

Dundee Sporting Club

Constitution and Rules



1. CLUB MISSION STATEMENT

Since its inception in 2014, Dundee Sporting Club has been developed within the city of Dundee. 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 club will strive to offer the best coaching techniques, with a modern approach, using the latest equipment to guarantee the continued growth of grassroots football. The club's goal is to offer football at the lowest cost possible for all members, whilst encouraging all boys and girls throughout Dundee to play organised football, enabling every child to develop and flourish as a player. We will support Dundee Sporting Club volunteers in creating a safe and fun environment to enable them to develop players to their full potential.

The Scottish Youth Football Association (SYFA) and Scottish Women's Football (SWF) control the administration, education, development and discipline of the game at youth levels. As a result, there is a need for the club to put a more structured constitution in place; a statement of which follows.

2. NAME AND COLOURS

2.1. The club shall be called Dundee Sporting Club.

2.2. Club colours are black, white and blue.

3. AIMS AND OBJECTIVES

3.1. Encourage participation in and enjoyment of association football.

3.2. Promote sportsmanship and fair play in young footballers, officials and parents irrespective of gender, race, religion or social status.

3.3. Develop the skills of all participating players and officials.

3.4. Develop lifestyle issues and the fitness of all participating players.

- 3.5. Provide a positive, safe environment to play football.
- 3.6. Provide as and when required, in conjunction with National Development Plan, Regional Development Plan and local leagues, educational courses covering: -
- *player protection*
 - *football development*
 - *drugs awareness*
 - *dietary requirements*
 - *first aid*
 - *any other relevant education for all participating players and officials.*

4. MEMBERSHIP GROUPS OF DUNDEE SPORTING CLUB

- 4.1. Dundee Sporting Club is a Community Club registered with the SYFA, DDYFA and SWF. Players eligible for membership range from 3 to 18 years old and will be part of three groups: -

3 – 9 years playing 4 and 5-a-side developmental football
9 – 12 years playing 7-a-side developmental/competitive football
12 – 18 years playing 11-a-side competitive football

- 4.2. Each member group must be registered with the Scottish Youth FA or Scottish Women's Football and will be controlled and managed by a committee approved by the Dundee Sporting Club Executive Committee.
- 4.3. This committee is required to have not less than two in number and at least one member of the committee should 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 have obtained such certificates within nine months from the groups initial acceptance into membership.
- 4.4. As a condition of membership all clubs in each group must have the required insurance cover as determined by the SYFA or SWF.
- 4.5. Each group must undertake to uphold the constitution and rules of Dundee Sporting Club, SYFA and SWF plus fully implement all SYFA/SWF Player Protection Policies.
- 4.6. All groups will be expected to have one representative at each quarterly Dundee Sporting Club Committee meeting.

4.7. Member clubs will nominate to the Executive Committee, a representative available to attend any League or Association meetings that the club is a member of. These club representatives will put first and foremost the best interests of the Dundee Sporting Club in a reasonable manner.

4.8. Any person seeking membership of the club is required to complete an SYFA self-declaration form and a Disclosure Application form. Any proposed new members must appear before the Executive Committee for interview within 3 weeks after starting and be submitted for Disclosure Applications checks through the SYFA/SWF before membership is granted.

5. MANAGEMENT

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

5.2. Dundee Sporting Club bearers will consist of

- **President** _____
- **Vice-President** _____
- **Secretary** _____
- **Player Protection Officer** _____
- **Treasurer** _____
- **Coach Co-ordinator** _____

5.3. All Office bearers shall be elected annually at the AGM. Only registered volunteers within member teams can be nominated for a position.

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

5.5. Executive Committee meetings will be held on the first Monday of every quarter but the Secretary shall have the power to convene meetings of the Executive Committee if / when required.

5.6. Meetings must start at the time specified on the agenda. Apologies or known late attendance must be intimated to the Secretary no later than 24 hours before the meeting is due to take place.

