



Winchester
Application for a new club premises certificate
Licensing Act 2003

For help contact
licensing@winchester.gov.uk
 Telephone: 01962 840222

* required information

Section 1 of 17

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

OAKWOOD-2019

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

Stephen

* Family name

Twamley

* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

* Is your business registered in the UK with Companies House?

Yes No

* Is your business registered outside the UK?

Yes No

* Business name

Colden Common Football Club

If your business is registered, use its registered name.

* VAT number

- NONE

Put "none" if you are not registered for VAT.

* Legal status

Charity or Association

Continued from previous page...

* Your position in the business

Home country

The country where the headquarters of your business is located.

Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

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APPLICATION DETAILS

Name of club

The above named club applies for a club premises certificate under section 71 of the Licensing Act 2003 for the premises described in this section 2 (the club premises).

The club is making this application to you as the relevant licensing authority in accordance with section 68 of the Licensing Act 2003.

Postal Address Of Club

Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Continued from previous page...

Contact Details Of Club

Are the contact details the same as (or similar to) those given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes No

E-mail

Telephone number

Other telephone number

Name Of Person Performing Duties Of A Secretary To The Club

First name

Ian

Family name

Steele

Address Of Person Performing Duties Of A Secretary To The Club

Building number or name

Patra

Street

Portsmouth Road

District

Old Netley

City or town

Bursledon

County or administrative area

Hampshire

Postcode

SO31 8ET

Country

United Kingdom

Secretary Contact Details

E-mail

Telephone number

Other telephone number

Non-domestic rateable value of club premises (£)

3,001.00

Are the club premises occupied and habitually used by the club?

Yes No

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CLUB OPERATING SCHEDULE

When do you want the club premises certificate to start?

/ /
dd mm yyyy

Continued from previous page...

If you wish the certificate to be valid only for a limited period, when do you want it to end? / /
dd mm yyyy

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

General Description Of Club

Describe the premises. For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.

The club house is located within a village recreation ground which includes our football pitch & has previous been licensed by Otterbourne FC until 2016, there are houses nearby & includes parking for up to 30 vehicles. Colden Common FC have just signed a lease to have sole use of the club house & the football pitch although the car park may be used by other visitors.

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PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

- Yes No

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PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

- Yes No

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PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

- Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

- Yes No

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PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Continued from previous page...

Will you be providing live music?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

A band may be in place for any members birthdays or club events, and any events within the UK calendar such as Xmas/
New years eve and music will be amplified although not enough to cause irritation to local residents

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

N/A

Non-standard timings. Where the club intends to use the premises for the performance of live music at different times from those listed in the column on the left, provide list

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

N/A

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PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

Yes

No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start ~~13:00~~ 18:00

End

Start ~~13:00~~ 18:00

End

Continued from previous page...

Will you be supplying alcohol by or on behalf of a club to, or to the order of a member of the club?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the supply of alcohol be for consumption?

On the premises Off the premises Both

If the club wishes members and their guests to be able to consume alcohol on the premises tick on, if the club wishes people to be able to purchase alcohol to consume away from the premises tick off. If the club wishes people to be able to do both tick both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

We would look to open at 13:00 during any Bank Holidays & 11:00 on Christmas Eve & New Years Eve closing at 00:30 for

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Music will only be as a background sound set at a reasonably low volume so as not to irritate the nearest residents, we are extremely mindful of not upsetting our neighbours

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

N/A

Non-standard timings. Where the club intends to use the premises for the playing of recorded music at different times from those listed in the column on the left, provide list

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

N/A

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PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

- Yes No

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes No

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SUPPLY OF ALCOHOL

Continued from previous page...

those two evenings only

Non-standard timings. Where the club intends to use the premises for the supply of alcohol at different times from those listed in the column on the left, provide list

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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HOURS CLUB PREMISES ARE OPEN TO THE MEMBERS AND GUESTS

Will you be selling by retail alcohol by or on behalf of a club to a guest of a member of the club for consumption on the premises where the sale takes place?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

We would look to open at 13:00 during any Bank Holidays & 11:00 on Christmas Eve & New Years Eve closing at 00:30 for those two evenings only

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, provide list.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

We would look to open at 13:00 during any Bank Holidays & 11:00 on Christmas Eve & New Years Eve closing at 00:30 for those two evenings only

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the club premises that may give rise to concern in respect of children.

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

This club is family orientated there will be nothing deemed to be a threat to the safety of children within the club premise

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LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

Strong management controls and effective training of all staff so that they are aware of the club premises license and the requirements to meet the four licensing objectives with particular attention to:

a/ no selling of alcohol to underage people

b/ no drunk and disorderly behavior on the premises area

c/ vigilance in preventing the use and sale of illegal drugs within any property under the care of the club

d/ no violent and anti-social behaviour

e/ no harm to children

Continued from previous page...

Operate strictly within the applied for licensing hours, challenge for proof of ID any patrons who appears to be under 25 years of age.

b) The prevention of crime and disorder

Clear and legible notice outside the premises indicating the normal hours under the terms of the premises license during which licensable activities are permitted.
Clear and conspicuous notices warning of potential criminal activity, such as theft, that may target customers will be displayed.
Not selling of alcohol to drunk or intoxicated customers.
Prevention and vigilance in illegal drug use at the retail unit area.
Staff will be well trained in asking customers to use premises in an orderly and respectful manner

c) Public safety

Internal and external lighting fixed to promote the public safety objective.
Well trained staff adherence to environmental health requirements.
Training and implementation of underage ID checks.
A log book or recording system shall be kept upon the premises in which shall be entered particulars of inspections made; those required to be made by statute, and information compiled to comply with any public safety condition attached to the premises license that requires the recording of such information.
The log book shall be kept available for inspection when required by persons authorised by the Licensing Act 2003 or associated legislation.
All parts of the premises and all fittings and apparatus therein, door fastenings and notices, lighting, heating, electrical, air condition, sanitary accommodation and other installations, will be maintained at all times in good order and in a safe condition.
A register of visitors guests will be kept at the club premise which each visitor will have to provide a full name and address before making use of the club facilities

d) The prevention of public nuisance

Noise reduction measures to address the public nuisance objective.
Prominent, clear and legible notices will be displayed at the exit requesting the public to respect the needs of nearby residents and to leave the premises and the area quietly.
Deliveries of goods necessary for the operation of the business will be carried out at such a time or in such a manner as to prevent nuisance and disturbance to nearby residents.
The Bar Supervisor will ensure that staff who arrive early morning or depart late at night (ex. for unpacking, pricing newly delivered goods) when the business has ceased trading conduct themselves in such a manner to avoid causing disturbance to nearby residents.
Customers will be asked not to stand around loudly talking in the street outside the premises.
Customers will not be admitted to premises above opening hours.
The movement of bins and rubbish outside the premises will be kept to a minimum after 11.00pm. This will help to reduce the levels of noise produced by the premises.
Any lighting on or outside the premises will be positioned and screened in such a way so as to not cause a disturbance to nearby residents.
Adequate waste receptacles for use by customers will be provided in the local vicinity.

e) The protection of children from harm

"Challenge 25" sign which is a retailing strategy that encourages anyone who is over 18 but looks under 25 to carry acceptable ID (a card bearing the PASS hologram, a photographic driving license or a passport) if they wish to buy alcohol.
Well trained staff about requirement for persons' identification, age establishment etc.
Log Book will be kept upon the premises all the time.
Nothing belong existing Health & Safety requirements.

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Club Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00

Band E - £125001 and over £635.00

* Fee amount (£)

100.00

DECLARATION

* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

Stephen Robert Twamley

* Capacity

Club Chairman

* Date

28 / 01 / 2019
dd mm yyyy

Full name

Ian Steele

Capacity

Club Secretary

* Date

28 / 01 / 2019
dd mm yyyy

Remove this signatory

Continued from previous page...

Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/club-licensing/winchester/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

OFFICE USE ONLY

Applicant reference number	<input type="text" value="OAKWOOD-2019"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) Next >

Oakwood Park Pavilion

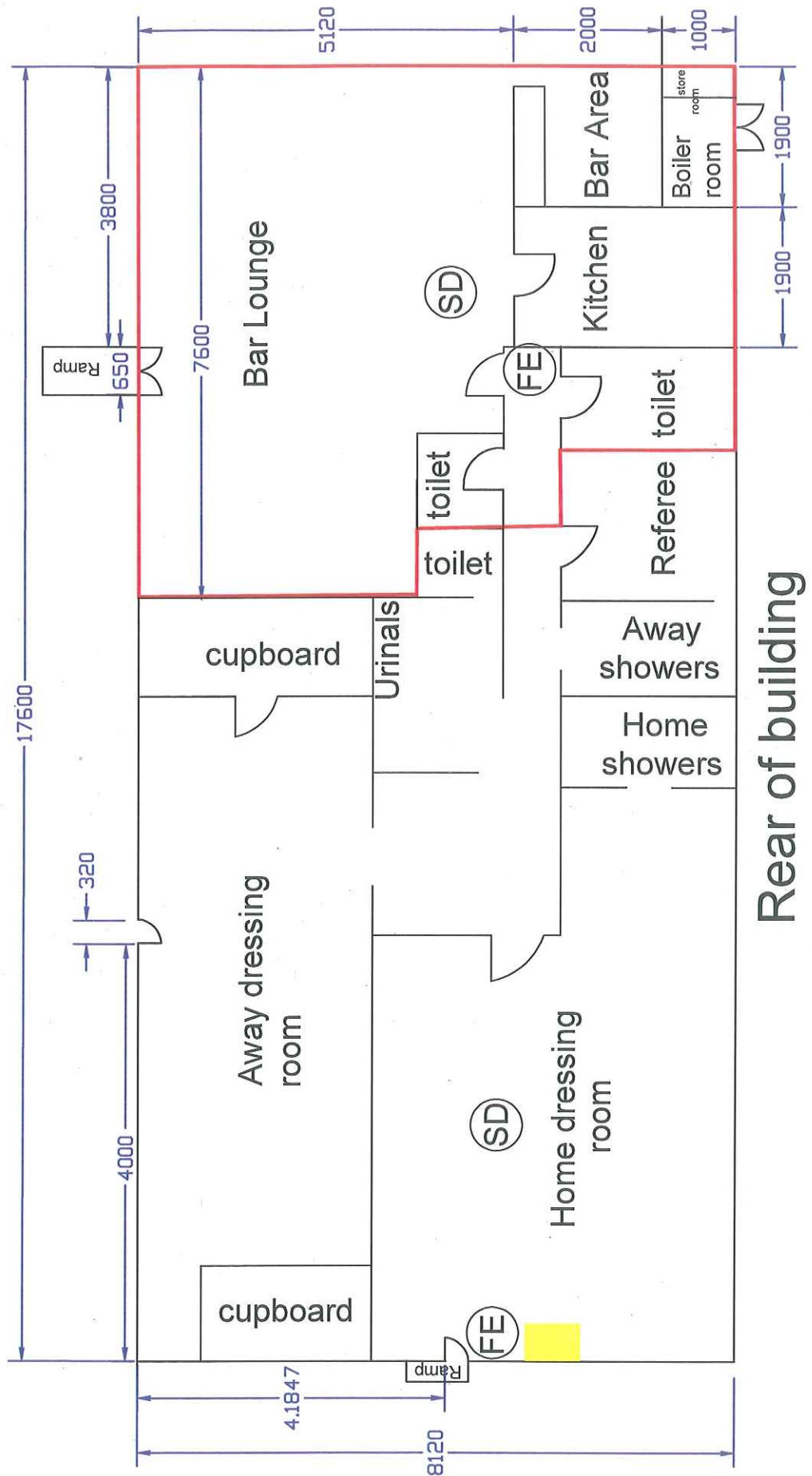
Gas shut off valve

FE Fire Extinguisher

SD Smoke Detector

Red perimeter indicates application licensed area

Front of building



Rear of building



Winchester City Council

City offices
Colebrook Street
Winchester
SO23 9LJ

Declaration for a club premises certificate to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING DECLARATION

