



Scotland Boys Club

Academy Constitution



1. Club Mission Statement

Since its inception, **Scotland Boys Club – Academy of Football** has been developed within the city of Glasgow. Over the last 20 years, the Club has established itself in South Lanarkshire and predominantly its membership are boys and girls from the South Lanarkshire area, however, this is not exclusive and boys and girls from other areas are also members.

Football at youth level has now been recognised to be an integral part of Scottish football. It has also been recognised that younger ages should be taught the game in a more coherent, tolerant and organised manner.

The **Scottish Youth Football Association** (SYFA) has responsibility for the administration, education, development and discipline of the game at this level. As a result, there is a need for the Club to put in place, a more structured constitution, a statement of which follows.

2. Name and Colours

The Club shall be called **Scotland Boys Club**. The Club colours shall be Navy, white, yellow and sky blue.

3. Aims and Objectives

- To encourage participation in and enjoyment of association football
- To develop the skills of all participating players and officials
- To develop lifestyle issues and the fitness of all participating players
- To provide a positive, safe non-competitive environment to play developmental football
- To provide as and when required, in conjunction with the National Development Plan, the Regional Development Plan and local leagues, educational courses covering player protection, football development, drugs awareness, dietary requirements, first aid or any other relevant education for all participating players and officials.
- To promote sportsmanship and fair play in young footballers, officials and parents irrespective of gender, race, religion or social status

4. Membership of the Club

Club membership – Developmental Football – ages 5 to 12 years.

The club will be in membership of the Scottish Youth FA.

The club is controlled and managed by a committee approved by the SYFA Executive Committee. This committee consists of **FOUR** members. Several members of the committee have current possession of a Scottish Football Association Coaching Certificate of relevant standard and a current First Aid Certificate or Sports Injuries Certificate or should obtain such certificates within six months from the club's initial acceptance into membership.

The names, addresses and dates of birth of such management committee to be submitted by the club when seeking membership annually and any change in committee must be approved by the Club Committee.

The club have the required insurance cover as determined by the SYFA.

All Officials and Players undertake to uphold the constitution and rules of both the club and the Scottish Youth FA.

The club will fully implement all SYFA Player Protection Policies.

It is incumbent of any Official seeking membership of the club to complete an SYFA self declaration form and a Disclosure Application form.

Any proposed new members must appear before the Executive Committee for interview and be submitted for Disclosure Application checks through the SYFA before club membership is granted.

5. Management

The management of the Club will be vested in an Executive Committee consisting of the Office Bearers, who will have one vote at any club meeting. The Director of Football will have the casting vote.

The Club office bearers will consist of the Director of Football, Child Protection Officer, Secretary / Treasurer, and Operations Manager. All Office bearers shall be elected annually at the AGM.

The executive committee shall have the power to deal with as it sees fit any matters arising from the activities of the club, all club officials and all club players.

Executive Committee meetings will be held on the last Sunday of every second month (ie January, March etc) but the Director of Football shall have the power to convene meetings of the Executive Committee if and when required.

If a vacancy occurs among the Executive Committee during the season, the Executive Committee shall appoint a new office bearer at the next Executive Meeting.

The agenda for all Executive Committee Meeting will be as follows:

1. Director of Football's opening remarks
2. Apologies
3. Minutes of the previous meeting
4. Business arising from the previous minutes
5. General Secretary's Report
6. Treasurers Report
7. Player Protection Officer Report
8. Club Development Officer's report
9. Team Reports
10. Any Other Competent business previously notified

The Club will hold an AGM no later than 30th November each year. Executive Committee Members as defined in '**Paragraph 5 - Management**' and Team Managers / Coaches are eligible to attend the AGM.

The Constitution may be added to or altered by a Resolution passed at an Annual General Meeting, or at a Special General Meeting duly convened for the purpose, and for the passing of which Resolution at least two-thirds of those present and entitled to vote have voted.

The Executive Committee shall have power to propose additions or alterations to the Constitution for consideration at the Annual General Meeting.

On a requisition signed by one more than half of the Executive Committee the Director of Football shall convene a Special General Meeting.

All Club members must be given at least seven (7) days notice of a Special General Meeting. The agenda of any Special General Meeting will be restricted to the business notified only.

The Agenda for the **Annual General Meeting** is as follows:

1. Director of Football's opening remarks
2. Apologies
3. Minutes of the previous meeting
4. Business arising from the previous minutes
5. General Secretary's / Treasurer's Report
6. Club Development Officer's report
7. Children Development Officer's Report
8. Team Reports
9. Changes to the Constitution & Rules.
10. Election of Office Bearers
11. Appointment of auditor
12. Any Other Competent business previously notified

6. Finance

The annual subscription to the Club shall be set annually for all players by the Executive Committee and the Club is non-profit making as indicated below.

The Treasurer will effect all money transactions and shall make financial statements at each Executive Committee meeting.

All cheques drawn on the clubs bank accounts shall be signed by the Operations Manager, or the Director of Football. The Operations Manager shall make the Club Bank Statements available at every meeting.

The Treasurer or Operations Manager will be responsible for depositing all monies into the clubs Bank Account.

Prior to any club purchase, expenditure must be approved by the Academy Director.

In the event of a new Treasurer being appointed before the AGM, the books must be audited before the appointment takes effect.

The Club will pay all League Fees, Affiliation Fees and Cup Entry Fees from the Clubs funds.

All expenses incurred by members of the Club attending to Club business shall be paid out of the clubs funds.

An external auditor will be appointed at the AGM each year.