- 5.7. If a vacancy occurs among the Office Bearers during the season, the Executive Committee shall appoint a new office bearer at the next Executive Meeting.
- 5.8. General Committee meetings will be held quarterly as advised by the Secretary. The Executive Committee shall have the power to convene general committee meeting if / when required.
- 5.9. The General Committee will consist of the Executive Committee plus one representative from each member team. Each member team present will have one vote at General Committee meetings.
- 5.10. The agenda for all General Meeting will be as follows:
- ***Chairman's opening remarks***
 - ***Apologies***
 - ***Minutes of the previous meeting***
 - ***Business arising from the previous minutes***
 - ***General Secretary's Report***
 - ***Treasurers Report***
 - ***Player Protection Officer Report***
 - ***Coach Co-ordinator's Report***
 - ***Team Reports Starting with Girls to Boy's, Oldest to Youngest Team***
 - ***Any Other Competent business previously notified***
- 5.11. Dundee Sporting Club will hold an AGM no later than 30th July each year. Only registered volunteers that have been registered with the club for longer than 6 months can be nominated for a committee position. Only registered volunteers can vote at an AGM. The first AGM of Dundee Sporting Club will be held 3 years' after the club's initial start-up.
- 5.12. The Constitution may be added to or altered by a resolution passed at an Executive Committee meeting, Annual General Meeting, or at a Special General Meeting for the passing of which Resolution at least two-thirds of those present are entitled to vote.
- 5.13. Notice from a member team of any proposed addition or alteration to the Constitution to be put forward for consideration must be sent to the Secretary two weeks before the scheduled meeting.
- 5.14. The Executive Committee shall have power to propose additions or alterations to the Constitution for consideration.

- 5.15. On a requisition signed by one more than half of the General Committee the General Secretary shall convene a Special General Meeting.
- 5.16. All Club members must be given notice of at least seven days of a Special General Meeting. The agenda of any Special General Meeting will be restricted to the business notified only.
- 5.17. The Agenda for the Annual General Meeting is as follows:

- *Chairman's opening remarks*
- *Apologies*
- *Secretary's Report*
- *Treasurers Report*
- *Coach Co-ordinator's Report*
- *Team Reports*
- *Changes to the Constitution & Section 11 - Election of Office Bearers*
- *Appointment of auditors*
- *Any Other Competent business previously notified*

6. FOOTBALL DEVELOPMENT COMMITTEE:

- 6.1. The Football Development Committee will report through the Coach Co-ordinator to the Executive Committee. The Football Development Committee (FDC) will report any findings or recommendations to the Executive Committee for their action. The FDC will have no power to take any action against member clubs or officials.
- 6.2. This committee is to be made up of coaches nominated by the Executive Committee from the member clubs. With the exception of the Coach Co-ordinator, these coaches must not be office bearers of the Dundee Sporting Club.
- 6.3. In order to facilitate a policy on football playing systems, training sessions involving drills and skills, for the development of officials and young players, it will be necessary for coaches to be united in the ethos of how Dundee Sporting Club wish to progress in the future. Coaches therefore, should take every opportunity to accept new ideas, try and test them and attend coaching sessions of other coaches who feel that he/she has something to offer.
- 6.4. Any coach who feels that they have a complaint regarding the FDC should record the complaint in writing and register the complaint with the Coach Co-ordinator.

7. FINANCE

- 7.1. The annual subscription to the Dundee Sporting Club shall be set annually for all member groups by the Executive Committee. This subscription will be paid in a manner however the Executive Committee see fit.
- 7.2. The Treasurer will record all money transactions and shall make financial statement at each Executive Committee and General Committee meeting. All cheques drawn on the club's bank accounts shall be signed by the Treasurer, and by either the President or the Vice President.
- 7.3. The Treasurer shall make the Club bank books and all accounts available at every meeting to allow for inspection (if required).
- 7.4. Member clubs will submit on request or at regular meetings, income and expenditure sheets as provided by the Treasurer.
- 7.5. The Treasurer will provide bank details and each club shall be responsible for depositing all monies as agreed by the Treasurer.
- 7.6. Prior to any club purchase, expenditure must be approved by the Executive Committee.
- 7.7. In the event of a new Treasurer being appointed before the AGM, the books must be audited by the Executive Committee before the appointment takes effect.
- 7.8. The Club will pay all of each teams League fees, affiliation fees and Cup entry fees from the central fund only if the funds are available.
- 7.9. External auditors will be appointed at the AGM each year. All equipment and monies obtained using the club name belongs to the Dundee Sporting Club. If a member club ceases to be a member of the Dundee Sporting Club at any time, all equipment and money held by that club must be returned to the club Secretary within seven days.
- 7.10. If upon the winding up or dissolution of the Dundee Sporting 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 but 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.

8. LIABILITY

- 8.1. No Office Bearer or Executive Committee member shall be individually or collectively liable for a debt of the Dundee Sporting Club, unless that person was solely responsible for the debt being incurred.
- 8.2. No Office Bearer or Executive Committee member shall be entitled to make any personal financial gain from the activities of the Dundee Sporting Club or member clubs.

