TEAM GRASSROOTS

CLUB DEVELOPMENT SERIES / 02

# Club constitution template

A working governance template for a grassroots club constituted as an unincorporated association.

**INFORM. SUPPORT. EQUIP.**

Made for grassroots.

England edition | October 2026 | Version 2.0

PRACTICAL CLUB SUPPORT

# Before you adopt this template

Replace every bracketed field and discuss the clauses at a founding meeting. Record approval, circulate the adopted version and review it annually. This template is for an unincorporated club in England; it is not a company, charity or CASC governing document.

Ask your County FA to check compatibility with affiliation and competition rules. Obtain appropriate legal or tax advice for incorporation, charity/CASC status, property ownership or significant contracts. Officers may incur personal liabilities in an unincorporated association.

## Club particulars

Club name: [CLUB NAME]

Adoption date: [DATE] | Review date: [DATE]

Financial year end: [DATE]

County FA: [NAME] | Main playing venue: [VENUE]

## Decisions to complete

| Field | Proposed club choice |
|---|---|
| Membership and voting eligibility | Define members, minimum voting age and youth parent/carer representation. |
| Committee quorum | [NUMBER] - ensure it cannot be met by one person. |
| General meeting quorum | [NUMBER OR PERCENTAGE] - choose a workable threshold. |
| Notice periods | AGM: [DAYS]; EGM: [DAYS]; constitution amendments: [DAYS]. |
| Meeting requisition threshold | [NUMBER OR PERCENTAGE] of eligible voting members. |

ADAPTATION NOTES / NOT PART OF THE CONSTITUTION

# Choose the rules that fit your club

The clauses that follow are suggested wording for an ordinary, non-charitable, non-CASC unincorporated association. They do not create a company or establish charity/CASC eligibility. Use the correct governing document if the club has a different legal structure.

| Topic | Status and decision |
|---|---|
| FA / County FA / competition rules | External requirements: confirm the applicable rules and any prescribed clauses or approval process. |
| Officers and welfare arrangements | Confirm required roles for your football provision, plus additional officers the members wish to appoint. |
| Membership and voting | Club choice: define members, subscriptions, age eligibility and parent/carer representation without ambiguity. |
| Quorum and meeting notice | Suggested governance provisions: choose workable thresholds and notice periods; check local requirements. |
| Accounts and payment control | Recommended club controls: agree independent oversight and record authorisation arrangements. |
| Amendments and dissolution | Suggested provisions: agree voting thresholds, notice and permitted asset recipients; specialist status may require different clauses. |

## Complete every decision before adoption

A youth player’s registration and a parent’s voting membership are not automatically the same thing. State exactly who receives a vote. Choose quorums that allow a representative meeting without permitting one person to take control. Describe how a reconvened meeting is called.

Review boundary: this is drafting assistance, not legal validation. Ask the County FA about football compliance and obtain suitable advice on personal liability, contracts, tax status, premises or a change in structure. Do not label the resulting document “FA approved” without that approval.

CONSTITUTION / CLAUSES 1-5

# Purpose, membership and affiliation

## 1. Name and status

The club shall be known as [CLUB NAME] (the Club) and shall operate as an unincorporated association. Its principal contact address shall be [ADDRESS].

## 2. Objects

The Club exists to provide safe, inclusive and enjoyable football opportunities for [COMMUNITY / AGE GROUPS]. It shall support player development, fair participation, respect and responsible volunteering. Club income and assets shall be applied to these objects.

## 3. Rules and affiliation

The Club shall affiliate to [COUNTY FA] and comply with applicable FA, County FA and competition rules. Those rules prevail in football matters where they conflict with this constitution. The Club shall maintain the insurance and registration arrangements required for its activities.

## 4. Equality and inclusion

Membership shall be open to people who meet the Club's stated eligibility criteria. The Club shall act without unlawful discrimination and consider reasonable adjustments. Capacity or selection decisions shall use published, fair criteria consistent with safeguarding and competition requirements.

## 5. Membership

Membership categories shall be [CATEGORIES]. The Committee shall maintain a secure membership register and publish fees and conditions. Applications shall follow [PROCESS]. Refusal, suspension or termination shall be explained in writing, with a fair review route, subject to safeguarding measures and football governing-body decisions.

CONSTITUTION / CLAUSES 6-9

# Leadership and financial control

## 6. Committee

The Club shall be managed by a Committee comprising Chair, Secretary, Treasurer, Club Welfare Officer where required, and [OTHER ROLES]. Officers shall be elected at the AGM for [TERM] and may stand again. The Committee may fill vacancies until the next AGM. A quorum is [NUMBER]. Decisions are by simple majority; a tied motion is not carried.

## 7. Accountability and conflicts

The Committee shall meet at least [FREQUENCY], record minutes and report to members. Members shall declare actual or potential conflicts, withdraw from relevant discussion and voting, and have the declaration minuted. A conflict must not be hidden by informal delegation. Delegated authority shall be documented and reviewed.

