

## Constitution of

### Staffordshire Schools and Colleges Football Association

1. This association will be called the **Staffordshire Schools and Colleges' Football Association [SSCFA]** and shall be affiliated to the English Schools' Football Association.
2. **OBJECT** of the association shall be the mental, moral, physical and educational development of schoolchildren in Staffordshire through the medium of association football. The core values of which shall be to encourage participation and to seek equality of opportunity.
3. **MEMBERSHIP**, All individual schools participating in SSCFA competitions will be deemed by virtue of their participation, to be affiliated directly to the SSCFA. All member schools' Football district associations must be affiliated to SSCFA. Local Schools' Football Organisers for the districts will also become members of the association.
4. **FULL MEMBERSHIP** of the association shall be open to properly constituted District schools football associations within Staffordshire. A properly constituted association is one which satisfies the conditions laid down by the English Schools Football Association and is a member of that body. It shall be open to schools and colleges offering full time education to students under the age of nineteen [at midnight 31<sup>st</sup> August/1<sup>st</sup> September at the start of the season] within Staffordshire. The association shall affiliate to the ESFA.
5. **COMPETITION FEES**. Competition entry fees shall be decided by the Executive committee as and when necessary. These will be payable by individual schools and colleges.
6. **EQUALITY**. This association is committed to ensuring that equality is incorporated across all aspects of its development. 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.

The association is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment, and abuse. All members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity. The association will deal with any incidents of discriminatory behaviour seriously.

7. **MANAGEMENT.** The officers of the association shall be the President , Chairperson, vice chairperson, Secretary, Competition secretaries, Disability football officer, Child welfare officer, County team managers, Local association secretaries, Referees Officer, and a representative of the Staffordshire FA, and that positions not filled they shall remain vacant until such a time when a suitable volunteer can be found. All officers shall present themselves for re-election each year should they wish to do so. This election of officers shall take place annually at the Annual General Meeting.

An executive committee consisting of the President, Chair, Vice Chair, Secretary, Competitions officer, Referees officer and Treasurer will be competent to deal with matters of an emergency nature. They shall also have the power to co-opt onto this committee from the wider management and other appropriate organisations should they deem it appropriate and necessary. The executive committee must meet at least twice a year to arrange the affairs of the association and to examine its accounts.

8. **FINANCES.** The treasurer will be responsible for the finances of the association. The financial year will run from 1<sup>st</sup> June and end on 31<sup>st</sup> May. All monies will be banked in an account held in the name of the association. Any cheques drawn against association funds should hold the signatures of the treasurer and up to two other officers.

A statement of annual accounts will be presented by the treasurer at the Annual General Meeting. Prior to the AGM the annual accounts will be subject to an Independent examination, the aim of which is to provide an independent scrutiny of the accounts. The Independent examination will be undertaken by someone who is independent of the SSCFA and has the necessary knowledge and experience to undertake the examination.

9. **ELECTION OF OFFICERS.** Election of officers shall take place at the Annual General Meeting, which shall be held before the last Friday in July. Nominations and voting shall take place at the AGM where candidates for office must be nominated [who will be responsible for ensuring that the nominee wishes to stand for office] and seconded. Where no new nomination is received, the sitting officer shall be deemed to be elected unopposed. One of the officers of SSCFA must also be nominated, seconded and voted upon who will represent the association at council meetings of the Staffordshire FA.

**10. LIFE MEMBERSHIP**, of the association may, by resolution passed at a General Meeting, be conferred on any member who has retired from the teaching profession and who has rendered long and outstanding service to the association. A Vice-Presidency of the association may, by similar resolution, be conferred on any member of the teaching profession who has rendered meritorious service to the association. 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.

**11. DISCIPLINARY PROCEDURES**, Expulsion from the association of management members and life members may be necessary in cases where behaviour[s] fails to uphold the positive reputation of the association and in particular, the objects of the association. Should this arise, a letter clearly outlining the concerns of the association shall be sent to the person[s] concerned who will be given the opportunity to offer an explanation/defence to the concerns raised. Following this reply should the executive committee decide there is a case to answer the person[s] concerned shall be invited to a specially convened meeting where they will be invited to offer the explanation/defence to the executive committee [or other co-opted persons as appropriate] in person. The secretary will notify the person[s] in question of the decision in writing within five working days.

**12. ANNUAL GENERAL MEETING**, The AGM shall be held before the last Friday in July each year and any member of an i] Affiliated association or ii] affiliated school/college in full membership of the association may attend with the power to vote. The agenda for the AGM will be issued to members three weeks prior to the meeting.

At the AGM the report of the secretary for the previous season will be received for acceptance, the election of officers will take place, and motions for any change or addition to the constitution and/or competition rules will be decided upon by means of a vote amongst members present. A financial statement will also be presented due to the timing of the financial year appropriate to the core business of the association with the full audited accounts being made available to membership via e-mail and association website.

Motions for discussion at the AGM must be received by the secretary by a minimum of 4 weeks prior to the published date of the AGM and shall be distributed by the secretary with notification of the date of the AGM.

Motions for considerations must be proposed by one association/member school/college and seconded by another association/school/college in full membership. Associate members may propose or second motions to do with Inter association competitions or other matters directly affecting such membership.

In cases where the chair decides that urgent action needs to be undertaken in the interests of protecting the integrity and reputation of the association he/she has the power to take action or to call a special general meeting.

13. **SPECIAL GENERAL MEETING**, The chairperson shall convene a special general meeting at any time should it be deemed necessary and desirable by the executive committee. Such meetings shall be held with 28 days of the secretary receiving the requisition.
14. **CONSTITUTION AMENDMENT**, The constitution will only be changed through agreement by majority vote at the AGM or EGM.
15. **VOTING**, Whenever voting is required, each affiliated association, school and college in full membership is entitled to one vote per item which must come from a single nominated person per organisation. Official Local schools Organisers will also be entitled to one vote, in instances where schools provide post 16 provision or are of an all through nature, they are permitted to one vote per educational phase [primary, secondary, post 16] for matters that affect their phase of education. Each member of SSCFA management shall also be permitted one vote. In instances where voting is tied, the deciding vote lies with the chairperson of the association.  
  
For any motion to be ratified, a minimum of five votes must be cast from persons/associations/schools present at the meeting. At management meetings and executive committee meetings 4 members shall form a quorum.
16. **DEVELOPMENT**, The management shall have the power to arrange inter-county matches, inter association and inter school competitions. The association shall have the first claim upon any boy or girl selected for an inter-county match arranged by the management. Only matches exempt are those controlled by ESFA. After inter county matches, games arranged by the association for its own competitions will take precedence over all other competitions except ESFA competitions.

Affiliated local associations and their affiliated schools, together with schools that affiliate directly to SSCFA by virtue of their participation in SSCFA competitions shall compete only in competitions approved by the executive committee. Permission to participate in competitions organised externally to SSCFA must be placed in writing and lodged with the secretary and permission granted prior to entering the said competition.

17. **SAFEGUARDING**, SSCFA recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying, It is determined to meet its obligations to ensure that those schools and organisations providing football opportunities for children and young people do so, to the highest possible standard of care. The association shall adopt, fully adhere to and conform to all ESFA/FA child welfare policies, procedures and guidelines.
18. **ENVIRONMENT**, Every child/young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football.
19. **OVERARCHING RULES and EXPECTATIONS**, All competition rules will be updated and published prior to the start of any competition for that season. All affiliated district associations and affiliated schools and colleges must abide by the rules of the SSCFA. Players, officials, spectators, all affiliated district associations, local Schools' Football Organisers, and schools/colleges are required to observe and enforce the rules, regulations and bye laws of the FA. All local associations and affiliated schools/colleges by virtue of their participation in SSCFA competitions shall make their players available for county selection.
20. **DISPUTES & APPEALS**, All matters relating to competitions, disputes, discipline etc. shall be dealt with by the management. If the appellant feels it appropriate to appeal the final decision of the management, the appeal must be made in writing to the secretary within 48 hours of receiving the decision. This must include full details of the incident and the reason for the appeal escalation along with all information and evidence that the appellant wishes to be considered. It must also be accompanied by payment of £10 [refundable if the appeal is successful]. The final and binding decision of the appeals board will be communicated with all involved within 7 days of receiving the appeal

fee. If a personal hearing is preferred, the appeal will be heard within 14 days [but preferably within 7 days where circumstances allow], and the administration fee will rise to £50 [refundable if the appeal is successful]. In either case, the executive committee will be charged with appointing a three person panel that may be made up of life members of SSCFA, management members of other schools football associations, representatives from Staffordshire FA, Representatives of ESFA or other suitably qualified persons dependent on availability.

21. **DISSOLUTION**, of the association may be passed by a majority vote [more than 50 per cent] of members present at an appropriately constituted meeting. If dissolution is passed, the executive committee shall proceed immediately to realise the property, assets and equipment of the association and after all liabilities have been discharged, the association will be dissolved. All remaining monies will be divided equally between the schools/colleges in membership of the association.
22. **DECLARATION**, This constitution was approved by the AGM of [Staffordshire Schools and Colleges Football Association](#) and remain in force until amendments are made at a future AGM/SGM.