



Club Rules

Last reviewed: 13/03/25

Foreword

This document outlines the make-up of our club, the membership requirements, responsibilities, and privileges associated with being a member of the club, and how our club is operated.

These rules are designed to ensure a welcoming, respectful, and well-organised environment for all members and guests. By adhering to these guidelines, we can uphold the integrity of the club while providing a positive experience for everyone involved.

Section 1 | Club Constitution

- 1.1. **Name of Club:** Barnwood United Association Football Club.
- 1.2. **Our Mission:** Rooted in community, driven by passion. As a thriving football club, we stand for inclusivity, honesty, and resilience, enhancing the experiences of all our members, and the wider community, via the provision of grassroots football - creating opportunities for all.
- 1.3. **Aims & Objectives:** Our club exists to:
 - Offer playing, training and coaching development and competitive opportunities in Association Football.
 - Promote the Club, football, healthy living, exercise and community spirit within Gloucestershire.
 - Ensure a duty of care to all members of the club.
 - Provide its services in a way that is fair to everyone.
 - Manage and use facilities in a safe and environmentally friendly way.
- 1.4. **Sports Equity:** Our Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so we acknowledge and adopt the following Sport England definition of sports equity: "Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society."

- The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment or abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

Section 2 | Membership

- 2.1. **Membership** of the club is open to anyone interested in promoting, coaching, volunteering or participating in football, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. The membership shall consist of the following categories and is described in more detail in the following paragraphs:
- Full member
 - Youth member
 - Senior training only / Associate member
 - Youth training only
- 2.2. **Membership Terms:** By joining the club, all members will be subject to the regulations of the constitution and club rules, and will be deemed to accept these regulations and codes of practice that the club has adopted
- 2.3. **Membership Application:** All prospective members must register online via our club website, www.barnwoodunited.co.uk. Payment will commence at the point of registration on the website. Active membership is granted 48 hours from registration.
- 2.4. **Membership Approval:** Membership applications are reviewed remotely by the key officials of the relevant club committee (Committees and Key Officials are described later in this document). The club withholds the right to decline any membership, without feedback to the applicant, during the first 4 weeks from the point of online registration. The membership subscription will be terminated, and payment refunded.
- 2.5. **Membership Categories:**
- **Full Membership:** Grants access to all club facilities, events, and Full Members shall be eligible to take part in the business of the Club, vote at general meetings and be eligible for selection of any Club role, subject to the payment of the applicable subscription by the due date and/or membership being agreed by Club Committee.

- **Training Only / Associate Membership:** For supporters of the club or members who participate in training sessions but do not play in regular matches. Membership provides access to club facilities and events, but no voting rights.
 - **Youth Membership:** For members under 18, includes access to youth training sessions, matches, and events. In some cases, representatives of Youth Members do have the power to exercise voting rights, as described later in this document.
- 2.6. **Membership Fees** are determined at the Annual General Meeting (AGM) and are payable monthly, or in full for 12 months at a discounted rate. Failure to pay membership fees may result in suspension or termination of membership. Prices for the current season are available via the members area of our website (www.barnwoodunited.co.uk). Pricing attached to all memberships is flexible as required, at the discretion of the Committee; we will not allow financial hardship to prevent participation in our activities.
- 2.7. **Guests:** Members may introduce guests to the club. Members are responsible for the conduct of their guests while on club premises.
- 2.8. **Use of Club Facilities:** Members have the right to use club facilities as a part of their membership fee and in accordance with the club's rules and regulations. Any damage to club property caused by a member or their guest must be reported and may result in the member being held liable for repairs.
- Any non-members involved in sessions as guests must pay; the member hosting the guest will be responsible for collecting the payment.
 - Group sessions must be open to all members, as reasonable as possible.
- 2.9. **Alcohol Consumption:** The supply of alcohol to members and their guests at our Coopers Edge Sports Hub facility must comply with the Licensing Act 2003.
- Alcohol may only be consumed in designated areas and during permitted hours. Alcohol cannot be supplied to members or guests under the age of 18, under any circumstances.
 - Only club members who have completed appropriate alcohol sales training are permitted to sell alcohol to other members.
 - Training resources and certification must be approved by the club committee, and members must provide proof of completion before being authorised to sell alcohol.
- 2.10. **Discipline and appeals:**
- Members are expected to conduct themselves in a manner that upholds the club's reputation.
 - Members must adhere to the club's code of conduct, which includes:
 - Respecting all players, officials, and spectators.

