



FIRST TOUCH FOOTBALL COACHING

(Hereinafter referred to as “The Club”)

CONSTITUTION

1. OBJECTIVES

To deliver effective coaching of football skills and techniques, in order to maximise individual potential and develop team work in an environment that fosters fair play and participation for all, irrespective of gender, race, colour or religion and to encourage co-operation, respect for others, loyalty, acceptance of rules and decisions, personal responsibility and self discipline.

2. REGISTRATION AND FEES

All players shall be registered with the Club following completion of a registration and medical information form/parental consent form, for the use of photographic images (see appendix D). Medical form and parental consent form to be updated at least on an annual basis.

The fee for 2007-2008 is £2.50 per coaching session, payable on attendance.

3. MANAGEMENT COMMITTEE

The Management Committee for 2007-2008 is as follows:

Chairperson	Desmond McCole
Secretary	John McClurg
Communications	Jim Black
Treasurer	John Hampsey
Parents' Representative	Thomas Sutherland
Child Protection Officer	David Jamieson

Responsibilities of the Committee

Meetings and Voting

- The Committee shall meet monthly and at each bi-monthly meeting, other relevant representatives – including coaches – shall be invited to attend.

- Each Committee member shall attend each meeting and be entitled to one vote. The Chairperson of the meeting holds the casting vote. There has to be a quorum of three committee members in attendance at each meeting.
- There shall be an Annual General Meeting (AGM) at the end of June each year.
- Members shall retire at each AGM and be eligible for re-selection.
- An Extraordinary General Meeting (EGM) can be called at any time by a Committee Member, and must have the authorisation and voting majority of all Committee Members.
- Decisions of the Committee shall be final and binding.
- The Club shall not be dissolved without a two thirds majority of the Management Committee at a special EGM. In the event of dissolution all funds shall be donated to a registered charity.

Governance

- To ensure all policies and procedures are fully complied with, are up to date and communicated appropriately.
- The committee shall have the power to publish, enforce and amend such procedures, codes of conduct and guidelines as they feel necessary to govern the activities of the Club.
- To take appropriate remedial action where failure to comply is identified.
- To ensure that appropriate recruitment and vetting procedures are implemented i.e. Disclosure checks.
- To make decisions regarding complaints and grievances referred to it by the Complaints/Grievance Officer upon completion of investigation.

4.FINANCE AND ACCOUNTS

- The Treasurer shall be required to submit a balance sheet on a quarterly basis before a Management Meeting.
- All monies shall be paid into a bank account in the name of First Touch Football Coaching Account
- The Financial year shall end on the last day of May prior to the AGM.
- The Treasurer shall be responsible for the preparation of the annual accounts and these shall be audited by an independent person if required.
- The Management Committee shall have the power to authorise expenditure on behalf of the Club.
- All cheques shall be signed by 2 out of 3 of the following Committee Members: chairperson, secretary or treasurer.
- The Club shall be run as a non-profit organisation, with all excess monies being re-invested into the club and its activities for the benefit of its members.

5. PROCEDURES, CODES OF CONDUCT AND GUIDELINES

Every coach, parent or guardian, and player shall received a copy of the relevant procedures, codes of conduct and/or guidelines as detailed in the appendices to this constitution . Coaches shall be responsible for ensuring their players – and parents of their players – receive a copy.

6. Appendices to this Constitution

The following appendices to this constitution are available:

APPENDIX A	Code of Conduct for Coaches
APPENDIX B	Code of Conduct for Players
APPENDIX C	Code of Conduct for Parents and Gaurdians
APPENDIX D	Player Registration and Medical Information/Consent Form
APPENDIX E	Child Protection Policy Statement and Procedures
APPENDIX F	Complaints and Grievance Procedures

ADOPTED BY FIRST TOUCH FOOTBALL COACHING AT THE GENERAL MEETING ON 9th AUGUST 2007