



# **VICTORIA SPORTS ASSOCIATION**

## **CONSTITUTION**

### **1.0 NAME**

- i. The group shall be known as the “VICTORIA SPORTS ASSOCIATION”, and shall be based in the DEEPSEA SLUM, Highridge Location area of Westlands District, Nairobi County and Uranga Sub-Location, East Gem Location in Siaya County.

### **1.1: VISION**

- i. Using Sports as a tool to enhance Children and Youth Development through VSA to strive to overcome discrimination, improve health and combat diseases, promote gender equality, fight violence and secure environmental sustainability.

### **1.2: MISION**

- i. "To nurture youth's potential through Sports and Life skills education"

### **1.3: PURPOSES**

- a. Shall be to arrange association football clinics and Life Skills activities for our children.

### **2.0 AIMS AND OBJECTIVES**

VSA is primarily and strategically guided by three major motives:

#### **a) Commercial Sports Business:**

- a. Talent promotion: To generate revenue by identifying, grooming, selling or buying football talent, skills and expertise.
- b. Commercial Advertising: To generate revenue for the club through sell of advertising space on Club materials and events.

#### **b) Social responsibility:**

As a social responsibility cause to society, VSA aims at

- a. Helping disadvantaged and needy children through sports
- b. To remove children from street and transform them into productive citizens.
- c. Reduction of drugs addicts
- d. To pay an active role in promotion of youth and women empowerment, economically, socially and politically.
- e. To create public awareness of their human rights and civic responsibilities through seminars, workshops conferences and publications.
- f. To carryout HIV/AIDS awareness campaigns
- g. Do all such other things that are conducive to the attainment of the foregoing



objectives or any of them.

- h. To keep the children busy during holiday in order to avoid children to learn bad manners and being in the bad group when they are not with their parents.
- i. Creating Mutual Understanding between all the youth academies in Kenya through forming up soccer leagues and competitions.

**c) Promote education among disadvantage children.**

- a. Offer school bursaries to disadvantaged children to promote their education standards and well being through searching for and contacting the respective schools for admissions.
- b. Work hand in had with parents and schools, to facilitate children to learn
- c. To facilitate orphans, street kids and children from poor families to get sponsors for their studies
- d. Provide and equip youth with knowledge in computer skills

There will be two teams, *Victoria Soccer Academy* for both girls and boys aged 8-14 years and *FC VICTORIA and VICTORIA QUEENS FC* for boys and girls respectively aged 15 to 20 years. This will create an avenue for the youth to be active, to develop their talents, and to avoid idleness and crime, drugs and alcohol in the society.

### **3.0 MEMBERSHIP**

i) Eligibility of membership shall satisfy the under mentioned criteria. There shall be four categories of membership

- a. Founder members; all persons listed as founder members of the group;
- b. Ordinary members; resident of good social standing of Highridge sub-location and East Gem Location,
- c. Associate members; any group or individual that the group shall enter into association like leaders or organized sponsors who help achieve joint group objectives, e.g., NEMA or FKF ,etc;
- d. Affiliated members; any person or group with which the group will form partnership, like other football teams, organizations,companies or training partnerships;
- e. Team members; all persons who shall be involved directly in the group's activities such as the players, the trainers, team doctors, volunteers who perform duties such as refereeing and linesmen.

ii) Except for the Team, all members shall be aged 6 - 35 years and shall have to pay non-refundable KShs 500/= registration fee and shall be paying a monthly subscription of Kshs 200/=. New members shall pay Kshs 1000/= registration fees and shall pay the monthly subscription of kshs 200. The registration fees and subscriptions will be used to cater for the new members sports equipments and projects equipments maintainance.

### **4.0 OFFICE BEARERS**

A) Shall consist of the following;



- i. Chairman Founder Member
- ii. Vice-Chairperson
- iii. Secretary
- iv. Assistant Secretary
- v. Treasurer
- vi. Assistant Treasurer
- vii. Organizing Secretary

B) All of who shall be fully paid-up members and whom shall be elected at the end of every one year at AGM, except the founder chairman Dennis .O. Otieno till he resign at his will or decide to handover.

C) All office bearers shall hold office for two years from the date of election until the succeeding AGM subject

D) An office bearer who ceases to be a member of the society shall automatically cease to be an office bearer thereof.

#### **5.0 DUTIES OF OFFICE-BEARERS**

i) **Chairman;** -- Founder member Dennis Ongwen Otieno shall be VSA chairman until he resign by his will, he shall preside over all meetings of the committee and all general meetings unless prevented by illness or other sufficient cause. Shall convene meetings in consultation with the Secretary in response to Committee; and he shall hold office for a continuously.

ii) **Vice-Chairperson;** -- shall perform the duties of the Chairman in his or her absence; and shall hold office for continuous term of two years to be subsequently elected every two years at AGM:

iii) **Secretary;**-- shall record and read for approval all minutes of all meetings, and deal with all correspondence in consultation with Committee, to make urgent decisions subject to Committee ratification; shall convene and issue notification of all meetings in tandem with the Committee decisions; shall keep, maintain, and run the team records, keep and follow-up on the minutes with sub-committees; respond to the minutes and keep all literary memory of the group; shall be the custodian of the original constitution

iv) **Assistant Secretary;** -- shall perform the duties of the Secretary in the absence and also as assigned by the Committee

v) **Treasurer;** -- shall be custodian of all group finances; shall receive, disburse and document under direction of Committee all the moneys belonging to the society; shall issue receipts for all moneys received and preserve vouchers for all moneys disbursed; shall keep and properly maintain all financial records; holds responsibility for all accounting and proper bookkeeping, and for the ease of availability for inspection of financial records

vi) **Assistant Treasurer;** -- shall perform duties as specifically assigned by Treasurer or by the Committee in the absence of Treasurer

vii) **Organizing Secretary;** - will be in charge of planning and staging the team events including Tournaments, other target activities, all general meetings and elections of officials and other duties as allocated by Committee.



## **6.0 THE COMMITTEE**

- i. Shall consist of all the current office bearers of the society and two alternate members who are elected at the AGM in every subsequent first year at the end of the term of office bearers;
- ii. Committee members will serve terms of one year
- iii. Committee shall hold meetings at such times and places as it resolves but not less than once in every three months;
- iv. Vacancies in the Committee shall be filled by the committee in acting capacity until the next AGM

## **7.0 DUTIES OF THE COMMITTEE**

- i) Day to day management of the team, its sports teams and its activities;
- ii) Supervision of the conduct of duties of the Office-bearers in pursuit of team objectives;
- iii) Power to appoint sub-committees to deal ad hoc with need-to-solve problems;
- iv) Authorizing and controlling the team's expenditures;
- v) The desirable quorum for decisions to be made shall be 5 five members

## **8.0 GENERAL MEETINGS**

- i. There shall be AGMs and special GMs
- ii. AGM shall be held by 31<sup>st</sup> December and not later than 5<sup>th</sup> January in each year, presided over by the current Chairman
- iii. Notice shall be sent to members in writing accompanied by the annual statement of accounts and agenda stated sent not less than 21 days before the date of the AGM, and where practicable by letter or parcel not less than 14 days before the date of the meeting
- iv. Agenda shall consist of –confirmation of previous meeting's minutes; consideration of accounts; election of office bearers in every first year in accordance with election rules; and appointment of auditors in accordance with rule, Such matters as the committee may decide or as to which notice shall have been given in writing by a member to the secretary at least four weeks before the date of the meeting.
- v. Any other business with the approval of the chairman.
  - a. **Special General Meetings:** will be held for any special purpose and notice shall be issued of seven days in writing by Secretary;
  - b. GMs may be requested by not less than 7 members for specific urgent purposes by order in writing to the Secretary, and the GM shall be held within 21 days of issue of invitation letters and shall discuss only agenda raised in the request;
  - c. Quorum desirable shall not be less than 11 members of the whole group.

## **9.0 PROCEDURE AT MEETINGS**

- a. Will be presided over by Chairman, Vice Chair or any member selected at the meeting;
- b. The Chairman or Interim Chairperson may at his/her discretion limit the number of persons permitted to speak in favour of or against any motion at any meeting;



- c. Resolutions shall be decided by simple voting by a show of hands: the Chairman shall have a deciding vote in the case of a tie in the voting.

#### **10.0 TRUSTEES**

- a. The property of the team shall be held by two trustees who must be members of the group and who shall be elected by members and appointed at AGM for a period of one year.
- b. The trustees shall report to the Treasurer to report to the Committee on any revenue and on status of group property.

