

# Clane United AFC Club Constitution



# Clane United AFC Club Constitution



## Index

<b>Title</b>	<b>Page Number</b>
<b>1.0 Introduction</b>	<b>3</b>
<b>2.0 Main Object</b>	<b>3</b>
<b>3.0 Rules and Regulations</b>	<b>3</b>
<b>4.0 Membership</b>	<b>3</b>
<b>5.0 Executive Committee</b>	<b>4</b>
<b>6.0 Club Sub-Committees</b>	<b>6</b>
<b>7.0 Club Details</b>	<b>6</b>
<b>8.0 Club Meetings</b>	<b>7</b>
<b>8.1 Annual General Meetings</b>	<b>7</b>
<b>8.2 Emergency General Meetings</b>	<b>7</b>
<b>8.3 Executive Committee Meetings</b>	<b>8</b>
<b>8.4 Manager (Coach) Meetings</b>	<b>8</b>
<b>9.0 Finance and Accounts</b>	<b>8 &amp; Appendix1</b>
<b>9.1 Standard Income &amp; Property Clause</b>	<b>8</b>
<b>9.2 Keeping of Accounts</b>	<b>9</b>
<b>10.0 Club Teams</b>	<b>9</b>
<b>11.0 Dissolution &amp; Winding Up</b>	<b>9</b>
<b>11.1 Winding Up</b>	<b>9</b>
<b>12.0 Discipline/Complaints and Appeals Panels</b>	<b>10</b>
<b>13.0 General Rules and Guidelines</b>	<b>10</b>
<b>14.0 Additions, Alterations or Amendment</b>	<b>11</b>
<b>Appendix 1: Finance Function &amp; Regulations</b>	<b>12</b>

# Clane United AFC Club Constitution



## 1.0 Introduction

The Club shall be called Clane United FC (Hereinafter referred to as the Club) and will have the status of an affiliated member Club of The Kildare and District Football League (K.D.F.L.) and the Kildare and District Underage League (K.D.U.L) and shall abide by the rules of these organizations.

## 2.0 Main Object

The main object for which the club is established is to promote football by arranging football matches and training for each of the playing members of the club.

The Club is committed to encouraging the highest ethical standards. All individuals involved in the Club should conduct themselves with integrity, transparency, accountability and in a fair and equitable manner.

## 3.0 Rules and Regulations

The Club shall have the status of an Affiliated Member Club of The Football Association of Ireland through the K.D.U.L. and K.D.F.L.

The Club will abide by The Football Association of Ireland's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.

## 4.0 Membership

The membership of the Club is open to all people in the community of Clane and surrounding areas and shall consist of the following categories: Senior Player Members; Juvenile Player Members (under the age of 18); Committee Members, Non player member eg. Team Coaches and non coaching personnel.

Members in each category shall pay Membership fees as fixed at the first Committee meeting after each Annual General Meeting. The Club may also require Members to contribute to the funds of the Club by way of a special levy, for example weekly subscriptions.

All members joining the Club shall be deemed to accept the terms of this document and any Bye-laws from time to time adopted by the Club. They will also be required to conduct themselves in accordance with the Club's ethical framework.

Any person seeking to join the Club shall be subject to the Executive Committee's discretion. The Executive Committee reserve the right to refuse an application for membership to the Club.

# Clane United AFC Club Constitution



Membership is open to everyone and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of race, occupation or gender.

The Executive Secretary or Registrar shall keep a Membership Register. In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.

Where the club membership fee is not paid it will be deemed that;

- In the case of players, the relevant player has made themselves ineligible to represent the club, ie. They cannot play for any team within the club until such time the membership fees are paid. The Club will hold the registration of these players and will not authorize transfers until such time the membership fees are paid.
- Any member not having paid their registration fees will not be entitled to a vote at the AGM/EGM.

## 5.0 Executive Committee

The Committee shall consist of the following; the Officers of the Club who are honorary (non-paid) shall be the Chairperson, Vice-Chairperson, Treasurer and Executive Secretary, plus up to 7 other members, all to be elected at an Annual General Meeting. All Committee members must be members of the Club.

The Executive Committee has the power elect people to various positions within the Club to carry out specific duties. These positions are in addition to the Executive officers and do not necessarily have to be existing committee members. Examples of these positions include;

- **Child Welfare Officer:** to deal with all matters related to Child Welfare. This person will need specialized training to fulfill this role.
- **Registrar:** to create a database of all members' details and collection of fees.
- **Grounds person** to deal with all matters relating to the dressing rooms, playing pitches and training facilities.
- **Health and Safety person** to deal with all matters relating to Health and Safety
- **Underage Player Development person,** to develop, improve and maintain a framework and structure for all underage player and coach development.
- **Public Relations Officer (PRO),** the principle communications officer for communications, public relations and/or public affairs for the Club.
- **Kit person** to handle all issues related to ordering kits and training equipment.
- **Web Master** to develop, improve and maintain the Club web site.

# Clane United AFC Club Constitution



Committee Members shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at an Emergency General Meeting (EGM). One person may hold no more than two positions of Club Officer at any time.

The Executive Committee may suspend from the committee or the Club any member who is not acting in the best interest of the club. The suspension should stay in place until the next EGM or AGM where a vote can be taken for permanent removal.

Any Executive Committee member who absents themselves from three consecutive meetings without reasonable explanation will be deemed to have resigned from the committee.

Any vacancy on the Executive Committee which arises between Annual General Meetings shall be filled by a Club member proposed by one and seconded by another of the remaining Executive Committee members and approved by a simple majority of the remaining Executive Committee members.

The Executive Committee shall be responsible for the management of all the affairs of the Club.

Meetings of the Executive Committee shall be chaired by the Chairperson or in their absence the Vice Chairperson.

The quorum for the transaction of business of the Executive Committee shall be 6 committee members.

Decisions of the Executive Committee shall be made by a simple majority of those attending the Executive Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie.

All Committee members are bound by the decisions carried by a simple majority to ensure harmony within the Club, even if they disagree.

All Club members shall be bound by the decisions made by the committee. The Committee shall deal with any Club members failing to comply with the decisions made by the Executive Committee or failing to comply with the Club rules or policies.

Decisions of the Executive Committee of meetings shall be entered into the Minute Book of the Club to be maintained and filed by the Executive Secretary.

# Clane United AFC Club Constitution



Club members shall not at any time make disparaging or critical comments about the Club or its members. The Executive Committee has the right to deal with such issues if they arise.

Any member of the Executive Committee may call a meeting of the Executive Committee by giving not less than 7 days notice to all members of the Executive Committee.

The Executive Committee shall hold a meeting once per month and no less than four meetings within a year.

An outgoing member of the Executive Committee may be re-elected. Executive officers may not hold on to an Executive Officer position for more than three years nor can they be re-elected to the same Executive Officer position without having a least a two year gap for that position.

The Executive Committee shall have the power to decide on all questions and disputes arising in respect of any issue concerning the Club Rules or Policies.

Changes to the Club Constitution must be made at an AGM or EGM carried by a vote of 2/3rds.

The Executive Committee has the right to adopt proposed changes to the Club rules or policies carried by a majority vote by present Executive Committee members.

The Executive Committee will nominate Club members to be representatives of the Club with the Leagues (K.D.F.L / K.D.U.L). These members will be the only people who are entitled to correspond with the League in any respect on any matter concerning the Club or League business.

The Executive Committee should ensure all existing and new Club members are familiar with the Club's constitution, policies, procedures and guidelines.

## 6.0 Club Sub-Committees

The Executive Committee shall have the sole right to appoint or dissolve Sub-Committee's as required.

## 7.0 Club details

The Club address is: The Doctors Road, Clane, Co. Kildare

The Club mobile will be held by the Club Secretary: See web site

The Club Executive Secretary will have all club member contact details.

# Clane United AFC Club Constitution



## 8.0 Club Meetings

Prior to any meeting, an appropriate agenda should be set by the Chair Person.

### 8.1. Annual General Meeting (AGM)

The Club shall hold an Annual General Meeting in the month of June to:

- Approve the minutes of the previous year's AGM.
- Receive reports from the Chairperson and Secretary.
- Receive a report from the Treasurer and approve the Annual Accounts.
- Elect the Executive Committee.
- Consider changes to the constitution.
- Deal with other relevant business.

Nominations for election of members as Club Officers shall be made in writing by the proposer and seconder, both of whom must be existing members of the Club, to the Executive Secretary not less than 3 days before the AGM.

Notice of any resolution to be proposed at the AGM shall be given in writing to the Executive Secretary not less than 7 days before the Meeting.

Election of Officers and committee members will be by a majority vote.

### 8.2. Emergency General Meeting (EGM)

An Emergency General Meeting may be called at any time by the majority of the Committee. 10% of the Club Members may also call such a meeting. The meeting must take place within 21 days of the Executive Secretary receiving notice of the request.

Business at an EGM will deal with issues only that have been called up at EGM.

The Executive Secretary shall send to each member written notice of the date of an EGM together with the resolutions to be proposed at least 14 days before the meeting.

The quorum for an EGM shall require 2/3rds of the Executive Committee.

The Chairperson, or in their absence a member selected by the Club Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

The Executive Secretary, or in their absence a member of the Club Committee, shall enter minutes of EGM into the Minute Book of the Club.

# Clane United AFC Club Constitution



## **8.3. Executive Committee meetings**

Executive Committee meetings will take place each month or as deemed necessary by the committee.

- Review actions from previous meeting
- Review reports from the Chairperson and Secretary.
- Review financial report from the Treasurer
- Deal with other relevant business

## **8.4. Manager (Coach) Meetings**

The Executive Committee will strive to hold monthly manager meetings during the season to discuss matters relating to the Club.

## **9.0 Finance and Accounts**

The financial year shall run from May to June each year.

The Treasurer shall be responsible for the preparation of Annual Accounts of the Club. The Accounts shall be certified by an appropriate independent person elected annually by the Executive committee.

Please see detailed finance statement Appendix 1 at the end of this constitutional document which outlines the procedures for finance within the club.

