

## Scarborough Athletic FC Election Bulletin August 2017

### **IF YOU ARE PASSIONATE ABOUT FOOTBALL AND HAVE EVER CONSIDERED JOINING THE BOARD OF OUR VERY OWN FOOTBALL CLUB WHERE YOUR CONTRIBUTION CAN REALLY MAKE A DIFFERENCE - THEN THIS IS YOUR CHANCE!**

Everybody has an opinion about how our football club should be run and what we would do differently if we could. The supporters of SAFC are no different to everybody else who enjoys the 'beautiful game'. It's exactly the same irrespective of which team we support be it England, Athletic or Manchester United; everybody has an opinion.

You ordinarily would never get the opportunity as a supporter of Manchester United, or most other club sides, to have your opinion heard in the boardroom and to roll your sleeves up and run a football club... but you can with us. Because of the way in which the club is structured, as a fans' run Trust, almost any co-owner has the chance to join the Board of Directors.

Since the club was formed in 2007, we have made huge progress and continue to develop the club further both on and off the pitch thanks to the efforts of many people. But in order to ensure that the club continues to make progress it needs to attract new people with new skills, ideas and commitment who are willing and *able to make it happen* going forward; who can translate ideas into reality. Above all, we need people who recognise that there is a fundamental mutuality between Society and Club and we are looking for people who understand the importance of a 'hands on' approach to the role and who can evidence a practical desire to share the burden of running our club equitably. That is why we introduced a 'Directors Charter' which provides a more tangible outline of the personal, operational and strategic contribution expected of each board member – whatever individual skills and expertise they bring.

If you are already a co-owner who feels you have the skills and expertise to make a difference, and can make the commitment necessary to take our football club forward please complete the Nomination Form attached to this communication. If, however, you are not a Joint owner and perhaps new to the area or that you simply have a passion for football and feel that you can contribute in some other way, please also get in touch.

This is your chance to do more than stand on the sidelines telling others what should be done and what could have been done differently. This is your chance to make a contribution to the on-going success of our club. If you have any queries regarding this Bulletin, please feel free to talk in general terms to any Director or contact us via [elections@scarboroughathletic.com](mailto:elections@scarboroughathletic.com)

*Graham North (Chair)*

Scarborough Athletic FC Election Management Group (EMG)

17th August 2017

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### THE SAFC ELECTION PROCESS 2017 AND HOW TO STAND FOR ELECTION

#### VACANCIES

This year there are four existing Directors – Sandra Troughton, Andy Troughton, Nick Finch and Steve Smith.

If there is to be a 'contested' election then there must be at least three people nominated to stand for election by the closing date for nominations, including any Directors who are stepping down and re-standing.

If there are fewer candidates than there are places, or if a candidate in a contested election fails to poll more than 25% of the votes cast then an 'Affirmative Ballot' will be held at the Clubs Annual General Meeting at the end of November. If there is an Affirmative Ballot, personal statements will be issued in advance and candidates will be put before the meeting for the approval of the Joint Owners. In this instance any candidate not receiving the support of more than 50% of those present in person or voting by proxy, shall be deemed to have not been elected.

#### WHO CAN STAND FOR ELECTION?

Any paid-up co-owner of the Trust can stand for election as long as:

You are willing to subscribe to the Directors Charter.

You are not disqualified from doing so under club rules or side policies.

You are over 18 years old.

You are not subject to a bankruptcy order or have in place a composition with creditors.

You are not subject to a disqualification order under the Company Directors Disqualification Act 1986.

You have not been convicted of an indictable offence (other than a spent conviction as defined by the Rehabilitation of Offenders Act 1974).

You are willing to abide by any rules for the conduct of the Election.

You accept that the decision in all election matters of the Election Management Group is final.

#### HOW TO STAND FOR ELECTION

To stand for election, you must complete and return a Candidate Nomination Form which you will find attached to this Bulletin. Your form must be signed by two other adult paid-up co-owners who support your nomination; any co-owner can support the nomination of up to nine candidates.

You must also submit a brief written personal statement about yourself and why you think you should be elected to the board with your application (minimum of 400 words and a maximum of 1000 words), and a copy of the Directors Charter which you must sign.

Completed Candidate Nomination Forms should be returned to the Acting Society Secretary by email [elections@scarboroughathletic.com](mailto:elections@scarboroughathletic.com) or posted to 1 Red Scar Drive, Newby, Scarborough, North Yorkshire, YO12 5RQ. This must be done NO LATER than Friday 15th September 2017.

Personal statements will then be issued to all paid-up, adult co-owners if an election is required on Sunday 17<sup>th</sup> September 2017 along with Proxy Voting Entitlement forms.

If an election is required then 'hustings' will be held at the AGM. The EMG shall arrange for the candidates to address the AGM and field questions from the floor. The EMG will then issue postal ballot papers. Votes shall then either be deposited at the AGM or emailed/posted to the Acting Society Secretary to be received no later than 7 days after the AGM. The election result will then be announced within 4 weeks of the date of the AGM.

As per the Society's Election Rules, the election will be overseen by an Election Management Group (EMG). This year the EMG is made up of:

Graham North (Chair).

