

04 FOOTBALL CLUB CONSTITUTION AND RULES



04 FOOTBALL CLUB | Uniting Communities Through Football

ZIFA Division 2 Affiliated | Bikita East, Masvingo Province, Zimbabwe

Adopted: _____

Registered: _____

PREAMBLE

We, the founding members of 04 Football Club, a community-based football organization in Bikita East, Masvingo Province, Zimbabwe, hereby establish this constitution to guide the operations, governance, and objectives of the Club. We recognise the transformative power of football to unite communities, provide positive pathways for youth, and produce professional athletes. This Constitution is adopted as the primary and foundational governing document that shall regulate the conduct of all members, officials, players, and affiliates of this Club to its principles and rules.

CHAPTER 1 — NAME, IDENTITY AND LOCATION

1. Club Name

- 1.1. The Club shall be officially known as **04 FOOTBALL CLUB**, hereinafter referred to as "the Club."
- 1.2. The Club's short name for use on match programmes, kits, and communications shall be "04 FC" or "04".

2. Club Location and Jurisdiction

- 2.1. The Club is based in Manyuchi, Ward 24, Bikita East, Masvingo Province, Republic of Zimbabwe.
- 2.2. The Club's home ground and registered address shall be determined by the Executive Committee and registered with ZIFA accordingly.
- 2.3. The Club shall operate within the jurisdiction of the Zimbabwe Football Association (ZIFA) and its affiliated regional and divisional structures.

3. Theme Colours and Crest

- 3.1. The Club's official colours shall be determined and registered by the Executive Committee.
- 3.2. The Club crest, motto, and any official symbols shall be approved by the Executive Committee and shall represent the heritage and aspirations of the Bikita East community.

4. Club Status

- 4.1. The club shall be a community-based, non-profit football organization affiliated to the Zimbabwe Football Association (ZIFA) and participating in Masvingo Province's Football Division 2 (as known as D2) competitions or any other competitions sanctioned by ZIFA.



CHAPTER 2 — VISION, MISSION AND OBJECTIVES

5. Club Vision

- 5.1. The Club envisions a united, drug-free, and prosperous Bikita East community where youth are empowered through football to achieve their full potential at local, national, and international levels.

6. Club Mission Statement

- 6.1. To develop, nurture, and promote football talent in Bikita East, while fostering community unity and providing youth with discipline, direction, and professional opportunities through sport.

7. Core Objectives

- 7.1. The Club is formed to achieve the following Objectives:
 - 7.1.1. *Anti-drug Campaign* — to actively combat drug and substance abuse among the youth of Bikita East by providing structured sporting activities, mentorship, and a safe and constructive environment.
 - 7.1.2. *Community Unit* — to bring together all residents of Bikita East and surrounding communities through the shared passion of football, regardless of clan, tribe, religion, or political affiliation.
 - 7.1.3. *Youth Development* — to identify, nurture, and equip young people in the Bikita East community with the football skills, physical fitness, and mental discipline required to pursue professional football careers.
 - 7.1.4. *Competitive Football* — to participate competitively in ZIFA Division 2 and to strive for promotion through the ZIFA divisional league structure.
 - 7.1.5. *Professional Pathways* — to establish clear talent pipelines and links with professional clubs, scouts, and academies that enable deserving youth to advance their football careers.
 - 7.1.6. *Social Responsibility* — to act as a responsible community anchor, partnering with local schools, chiefs, churches, and civic bodies for the betterment of society.



CHAPTER 3 — MEMBERSHIP

8. Categories of Membership

8.1. The Club shall have the following categories of membership:

- 8.1.1. Executive Members — distinguished individuals conferred honorary membership by the Executive Committee.
- Application for membership shall be approved by the Executive Committee.
 - Members shall pay subscriptions as determined by the Executive Committee.
 - Membership may be terminated for misconduct, non-payment, or breach of this Club Constitution and/or ZIFA rules.
- 8.1.2. Playing Members — registered players who actively participate in training and matches.
- 8.1.3. Non-Playing Members — coaches, technical staff, administrators, and officials.
- 8.1.4. Ordinary Members — community supporters and patrons who subscribe to the Club's values.
- 8.1.5. Youth Members — players under the age of eighteen (18) enrolled in the Club's youth development programme.

