CROSBY STUART JUNIOR FOOTBALL CLUB

Constitution & Rules

2026 edition · England Football Accredited ★★★

Our aim is to provide football for all members, incorporating an equal opportunities and anti-discrimination policy; to develop a full understanding of the Laws of the Game; and to make sure that all are able to appreciate and enjoy the game, working within the club's codes of conduct. **The club's motto is "To enjoy, not destroy."**

1. The club

The club shall be governed by an Executive Committee, which shall have overall responsibility for the governance, management and operation of Crosby Stuart JFC. The Executive Committee shall consist of the following officers:

1. Chairperson
2. Vice Chair
3. Secretary
4. Treasurer
5. Lifetime President

The Executive Committee may appoint additional committee members to support the day-to-day operation and development of the club. These committee roles may include: Discipline Officer; Manager Mentor; Development Officer (Girls); Development Officer (Boys); Child Welfare Officer (Girls); Child Welfare Officer (Boys); Grounds Person; Fundraiser; Legal Advisor.

Elections and meetings

- **1.1** Officers are eligible for re-election without nominations. All other candidates for election must be nominated by two team managers or committee members, and this can only take place at the Annual General Meeting held in June each year or at a Special General Meeting. Terms of office will run until the end of the current season. The committee reserves the right to fill vacancies on an interim basis.
- **1.2** The Executive Committee will deal with all matters concerning the running of the club.
- **1.3** The committee will meet every six weeks.
- **1.4** At all club meetings, teams must be represented by the manager or a nominated person. No manager can represent more than one team.
- **1.5** If any team is not represented at two consecutive meetings, the manager will be asked to attend a meeting with the committee. Failure to attend that meeting will result in suspension of fixtures until the meeting is held.
- **1.6** A quorum of the committee shall consist of not less than four of the members.
- **1.7** All managers will be informed of meetings with seven days' notice, given by email and/or text.

- **1.7a** All correspondence received must be acknowledged on receipt.
- **1.8** Special meetings can be called by two or more managers or committee members at the earliest possible date.
- **1.9** A copy of the agenda will be sent to all managers prior to meetings.
- **1.10** Minutes of the meeting will be sent to managers within 14 days after the meeting.
- **1.11** Each team in membership has the right to one vote.
- **1.12** The committee has the power to suspend or take any action as required against any team or member they feel has broken any rules made by the club. Any member charged has the right to appeal.

2. Affiliation

The club will be affiliated to the Liverpool County Football Association.

3. Age groups

The club will be divided into various age groups, with players being under the required age limit as of 31 August for their respective team.

4. Club colours

Club colours are royal blue and white stripes. Change kit colours can vary, and must be supplied by the official club supplier.

5. Registration

- **5.1** Team managers must register all players with the Secretary for the first game of the season; the date will be dictated by league rules.
- **5.2** Club registration must be completed before a player is eligible to play.
- **5.2(a)** All players must be registered on the Club Portal by the Tuesday before playing their first game. (Please note some leagues have registration deadlines before a player is eligible.)
- **5.2(b)** Managers must forward their retention list and inform the committee of any changes to players' circumstances.
- **5.3** The committee has the right to reject, refuse or cancel any registration.
- **5.4** Registration photographs will be rejected if the photograph is inappropriate, e.g. no top on, in school uniform, cropped from a bigger picture, hats or sunglasses worn, or the picture is over 1 year old. The Whole Game System will also reject pictures that are not appropriate or the correct size.
- **5.5** Any request for a player to transfer between Crosby Stuart JFC teams will only be considered by the Executive Committee once an official Inter-Club Transfer Request Form has been fully completed and signed by both team managers and the player's parent or guardian. No transfer request will be reviewed by the committee until this requirement has been met.

6. Communication

- **6.1** No person, including committee members, shall conduct any business in the club's name for any purpose without the consent of the club Executive Committee.
- **6.2** If any parent conducts business in the club's name, the team manager will be held responsible.
- **6.3** All communications with the club should be addressed to the Club Secretary (except disputes).