Dan Gadd

The Society's Election Rules can be downloaded in full from the club website at: [www.scarboroughathletic.com](http://www.scarboroughathletic.com)

## Candidate Nomination Form Scarborough Athletic FC annual director elections

|                                                                                                                                                                                                                                                                                                                                   |                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <p><u>PERSONAL DETAILS</u></p> <p>CANDIDATES FULL NAME .....</p> <p>CANDIDATES ADDRESS .....</p> <p>TRUST MEMBERSHIP NUMBER .....</p>                                                                                                                                                                                             | <p>_____</p> <p>_____</p> <p>_____</p>   |
| <p><u>ACCEPTANCE OF NOMINATION</u></p> <p>I hereby agree to my nomination to stand as a candidate in the elections for the Board of the Scarborough Athletic FC and to comply with the election rules.</p> <p>A full set of rules can be seen at <a href="http://www.scarboroughathletic.com">www.scarboroughathletic.com</a></p> | <p>Signature _____</p> <p>Date _____</p> |
| <p><b>ALL NOMINATIONS MUST BE SPONSORED BY PAID UP MEMBERS OF THE TRUST</b><br/>(Members can sponsor up to 9 candidates)</p>                                                                                                                                                                                                      |                                          |
| <p>SPONSOR ONE</p> <p>FULL NAME _____</p> <p>ADDRESS _____</p> <p>MEMBERSHIP NUMBER _____</p>                                                                                                                                                                                                                                     | <p>Signature _____</p> <p>Date _____</p> |
| <p>SPONSOR TWO</p> <p>FULL NAME _____</p> <p>ADDRESS _____</p> <p>MEMBERSHIP NUMBER _____</p>                                                                                                                                                                                                                                     | <p>Signature _____</p> <p>Date _____</p> |

**ATTACHMENTS**

**Please tick if included**

I attach my Personal Statement which is between 400 and 1000 words

I attach my signed copy of the Directors Charter

Please return your application NO LATER than Friday 15th September by email to [elections@scarboroughathletic.com](mailto:elections@scarboroughathletic.com) or by post to:  
The Acting Society Secretary, 1 Red Scar Drive, Newby, Scarborough, North Yorkshire, YO12 5RQ.

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## DIRECTORS' CHARTER OF SCARBOROUGH ATHLETIC FC SOCIETY LIMITED

### 1.0 INTRODUCTION

This document is drafted in accordance with the existing rules of Scarborough Athletic FC Society Limited. The Charter is intended to supplement the general requirements of being a Director of the Society which are outlined in the Society Rules. It reflects the considerably broader demands of running the football club placed on the Directors for the time being based on experience accumulated over several years. The Charter prepares Directors and prospective Directors for the significant personal, operational and strategic contribution expected of each of them; ensuring the burden of effort is shared equitably by all members of the Board.

The Charter provides everyone who has the interests of SAFC at heart with a yardstick to measure the contributions and effectiveness of the Directors and prospective Directors.

Co-opted Directors of the Society may not be bound by the Charter.

### 2.0 UNDERTAKINGS

#### Strategic

I must fully understand and support the aims and objectives of SAFC as detailed in the Business Plan.

I will work closely and openly with my colleagues in order to develop and deliver the shared 'goals' articulated in the Business Plan.

I must be conversant with the annual budget process; participating in the periodic evaluation of SAFC's financial performance.

*Personal commitment:*

*I will aim to attend all eight scheduled meetings of the board set out in the annual strategic planning cycle, and any occasional ad hoc meetings that may be called by the board from time to time.*

#### Operational

I will contribute directly to the success of one or more Operational Committees as required by the Board; co-ordinating workloads and carrying out any day-to-day tasks requested by those committees.

I will raise finances to adequately resource the club's plans; working as part of, or in partnership with one or more Operational Committees as required by the Board.

*Personal commitment:*

*I will aim to attend an estimated six committee meetings, and any ad hoc meetings that may be called by the board from time to time.*

#### Personal

I will lead by example; demonstrating the highest professional standards in my work, my interactions with others, and as an ambassador for the club at all times but particularly on match days.

I will abide by all decisions made by the majority of the Board; adhering to the principles of collective responsibility, and will not act in any way calculated to bring the Society, the Club, its Officers or Directors into disrepute. In particular I will refrain from engaging in personal comment relating to the affairs of the club on social media sites or other platforms excepting such instances that may be permitted by the wider Board.

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I will either represent the Board on match days or will be available to undertake *ad hoc* duties as requested by the Club Secretary on match days when not representing the Board.

### *Personal commitment*

*I understand that I must have regular access to the internet and a suitable computer in order to engage fully with my colleagues on a day-to-day basis.*

*I will aim attend in an official capacity all those competitive fixtures of the first team and/or junior fixtures assigned to me on the 'duty' rota set up by the board and to undertake any ad hoc match day duties assigned to me by the club secretary on other days.*

*I will engage fully in the clubs confidential Personal and Professional Development Programme.*

### **Sanction**

I understand that the Election Management Group may reject my candidature for election or re-election to the board if I am unwilling or unable to commit to the Charter.

I understand that if I do not strive to uphold my commitment to the Charter I may be required to vacate the office of Board member if required to do so by a majority of the other Board members. A deliberate breach of undertakings may also constitute a disciplinary offence.

I agree to uphold the Directors Charter:

Print name:

Signature:

Date: