- 10.2. Where possible, the fundraising committee should consist of a representative from each of the Club's teams age groups, plus others as necessary.
- 10.3. Within the fundraising committee, a chairperson and a representative to the Management Committee shall be elected by the committee members.
- 10.4. Where a fundraising committee is not elected, its responsibilities shall be undertaken by the Management Committee.

11. PLAYERS AND REGISTRATION

- 11.1. All Players shall be of the correct age for their assigned team as defined and permitted by the rules set by the League.

- 11.2. Before any Player takes part in a match, they must have correctly completed a Club registration form, a League registration form, and have paid any required sign-on fees.
- 11.3. Relevant match and training fees shall be paid by all members when requested. Any Member who fails to pay fees due may, at the discretion of the Management Committee, be suspended from playing and training until outstanding fees have been paid.
- 11.4. A substitute Player shall only be liable for match fees when they have actively participated in a match.
- 11.5. Any Member considered guilty of misbehaviour, misconduct, using foul or abusive language, or bringing the Club into disrepute, shall be liable to suspension, investigation, disciplinary proceedings, or termination of their membership.
- 11.6. Any Member who misuses kit or equipment which is the property of the Club shall be liable for suspension, investigation, disciplinary proceedings, or termination of their membership. This includes the wearing of kit other than for authorised occasions.
- 11.7. Transfer of Players must be authorised by the appropriate league(s) the player is affiliated to. Requests for transfers must be made to the Club Secretary.
- 11.8. All Players shall attend training sessions at the time and venue as specified by the team manager. Any Player not attending without prior notification may not be considered for selection in the next match.
- 11.9. An annual sign-on fee payable by each member shall be determined from time-to-time by the committee. Any fee shall be payable on a successful application for membership and annually thereafter until membership is terminated.
- 11.10. The committee has the authority to levy further subscriptions from any team or Member as reasonably necessary to fulfil the objectives of the Club.

12. CLUBHOUSE AND PLAYING FACILITIES

- 12.1. Players should not enter any school premises or the Clubhouse until a Club or team official is on-site.
- 12.2. Buildings, fields and changing rooms belonging to a school or the Club shall only be accessed with permission of the team manager or a Club Officer.
- 12.3. All training grounds, pitches, fields and changing rooms used by any Member of the Club must be kept clean and tidy. All rubbish and personal property must be removed at the end of the session or match.

- 12.4. Players that bring, use and/or store their personal belongings at any match, training session or social gathering do so at their own risk and are responsible for ensuring the safety of such items.
- 12.5. The Club accepts no financial responsibility of any kind for any property or item belonging to its members.
- 12.6. Any person found in possession of another member's personal belongings will be reported to the police and may be subject to suspension, investigation, disciplinary proceedings, or termination of their membership

13. FIXTURES AND MATCHES

- 13.1. As the Club shall be affiliated to the Sussex County FA, no Club team may play matches against another football team that is not affiliated to a recognised football association.
- 13.2. For home fixtures, the Club's Fixture Secretary shall be responsible for allocating a pitch, setting a kick-off time, and updating the fixture on Full Time. They shall also notify the relevant Club team's manager so that players, coaches, parents and officials can be notified via approved methods.
- 13.3. Team managers must notify their opposition team's manager (or administrative contact) of the information provided by the Club's Fixture Secretary (§ 13.2) no more than five days before the match is to take place.
- 13.4. In the event of a match being cancelled or postponed, the team manager is responsible for informing the opposition team's manager, the Club's Fixture Secretary and match officials.
- 13.5. Before a match takes place, team managers shall be responsible for ensuring that goals, nets, flags, pitch markings, and the pitch itself conform to the current Laws of the Game.
- 13.6. Team managers shall be responsible for the wellbeing of match officials and ensuring that they are paid correctly and promptly.
- 13.7. Where required, a linesman aged at least fourteen years, two linesman flags, and a match ball must be supplied for each match.
- 13.8. Team managers or a designated coach must be in possession of the registration card of each Player in their team at all matches.
- 13.9. Team managers are responsible for notifying match results as required by appropriate League rules.

14. TROPHIES AND MEDALS

- 14.1. Any League trophy or medal awarded to the Club or a Member are the responsibility of the person holding them and the Club will not reimburse any Member for loss or damage of any trophy or medal.
- 14.2. The Club agrees to reimburse any costs incurred for engraving and insurance once the Club Treasurer receives a valid receipt.
- 14.3. Trophies must be returned when requested to do so by the League or a Club Officer.

15. TERMINATION OF MEMBERSHIP

- 15.1. Any member that wishes to withdraw their membership from the Club must give notice in writing to the Club Secretary on or before 31st July. Failure to provide notice before this date may result in any fees due for the following year to be paid in full.
- 15.2. The Management Committee shall have the power to request any Member to resign or to terminate any membership with immediate notice and without explanation. A vote of not less than two-thirds of the Management Committee shall be necessary to carry out the termination, except where the termination has been requested or demanded by the League, Sussex County FA or The FA for any reason.
- 15.3. An Officer position shall be vacated with immediate effect if the Officer is subject to a decision of the League, Sussex County FA or The FA that suspends them from holding such a position, or from taking part in any football activity relating to the administration or management of a football club.
- 15.4. Upon termination of membership under § 11.6, § 12.6, § 15.2 or § 15.3, any fees paid for the current year may be returned to the Member wholly or in part at the discretion of the committee. Any member who resigns or has their membership terminated shall not be entitled to claim any of the Club's property.