#### **11.0 AUDITOR**

- a. All the financial transactions of the forum shall be subjected to an annual audit at AGM.
- b. The auditor shall be appointed annually by the A.G.M or special general meeting, and shall not be a member of the team;
- c. The audit report shall be distributed to members 14 days prior the date of the A.G.M or special general meeting.
- d. The audit report must be read to members present in the AGM or special general meeting by the treasurer.
- e. The auditor may be paid such honorarium for his or her duties as maybe resolved by the A.G.M or special general meeting

#### **12.0 FUNDS**

- i. The team shall be financed by: Membership fee, Membership monthly contribution, Fundraising contributions and Donation from well-wishers.
- ii. All moneys and funds shall be received by and paid to the treasurer and shall be deposited by him in the name of the society in any bank approved by the committee.
- iii. No payments shall be made out of the bank account without a resolution of the committee authorizing such payment and all cheques on such bank account shall be signed by the treasurer or the Assistant Treasurer and two other office bearers of the society who shall be appointed by the committee.
- iv. A sum of not exceeding Sh. 100 may be kept by the treasurer for petty disbursements of which proper account shall be kept.
- v. The committee shall have power to suspend any office bearer who it has reasonable cause to believe is not properly accounting for any of the funds or property of the society and shall have power to appoint another person in his place. such suspension shall be reported to a general meeting to be convened on a date not later than two months from the date of such suspension and the general meeting shall have full power to decide what further action should be taken in the matter.
- vi. The financial year of the society shall be from 1st January to 31st December.
- vii. The signatories to the established account shall be: Chairperson, Treasurer and Secretary
- viii. There shall be a minimum of two signatories for validation of any cheques
- ix. The signature of the Treasurer shall be mandatory for all transactions.



### **13.0 BRANCHES**

Branches of the society may be formed with the approval of the committee and the Registrar of Societies and they will adopt the same constitution as that of the headquarters with the following:

- i. The aims and objects will not include the formation of branches.
- ii. Amendments to the constitution can only be made by the headquarters of the society in the accordance with the provisions of rule 14.
- iii. The provisions of rule 15 shall apply to branches but, in addition, branches will not be dissolved without consultation with their headquarters.

### **14.0 MANAGEMENT OF SPORTS TEAMS AND OTHER ACTIVITIES**

- a. The two teams *VICTORIA SPORTS ASSOCIATION* shall be managed by the Sports director and Team Managers all of who shall be appointed by the Committee.( All other activities will from time to time be managed by Directors appointed by the Committee in sharing responsibilities equally among all members).

### **15.0 AMENDMENTS TO THE CONSTITUTION**

- a. Shall be made upon approval by at least two-thirds majority of members at a general meeting of the official;
- b. Such amendments will be implemented with prior consent in writing of the Registrar, obtained upon immediate application to him in writing and signed by three of the office bearers;
- c. Any amendment to the constitution shall be valid if at least 2/3 of the members so decide at any special meeting convened for that purpose;
- d. A member seeking to propose amendment to the constitution shall write to the Secretary expressing his or her intentions. The Secretary shall inform the committee of the proposal;
- e. The Committee shall discuss the proposed amendments and set a date for an A.G.M or a special GM to discuss the agenda 28 days prior to the date of that GM.
- f. Members shall be notified of any intention to make any change in the constitution at least 21 days before the date of the GM that shall discuss the change.

### **16.0 DEVELOPMENT PLAN**

The VSA through their development plan will:

Aim to have every VSA team manager suitably qualified to a minimum standard laid down by the Football Kenya Federation.

Aim to have every VSA team manager attend a child Protection and Best Practice workshop in accordance with the Kenya children's right law.



## **17.0 DISSOLUTION**

Shall be by a resolution passed at a GM by a vote of two-thirds of members who are present following invitation of ALL members;

The group shall stand dissolved if the membership falls below two members;

The forum shall stand dissolved if proscribed by the Relevant G.O.K authorities;

The forum shall stand dissolved when 90% of bona-fide members approve of its dissolution;

## **18.0 INSPECTION OF ACCOUNTS**

Books of accounts and all documents relating thereto and the list of members of the society shall be available for inspection at the registered office by any officer or member of the society on giving not less than seven days notice in writing to the society;

Quarterly reports shall be submitted to the Registrar and the registration of the group shall be done annually.

## **18.0: CODE OF CONDUCT FOR PLAYERS**

### **18.1: Obligation towards the game**

A player should:

Make every effort to develop their own sporting abilities, in terms of skills, techniques, tactics and stamina whilst in training or outside of a structured session.

Give maximum effort and strive for the best possible performance during a game, even if his team is in a position where the desire result has already been achieved.

