



OLD TIFFINIANS FC CLUB RULES

Updated: July 2024

1. Name

The club shall be called Old Tiffinians Football Club (the “Club”).

2. Objects

The objects of the Club shall be to provide an open and welcoming environment to 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 Regulations of The Football Association Limited (“The FA”), County Football Association to which the Club is affiliated (“Parent 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 prior 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 Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy as shall be in place from time to time.

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 Membership Secretary.
- b) Any person who wishes to be a member must apply on the Membership Application Form and submit 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 force 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, their 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.



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6. Annual Membership Fee

- a) An annual fee payable by each member 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. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable.
- b) 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.

7. Resignation and Expulsion

- a) A member shall cease to be a member of the Club if, and from the date on which, they give notice to the Club Committee of their 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 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 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 a share of any, of the income and assets of the Club (the "Club Property").

8. Club Officers & Club Committee

- a) The Club Officers are the Chairperson, Treasurer and Club Secretary.
- b) No person may hold more than one role of Club Officer at any time.
- c) The Club Officers shall be responsible for the management of all the affairs of the Club, including representation to The FA and Parent County Association.
- d) The Club Committee shall consist of the three Club Officers: Chairperson, Treasurer, Club Secretary, in addition to other Club Committee Members, all of which are elected at an Annual General Meeting ("AGM") and recorded in the minutes.
- e) 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").
- f) One person may hold no more than two positions of Club Committee at any time.
- g) The Club Committee shall be responsible for carrying out the management of all the affairs of the Club, as agreed by the Club Officers.
- h) Meetings of the Club Committee shall be chaired by the Chairperson or, in their absence, the Club Secretary.
- i) The quorum for the transaction of business of the Club Committee shall be five, including at least two of the Club Officers (Chairperson, Treasurer and Club Secretary).
- j) Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie.



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- k) Decisions of the Club Committee meetings shall be recorded by minutes which are to be maintained by the Club Secretary, or in their absence a member of the Club Committee.
- l) 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 meetings a year.
- m) 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 and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- n) Save as provided for in the Rules and Regulations of The FA, the Parent County Association and any applicable Competition, the Club Officers shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
- o) The position of a Club Officer shall be vacated if such 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 July (or occasionally August) 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 the Club Officers;
 - iv. elect the Club Committee Members; and
 - v. consider any other business.
- b) Nominations for election of members as Club Officers or as Club Committee Members 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 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 five.
- f) The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote



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and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

- g) The Club Secretary, or in their absence a member of the Club Committee, shall record the minutes of General Meetings.

10. Club Teams

At its first meeting following each AGM the Club Committee shall appoint a Club Committee Member to be responsible for each of the Club's football teams (either the team captains or team managers). 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 Chairperson, the Club Secretary and the Treasurer. No sum shall be drawn from the Club Account except by cheque signed by two of the three designated signatories. 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 proceeds arising from the sale of Club Property to members is prohibited.
- c) The Club Officers 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, 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 Officers, Club Committee and members acting properly in the course of 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 years.
- g) The Club shall prepare an annual "Financial Statement", in such format as shall be available from The FA from time to time. The Financial Statement



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shall be verified by an independent, appropriately qualified accountant and shall be approved by members at general meetings. 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 and no more than four custodians, one of whom shall be the Treasurer (“the Custodians”), who shall deal with the Club Property as directed by decisions of the Club Officers and entry in the minutes shall be conclusive evidence of such a decision.
- i) The Custodians shall be appointed by the Club Officers 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 Officers.
- k) 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.
- l) 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. 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 Club Committee 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.

Club Officers of OTFC.