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

Club Premises details

Name of club Colden Common Football Club	
Postal address of club, if any, or, if none, ordnance survey map reference or description Oakwood Park Sports Pavillion Otterbourne	
Post Town Winchester	Postcode SO21 2ED
Telephone number (if any) _____	
E-mail (optional) _____	

CLUB DECLARATION AS TO QUALIFYING CLUB STATUS

Colden Common Football Club

(Insert name of club)

club makes the following declarations

- 1) Where the club to which this application relates is:
a registered society within the meaning of the Industrial and Provident Societies Act 1965, a registered society within the meaning of the Friendly Societies Act 1974 or a registered friendly society within the meaning of the Friendly Societies Act,

the club declares that the club satisfies:

Please tick Yes

Condition 1 in section 62(2) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 2 in section 62(3) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 4 in section 62(5) of the Licensing Act 2003

Does the club wish to supply alcohol to members and guests?

If yes the club declares that -

The purchase of alcohol for the club and the supply of alcohol by the club is under the control of the members or of a committee appointed by the members

Please give relevant club rule number(s), if any

**2) Where the club to which this application relates is:
an association organised for the social well-being and recreation of
persons employed in or about coal mines, the club declares that the club
satisfies:**

Please tick Yes

Condition 1 in section 62(2) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 2 in section 62(3) of the Licensing Act 2003

Please give relevant club rule number(s)

Does the club wish to supply alcohol to members and guests?

If yes the club declares that it satisfies -

First condition in section 66(4) of the Licensing Act 2003

Please give relevant club rule number(s), if any

Second condition in section 66(5) of the Licensing Act 2003

Please give relevant club rule number(s), if any

3) Where the club to which this application relates does not fall into the categories in 1 or 2 above, the club declares that the club satisfies:

Please tick Yes

Condition 1 in section 62(2) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 2 in section 62(3) of the Licensing Act 2003

Please give relevant club rule number(s)

Condition 3 in section 62(4) of the Licensing Act 2003

The club's arrangements for restricting the club's freedom of purchase of alcohol are:

(a) contained in club rule number(s),

(b) or, as follows

(please provide a short description)

The club's provisions by which money or property of the club or any gain arising from the carrying on of the club is or may be applied for charitable benevolent or political purposes are:

(a) contained in club rule number(s),

32

(b) or, as follows

(please provide a short description)

The arrangements for giving members information about the finances of the club are:

(a) contained in club rule number(s),

24 to 30

or, as follows

(please provide a short description)

Please describe details of the books of account and other records kept to ensure the accuracy of the information about finances given to members of the club or give the relevant rule number(s)
30 to 32

The treasurer keeps a full set of accounts for both income & expenditure ready for inspection at any time, the same bookwork is made available to all members upon an AGM

Please tick Yes

Condition 4 in section 62(5) of the Licensing Act 2003

Condition 5 in section 62(6) of the Licensing Act 2003

The club proposes to supply alcohol to members and guests
and declares that the club satisfies:

additional condition 1 in section 64(2) of the Licensing Act 2003

Please give relevant club rule number(s), if any

12

additional condition 2 in section 64(3) of the Licensing Act 2003

Please give relevant rule number(s), if any

13c

additional condition 3 in section 64(4) of the Licensing Act 2003

Please give relevant club rule number(s), if any

13c

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

I Stephen twamley,

.....
make this declaration on behalf of the club and have authority to bind the club

Signature

.....

