



Shifnal Town Football Club Constitution and Rules

1. Name

Shifnal Town Football Club Limited (Is a company limited by shares)

Company number - 11822950

Members of The Northern Premier League

Members of the Shropshire Football Association

2. Address

Acoustafoam Stadium

Coppice Green Lane

Shifnal

Shropshire TF11 8PD

3. Registered Office

3 Hagley Court North, The Waterfront

Dudley

West Midlands

DY5 1XF

4. The Objectives and aims of the Club:

The objects and aims of the Club and Association Football shall be

- (i) The Football Club shall be run and affiliated to the Shropshire Football Association and any competitions the Club participate in.
- (ii) The Football Club shall conform to the Laws of the Game, and bylaws and rules as to professionalism, adopted by the Football Association and competitions the Club participate in from time to time, and this shall be the primary concern of every club member.
- (iii) Seniors (Players over 16 years of age); To establish a successful playing team, by continuing to develop the skills and knowledge of the players to allow progression up the Football Pyramid.
To identify the requirements on and off the pitch to progress up the National League Structure.
- (iv) Youth Section (Players under 18 years of age); Our aim is to develop the individual players of the local community in areas of technical ability and understanding of the Laws of the Game of Association Football, whilst developing all areas of their social skills.

The ultimate aim is to see all of our players progressing to the best of their ability and given the opportunity to progress to a level that meets their development needs.

5. Rules and Regulations

- (i) The members of the Club shall so exercise their rights, powers and duties and shall where appropriate, use their best endeavours to ensure that others conduct themselves so that the business and affairs of the Club are carried out in accordance with the Rules and Regulations of the Football Association, County Football Association to which the Club is affiliated (Parent County Association – Shropshire Football Association and Competitions in which the Club participates, for the time being in force.
- (ii) No alteration to the Club Rules shall be effective without prior written approval of the Shropshire Football Association. The Shropshire Football Association reserve the right to approve any proposed changes to the Club Rules.
- (iii) The Club will also abide by the The FA's Policies on Safeguarding Children and Adults at Risk Regulations, Codes of Conduct and the Equality Policy as shall be in place from time to time.

6. Classes of Membership

Classes of membership are namely:

- (i) Owners and Directors
- (ii) Officers of the Club
- (iii) Players, Volunteers and Social Members
- (iv) Life and Honorary Members
- (v) Temporary Members

7. Cost of Membership

- (i) The cost of membership will be determined annually and announced at the AGM.
- (ii) Individual player fees will be determined and will be costed and agreed annually.
- (iii) The method of collecting fees will be agreed at the AGM.

8. Board of Directors

- (i) The control of the Club (Shifnal Town Football Club Limited) shall be vested in a Board of Directors.
- (ii) The Board of Directors shall follow the articles as set out in the Companies Memorandum and Articles of Association
- (iii) Directors shall be appointed by the Majority Share Holder of the Holding Company.

9. Club Officers

- (i) The Board of Directors (Shifnal Town Football Club Limited) shall appoint the Officers of the Club to ensure all areas of business shall be attended too.
- (ii) The Officers shall be known as the Management Committee which consists of:
 - Chairperson
 - Vice Chairperson
 - The Secretary
 - The Treasurer
 - Club Welfare Officer
 - England Accreditation Co-ordinator
 - Safeguarding Compliance Officer
 - And any General Officers as appointed by the Board of Directors

- (iii) Decisions of the Directors of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- (iv) Any member of the Board of Directors may call a meeting of the Directors and Officers by giving not less than seven days' notice to the Board of Directors and Officers. The Directors shall hold not less than four meetings a year.
- (v) Save as provided for in the Rules and Regulations of The FA, the parent county Association and any applicable Competition, the Board of Directors shall have the power to decide on all questions and disputes arising in respect of any issue concerning the Club Rules and complaints received under the Club complaints procedure.
- (vi) The position of Director or Officer shall be vacated if such a person is subject to a decision of The FA that such person be suspended from holding office or from taking part in any football activity relating to the administration or management of a football club. Also, any criminal or anti-social behaviour that brings the Club into dispute can be asked to vacate their post.
- (vii) The quorum for the transaction of business of the Club shall be two