All cheques drawn against the Club's funds shall be signed by a minimum of 2 of the club's 3 nominated and bank approved signatories.

All members of the Club shall be jointly responsible for the financial liabilities of the Club.

## **9.1 Standard Income and Property Clause**

The income and property of the club shall be applied solely towards the promotion of its main object as set forth in this constitution. No portion of the club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the club. No Officer shall be appointed to any office of the club paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the club. However, nothing shall prevent any payment in good faith by the club of :

- A) Reasonable and proper remuneration to any member, officer or servant of the club(not being an officer) for any services rendered to the club;
- B) Interest at a rate not exceeding 5% per annum on money lent by officers or other members of the club to the club;
- C) Reasonable and proper rent for premises demised and let by any member of the club(including any officers) to the club;



# Clane United AFC Club Constitution



- D) Reasonable and proper out-of-pocket expenses incurred by any officer in connection with their attendance to any matter affecting the club;
- E) Fees, remuneration or other benefit in money or money's worth to any Company of which an officer may be a member holding not more than one hundredth part of the issued capital of such company

## **9.2 Keeping of Accounts:**

Annual accounts shall be kept and made available to the Revenue Commissioners on request.

## **10.0 Club Teams**

At its first meeting following each AGM, the Executive Committee shall appoint two Club members to be responsible for each of the Club's underage football teams and a minimum of one Club member to be responsible for each of the Clubs Senior teams. The appointed members shall be responsible for managing the affairs of the team.

The appointed Coaches shall present to the Executive Committee updates and issues arising from their respective teams.

## **11.0 Dissolution**

The Club is a non-profit making organisation. All profits and surpluses will be used to maintain or improve or develop the Club's facilities and the players and coaches, or to carry out the objects of the association to which it is affiliated.

### **11.1 Winding-Up**

If upon the winding up or dissolution of the club there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the club. Instead, such property shall be given or transferred to some other institution or institutions having main objects similar to the main objects of the club. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Club under or by virtue of Clause 9.1 (Income & Property Clause) hereof. Members of the Club shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object.

# Clane United AFC Club Constitution



## 12.0 Discipline/Complaints and Appeals Panels

The Club will appoint; (a) Discipline/Complaints and (b) Appeals Panels to deal with discipline issues, complaints or appeals. The panels will be made up of 3 individuals, including a designated Chairperson selected on the basis of impartiality. It is the duty of the Chairperson, Vice-Chairperson, Executive Secretary, and Treasurer to appoint these panels and nominate the panels Chairperson.

The Club Chairperson will not be a member of these panels.

If any player, parent/guardian, coach, or any club member is unhappy or concerned with anything associated with the Club they should, preferably in writing, contact the Executive Secretary.

The Executive Secretary will consult with the Child Welfare Officer on matters related to Child Welfare.

The Secretary will determine if the concern/appeal can be addressed without convening a meeting with the full (a) Discipline/Complaints or (b) Appeals Panel. If the discipline, complaint or appeal cannot be addressed, then the Secretary will arrange a meeting with the (a) Discipline/Complaints Panel or the (b) Appeals Panel at the earliest possible time to carry out a review of the matter and work to resolve as best as possible within a reasonable time.

## 13.0 General Rules and Guidelines

All members and representatives of the club are required to adhere to the club's rules, policies and guidelines.

All incidents involving players or representatives of the club should be reported to the Executive Secretary within 24 hours. In particular, incidents involving abuse, red cards, serious injuries that require medical treatment, or any incident concerning the well-being and safety of individuals. All incidents shall be recorded in the Club Accident Book.

Any person who willfully damages or neglects club property shall be liable for the repair or replacement.

The Club shall implement a policy to ensure all Managers (Coaches) are vetted. A minimum of two adults must be in charge of an underage team at all times.

# Clane United AFC Club Constitution



Players must play in their own age group, unless no team has formed, in which case they may play in the next available age group. In certain circumstances the Executive Committee may waive the application of this rule.

Teams must play on pitches as allocated by the Club Grounds Person or Sub-Committee.

Any Club member disciplined by the League for serious misconduct e.g. foul and abusive language, violent conduct or play which endangers the well-being of another person will be held personally liable for the payment of any fines imposed.

The Executive Committee has the right to rule on any issues that are not covered by these rules. Any disputes regarding the interpretation of club rules shall be determined by the members at an Annual General Meeting (AGM) or an Emergency General Meeting (EGM).

#### **14.0 Additions, Alterations or Amendments:**

No addition, alteration or amendment shall be made to the provisions of this Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.

