

## **Wokingham District Primary Schools' FA**

### **The Association Constitution**

#### 1. Name

The Association shall be called: "Wokingham District Primary Schools' Football Association" or "Wokingham District Primary Schools' FA"

#### 2. Objective

To advance the mental, moral and physical development of schoolboys / girls through the football offered by the Wokingham Primary Schools' Football Association through leagues, tournaments and district football in a competitive, inclusive and safe environment.

#### 3. Affiliation

The association will be affiliated to the English Schools' Football Association.

#### 4. Membership

Membership of the Association shall be open to schools, both private and state within the Borough of Wokingham, together with any individual school approved by the Association Committee.

#### 5. Subscription

The affiliation fees will be set at £15 per school. This will be reviewed by the Committee on an annual basis and set at the AGM for the coming season. The affiliation fees will be reviewed to ensure value for money for each school is being achieved and the Association remains on a good financial footing.

#### 6. Competition Entry Fees

The Association will offer all tournaments for free to affiliated members as costs are currently covered by Reading Football Club. If this situation were to change the Committee would meet in order to assess the situation and an entry fee may be asked of schools for tournaments to cover costs.

## 7. Closing Dates for Competition Entries

Schools will be given specific dates for tournaments throughout the year. When those dates are given a closing date will be set for entry. If a school misses that closing date entries will only be accepted by approval of the committee and/or chairman.

## 8. Management

The affairs of the Association shall be controlled by the Association Committee consisting of the following: Chairman, Treasurer, Secretary, League Administrator, Child Welfare Officer and District Team Manager. The quorum for Committee meetings shall be four. The council shall have the power to co-opt. The Committee will meet a minimum of three times a year. The Committee will be selected by members volunteering for positions. If only one person volunteers for the role then no vote will be required. If more than one person wishes to stand for a position it will be voted in every AGM. There is no limit to the number of terms a person can hold in the position within the Committee. The Chairman will send out a Request for Nomination to all members of the Association in April. Any person wishing to nominate themselves for a role must send their request to the Secretary by 30<sup>th</sup> April. The Secretary/Chairman will circulate the nominations with the AGM notice.

## 9. Annual General Meeting

The Annual General Meeting shall be held during June. The AGM must be attended by double the amount of affiliated members to committee members for motions to be carried. If not enough affiliated members attend the AGM the chairman can call an Emergency Committee Meeting for decisions and matters to be dealt with and arranged for the next season. The following business shall be transacted:

- The minutes of the previous Annual General Meeting.
- Correspondence.
- The adoption of the Annual Reports and Financial Statements.
- The election of the Committee – as deemed necessary from the 2016/2017 season.
- Alterations to the rules.
- Voting in of the Committee members for the next season

## 10. The Power to Vote

The power to vote at a Committee meeting shall be limited to the Committee members of the Association. One delegate representing an affiliated school will have the power to vote at the Annual General Meeting. Proxy voting may be carried out through the Secretary if unable to attend.

## 11. Emergency Committees

Matters of urgency may be dealt with and determined by Emergency Committees consisting of the Chairman, Secretary and Treasurer with power to co-opt.

## 12. Trophies

Schools winning the different leagues and/or tournaments shall be entitled to hold the respective trophy for 11 months. It will be the responsibility of the trophy holder to:

- Sign as having received the trophy in good condition.
- To have the name and year of the winners engraved on the trophy and to bear the cost.
- To ensure that the trophy is kept in good condition and to bear the cost of any damage sustained to the trophy and the rectifying of any error made in the engraving. To bear the cost of replacing the trophy if lost whilst in their possession.

## 13. Certificates

Certificates shall be awarded to players of the winners and runners up of all tournaments in a season.

## 14. Rules & Regulations

The rules, regulations and procedures of the Football Association, the English Schools' Football Association and any League or Competition, which The Association is affiliated to for the time being, shall be deemed to be incorporated into The Club rules.

In addition Child Protection Policies, Equal Opportunities Policies, Anti-Discrimination Policies and Codes of Conduct (which include expectations of players and parents/spectators, as well as team/club officials) of the Football Association, the English Schools' Football Association and any League or Competition, which The Association enters, shall be deemed to be incorporated into The Association's rules.

## 15. Alteration of the Rules

No alteration of the rules shall be made except at the Annual General Meeting or at a Committee Meeting convened for that purpose.

**Note:** It is at times necessary to make certain changes to the rules in order to comply with subsequent changes of rules made by the F.A. and officially adopted by the English Schools' F.A. at their A.G.M.

## 16. Expenses

The Wokingham Primary Schools' FA will not cover any costs incurred by schools due to the involvement in the leagues, tournaments or district football.

Team Manager/Coaches involved in District Football will be expected to pay for their own travel to and from matches that involve the district team. The Association will fund kit for coaches running the District Team and if funds available through sponsorship pay towards the annual Jersey Tournament.

If funds are available the Wokingham Primary Schools' FA will cover some costs of affiliated coaches to attend FA Training Courses (i.e. Level 1 Coaching). Applications will need to be made to the Chairman and it will be taken to the next Committee meeting where a decision will be made and how much funding the Wokingham Primary Schools' FA will provide.