16. CONTINGENCY

- 16.1. The Management Committee shall be empowered to decide on any point, issue or situation that is not expressly covered by this document, and any decision will be deemed final.
- 16.2. The Management Committee reserves the right to make, repeal and amend any rules or decisions as they deem expedient for the management and wellbeing of the Club.

17. FINANCES AND BANK ACCOUNTS

- 17.1. A bank account shall be opened and maintained in the name of the Club. A separate savings account may also be opened alongside the main bank account.

- 17.2. The designated signatories (“Custodians”) of all bank accounts in the name of the Club shall be at minimum the Chairperson, Club Secretary and Club Treasurer.
- 17.3. No sum shall be drawn or transferred from any Club bank account without approval from the Club Treasurer.
- 17.4. All monies payable to the Club shall be received and recorded by the Club Treasurer and deposited as soon as possible.
- 17.5. The income and assets of the Club shall be applied only in furtherance of the objectives of the Club.
- 17.6. The Management Committee shall have the power to authorise the payment to any Member of the Club and to any other person for services rendered to the Club.
- 17.7. The Custodians shall be entitled to an indemnity out of the Club’s property for all expenses and other liabilities reasonably incurred by them carrying out their duties.
- 17.8. Players will be invoiced monthly through Spond for match and training fees. At each AGM, a fixed monthly cost will be calculated for each team. This will be based on the expected annualised cost of the team’s match fees and training session fees and then divided equally into twelve payments. Non-attendance of players will not affect or reduce this monthly fee.

18. DISSOLUTION OF THE CLUB

- 18.1. A resolution to dissolve the Club can be proposed at any meeting and shall be passed by a majority of three-quarters of members from the Management and General Committees.
- 18.2. Unless otherwise agreed by a two-third majority, dissolution shall take effect from the date of the resolution.
- 18.3. After the dissolution resolution is passed, any monies remaining in the Club’s bank accounts must first be used to discharge any remaining liabilities. Any further remainder must be donated to a registered charity as determined by the Management Committee.

19. CLUB BRANDING

- 19.1. Lime green shall be the primary colour of the Club and black will be secondary.
- 19.2. League match kits shall consist of predominantly lime green shirts/jerseys with black accents, black/lime green shorts, and black/lime green socks. These must be approved by the Management Committee.
- 19.3. Alternative League match kits (i.e. ‘away kits’) may diverge from the requirements in § 18.2 at the discretion of the Management Committee.

- 19.4. Team training kits worn by Players, team managers, and team coaches may diverge from the requirements in § 18.2 and must be approved by the Management Committee.
- 19.5. Any kit to be worn by Players in a Club capacity must feature the Club logo (§ 19.7).
- 19.6. Training and League match kit sponsors must be family-friendly and appropriate for children to be seen wearing. This includes logos and any associated wording and images.
- 19.7. The official logo to be used on all Club property and media shall be as below. Full colour logos should always be used unless doing so is prevented by printing restrictions.

19.7.1. Club logos:



20. DISCIPLINARY PROCEDURE

- 20.1. The Disciplinary Committee shall be formed of the Club Officers.
- 20.2. Any disciplinary hearing shall be heard by at least three Club Officers and will be chaired by the Club Chairperson or other nominated Officer.
- 20.3. At least forty-eight hours' notice shall be given to any Member required to attend a disciplinary hearing.
- 20.4. Any Player under the age of 18 years old must be accompanied by a parent or carer at all disciplinary hearings and they may provide counsel to the Member.
- 20.5. Minutes shall be taken as an accurate and true record of all disciplinary hearings.
- 20.6. Any appeals of decisions made by the Disciplinary Committee at a disciplinary hearing must be made in writing to the Officer that chaired the original hearing. A final hearing will take place, whereby the Disciplinary Committee's decision will be deemed final.

CLOSING STATEMENT AND ENACTMENT

Any alterations to this constitution after signing shall require a proposal at the AGM or an SGM for consideration by the Management Committee and General Committee.

This constitution is deemed to have been accepted in full by the Management Committee.

Name	Signed	Date
Peter Riding <i>Chairman</i>	<i>COPY – ONLY ORIGINAL DOCUMENT IS SIGNED</i>	
Craig Walder <i>Secretary</i>	<i>COPY – ONLY ORIGINAL DOCUMENT IS SIGNED</i>	
Laura Walder <i>Treasurer</i>	<i>COPY – ONLY ORIGINAL DOCUMENT IS SIGNED</i>	
Helen Wheeler <i>Club Welfare Officer</i>	<i>COPY – ONLY ORIGINAL DOCUMENT IS SIGNED</i>	

REVISIONS & CHANGES

Date	Section	Reason
14/05/2025	§ 19.4	Revised by special resolution to allow for a change of wording.