# Clane United AFC Club Constitution



## Appendix 1: Finance Function & Regulations

### Contents

<b>Title</b>	<b>Page #</b>
1.0 Key Objectives	13
2.0 Key Deliverables	13
3.0 Income	13
4.0 Expenditure	13
5.0 Finance Structure and Accounts	14
5.1 Structure	14
5.2 Accounts	15
6.0 Finance Forecasting and Tracking	15
6.1 Forecasting	15
6.2 Measurement	15
7.0 Policies on Income and Expenditure	16
7.1 Income Policies	16
7.1.1 Membership Fee	16
7.1.2 Weekly Subscriptions	16
7.1.3 Fund Raising	17
7.1.4 Weekly Lotto	17
7.1.5 Sponsorship	18
7.1.6 Other Incomes	18
7.2 Expenditure Policies	18
7.2.1 Expense Approval Process	18
7.2.2 Opening Accounts with Suppliers	19
7.2.3 Kit and Training equipment	19
7.2.4 League Fees and Fines	20
7.2.5 Clongowes Training Facility	20
7.2.6 Underage Events	20
7.2.7 Electricity	20
7.2.8 General Maintenance	20
7.2.9 Travel for Matches	21
7.2.10 Fund Raising Expenses	21
7.2.11 Club Insurance policies	21
8.0 Finance Review Process	21
Appendix A Club membership fees, League Fees & Levies	22
Appendix B League Fines	25
Appendix C Cheque Approval Form	27
Appendix D Account Approval Form	28
Appendix E Subs collection template	29
Appendix F Subs payment template	30

# Clane United AFC Club Constitution



## **1.0 Key Objective:**

- Introduce an effective financial management structure and develop the systems and processes to support the financial health of the Club, whilst enabling total transparency and traceability of the Club accounts.

## **2.0 Key Deliverables:**

- Develop forecasting and measurement systems enabling a breakdown of all incomes/expenditure of the Club to improve traceability and accountability.
- Develop income/expenditure policies and guidelines in relation to money being paid into and out of the Club.
- Provide robust review process for;
  - Forecasting income and expenditure
  - Month end and year end accounts
- Organise fundraising events to sustain the Club and support Club future development.

## **3.0 Income:**

- The Club will typically generate income from a number of sources, (but not limited to);
  - Sponsorship
  - Annual registration/membership fees
  - Weekly subscriptions
  - Fund Raising events; such as Golf Classics, Quiz's, Draws, Race Nights, etc.
  - Weekly Lotto
  - Other, for example FAI/League payments for use of grounds

## **4.0 Expenditure:**

- The Club expenditures typically fall into the following categories, (but may not be limited to);
  - Electricity bills for Clubhouse and floodlights
  - Insurance (Player, Fire, Lawnmower, public liability)
  - League Fees (for both 7-sided and 11-sided games)
    - Fees to register teams and player registrations
    - Ground Levies
    - Cup Fees (League and SFAI)
    - Coaching Levies

# Clane United AFC Club Constitution



- League/SFAI rule books
- Appeal/search/protest fees
- Fines (as per KDUL/KDFL rules)
- Kits for teams (jerseys, nicks, socks, etc.)
- Coach development (FAI Kick Start or other relevant courses)
- Training;
  - Balls
  - Bibs
  - Cones
  - Fees for Clongowes College during winter months
- Ground maintenance (pitch marking materials, goalpost repairs, nets, corner flags, lawnmower maintenance, petrol, Club house, etc.)
- Travel to games
- Fund raising expenses
- Referees fees & Kit cleaning

Note: Club jackets will need to be paid for by individuals or sponsored.

## **5.0 Finance Structure and Accounts**

### **5.1 Structure**

- A Treasurer will be elected at the AGM as an Executive officer of the Club.
- The nominee has to be a current member of the Club.
- An existing Treasurer may be re-elected.
- A Treasurer should only be allowed stay in this position for a maximum of three years.
- The Treasurer's main responsibilities include;
  - Taking charge of Club accounts, keeping records on incomes, expenditure, invoicing, delivery notices, receipts, etc.
  - Ensure necessary bank accounts are in place.
  - Provide a forecast of expected expenditure for the coming year based on historical and current information.
  - Provide financial statements at each monthly Executive Committee meeting
  - Generate and present an updated balance sheet at the AGM
  - Maintain finance expenditure approval process and sign off on all expenditures.
  - Keep a record of all assets of the club.
  - Month end and Year end reconciliations
  - Development and maintenance of finance tracking indicators

# Clane United AFC Club Constitution



## **5.2 Accounts**

- The Club will hold the following accounts;
  1. A current account with the Ulster Bank, Main St. Clane. This will be used to fund Club expenses.
  2. A separate current account with the same bank will be established to cover the Weekly Lotto prize funds. An amount of €100 will be lodged into this account each week.
  3. A Development account used to fund future development projects within the Club.

## **6.0 Finance forecasting and measurement**

- The finance year runs from June xx to May xx+1.

### **6.1 Forecasting:**

- Prior to the beginning of the financial year, (June), the existing Treasurer will be responsible for generating an expenditure forecast for the coming year, based on historical and current information. This will become the Clubs expenditure “Plan of Record”. This shall be reviewed with the Executive Committee prior to the AGM.
- At the beginning of each following quarter; (1) September, (2) December (3) March, the Treasurer will complete a review of the Plan of Record for the following quarters, using most up to date information and review with the Executive Committee.

