



LUTON TOWN WFC LADIES

Committee/Club Constitution

Article 1:

NAME OF THE CLUB

The name of the club shall be/is: **LUTON TOWN WFC LADIES** (also known as **LUTON TOWN WALKING FOOTBALL CLUB LADIES/LTWFC LADIES**), herein after referred to as "the Club."

Article 2:

OBJECTIVES

The objectives of the Club shall be:

1. To promote and provide opportunities for participation in walking football for all members
2. To foster sportsmanship, teamwork, and a sense of community
3. To ensure the safety and well-being of all participants, especially vulnerable individuals
4. To organise social events and activities that enhance community and member engagement

5. To provide events to support local or national charities
 6. To support members off the field of play with wellbeing, women's health and confidence building workshops
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Article 3:

GOVERNANCE

The Club shall be governed by a Committee, elected by its members at the Annual General Meeting AGM*

*(*please refer to additional AGM comments Article 10 below)*

COMMITTEE MEMBERS

The Committee shall consist of the following compulsory roles:

1. Chair
2. Vice Chair [dependent on volunteer availability]
3. Secretary
4. Treasurer
5. Safeguarding and Welfare Officer
6. Social Events/Charity Organisation

Additional roles:

1. Team Manager*
2. Fixtures Manager*
3. Player registration officer*
4. Coach/Coaches*
5. FA Accreditation officer*
6. Social Media & Marketing Manager*
7. Risk Assessment Manager*
8. First Aid Accreditation Officer

* It is recommended that these roles are not constituted Committee roles to avoid conflicts of interest between club and playing aspirations for members and coaches/managers.

Article 4:

ROLES & RESPONSIBILITIES

Section 1:

CHAIR & VICE CHAIR

The Chair shall:

1. Provide overall leadership to the Committee
2. Preside over all Committee meetings and the AGM*
3. Ensure decisions are implemented effectively
4. Oversee accountability and ensure adherence to the Club's objectives.

The Vice-chair shall:

1. Provide support for the chair
2. Perform all Chair duties in the absence of the Chair

Section 2: SECRETARY

The Secretary shall:

1. Schedule and document Committee meetings and AGMs
2. Prepare and distribute meeting agendas and minutes
3. Prepare and distribute agreed tasks lists and action points
4. Ensure good communication between Committee members and Club members via social media/email groups and at general meetings

Section 3: TREASURER

The Treasurer shall:

1. Manage and monitor the Club's finances
2. Maintain accurate financial records and produce financial reports
3. Prepare snapshot account details when requested for GM and SGM meetings or when requested by the Chair
4. Ensure timely payment of Club expenses and fees due

5. Present financial updates for the AGM

PLEASE NOTE: The business plan, usually associated with this position, is currently managed by the team Manager/Coach as it's a required document for Grant applications and FA Accreditation. However, the business plan figures form an integral part of the treasurers accounting and must be included in his report.

Section 4: TEAM MANAGER/COACH

The Manager shall:

1. Ensure training venue bookings are up to date with no outstanding fees and communicate any changes to members
2. Oversee the Club's competitive teams in accordance with the: 'Club's Membership and Player Selection for Competitive Games Policy' [as per CM minutes 13/04/2026]

<https://www.lutontownwfccladies.co.uk/club-membership.php>

3. Handle team-related logistics, including fixtures and registrations
4. Act as the point of contact between players, the Committee and tournament organisers.