9. PLAYER PROTECTION AND DISCLOSURE APPLICATIONS

- 9.1. The club on seeking membership of the SYFA/SWF must complete the official membership application form signing the declaration to enable all club officials to be Disclosure checked.
- 9.2. The club will undertake completion of a disclosure and PVG form for all coaches/managers once they have been a club member for a continual period of two months.
- 9.3. The club will undertake to facilitate the completion of required coaching certificates for all coaches/managers who have been a club member for a continual period of six months. The maximum certificate level attained will be one that is appropriate for the level the coach/manager is coaching at.
- 9.4. Any official who does not agree to complete a self-declaration form and be Disclosure checked or in the opinion of the SYFA/SWF Player Protection Panel fails to attain membership of the SYFA/SWF, will not be eligible for membership of the club.
- 9.5. The club will appoint a Player Protection Officer. All club members, players and player's parents to be advised of the Player Protection Officer's contact details.
- 9.6. The club and its officials agree and acknowledge that the SYFA/SWF Player Protection Policy plus all associated Policies and any amendments shall be binding on the club.

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

9.8. The club must ensure ALL club officials complete a Disclosure Scotland application form plus a SYFA/SWF self-declaration form, submit them to the relevant Player Protection Officer who will on approval send them directly to the National Secretary complete with any Disclosure application fee.

9.9. The club must request Disclosure Scotland Disclosure Application Forms plus SYFA/SWF self-declaration Forms for ALL officials. Forms can be obtained from the Player Protection Officer or Secretary.

9.10. The club must make sure all of its officials are fully conversant with Dundee Sporting Club Protection Policies, SYFA/SWF Player Protection Policy and the SYFA/SWF Constitution and Rules.

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

9.12. All officials must report concerns in respect of any suspected abuse.

9.13. The club is committed to eradicating bad practice and will implement all proposals or amendments in respect of player protection policies.

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

9.15. 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.

10. DISCIPLINE

10.1. All Member clubs, officials and players shall accept the disciplinary procedures adopted by the SYFA/SWF and other relevant Leagues or Associations.

10.2. Dundee Sporting Club shall accept responsibility for the conduct and behaviour of all member clubs, officials, players and other individuals associated with the club.

10.3. The Member clubs shall agree to abide by the decisions of the Community Club Executive Committee.

10.4. The president and two neutral Member club representatives will be appointed by Dundee Sporting Club for dealing with any appeal by a member club, official or player. All decisions will be subject to the right of appeal to the appeals committee of the SYFA/SWF.

11. ELECTION OF OFFICE BEARERS

11.1. The election of office bearers will be conducted at each Annual General Meeting.

11.2. The first AGM of Dundee Sporting Club will be 3 years' after the club's initial start-up.

11.2. Dundee Sporting Club will hold an AGM no later than 30th July each year.

11.3. Only registered volunteers that have been registered with the club for longer than 6 months can be nominated for a committee position.

11.4. Only registered volunteers can vote at an AGM.

11.3. Before each vote, the candidates for each office bearer role must give a short speech on what their qualities are, what they feel they can bring to the role, if they can commit to the role properly and what their plans are for the position if successful.

11.4. If there is only one person going for an executive role, then one casting vote by a show of hands will be required for that position.

11.5. Each voter will be given a voting card for each position. Each voting card will list the candidates with a box to allow an X to be made in the appropriate box.

11.6. Only one box must be crossed otherwise the vote will be classed as spoilt and will not count.

11.7. Persons not part of the Executive Committee will be chosen by the Executive Committee to count the votes.

11.7. Totals will be recorded and read out in order of last to first.

12. STANDING ORDERS

- 12.1. All meetings shall be chaired by the President or on his absence, Vice-President or Secretary.
- 12.2. The agenda will be circulated prior to meetings by the Secretary at least one week before the meeting. Only business identified to the Secretary in writing 72 hours before the meeting will be discussed.
- 12.3. Motions can be tabled under appropriate agenda items. The chairperson has the right to defer discussion of tabled motions.
- 12.4. Minutes of previous meetings will be prepared by the Secretary and circulated to members along with the agenda for forthcoming meetings.
- 12.5. The quorum for General Committee meetings shall have a member club representative from each age group.
- 12.6. All matters not covered by this constitution will be covered by the constitution of the Scottish Youth FA or Scottish Women's Football.

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