All equipment and monies raised using the name of the Club belongs to the club. If the club ceases to exist at any time all equipment and money held by the club must be returned to the Director of Football within seven days.

If upon the winding up or dissolution of the Club there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed amongst the members.

It shall be given or transferred to some other society, institution or organisation having objects similar to the objects of the Club and which shall prohibit the distribution of its income and property among its members to an extent at least as great as is imposed on the club under or by virtue hereof, such a society, institution or organisation to be determined by the full members of the club at or before the time of dissolution and if and so far as effect cannot be given to such provisions, then to some charitable object.

7. Liability

No Executive Committee member shall be individually or collectively liable for a debt of the Club, unless that person was solely responsible for the debt being incurred.

No Executive Committee member shall be entitled to make any personal financial gain from the activities of the Club.

8. *Player Protection and Disclosure Applications*

The club on seeking membership of the SYFA have completed the official membership application form signing the declaration to enable all club officials to be Disclosure checked. Any official who does not agree to complete a self declaration form and be Disclosure checked or in the opinion of the SYFA Player Protection Panel fails to attain membership of the SYFA will not be eligible for membership of the club.

The club have appointed a Player Protection Officer and an Assistant in that role due to the numbers concerned and the age groups involved. All club members, players and player's parents have been advised of the Player Protection Officer's contact details. The club and its officials agree and acknowledge that the SYFA Player Protection Policy plus all associated Policies and any amendments thereto shall be binding on the club.

ALL club members including players, officials, spectators or parents must abide by the club's code of conduct.

The club ensure ALL club officials complete a Disclosure Scotland Disclosure Application Form plus a SYFA Self-Declaration Form, submit them to the relevant SYFA Protection Officer who will on approval send them directly to the National Secretary complete with any Disclosure Application fee.

The club always request 'Disclosure Scotland' Disclosure Application Forms plus SYFA 'Self-Declaration Forms' for ALL officials. Forms can be obtained from the local SYFA Protection Officer or the National Secretary.

The club make sure all of its officials are fully conversant with the club's Protection Policies and the SYFA Player Protection Policy.

The club make sure all of its officials are fully conversant with the club's Constitution and Rules and the SYFA Constitution and Rules.

The club protect all players and officials from all forms of abuse.

The club accept that all officials must report concerns in respect of any suspected abuse.

The club is committed to eradicating bad practice.

The club implement all proposals or amendments in respect of player protection policies.

In cases of reported abuse, maintain total confidentiality. Information must only be shared on a need to know basis i.e. with people who need to know to ensure the child's health, welfare and development.

Note: All persons involved in grassroots football have responsibilities to report any suspected or alleged cases of abuse to the relevant Protection Officer. It is not the official's responsibility to decide whether or not a player has been abused.

9. Discipline

The Club, officials and players shall accept the disciplinary procedures adopted by the SYFA and any other relevant Leagues or Associations that they participate in.

The Club shall accept responsibility for the conduct and behaviour of all club officials, players and other individuals associated with the Club.

All club decisions will be subject to the right of appeal to the appeals committee of the SYFA unless it is an internal disciplinary matter whereby the right of appeal is via the Internal Appeals Procedure.

10. Appeal

A club, player or club representative may appeal to the Appeals Committee against the decision of a league, association, Club, Executive, General Purposes or Regional Executive Committee affecting such club, player or club representative. Such appeals shall be dispatched to the National Secretary by recorded or registered delivery and in duplicate within seven days of receipt of written notice of the decision of the league, association or club concerned.

A deposit shall be lodged with each appeal. In the case of a player this shall be £30, and in the case of any other appellant it shall be £60.00. This deposit may be forfeited if the Appeals Committee so decides. The grounds of appeal must be specifically stated and if the Appeals Committee considers the appeal frivolous or trivial, the appellant may be liable to a financial levy the scale of which shall be fixed annually by the Appeals Committee.

The decision against which any appeal is made will only be set aside when the appeal is received by the National Secretary and found to be in order and confirmation of such from the National Secretary is received in writing by the parties concerned.

Appeals, which relate to any matter affecting the result of a cup-tie or which would interrupt the playing of a competition, shall not be entertained as per the Articles of Association of the Scottish Football Association.

Internal Appeal Procedure

When a player, official, parent, coach or other said person wishes to lodge an appeal against a disciplinary sanction awarded against them, that appeal must be made to the Club Secretary within SEVEN days of the action being notified to the said person. This appeal should be in writing or e-mail. The Appeal Committee will consist of the Executive Committee Members as defined in Paragraph 5 – ‘Management’ with the exception of the Director of Football who will inevitably have been involved in the initial investigation / disciplinary meeting and subsequently involved in the decision making process. The result of the appeal shall be final and binding.

11. Standing Orders

All meetings shall be chaired by the Director of Football, or on his absence, the Club Secretary.

The agenda will be circulated prior to meetings by the Secretary. Only business identified to the Secretary in writing 72 hours before the meeting will be discussed.

Motions can be tabled under appropriate agenda items. The Director of Football having the right to defer discussion of tabled motions.

Minutes of previous meetings will be prepared by the Secretary and circulated to members with the agenda for forthcoming meetings.

The quorum for Executive Committee meetings shall be fifty per cent of the members.

All matters not covered by this constitution will be covered by the constitution of the Scottish Youth FA

This Constitution is adopted by the following Members on the 1st day of January 2008.

Executive Committee		
Director of Football	Bobby Mc Donald	07922121722
Secretary	Shirley Clark	
Child Protection Officer	Janette Waugh	
Operations Manager / Treasurer	Richard Bullough	07952240139

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