Section 5: OTHER COACHES

The Coaches shall:

1. Help oversee training/free play sessions and where possible, provide one-on-one tuition for new members in their formative weeks
2. Foster an inclusive and supportive environment for all players
3. Ensure players are prepared for matches and competitions
4. Promote sportsmanship and teamwork
5. Report team progress and any issues to the Manager

Section 6: SAFEGUARDING & WELFARE OFFICER(S)

The Safeguarding and Welfare Officer shall:

1. Ensure the Club complies with safeguarding policies and legislation
2. Act as the first point of contact for safeguarding concerns

3. Ensure safeguarding personnel have up to date qualification(s)
4. Promote the welfare and well-being of all Club members, especially vulnerable individuals

Section 7: SOCIAL EVENTS MANAGER(S)

The Social Events Coordinator shall:

1. Plan and organise social events and activities for the Club
 2. Work with the Committee to ensure events align with the Club's objectives and budget
 3. Promote social activities to enhance community engagement and member participation
 4. Provide post-event reports to the Committee and members
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Article 5:

ACCOUNTABILITY

Section 1: GENERAL ACCOUNTABILITY

1. All Committee members are accountable to the Club members for the effective and transparent execution of their roles
2. Committee members must adhere to this Constitution, Code of Conduct, and relevant policies

Section 2: REPORTING & REVIEW

1. If requested, all Committee members, must submit a report at the AGM outlining their activities, achievements, and challenges over the past year
2. The Committee shall hold regular meetings to monitor progress and address issues:

CM = Committee Meeting, committee members only, apologies for absence required

GM = General Meeting includes both the Committee and members, apologies for absence required by committee members only

SGM = Special General Meeting, includes Committee and either all members or selected members and requires apologies for absence by both committee and either all or the selected members. A record of attendees is also required

AGM = Annual General Meeting. Held once a year. All committee members are required to resign and seek re-election or replacement. Apologies for absence from Committee members only, a record of attendance is required

Section 3: FINANCIAL ACCOUNTABILITY

1. The Treasurer shall present a snapshot financial report at each Committee meeting and a full accounting financial report at the AGM or when requested by the Chair
2. The Club's accounts can be independently reviewed or audited annually by written request to the committee

Section 4: Safeguarding Accountability

1. The Safeguarding and Welfare Officer(s) shall provide a safeguarding report at the AGM and ensure compliance with relevant regulations
2. Safeguarding concerns must be escalated to the relevant authorities if necessary

Article 6:

MEETINGS

Section 1: FREQUENCY

1. The Committee shall meet at least quarterly.
2. The AGM shall be held annually within two months of the Club's fiscal year-end.

Section 2: QUORUM

A quorum for Committee meetings shall consist of at least 50% of Committee members, including at least two of the following: Chair, Secretary, or Treasurer.

Section 3: DECISION MAKING

1. Decisions shall be made by a majority vote of those present.
 2. In the event of a tie, the Chair shall have the casting vote.
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Article 7:

AMENDMENTS TO THE CONSTITUTION

Amendments to the Constitution may only be made at the AGM or a Special General Meeting (SGM), with approval from two-thirds of the members present.

Article 8:

DISSOLUTION

In the event of dissolution, the Club's assets shall be distributed to a local charity or organization with similar objectives, as decided by the Committee.

Article 9:

AGMS

The club will conduct its own AGM within the remit of this constitution as outlined above:

Article 6: MEETINGS, Section 1 FREQUENCY point 2

A joint AGM with LTWFC Men's Committee may be required if objectives or circumstances align or effect both clubs and thus may require joint appraisal and or approval.

If such a situation does not exist, then this constitution does not create a duty-bound commitment to uphold the requirement for a joint LADIES and MENS AGM.

All such opinions/decisions regarding a joint AGM will be discussed between the Men and Ladies Chairs and then duly communicated.

At the AGM each committee member will voluntarily resign their position and seek re-election if they wish to continue via:

- A single member nomination
- A single member nomination second

If an individual does not intend to seek re-election, then the committee will ask for volunteers to replace the individual via:

- A single member nomination
- A single member nomination second

Article 10:

ADOPTION

This Constitution was adopted on: 5th June 2026, post AGM 1st June 2026 with any amendments required and implemented before 20th June on behalf of the Committee and members of: **Luton Town Walking Football Club Ladies/Luton Town WFC Ladies** by the following LTWFC executives:

Alison McDermott Chairperson

David Brown Secretary

Date signed by all: 7th June 2026