



# BATHGATE THISTLE COMMUNITY FOOTBALL CLUB CONSTITUTION

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## 1) Name & Structure

- I. The Club shall be called, 'Bathgate Thistle Community Football Club', (herein known as 'the Club').
- II. Sections
  - a. The Club will contain 3 Sections (herein known as a 'Section'). The 3 sections are as follows: -
    - i. Junior
    - ii. Amateur
    - iii. Youth
  - b. Each Section will have 2 (two) Community Club Representatives.
  - c. Each Section will be responsible for the running of the football Team(s) (herein known as a 'Team' or 'Teams') under that Section, ensuring that each Team conforms to the Community Club criteria laid out in this document
- III. The Community Club will be managed by an Executive Committee (herein known as the Executive).
- IV. An "official" shall be any person holding a position of responsibility within a team organisation, such as secretary, treasurer etc.

## 2) Naming of Teams

- I. Each individual Team within the Club shall be known as "Bathgate Thistle C.F.C." with appropriate age group suffix and, where more than one team exists in the same age group, by an agreed colour added to the end of the name.
- II. In the instance of the Amateur teams, and to provide distinction between Amateur and Junior, the Amateurs shall be known as Bathgate Thistle Amateur C.F.C.
- III. In the result of multiple Amateur teams playing in the same Association any subsequent names must be agreed by the Amateur section and approved by the Executive.

## 3) Purpose and Objectives

- I. The object of the Club will be to promote the welfare of all participants/members and in furtherance thereof.
- II. Increase opportunities for people to participate in football at all levels.



- III. Provide good quality sporting facilities for the community of Bathgate.
- IV. Encourage the development of girls and women's football.
- V. To develop pathways to allow people to develop their full potential and to raise general standards in football at a local level.
- VI. To promote the concept of healthy living to all Club members through participation in sport and exercise.
- VII. To encourage people to take up football coaching, and to provide opportunities for existing volunteers, leaders and coaches to develop their potential.
- VIII. To promote the development of an appropriate community sports club structure, taking into account best practice examples from other clubs and organisations.
- IX. To encourage further links and partnerships projects with local schools; voluntary groups; disability groups and other organisations as appropriate.
- X. The Club, and all associated teams, shall be non-sectarian and shall not discriminate against any political opinion.
- XI. The Club will adopt the Scottish Football Association [Safe Child Policy](#) in relation to child protection, and copies will be available on request.



## 4) Membership

- I. Players and officials who are signed and registered by the Club and/or with the Scottish Football Association or any other sporting bodies, will automatically be designated Club members and will be expected to follow and implement the Club Code of Conduct which will maintain a high level of respectability for the Club within the community.
- II. Membership is open to all and no reasonable application for membership will be refused. There will be no discrimination on grounds of race; religion or belief; occupation; sex; sexual orientation; disability; political or other opinion.
- III. The annual rate for membership will be as follows
  - a. £10 for children aged 5 – 12 years old;
  - b. £15 for youths aged 13 – 19 years old;
  - c. Set a maximum charge for 16 players at £20 per player.
  - d. The Executive reserve the right to reduce or waive a team or teams membership fees on appeal from said team(s). Appeals and reasons would be required to be submitted in writing to the Community Club Secretary as soon as practicable and by no later than 15 October

For any parent with more than one child or youth within the club there would be a 50% reduction in fees for every other sibling. This membership will entitle children to free entry to the Creamery Park for home games (excluding cup games) with half-price entry for an accompanying adult. Also include would be entitlement for children to become a mascot or ball boy/girl at Bathgate Juniors matches.

- IV. The application process for officials/coaches/volunteers joining the Club at any level is the following:
  - a. Completion of appropriate position application form;
  - b. Interview or meeting with at least one member of the Executive if this application is for an Executive position;
  - c. Completion of the disclosure process (position dependent or as requested by our Player/Child Protection Officer)



## 5) Executive Officials

- I. Subject to the discretion of the Executive, the Club will be run on a daily basis by the Executive, consisting of members appointed at the Annual General Meeting and will comprise of:
  - Chairperson
  - Vice Chairperson
  - Secretary
  - Treasurer
  - Head of Football Development
  - Youth Rep
  - Juniors Rep
  - Amateurs Rep
- II. Co-opted committee members will be allowed, at the discretion of the Executive, to form sub-committees for any projects the Club may take forward – for example, the formation of a Disciplinary Committee to monitor player/coach behaviour through all levels of the Club.
- III. Each sub-committee will be run by at least 3 (three) members and any changes to those committees must be notified and approved by the Executive. The Executive secretary will hold a register of committee members, complete with contact details.
- IV. Each Team at youth and children's level should endeavour to recruit 3 (three) qualified coaching officials to assist with the coaching requirements of the team, however, the Executive recognises this might not always be possible and therefore have set the minimum number of coaching officials required per team at 2 (two). Officials without current coaching certificates will not be permitted to coach a Team at these levels until training has been undertaken and certificates awarded. Please see the [SFA Rules and Guidelines](#) for further information on this.
- V. Any new Teams and their officials joining the Club must have Executive approval before playing under the Clubs' name.
- VI. In line with the Safe Child Policy, the Club shall have a dedicated Child Protection Officer.