- Refraining from using offensive language or engaging in aggressive behaviour.
 - Promoting fair play and sportsmanship at all times.
- All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's welfare policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.
- All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
- The Management Committee will meet to hear complaints within 28 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
- The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 28 days of the hearing.
- There will be the right of appeal to the Management Committee following disciplinary action being announced, intention to appeal must be lodged with the Secretary within 14 days of the outcome being notified. The committee should consider the appeal within 28 days of the Secretary receiving the appeal.

Section 3 | Club Management

- 3.1. **Club Operations:** The affairs of the club are operated by Barnwood United AFC Limited, which is a Limited by Guarantee Company registered at Companies House (Registration Number 15169792). This enables transparent reporting of the club's financial status, and annual accounts must be submitted to Companies House. Details of company Directors and Persons of Significant Control can be found listed on Companies House. A Limited by Guarantee company is commonly used by not for profit ventures, and no individual is entitled to benefit from any profits made by the club, and any profits made must be reinvested for the benefit of the members. Whilst an uncommon structure for an amateur football club at our level, we believe this demonstrates to our members our commitment to operating professionally, whilst providing a legal entity to facilitate any legal agreements or contracts the club may wish to enter in its day-to-day affairs. Footballing matters are delegated to the Club Committees.
- 3.2. **Committee:** The affairs of the Club shall be conducted by two Sub-Committees, each with 4 Key Officials and any number of elected Club Officers, as determined by the committee.
- **Open Age Committee Key Officials:** Chair, Secretary, Treasurer, Club Welfare Officer (or official appointed by Club Welfare Officer)
 - **Youth Committee Key Officials:** Youth Chair, Youth Secretary, Club Treasurer (or official appointed by Club Treasurer), Club Welfare Officer

- **Additional Committee Roles:** Club Development Officer, Elected Committee Officers

Additionally, all managers and coaches are invited to attend all committee meetings, and each team manager is responsible for ensuring their team has appropriate representation at committee meetings.

- 3.3. **Committee Appointment:** Each committee role above may be shared by more than one incumbent, an individual may fulfil multiple roles, and any Committee Officer role may carry a specific title for any period of time as agreed by the Committee e.g. Social Media Manager or Social Secretary. Whilst the two Sub-Committees will operate largely or entirely independently, for any General Meetings they come together as one.
- Committee roles shall be elected at the Annual General Meeting (AGM). The term of office shall be for one year, and members shall be eligible for re-election.
 - If the post of any committee member should fall vacant after the AGM, the Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
 - Where appropriate both the Club Treasurer and Club Welfare officer may delegate responsibility for certain sections of the club's membership via the creation of additional unelected Committee Roles e.g. Youth Treasurer, Adult Welfare Officer. At all times overall responsibility will default to the elected officials.
 - In the absence of the Club Chairman responsibility for his duties will fall either to the Youth Chairman or Club Secretary as appropriate.
 - If, during the season, additional Committee Officers are identified, the Committee shall have the power to extend the committee.
 - The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
 - The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.
 - The Committee will have powers to appoint any subsidiary roles to operate the Club and manage the as necessary to fulfil its business.
 - The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution.
 - The Committee will be responsible for taking any action of suspension or discipline following such hearings.
 - The committee meetings will be convened by the Secretary of the Club and be held routinely every month.
 - Extraordinary Committee Meetings may be convened by the Chair at any point.
 - Only the posts listed above will have the right to vote at committee meetings. Where an individual holds multiple roles, they will only be entitled to one vote. The quorum required for business to be agreed at Management Committee meetings will be 4 elected committee members.
 - Where any vote results in a tie, the Club Chairman (or acting Chairman as described above), will have the casting vote.

- The Committee is held to account by the Barnwood United AFC Ltd Board of Directors, as described above in Club Operations.