10. Annual, Extraordinary and General Meetings

- (A) An Annual General Meeting (AGM) shall be held in each year to:
 - (i) Receive a report- of the activities of the Club over the previous year.
 - (ii) Receive a report of the Club's finances over the previous year.
 - (iii) Consider any other business the Board of Directors deem to be of importance.
- (B) An Extraordinary General Meeting (EGM) may be called at any time by the Directors and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing, signed by not less that 50% of the Board of Directors stating the purpose for which the Meeting is required and the resolutions proposed.
Business at an EGM may be any business that may be transacted at an AGM.
- (C) The Club Secretary shall send/place a public notice of the date of an AGM or EGM together with the resolutions to be proposed at least 14 days before the meeting.
- (D) The Chairperson, or in their absence a member selected by the Directors, shall take the Chair. Each Director present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the meeting shall have a casting vote.
- (E) The Club Secretary, or in their absence a member of the Board of Directors, shall enter Minutes of all meetings into the Minute Book of the Club.
- (F) The quorum for any meeting shall be 2 members of the Board of Directors and a simple majority of those present to pass any business transaction.

11. Chairperson – To be appointed by the Board of Directors and reviewed as and when required

The Board of Directors (Shifnal Town Football Club Limited) shall have responsibility for the overall running of the Club.

The Board of Directors are responsible for organising and appointing all types of Managers in their various roles within the Club.

12. The Club Secretary – The Club Secretary and any other Secretary's will be responsible to the Board of Directors.

The Club Secretary's role is that of Administrator to the Senior football Side of the Club currently Step 4 of the NLS. There shall also be a Secretary to fulfil the role of administrator

for Shifnal Town FC Youth. Shifnal Town Ladies shall have its own Secretary to oversee the female programme. The Club's Secretary's will be responsible for their section of the Club to ensure the Club and its members function effectively.

(a) Shifnal Town FC (Men's Step 4 of the National League System.

(b) Shifnal Town FC (Youth up to the age of 18. Disability Programmes.

(c) Shifnal Town FC Ladies (Responsible for female programme.

(a.b.c) shall hold separate affiliations to enable each Secretary to manage his or her specific responsibility in the Club

13. Treasurer – The Treasurer will be responsible to the Board of Directors

The Treasurer shall pay all monies received by the Club from any source whatever, without any deductions for any purpose whatever, to the credit of any account opened in the name of the Club by the Treasurer and in such manner as the Directors may direct.

The Treasurer shall keep such accounts and pay such debts of the Club as the Directors shall direct and shall when required to do so, render to the Directors or at a General Meeting, an account of any monies received and expended by him/her.

14. Safeguarding

The Club shall appoint a Safeguarding Compliance Officer and Club Welfare Officer to oversee and maintain the FA's Safeguarding Policy's and Regulations and any in-house safeguarding concerns which are reported.

The Board will have a Safeguarding Champion and shall also appoint a Safeguarding Compliance Officer to ensure its Safeguarding obligations are met in accordance with The FA's Safeguarding 365 protocols and requirements needed for membership to the Northern Premier League.

Safeguarding Structure for 2025-26 season will be:

Board Safeguarding Champion	Mike Tranter
Compliance Officer	Dave Simpson
Club Welfare Officer	Matt Drew
1 st Team Welfare Officer (Men's)	Matt Drew
Welfare Officer (Youth Teams)	Matt Drew
Welfare Officer (Girls and Women's)	Natalie Corbett

Mascots and Ball Retrieval Duties.

Boys and Girls selected for Match-day Mascot duties must be accompanied by a parent or guardian and on arrival check in with the Clubs Welfare Officer for briefing.

The above applies for Boys and girls selected for ball retrieval duties.

Safeguarding Risk Assessment Reviews

Safeguarding Risk Assessment Reviews will be carried out Bi-monthly by the Compliance Officer, Club Welfare Officer and a full report submitted to the Boards Safeguarding Champion.

15. Application and Investment of Funds

All monies received on account of the Club from any source shall in no case be distributed amongst the members but shall be applied towards carrying out the objectives of the Club and maybe invested by the Directors in such ways as they may decide including:

- (i) Any Securities
- (ii) In the purchase of land or buildings or in the erection or alteration to the Club House, Changing Rooms, and various facilities within the Football Club.

16. Acquisition of Land, Buildings and Borrowing Powers

The Directors has the power to purchase, sell, acquire, take on lease, borrow and raise monies to improve the facilities of the Football Club.

Any securities needed for the actions described will be the responsibility of the Directors.

Any undertaking to raise money by loan, mortgage or overdrafts should be made known at the Annual General Meeting if possible.

