



Khalsa Football Club

Club  
Constitution

Revised July 2025

V1.1

# Khalsa Junior Football Club



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# Khalsa Junior Football Club



## **1 Name of Organisation**

- 1.1 The name of the Club shall be the “KHALSA FOOTBALL CLUB” otherwise known as the “The Club”.
- 1.2 The Club shall consist of a Management Committee, Coaching staff, Honorary Members & Playing Members.

## **2.0 Aims & Objectives**

- 2.1 To provide facilities for recreation or other leisure time occupation, and in particular facilities for participation in the sport of football, in the interests of social welfare for young people under the age of 18 living in Leamington Spa and the surrounding area who have need of such facilities by reason of their youth or age with a view to improving the conditions of life of such persons.

# Khalsa Junior Football Club



## **3.0 Club Guidelines**

In pursuing our aims and objectives the Club will observe the following guidelines

- 3.1** The Club will be a non-profit making organisation.
- 3.2** All committee members and coaching staff will be volunteer's. No committee member or coaching staff shall be paid.
- 3.3** The Club shall not be affiliated to any political party and non-sectarian in religion although it may seek donations or sponsors from political or religion organisations in order to fulfil the objectives of the Club.
- 3.4** The Club will not discriminate against any persons on grounds of colour, creed, race, nationality, origin, gender, marital status, disability, sexual orientation or age.
- 3.5** Open to all, regardless of colour, creed, race, nationality, origin, gender, marital status, disability, sexual orientation or age

## **4.0 Management Committee**

- 4.1** The Management Committee will be responsible for managing the Club affairs. The Management Committee shall have powers to conduct the business of the Club
- 4.2** The Club shall be governed by the Management Committee comprising of a Chairperson, Secretary, Treasurer all of who shall be reviewed & elected at the Annual General Meeting
- 4.3** The chairperson shall have no right to cast his vote, but in case of equal division of votes, he shall have the right to cast his vote.
- 4.4** The Management Committee shall have powers to appoint and regulate their own meeting and proceed to fill vacancies that may occur among them during their term of office. To appoint sub-committees for any purpose, and depute them all the powers that the Management Committee themselves might have thereto.

# Khalsa Junior Football Club



## **5.0 Officers – Code of Conduct & Policies**

All those involved with the game at every level and whether as a player, match official, coach, owner or administrator, have a responsibility, above and beyond compliance with the law, to act according to the highest standards of integrity, and to ensure that the reputation of the game is, and remains, high. All officers and member of the club will conform to the following: -

*Code of Conduct for Players*

*Code of Conduct for Team Officials*

*Code of Conduct for Coaches*

*Code of Conduct for Parents / Spectators*

See appendix A

### **5.1 Chairperson**

The Chairperson will be responsible for conducting the affairs of the Committee in a proper manner. The Chairperson and Secretary shall sign minutes of the previous meetings after being approved by the members. The monthly Treasurer's report after being approved by the members shall be signed by the Chairperson and the Treasurer. The annual financial report after being approved by the members shall be signed by the Chairperson and the Treasurer.

### **5.2 Secretary**

The Secretary will be responsible for keeping and writing the minutes of the meeting and distributing to all Committee members and coaches. The Secretary shall also be responsible for the setting of the Agenda and organising the monthly meetings. The Secretary will be responsible for all correspondences to and from the Club. Informing the committee of any incoming correspondence at the monthly meeting. The Club Secretary is responsible for league and club registrations and managing relationship with leagues & Birmingham FA and match day pitch bookings.

### **5.3 Treasurer**

The Treasurer will be responsible for paying the bills for the Club. The Treasurer will keep monetary transactions (income and expenditure). The Treasurer will provide a monthly financial report for the monthly meetings to the committee and provide annual report in a time manner after the financial year (31st July)

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Responsible for coaching children in particular age groups. Coaches will not discriminate against any children on the grounds of colour, creed, race, nationality, origin, gender, marital status, disability, sexual orientation or age. No coaching staff shall be paid and will coach on a voluntary basis. Coaching staff may use their discretion to which children they may coach. Preference in selection for playing shall normally be given to those members who show a greater aptitude for football, members who attend training sessions regularly and members who have paid their subscription.

