



Club Constitution

1. Name of club

The Club shall be called Phoenix Girls Football Development.

2. Purpose

The main purpose of the club is to provide facilities for and to promote participation in the amateur sport of Football in Oldham and surrounding areas.

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 Secretary.

(b) Where the proposed member is under the age of 18, the parent or guardian of the proposed member shall be responsible for all interactions relating to membership. This will also apply throughout the period of membership at the club until the member is 18 years old or more.

(c) 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 force from time to time. Membership shall become effective upon an applicant's name being entered in the Membership Register.

(d) A welcome pack will be provided to new members upon joining and renewed once every year. The document will be shared digitally (via email) and will contain information about the club including locations, payment processes, committee contacts, club aims & objectives, links to club information, grievance procedure, links to website and social accounts, and expected conduct of all associated to the club.

(e) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

(f) The FA and Parent County Association shall be given access to the Membership Register on demand.



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 objectives of the Club.

7. Resignation & 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 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. Property and funds

(a) The property and funds of the Club cannot be used for the direct or indirect private benefit of the members other than as reasonably allowed by the rules and all surplus income or profits are reinvested in the Club. No surpluses or assets will be distributed to members or third parties.

(b) 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.

(c) 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 (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the persons concerned being present.
- iii. Pay for reasonable hospitality for visiting teams and guests.
- iv. Indemnify the committee and members acting properly in the course of running the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

(d) The Committee will have due regard to the law on disability discrimination and child protection.

9. Club committee

(a) The Club Committee shall consist of the following Club Officers: Chairperson, Secretary, Treasurer, Welfare Officer (youth) and up to 5 other members, elected at an Annual General Meeting.

(b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting ("AGM") unless otherwise resolved at an Extraordinary General Meeting ("EGM"), this is typically 1 year. One person may hold no more than two 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 Chairperson 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 Chairperson or in their absence the Club Secretary. The quorum for the transaction of business of the Club Committee shall be three.

(c) Decisions of the Club Committee of meetings 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



meetings a year.

(e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings 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.

(f) Members wanting to apply for a committee position are welcome to do so at any time by emailing the club email address and marking for the attention of the Club Secretary.

(g) 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.

(h) 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.



10. Club committee roles

The core club committee roles and responsibilities are as follows. All persons assigned will have completed the required checks as is required by the Football Association. This is checked and monitored by the Club Welfare Officer (youth).

Role	Responsibilities	Summary
Chairperson	Constitution Rules and regulations Committee chair	Provides strategic direction, leads meetings, and acts as the main representative for the club
Secretary	Ensuring smooth running of the club Organising managers', committee meetings, AGM and EGM. Liaison with leagues Liaison with County FA	Handles all administration, including league registrations, club affiliation with County FA, and maintaining official records and meeting minutes
Treasurer	Club finance Annual accounts Paying Fees	Manages club finances, including setting budgets, collecting registration fees, paying league fines, and producing annual accounts
Welfare Officer (youth)	Ensuring all who need CRB checks have them and those who need to complete the Safeguarding Children Workshop have done so	Ensures all coaches and volunteers have valid DBS checks, oversees safeguarding policies, and acts as the point of contact for concerns



11. Annual and Extraordinary General Meetings

(a) All members are entitled to vote at AGM's and EGM's. Where a member is under 18 years old, one parent or guardian of the member shall be their representative.

(b) Each member shall have one vote only at each AGM and/or EGM.

(c) An AGM shall be held in each year in the month of June 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 members of the Club Committee; and

(iv) consider any other business.

(d) 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.

(e) 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.

(f) The Secretary shall send to each member at their last known address and /or 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. This will also include the physical location and timings of the respective meeting.

(g) The quorum for a General Meeting shall be a minimum of 60% of the total members.

(h) The Chairperson, 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. The vote is done via paper slip entered into a ballot box. In the event of an equality of votes the Chairperson of the



Meeting shall have a casting vote.

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

12. 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. Upon appointment, the members shall be provided with the updated "Club Manager's Pack" detailing role requirements, available club support, committee member contact details, and key information about the club. This is provided by the Club Secretary. 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 report on the activities of the team using the template document provided by the club committee. Typical information would include, but is not limited to;

- (a) Player development progress summary
- (b) Season summary
- (c) Challenges and successes
- (d) Support needed from the club committee

13. 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. Examples of monies payable to the club account include, but are not limited to;

- (i) Annual registration fee / sign-on fee (using club provided member reference number)



(ii) Monthly subs payment (using club provided member reference number)

(iii) Sponsorships and fundraising

(iv) Donations

(v) Grants

(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 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, 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 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 shall be verified by an independent, appropriately qualified accountant and shall be approved by members at the 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 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 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.

14. Winding up of a team

(a) The team coach must notify the club secretary should a team decide to fold / wind up.

(b) Where the club has provided team clothing all of the team clothing must be collected up and handed in to the club secretary.

(c) Where the club has provided team equipment all team equipment must be handed to the club secretary.

(d) All outstanding debts and fees must be paid in full to the club treasurer no later than 4 weeks after confirmation of the team folding.

(c) Any remaining funds from the team to be paid to the club treasurer to the main club account.



15. 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. No surpluses or assets will be distributed to members or third parties.

Signed:

Role	Name	Signature	Date
Chairperson	Mike Jewsbury	<i>M Jewsbury</i>	23/03/2026
Secretary	Ben Ramsden	<i>B Ramsden</i>	23/03/2026
Club Welfare Officer (Youth)	Mike Jewsbury	<i>M Jewsbury</i>	23/03/2026
Treasurer	Claire Jewsbury	<i>C Jewsbury</i>	23/03/2026