



**COLCHESTER
GLADIATORS**
AMERICAN FOOTBALL CLUB

Club Constitution

Colchester Gladiators American Football Club

1. CLUB STATUS, NAME and COLOURS:

This MEMBER'S CLUB shall be named 'COLCHESTER GLADIATORS AMERICAN FOOTBALL CLUB', herein referred to as 'The Club'. The Club playing colours shall be Blue with Gold and White.

2. CLUB AIMS & OBJECTIVES:

- a) Promote and encourage the playing of American Football in the Colchester area,
- b) Promote American Football generally through playing, coaching, media publicity and reputation,
- c) Develop a competitive program and playing squads to challenge at the highest possible level,
- d) To provide social and recreational facilities for it's members and friends.

3. CLUB MANAGEMENT:

The management of the club shall be vested in a Management Committee (MC) consisting of a Chairman, Secretary and Treasurer, elected from fully paid up members, at the Annual General Meeting (see 7 & 8). Members of the MC will normally serve for one year but may stand for re-election without restriction.

The MC shall meet on at least four occasions during the year and also as considered necessary by the Chairman. The Chairman will call and chair meetings and seven days notice of a meeting shall be given to the other members of the MC. Where possible, discussion will lead to a MC consensus but the Chairman will carry a casting vote. The Treasurer will produce an updated and accurate financial statement at each meeting. A standard MC meeting agenda will be followed and the Secretary will record minutes and circulate accordingly.

The MC shall provide strong leadership and act in accordance with this Constitution and the rules and regulations of BAFA and/or the BAFANL. The MC is responsible for maintaining high standards of behaviour and ethics when dealing with outside parties and will, at all times, be mindful of tradition, history and the aims and objectives of the Club.

4. MANAGEMENT COMMITTEE POWERS:

The MC shall have the power to:

- a) Manage all property owned by the Club,
- b) Set annual membership subscriptions in accordance with the need to balance income and expenditure,
- c) Control all day-to-day expenditure of the Club. However, extra-ordinary or one off payments will be subject to agreement at an Extra-ordinary General Meeting (see 7) by the membership,
- d) Agree contracts with potential sponsors allowing promotion by the Club,
- e) Appoint the Head Coach,
- f) Appoint nominees to act on it's behalf, including temporary or replacement members of the MC,
- g) Appoint sub-committees for such purposes as may be considered necessary with the Chairman, Secretary and Treasurer being ex officio members of all sub-committees.
- h) Take appropriate action following proven contravention of the Gladiator Guidelines (see 6 & Appendix 1).
- i) Deal with any contingencies not provided for within the Club Constitution. MC rulings shall be binding unless and until set aside by a General Meeting (see 7).

The MC shall be constitutionally bound to:

- 1) Administer all Club records to include membership details, finance, league, sponsors, media communication, and MC meetings.
- 2) Produce summary reports by Chairman, Secretary and Treasurer, to include financial accounts, for publication and presentation at the Annual General Meeting (see 7)
- 3) Produce a financial budget for the following 12 months, for publication and presentation at the Annual General Meeting (see 7)
- 4) Represent the Club at appropriate meetings/functions, including those organized by BAFA or the BAFANL.

5. CLUB MEMBERSHIP:

Colchester Gladiators American Football Club is committed to ensuring that equity is incorporated across all aspects of its development and on going membership. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

'Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society. The Club respects the rights, dignity and worth of every person and will

treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status. The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse. All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity. The Club will deal with any incidence of discriminatory behaviour seriously, according to Club disciplinary procedures.'

Club Membership shall therefore be open to all irrespective of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

A prior right to membership shall be available to all previous season's members provided that there are no outstanding disciplinary or financial issues. The MC may refuse membership on the basis of previous misconduct.

Classes of Membership shall be as follows:

a) Senior Players (Over 18s) - Shall be registered senior players, who have paid the annual membership subscription as set and scheduled by the MC. All such members shall be entitled to represent the Club in competition, subject to selection criteria (see 11), vote at General Meetings (see 7) and receive all Club communications.

b) Junior Players (Under 18s) – Shall be registered junior players, who have paid the annual membership subscription as set and scheduled by the MC. All such members shall be entitled to represent the Club in competition, subject to selection criteria (see 11), vote at General Meetings (see 7) and receive all Club communications.

c) Coaches - Shall be restricted to the appointed Head Coach and his/her appointed staff, who have paid the annual membership subscription as set and scheduled by the MC. As appointed coaches they must register annually with the British American Football Coaches Association. In addition they will be encouraged to attend coaching clinics and attain coaching qualifications. All such members shall be entitled to coach American Football for the Club, vote at General Meetings (see 7) and receive all Club communications.

d) Officials and Assistants - Shall be registered individuals with specific responsibility, who have paid the annual membership subscription as set and scheduled by the MC. All such members shall be entitled to assist on the sideline at all American Football matches, vote at General Meetings (see 7) and receive all Club communications.

e) General – Shall be available to all others wishing to apply, who have paid the annual membership subscription as set and scheduled by the MC. All such members shall be entitled to vote at General Meetings (see 7) and receive all Club communications.

f) Honorary Life Members - May be appointed by the incumbent MC and shall be entitled to all the privileges of non-playing membership without liability to pay annual subscriptions. Candidates must have served the Club for at least five years. Honorary Life Membership shall be considered by the MC on receipt of a written and seconded proposal from within the Club Membership to the Club Secretary.

The Club has a formal Child Welfare Policy in place, which has been developed to protect all our junior members. Although relating specifically to juniors, the Club expects all members to be aware of this policy and to uphold it. By completing a membership application to join the Club, all members and prospective members agree to enforce this policy.