9. Membership Requirements

- 9.1. All members must complete the official Club registration form and pay the prescribed membership fee.
- 9.2. Playing members must meet ZIFA registration requirements, including age verification, medical clearance, and transfer compliance.
- 9.3. Youth members must have written parental or guardian consent.
- 9.4. No person shall be denied membership on the basis of race, ethnicity, religion, gender, or disability.

10. Membership Obligations

- 10.1. Every member shall:
- Uphold the Club's Constitution, values, and codes of conduct.
 - Pay subscriptions and levies as prescribed by the Executive Committee.
 - Attend meetings, training sessions, or matches as applicable.
 - Actively support the Club's anti-drug and community outreach programmes.
 - Refrain from any conduct that brings the Club into disrepute.

11. Termination of Membership

- 11.1. Membership may be terminated by resignation, non-payment of fees, or disciplinary action as provided in Chapter Eight of this Constitution.



CHAPTER 4 — GOVERNANCE AND ADMINISTRATION

12. Governing Bodies

12.1. The Club shall be governed by the following structures:

- The General Assembly — highest authority
- The Executive Committee — day-to-day governing body
- The Technical Committee — football and player development
- The Disciplinary Committee
- The Finance Committee

12.2. The General Assembly:

12.2.1. The General Assembly shall be the supreme decision-making body of the Club.

12.2.2. An Annual General Meeting (AGM) shall be held once per year, within three months of the end of the financial year.

12.2.3. Extraordinary General Meetings (EGMs) may be called by the Chairperson or upon written request of at least one-third of paid-up members.

12.2.4. A quorum for General Assembly meetings shall be a simple majority of paid-up members.

12.3. The Executive Committee:

12.3.1. The Executive Committee shall consist of the following officers:

- Chairperson
- Vice-Chairperson
- Secretary-General
- Vice-Secretary
- Treasurer
- Vice-Treasurer
- Club Advisory Committee
- Youth Development Officer
- Community Liaison Officer
- Team Coach
- Assistant Team Coach
- Technical Team
- First Aid Team

12.3.2. Executive Committee members shall be elected at the AGM for a term of two (2) years and may serve a maximum of two consecutive terms in the same position.

12.3.3. A quorum for Executive Committee meetings shall be five (5) members.

12.3.4. The Executive Committee shall meet at least once per month during the football season and at least once every two months in the off-season.



12.4. Duties of Officers

- 12.4.1. **Chairperson** — presides over all meetings, represents the Club at official functions, and provides strategic leadership.
- 12.4.2. **Vice Chairperson** — assists the Chairperson and assumes Chairperson duties in their absence.
- 12.4.3. **Secretary General** — maintains all Club records, correspondence, minutes, and ensures ZIFA registration compliance.
- 12.4.4. **Vice Secretary** — assists the Secretary General and assumes Secretarial duties in their absence.
- 12.4.5. **Treasurer** — manages all financial accounts, prepares budgets and financial reports, and ensures fiscal transparency.
- 12.4.6. **Vice Treasurer** — assists the Treasurer and assumes Treasurer duties in their absence.
- 12.4.7. **Club Advisory Committee** — provide strategic, non-binding advice to the board/executive on governance, fan engagement, and sustainability. Also works on enhancing stakeholder communication, reviewing matchday experiences, advising on community projects and ensuring adherence to club values and policies
- 12.4.8. **Youth Development Office** — Oversees youth programmes, talent scouting, school partnerships, and professional pathway initiatives.
- 12.4.9. **Community Liaison Officer** — leads community outreach, anti-drug campaigns, and stakeholder engagement with local leaders and institutions.
- 12.4.10. **Team Coach** — is responsible for managing team logistics and administration, training, developing, and managing players to maximize performance — designing, leading, and evaluating training sessions, creating match tactics and strategies, and providing player mentorship to build confidence.
- 12.4.11. **Vice Team Coach** — assists the Team Coach and assumes Coaching duties in his absence.
- 12.4.12. **Technical Team** — responsible for defining the Club’s playing philosophy, scouting, analyzing performance, and providing administrative support to Team Coaches.
- 12.4.13. **First Aid Team** — responsible for ensuring player safety by providing on-field injury assessment, immediate crisis care, and applying the PRICE protocol (protection, rest, ice, compression, elevation) for injuries