Date

28th January 2019

Capacity

CLUB CHAIRMAN



COLDEN COMMON FOOTBALL CLUB

Oakwood Park, Oakwood Avenue
Otterbourne, Hants. SO21 2ED

Chairman: Mr. S. Twamley – Vice Chair: Ms. K. Davies



Club Secretary

Ian Steele 'Patra', Portsmouth Road, Old Netley, Bursledon SO31 8ET
e-mail:

C.C.F.C.Club Rules and Constitution Season 2018-19

<u>Name</u>	1. The Club shall be called Colden Common Football Club (the Club)
<u>Object</u>	2. The object of the Club shall be to promote amateur football in Colden Common and the surrounding area, and to encourage community participation in the same. Where possible Football Association Charter Standard status shall be sought and the Club shall operate within the guidelines of the FA Charter Standard. Colden Common Football Club is also registered as a Community Amateur Sports Club. The Club shall also abide by the FA's recommended Safeguarding Children Policy , Anti-bullying Policy , Equality Policy and FA's Respect Codes of Conduct .
<u>Status of these rules</u>	3. These rules (the Club rules) form a binding agreement between each member of the Club.
<u>Conditions</u>	4. The Club shall have the status of an affiliated member Club to the Football Association by virtue of its affiliation of the Hampshire F.A. 5. The Club will abide by the rules and regulations of the Hampshire F.A., and of any league or cup competitions to which the Club is deemed to be affiliated through agreed entry into any of these competitions.
<u>Club membership</u>	6. Membership of the Club shall be open to anyone interested in football regardless of age, sex, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowed on a non-discriminatory basis. 6. (a) Full membership, and the privileges thereof, will be available 48 hours following successful nomination and/or correctly completed application being accepted by the Club. 7. The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. 8. All players become members of the Club upon payment of the annual membership fee for the season in which the payment is made. 9. Club membership is terminated by the player's resignation or expulsion from the Club. 10. A register of members shall be kept by the Club Secretary, and will be made available on demand to the Hampshire F.A. as required. 11. The amount of the membership fee shall be determined by the Club Committee from time to time, and payable annually by each member. Fees shall not be repayable. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating. 12. Only current paid up members of the Club may play in matches for the Club. There will be no exceptions to this rule.
<u>Clubhouse & Bar</u>	13. (a) The bar and clubhouse at the premises at Oakwood Park, Oakwood Avenue, Otterbourne may be open to the members & guests at the following hours on the following days, namely: <ul style="list-style-type: none">• On weekdays: Monday to Friday 18:00 to 23:00• Saturday 13:00 to 23:30• Sunday Closed In addition all Bank Holidays 13:00 – 23:00 ii) On Christmas Eve and New Year's Eve 11:00 to 00:30 iii) Or such other times as are permitted by the Licensing Authority and are approved by

- the Management Committee having general management of the affairs of the Club.
- (b) The management of the Bar shall be vested in the Bar Manager and a Bar Committee, a sub-committee of the Management Committee, who have delegated responsibility for the:
- i) Purchase of alcohol from approved distributors
 - ii) Reporting on the Bar receipts to the Treasurer and Management Committee.
 - iii) Ensuring that the Club Rules are abided by at all times by the members and their guests while they are in the Bar or on Club property.
- (c) The purchase of alcohol is restricted to members and guests who have attained the age of 18.

Resignation and expulsion

14. A member shall cease to be a member of the Club if, and from the date which he/she gives notice to the Club Committee of their resignation. A member whose annual subscription is more than 2 months in arrears shall be deemed to have resigned.
15. The Club Committee may refuse membership, or expel members, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the Chairman.
16. A member who resigns or is expelled from the Club shall not be entitled to claim any, or a share of any, of the Club Property.