### **6.2 Measurement**

- At the end of each calendar month the Treasurer will complete a Month End re-conciliation in terms of gross incomes versus gross actual expenditure.
- The month end re-conciliation should also include invoices and expenditures outstanding to comprehend future spending versus bank balance.
- All individual incomes must be broken out into their discreet “Gross Income” components, for example, registration fees, team subscriptions, sponsorship/donations, fund raising, etc.
- All individual “Gross Expenditures” must be broken down into their discreet components and be accompanied by relevant documentation, receipts, invoices, etc.
- Any lodgement or withdrawal from the bank accounts needs to be clearly visible and identifiable in terms of the individual components, each individual lodgement needs to call out how much was lodged for example, registrations fees, subscriptions, sponsorships, fund raising events, etc.
- Measurement indicators should be generated, for example, in the form of;
  - Trend charts/cumulative charts for;

# Clane United AFC Club Constitution



- Month end and Year gross income V's gross expenditure v's future expected expenditure
- Lotto income V's target income
- Tables to track registration fee payments, weekly subscriptions.
- Monthly Balance sheets
- All documentation should be retained for a minimum of 7 years.

## ***7.0 Policies on Income and Expenditure***

### ***7.1 Income Policies:***

#### **7.1.1 Membership Fees:**

- All players must pay a membership fee before they can play on any of the Club teams.
- Any player failing to pay their membership fee;
  - will not be considered for selection for matches
  - will not be covered by the Clubs player insurance
- Membership fees will be fixed at the first Executive Committee meeting after the AGM.
- Membership fees are shown in Appendix A, Table 1.

#### **7.1.2 Weekly Subscription:**

- All players must pay weekly subscriptions during the playing season only;
  - Players unable to play due to injury or any other reason should not pay the weekly subscriptions for the time they are unavailable.
  - Players do not need to pay subscriptions for weeks where there are no matches.
- Subscriptions fees will be fixed at the first Executive Committee meeting after the AGM and are shown in Appendix A, Table 1.
- Training equipment, balls, team kits or other expenses should not be paid for by cheque once invoices have been approved.
- By the end of each month all subscriptions received should be handed over to the Treasurer (or any of the Executive Committee Officers).
- The Subscription format in Appendix E should be used by Managers when handing in expenses.
- These subscriptions will contribute towards the expenditure incurred for the running expenses of the Club.



# Clane United AFC Club Constitution



## 7.1.3 Fund Raising

- The Club will endeavour to establish a Fund Raising Team responsible for organising and managing fund raising events.
- The Fund Raising Team will align with the Treasurer on expenditure forecast to determine appropriate and realistic fund raising targets.
- A leader for each fund raising event should be elected to drive the planning, organising and management process related to that event.
- The team should aim to deliver at least one main fund raising event within each quarter, whilst checking with other organisations to avoid clashes with their fundraising event.
- Planning for each fund raising event should be done well in advance to ensure the success of the event.
- Clear paths of communication between all parties involved need to be established.
- The organisers of any event must ensure timely communication to the winners.
- For any events where prizes are presented , the results will be posted;
  - on the Club Web page within 2 days
  - on the Club notice board in the Village Inn (Manzors) by the next day
  - in the Leinster Leader.
- The organisers of each fund raising event will be responsible to inform all managers and parents/guardians with the results with a note of thanks.

## 7.1.4 Weekly Lotto

- The main purpose of the Club weekly lotto is to fund the development of the Club House.
- Prizes will be paid out on a “Match 4” for matching 4 numbers on the same card. A “Match 3” prize will be paid out for matching 3 numbers on the same card.
- If a Match 4 is not won, the prize money will continue to accumulate until a Match 4 occurs.
- The Executive committee will elect a person from within the Club to manage the Weekly Lotto, including ticket printing, ticket sales, advertisement, co-ordinating the draw of numbers, posting results and informing winners of the Match 4 or Match 3 numbers.
- The Lotto tickets for sale and those sold will be held in the Village Inn where a special Lotto Box will be located. This box should remain locked and only opened by those involved in ticket sales or the Treasurer. No money for Lotto sales should be left in this box (except for loose change).

# Clane United AFC Club Constitution



- The Lotto draw will take place each Sunday in the Village Inn.
- Results of the Draw will be published on the Club web page within two days, on the Club notice board in the Village Inn (Manzors) on the night of the draw.
- The Club will endeavour to establish a direct debit scheme to maximise the opportunity for raising funds.
- All expense receipts/income funds related to the Lotto should be handed over to the Treasurer for payment or lodgement into the bank account.

## 7.1.5 Sponsorship

- The Club may receive sponsorship through team kit sponsorship or funds directly into the Club.
- All sponsorship details should be provided to the Treasurer.
- Sponsorship is to be used for team kits should be worked through the Club Kit Person. Also keep Treasurer informed for finance tracking purposes.
- Where sponsorship is related to funds directly to the Club or there is excess funds after kit sponsorship, the Treasurer will lodge this into the Club account.
- All Sponsors will be listed on the Club web page.

## 7.1.6 Other Incomes

- Any other funds paid to the Club, for example the K.D.U.L., the K.D.F.L. the FAI, or other sources, should be handed over to the Treasurer for lodgement into the Club account.

