



Heyford Park Football Club

Constitution

Revised 12/07/2024

1. Title

The club shall be titled Heyford Park Football Club (HPFC).

2. Affiliation

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

3. Objectives

Its objective 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. Player transfers to and from other clubs will be managed in accordance with league rules. 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 Committee consisting of Club Officers along with Managers and Coaches from each team, including those from non-competitive development groups.

The following Officers will either be confirmed as remaining in post or newly elected at the Annual General Meeting (AGM):

- Chairperson
- Vice-Chairperson
- Secretary
- Fixture Secretary
- Treasurer
- Welfare Officer
- Communications Officer
- Grounds Officer
- Community Officer
- Fundraising Officer

Should the incumbent wish to step down it is requested they give as much notice as possible and a minimum of 3 months to allow sufficient time to advertise for and interview candidates.

Where the role requires a degree of training or handover from the incumbent, a deadline will be set for applications following which a vote will be taken by the Committee, outside of the AGM, to appoint a candidate and begin role transition.

The same process will apply for newly created Officer roles.



The recruitment of all Committee members, including managers and coaches, will require a meeting with a minimum of two Club Officers to ensure suitability and alignment to the club ethos.

The Chairperson role will be put up for election after a maximum term of 4 years. This will provide the opportunity for change or re-election of the incumbent if voted by the Committee.

All Club Officers must undertake the Safeguarding for Committee Members course

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 Make decisions on the day to day running of the club based upon recommendations from the Club Officers.
- 6.2 Appoint Sub-Committees to perform specific duties from which they will receive reports and act upon the recommendations of those Sub-Committees.
- 6.3 Declare a seat vacant should a member absent himself from 4 consecutive meetings without satisfactory explanation or, in the view of the committee, be guilty of conduct contrary to the interests of the club.
- 6.4 Cancel the membership of any player for misconduct. No fees will be refunded.

7. Annual General Meeting (AGM)

The AGM shall be held no later than 30th June each year. A minimum notice period of 14 days will be given to all Committee and player members. This will be communicated in any such manner the Committee decide is suitable. All adult members shall be allowed to attend and will be entitled to vote. Committee members unable to attend will be offered the opportunity to vote remotely ahead of the meeting.

The business of the AGM shall be to: -

- 7.1 Receive a statement from the Chairperson.
- 7.2 Receive the Treasurers statement of accounts.
- 7.3 Elect candidates into vacant Club Officer roles. Nominations for these roles should be notified to the Secretary in advance of the meeting.
- 7.4 Discuss and agree objectives for the season ahead.
- 7.5. Fix membership subscriptions.
- 7.6. Discuss proposed amendments to the Club Constitution and Rules where a 2/3 majority vote is required to carry forward the amendment.
- 7.7. Discuss any other business

8. Special General Meeting (SGM)

A special general meeting may be called at any time by the Club Officers 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 In the rare cases of extenuating circumstances where decisions are deemed time critical and essential to the safe and effective running of the Club, 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. Subscriptions

Annual Subscriptions to the Club shall be decided at the AGM and will become due on dates decided by the Committee.

10. 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.

11. Insurance

The Club must hold public liability and team insurances as required by affiliation to the Football Association.

12. Club Colours/Club Grounds

Playing colours, which are traditionally Green/Black and home playing grounds shall be decided by the Committee.

13. Discipline

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

14. 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.

15. 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.

16. Parents and Players Code

Parents should ensure their children are dressed suitably for the weather conditions and wear shin pads during all training sessions and matches. Footwear should be appropriate to the surface being played upon and no jewellery should be worn by players. Children should have plenty of water available to them. Club kits as supplied by HPFC should be worn as directed by the team manager. These remain the property of the Club so should be returned as players decide to leave the Club. Members play entirely at their own risk, so parents are advised to take appropriate steps to insure against injury both whilst their children are playing and travelling to and from matches and training. Responsible behaviour is expected from players and spectators both on and off the playing field and on the sidelines. Foul and abusive language will not be tolerated at any time. Please refer to the Code of Good Practice.

17. Dissolution

17.1 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.

17.2 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.

17.3 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.