## 8. Finance

Funds shall be held in accounts in the Club's name. Payments require approval by two authorised, non-conflicted persons. The Treasurer shall maintain records, reconcile accounts monthly and report regularly to the Committee. The AGM shall receive annual accounts reviewed by an independent person appointed by members. Restricted funds shall be tracked and spent only for their agreed purpose.

## 9. Use of assets

No profits shall be distributed to members. Properly evidenced expenses may be reimbursed. Any paid role, supply contract or connected-party transaction must be declared, agreed by non-conflicted Committee members and recorded. Spending and contract limits shall be set in a separate finance policy.

CONSTITUTION / CLAUSES 10-13

# Meetings, welfare and disputes

## 10. General meetings

An AGM shall be held annually with [DAYS] written notice, an agenda, accounts and election arrangements. An EGM may be called by the Committee or requested in writing by [THRESHOLD] eligible voting members; it shall be convened within [DAYS]. General meeting quorum is [NUMBER/PERCENTAGE]. If inquorate, no substantive decisions shall be made; a reconvened meeting requires fresh notice.

## 11. Voting

Voting eligibility is [DEFINITION], with one vote per eligible member and [YOUTH REPRESENTATION RULE]. Ordinary decisions require a simple majority of votes cast. Abstentions are not votes cast. Proxy or electronic participation is permitted only under [AGREED RULES] circulated in advance. A tied motion is not carried.

## 12. Safeguarding and conduct

The Club shall adopt current safeguarding policies appropriate to its participants, appoint required welfare officers and maintain safer recruitment, training and checks. Members shall follow published conduct standards. Safeguarding concerns shall be referred promptly through the appropriate statutory/football channels; the Committee shall not conduct its own abuse investigation or delay referrals pending a meeting.

## 13. Complaints and discipline

A published procedure shall distinguish ordinary complaints from safeguarding and football disciplinary matters. It shall provide written notice of allegations, a reasonable opportunity to respond, impartial decision-makers, proportionate outcomes and an appeal to people not involved in the original decision. Urgent protective measures may be imposed where justified. Governing-body and statutory requirements remain applicable.

CONSTITUTION / CLAUSES 14-17

# Changes, closure and adoption

## 14. Information and records

The Club shall handle personal information lawfully, publish a privacy notice, restrict access and set retention periods. Sensitive welfare records shall be held securely with access limited to appropriate people. Minutes made available to members shall not disclose confidential safeguarding or personal information.

## 15. Amendments

Changes require [DAYS] notice of the proposed wording and approval by at least two-thirds of votes cast at a quorate general meeting. Changes shall be recorded with an adoption date and notified to the County FA where required. They shall not permit distribution of Club assets for private benefit.

## 16. Dissolution

A proposal to close the Club requires [DAYS] notice and approval by at least two-thirds of votes cast at a quorate general meeting. After settling liabilities and honouring restricted-fund conditions, remaining assets shall pass to another non-profit grassroots sports organisation with similar objects, selected by members. No remaining assets shall be distributed to members.

## 17. Adoption

The members adopt this constitution on [DATE]. It replaces [PREVIOUS VERSION / NONE]. The Secretary shall retain the approved version and the meeting record.

**Chair signature / name / date**

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**Secretary signature / name / date**

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COMMITTEE GUIDE / KEEP OUTSIDE THE ADOPTED RULES

# Final adoption checks

☐ Confirm the legal structure, membership model and all bracketed entries. Remove unused alternatives.

☐ Check notice periods, meeting deadlines and voting provisions work together.

☐ Confirm applicable FA/County FA clauses, welfare roles and amendment or notification requirements.

☐ Check financial controls, conflicts, complaints and appeal arrangements are practical and impartial.

☐ Confirm dissolution wording respects grant conditions, liabilities and any tax or charitable status.

☐ Send the completed draft to the appropriate reviewer and record amendments.

☐ Give members the required notice, adopt at a properly convened quorate meeting and record the vote.

☐ Retain the dated constitution and minutes, provide members with the adopted rules and schedule review.

## Supporting policies remain separate

The constitution sets how the club is governed. It should sit alongside safeguarding, conduct, equality, finance, privacy and complaints policies. Detailed operational procedures can be maintained separately, provided they remain consistent with the constitution and external requirements.

**Outstanding clarification / reviewer / date**

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Keep the final version clean: publish the completed constitution clauses and adoption record. These explanatory pages are guidance for the drafting process, not clauses to adopt by accident.

REFERENCE DESK

# Use alongside current guidance

Checked 14 October 2026. Requirements can change. Confirm your club, team and competition requirements with your County FA before acting. For Scotland, Wales or Northern Ireland, use the relevant national association guidance.

FA financial regulation and club structures
https://www.thefa.com/football-rules-governance/policies/financial-regulation

Start a new club - Devon County FA
https://help.devonfa.com/support/solutions/articles/201000126187-how-do-i-start-a-new-club-

FA safeguarding framework and policy templates
https://www.thefa.com/football-rules-governance/safeguarding

FA reporting concerns
https://www.thefa.com/football-rules-governance/safeguarding/section-2-reporting-concerns

TeamGrassroots helps grassroots football Inform. Support. Equip.
For news, club support, kit and equipment, visit teamgrassroots.co.uk.