3.4. **Finances:** The Club Treasurer will be accountable for overseeing the finances of the Club. Where applicable the Club Treasurer may appoint a Youth Treasurer, who will be empowered to deal with the financial affairs of the Youth Section but will report directly to Club Treasurer.

- The financial year of the Club will run from 1st July and end on 30th June.
- All Club monies will be banked in an account held in the name of the Club.
- A statement of annual accounts will be presented by the Club Treasurer at the AGM.
- All committee members undertake to act responsibly with regard to the clubs financial affairs, and to follow the financial procedures as set out by the club in the spending empowerment section below.

3.5. **Spending empowerment:** Wherever possible all creditors shall be paid directly from an account in the Club's name. Where this is not possible the spend must be evidenced in the form of an official receipt or invoice from the creditor before the Club will provide payment to the payee.

- Any spend under £250 can be approved by any member of the Committee.
- Any spend between £250 - £1,000 will need approval from at least two Committee Members.
- Any spending between £1,000-£2,500 requires the approval of the Club Treasurer.
- Any spend between £2,500-£5,000 will need the approval of at least two Committee Members, one of whom must be the Club Treasurer.
- Any spend over £5,000 requires a 75% or more majority approval from Committee Members.
- In addition to point 5, any spend over £25,000, or any capital improvement project, where total overall spend will exceed £25,000, will also need to be put forward for approval at an Extraordinary General Meeting of the members of the Club whereby:
 - Each Full Member will be entitled to one vote.
 - Each Youth team will be able to nominate an Adult representative, and each of these representatives will be entitled to a 5 vote block.
 - For the project to be approved an overall majority must be achieved.
 - All works within this category will be delayed by one month to allow dissenting members to raise any reasonable appeals.

3.6. **Financial Impropriety:**

- All Club Members are made aware of their responsibility to report suspicions of any financial impropriety by any Club Member or Committee Member to the Club Treasurer.

- It is the responsibility of the Club Treasurer to ensure all complaints are thoroughly investigated, and the Committee is kept informed.
 - In the event of disciplinary action needing to be taken against any Club Member, including a Committee Member, the accused will be asked to attend a hearing, at which at least three Committee Members must be present (one of which must be the Club Treasurer)
 - Where any complaint of impropriety is made against The Club Treasurer, responsibility for the above process will fall to either Chairperson, Vice-Chair or Club Secretary.
- 3.7. **Amendments to the constitution:** These Club Rules will only be changed through agreement by majority vote at an AGM or Extraordinary General Meeting (EGM).
- 3.8. **Dissolution:** A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership. In the event of dissolution, all debts should be cleared with any clubs' funds. Any assets of the club that remain following this will become the property of another club with similar objectives, or Gloucestershire FA as our governing body.
- 3.9. **Annual General Meetings and Extraordinary General Meetings:** General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.
- The Club shall hold the AGM in the month of May or June to:
 - Approve the minutes of the previous year's AGM. Receive reports from the Committee.
 - Receive a report from the Treasurer and approve the Annual Accounts.
 - Elect the officers on the Committee.
 - Agree the membership fees for the following year.
 - Consider any proposed changes to the Constitution.
 - Deal with other relevant business.
 - Notice of the AGM will be given by the Club Secretary with at least 14 days' notice to be given to all members.
 - Nominations for officers of the Committee will be sent to the Secretary prior to the AGM.
 - Proposed changes to the constitution shall be sent to the Secretary prior to the AGM, who shall circulate at least 7 days before an AGM.
 - All members have the right to vote at the AGM. The quorum for AGMs will be 25% of the Club's members.
 - The Chairperson of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.
 - An Extraordinary General Meeting (EGM) shall be called by the Chairperson or via an application in writing to the Secretary supported by at least 10% of the members of the Club. The Committee shall also have the power to call an EGM by decision of a simple majority of the Committee members.
 - All procedures shall follow those outlined above for AGMs.

Section 4 | Declaration

Barnwood United AFC hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Phil Powell

Chair

Mike Bollands

Club Secretary

Rob Sherwood

Club Treasurer

Chris Coward

Youth Chair, Club Development Officer

Jacquie Topps

Youth Secretary

Becca Mutlow

Club Welfare Officer

Daniel Rosenberg

Elected Committee Officer

James Culley

Elected Committee Officer