





Constitution and Rules

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Club Mission Statement

At Cairneyhill Athletic Football Club (CAFC), our mission is to inspire and nurture the love of football in children from Cairneyhill and the surrounding villages. We are dedicated to fostering a supportive and inclusive environment where young athletes can develop their skills, build confidence, and embrace the values of teamwork, respect, and sportsmanship.

Through quality coaching, community engagement, and a focus on personal growth, we aim to cultivate not only talented footballers but also well-rounded individuals who positively impact our community both on and off the field.

Club Charity status and Fundraising

CAFC is a SC047114 registered Scottish Charity, SC 047114 since 25 January 2017.

The expression "charitable purposes" shall mean a charitable purposes under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the Taxes Act.

"Charitable body", shall mean a body on the Scottish Charity Register which is also regarded as a charity in relation to the application of the "Taxes Act".

As a registered charity, CAFC will conduct an annual fundraising event which all members and officials are required to support, and all monies raised will be used for the betterment of the whole club. Individual teams (age groups) are permitted to hold fundraising activities, using the club's charitable status, for the betterment of that team (age group) and all monies raised will solely be for the benefit of that team (age group) but must be recorded by the Treasurer for auditing purposes.

Club Name and Colours

The club's name is: Cairneyhill Athletic Football Club.

The club's match day strip must incorporate the club badge and contain Maroon in the colour.

The club's training kit must incorporate the club badge and be predominantly Black in colour.

These colour choices reflect Cairneyhill Primary School uniform colours and will help present uniformity and a common identity within Cairneyhill.

Club's Aims and Objectives

Aims:

- **Develop Football Skills:** Provide high-quality coaching to help children improve their football abilities and reach their potential.
- **Promote Inclusivity:** Ensure a welcoming and supportive environment for all children, regardless of their background or skill level.
- **Foster Personal Growth:** Encourage the development of life skills such as teamwork, respect, and sportsmanship through participation in football.
- **Strengthen Community Ties:** Engage with the local community to build strong connections and promote a sense of belonging among members.
- **Encourage Healthy Lifestyles:** Promote physical fitness and healthy habits through regular training and active participation in the sport.

Objectives:

- **Quality Coaching:** Provide regular training sessions led by qualified coaches focusing on technical, tactical, and physical development.
- **Inclusive Participation:** Implement policies and practices that ensure every child has the opportunity to participate and enjoy football, regardless of ability.
- **Character Building:** Integrate life skills into the football curriculum, emphasising the importance of teamwork, respect, and sportsmanship.
- **Community Engagement:** Organise events, matches and activities that involve the wider community, fostering a supportive network around the club.
- **Health and Fitness Programs:** Design training sessions and use educational initiatives that promote physical health, fitness, and overall well-being among young athletes.

Club Membership

A club joining letter (example at Enclosure 1) is to be provided to all Parents/Guardians by Head Coaches. The club will also adhere to the following:

- Club membership - Developmental Football - ages 5 to 18 years old
- Membership fees are to be paid monthly via Standing Order. Membership fees are to be reviewed and set annually for all players by the committee, preferably at the AGM. Fees will, where reasonably practical, rise and fall with inflation to cover operating costs, remain value-for-money and keep CAFC accessible for all.
- The club will be in membership of the Scottish Youth FA (SYFA) which includes Public Liability Insurance.
- The club must be controlled and managed by a committee as approved by the SYFA Committee. This committee is to be not less than two in number and at least one member should have current possession of a Scottish Football Association Coaching Certificate of relevant standard and a current First Aid Certificate or Sports Injuries Certificate or should obtain such certificates within one year from the club's initial acceptance into membership. The names, addresses and dates of birth of such Management Committee to be submitted by the club when seeking membership annually and any change in Committee must be approved by the club Committee.
- All officials and players must undertake to uphold the Constitution and Rules of both the club and the SYFA.
- The club will fully implement all SYFA Player Protection Policies.
- It is incumbent of any official seeking membership of the club to complete a SYFA self-declaration form and a Disclosure Application form. Any proposed new members must appear before the committee for interview and be submitted for Disclosure Application checks through the SYFA before Club membership is granted.

Failure to pay Membership Fees

Membership of CAFC is dependant upon payment of the applicable membership fees owed to the club monthly. If a member fails to pay the full amount of membership fees due in a calendar month, and that default is not corrected within fifteen days after the member has received either verbal or written notification from either the Team Coach or Treasurer, the following provisions shall apply, commencing after such fifteen-day delay period:

- (1) written notification from the Chairperson formally requesting outstanding fees be paid immediately under the title 'Letter before Removal' (LBR), giving not less than fifteen days to pay the amount owed,
- (2) if no settlement after the LBR's fifteen days, written notification from the Chairperson that membership has been cancelled and the player involved has been removed from CAFC registration due to non-payment of membership fees.

Players are not to be excluded from training/matches during this process but must be excluded if removed from membership of the club.

Club Management

The management of the club will be vested in a committee consisting of the Office Bearers, who will have one vote at any club meeting. The Chairperson will have the casting vote.

The club office bearers will consist of the Chairperson, Vice Chairperson, Secretary, Player Protection Officer, and Treasurer.

All Office bearers shall be elected annually at the AGM.

Registered team coaches are encouraged to attend and participate in meetings.

The committee shall have the power to deal with as it sees fit any matters arising from the activities of the club, all club officials, and all club players.

Committee additional powers:

To purchase, take on lease, hire, or otherwise acquire, any property or rights which are suitable for the club's activities.

To let, hire out, license, or otherwise dispose of, all or any part of the property and rights on behalf of the club.

If a vacancy occurs among the committee during the season, the committee shall appoint a new office bearer at the next meeting.

Meetings Committee/AGM

All meetings shall be chaired by the Chairperson, or on their absence, the Vice Chairperson or Secretary. Committee meetings are to be held at least monthly, but the Secretary shall have the power to convene special meetings of the committee if required (7days notice required).

Agendas, previous minutes are to be circulated in and advance and the chairperson having the right to defer discussion of tabled motions.

The agenda for all Committee Meeting will be as follows:

1. Chairperson's opening remarks.
2. Apologies.
3. Minutes of the previous meeting.
4. Business arising from the previous minutes.
5. Secretary's Report.
6. Treasurers Report.
7. Player Protection Officer Report.
8. Team Reports.
9. Any Other Competent business.

The club will hold an AGM ideally before the start of the league season, but no later than 30th June each year. All office bearers and registered club coaches

are deemed voting members. Only registered voting members over the age of 18 may vote at the AGM.

Additionally, parents/guardians of signed up players may register to vote on their behalf not less than 7 days before the AGM.

The Constitution may be added to or altered by a Resolution passed at an AGM, or at a special committee meeting duly convened for the purpose, and for the passing of which Resolution at least two-thirds of those present and entitled to vote have voted. The committee shall have power to propose additions or alterations to the Constitution for consideration at the Annual General Meeting.

The Agenda for the Annual General Meeting is as follows:

1. Chairperson's opening remarks.
2. Apologies.
3. Minutes of the previous meeting.
4. Business arising from the previous meeting.
5. Chairperson's/Secretary's reports.
6. Team reports.
7. Treasurer's report.
8. Election of Office Bearers.
9. Appointment of accounts examiner.
10. Motions to be put to the AGM.
11. Changes to the Constitution and Rules.
12. Any other competent business.
13. Voting may not take place on business which has not been previously notified to the Secretary.

Club Finance

The Treasurer will affect all money transactions and shall make a financial statement, monthly subscription statement available at each committee meeting, detailing monthly income/expenditure, forecasts for annual income/expenditure and evidence of pursuing non-payments of membership.

Authorised debit card holders drawing on the club's bank accounts must have prior approval from the Treasurer, and by one of two other officials of the club as nominated by the Committee.

Prior to any club purchase, expenditure must be approved by the Committee. Coaches and club officials are permitted to access funds to the value of £50, with prior approval from the treasurer only, out with the committee meetings. Expenditure is to be receipted and submitted at to the treasurer.

In the event of a new Treasurer being appointed before the AGM, the books must be audited before the appointment takes effect.

The Club will pay all League Fees, Affiliation Fees, and Cup Entry Fees from the club's funds.

All expenses incurred by members of the Club attending to Club business shall be paid out of the club's funds.

An external account examiner will be appointed at the AGM each year.

All equipment and monies raised using the name of the Club belongs to the club. If the club ceases to exist at any time all equipment and money held by the club must be returned to the secretary within seven days. If a team (age group) within the club ceases to exist at any time, all equipment, match kit, training kit and coaches kit must be returned to the club secretary within 7 days. If a team (age group) ceases to exist at any time, all money held by the club from that team (age group) that was donated/fundraised for and by that team (age group) will be absorbed by the club and made available to other teams (age groups).

None of the club's assets may be distributed or otherwise applied (on being wound up or at any other time) except to further its charitable purposes.

If upon the winding up or dissolution of the club there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed amongst the members but shall be given or transferred to some other charitable society, institution or organisation having objects similar to the objects of the club and which shall prohibit the distribution of its income and property among its members to an extent at least as great as is imposed on the club under or by virtue hereof, such a society, institution or organisation to be determined by the full members of the club at or before the time of dissolution and if and so far as effect cannot be given to such provisions then to some charitable object.

Liability

No committee member shall be individually or collectively liable for a debt of the club, unless that person was solely responsible for the debt being incurred.

No committee member shall be entitled to make any personal financial gain from the activities of the club.

Player Protection and Disclosure Application

The club on seeking membership of the SYFA must complete the official membership application form signing the declaration to enable all club officials to be Disclosure (PVG) checked.

Any official who does not agree to complete a self-declaration form and be Disclosure (PVG) checked or in the opinion of the SYFA Player Protection Panel fails to attain membership of the SYFA will not be eligible for membership of the club.

The club will appoint a Player Protection Officer. All club members, players, and player's parents to be advised of the Player Protection Officer's contact details.

The club and its officials agree and acknowledge that the [SYFA Player Protection Policy](#) plus all associated Policies and any amendments thereto shall be binding on the club.

ALL club members including players, officials, spectators, or parents must abide by the club's code of conduct.

The club must ensure ALL club officials complete a Disclosure Scotland Disclosure (PVG) Application Form plus a [SYFA Self-Declaration Form](#), submit them to the relevant SYFA Protection Officer who will on approval send them directly to the National Secretary complete with any Disclosure (PVG) Application fee.

The club must request Disclosure Scotland Disclosure (PVG) Application Forms plus SYFA Self-Declaration Forms for ALL officials. Forms can be obtained from the local SYFA Protection Officer or the National Secretary.

The club must make sure all its officials are fully conversant with the club's Protection Policies and the [SYFA Player Protection Policy](#).

The club must make sure all its officials are fully conversant with the club's Constitution and Rules and the SYFA Constitution and Rules.

The club must protect all players and officials from all forms of abuse.

The club must accept that all officials must report concerns in respect of any suspected abuse.

The club is committed to eradicating bad practice.

The club will implement all proposals or amendments in respect of player protection policies.

In cases of reported abuse, maintain total confidentiality. Information must only be shared on a need-to-know basis i.e., with people who need to know to ensure the child's health, welfare, and development.

Note: All persons involved in grassroots football have responsibilities to report any suspected or alleged cases of abuse to the relevant Protection Officer. It is not the official's responsibility to decide whether a player has been abused.

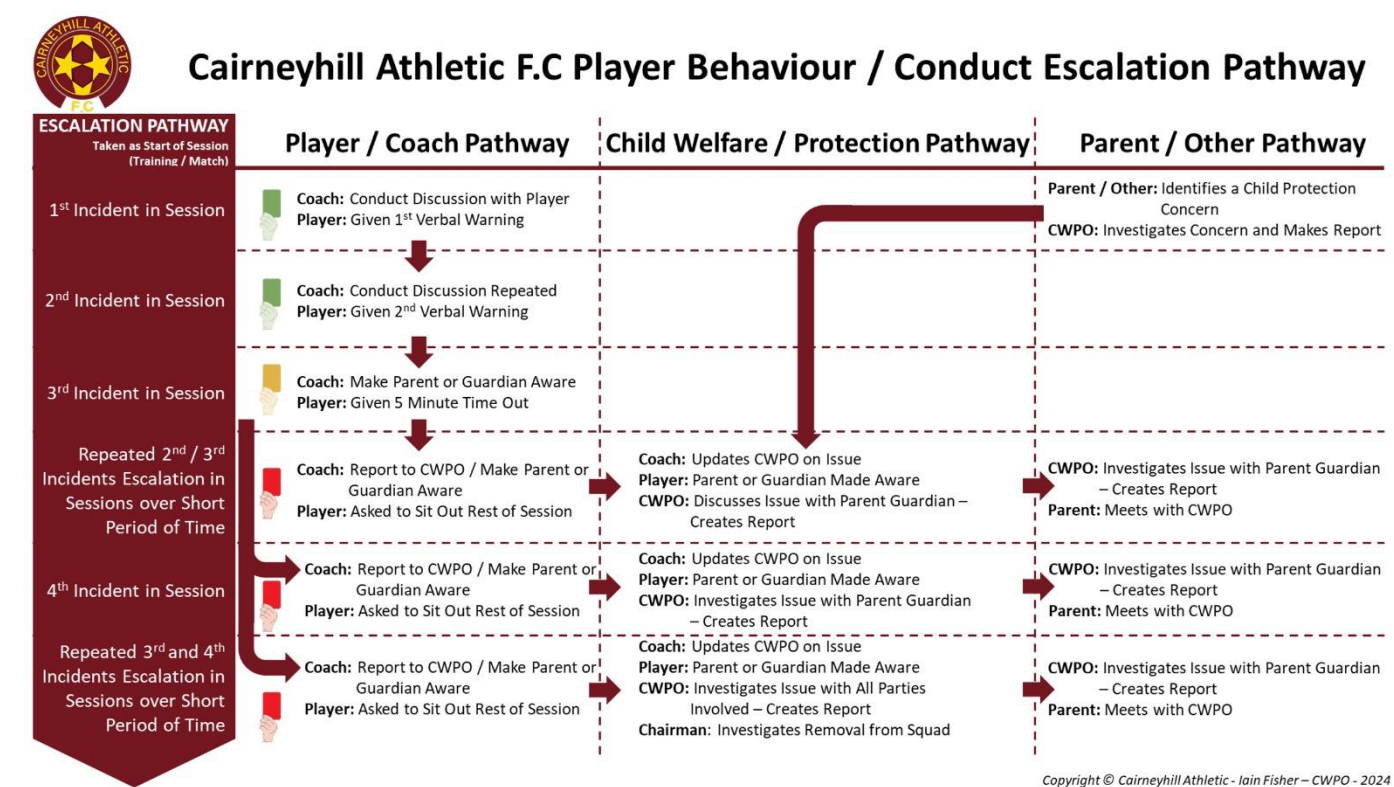
Code of Conduct and Discipline

The Club, officials and players shall accept the disciplinary procedures adopted by the SYFA and other relevant Leagues or Associations.

The Club shall accept responsibility for the conduct and behaviour of all club officials, players and other individuals associated with the Club. The club code of conduct is at page 15.

All club decisions will be subject to the right of appeal to the appeals committee of the SYFA.

The club's discipline and escalation process:



Appeal

A club, player or club representative may appeal to the Appeals Committee against the decision of a league, association, Club, Executive, General Purposes or Regional Executive Committee affecting such club, player, or club representative. Such appeals shall be dispatched to the National Secretary by recorded or registered delivery and in duplicate within seven days of receipt of written notice of the decision of the league, association or club concerned. A deposit shall be lodged with each appeal. In the case of a player this shall be £30, and in the case of any other appellant it shall be £60.00. This deposit may be forfeited if the Appeals Committee so decides. The grounds of appeal must be specifically stated and if the Appeals Committee considers the appeal frivolous or trivial, the appellant may be liable to a financial levy the scale of which shall be fixed annually by the Appeals Committee.

The decision against which any appeal is made will only be set aside when the appeal is received by the National Secretary and found to be in order and confirmation of such from the National Secretary is received in writing by the parties concerned.

Appeals, which relate to any matter affecting the result of a cup-tie or which would interrupt the playing of a competition, shall not be entertained as per the Articles of Association of the Scottish Football Association.

All matters not covered by this constitution will be covered by the constitution of the Scottish Youth FA.

This amended Constitution is adopted by the following Members on the 26th of May 2024 and supersedes that originally adopted on the 29th day of June 2008.

Club Officials:

Chairperson

Vice Chairperson

Secretary

Treasurer

Player Protection Officer



Cairneyhill Athletic Football Club



Code of Conduct

Players, Parents and Guardians

Players

When playing football, I will:

- Always play to the best of my ability and for the benefit of my team.
- Play fairly - I won't cheat, dive, complain or waste time.
- Respect my team-mates, the other team, the referee, and my coach/manager.
- Play by the rules, as directed by the referee.
- Avoid violence and rough play, and help injured opponents irrespective of the result of the game.
- Be gracious in victory and defeat - I will shake hands with the other team and referee at the end of the game.
- Listen and respond to what my coach/team manager tells me.
- Not use inappropriate language or gestures and resist any temptation to take banned substances or use banned techniques.
- Understand that a coach must do what is best for the team and not one individual player (in terms of development).
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club (email Cairneyhill.athletic@gmail.com to contact the Child Wellbeing and Protection Officer).

Parents and Guardians

Parents and Guardian have a great influence on children's enjoyment and success in football. All children play football because they first and foremost love the game. It is important to remember that however good a child becomes at football with Cairneyhill Athletic Football Club, it is important to reinforce the message to parents that positive encouragement will contribute to:

- Children enjoying football.
- Children having a sense of personal achievement.
- Children having self-esteem.
- Children improving skills and techniques.

A parent's or guardian's expectations and attitude have a significant bearing on a child's attitude towards:

- Other players.
- Officials.
- Spectators.
- Club Coaches.

Parents and Guardians should ensure that they are always positive and encouraging towards all the children, not just their own.

Parents and Guardians are encouraged to:

- Applaud the opposition as well as your own team.
- Avoid coaching the child during the game.
- Avoid shouting.
- Respect the referees and coach's decisions.
- Give attention to each of the children involved in football, not just the most talented.

Disciplinary Process

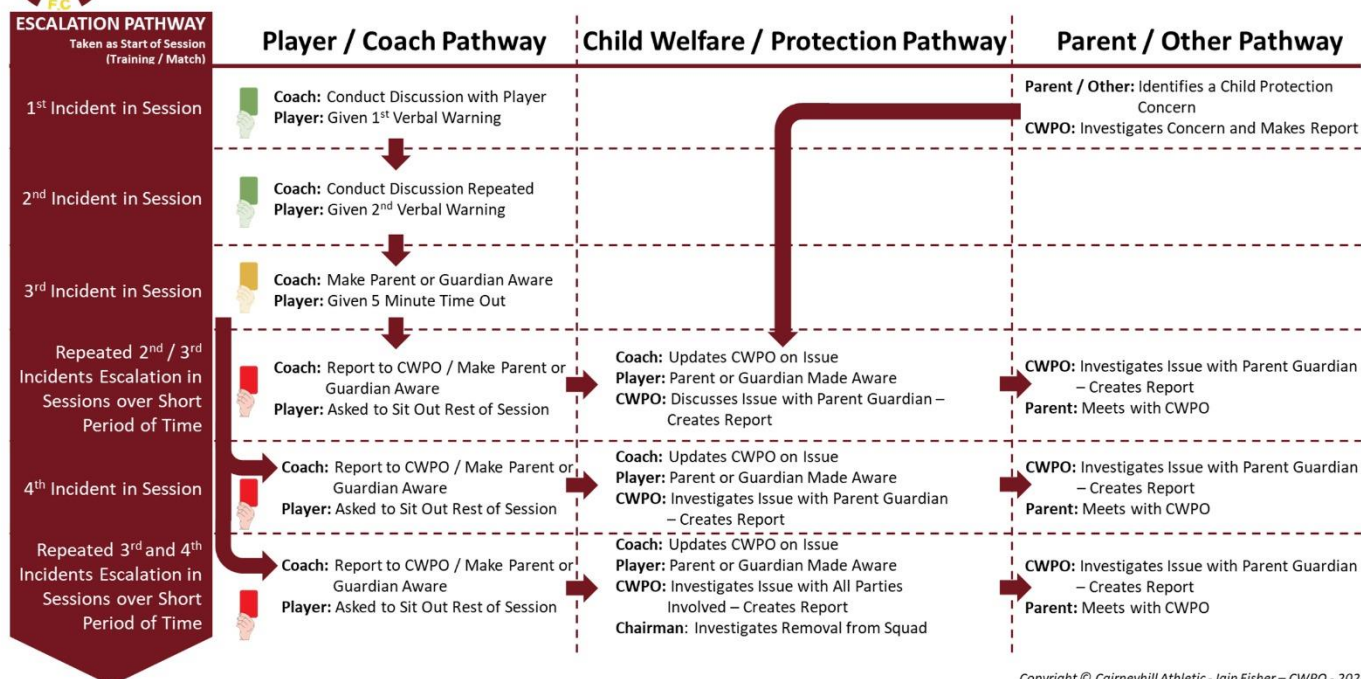
To ensure fairness and transparency across the club, Cairneyhill Athletic will be implementing the following disciplinary process. This process is to ensure that each age group within the club is consistent in upholding the club's values.

The process is also to ensure that coaches and players alike are protected when it is necessary to use discipline relating to Cairneyhill Athletic activities. By following the below process, the club can ensure a fair and consistent approach.

The process detailed below is to be used at the coach's discretion, the club is aware that all players are children and should be treated as such. General disruption and "kids being kids" (e.g., not paying attention during a game) is not a valid reason for using the disciplinary process, it is reserved for incidents that jeopardise the safety, enjoyment, and development of the players.



Cairneyhill Athletic F.C Player Behaviour / Conduct Escalation Pathway



Coaches also have the freedom to decide what should be done relating to incidents that put players and coaches in immediate danger (e.g., physical altercation between players) where a verbal warning is not an appropriate action, the escalation process can be fast tracked at the coaches' discretion.