



CONSTITUTION

Staffordshire Schools' and Colleges'
Football Association

APPROVED CONSTITUTION

Replaces the Constitution of 2021

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1 NAME AND AFFILIATION

- 1.1 The Association shall be called the **Staffordshire Schools' and Colleges' Football Association** ("SSCFA" or "the Association").
- 1.2 The Association is affiliated to the English Schools' Football Association ("ESFA") and works in partnership with the Staffordshire Football Association.

2 OBJECT AND CORE VALUES

- 2.1 The object of the Association is the mental, moral, physical and educational development of schoolchildren in Staffordshire through the medium of association football.
- 2.2 The core values of the Association are to encourage participation and to seek equality of opportunity.

3 MEMBERSHIP

- 3.1 Every school and college participating in SSCFA competitions is, by virtue of that participation, affiliated directly to the Association.
- 3.2 The schools' football district association of every member school must be affiliated to the Association.
- 3.3 The Local Schools' Football Organisers for the districts are also members of the Association.
- 3.4 All members shall abide by this Constitution and by the rules published under section 19.

4 FULL MEMBERSHIP AND ELIGIBILITY

- 4.1 Full membership of the Association is open to properly constituted district schools' football associations within Staffordshire. A properly constituted association is one which satisfies the conditions laid down by the ESFA and is a member of that body.
- 4.2 Full membership is also open to schools and colleges within Staffordshire offering full-time education to students under the age of nineteen (at midnight on 31 August / 1 September at the start of the season).
- 4.3 The Association shall affiliate to the ESFA.

5 COMPETITION FEES

- 5.1 Competition entry fees shall be decided by the Executive Committee as and when necessary and are payable by individual schools and colleges.

- 5.2 Fees shall be paid by the methods set out in clause 8.6.

6 EQUALITY AND INCLUSION

- 6.1 The Association is committed to ensuring that equality is incorporated across all aspects of its development. It respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, disability, ability, sex, gender identity, race, ethnicity, religion or belief, sexual orientation, or social or economic background.
- 6.2 The Association is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse. All members have a responsibility to oppose discriminatory behaviour and to promote equality of opportunity. The Association will deal with any incident of discriminatory behaviour seriously.

7 MANAGEMENT

- 7.1 The officers of the Association shall be the President, Chairperson, Vice Chairperson, Secretary, Treasurer, Competition Secretaries, Disability Football Officer, Safeguarding (Child Welfare) Officer, County Team Managers, Local Association Secretaries, Referees Officer, and a representative of the Staffordshire Football Association. Together they form "the Management".
- 7.2 Any position not filled shall remain vacant until a suitable volunteer can be found.
- 7.3 All officers shall present themselves for re-election each year should they wish to do so. The election of officers shall take place annually at the Annual General Meeting in accordance with section 9.
- 7.4 An Executive Committee consisting of the President, Chairperson, Vice Chairperson, Secretary, Competitions Officer, Referees Officer and Treasurer shall be competent to deal with matters of an emergency nature.
- 7.5 The Executive Committee has the power to co-opt onto the committee from the wider Management and other appropriate organisations should it deem this appropriate and necessary.
- 7.6 The Executive Committee must meet at least twice a year to arrange the affairs of the Association and to examine its accounts.

8 FINANCES

- 8.1 **Responsibility.** The Treasurer is responsible for the finances of the Association. The Association's funds shall be used solely to further its object (section 2).
- 8.2 **Financial year.** The financial year runs from 1 June to 31 May.

- 8.3 Digital banking.** For reasons including volunteer workload, reporting and transparency, the Association will bank digitally using SumUp Payments Ltd. All monies will be banked in the SSCFA SumUp account held in the name of the Treasurer (required for a non-registered company or charity), and monitored through regular liaison with the Chairperson.
- 8.4 Safeguards on the account.** In support of clause 8.3:
- (a) all monies in the account belong to the Association and shall be used only for its purposes, not for the personal benefit of any other person;
 - (b) the Treasurer shall give the Chairperson access to the account, and/or a copy of its statements, together with a summary of income and expenditure, at least once each school term and at every meeting of the Executive Committee; and
 - (c) as, if or when a new Treasurer is elected, the outgoing Treasurer shall, within 28 days, hand over all access details, records and funds, and the account shall be transferred to, or re-opened in the name of, the new Treasurer, with the Chairperson confirming that this has been completed.
- 8.5 No cheques.** The Association will not accept, issue or draw cheques.
- 8.6 Payments to the Association.** Competition fees, affiliation fees, matchday admission, fundraising and all other sums due to the Association shall be paid by card, online payment or bank transfer. On matchdays, **card payment is the default and preferred method**, using the Association's SumUp facilities.
- 8.7 Cash.** Cash may be accepted only where card payment is not practicable. Any cash received shall be recorded, counted by two people, receipted where requested, and paid into the Association's account as soon as reasonably practicable.
- 8.8 Payments by the Association.** Payments shall be made by bank transfer or by card linked to the Association's account, and each shall be supported by an invoice or receipt. Expenditure outside routine running costs requires the prior approval of the Chairperson. The Treasurer shall not approve their own expense claims; these shall be approved by the Chairperson or another member of the Executive Committee.
- 8.9 Reporting during the year.** The Treasurer shall keep proper financial records and present a financial report at each meeting of the Executive Committee.
- 8.10 Annual accounts.** A statement of annual accounts will be presented by the Treasurer at the Annual General Meeting. Before the meeting the accounts shall be subject to independent examination, the aim of which is to provide independent scrutiny of the accounts. The examination shall be undertaken by a person who is independent of the Association and has the necessary knowledge and experience. The examined accounts shall be made available to members by email and on the Association's website.

9 ELECTION OF OFFICERS

- 9.1 The election of officers shall take place at the *Annual General Meeting*, which shall be held before the last Friday in July.
- 9.2 Nominations and voting shall take place at the meeting. Candidates for office must be nominated and seconded; the nominator is responsible for ensuring that the nominee wishes to stand.
- 9.3 Where no new nomination is received, the sitting officer shall be deemed to be elected unopposed.
- 9.4 One of the officers must also be nominated, seconded and voted upon to represent the Association at council meetings of the Staffordshire Football Association.

10 LIFE MEMBERSHIP AND HONORARY TITLES

- 10.1 **Life Membership** 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.
- 10.2 A **Vice-Presidency** may, by similar resolution, be conferred on any member of the teaching profession who has rendered meritorious service to the Association.
- 10.3 An **Honorary Vice-Presidency** 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

- 11.1 Expulsion from the Association of *Management members* and life members may be necessary where behaviour fails to uphold the positive reputation of the Association and, in particular, its object.
- 11.2 Should this arise, a letter clearly outlining the concerns of the Association shall be sent to the person or persons concerned, who shall be given the opportunity to offer an explanation or defence.
- 11.3 If, following that reply, the *Executive Committee* decides there is a case to answer, the person or persons concerned shall be invited to a specially convened meeting to offer their explanation or defence in person to the *Executive Committee* (or other co-opted persons as appropriate).
- 11.4 The Secretary shall notify the person or persons in question of the decision in writing within five working days.

12 ANNUAL GENERAL MEETING

- 12.1 The Annual General Meeting ("AGM") shall be held before the last Friday in July each year. Any member of (i) an affiliated association or (ii) an affiliated school or college in full membership of the Association may attend with the power to vote.
- 12.2 The agenda for the AGM shall be issued to members three weeks before the meeting.
- 12.3 At the AGM the Secretary's report for the previous season will be received for acceptance, officers will be elected, and motions for any change or addition to this Constitution or to the competition rules will be decided by a vote of members present.
- 12.4 The Treasurer shall present the financial statement for the year. Because of the timing of the financial year, the independently examined accounts shall be made available to members as set out in clause 8.10.
- 12.5 Motions for discussion at the AGM must be received by the Secretary at least four weeks before the published date of the AGM and shall be distributed by the Secretary with notification of the date of the AGM.
- 12.6 A motion must be proposed by one association, school or college in full membership and seconded by another. Associate members may propose or second motions concerning inter-association competitions or other matters directly affecting such membership.
- 12.7 Where the Chairperson decides that urgent action is needed to protect the integrity and reputation of the Association, the Chairperson has the power to take that action or to call a Special General Meeting.

13 SPECIAL GENERAL MEETING

- 13.1 The Chairperson shall convene a Special General Meeting at any time should the Executive Committee deem it necessary and desirable.
- 13.2 Such a meeting shall be held within 28 days of the Secretary receiving the requisition.

14 AMENDMENT OF THE CONSTITUTION

- 14.1 This Constitution may be changed only by a majority vote at an AGM or Special General Meeting.
- 14.2 Proposed amendments shall be notified to members with the notice of the meeting, in line with clause 12.5.

15 VOTING AND QUORUM

- 15.1 Whenever voting is required, each affiliated association, school and college in full membership is entitled to one vote per item, which must be cast by a single nominated person for that organisation.
- 15.2 Each official Local Schools' Football Organiser is entitled to one vote.
- 15.3 Where a school provides post-16 education or is all-through, it is entitled to one vote per educational phase (primary, secondary, post-16) on matters that affect that phase.
- 15.4 Each member of the Management is also entitled to one vote.
- 15.5 Where voting is tied, the deciding vote lies with the Chairperson.
- 15.6 For any motion to be ratified, a minimum of five votes must be cast by the persons, associations, schools or colleges present at the meeting.
- 15.7 At Management meetings and Executive Committee meetings, four members shall form a quorum.

16 DEVELOPMENT AND COMPETITIONS

- 16.1 The Management has the power to arrange inter-county matches and inter-association and inter-school competitions.
- 16.2 The Association has first claim upon any player selected for an inter-county match arranged by the Management. The only matches exempt are those controlled by the ESFA.
- 16.3 After inter-county matches, games arranged by the Association for its own competitions take precedence over all other competitions except ESFA competitions.
- 16.4 Affiliated local associations and their affiliated schools, together with schools affiliated directly through their participation in SSCFA competitions, shall compete only in competitions approved by the Executive Committee.
- 16.5 Permission to participate in a competition organised externally to SSCFA must be requested in writing and lodged with the Secretary, and permission must be granted before entering that competition.

17 SAFEGUARDING

- 17.1 The Association recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm, neglect and bullying.
- 17.2 The Association is determined to ensure that the schools and organisations providing football opportunities for children and young people do so to the highest possible standard of care.
- 17.3 The Association shall adopt, fully adhere to and conform to all ESFA and Football Association safeguarding and child welfare policies, procedures and guidelines.

18 SAFE AND ENJOYABLE ENVIRONMENT

- 18.1 Every child and 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

- 19.1 All competition rules shall be updated and published before the start of any competition for that season.
- 19.2 All affiliated district associations, schools and colleges must abide by the rules of the Association.
- 19.3 Players, officials, spectators, affiliated district associations, Local Schools' Football Organisers, schools and colleges are required to observe and enforce the rules, regulations and bye-laws of The Football Association.
- 19.4 All local associations and affiliated schools and colleges, by virtue of their participation in SSCFA competitions, shall make their players available for county selection.

20 DISPUTES AND APPEALS

- 20.1 All matters relating to competitions, disputes, discipline and similar shall be dealt with by the Management.
- 20.2 An appellant who wishes to appeal the final decision of the Management must do so in writing to the Secretary within 48 hours of receiving the decision. The appeal must include full details of the incident, the reason for the appeal, and all information and evidence the appellant wishes to be considered.
- 20.3 The appeal must be accompanied by payment of £10 (refundable if the appeal is successful), paid by a method set out in clause 8.6. The final and binding decision of the appeals board will be communicated to all involved within 7 days of receiving the appeal fee.
- 20.4 If a personal hearing is preferred, the appeal will be heard within 14 days (preferably within 7 days where circumstances allow) and the administration fee rises to £50 (refundable if the appeal is successful).
- 20.5 In either case the Executive Committee shall appoint a panel of three persons, which may be made up of life members of the Association, Management members of other schools' football associations, representatives of the Staffordshire Football Association, representatives of the ESFA, or other suitably qualified persons, depending on availability.

21 DISSOLUTION

- 21.1 Dissolution of the Association may be passed by a majority vote (more than 50 per cent) of members present at an appropriately constituted meeting.
- 21.2 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.
- 21.3 All remaining monies shall be divided equally between the schools and colleges in membership of the Association.

22 DATA PROTECTION, COMMUNICATIONS AND MEETINGS

- 22.1 **Data protection.** The Association shall handle personal data in line with UK data protection law. Personal data shall be used only for the Association's purposes, kept securely, and retained no longer than necessary. The Association shall publish a privacy notice explaining how data is used.
- 22.2 **Notices.** Any notice, agenda, motion or document required by this Constitution may be sent by email and published on the Association's website, and shall be treated as properly given when this is done.
- 22.3 **Electronic meetings.** Any meeting of the Association (including the AGM, a Special General Meeting and meetings of the Management or Executive Committee) may be held in person, online or in a hybrid format. Votes cast electronically count in the same way as votes cast in person, and the quorum and voting rules in section 15 apply equally.

23 ADOPTION AND REVIEW

- 23.1 This Constitution was approved by a General Meeting of the Staffordshire Schools' and Colleges' Football Association. It replaces the Constitution of 2021 and remains in force until amended at a future AGM or Special General Meeting.
- 23.2 The Executive Committee shall review this Constitution regularly to ensure it remains fit for purpose.