## 7.2 Expenditure:

### 7.2.1 Expense Approval Process:

- Before any person commits to spending Club money and it exceeds €100 for goods or services they will be required to complete the approval form called out in Appendix C.
- This approval form is related to purchase goods/services from an existing Supplier account or a request for a cheque to pay for an expense.
- Any person incurring expenditure without approval will be held liable for this expense.
- Expenses that fall under the approval process category are generally (but not limited to); training equipment, balls, team kits, tracksuits, travel to matches, repair work, pitch marking, general maintenance, fund raising expenses, etc.
- Expense items that do not require approval are typically (but not limited to), Club house mortgage, Electricity Bills, Lotto Prize money,

# Clane United AFC Club Constitution



Insurance, Clongowes, etc. These are generally paid through direct debits or through one off payments from the Club account by the Treasurer.

- All expense items should be accompanied with an invoice, receipt of payment and delivery dockets where appropriate.
- In an instance where a receipt is not provided the Treasurer will provide a receipt of payment on behalf of the Club to ensure transparency and traceability.
- The Treasurer and one other member of the Executive Committee, (either, the Chairperson, Sectary, Vice Chairperson) can approve an expense.
- The Treasurer and 2 other committee members will have sign of authority on Club Cheque book once the expenditure has been approved.
- Where there is a change of Treasurer and Chairperson a change of signature form supplied by the bank will need to be completed by the new Treasurer and new Chairperson. The Club Secretary also will also be required to sign this form. Signed letters for the outgoing Treasurer and Chairperson should accompany this form indicating their intention of resigning their positions.

## 7.2.2 Opening Accounts with Business's/Suppliers

- Under no circumstances should an account be opened with any Supplier without prior approval from the Treasurer or the Chairperson, or in the absence of any of these, the Secretary or Vice Chairperson, using the approval form in Appendix D.
- The Treasurer is responsible for setting up an account with the said Supplier once approval has been granted.
- The Treasurer is responsible for discussing the Clubs policy on expenditure with the Supplier where the account is being opened, ie. if the amount exceeds €100 then proof of an approval form is required before goods are released.
- Any person opening an account without prior approval for opening an account will be held liable for any expenses incurred.
- The Treasurer is responsible for reconciling all accounts at the each of each month and payment made to the Supplier based on agreed terms with the Supplier.

## 7.2.3. Kit and Training Equipment

- In the first instance all Managers should endeavour, if possible, to secure a sponsor for their team Kit.
- If a sponsor cannot be found an email requisition should be sent to the Club 'Kit Person' detailing all requirements i.e. jerseys, shorts, socks, First Aid Kit, balls, cones, bibs etc. The Club 'Kit Person' will then

# Clane United AFC Club Constitution



source surplus training equipment which can be shared by teams and if not available will then order from suppliers

- The Club 'Kit Person' will order the kit by email from the supplier and copy this mail to the Treasurer of the Club to track the expenses.

## 7.2.4 League Fees and Fines

- The Club are required to pay a number of league fees, cup fees and levies. Listed in Appendix A, Table 2 (K.D.U.L) and Table 3 (K.D.F.L).
- The league also has the right to impose fines on the Club for non compliance to certain rules and regulations. These are listed in Appendix B, Table 2 (K.D.U.L) and Table 3 (K.D.F.L).
- The Clubs policy on payment of such fines is outlined in Appendix B, Table 1 (K.D.U.L) and Table 2 (K.D.F.L).
- The Club policy will be that any person (such as, player/ coach/ spectator/ parent/ guardian) using violent conduct or abuse to others will be liable for any fines imposed.
- The Executive Committee may decide to take further action for;
  - Any person that accumulates three fines or more
  - Uses violent or abusive behaviour to any other person

## 7.2.5. Clongowes Training Facility

- Fees that are due to Clongowes College for the winter training facility will be paid by the Club Treasurer after receiving request from Clongowes College. The weekly subscriptions will help fund this expense.

## 7.2.6 Underage Christmas Events

- The Club will be responsible for funding the Christmas event for, Nursery, U8, U9, U10 and U11 levels.
- Each manager can use their own discretion as to what event they wish to organise for their own team in conjunction with the Club committee.

## 7.2.7. Electricity

3 phase electricity is used for lighting and heating the dressing rooms, water heating for showers and floodlights for training.

- These will be paid through a direct debit from the Clubs current account.

## 7.2.8 General Maintenance

- Pitches and training area will require maintenance during the season, mainly grass cutting and pitch marking.
- The grounds area requires general maintenance ranging from litter control to maintenance and repairs of dressing rooms, pitches, goal posts, etc.

# Clane United AFC Club Constitution



- From time to time the Club may also fund pitch and training area improvement, for example drainage, reseeding, floodlights, etc.
- The Club will endeavour to carry out all maintenance through voluntary work, but occasionally the Club may have to pay labour costs due to unavailability of volunteers or where specialised skills may be required.

## **7.2.9. Travel for Matches**

- All managers will endeavour to organise travel to away matches, typically with the help of parents or guardians.
- If managers are unable to organise transport through parents or guardians the Club will fund this travel using the Approval Process in section 7.2.1.

