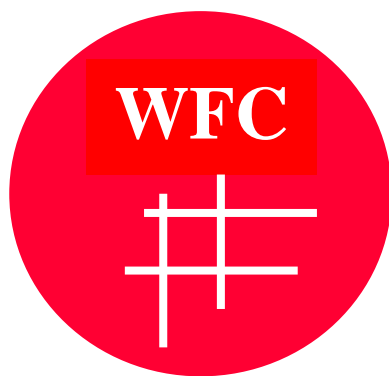


# WHITTINGTON F.C.



## CLUB RULES & CONSTITUTION

*Founded -1989*

*F.A. Charter Standard "Development Club" - 2001*

*F.A. Charter Standard "Adult Club" - 2004*

*Staffordshire F.A. "Development Club of the Year 2004"*

*F.A. Charter Standard "Community Club" - 2005*

WEBSITE : [www.whittingtonfc.co.uk](http://www.whittingtonfc.co.uk)



Last Updated 31<sup>st</sup> August 2005

## **1. NAME / COLOURS & LOGO**

- (a) The Club shall be called WHITTINGTON F.C. (the Club) and will be affiliated to Staffordshire Football Association.
- (b) The Club colours will be red, white and black.
- (c) The Club's name and logo is not to be used in any publicity or promotional material or correspondence without the agreement or knowledge of the Club Committee.

## **2. OBJECTS**

The object of the Club is to provide facilities for and promote the participation of the whole community in the sport of football. We endeavour to do so by providing:

- (a) a fair opportunity for members to play competitive association football matches in local leagues and tournaments,
- (b) a safe and enjoyable environment to play and train,
- (c) a family friendly club which demonstrates best practice and promotes ethics & high standards throughout the game,
- (d) a Club which abides by the standards and recommendations of the F.A. Charter for Quality, the F.A. Charter Standard scheme and the F.A. National Development Plan for Football.
- (e) F.A. qualified coaches with all teams to train the players and improve their skills and fitness,
- (f) opportunities for all members irrespective of sex, race, religion or parental circumstances to train and play for the Club,
- (g) a strict code of conduct that governs the levels of expected behaviour from all Club Officials, managers, coaches, players and spectators,
- (h) encouragement to parents/guardians/family members to become involved with the Club as Officials, coaches, volunteers, spectators or assistants,
- (i) social activities for its members and the active promotion of the Club and football generally, in the wider community.

## **3. RULES AND REGULATIONS**

- (a) These rules (the Club Rules) form a binding agreement between each member of the Club.
- (b) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.

## **4. ANTI-DISCRIMINATION & EQUAL OPPORTUNITIES POLICY**

- (a) WHITTINGTON F.C. is responsible for setting standards and values to apply throughout the club at every level. Football belongs to and should be enjoyed by everyone, equally. Our commitment is to confront and eliminate discrimination whether by reason of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability.
- (b) Equality of opportunity at the Club means that in all our activities we will not discriminate or in any way treat anyone less favourably, on grounds of sex, sexual orientation, race, nationality, ethnic origin, colour, religion or disability. This includes:
  - The advertisement for volunteers.
  - The selection of candidates for volunteers.
  - Courses.
  - External coaching and education activities and awards.
  - Football development activities.
  - Selection for teams.
  - Appointments to honorary positions.
- (c) The Club will not tolerate sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal, and will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.
- (d) The Club is also committed to a programme of ongoing training and awareness raising events and activities, in order to promote the eradication of discrimination within its own organisation, and within football as a whole.

