



Heyford Park Football Club

1. Title - The Club shall be called Heyford Park Football Club (HPFC).

2. Affiliation

It shall be affiliated to the Oxfordshire Football Association and any other leagues as decided by the Club Committee. It shall be bound by the rules of such organisations.

3. Objectives

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

4. Membership

All members shall be bound by the constitution of HPFC. Playing membership shall be open to boys and girls on reaching the age of 6 years. Membership is to the club only and does not include League Registration or the guaranteed right to play matches. Adult teams may be known as HPFC and shall be completely self-financing with any payments to a player not being paid from club funds.

5. Officers and Club Committee

The duties of the club shall be performed by a general committee consisting of the following officers and members who shall be elected at the annual general meeting.

Chairman, Vice-Chairman, Secretary, Fixture Secretary, Treasurer, Welfare Officer, Press/Media Officer and Club Standard Charter Coordinator

Managers of teams, Up to six further members

Should a position become vacant subsequent to the annual general meeting or, if within the rules as above, a further committee member is required, the remaining elected officers and members may appoint any person they consider suitable to the position.

All committee must undertake the required Committee Child Safeguarding Course

Chair to step down after a maximum 4 year term to allow for change of Chair or re-election

6. Powers of the Committee

The management of all Club assets and property shall be invested in the committee. It shall have the powers to:

6.1 Appoint such sub-committees as may, from time to time, be necessary and shall receive reports and act on recommendations from such sub-committees. Should an outgoing committee have decided to constitute a social committee to manage fund raising and social functions, then members of that committee shall be re-elected at the A.G.M. This committee shall comprise a minimum of three members.

6.2 Declare a seat vacant should a member absent himself from six consecutive meetings without satisfactory explanation or, in the view of the committee, be guilty of conduct contrary to the interests of the club.

6.3 Cancel the membership of any child for misconduct. No fees will be refunded.

7. Annual General Meeting

The annual General Meeting shall be held no later than 30th June each year. At least seven days notice will be given to all player members and /or in local publications and/or in such other manner as the committee shall decide suitable. All members shall be allowed to attend and all adult members during the year under review shall be entitled to vote. Votes may only be cast by those present. The business of the A.G.M. shall be:-



Heyford Park Football Club

7.1 To receive the annual report from the outgoing Chairman and/or Secretary.

7.2 Receive the Treasurers Statement of Accounts.

7.3 Elect the Club Officials and Committee.

Nominations for committee members should be notified to the Secretary in advance of the meeting.

7.4. Fix membership subscriptions.

7.5. Receive, discuss and adopt, if vote so decides, amendments to the Club Rules and Constitution.

Alterations to the Constitution require 2/3rd majority vote

7.6. Discuss any other business

8. Special General Meeting

A special general meeting may be called at any time by the Club Committee or by the Secretary on receipt of a written request by a minimum of 5 members. All persons allowed to attend and vote at an Annual General Meeting shall be allowed to attend and vote at a Special General Meeting.

8.1 Extenuating Circumstances

In the rare cases of extenuating circumstances where decisions are deemed time critical and essential to the safe and effective running of the Club only, a minimum requirement of at least 6 Committee members of which at least 4 should be Club Officers can agree actions outside of an AGM or SGM. Any decisions impacting players and coaches to be communicated to all Club members within 14 days.

9. Child Protection Policy

The Club adopt the policy and procedures as set out in the FA Child Protection Procedures and Practices Handbook. This includes the appointment of a Child Protection Officer who is available to offer advice, guidance and action where required, completion of Personal Disclosure Forms by all personnel involved, and for Child Protection to remain an agenda item each meeting to allow for discussion, advice and learning opportunities. The club will also abide by the FA's Child Protection Policies and Procedures, Codes of Conduct and the Equality Policy as shall be in place from time to time.

10. Code of Good Practice

As set out by the FA in their Development programme, the Club adopt the Code of Conduct for Coaches, Players, Team Officials, Parents/ Spectators together with a Complaints Procedure. These are to be issued with all applications to join the Club to ensure these are followed by all parties.

10.1 Fines / cautions

HPFC abides by the rules and practices stated in the FA regulations. It is the policy of the Club to abide by the referee decisions in assigning cautions. The Club will not dispute these decisions, nor is the Club responsible for the payment of fines. The responsibility for the payment of those fines rests solely with the offending player and his/her parents/guardians. Any fines not paid within 14 days of the offence, will result in the player being suspended from playing matches until the fine is paid

11. Subscriptions

Annual Subscriptions to the Club shall be decided at the A.G.M. and become due on dates decided by the committee.

12. Finance

The Committee shall have cause, through the Treasurer, to keep proper books of accounts which shall be presented at each Committee meeting. Auditing of the books shall be undertaken every 3 years or more frequently at the discretion of the Committee. All expenditure must be authorised by the Committee. Cheques must be signed by two officers authorized by the Committee.



Heyford Park Football Club

13. Club Colours/Club Grounds

Playing colours (Green/Black) and home playing grounds shall be decided by the Committee.

14. Transfers

Transfer of members to or from other clubs must be undertaken in accordance with the appropriate League rules.

15. Insurance

The Club must hold a public liability insurance.

16. Dissolution

(a) A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a 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 another Club, a Competition, the Parent County Association or The FA for use by them for related community sports.

NOTES TO PARENTS

1. Injury Risks: Important.

Parents are advised that members play entirely at their own risk. Parents should therefore take steps to insure their sons/daughters against injury, both while playing and while travelling to and from matches or training.

2. Fees

Members selected to play in matches will be charged a small fee, to be determined by the Committee, for pitch fees and other expenses.

3. Futsal

Members selected to represent the Club in a junior Futsal league must adhere to the rules and pay the appropriate fees of that league.

4. Inclement Weather

In the case of inclement weather, parents must check that training sessions are taking place before leaving their children at the training hall/facility or training ground.

5. Transport to and from Matches and Training Sessions

It is entirely the responsibility of parents to ensure that their children are provided with transport both to and from matches and training sessions.

The Club can take no responsibility for accidents which may take place whilst members are travelling in other parents or Committee members cars or other vehicles.

6. Behaviour

Responsible behaviour is expected from all players and spectators, both on and off the



Heyford Park Football Club

playing field and on the touchline whilst playing, travelling to and from games and during training sessions. Foul and abusive language will not be tolerated at any time. Please refer to Code of Good Practice.

7. Clothing

Parents must ensure that their children are properly clothed for the prevailing conditions before leaving them at matches or training sessions. Training kits are supplied after a period decided by the committee.

8. Shin Pads / Studs

Boys or girls must wear shin pads at all times whilst playing or training. They must only wear indoor training shoes within the legal requirements. It is a parental responsibility to see that these rules are observed.

9. Jewellery

We would remind players and parents that no jewellery whatsoever can be worn during training sessions or matches

10. Unaffiliated / Non Sanctioned Football

We would remind players and parents of the following Oxfordshire Association Rule:

Any player who is found to be playing for or against unaffiliated teams may be charged with Bringing the Game into Disrepute and then face a suspension from all football / football management activities.