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## **6.0 General Meeting**

- 6.1** The Chairperson will hold the Committee Meeting at least 4 times per year at a place nominated. Two weeks notice of any General Meeting shall be given to all members.
- 6.2.** Meetings can take place with four members as a quorum.
- 6.3** All the decisions of the Committee will be passed by majority decision.
- 6.4** The minutes of the previous meeting will be read, amended accordingly and the Chairperson and Secretary shall sign the approved minutes.

## **7.0 Annual General Meeting**

- 7.1** The Secretary shall within 8 weeks of season conclusion call the AGM.
- 7.2** The Chairperson shall present a statement of the affairs of the Club before the attendance of the AGM.
- 7.3** The Treasurer shall present a status financial report and the conclusion of the financial year end (July) will be presented next general meeting after the 31<sup>st</sup> July (if AGM before 31<sup>st</sup> July)
- 7.4** The Management Committee shall be reviewed & elected if a person of interest would want to put themselves forward.

# Khalsa Junior Football Club



## **8.0 Club Accounts**

A bank account shall be opened and maintained in the name Leamington Khalsa Football (the Club Account). Designated account signatories shall be the Club Chairperson, the Club Secretary,

All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.

The income and assets of the Club (the Club Property) shall be applied only in furtherance of the objects of the Club.

The Club Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club.

No surpluses or assets will be distributed to members or third parties.

The Club Property, other than the Club Account, shall be vested in not less than two and no more than four custodians, one of whom shall be the Treasurer (the Custodians), who shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.

# Khalsa Junior Football Club



## **9.0 Registrations**

Players must only be allowed to play in the right age group. It is always the club Secretary's responsibility to register the players and the Secretary requires all coaches to forward current photographs of all players who wish to be registered together with copies of birth certificates. No player will be allowed to play for the club unless they are properly registered with the appropriate documentation

## **10.0 Subscription**

Annual Club membership and subscription is payable at the time of registration. Club Membership and subscription fees will be reviewed on an annual basis at the Annual General Meeting. Details of fees will be listed in the Player Registration form

## **11.0 Affiliation**

The club is affiliate to the following organisation: -  
Birmingham County FA this means in turn you we affiliated to the Football Association.  
Mid Warwickshire Boys League & Mid Warwickshire Junior League  
Covenry & Warwickshire League  
Central Warwickshire Girls League  
Khalsa Sport Club  
Warwickshire Association of Youth Clubs

## **12.0 Safeguarding & Welfare**

The Club will also abide by The Football Association's Safeguarding Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy. All clubs members are required to follow the clubs Safeguarding Policy and Equality Policy.

## **13.0 FA Charter Standard Club**

The club should conform to then FA Charter Standard and meet the following set standards:-

- A written constitution
- FA CRB checked volunteers
- All managers to have minimum of FA Level 1 Coaching Course
- Commitment to attend in-service training
- Acceptance and promotion of Codes of Conduct
- Commitment to provide Mini-Soccer opportunities for Under 10s
- Commitment to equal opportunities for all

# Khalsa Junior Football Club



## **14.0 Violation of Rules/Discipline**

### **14.1 Officers**

To expel an Officer from the Club, Notice shall be sent to the Secretary signed by three members acquainting him/her with the circumstances that give rise to such Notice. The Secretary shall then communicate with such member (so that he/she may have the opportunity of explaining or withdrawing from the Club), and shall call a meeting of the Committee, who are empowered to decide the question. If a two-thirds majority of the members of the Committee present vote for his/her expulsion, the member shall be expelled. Any member so expelled shall have right to appeal to an extraordinary general meeting, to be summoned within 21 days of his/her expulsion. If the expulsion was not confirmed, the member shall be reinstated.

### **14.2 Member**

If any member causes or bids to cause harm to the interest of the Club or the Club property, they will be given a verbal warning. If the member continues with his action a second verbal warning will be given. After a third disciplining offence the member will be suspended by the Team Manager/Assistant Team Manager or Management Committee member. The Secretary shall then communicate with such member (so that he/she may have the opportunity of explaining or withdrawing from the Club), and shall call a meeting of the Committee, who are empowered to decide the question. If a two-thirds majority of the members of the Committee present vote for his/her expulsion, the member shall be expelled. Any member so expelled shall have right to appeal to an extraordinary general meeting, to be summoned within 21 days of his/her expulsion. If the expulsion was not confirmed, the member shall be reinstated. Any person that is refused membership, for any reason, has the right of appeal against this refusal from membership. This appeal will be dealt with under the same procedures as described above.

## **15.0 Dissolution**

In the event of the dissolution of the Club, any assets remaining after satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies:

1. A registered charitable organisation (s)
2. Another Club which is a registered CASC
3. The sports' national governing body for use by them for related community sports



# Khalsa Junior Football Club



## **Appendix A - Code of Conduct**

### **A Code of Conduct for Football**

Football is the national game. All those involved with the game at every level and whether as a player, match official, coach, owner or administrator, have a responsibility, above and beyond compliance with the law, to act according to the highest standards of integrity, and to ensure that the reputation of the game is, and remains, high. This code applies to all those involved in football under the auspices of The Football Association.

#### **Community**

Football, at all levels, is a vital part of a community. Football will take into account community feeling when making decisions.

#### **Equality**

Football is opposed to discrimination of any form and will promote measures to prevent it, in whatever form, from being expressed.

#### **Participants**

Football recognises the sense of ownership felt by those who participate at all levels of the game. This includes those who play, those who coach or help in any way, and those who officiate, as well as administrators and supporters. Football is committed to appropriate consultation.

#### **Young People**

Football acknowledges the extent of its influence over young people and pledges to set a positive example.

#### **Propriety**

Football acknowledges that public confidence demands the highest standards of financial and administrative behaviour within the game, and will not tolerate corruption or improper practices.

#### **Trust and Respect**

Football will uphold a relationship of trust and respect between all involved in the game, whether they are individuals, clubs or other organisations.

#### **Violence**

Football rejects the use of violence of any nature by anyone involved in the game.

#### **Fairness**

Football is committed to fairness in its dealings with all involved in the game.

#### **Integrity and Fair Play**

Football is committed to the principle of playing to win consistent with Fair Play.

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## **Code of Conduct for Coaches**

Coaches are key to the establishment of ethics in football. Their concept of ethics and their attitude directly affects the behaviour of players under their supervision. Coaches are, therefore, expected to pay particular care to the moral aspect of their conduct.

Coaches have to be aware that almost all of their everyday decisions and choices of actions, as well as strategic targets, have ethical implications.

It is natural that winning constitutes a basic concern for coaches. This code is not intended to conflict with that. However, the code calls for coaches to disassociate themselves from a "win-at-all-costs" attitude.

Increased responsibility is requested from coaches involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement or the reputation of the club, school, coach or parent.

Set out below the Code of Conduct that should be followed (which reflects the standards expressed by the National Coaching Foundation and the National Association of Sports Coaches) which forms the benchmark for all involved in coaching:

1. Coaches must respect the rights, dignity and worth of each and every person and treat each equally within the context of the sport.
2. Coaches must place the well-being and safety of each player above all other considerations, including the development of performance.
3. Coaches must adhere to all guidelines laid down by governing bodies.
4. Coaches must develop an appropriate working relationship with each player based on mutual trust and respect.
5. Coaches must not exert undue influence to obtain personal benefit or reward.
6. Coaches must encourage and guide players to accept responsibility for their own behaviour and performance.
7. Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.
8. Coaches should, at the outset, clarify with the players (and, where appropriate, parent) exactly what is expected of them and also what they are entitled to expect from their coach.
9. Coaches must co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the player.
10. Coaches must always promote the positive aspects of the sport (e.g. fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations or the use of prohibited substances or techniques.
11. Coaches must consistently display high standards of behaviour and appearance.
12. Coaches must not use or tolerate inappropriate language.

# Khalsa Junior Football Club



## **Code of Conduct for Players**

Players are the most important people in the sport. Playing for the team, and for the team to win, is the most fundamental part of the game. But not winning at any cost – Fair Play and respect for all others in the game is fundamentally important.