Set a positive example for others, particularly young players and supporters.

Avoid all forms of sportsmanship, and time wasting.

Always have regard to the best interests of the sport, including where publicly expressing an opinion on the sport and any particular aspect of it, including others involved in the game.

Not use inappropriate language.

Have FUN!

### **18.2; OBLIGATION TOWARDS TEAMS:**

A player shall:



Make every effort consistence with Fair Play and the Laws of the game to help his own team win.

Resist any influence which might, or might be seen to, bring into question his commitment to the team winning.

### **18.3: Respect for the laws of the game and completion rules**

A player shall:

Know and abide by the laws, rules and spirit of the game, and the competition rules.

Accept success and failure, victory and defeat, equality.

Resist any temptation to take banned substances or use banned techniques.

### **18.4: Respect towards opponents**

A Player Shall:

Accept the decision of the match official without protest.

Safeguard the physical fitness of opponents, avoid violence and rough play, and help injured opponents.

### **18.5: Respect towards Match officials**

A player shall:

Accept the match official's decisions without protesting.

Avoid speaking words or acting in a way which may mislead a Match Official.

Show due respect towards Match Officials.

### **18.6: Respect towards the team officials**

A player shall:

Abide by the instructions of their Coach and Team Officials, provided they do not contradict the spirit of this code.

Show due respect towards the Team Officials of the opposition.

### **18.7: Obligations towards the supporters:**

A player shall show due respect to the interests of supporters.

### **19.0: Code of conduct for the Parents and Spectators**





The Parents and Spectators are expected to:

Consistently deliver high standards of behavior at all times.

Set an example to other parents, supporters and players.

Praise good play and hard work of individuals and the team.

Avoid coaching the children during the game.

Not to shout and scream and criticize their own child or other players.

Respect the referee's decisions.

Give attention to each of the children involved in football not just the most talented.

Encourage every child to participate in the football ground and academics.

Support players to be punctual for and after training, competitive matches and tournaments.

Encourage fair play towards players, parents and officials.

Accept success and failure, victory and defeat of the team equally.

Accept the manager's decisions in all instances as regards selection of players, substitute of players, discipline of players and team tactics.

## **20.0: CLUB POLICIES**

### **20.1: Policy against Discrimination**

Victoria Sports Association is responsible for setting standards and values against discrimination to apply through the VSA at every level.

Football belongs to and should be enjoyed by everyone, equally.

VSA shall be committed to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, color, religion or disability.

Equal opportunities in the VSA means that in all activities there shall be no discrimination and no one shall be treated less favorably, on grounds of sexual orientation, race, nationality, ethnic origin, color, religion or disability.

This includes opportunities in:

The advertisement for volunteers.

The selection of candidates for volunteers.



Courses.

External coaching and education activities and awards.

Football development activities.

Selection for children and players to join VSA

Appointments to honorary positions with the project.

**c.** The VSA will not tolerate sexual or racially based harassment or other discriminatory behavior, whether physical or verbal and shall ensure that such behavior is appropriately punished.

**d.** The VSA shall be committed to the development of training and awareness raising event and activities in order to promote the eradication of discrimination within it's own organization and in the wider content, within football as a whole.

## **20.2: POLICY ON EQUAL OPPORTUNITIES:**

Our policies shall be:

VSA is committed to a policy of equal treatment of members in all levels of authority, to abide and adhere to this general principle and the codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.

All members are expected to abide by the provisions of article 47 of this constitution.

**b.** Discrimination is prohibited in:

Treating any individual less favorably than others on ground of gender, color, marital status, race, nationality or ethnic or national origin, sexual orientated or disability.

Expecting an individual, solely on the ground stated above, to comply with requirements for any reason whatsoever related to their membership, which are different to the requirements for others.

Imposing on any individual, requirements which are in effect more onerous on that individual than they are on others. This includes applying a condition (which is not warranted by the requirements of the position) which makes it more difficult for members of a particular race or sex to comply than others not of that race or sex.

Victimization of any person.

Harassment of any person, which for the purpose of this policy and the actions and sanction applicable there to is regarded as discrimination.

Any other act or omission, which has the effect of disadvantaging any member against another, or others, purely on the above grounds.



c. The VSA shall conduct immediate investigations of any claims of discrimination and where such is found to be case:-

The offender may be required to cease the discriminatory act or omissions.

The victim may be awarded restitution or damage for the loss or injury suffered.

Discrimination in its many forms is against the football club's policy, any members offending will be dealt with under the disciplinary procedure.

d. The VSA shall put into consideration all disabled members in their recruitment and membership, in the same manner as other members, giving consideration to their special needs.

e. Appropriate training will be made available to such members who request it.

#### **21.0: COMPLAINTS PROCEDURE:**

In the event that any member feels that he or she has suffered discrimination in any way or that the VSA Policies, Rules or Codes of Conduct have been broken; they should report the matter to the VSA secretary or any member of the committee, including details of:

What, when, and where the occurrence took place.

Any witness statement and names.

Names of any others who have been treated in a similar way.

Details of any form complaints made about the incident, date, when and to whom the complaint was made.

A preference for a solution to the incident.

b. The VSA Management Committee will sit for any hearings that are requested.

c. The Management Committee will have the power to:

Warn as to future conduct.

Suspend from membership;

Remove from membership; any person found to have broken the VSA Policies or codes of conduct.

#### **22.0: VICTORIA SPORTS ASSOCIATION CHILD PROTECTION POLICY**

VSA acknowledges its responsibility to safeguard the welfare of every child and youths who has been entrusted to its care and is committed to working to provide a safe environment for all it's members.



A child or young person is anyone under the age of 18 engaged in any VSA football activities.

The VSA subscribes to the FIFA Child Protection and Best Practice - Policy and Procedures and has adopted the Policy Statement contained in that document:

The key principles of the FIFA Child Protection Policy are that:

The child's welfare is, and must always be, the paramount consideration.

All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religion beliefs or sexual orientation.

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Working in partnership with other organizations, children and young people and their parents is essential.

e. VSA shall safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying.

f. The FIFA Child Protection Regulation applies to everyone in football whether in a paid or voluntary capacity.

### **23.0: RECRUITMENT OF VOLUNTEERS:**

In recruiting volunteers the Club will:

develop a role profile

request identification documents

have a minimum meet and chat with the applicant(s) and where possible conduct interviews before appointments

Request and follow up with two references before appointing.

Require a VSA Unit Enhance Disclosure where appropriate in line with FIFA guidelines

b. Where concerns are raised regarding the appropriateness of a club member or an applicant to the VSA guidance will be sought from the Football Kenya Federation.

c. All decisions will be made in the best interests of the children and youth members.

### **24.0: BULLYING**

The children rights identification of bullying as a category of abuse shall be so applied in this



constitution.

Incidents of bullying shall be dealt with by the CWO or a member of the committee or alternatively in extreme cases, the Kenya Child Protection Officer.

**Chairman**

**Secretary**

---

---

**VICTORIA SPORTS ASSOCIATION.**

**Chairman**, Dennis Ongwen Otieno, P. O. Box 14930- 00800 Nairobi, Kenya.

Mobile telephone: +254716405781

Email: [info@vsakenya.org](mailto:info@vsakenya.org) - [dennis@vsakenya.org](mailto:dennis@vsakenya.org)

Website: [www.vsakenya.org](http://www.vsakenya.org)

The Chairman - Dennis Ongwen Otieno

The Vice-Chairman - Geoffrey Ambasi

The Secretary - Stephen Otieno

The Ass. Secretary - Evans Kiarie

The Treasurer - Josephine Makokha Machika

Ass Treasurer - Vaolet Afandi Idage

## **VICTORIA SPORTS ASSOCIATION** **MEMBERS LIST**

<b>NAME</b>	<b>ID Card No</b>	<b>Mobile No.</b>	<b>Signature</b>
DENNIS ONGWEN OTIENO			
GEOFFREY AMBASI			
EVANS KIARIE			
CHARLES KARANJA MUIGAI			
JOSPHINE MAKOKHA MACHIKA			
WINFRED VICKY AKOTH			
STEPHEN OTIENO			
VAOLET AFANDI IDAGI			
SOPHIA AKINYI ODERO			
JOAN NGESA OPOLO			



HENRY ASENJI MANGONGO			
REGINAH KAVUTHA			
JULIUS WERE NYABUL			
JEREMIAH MEMBA NYANGWESO			
ROSE MAUREEN OMUGAH			
GODFREY OCHIENG			
EMILY ACHIENG OMONDI			
JULIUS ANEKEYA			
VIVIAN ATIENO			
ROSE WANJIRU MWANGI			
MAGRATE ATIENO OKUMU			

**Founder Chairman**  
**Dennis .O. Otieno**

.....

**Secretary**  
**Stephen Otieno**

.....