7. Disputes and disciplinary procedure

- **7.1** Any parent/manager disputes shall be brought to the committee only if no amicable agreement can be reached. The committee's decision is final.
- **7.2** A manager with a grievance should address their complaint in writing to the Club Chairperson for a committee decision, if required.
- **7.3** Complaints from parents must be put in writing to the Club Chairperson for further investigation.
- **7.3(a)** All child welfare issues will be dealt with by the club's Child Welfare Officers. In their absence, they will be forwarded to the Liverpool County FA Designated Safeguarding Officer.
- **7.4** No verbal complaints will be dealt with.
- **7.5** The Discipline Committee will be chaired by the Club Chair and Discipline Officer, and consist of two other committee members. In the absence of the Chair or the Discipline Officer, the meeting can be chaired by any other committee member.
- **7.6** Appeal meetings will be chaired by the Vice Chair with three other committee members who did not sit on the original meeting. In the absence of the Vice Chair, the meeting may be chaired by another member of the club committee other than those who sat on the original discipline meeting.

8. Finance

- **8.1** All player subscriptions, membership fees and other income collected on behalf of Crosby Stuart JFC shall be paid into the club's central bank account using the payment methods approved by the Executive Committee. All monies collected in the name of Crosby Stuart JFC remain the property of the club and shall be used solely for the benefit, development and long-term sustainability of Crosby Stuart JFC in accordance with the club's objectives and annual budget.
- **8.2** The Executive Committee shall be responsible for the management of all club finances and the allocation of funds to teams in accordance with the club's approved budgeting and financial procedures. Team managers shall not operate separate team bank accounts for the collection of player subscriptions or membership fees unless expressly authorised by the Executive Committee for a specific purpose. The committee may require details of any team-held funds or fundraising income at any time.

- **8.3** The Club Treasurer shall maintain accurate financial records of all income and expenditure. An annual statement of accounts shall be presented to the membership at the Annual General Meeting, and the Executive Committee shall make financial information available to members where appropriate, in accordance with the club's constitution and applicable legislation.
- **8.4** Club accounts shall be made available to the committee on request.
- **8.5** Grants will only be applied for by the Club Secretary and will benefit the club and not individual teams.

9. Managers

- **9.1** Every manager is responsible for ensuring that their teams, players and spectators conduct themselves in an orderly manner and refrain from violent, threatening, abusive, obscene or provocative behaviour whilst taking part in a match or training.
- **9.2** Prospective managers must have a formal meeting with the committee.
- **9.3** Managers/coaches must hold a Level One coaching certificate, or be working towards it.
- **9.4** All managers, coaches and close helpers must complete a County FA enhanced DBS check, online safeguarding course and first aid course.
- **9.5** The committee has the right to refuse or exclude any manager whose conduct has not been satisfactory in their opinion.

10. Other matters

- **10.1** Managers can find their own league and venue to train or play.
- **10.2** The Code of Conduct will be distributed to managers, players and parents. These are to be signed for when read.
- **10.3** Any matters not governed by the foregoing constitution will be discussed and dealt with by the committee as required, the decision of which shall be final and binding.

11. Dissolution

The committee or, if a committee no longer exists, a majority of the remaining members of the club can propose dissolution. They must give at least 14 days' notice to all members of the meeting at which the matter shall be discussed. For the sole purpose of dissolution, a quorum need not apply, and the club may be dissolved by a two-thirds majority of those present. Any assets remaining after the club has satisfied its liabilities shall be donated to a local non-profit organisation with similar intentions. This ruling applies to the whole club and not individual teams. Where teams no longer exist, their assets become the property of the club.

The rules shall be reviewed by the committee at their first meeting following the club's AGM.

APPROVED BY	POSITION	DATE
Ben McDonald	**Chair, Crosby Stuart JFC**	**19 November 2026**