## 6) Executive Meetings

- I. Monthly meetings will be held on the **first Monday of the month** unless otherwise agreed by the Executive. Additional meetings may be arranged by the Executive on a more frequent basis if required.
- II. Executive members must provide the Secretary with an apology for non- attendance by means of a telephone call, email or a note before the monthly meeting commences normally at 7.30 pm.
- III. Apologies will not be accepted by third parties i.e. word of mouth.
- IV. At monthly meetings, each office bearer will be allowed one vote and in the case of equality of votes, the chairperson will have the casting vote.



- V. A quorum will exist when at least 50% of the office bearers are present. Any items agreed at meetings will be binding if these criteria are met.

## 7) Finance

- I. The Club's financial year shall run from July – June of each year.
- II. Each member club will be required to maintain full and complete financial records for each year of existence. This will include:
  - Bank statements for all accounts held by the club
  - Details and documentation (where applicable) of all income. For income from players/members, a record must be kept of the date and amount received from each player and the nature of the income.
  - Details and documentation (where applicable) of all expenditure, preferably with invoices and receipts. Where expenditure would not be expected to be invoiced, for example referee's fees, a record must be kept of the date and amount paid and the nature of the expenditure.
- III. Each member club should keep records for at least six years.
- IV. Each member club will be required to complete a financial template supplied by the Community Club treasurer showing details of their income and expenditure from July to June. Each member club will also be required to provide details of their cash balance(s) as at the end of June of each year. This information should be submitted no later than 16 June each year.
- V. Each member club will provide information, including records of income, invoices/other documentation for expenditure and bank statements relating to the financial year to the Community Club treasurer. This will allow an 'audit' to be completed for each member club. This information should be made available no later than 16 June each year.
- VI. A bank account will be set up in the name of Bathgate Thistle Community Football Club and the signatories will be the Chair, Treasurer and Facilities and Equipment Co-ordinator.
- VII. The Treasurer shall maintain the Club account and advise the position at each Executive meeting. The Executive will agree any income and expenditure within this account.
- VIII. During the Club's inception year starting from the AGM on 20th June 2013 the Executive will undertake a review of how the Club's finances will work i.e. subscriptions to a central fund and subsequent use. A full report will be prepared in time for the 2014 AGM with a view to implementing any agreed changes at that point.
- IX. The Executive reserves the right to make amendments to the financial management of Bathgate Thistle Community Football Club if it is deemed in the best interests of the Club. Such amendments would only be made on the approval of the Executive.
- X. The Executive shall actively promote fund raising activities and appeals in collaboration with Teams and officials and as such these must be actively supported by all Teams. Failure to assist in supporting Club fund raising initiatives may exclude those teams from making representation for support as per item [viii].
- XI. Funds raised as a result of an individual Team's fund raising activity shall remain the financial property of that particular Team and not to be transferred for the use of the Club.



- XII. Each member Team will retain their own finance structure but will provide a simple statement of income and expenditure to the Community Club treasurer for the periods 1st July - 31st December and then again from 1st January - 30th June.
- XIII. An individual Team may make representations to the Executive for funding support towards costs incurred for travelling to recognised cup competitions out with the Club's region and shall be for the sole benefit of the players and Team officials only.
- XIV. Teams falling 3 months in arrears without prior consultation with the Executive will be required to come before the Executive to explain the reasons for doing so, and may have the availability of training lets' withdrawn.

## 8) Club Equipment and Pitch Bookings

- I. Any equipment bought by, or on behalf of, a particular age group Team whether through sponsorship or fund raising, will remain the property of Bathgate Thistle Community Football Club. Details of all equipment held by a particular team should be updated by that group and be submitted to the Facilities and Equipment Co-ordinator and Treasurer for declaration as a Club asset.
- II. All facility bookings must be made in accordance with the general rules of booking as laid down in any agreed lettings procedure and general Team entitlements in accordance with membership of Bathgate Thistle Community Football Club. Any Team deemed to be using the facilities in excess of statutory entitlements and without the express consent of the Executive will become subject to disciplinary action.
- III. Cancellations of pitch bookings must be notified to the Facilities and Equipment Co-ordinator at least 48 hours in advance. Failure to comply will result in the Team in question being liable for the full cost of the hire.
- IV. All equipment such as, but not limited to, goal frames require to be risk-assessed and assembled by the Health and Safety Officer.
- V. No child shall be permitted to carry, or assemble, equipment such as goal frames.