Club Committee

17. The Club Committee shall consist of not less than six, and not more than fifteen persons to be elected or re-elected at the Annual General Meeting. All members shall hold office from the date of appointment until the next Annual General Meeting. Team Managers are co-opted to the Club Committee until they leave their position or their services are no longer required by The Club.
18. Within the Club Committee, there shall be the following Club Officers: Chairperson, Treasurer and Secretary to be elected by the Club Committee. The Club Committee may appoint such other Club Officers as they deem necessary.
19. The Club Committee shall meet at least once a month, and five members shall constitute a quorum.
20. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee shall have the casting vote in the event of a tie.
21. The Club Committee shall have the power to co-opt additional members that are able to render special services.
22. Decisions of the Club Committee at meetings shall be recorded in written minutes, which shall be distributed to all members of the Club Committee.
23. Save as provided for in the Rules and Regulations of The Football Association and the Hampshire F.A., the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

Annual and Special General Meetings

24. An Annual General Meeting (AGM) shall be held in each year to:
- Receive a report of the activities of the Club over the previous year
 - Receive a report of the Club's finances over the previous year
 - Elect the members of the Club Committee
 - Consider any other business requested in advance through the Club Secretary
25. Nominations for the election of members as Club Officers or as members of the Club Committee shall be made by a proposer and seconder, both of whom must be existing members of the Club, to the Club Secretary.
26. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the meeting.
27. An Extra-ordinary General Meeting (EGM) shall be called at any time by the Club Committee, and within 21 days of the receipt of a written request signed by one quarter of the Club members, detailing the purposes for which the meeting is required, and the resolutions proposed. Business at the EGM may be any business that may be transacted at an AGM.
28. The Club Secretary shall notify all members through their team manager of the dates of a General Meeting, together with the resolutions to be proposed at least 14 days before the Meeting.
29. The quorum for a General Meeting shall be 10 % of the total membership, or 10 people, whichever is the fewer.

Club Finances and Insurance

30. The Club's financial year shall run from 1 June to 31 May, and the accounts submitted to the AGM shall be prepared accordingly.
30. The Treasurer shall keep true accounts of all monies received and paid by or on behalf

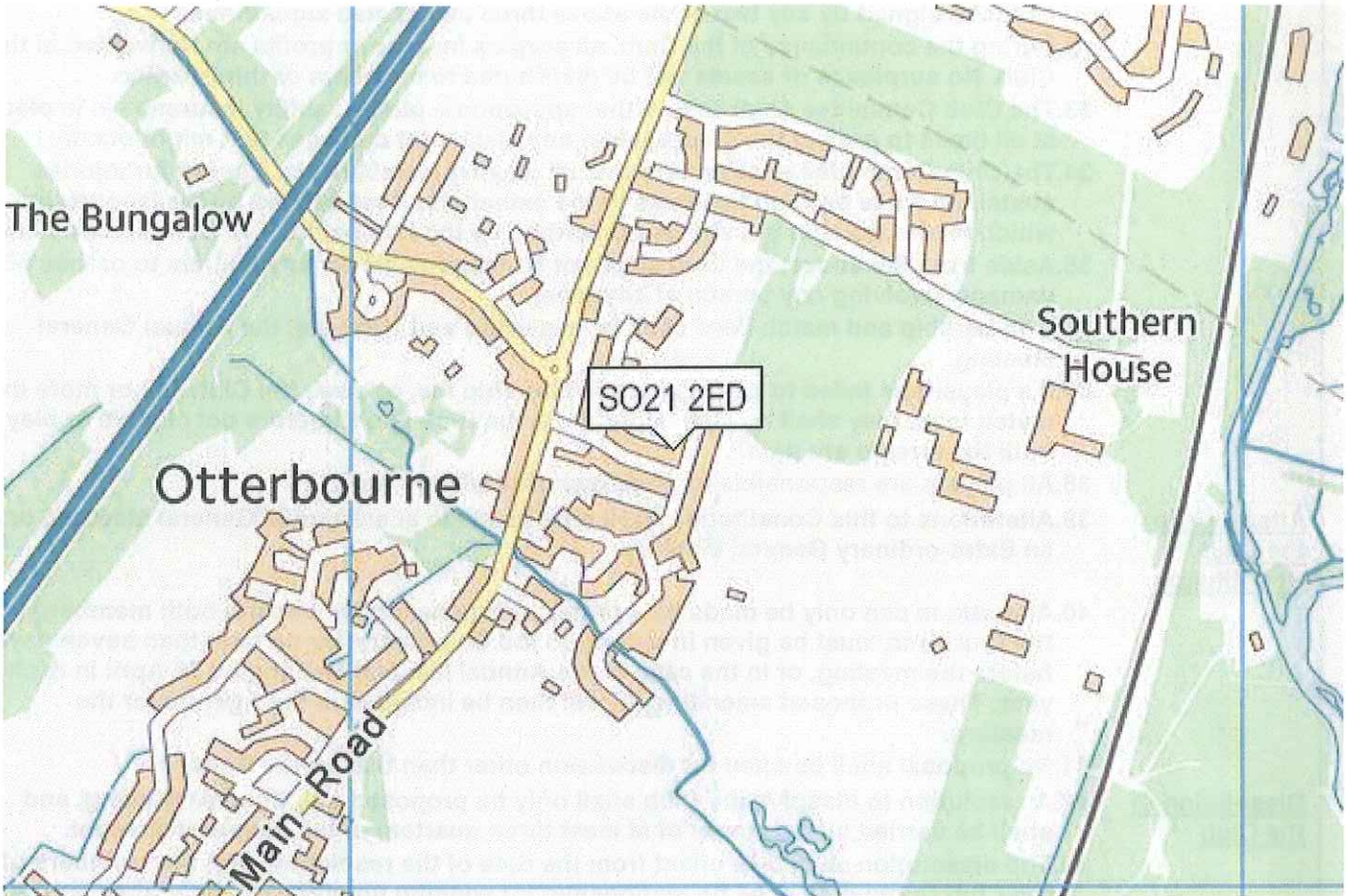
of the Club, and of all matters in respect of which such monies are received or paid, and of the assets and liabilities of the Club.

