

**Cheltenham Civil Service Association Football Club**  
CACSSA  
Tewkesbury Road,  
Uckington,  
Cheltenham,  
GL51 9SL  
01242 680424



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<b>President:</b>	<b>Rob Morrison</b>	<b>Chair:</b>	<b>Alan Wakefield</b>
<b>Vice Chair:</b>	<b>Ian Churchley</b>	<b>Secretary:</b>	<b>Jill Williams</b>
<b>Treasurer:</b>	<b>Alan Wakefield</b>	<b>Ladies Secretary:</b>	<b>Karen Lyons</b>
<b>Youth Secretary:</b>	<b>Paul White</b>	<b>Vets Secretary:</b>	<b>Duncan Pardoe</b>
<b>Welfare Officer:</b>	<b>Duncan Pardoe</b>		
<b>Social Secretary:</b>	<b>Karen Lyons/Sherry Brain</b>		

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## **CONSTITUTION AND CLUB RULES**

### **1. NAME**

The Club shall be called Cheltenham Civil Service Association Football Club and the Junior section will be called Cheltenham CS Youth.

### **2. OBJECTS**

The objects of the Club shall be to provide facilities, promote the game of association football, to arrange matches and social activities for its members, and community participation in the same.

### **3. STATUS OF RULES**

These Rules (the “Club Rules”) form a binding agreement between each member of the Club.

### **4. RULES AND REGULATIONS**

(a) The members of the Club shall so exercise their rights, powers and duties and shall, where appropriate, use their best endeavours 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 (“Gloucestershire County Association”) and Competitions in which the Club participates, for the time being in force.

(b) No alteration to the Club Rules shall be effective without written approval by the Parent County Association. The FA and the Parent County Association reserve the right to approve any proposed changes to the Club Rules.

(c) 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 as shall be in place from time to time.

(d) The Club will be affiliated to the Cotswold Area Civil Service Sports Association (CACSSA) and will comply with their rules and regulations while using the facilities at Tewkesbury Road, Uckington, Cheltenham.

## 5. CLUB MEMBERSHIP

- (a) The members of the Club from time to time shall be those persons listed in the register of members (the “Membership Register”) which shall be maintained by the Club Secretary.
- (b) Any person who wishes to be a member must apply on the Membership Application Form and deliver it to the Club. Election to membership shall be at the discretion of the Club Committee and granted in accordance with the anti-discrimination and equality policies which are in place from time to time. An appeal against refusal may be made to the Club Committee in accordance with the Complaints Procedure in place from time to time. Membership shall become effective upon an applicant’s name being entered in the Membership Register.
- (c) In the event of a member’s resignation or expulsion, his or her name shall be removed from the Membership Register.
- (d) The FA and Parent County Association shall be given access to the Membership Register on demand.

## 6. ANNUAL MEMBERSHIP AND OTHER FEES

- (a) An annual fee of £10 is payable by each member, excluding youth players, and shall be determined from time to time by the Club Committee and set at a level that will not pose a significant obstacle to community participation. The fee shall be payable on a successful application for membership. Fees shall not be repayable.
- (b) A Match fee will be payable by each playing member of £7 for adults and £3 for U18 players and anyone in full time education up to the age of 21. Match Fee for Substitutes will be set at £2.50 if they play for more than 20 minutes of the game, this has been brought in due to the roll on roll off rules now used in most leagues.
- (c) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.
- (d) Members who accrue debts to the club (GFA Fines or Match Fees), will have 10 days from the day the fine is incurred to clear their debt to the club. Any members owing money after 10 days will be suspended from playing and training by the Club Committee until the debt is cleared, or at the discretion of the Club Committee.
- (e) The club members must join the Civil Service Sports Council (CSSC) parent authority of CACSSA as either full or linked members paying the appropriate fees to CSSC as per their rules. No persons under the age of 18 are allowed to join CSSC.

## 7. RESIGNATION AND EXPULSION

- (a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club 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.
- (b) The Club Committee or CACSSA shall have the power to expel a member when, in its opinion, it would not be in the interests of the club for them to remain a member. An appeal against such a decision may be made to the Club or CACSSA Committee in accordance with the Complaints Procedure in force from time to time.
- (c) A member who resigns or is expelled shall not be entitled to claim any or any share of, the income and assets of the Club (the “Club Property”).

## 8. CLUB COMMITTEE

- (a) The Club Committee shall consist of the following Club Officers: Chair, Vice Chair, Treasurer, Club Secretary, Ladies Secretary, Youth Secretary, Veterans Secretary,

Welfare Officer and Social Secretary all elected at an Annual General Meeting (“AGM”).

(b) Each Club Officer and Club 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 two (2) positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chair of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chair or in their absence the Vice Chair.

The quorum for the transaction of the business of the Club Committee shall be three (3).

(c) Decisions of the Club Committee shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.

(d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than seven days’ notice to all members of the Club Committee. The Club Committee shall hold not less than four (4) meetings per year.