## **7.2.10. Fund Raising Expenses**

- Some fund raising events may incur operational expenses to ensure the success of the event.
- Expenses related to the event will be tracked by the Treasurer.
- The Club will endeavour to keep these expenses to a minimum in order to maximise the income opportunity of the event.

## **7.2.11. Club Insurance:**

- The Club will hold three separate insurance policies. Refer to specific insurance policy schedule for cover details.
  1. Player insurance for all levels
  2. Public Liability Insurance
  3. Building insurance (Fire and damage).
  4. Lawnmower insurance (theft/safety).

## **8.0 Finance Review Process**

- The Treasurer shall prepare a finance report ahead of every Club Executive meeting.
- The finance review process will be carried out at each Monthly Club Executive meeting.
  - This review will look at income V's expenditure to date, forecasted spend, invoices due, payments outstanding, forecasted income, etc.
  - Lotto trends, Subscription & Registration payments, etc.
- Should this meeting not take place, then the Executive Officers will carry out a review within one week of this date.
- An annual Balance statement will be provided at the AGM providing all the necessary detail in back up to show all components of income and spend in more detail.
- The Executive committee will continually review Club expenditure and endeavour to minimise Club expenses.

# Clane United AFC Club Constitution



## Appendix A

Table 1: Club Membership Fees and Subscriptions

Type	Amount	Comment
2013 -2014 Membership Fee for senior players	€80	Note: If two or more members from the same family play for the senior teams both pay €70 each.
2013 -2014 Membership Fee for Youth players	€120	Note: If Youth team players have already paid the underage fee then they are exempt from paying and additional €50.
2013 - 2014 Membership Fee for underage players	€120	Note: If two or more members from the same family play for the underage teams both pay €55 each.
2013 – 2014 weekly Subscription Fees for Senior players and Youths	€5	Note: If there are mid-week matches, no further subscriptions need to be paid
2013 - 2014 weekly Subscription Fees for 11 aside underage teams	€3	Note: If there are mid-week matches, no further subscriptions need to be paid
2013 - 2014 weekly Subscription Fees for 7 aside underage teams	€3	Note: If there are mid-week matches, no further subscriptions need to be paid

Note: These fees will be updated annually by the Club Committee after the annual AGM.

# Clane United AFC Club Constitution



**Table 2: League Fees and Levies (K.D.U.L)**

Type	Amount	Comment
Referee match fee 11 a-side	€25	Paid by home team
Referee match fee 7 a-side	€15	Paid by home team
Referee fee if match canceled and two teams present	50% of fee	For example, if match is canceled due to weather
Referee fee if one team does not show	€25	Paid by home team
League fees 11 a-side	€75 / team	
League fees 7-aside	€50 / team	
Player registration	€16.5 /player	
Protest fee	€50 + €5 registered letter	
Ground levy	€10 / player	
Player registration search fee	€6.50 /player	Can search for up to 7 players for each fee paid
Cup levies	€75 / team	Not to exceed €250 per club for the Kennedy Cup.
Coaching levies	€4 /player	
Appeal fee	€25	
League rule book	€4.50/ book	
S.F.A.I. Cup fee	€10 / team	
S.F.A.I rule book	€6 / book	

Note: These fees will be updated annually by the K.D.U.L.

# Clane United AFC Club Constitution



**Table 3: League Fees and Levies (K.D.F.L)**

Type	Amount	Comment
Referee match fee	€24	Standard match fee paid by both teams. Additional €6 fee for senior games.
Mileage allowance (home to home)	€0.72	Minimum €18
Referee meal allowance	€6	Only if referee officiates two games on the day. If mileage is over 100 miles, meal allowance is €20
If referee calls off a game eg. due to pitch unplayable		Paid 50% match fee + full expenses
If game is not played, eg. due to no show		Paid full fee + expenses. Team not present will also be fined.
League fees Over 35	€300 / team	
League fees Junior teams	€450 / team	
League fees Youths	Nil	
Player registration (Junior/Over 35).	€10 /player	
Player registration (Youth)	Nil	
Transfers	€20	
Second Transfers	€40	
Cup fees	€20 each	
Shield fees	Nil	
Protest/Appeal fee	€50	
League rule book	€15/ book	
Appeal to LFA		Consult LFA
Appeal to FAI		Consult FAI
Leinster FA affiliation Fees	€35	Included in KDFL fee.
LFA Junior Cup	Tbd	
LFA Junior Shield	Tbd	
LFA Youth Cup	Tbd	
FAI Junior Cup	Tbd	

Note: These fees will be updated annually by the K.D.F.L.



# Clane United AFC Club Constitution



## Appendix B

Table 1: League Fines (K.D.U.L.)

Type	Amount	Comment	Responsibility for payment
Playing unregistered players	€25	First offence	Manager
Playing unregistered players	€125	Second offence	Manager
Arriving greater than 10mins for a fixture	€25		Club to deal with on a case by case basis
Failure to notify referee of fixture alteration	€60+		Club to deal with on a case by case basis
Failure to fulfil a fixture without adequate notice	€50 min		Club to deal with on a case by case basis
Playing over age players	€125		Manager
Playing suspended players	€100 (min)		Manager
Withdrawing from league without fulfilling all fixtures	€300		Club
Abuse of referee	€200 (min),	First offence: By coaches, Club members, players, parents, spectators, etc.	Offender
Abuse of referee	€300 (min)	By club members, players, parents, spectators, etc. – second offence	Offender
Abuse of referee	€400 (min)	By coaches, second offence	Coach
Removing teams from field of play without referees consent	€200		If there is reasonable grounds the Club will contest this.
Club not represented at league meetings	€25		Club
Failure to file a match report	€50 + €5 Registered Letter		Manager

Note: These fees will be updated annually by the K.D.U.L.

# Clane United AFC Club Constitution



**Table 2: League Fines (K.D.F.L.)**

Type	Amount	Comment	Responsibility for payment
Sendings off	€50 min		Offender for violent conduct or abuse
Giving walk overs	€50 min		Club to deal with on a case by case basis
Failure to fulfil a fixture	€50		Club to deal with on a case by case basis
Failing to attend disciplinary hearing		League Committee decision	Club to deal with on a case by case basis
Failing to correspond from League on time	€50min		Club
Incomplete or wrongly completed match card	€50		Manager
Unsatisfactory pitch markings, goal posts, corner flags, nets.	€100		Club
Non payment of referee		Double total fee	Manager
Team responsible for late kick off		League Committee decision	Deal with on a case by case basis
Team responsible for abandonment of match		League Committee decision	Deal with on a case by case basis
Failure to attend council meetings	€50		Club
Unsatisfactory precautions for safety of players, match officials, spectators		League Committee decision	Club
Red cards	€50	Automatic 1 match ban served at next competitive game. League may impose a further ban.	Player for violent conduct or abuse
Yellow cards, x4	€50	Plus one match ban	Player for violent conduct or abuse
Yellow cards, second x4	€50	Plus one match ban	Player for violent conduct or abuse
Yellow cards, x12	€50	Plus two match ban	Player for violent conduct or abuse
Yellow cards, each x4 further cards	€50	Plus three match ban	Player for violent conduct or abuse
Failure to file a match report, incomplete, late	€50		Manager

Note: These fees will be updated annually by the K.D.F.L.

# Clane United AFC Club Constitution



## Appendix C: Expense Approval Form

This approval form is required before committing the Club to any expenses exceeding €100,; otherwise payment may not be reimbursed. Expenditure that falls under the approval process category are generally (but not limited to); training equipment, balls, team kits, tracksuits, travel to matches, repair work, pitch marking, general maintenance, fund raising expenses, etc.

Expense approval will be authorised by the Treasurer and either of the Chairperson, the Vice Chairperson or Sectary.

**Note:** Where possible quotes must be attached with this approval form. When the expense has been paid all invoices, receipts' and delivery dockets should be presented to the Treasurer.

<b>Purchase Number::</b>	<b>Cheque Number (completed by Treasurer):</b>
<b>Name of applicant:</b> .....	
<b>Is this approval for expenditure with an existing supplier account? (Y/N).....</b>	
<b>Is this a request for a cheque?(Y/N).....</b>	
<b>Name and address of Supplier:</b> ..... ..... .....	
<b>Make Cheque Payable to( completed by applicant):</b>	
<b>Total amount required (completed by applicant):</b>	
<b>Date cheque/approval needed (completed by applicant):</b>	
<b>Details of goods / services provided, (completed by applicant):</b> ..... ..... ..... .....	
<b>Expenditure approved by:</b> _____ <b>and</b> _____	
<b>Reason why expense was not approved:</b>	

# Clane United AFC Club Constitution



## **Appendix D:**

### **Approval form for opening an account with a Supplier**

<i>Name of applicant:</i>
<i>Name and address of Supplier where account is to be opened:</i> ..... ..... .....
<i>Date needed (completed by applicant):</i>
<i>Details of goods / services provided, (completed by applicant):</i> ..... ..... ..... ..... .....
<i>Account approved by:</i> _____ <i>and</i> _____

# Clane United AFC Club Constitution



## ***Appendix E: Subs Payment Template – to be used for weekly subs collection from players***

Team:		Week (from):		
Fixture:		Ref:		Result:
Player Name:	Training:	Match:	Subs Paid:	Comments:
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				
11)				
12)				
13)				
14)				
15)				
16)				
17)				
Expenses		Total money collection less expenditure:		Given to:
Jersey Clean:				Signed:
Ref:				Date:
Other:				
Total:		Balance:		

# Clane United AFC Club Constitution



## Appendix F

### TEAM Weekly Subscription Lodgement Template

(To be used when handing in subs to Club Officer).

Team: \_\_\_\_\_

Manager: \_\_\_\_\_

Number of Players in Squad: \_\_\_\_\_

SUBS From Date:	SUBS To Date:
-----------------	---------------

Total Subs Collected	
Total Paid out to Referees	
Total Paid out for Kit Cleaning	
<b>BALANCE</b>	

# Clane United AFC Club Constitution



Signed By

Faisal Ahmed  
Secretary Clane United

Date of signing            5<sup>th</sup> December 2014