CHAPTER 5 — FINANCE AND PROPERTY

13. Sources of Revenue

- 13.1. The Club's income shall be derived from:
- Membership subscriptions and registration fees
 - Match day gate receipts and ticket sales
 - Sponsorships, grants, and donations
 - ZIFA prize money and divisional allocations
 - Fundraising events and community activities
 - Merchandise and branding sales

14. Financial Management

- 14.1. The Club is non-profit; all funds shall support objectives.
- 14.2. All Club funds shall be held in a bank account in the Club's name, requiring at least two signatories from the Executive Committee for withdrawals.
- 14.3. The financial year shall run from 1 January to 31 December.
- 14.4. Audited financial statements shall be presented at each AGM.
- 14.5. No officer shall personally benefit from Club funds. Any conflict of interest must be declared and recused.
- 14.6. The Treasurer shall keep proper financial records.
- 14.7. Expenditure above a threshold set by the Executive Committee shall require full Executive Committee approval.
- 14.8. All funds shall be used for club development.

15. Club Property

- 15.1. All property, equipment, and assets acquired by the Club shall remain Club property and shall not be alienated without approval of the General Assembly.

CHAPTER 6 — ZIFA AFFILIATION

16. Article 16 — ZIFA Affiliation

- 16.1. The Club shall be a registered and affiliated member of the Zimbabwe Football Association (ZIFA) in compliance with ZIFA's current statutes, rules, and regulations.
- 16.2. The Club competes in ZIFA Division 2 and shall abide by all rules and codes of conduct prescribed by ZIFA and its regional structure.
- 16.3. The Club acknowledges that ZIFA statutes take precedence in all matters of football regulation, player eligibility, and match conduct.
- 16.4. The Club shall maintain up-to-date and accurate records of all player registrations and submit them to the relevant ZIFA division office as required.



CHAPTER 7 — COMPETITIVE PARTICIPATION

17. Player Registration

- 17.1. Members including players shall pay subscriptions and/or joining fees as determined by the Executive Committee
- 17.2. All players must be officially registered with ZIFA before participating in any competitive match.
- 17.3. The Club shall comply fully with ZIFA transfer regulations, player eligibility rules, and nationality requirements.
- 17.4. The Club shall field teams in youth, senior, and (if possible) women's categories.
- 17.5. Technical team (Team Coach, Assistant, First Aid) appointed by Executive.

18. Match Participation and Fixtures

- 18.1. The Club shall participate in Division 2 and other ZIFA competitions and fulfill all fixtures as scheduled by the ZIFA divisional competition authority.
- 18.2. Failure to fulfill a fixture without valid cause shall result in disciplinary action in accordance with ZIFA rules.
- 18.3. The Club shall ensure that all home matches are played at a ground that meets the minimum standards prescribed by ZIFA for Division 2 competition.

