



1. TITLE

The Club shall be known as the Cornish Sharks American Football Team (AFT) and will be affiliated to British American Football Association.

2. ADMINISTRATION

Subject to the matters set out below, the Club and its property shall be administered and managed in accordance with its Constitution by the Management Committee constituted by clause 4 of the Constitution.

3. OBJECTIVES

The Club Objectives are to:

- 3.1 To make provision for players in Cornwall to play American Football;
- 3.2 To offer coaching and competitive opportunities in American Football;
- 3.3 To make provision for and to distribute via training, best working practise to the members of the organization;
- 3.4 To ensure duty of care to all members of the club;
- 3.5 To create an environment which nurtures the talents of both youth and adult players with an interest in American Football to enable them to reach the best of their potential;
- 3.6 To provide opportunities to develop social, personal and inter-personal skills;
- 3.7 To ensure that the highest standards of discipline are maintained during members' activities particularly in relation to inter-personal, communication and team work skills;
- 3.8 To promote the club within the local community and within the wider sports community;
- 3.9 To provide all its services in a way that is fair to everyone;
- 3.10 To ensure that all present and future members receive fair and equal treatment.

4. MEMBERSHIP

Membership of the Club is open to all players, coaches, officials and volunteers who have an interest in the furtherance of the objectives of the Cornish Sharks AFT.

Membership will consist of officers and members of the club. All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of conduct that the club has adopted.



Members will be enrolled in one of the following categories:

- ◆ Full member
- ◆ Associate member
- ◆ Junior member
- ◆ Life member

5. MEMBERSHIP FEES

Membership fees will be set annually and agreed by the Executive/ Management Committee or determined at the Annual General Meeting. Fees will be paid annually - registration for players being made no later than 31st March with the balance being paid no later than 30th June.

6. OFFICERS OF THE CLUB

The officers of the club will be:

- ◆ President Honorary (non-exec)
- ◆ Chair
- ◆ Head Coach / General Manager
- ◆ Junior Club Coach
- ◆ Club Secretary
- ◆ Club Cashier
- ◆ Treasurer
- ◆ Players Rep Offense
- ◆ Players Ref Defense
- ◆ College Rep (if appropriate)
- ◆ Welfare, Child Protection
- ◆ Health & Safety Officer
- ◆ Media & Marketing (non-exec)
- ◆ Merchandise Officer (non-exec)
- ◆ Game Day Manager (non-exec)
- ◆ Events & Fundraising (non-exec)

7. COMMITTEE

- 7.1 The club will be managed through the Management Committee consisting of: Chair, Head Coach / General Manager, Secretary, Treasurer, Cashier, Junior Club Coach, Players' Reps, Child Welfare Officer & Health & Safety Officer. Only these posts will have the right to vote at meetings of the Management Committee. If one person occupies more than one executive position, they are only entitled to one vote.
- 7.2 The quorum required for business to be agreed at Management Committee meetings will be: 1/3 of voting members in attendance at the meeting.
- 7.3 The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.



- 7.4 The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.
- 7.5 The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. A disciplinary committee/panel will be selected from the Management Committee (2-4 members) on a case by case basis, ensuring no conflict of interest. Coaches are exempt from the panel. The Welfare Officer will usually be on the disciplinary panel, but others may be called upon to serve. The disciplinary committee will be responsible for taking any action of suspension or discipline following such hearings.
- 7.6 Appointment to the Management Committee is open to any member of the club who are players, officials, coaches or parents and/or carers of those under the age of 18 years who are benefiting from the objectives of the Club and volunteers.
- 7.7 Membership of the Committee may be terminated by any ordinary resolution of the Committee, provided that the member has had the opportunity to make representations to the Committee accompanied by an advocate of their choosing, before a final decision is made.
- 7.8 The Management Committee shall have the power to invite such people to the Committee meetings as necessary to assist in the continued development of the Cornish Sharks AFT.
- 7.9 Officers will retire prior to the AGM but may be re-elected.

8. TERMINATION OF MEMBERSHIP OF THE COMMITTEE

A member of the Committee shall cease to hold office if he/she:

- 8.1 Is disqualified from acting as a member of a Management Committee by virtue of the section 72 of the Charities Act 1993, or any statutory re-enactment or modification of the provision.
- 8.2 Becomes incapable by reason of mental disorder, illness or injury of the management and administering his/her own affairs.
- 8.3 Is absent without good reason or without permission of the Committee from three consecutive meetings and the Committee carries an ordinary resolution that the position is vacated.
- 8.4 Notifies the committee of a wish to resign.
- 8.5 Behaves in such a manner as to the bring the Cornish Sharks AFT into disrepute or compromises the objectives in any way.



9. MEETINGS AND PROCEEDINGS OF THE COMMITTEE

- 9.1 The management committee meetings shall be convened by the Club Secretary and will meet at least four times per year.
- 9.2 An extraordinary Committee meeting may be called by any two members of the Committee upon not less than 14 days notice being given to the other Committee members of matters to be discussed.
- 9.3 In the event of the President/Chair not being present, the Committee may appoint a member to act as Chair for the duration of the meeting.
- 9.4 A quorum shall exist if at least a third of the members are present.
- 9.5 All ordinary resolutions shall be determined by the majority vote of those present with voting rights.
- 9.6 Minutes shall be kept of all meetings and be available for inspection by any committee member not present.
- 9.7 The Committee may resolve to alter this constitution by a special resolution, but no alterations may be made which are inconsistent with the objectives of the Cornish Sharks AFT.
- 9.8 A special resolution will require a unanimous vote from those in attendance at an extraordinary meeting.
- 9.9 The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.
- 9.10 The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution via a disciplinary panel taken from the Management Committee. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

10. POWERS OF THE MANAGEMENT COMMITTEE

In furtherance of the Club's objectives, but not otherwise, the Committee may exercise the following powers to:

- 10.1 Negotiate and enter into contractual agreements necessary for the furtherance of the objectives.
- 10.2 Raise funds and to invite and receive contributions.
- 10.3 Buy, take on lease or exchange property necessary for the achievement of the objectives and to maintain and equip the premises for use.
- 10.4 Sell, lease, dispose of all or any part of the property of the Club, subject to any consent required by law.
- 10.5 Employ volunteers as are necessary for the proper pursuit of the objectives.



- 10.6 Co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objectives or for similar (charitable) purposes.
- 10.7 To allocate all such property owned or held in trust by the Club for the benefit of the participants via an organization with similar objectives, if the Club should be wound up, cease trading or cease to exist.
- 10.8 Apply for any policy of insurance that the Committee shall deem necessary.
- 10.9 Apply for Charitable status.
- 10.10 Change the name of the Club as long as any new name shall embody the objectives of this constitution.
- 10.11 Do all such lawful things necessary for the achievement of the objectives.

11. ANNUAL GENERAL MEETING

- 11.1 Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 'clear days' notice to be given to all members. It will be held in January or as soon as practicable thereafter.
- 11.2 The AGM will receive a report from officers of the Management Committee and a statement of the accounts.
- 11.3 Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.
- 11.4 Elections of officers are to take place at the AGM.
- 11.5 All members have the right to vote at the AGM.
- 11.6 The quorum for AGMs will be 25% of the membership.

12. EXTRAORDINARY GENERAL MEETINGS

An extraordinary general meeting may be called at any time by petition.

If one tenth of the current membership request it, by giving notice in writing to the secretary with 21 days notice of the meeting must be given to the full membership with all resolutions to be tabled.



13. DISCIPLINE & APPEALS

- 13.1 All complaints regarding the behaviour of members should be submitted in writing to the Secretary.
- 13.2 The Management 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.
- 13.3 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 14 days of the hearing.
- 13.4 There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 30 days of the Secretary receiving the appeal.

14. FINANCE

- 14.1 All funds raised by or on behalf of the Cornish Sharks AFT shall be paid into a current bank account operated by the Committee in the name of the Cornish Sharks AFT. Cheques drawn from this account must be signed by two members from time to time nominated to do so.
- 14.2 All funds of the Cornish Sharks AFT shall be used only for the furtherance of the objectives.
- 14.3 The Club Treasurer will be responsible for the finances of the Club.
- 14.4 The financial year of the club will end on 31st December.
- 14.5 A statement of annual accounts will be presented by the Treasurer/Secretary at the Annual General Meeting.

15. DISSOLUTION

The Cornish Sharks AFT may be dissolved at any time by a special resolution. All assets shall be transferred to Groups, Clubs or organizations having similar objectives to the Cornish Sharks AFT or reclaimed by the Grant awarding bodies.

16. AMENDMENTS TO THE CONSTITUTION

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



DECLARATION

Cornish Sharks AFT hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed by: Date.....

Chair..... Name.....

Secretary..... Name.....

Voted and agreed unanimously at committee meeting. Signatures below of those in attendance.