17. Dissolution

- (i) A resolution to dissolve the Club shall only be proposed at an Annual General Meeting- or Extraordinary General Meeting and shall be carried by a majority of at least 75% of the Directors present.
- (ii) The dissolution shall take effect from the date of the resolution and the members and the Club Directors shall be responsible for the winding up of the assets and liabilities of the Club.
- (iii) Any surplus assets remaining after the discharge of the debts and liabilities of the Club shall be transferred to another club, a competition, The Shropshire FA, or The FA for use by them for related community sports.
- (iv) If for any reason the Football Club goes into voluntary liquidation and within 28 days of such an event occurring there must be in place a team to carry on the existence of the Football Club whether it be a men's, ladies, girl's or boy's teams. This action enables compliance within the lease document and future proofs football being played at Coppice Green Lane or currently known through sponsorship as The Acoustafoam Stadium.

18. Shifnal Town FC Drugs Policy

Shifnal Town FC do not tolerate the use of drugs under no circumstances. If anyone is found in the possession of illegal drugs or under the influence of illegal drugs whilst conducting any activity for or on behalf of the Club, then disciplinary procedures will be commenced. If any member of Shifnal Town FC believe that any drugs activities are taking place it is their responsibility to report this to a member of the Clubs management.

19. Shifnal Town FC Social Media Policy

Shifnal Town FC does not use social networking as a means of communicating with Club's Members, however it is used as a general medium to give general news of what is happening within the Club. Therefore, all team communication should be done via the Club's Website @ Currently under construction and specific team information can be found under that team's section.

Although the Club accepts that adults and young people are increasingly using social networking sites to interact with each other and as a communication tool it offers many benefits to the Club, but we also recognise that it raises several safeguarding concerns. Primarily, the potential risks to young people include cyber-bullying, grooming and potential abuse by online predators and exposure to inappropriate content.

Shifnal Town FC has adopted the following policy in relation to Managers, Coaches, and other adult volunteers in a position of trust and responsibility and promotes the following guidelines for Club Members.

Policy for Managers, Coaches, and other Adult Volunteers

- (i) Adult Club officials will not use social networking sites as a means of communicating with players
- (ii) An Adult Club official who receives a request from a junior club member (under the age of 18 years) to become a “named” friend where the purpose of contact is football related will decline the request.
- (iii) Where Club officials make use of social networking sites they will not criticise or abuse other Club officials, Club members, or other Clubs, their official’s, or players. If the Club becomes aware of such conduct, then disciplinary measures will be taken.

Guidelines for Club Members who use Social Networking Sites

- (i) Do not make a request to your Coach or Manager to be your to be social networking “Friend” if you’re under 18 years of age.
- (ii) Never make any comment or post/send a picture or video that may be hurtful, upsetting, or untrue. Always think very carefully before posting comments or pictures as you may regret an action taken in the heat of the moment.
- (iii) Do not post/send photos of other Club members taken in connection with Club activities as it may breach the Club’s policy on photographs and video.
- (iv) Abide by the terms and conditions of your service provider. The terms of service usually tell you what is and are not acceptable behaviour and how you can contact them if you have a complaint or a concern. If in doubt speak with the Club’s Designated Club Welfare Officer.

20. Shifnal Town FC Complaint Procedure

If any member feels that he or she has suffered discrimination in any way or that the Club Policies, Rules or Codes of Conduct have been broken, they should follow the procedures below:

(A) They should report the matter to the Club Secretary or Club Welfare Officer

The report should include:

- (i) Details of what, when and where the occurrences took place.
- (ii) Any witness statement and names.
- (iii) Names of any others who have been treated in a similar way.
- (iv) Details of any former complaints made about the incident, date, when and to whom made.
- (v) A preference for a solution to the incident.
- (vi) If in the case of discrimination, the matter will be forwarded to the Club’s Parent Association (Shropshire FA) or the Football Association.

(B) The Club’s Management Committee will sit for any hearings that are requested

- (i) In the case of a complaint of discrimination in any way shape or form the matter will be passed on to the Shropshire FA or The FA (Football Association)
- (ii) In the event of a complaint arising involving any Shifnal Town FC Youth Team the complaint should be forwarded in the first instance to the Club’s Welfare Officer.

(C) The Club’s Management Committee will have the power to:

- (i) Warn as to future conduct.
- (ii) Suspend from membership.
- (iii) Remove from membership any person found to have broken the Club's Policies or Codes of Conduct.

21. Kit & Trophy Supplier

- (i) The Board of Directors of Shifnal Town Football Club Limited will nominate the preferred kit supplier and associated equipment.
- (ii) The Kit Supplier for 2025-26 will be PrintzPro.
- (iii) All teams must use the preferred Kit Supplier – PrintzPro
- (iv) Trophies will be sourced through PrintzPro.