CHAPTER 8 — BASIC RULES OF FOOTBALL

The Club shall play football in accordance with the Laws of the Game as issued and updated by the International Football Association Board (IFAB) and adopted by FIFA and ZIFA. Key principles include: fair play, respect for opponents/referees, no doping, no violence, and adherence to offside, foul, card, and substitution rules. The Club commits to educating players on these Laws during training. The following fundamental rules apply:

19. The Field of Play

- 19.1. Matches shall be played on a rectangular grass or turf pitch. For Division 2 matches, the pitch must comply with ZIFA minimum dimensions.
- 19.2. The field of play shall include: two goal areas, two penalty areas, a centre circle, corner arcs, and penalty spots.

20. Players and Team Composition

- 20.1. Each team shall field eleven (11) players, one of whom must be a designated goalkeeper.
- 20.2. A match may not commence if a team has fewer than seven (7) players.
- 20.3. ZIFA Division 2 rules shall govern the number of substitutions permitted per match.



21. Duration of Play

- 21.1. A match consists of two equal halves of forty-five (45) minutes each, separated by a half-time interval not exceeding fifteen (15) minutes.
- 21.2. The referee may add time for stoppages at their discretion (injury time / added time).
- 21.3. Extra time and penalty shoot-outs may be employed in knockout competitions as per competition rules.

22. The Ball

- 22.1. The match ball shall be spherical, made of approved synthetic material, and shall conform to the size and weight specifications in the Laws of the Game.
- 22.2. The home team is responsible for providing match balls meeting ZIFA standards.

23. Goal Scoring

- 23.1. A goal is scored when the entire ball crosses the goal line between the goal-posts and under the crossbar, provided no infringement has been committed.
- 23.2. The team scoring the greater number of goals wins the match and is awarded three (3) points and the team with less or no scores is awarded no point. If scores are equal at full time, the match is drawn and each team will earn one (1) point, unless competition rules require a winner.

24. Offside Rule

- 24.1. Offside rules must be observed — A player is in an offside position if any part of their body (except hands and arms) is closer to the opponent's goal line than both the ball and the second-to-last defender at the moment the ball is played to them.
- 24.2. Being in an offside position is only an offence if the player is actively involved in play at that moment, as judged by the referee.

25. Fouls and Misconduct

- 25.1. Direct free kicks are awarded for serious fouls, handling offences, and other infringements specified in the Laws of the Game.
- 25.2. Indirect free kicks are awarded for technical infringements.
- 25.3. A penalty kick is awarded when a direct free kick offence is committed inside the offending team's own penalty area.
- 25.4. Disciplinary Cards — Yellow cards (caution) and red cards (dismissal) shall be used in accordance with the Laws of the Game. A player receiving two yellow cards in a match is dismissed.
- 25.5. A dismissed player may not be replaced.
- 25.6. Players cannot handle the ball with their hands (except the goalkeeper).
- 25.7. Fouls such as kicking, pushing, or tripping opponents are prohibited.

26. The Referee/Match Official

- 26.1. Referees control the game and enforce the rules as appointed by the ZIFA divisional authority. The referee's decision is final on all matters of fact during the game.



- 26.2. Club officials and players shall show respect and comply with all referee decisions. Dissent may result in caution or dismissal.
- 26.3. Official match protests must be lodged in writing through ZIFA prescribed channels and not through conduct on the field.

27. Player Equipment

- 27.1. Players must wear a jersey, shorts, stockings, shin guards, and appropriate football boots.
- 27.2. Goalkeepers must wear colours that distinguish them from all other players and match officials.
- 27.3. Jewellery and hard accessories that could cause injury are prohibited.

28. Abandoned and Postponed Matches

- 28.1. If a match is abandoned for reasons beyond the Club's control, the ZIFA divisional authority shall determine the outcome or reschedule the match.
- 28.2. Clubs shall not abandon matches due to disagreements. All disputes must be resolved through official channels after the match.

