



# **PORTISHEAD TOWN FOOTBALL CLUB WALKING FOOTBALL GROUP CONSTITUTION**

## **[1] Structure:**

- 1.1** PTFCWF Group is “Community Team” within Portishead Town Football Club and represents the Club in all leagues, tournaments and competitive games against other teams and clubs.
- 1.2** The Group is affiliated to The Football Association (FA) via Somerset county. This allows us to enter teams into leagues and competitions organised by The FA and played to FA laws and requires us to abide by FA directives.
- 1.3** The Group is affiliated to the Walking Football Association (WFA). This allows us to enter leagues and competitions organised by WFA and played to WFA laws. It also provides personal accident insurance for registered players.

## **[2] Aims and Objectives**

- 2.1** To promote the game of walking football under both FA and WFA codes.
- 2.2** To provide coaching & competitive opportunities to all members who wish to play.
- 2.3** To prioritise the well-being of all members
- 2.4** To arrange social activities for members.

## **[3] Finances:**

- 3.1** The Group is established with all essential kit and equipment. PTFC will provide financial support for replacement items and any new expenditure that is justified and reasonable.
- 3.2** PTFC pay for pitch hire at Gordano Sports Centre and our entry fees for leagues and recognised tournaments.
- 3.3** All training sessions, “home” games, and league/tournament games fees are set at £5 per player and are collected and paid over to PTFC as our contribution towards Club funds. We may be required to pay fees for “away” games to cover referee’s expenses.

## **[4] Equality Statement**

- 4.1** The Group is fully committed to equality of opportunity. No person will receive less favourable treatment than any other on the grounds of gender, age\*, colour, disability, ethnic origin, parental or marital status, religious belief, social class or sexual preference.

- 4.2 The only exceptions to clause 4.1 are where competitions have a minimum age criteria and/or are specifically designated for men or women.
- 4.3 The Group recognises its legal obligation not to discriminate and will regard such behaviour by anyone acting for it or carrying out duties on its behalf (whether as members or volunteers) as grounds for disciplinary action under the relevant Club or Group rules.

**[5] Welfare Statement:**

- 5.1 The Group recognises a responsibility to safeguard the welfare of all its members.
- 5.2 The Group aims to provide walking football in a safe environment by adopting all the relevant procedures and working practices recommended by the FA and the WFA, including completion of training and learning courses.

**[6] Membership:**

- 6.1 The Group shall consist of its members who shall be at least 40 years old for females and 50 years old for males.
- 6.2 All prospective members will be required to complete a PTFCWF Group Registration Form.
- 6.3 All members will be required to pay a one-off initial Registration Fee of £10 except for persons who are already members of Portishead Town FC in some other capacity and guest players “on loan” from other Clubs.
- 6.4 The names and appropriate personal details of all members will be held in a secure format by the Group Secretary.
- 6.5 The names, medical records and next of kin details will be made available to Team Managers and persons running training sessions, to cover for possible emergency situations.

**[7] Group Management:**

- 7.1 The Group will have a Management Committee initially comprising –
- Group Chairman
  - Head of Walking Football
  - Group Secretary
  - Communications
  - Group Promotions
  - Social

It is envisaged the composition of the committee will evolve in structure, composition and responsibilities as the Group expands

- 7.2 The Head of Walking Football will be appointed by the management of PTFC. Such appointment can only be terminated by the Club.

- 7.3 The Chairman, Secretary and any other members of the Management Committee will be elected by members of the Group at the AGM and will hold their posts until the next AGM and may stand for re-election.
- 7.4 The Management Committee may during the course of the year co-opt other members, if deemed necessary to assist with the smooth running of the Group, and they will serve until the next AGM at which their position will be ratified.
- 7.5 The Management Committee will meet at least once every 6 weeks with a minimum of 3 members forming a quorate and decisions taken will be recorded in minutes to be agreed by all attending the meeting.

## **[8] AGM**

- 8.1 All communications between the Management Committee and members shall be conducted by electronic mail with at least 30 days-notice of the AGM being given.
- 8.2 The AGM of the Group will be held at the Clubhouse end of the playing season, normally deemed to be in the months of April or May, the first being in 2026.
- 8.3 The primary AGM business will be the election of members of the Management Committee, a review of the constitution and the presentation awards.
- 8.4 Members wishing to stand for the Committee must have a nominee and seconder and submit their names to the Secretary at least 14 days prior to the AGM. Existing Committee members do not require a nominee or seconder but must advise their decision to stand or step-down at least 14 days prior to the AGM.
- 8.5 For the AGM to be valid there must be at least 10 members in attendance.
- 8.6 Any vote, whether for election of officers or other, shall be carried by a simple majority on a show of hands.

## **[9] Discipline & Appeals:**

- 9.1 The Management Committee shall have the authority to take appropriate disciplinary action against any member of the Group and the discretion to terminate membership if any person is found guilty of conduct deemed detrimental to the Group and/or the Club.
- 9.2 Should a disciplinary issue involve the welfare of a vulnerable adult then the Club's Welfare officer will be informed.
- 9.3 All individuals have the right of appeal to any disciplinary decision made by the Management Committee. Any request made for an Appeal Hearing shall be made by email to the Secretary within seven days of the disciplinary decision. Any Appeal Hearing shall be convened within 14 days of the request for an appeal being submitted.
- 9.4 An Appeal Hearing shall comprise one member of the Management Committee and no more than four additional club members who are independent of the

original Disciplinary Hearing. The member has the right to attend the Appeal Hearing. The decision of the Appeal Hearing will be deemed final.

- 9.5** Any player incurring a FA or WFA fine as a result of a disciplinary offence will be personally responsible for full and prompt payment (or reimbursement to PTFC).

**[10] Review of the Constitution:**

- 10.1** A review of the Constitution will be conducted every year as the Group evolves and any amendments are to be presented at the AGM and put to a vote of members with a simple majority required by a show of hands.