- (e) Whittington F.C. is committed to a policy of equal treatment of all members and requires all members of whatever level of authority, to abide and adhere to this general principle and the requirements of the Codes of Practice issued by the Equal Opportunities Commission and Commission for Racial Equality.
- (f) Specifically discrimination is prohibited in :
  - Treating any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.
  - Expecting an individual solely on the grounds stated above to comply with requirements for any reason whatsoever related to their membership, which are different to the requirements for others.
  - Imposing on an individual requirements which are in effect more onerous on that individual than they are on others.
  - Victimisation of an individual.
  - Harassment of an individual (which for the purposes of this policy and the actions and sanction applicable thereto is regarded as discrimination).
  - Any other act or omission of an act which has as its effect the disadvantaging of a member against another, or others, purely on the above grounds.

Thus in all the Club's recruitment, selection, promotion and training processes, as well as disciplinary and other matters (where those in control of members are required to make judgements between them) it is essential that merit, experience, skills and temperament are considered objectively as possible.

- (g) Whittington F.C. commits itself to the immediate investigation of any claims of discrimination on the above grounds and where such is found to be the case, a requirement that the practice cease forthwith.
- (h) Any member accused of discrimination will be investigated and dealt with under the Club's Disciplinary Procedure.
- (i) The Club is committed to the disabled person whenever possible and will endeavour to promote the availability of football for disabled members. The Club will treat any disabled members, in aspects of their recruitment and membership, in exactly the same manner as other members. The difficulties of their disability permitting, assistance will be given wherever possible to ensure that disabled members are helped in gaining access to the sport. Subject to available resources and specifically qualified personnel, the Club will endeavour to provide appropriate training to any disabled members who request it.

## **5. CHILD PROTECTION POLICY**

- (a) Every child and young person who plays football should be able to participate in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved in football.
- (b) Whittington F.C. recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying.
- (c) The Club will not tolerate sexual or racially based harassment, emotional harm, neglect or bullying, or any other discriminatory behaviour, whether physical or verbal, and will work to ensure that all such complaints are taken seriously and that all such behaviour is met with appropriate action in whatever context it occurs.
- (d) The Club is also committed to a programme of ongoing training and awareness raising events and activities, in order to recognise the signs and symptoms which suggest a child is in danger, and to promote good practice to ensure the highest possible standards of care are provided within its own organisation, and within football as a whole. The Club's guidelines on best practice will also help protect adults from any false allegations of abuse.
- (e) The Club will take all reasonable steps to ensure unsuitable people are prevented from working with children and young people by following the F.A. Criminal Records Bureau process for the vetting and screening of all adults who have access to children through their role in the Club. This process will be updated at least every three years and the Club have the right to deny access to the children and to Club membership until/unless the CRB process is satisfactorily completed.

The F.A. CRB Unit will process all screening forms and these are kept completely confidential. All disclosure information will be destroyed by shredding once a decision is made. The CRB Unit will send each applicant a copy of their Certificate and the Club will be informed the names of all those who have a Disclosure Certificate that is acceptable to the F.A. although the content of each certificate will not be disclosed to the Club.