CHAPTER 9 — CODE OF CONDUCT AND DISCIPLINE

29. Code of Conduct

- 29.1. All Club members, players, officials, and supporters are expected to:
 - 29.1.1. Behave with honour, respect, and fairness on and off the field of play
 - 29.1.2. Respect match officials, opponents, teammates, and spectators at all times
 - 29.1.3. Refrain from match-fixing, bribery, or any form of corrupt conduct
 - 29.1.4. Refrain from use of drugs, alcohol, or illicit substances during Club activities
 - 29.1.5. Represent the Bikita East community with dignity and pride
 - 29.1.6. Comply with all ZIFA rules and Club regulations

30. Disciplinary Committee

- 30.1. The Disciplinary Committee shall consist of three (3) members appointed by the Executive Committee, none of whom shall be directly involved in the matter being heard.
- 30.2. Any member charged with a disciplinary offence shall be given written notice of the charge and a fair opportunity to respond before any sanction is imposed.
- 30.3. Sanctions may include: written warning, suspension from Club activities, demotion from position, or expulsion from the Club.
- 30.4. Decisions of the Disciplinary Committee may be appealed to the Executive Committee within fourteen (14) days of the decision.



CHAPTER 10 — YOUTH DEVELOPMENT AND ANTI-DRUG PROGRAMME

31. Youth Development Programme

- 31.1. The Club shall maintain a structured youth development programme targeting boys and girls from the age of ten (10) years in the Bikita East district.
- 31.2. The programme shall provide:
 - Regular coached football training sessions
 - Physical fitness and nutrition education
 - Life skills, mentorship, and academic support
 - Exposure to trials and scouting opportunities with professional clubs
 - Pathways to the Club's senior squad for exceptional talent
- 31.3. The Club shall partner with local primary and secondary schools, rural district councils, and community leaders to identify talent and sustain the programme.

32. Anti-Drug and Substance Abuse Campaign

- 32.1. The Club is committed to eliminating drug and substance abuse among the youth of Bikita East in particular and in Zimbabwe in general..
- 32.2. The Club shall:
 - Conduct regular awareness campaigns in schools, community centres, and churches
 - Engage qualified counsellors and health workers for outreach and rehabilitation referrals
 - Establish a zero-tolerance policy against drug or substance use by any Club member
 - Partner with government health authorities, NGOs, and community leaders in sustained anti-drug efforts
 - Use football as a platform to communicate anti-drug messages to youth and families
- 32.3. Any player or member found to be under the influence of illicit substances during Club activities shall face immediate suspension pending a full disciplinary hearing.



CHAPTER 11 — AMENDMENTS TO THE CONSTITUTION

33. Amendment Procedure

- 33.1. This Constitution may be amended only at a duly convened General Assembly by a two-thirds majority of members present and voting.
- 33.2. Proposed amendments must be submitted in writing to the Secretary-General at least twenty-one (21) days before the General Assembly at which they are to be considered.
- 33.3. No amendment shall contravene the statutes or regulations of ZIFA or FIFA.

CHAPTER 12 — DISSOLUTION

34. Dissolution of the Club

- 34.1. The Club may be dissolved only by a resolution passed by at least three-quarters of paid-up members at a Special General Meeting convened for that purpose.
- 34.2. Upon dissolution, all assets of the Club, after settlement of liabilities, shall be transferred to a community development fund or a ZIFA-affiliated football development body as determined by the General Assembly.
- 34.3. The Club's ZIFA affiliation shall be formally surrendered upon dissolution.





CHAPTER 13 — ADOPTION AND SIGNATURES

This Constitution was duly adopted by the founding members of 04 Football Club at a meeting held at _____, Bikita East, on the _____ day of _____ 20_____

CHAIRPERSON

Name: _____ Signature: _____ Date: _____

SECRETARY-GENERAL

Name: _____ Signature: _____ Date: _____

TREASURER

Name: _____ Signature: _____ Date: _____

WITNESSED BY (Community Leader/Chief's Representative/Ward Councilor/ZIFA Rep)

Name: _____ Title: _____ Signature: _____

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