



CHARTER STANDARD COMMUNITY CLUB

AFFILIATED TO THE SURREY COUNTY FA - THE SURREY YOUTH LEAGUE - THE SURREY COUNTY GIRLS LEAGUE
www.kewparkrangers.co.uk

Enjoy the game

Kew Park Rangers Football Club Management Policy.

A. Management and Officers:

- Chair
- Vice Chair
- Club Secretary
- Treasure
- Registration Coordinator
- Welfare Officer
- Communications Director
- Referees Secretary
- Fixtures Secretary
- Coaches Coordinator
- Girls Coordinator
- School liaison Coordinator
- Disability Officer
- IT Coordinator
- Club Shop Coordinator
- Sponsorship
- Social Secretary
- Publicist
- Friends of NSRG Representative

B. Committees and Officers

1. The Executive Committee (EC) shall consist of the Chair and Club Secretary.
2. The Club Managers Committee shall consist of Chair and or Club Secretary, Club Officers and at minimum one member representative from each age group or team.
3. Club Disciplinary Committee shall consist of Chair and or Vice Chair and or Club Secretary, Welfare Officer and one member from the Elected Officers.

Nominations and Elections

1. The Club shall be run in accordance with the Rules, Regulations, Bye-Laws and Practices of the Football Association and its own Charter.
2. See Kew Park Rangers Football Club Management Policy. B. Executive Committee and Officers.
3. Retiring officers shall be eligible for re-election without nomination. All other nominations must be in the hands of the Club Secretary 14 days before notice of annual club AGM.

4. Names of those nominated will be circulated with notice of the AGM. In the event of there being no nomination in accordance with the forgoing for any office, nominations may be received at the AGM.
5. Except where otherwise mentioned all communications shall be addressed to the Club Secretary who shall conduct and keep records of its proceedings.

Powers of Management

1. The EC may appoint an Emergency Committee and/ or such other subcommittee as they may consider necessary and may delegate all or any of their powers to such committees. The decision of all such committees shall be reported to the EC then to Club Managers Committee.
2. The Chair and Club Secretary of the Club shall be ex-officio on all sub committees.
3. The Club Managers Committee shall sit once a month during the football season. Each member of the Club shall be entitled to attend all Club Managers Meetings and AGM and have one vote. No member shall be allowed to vote on any matters directly appertaining to him/herself. In the event of an equality of votes at any Club Managers Committee meeting the Chair of the meeting shall have a second or casting vote. These principles shall apply to the procedure of any Committee.
4. The EC may terminate any co-opted/ elected member on the Club Managers Committee following a meeting of the Club Managers Committee.
5. The EC shall have powers to apply, act upon, and therefore enforce the rules of the Club and shall also have jurisdiction over all matters affecting the Club including any not provided for by the rules.
6. All decisions of the EC shall be binding subject to the right of appeal to the board of appeal.
7. Five members of the Club Managers Committee shall constitute a quorum, one of which must be the Chair and/ or the Club Secretary and three officers. This shall constitute a quorum for the transaction of business by any Committee or subcommittee of the Club.
8. The EC, as may deem necessary, shall have the powers to fill any vacancies that may occur.
9. All correspondence received or sent out by members of the Club Managers Committee or Subcommittee will be copied and forwarded to the Club Secretary within two days.
10. All fines and charges will be paid within 14 days of the date of notification.
11. The EC may convene up to 2 General Meetings in each season at which attendance will be required by each Officer, Manager and or member representative from each age group or team. Failing to be present at the General Meeting may incur a fine up to a maximum of £20. Not less than 14 days' notice shall be given of any meetings.
12. The EC shall have the power to fine, cancel or withdraw membership of any member, official or player whose conduct falls below an acceptable standard, including the withdrawal of the player's registration card to the affiliated Football Leagues.
13. The Club will consider an accumulation of cautions and bad behaviour as conduct of an unacceptable level and will summon the offending member to appear before the Disciplinary Subcommittee as necessary to answer their behaviour.

Annual General Meeting.

1. The Annual General Meeting shall be held every year at the end of the Club's financial year. The time (within two months of the year end) and place to be decided by the Club Treasurer.
2. The minutes of the proceedings Annual General Meeting to be read and confirmed, and business there from dealt with.
3. Presentation and adoption of the Annual Report, Balance Sheet and Statement of Accounts.
4. Election of Officers, Chair, Club Secretary and Auditors. (If required)
5. Alterations of the Club Rules, if any (of which notice has been given.)
6. Fixing a date for start and conclusion of following playing season.
7. Fixing the Club Registration Fees for the coming season.
8. Other business of which due notice shall be given.
9. A copy of the duly Audited Balance Sheet and Agenda shall be forwarded to each elected officer, coaches and managers at least seven days prior to the meeting.
10. A copy of the duly Audited Balance Sheet, Statement of Accounts and Agenda will be made available on request to the parent/guardian of any paid up member of the relevant year.
11. All voting shall be conducted by a show of hands. One vote only can be cast.
12. Officers, Coaches and Managers shall be entitled to attend and vote at the AGM
13. The Parent/Guardian of any paid up member for the relevant year is entitled to attend and vote at the AGM.

Accounts

1. All expenditure on behalf of and for Kew Park Rangers must be approved and signed off by two of the following: Treasurer, Club Secretary or Chair.
2. All invoices and expenses must be given to the Club Treasurer for approval and signing off.
3. All approved cheques need two signatures from approved signatories.
4. Accounts, bookkeeping, balance sheets, Statement of accounts are the responsibility of the Club Treasurer.
5. At the beginning of every month the Club Treasurer will present bank statements to Club Secretary and Chair for approval.
6. Accounts will be prepared for the Annual AGM and reviewed by an independent reviewer prior to submission.
7. All surpluses in net assets will be retained by the Club and used for the benefit of the Club. They will not be distributed to members.
8. If the Club is wound up or dissolved any surplus net assets are applied for approved sporting/charitable purposes as determined by the Executive Committee. Any grants made to the Club will be returned to the grantor if this is a condition of the award.

Signed for and behalf of Kew Park Rangers FC

Chair

Secretary