

# **VCRFC - Constitution**

## **VILLACOURT ROVERS ASSOCIATION FOOTBALL & ATHLETIC CLUB**

The Club shall be called the Villacourt Rovers Association Football & Athletic Club and shall be affiliated to the London County Football Association.

### **Objects**

Its object shall be to provide association football for its members and such social and other recreational activities as may be deemed by the Committee.

### **Officers**

The Officers shall consist of Chairman, Vice Chairman, General Secretary and Treasurer, all of whom shall be elected at the Annual General Meeting.

### **Committee**

The Club shall be controlled by a Management Committee, consisting of Officers and any additional Co-opted members who shall be elected at the Annual General Meeting. The Management Committee shall meet once every four weeks and the proceedings at such meetings shall be duly recorded in the Minute Book. At meetings of the Management Committee six shall form a quorum. Any Member of the Management Committee, who absents himself from three consecutive meetings without reasonable excuse, will be held to have resigned from the Committee.

### **Powers of Committees**

The property and/or assets of the Club shall be vested in the Management Committee. The Management Committee shall have the power to appoint such Sub-Committee's as may from time to time be deemed necessary and shall receive reports of such Sub-Committee's at its meetings. The Management Committee shall have power to suspend or expel any member deemed guilty of conduct prejudicial to the good name of the Club.

The Management Committee shall have power to fill such vacancies as may arise in it's constitution between Annual General Meetings.

The Management Committee shall have power to declare a seat vacant should a member not attend three consecutive meetings without an explanation deemed to be satisfactory.

### **Membership**

Any bona fide member of the Club shall be eligible for the Senior or junior section, but only after following the under-mentioned procedure:

#### **(a) Seniors**

Complete application from in ink and return it with the fee which is determined Annual to the Registration Secretary.

#### **(b) Juniors**

Complete application form in ink, duly witnessed by a Parent or Guardian and return it with two passport type photographs and a fee which is determined annually to the Registration Secretary.

- The Management Committee shall have power to accept or reject any player's registration form and will not enter into correspondence with any party concerning a decision.
- In the event of non-payment of subscription within fourteen days of the new season membership shall be deemed to be terminated.
- A Member wishing to resign shall give notice to this effect in writing to the Secretary, such notice to be accompanied by payment of all Club monies due to that date.
- Disciplinary action will be taken against any Manager playing unregistered players.

### **General**

The Management Committee meetings will be held at; 11 Willow Close, Bexley, Kent.

Having registered as a player for Villacourt Rovers, the member shall not be permitted to play for any other Sunday League Club without obtaining written permission from the Management Committee. Any player wishing to transfer to another League Club must first complete the transfer document as necessary in conjunction with the Registration Secretary.

Any player who is approached by another Club or individual trying to persuade or influence him to leave Villacourt Rovers, must immediately report this to the Management Committee for their action.

Teams will receive as standard at the start of every season the following items:

- Cones
- Training Footballs
- Match day Footballs
- First Aid Kit
- Training Bibs
- Water Bottles
- Full Home Kit

### **Code of Practice**

The Code of Practise of the Club shall be determined by a Disciplinary Committee, which shall consist of not less than 3 persons, one, of which must be the Chairman or Vice-Chairman.

Disciplinary action will be taken against any member found guilty of misconduct. The terms misconduct, is to cover such matters as being cautioned or sent off during the course of the game by the referee, using foul or abusive language on or off the field of play, non-completion of financial obligation to the Club and bringing the Club into disrepute

The Team Manager shall be held responsible for the behaviour of his team, both on and off the field and severe measures will be taken against any Manager who does not ensure that his team acts in a proper manner at all times.

All team Manages must sign a form of Agreement.

The Management Committee cannot accept liability for the loss of any property whatsoever by a player, official or spectator, whilst present at Crofton Albion Sports and Social Club, Weigall Road, Kidbrooke, London, SE12.

Any member shall have the right to approach the Management Committee to discuss any problems or matter concerning the Club, which said member feels needs clarification.

The Management Committee reserves the right to deal with any contingency not covered by these Rules.

### **Annual General Meeting (AGM)**

The Annual General Meeting shall be held not later than 31<sup>st</sup> July in each year and the Secretary shall give 21 days clear notice of such meeting to all members.

The financial accounts for the season will be presented to the meeting which will also elect the Officers of the Management Committee and Auditors by ballot.

Candidates for election under Rule 8 must be members of the Club.