This Code focuses on players involved in top-class football. Nevertheless, the key concepts in the Code are valid for players at all levels.

### **Obligations towards the game**

#### ***A player should***

1. Make every effort to develop their own sporting abilities, in terms of skill, technique, tactics and stamina.
2. Give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desired result has already been achieved.
3. Set a positive example for others, particularly young players and supporters.
4. Avoid all forms of gamesmanship and time-wasting.
5. Always have regard for the best interests of the game, including where publicly expressing an opinion on the game and any particular aspect of it, including others involved in the game.
6. Not use inappropriate language.

### **Obligations towards one's own team**

#### ***A player should***

1. Make every effort consistent with Fair Play and the Laws of the Game to help his own team win.
2. Resist any influence which might, or might be seen to, bring into question his commitment to the team winning.

### **Respect for the Laws of the Game and competition rules**

#### ***A player should***

1. Know and abide by the Laws, rules and spirit of the game, and the competition rules.
2. Accept success and failure, victory and defeat, equally.
3. Resist any temptation to take banned substances or use banned techniques.

### **Respect towards Opponents**

#### ***A player should***

1. Treat opponents with due respect at all times, irrespective of the result of the game.
2. Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

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## **Respect towards the Match**

## **Officials**

### *A player should*

1. Accept the decision of the Match Official without protest.
2. Avoid words or actions which may mislead a Match Official.
3. Show due respect towards Match Officials.

## **Respect towards Team Officials**

### *A player should*

1. Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this Code.
2. Show due respect towards the Team Officials of the opposition.

## **Obligations towards the Supporters**

### *A player should:*

1. Show due respect to the interests of supporters.

# Khalsa Junior Football Club



## **Code of Conduct for Team Officials**

This Code applies to all team / club officials (although some items may not apply to all officials).

### **Obligations towards the Game**

#### *The team official should*

1. Set a positive example for others, particularly young players and supporters.
2. Promote and develop his own team having regard to the interest of the Players, Supporters and reputation of the national game.
3. Share knowledge and experience when invited to do so, taking into account the interest of the body that has requested this rather than personal interests.
4. Avoid all forms of gamesmanship.
5. Show due respect to Match Officials and others involved in the game.
6. Always have regard for the best interests of the game, including where publicly expressing an opinion of the game and any particular aspect of it, including others involved in the game.
7. Not use or tolerate inappropriate language.

### **Obligations towards the Team**

#### *The team official should*

1. Make every effort to develop the sporting, technical and tactical levels of the club/team, and to obtain the best results for the team, using all permitted means.
2. Give priority to the interests of the team over individual interests.
3. Resist all illegal or unsporting influences, including banned substances and techniques.
4. Promote ethical principles.
5. Show due respect for the interests of the players, coaches and officials, their own club/team and others.

### **Obligations towards the Supporters**

#### *The team official should*

1. Show due respect for the interests of supporters.

### **Respect towards the Match Officials**

#### *A team official should*

1. Accept the decisions of the Match Official without protest.
2. Avoid words or actions which may mislead a Match Official.
3. Show due respect towards Match Officials.

# Khalsa Junior Football Club



## ***Code of Conduct for Parents /***

## ***Spectators***

Parents / Spectators have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game – it's fun. It is important to remember that however good a child becomes at football within your club it is important to reinforce the message to parents / spectators that positive encouragement will contribute to:

- Children enjoying football.
- A sense of personal achievement.
- Self-esteem.
- Improving the child's skills and techniques.

Parents / spectators expectations and attitudes have a significant bearing on a child's attitude towards:

- Other players.
- Officials.
- Managers.
- Spectators.

Ensure that parents / spectators within your club are always positive and encouraging towards all of the children not just their own.

Encourage parents / spectators to:

- Applaud the opposition as well as your own team.
- Avoid coaching the child during the game.
- Not to shout and scream.
- Respect the referee's decision.
- Give attention to each of the children involved in football not just the most talented.
- Give encouragement to everyone to participate in football.

Ensure that parents / spectators within your club agree and adhere to your club's Code of Conduct and Child Protection Policy.