**Northamptonshire County Schools Football Association**

**Constitution**

**1. Name of the Association:**

The Association shall be called the Northamptonshire County Schools’ Football Association (hereafter referred to as the NCSFA) and shall be affiliated to the English Schools’ Football Association and the Midlands Counties Schools Football Federation.

**2. The Aims and Objectives of the Association:**

1. the mental, moral and physical development of school children through the medium of Association Football
2. to promote and govern the game of Association Football within its area. In accordance with its rules, the regulations and byelaws of the Football Association, and as modified or adapted by the English Schools Football Association.

**3. Membership**

1. Membership of this Association shall include each of the Primary and Secondary District Schools’ Football Associations within the established boundaries of the County of Northamptonshire.
2. There will be no annual affiliation fee levied upon the District Schools Football Associations to affiliate to the NCSFA.
3. All individual schools participating in District or County competitions will be deemed, by virtue of their participation, to be affiliated directly to the NCSFA.
4. In order to participate in schools football within Northamptonshire, all schools must affiliate annually to the Northamptonshire County Schools Sports Federation. In so doing they are automatically affiliated to the NCSFA.
5. Any secondary school may participate in the annual NCSFA County Cup Competitions. These schools must however return all associated entry forms and the agreed entry fee for each competition, prior to entry being agreed. The entry fee will be at a rate agreed by the Committee and reflective of costs associated with the staging of these annual competitions.
6. The Association will accept Associate Membership from neighbouring Associations who wish to increase provision of football for their players, provided it is not detrimental to either party and subject to the payment of relevant affiliation fees. No player from such Associate Members will be selected for District or County representative teams. No player shall play for more than one Association.
7. All members will be subject to the regulations of the constitution and by joining the Association will be deemed to accept the regulations and codes of practice that the Association has adopted.

**4. Sports Equity**

This Association is committed to ensuring that equity is incorporated across all aspects of its provision. 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.*

1. The Association 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.
2. The Association is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
3. All Schools, District and County members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
4. The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

**5. Committee**

The affairs of the Association will be controlled by the Committee, which shall consist of ‘officers’ elected at the AGM.

1. Those officers will be representative of the many and varied providers of schools football from within the education system within the County, and associated bodies from beyond the education system.
2. If required, the committee shall elect a Vice Chair shall from among its number.
3. The term of office shall be for one year, after which members shall be eligible for re-election.
4. Life Vice President of the Association, passed at the AGM, may be conferred on any member who has retired from the teaching profession and who is deemed to have given long, outstanding and meritorious service to the NCSFA.
5. An Honorary Vice-Presidency of the Association may, by similar resolution, be conferred on any person outside the teaching profession who has rendered equally meritorious service to the Association.
6. If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.
7. The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the Association.
8. The Committee will have powers to appoint advisers to the Committee as necessary to fulfil its business.
9. The Committee will be responsible for disciplinary hearings of members who infringe the Associations rules / regulations / constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.
10. The Committee meetings will be convened by the Secretary of the association.
11. Only those listed as ‘officers’ will have the right to vote at committee meetings.
12. The quorum, required for business to be agreed at Committee meetings, will be four officers and representatives from at least three Districts, at either Junior or Secondary level.
13. **The Officers of the Association shall be**

* a President
* a Chairman
* a Secretary
* a Treasurer
* a Child Protection / Safeguarding Officer
* a Secondary Competitions Secretary - Boys
* a Secondary Competitions Secretary - Girls
* a Primary Competitions Secretary
* a Disability Football Officer
* a Representative to the NFA
* a Representative of the Northampton District SFA – Primary
* a Representative of the Northampton District SFA – Secondary
* a Representative of the Kettering District SFA – Primary
* a Representative of the Corby, Oundle & Thrapston District – Primary
* a Representative of the Kettering, Corby, Oundle & Thrapston District – Secondary
* a Representative of the Wellingborough, Rushden & East Northants District SFA – Primary
* a Representative of the Wellingborough, Rushden & East Northants District SFA – Secondary
* a Representative of the South Northants & Daventry District SFA - Primary
* a Representative of the South Northants & District SFA – Secondary
* a Representative of Northamptonshire Sport
* a Representative of the Northamptonshire FA
* a Representative of the Northampton Town FC Community Trust

(n) Nominations for all elected positions at the AGM shall be deemed automatic as far as current post holders are concerned unless notice to the contrary has been given to the Secretary prior to the AGM.

**6. Finances**

1. The Treasurer will be responsible for the finances of the club.
2. The financial year of the club will begin on July 1st and end on June 30th.
3. All NCSFA monies will be banked in an account held in the name of the club.
4. An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.
5. There will be two signatories, these shall be the Treasurer and Secretary.

**7. Annual General Meeting and Extraordinary General Meetings**

General Meetings are the means whereby the members of the Committee exercise their democratic rights in conducting the Association’s affairs.

1. The Association shall hold the Annual General Meeting in June. In order to:

* Approve the minutes of the previous year’s AGM.
* Receive reports from the Secretary and the Fixtures Secretaries.
* Receive reports from the District Football Associations.
* Receive a report from the Treasurer and approve the Annual Accounts.
* Elect the officers on the committee.
* Agree the membership fees for the following year.
* Consider any proposed changes to the Constitution.
* Deal with other relevant business.

1. The Secretary shall give clear notice to all affiliated District Associations, Officers and individually affiliated Schools of the venue, date and time of the meeting, no less than 21 days prior.
2. Nominations for officers of the committee will be sent to the Secretary prior to the AGM.
3. Proposed changes to the Constitution shall be sent to the Secretary no later than 14 days prior to the AGM.
4. An agenda will be prepared and circulated accordingly. Notice of ‘Any Business’ or proposition other than that proposed by the Committee, must be submitted to the Secretary no later than 14 prior to the AGM.
5. At any General Meeting, members of the Committee will have one vote each.
6. The quorum for the AGM will be 5 committee members.
7. The Chairman of the Association shall hold a deliberative as well as a casting vote at General and Committee meetings.
8. An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Association. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.

**8. Amendments to the Constitution**

1. The constitution will only be changed through agreement by majority vote at an AGM or EGM.

**9. Discipline and Appeals**

1. The Disciplinary Committee of the Association shall consist of the Chairman, Secretary, Treasurer and Child Protection / Safeguarding Officer, and a minimum of three shall attend any Commission or Hearing. Such Commissions or Hearings shall be conducted in accordance with the Associations Disciplinary Procedures.
2. All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the association’s child protection policy and procedures. The Child Protection / Safeguarding Officer is the lead contact for all members in the event of any child protection concerns.
3. All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
4. The Disciplinary Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.
5. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

**10. Dissolution**

1. A resolution to dissolve the Association can only be passed at an AGM or an EGM through a majority vote of the Committee.
2. In the event of dissolution, all debts should be cleared with any Association funds. Any assets of the club that remain following this will become the property of the English Schools Football Association.

**11. Declaration**

Northamptonshire County Schools Football Association hereby adopts this constitution as a current operating guide regulating the actions of members.

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| **Name** |  | **Position** | Chair |
| **Sign** |  | **Date** |  |

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| **Name** |  | **Position** |  |
| **Sign** |  | **Date** |  |