(e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between AGMs shall be filled by a member proposed by one (1) and seconded by another one (1) of the remaining Club Committee members and approved by simple majority of the remaining Club Committee members.

(f) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

(g) The position of a Club Officer 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.

## 9. ANNUAL AND EXTRAORDINARY GENERAL MEETINGS

(a) An AGM shall be held in each year to:

- (i) Receive a report of the activities of the Club over the previous year.
- (ii) Receive a report of the Club’s finances over the previous year.
- (iii) Elect members of the Club Committee; and
- (iv) Consider any other business.

(b) Nominations for election of members as Club Officers or as members of the Club 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.

(c) An EGM may be called at any time by the Club Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less than five members, 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.

(d) 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.

(e) The quorum for a General Meeting shall be 15.

(f) The Chair, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes, the Chair of the Meeting shall have a casting vote.

(g) The Club Secretary, or in their absence a member of the Club Committee, shall enter the Minutes of General Meetings into the Minute Book of the Club.

## 10. CLUB TEAMS

At its first meeting following each AGM, the Club 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 Club Committee at its last meeting prior to an AGM a written report of the activities of the team.

## 11. CLUB FINANCES

(a) A bank account shall be opened and maintained in the name of the Club (the "Club Account"). Designated account signatories shall be the Club Chair, the Club Secretary, and the Club Treasurer. Money can be drawn from the Club Account by bank transfer or cheque and the three designated account signatories will have oversight of the Club Account. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

(b) The Club Property shall be applied only in furtherance of the objects of the Club. The distribution of profits or proceedings arising from the sale of Club Property to members is prohibited.

(c) The Club Committee shall have the power to authorise the payment of remuneration and expenses to any member of the Club (although a Club shall not remunerate a member for playing) and to any other person or persons for services rendered to the Club.

(d) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away match expenses (First 20 miles will be 0p and then 15p a mile thereafter.), post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

(e) The Club may also in connection with the sports purposes of the Club:

- (i) Sell and supply food, drink and related sports clothing and equipment.
- (ii) Employ members (although not for playing) and remunerate them for providing goods and services, on fair terms set by the Club Committee without the person concerned being present.
- (iii) Pay for reasonable hospitality for visiting teams and guests; and
- (iv) Indemnify the Club Committee and members acting properly during the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

(f) The Club shall keep accounting records for recording the fact and nature of all payments and receipts so as 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.

(g) The Club shall prepare an annual "Financial Statement and shall be approved by members at a General Meeting. A copy of any Financial Statement shall, on demand, be forwarded to the FA.

(h) 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 deal with the Club Property as directed by decisions of the Club Committee, and entry in the Minute Book shall be conclusive evidence of such a decision.

- (i) 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.
- (j) 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 Club 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.
- (k) The Custodians shall be entitled to an indemnity out of the Club Property for all expenses and other liabilities reasonably incurred by them in carrying out their duties.

## 12. RULES COVERING PLAYER MOVEMENT BETWEEN TEAMS

- (a) When players register, they will be signing on for the club and not individual teams.
- (b) If a player is picked for a Higher or lower team they are expected to play for that team and if they refuse without an acceptable reason then they will not be allowed to play at all that week.
- (c) Any player who is dropped down a team will be expected to start the game for the lower team unless they have only played in the higher team to help out for one game, due consideration must be given where the player has gone from being substitute for lower team to substitute for higher team. This rule would not include anyone who was unavailable or dropped out last minute without reasonable excuse for the higher team the week before and therefore would not expect to be automatically selected.
- (d) Where higher teams are playing in the County Cup (Due to rules currently stating only 3 subs for County Cup) it would not be expected that the lower teams should take players unless helping that team.
- (e) Players would not be expected to be dropped more than one team unless they have only played for the higher team to help. Due consideration must be given where the player has gone from being substitute for lower team to substitute for higher team.
- (f) Players from a higher team returning from injury can be included in a squad from a lower team; this does not necessarily mean they start the game.
- (g) Where players from a higher team are dropped down then the higher team must be playing as well, unless it is seen by the manager of the lower team as helping their side out.
- (h) Where a player has been brought in for a higher team as a one off then the lower team should not be expected to take any replaced player unless the manager considers it helps them out.
- (i) On game days where the number of players is limited the managers should look to ensure that each team has at least the minimum of 11 players in all squads. Once minimum is met consideration should be given to even player numbers out across teams.
- (j) No one player from the lowest team (currently 3<sup>rd</sup> team) may be dropped on a regular basis to accommodate a player from a higher team.
- (k) The aim should be to get the squads finalised by Friday evening at 8pm (when game on Saturday) after which managers could ask for a player to be released to play for one of the other sides but cannot insist on taking someone unless their squad is reduced to less than 13 due to late drop outs.
- (l) Any disputes between managers will be escalated to the Chair and Vice Chair as a last result. Their decision will be final.

## 13. DISSOLUTION

- (a) 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.
- (b) The dissolution shall take effect from the date of the resolution and the members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- (c) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to Cotswold Area Civil Service Sports Association for use by them related to community sports.

Dated: 22<sup>nd</sup> June 2021