They must be nominated by two Club members. All candidate nominations must be submitted on the appropriate form of the Villacourt Rovers Association Football & Athletic Club, on or before June 20th of each year.

### **Extraordinary General Meeting (EGM)**

An Extraordinary General Meeting may be convened by the Management Committee when deemed desirable and also upon the written request of not less than fifty Members.

The Secretary shall give seven clear days notice to all Member of such meetings at which not less than eighty Members shall form a quorum.

### **Finances**

The Management Committee shall keep proper books of account, which shall be audited yearly. Official receipts for all monies received shall be signed by the Treasurer.

The Management Committee shall authorise cheques to be signed by at least two of its members.

All outstanding account must be settled within one month of receipt of Statement from the Treasurer. A complete list of all players who owe fines shall be read to the Management Committee at its regular monthly meetings.

Any player or Manager who does not pay a fine will be suspended from Club activities by the Management Committee.

No Member can undertake any purchase in the name of Villacourt Rovers Football Club, without first having obtained the written authority of the Management Committee.

### **Major Villacourt Rovers Trophies/Awards**

Manager of the year  
Villacourt Team Award

The person/team shall keep the Trophy/Award until the first Wednesday in February following presentation, subject to an agreement being signed by the person/team.

The player shall be responsible for the Trophy whilst in his possession and if damaged, shall bear the cost of repair if the Management Committee so instruct.

### **Manager of the Year**

Awarded to the Manager who has been successful in coaching and encouragement enabling his team to attain League honours and respect

### **Team Award**

Presented to the Team whose performance throughout the season has shown success on the field of play and whose conduct has advanced the sportsmanship and respect of their opponents in competition.

### **Standing Rules**

The current Minute book shall, on application to the Minutes Secretary, be available at all reasonable times for inspection by members of the Management Committee. All other records are retained by the Secretary.

All questions shall be determined by a show of hands, unless a formal division is demanded, or if in the opinion of the meeting, it is desirable that the voting on any particular point or subjects be made by secret ballot.

Any proposed Tour/Event wished to be organised using the title or logo of Villacourt Rovers Association Football & Athletic Club, must first be requested in writing to the Management Committee, giving full details of such Tour/Event.

### **Alteration to the Rules**

No alteration in these Rules shall be made except at the Annual General Meeting, convened for that purpose and only if supported by two-thirds of those present and voting at such meeting.

### **Other Business**

Any matters not governed by the foregoing Rules shall be dealt with by the General Committee, the decision of which shall be final and binding.

### **Note**

It may be found necessary to amend or add to these Rules to meet specific local circumstances.

Club Members are not allowed to play with or against club or players that are not in affiliation with any of the following County bodies:

Football Association (FA)  
London Youth Football Association (LYFA)  
Kent Football Association (KFA)  
Essex Football Association (EFA)  
Surrey Football Association (SFA)

### **The Official Villacourt Kit**

#### **Kit Comprises Of:**

- Shirts - Yellow with blue pinstripe
- Shorts - Royal blue with embroidered badge
- Socks - Royal blue with yellow bands

**NO OTHER HOME KIT WILL BE PERMITTED FOR ANY TEAM WISHING TO PLAY LEAGUE FOOTBALL UNDER THE NAME OF VILLACOURT ROVERS FOOTBALL CLUB**

#### **Sponsored Kit:**

- Sponsors must be informed that any kit purchase on behalf of Villacourt Rovers automatically becomes the club's sole property
- The secretary must be informed as soon as sponsorship has been confirmed. All the information will then be sent to county for approval.
- Cheques for sponsored kit to made payable to **Villacourt Rovers F.C.**

**ANY MANAGER ACQUIRING A SPONSOR FOR KIT MUST CONTACT THE SECRETARY WHO WILL ASSIST YOU WITH OUR KIT MANUFACTURER.**

#### **Rules Concerning Care of Kit:**

- At no time is kit to be taken home by individual team members.
- Managers are required to make sure that the kit is washed weekly either by them or by a rota system, but all kit must be kept together.
- The kit organiser must be informed of any damaged or lost kit. This must not be left until the end of the season.
- If any manager is not happy for any reason with the team's kit again he must contact the kit organiser first. If the problem is not resolved please put the request in writing to the club secretary.

#### **Kit**

Villacourt Rovers Association Football & Athletic Club colours shall be:

Home : Yellow/Blue Shirts, Blue Shorts and Blue and Yellow Socks

Away : Blue Shirt, Blue Short and Blue and Yellow Socks

No Manager shall alter the Club Strip/Colours, without first obtaining the Management Committee.