6. CLUB DISCIPLINE:

The Club has a Code of Conduct, herein referred to as the “Gladiator Guidelines” (Appendix 1). All Membership classes are expected to adhere to these guidelines as updated and published annually by the Management Committee as an appendix to this constitution.

The MC may take any appropriate disciplinary action up to and including suspension and exclusion of existing members. The MC decision will be binding unless and until set aside at a General Meeting (see 7) by the Membership.

7. GENERAL MEETINGS:

The Annual General Meeting (AGM) of the club, chaired by the incumbent Chairman, shall be held in the month of October each year, with at least 28 days notice to members, in order to:

- a) Receive reports and accounts from the members of the MC,
- b) To elect the officers of the club for the ensuing year and
- c) To transact any other necessary business.

A quorum for General Meetings will be a total of 25 members in good standing and declared proxy votes, excluding members of the Management Committee. All incumbent members of the MC must be present prior to the Chairman

commencing the meeting. If no quorum the meeting must be re-scheduled. A simple majority shall decide all voting at General Meetings with the Chairman holding a casting vote. The Club Constitution may be amended only with a TWO THIRDS majority.

Any resolutions for the AGM must be submitted in writing to the Secretary at least 14 days before such meetings and all such resolutions shall include the name of the Proposer and Seconder. This rule may be waived at the Chairman's discretion. An agenda shall be circulated at least seven days prior to any AGM.

An Extra-ordinary General Meeting (EGM) shall be called by the Chairman on receipt of a request signed by at least EIGHT members stating the objective for which the meeting is called, including challenges to the MC. Such requests may be delivered to any member of the MC. The MC may call an EGM at any time it considers necessary. An EGM should be arranged by the Chairman and must be held as soon as possible provided all members have been contacted. No other business shall be transacted at this meeting.

8. ELECTION OF OFFICERS:

The membership quorum at the AGM shall elect a Chairman, Secretary and Treasurer from internal nominations, to serve as the MC, by a simple majority vote. No one individual may hold more than one position of office in a given year. All members of the MC retiring at the AGM shall be eligible for re-election.

The period of office of any club officer shall commence on the first day following the AGM or at such a date as shall be set at the AGM.

The members retain the right to elect an auditor at either an AGM or EGM in accordance with the rules of such meetings.

9. ACCOUNTS:

The financial year of the Club shall run from 1st November to 31st October, in accordance with the playing calendar, and the Treasurer shall be responsible for the maintenance of proper accounts. These accounts shall be available at reasonable notice when requested by the MC and reproduced together with an audited balance sheet for the financial year to be considered by the membership at the AGM.

The Treasurer must arrange an audit of the Club accounts by an independent auditor prior to the AGM (see 8).

The funds of the Club shall be deposited in the name of the Club at a local branch of an established bank. The account shall be conducted by ANY TWO signatures from the Chairman, Secretary or Treasurer and shall not at any time be "overdrawn". The Club shall not incur any debt or seek any loan without the prior authority of the membership at a General Meeting.

10. ANNUAL MEMBERSHIP SUBSCRIPTIONS:

The annual membership subscription shall be set and scheduled by the MC. The MC must present details of membership subscriptions to all current and prospective members prior to January 1st of the competition year. The membership subscription shall include of provision for:

- a) All league and individual registration fees,
- b) Any league insurance fees,
- c) All costs relating to Club administration,
- d) All normal training venue and facility fees,
- e) All home game costs,
- f) All away travel (maximum eight trips per season).

Subscription fees are calculated to include the cost of providing a coach for 'team travel' to away games regardless of the mode of transport actually chosen by any individual. The MC may offer 'spare' seating on the coach to non-playing members or members of the official CGAFC Supporters Club at a standard additional cost.

The annual membership subscription does not provide for any specific personal insurance. It is the responsibility of each player to provide an level of insurance cover tailored to meet their unique personal needs.

The MC shall set a unique membership subscription for each class of membership (see 5). When setting the amount and schedule, the MC shall include provision to reduce subscription payments for the unemployed, those attending full time education, those traveling excessive distances and those joining the Club after the 1st May.

11. TEAM SELECTION (TACTICS and TRAINING):

Once appointed by the MC, the Head Coach will have the autonomy to appoint any number of assistant coaches to enable planning of structured training sessions or to assist on game day. The Head Coach will dictate tactics, game planning, player selection, including 'starting teams' without interference from the MC. The Head Coach will select the playing squad from the entire Membership

providing they comply with the playing criteria of the relevant sport's National Governing Body and are not, at that time, barred by the MC.

12. CLUB TROPHIES:

The MC shall arrange for Club trophies to be awarded, after consultation with the Head Coach and others, for the most meritorious performances of the season. The consensus decision shall be final.

13. DATABASE:

All Members will be asked to submit certain personal contact details, to aid efficient communication. These details will be held electronically by appointed persons. The MC will not permit these details to be passed or sold on to third parties for personal or financial gain. Any Member leaving the club will have their details removed from the database following a written request.

14. DISSOLUTION:

In the event of the dissolution of the Club any outstanding financial liabilities will be paid from the Club bank account. Any material assets, not obtained through Lottery funding, will be sold and the money added to any sterling remaining in the Club bank account. Finally, the remaining funds should be divided and returned to the Membership on a pro rata basis for the financial year. The bank account should then be closed. Any assets remaining are subject to re-distribution rules and must be passed on - this shall be transferred for approved sporting or charitable purposes i.e. given or transferred to another CASC, a registered charity or sports governing body at the discretion of the MC.

Club Chairman

Club Secretary

Club Treasurer

Date: