



Ascot United Football Club

A Charter Standard Community Club



Terms of Reference for the Football Executive

1. Title

- 1.1. The name of the committee shall be the Football Executive

2. Purpose and authority

- 2.1. The Football Executive shall have the power to decide all questions and disputes arising in respect of any issue concerning the football activities of the Registered Members ("Club Members") of Ascot United FC Limited ("the Club") as defined by the Directors of the Club ("the Directors") from time to time, save that:
 - 2.1.1. the Football Executive shall use their best endeavours to ensure that that the football activities of the Club are carried out and others conduct themselves in accordance with the Rules and Regulations of The Football Association ("the FA") for the time being in force
 - 2.1.2. the Football Executive shall be bound by the policies set by the Directors
 - 2.1.3. the Directors may escalate any football matter to the Directors for a decision because of its seriousness or its likely impact on the Club as a whole

3. Status of terms of reference

- 3.1. These terms of reference have been approved at a meeting of the Directors
- 3.2. The terms of reference shall be reviewed annually from the date of approval by the Directors and from time to time as necessary

4. Football Executive Membership

- 4.1. The Football Executive shall consist of: Head of Football, Deputy Head of Football, Club Secretary, Head of Women's and Girl's Football, Head of Men's Football, Head of Youth Football, Head of Junior Football, Health & Safety Officer and Equalities & Child Welfare Officer ("the Office Holders") and other Club Members who may be appointed by the Football Executive when required
- 4.2. The Head of Football will be appointed as a Director as provided for under Article 14 and so any Club Member who is ineligible to be a Director for any reason will be excluded from nomination or appointment as the Head of Football
- 4.3. For clarification the Club Secretary is not the Company Secretary of Ascot United FC Limited and the Club Secretary's duties are limited to football activities
- 4.4. Subject to 4.8 and 4.11, the Office Holders shall be Club Members nominated at the Ascot United FC Limited Annual General Meeting ("AGM") and appointed by the Directors

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- 4.5. Except for Office Holders seeking re-nomination, nominations for Office Holders shall be made in writing by the proposer and seconder both of whom must be Club Members to the Club Secretary for inclusion in the Annual Report not less than 7 days before the AGM
- 4.6. In the event of an Office Holder not seeking re-nomination at the AGM and there being no nominations received in accordance with 5.6 above then proposals for nomination shall be accepted during the AGM
- 4.7. In the event that there is more than one Club Member seeking nomination to a Football Executive office a ballot will be conducted amongst the Club Members present at the AGM and the nominee with the highest number of votes will be submitted to the Directors
- 4.8. In the event that for any Office Holder the Directors do not appoint the nomination from the AGM or no nomination is received from the AGM the Directors will appoint another Club Member to the position
- 4.9. Each member of the Football Executive shall hold office from the date of appointment until the next AGM unless otherwise resolved by the Directors
- 4.10. One person may hold no more than two positions within the Football Executive at any time
- 4.11. Any vacancy of an Office Holder arising between AGM will be filled by an appointment made by the Directors
- 4.12. All members of the Football Executive are officers of Ascot United FC Limited and will be covered by the indemnity provisions of the Articles

5. Football Executive Meetings

- 5.1. Decisions of the Football Executive shall be made by a simple majority of the Office Holders members attending the Football Executive meeting
- 5.2. Meetings of the Football Executive will be minuted by the Club Secretary and agreed at the next meeting
- 5.3. Meetings of the Football Executive shall be chaired by the Head of Football or in their absence another Office Holder and the chair of the meeting shall have a casting vote in the event of a tie
- 5.4. The quorum for the transaction of business of the Football Executive shall be three including at least two Office Holders
- 5.5. Any member of the Football Executive may call a meeting of the Football Executive by giving not less than 7 days' notice to all members of the Football Executive
- 5.6. The Football Executive shall hold not less than four meetings a year
- 5.7. Any Director of the Company may attend and speak (but not vote unless also an Office Holder) at any meeting of the Football Executive

6. Report to Members

- 6.1. An Annual Report ("the Report") to Club Members will be presented to the AGM



- 6.2. The Report will include:
- 6.2.1. a presentation from the Football Executive of the football activities of the Club over the previous season
 - 6.2.2. nominations for office holders of the Football Executive
 - 6.2.3. any other matter relating to football activities

7. Football Players

- 7.1. The Football Executive will ensure that all Football players (“Players”) complete a Club Player Registration (“Registration”) for each season and no Player will be registered to play in a competition until a properly completed Registration has been received
- 7.2. The Football Executive will ensure that Players are either a Club Member or that their Registration has been signed by a Club Member in which case they are an Associate Member
- 7.3. The Football Executive will ensure that Club Members shall be responsible for reimbursing the Club of all administrative costs and fines for misconduct levied by any competition County FA or The FA or the Club against the Club Member as an individual or against an Associate Member whose Registration was signed by the Club Member or any other person who is present as a guest or under the supervision of the Club Member
- 7.4. The Football Executive will ensure that a Player will automatically cease to be a Player upon termination of their being a Club Member or in the case of an Associate Member upon termination of the Club Member who signed their Registration being a Club Member

8. Team Managers and Club Coaches

- 8.1. The Football Executive will ensure that Team Managers and Club Coaches will either be Club Members or Associate Members whose player registration has been signed by a Club Member
- 8.2. Team Managers and Club Coaches shall be appointed by the Football Executive before the start of each season.
- 8.3. Appointment as a Team Manager or Club Coach is exclusively at the discretion of the Football Executive.
- 8.4. External Coaches who are not Club Members or Associated Members may only be appointed by a Director
- 8.5. The Football Executive will ensure that breaches of FA, County Association, competition or club rules or policies by a Team Manager, Club Coach or External Coach are considered for disciplinary action against the individual(s) concerned which may include dismissal from the post



9. Codes of Conduct

- 9.1. The Football Executive will publish a set of Codes of Conduct in respect of football activities of the Club

10. Reports to the Directors

- 10.1. When required to do so by the Directors the Health & Safety Officer or the Equalities & Child Welfare Officer shall provide the Directors a report (either in writing or by attending a Directors' Meeting) which:
 - 10.1.1. confirms that the Club is complying with policies set down by the Directors and relevant statutory provisions
 - 10.1.2. sets out any particulars which may at the time or in future cause the Club to be in breach of the Law
- 10.2. The agreed minutes of each meeting of the Football Executive shall be given to the Directors within a reasonable time after they are finalised
- 10.3. The Football Executive will report to the Directors all breaches of the Codes of Conduct that are the subject of a misconduct charge from the FA or a disciplinary action by a competition or are otherwise deemed of sufficient severity that withdrawal of Club Membership needs to be considered by the Directors

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