## 9) Annual General Meeting (A.G.M.)

- I. The Annual General Meeting (AGM) should be held in June, unless otherwise agreed by the Executive. The AGM should be open to the public and will be notified in the local press, 28 (twenty-eight) calendar days prior thereto, wherever possible. Elections will be held to appoint the officials for the Executive. In the case of equality of votes at the AGM, the Chairperson will have the casting vote.
- II. An Extraordinary General Meeting (E.G.M) may be called upon the written demand of:
  - a) Any section (e.g. Juniors).
  - b) The Chairperson.
  - c) 2/3 majority of the Executive.
- III. Notice for an EGM shall be of a minimum of fourteen calendar days' notice, and stating the business to be discussed.
- IV. The Secretary shall call an EGM within 14 calendar days of a request that meets the criteria described in item 9 (ii).
- V. Such EGM shall be held on not less than 14 nor more than 21 calendar days' notice at a place decided upon by the Executive, or in default by the Chair.



## VI. Entitlement to Vote; the following will be entitled to vote at an A.G.M. or E.G.M

- a. Existing Executive Members.
- b. Each Section Representative.
- c. Any member who is entitled to vote, and is not able to attend a meeting where a vote is known to be required, will be eligible to designate their vote to a named proxy. Proxy voters must be notified to the Club secretary, 48 hours in advance of any meeting beginning for the vote to be counted.

It should be noted; a single member who is both an Executive Member and a section representative, then their vote will count as a single vote.

## 10) Club Colours and Brand

- I. The Club playing colours shall be blue, plus blue shorts and blue socks. The Executive, led by the Facilities and Equipment Co-ordinator will advise individual teams of authorised suppliers. Any sponsorship that requires specified colours for a kit, other than previously stated, must be politely declined. Clothing purchased before the Club A.G.M. in 2013 is exempt from this clause. This exemption is only valid until the end of the season 2014/2015. From the start of the 2015/2016 season the Club colours must be worn.
- II. The Club playing strip shall endeavour to be uniform across all teams by no later than season 2017/2018 and should be worn as the preferred choice at every game except on the occasion where the referee or league official requests that an alternative is worn.
- III. Failure to wear the Club playing strip without justifiable reason will result in an offending Team being subject to disciplinary proceeding being brought forward by the Executive, or by any disciplinary committee, which has been formed. Should a Team continue to breach the rules in relation to this offence, the Executive will have no option but to remove the training and match facilities of the offending Team(s) until a satisfactory resolution has been reached.
- IV. Both the Club playing strip and an alternative should be available at all games wherever possible.
- V. The Club badge should be printed or embroidered on all clothing tops before being worn unless the Executive has otherwise granted permission. The Club badge should not be given to any supplier or printer without the permission of the Executive-to protect identity rights.
- VI. Sponsors logos can be of any colour & size that they prefer, on the condition that it conforms to the guidelines set down by the SFA, SAFA, SYFA, SWFA and all league associations that teams are registered with.
- VII. Official Clubwear should be worn by all coaches and players when representing the Club during games or at training sessions.
- VIII. Clothing sporting logos in breach of guidelines set down regarding rules around advertising on children's kit will not be permitted. This will also apply to coaches/officials/volunteers on children's Teams.

## 11) Self-Declaration & Enhanced Disclosure

- I. It is the policy of the Club that all applicants to posts that involve contact with children and young people are required to complete a SYFA Self-Declaration Form.
- II. It is the policy of the Club that all applicants to posts that involve contact with children and young people are required to become a member of the PVG Scheme and as such an Enhanced Disclosure Form must be completed.



- III. Applicants to posts that involve contact with children and young people and refuse to complete an Enhanced Disclosure form and/or a SYFA Self-Declaration form will be declined membership of the club.
- IV. All applicants and existing officials who omit or submit false information will, in the case of new applicants, have their application declined and in the case of existing officials have their membership of the Club terminated.
- V. Any Coach or player within the Club subject to Disciplinary Procedures must bring this to the attention of the Club secretary within 7 days of receiving official notification from their respective associations.

## 12) Disciplinary Procedure

- I. In alignment with the relevant governing body guidelines, and to be used at the discretion of the Executive; The Executive retains the right to ask anybody to leave the Club.
- II. Teams that incur fines by their respective organisations will be liable for these costs and will not be paid for with any funds held by the Club.

## 13) Correspondence

- I. All correspondence should be made in writing to the Club Secretary by letter or email.

## 14) Constitutional Changes

- I. The Constitution cannot be altered, except at the AGM or an EGM called for that purpose. Motions to alter the constitution at the AGM must be submitted, by letter or email, to the Club secretary at least 14 days (fourteen) days prior to that meeting.

## 15) Dissolution of the Club or Team(s)

- I. Should the Executive decide that dissolution of the Club is necessary or advisable; the Executive shall call a meeting of all members. Twenty-Eight calendar days' notice shall be given to members, published in the local press, and relevant associations notified.
- II. By a two thirds (2/3rds) majority of those present and voting at the meeting, then after satisfaction of all debts and liabilities including the return of items advanced, the assets shall not be paid or distributed to members but will be given to such organisations with objects similar to those of the Club. The Club shall then be declared dissolved.
- III. Should a Team within the Club structure be dissolved then the assets and finances of that Team shall become the property of the Community Club. Any outstanding debts of said Team will not be liable to be assumed by the Club.

**Position:** Club Chairperson

**Witness:**

**Date:**

**Date:**

**Signed:**

**Signed:**

**Print Name:**

**Print Name:**