31. A bank account will be maintained in the name of the Club (the Club Account). Designated signatories for the Club Account shall be the Club Chairperson, the Club Secretary and Treasurer. No sum shall be drawn from the Club Account except by cheques signed by any two of the above three designated signatories.
32. During the continuance of the Club, all surplus income or profits are reinvested in the Club. No surpluses or assets will be distributed to members or third parties.
33. The Club Committee shall ensure that appropriate public liability insurance is in place at all times to protect the Club against any claims for damages that might occur.
34. The Club Committee shall ensure that all playing members are insured for injuries sustained while on Club business to the extent and level defined by the leagues in which teams are entered, and as prescribed by the Hampshire F.A. from time to time.
35. Aside from the above, the Club shall not be responsible for any injuries to or loss or damage involving any person at any time.
36. Membership and match Fees shall be assessed and agreed at the Annual General Meeting.
37. If a player has failed to pay his/her membership fee, or owes the Club £10 or more in match fees, they shall be suspended from the Club and therefore not eligible to play until the arrears are paid.
38. All players are responsible for their own disciplinary fines.
39. Alterations to this Constitution shall only be made at an Annual General Meeting, or at an Extra-ordinary General Meeting.
40. Alterations can only be made by a proposer and seconder who are both members of the Club, and must be given in writing to the Club Secretary no later than seven days before the meeting, or in the case of the Annual General Meeting by 30 April in each year. These proposed amendments will then be included in the Agenda for the meeting.
41. No proposal shall be open for discussion other than that on the Agenda.
42. A resolution to dissolve the Club shall only be proposed at a General Meeting, and shall be carried by a majority of at least three quarters of the members present.
43. The dissolution shall take effect from the date of the resolution, and the members of the Club Committee shall be responsible for winding up of the affairs of the Club, and determining any remaining Club Property (including funds in the Club Account).
44. Upon dissolution, remaining Club Property shall be given or transferred to another registered CASC, a registered charity or to the Football Association. Guidance shall be sought (within the constraints above) from Colden Common Parish Council and other local community figures.

**Alteration to
the Club
Constitution**

**Dissolution of
the Club**

The location of Colden Common FC is shown on the following page



Constitution Agreed at the Club's Annual General Meeting.

Signed Ian Steele *Position CCFC Secretary*
Ian Steele