- (f) Anyone who already holds a CRB certificate for another organisation will be asked to submit to a new check to the F.A. to ensure we hold the most recent disclosure information possible.
- (g) Any CRB disclosure forms which reveal a history of offending will be referred by the F.A. CRB Unit to a CRB Panel for discussion and possibly to Case Management for further enquiries. If the F.A. decide a person is no longer allowed to work with children then they will inform the individual, the County F.A. and the Club. At this stage the individual's Club membership will be automatically withdrawn.
- (h) The Club will appoint a Designated Child Protection Officer with specific responsibility to provide guidance to members on child protection issues and to promptly and carefully investigate, assess, review and report any concerns about poor practice or possible abuse to the County F.A. Child Protection Officer, and/or the F.A. / NSPCC Helpline (0808 800 5000) and/or Social Services or the Police.
- (i) It is the duty of all Club members to immediately report all allegations or concerns about poor practice or possible abuse to the Club's Designated Child Protection Officer, or in their absence, the Designated County F.A. Child Protection Officer or the F.A. / NSPCC Helpline (0808 800 5000).
- (j) If a child or young person informs a Club member of a situation of poor practice or possible abuse or if through observation or through a third party a Club member becomes aware of a situation of poor practice or possible abuse then they should follow the following procedure :
  - Stay calm so as not to frighten the child or young person concerned.
  - If the child or young person is present ensure their safety and reassure them that they are not to blame and are right for telling.
  - Keep questions to a minimum. It is not your job to interrogate. You are not qualified to do so and may cause greater upset to the victim or put any legal case at risk.
  - Don't make promises about confidentiality or outcome.
  - If the child or young person is in need of immediate medical attention then take them to hospital or call an ambulance and inform the doctor of your concerns.
  - Report to the Club Designated Child Protection Officer or in their absence, the Designated County F.A. Child Protection Officer or the F.A. / NSPCC Helpline.
  - Make a factual and unemotional written record of events including the child's or young person's name, address, date of birth and the nature of the allegation. Then pass this to the Designated Person. Write down the facts – exactly what the person said or what you saw. Do not add any personal opinions and use simple and clear language.
  - Do not share the information with anyone else – parents, colleagues etc.
  - The Designated Person will then take appropriate action including informing the parents/carers unless there is specific reasons not to do so.
  - The Designated Person will also ensure any complaints or incidents involving Club members are reported and dealt with in accordance with the Club's Disciplinary procedure (see later section).
  - If a Club member has concerns that matters have not been dealt with satisfactorily then this should be brought to the attention of the Club Committee who will then follow matters up directly with the F.A. or with the F.A./NSPCC Helpline, Social Services or by reporting directly to the Police.

## 6. CHILD PROTECTION – BEST PRACTICES

All Club members are expected to adopt the following best practices :

- (a) Being Open. Any contact with children should happen in a public place and with parental permission/knowledge. Avoid any situations where you are alone with one child. If you have to meet or coach one child make sure you do so in an open environment. If you travelling with a child, get the parent's permission, avoid

- having one child alone with you in the car and never share a room on your own with a child.
- (b) Challenging poor practice, bullying, foul or provocative language or any controlling behaviour that upsets children. Never ignore bullying by parents, coaches or other children. Listen to and support the person being bullied. Report all incidents of unacceptable behaviour to the Club's Designated Child Protection Officer under the Child Protection procedure detailed above.
  - (c) Maintain an appropriate relationship with children. This means treating young people fairly and avoiding favouritism. It means being friendly and open and recognising when a relationship is becoming too close and may be inappropriate for someone in a position of power and trust.
  - (d) Respecting all young players. Help players take responsibility for their own development and decision-making. Avoid unnecessary physical contact. Touching can be okay and appropriate as long as it is not intrusive or disturbing to the player. If there is need for physical contact (e.g. in guiding players into position on the training field or comforting a young player who is upset) be thoughtful. Ask the player's permission first and be sensitive to their reaction and respond accordingly.
  - (e) Being qualified and staying up to date with procedures. Make sure that the content of any practices, the duration of matches or training sessions, the size of the pitch and any equipment used, are appropriate for the age and development stage of each player. No matches or training should take place involving children under 16 years old versus adults.
  - (f) Changing Rooms. When children & young people use changing rooms they should be supervised by at least two adults. At least two adults are required before entering any area where children or young people are changing. Adults should not enter changing areas alone unless they are certain at least two other adults are already present in the room. Adults should not change or shower at the same time using the same facilities. Separate facilities should be available for boys and girls. If a child feels uncomfortable changing or showering in public no pressure should be placed on them to do so, and they should be allowed to shower and change at home. No changing should be allowed in an open environment. If anyone with disabilities requires changing facilities then they and their carers should be consulted before deciding how they should be assisted. Ensure they are able to consent to the assistance that is offered.
  - (g) Image Rights. From time to time images of the Club's players are requested to appear in the local press (newspapers, magazines or television) or on the Club's own website. Unless we are specifically notified in writing by a parent/carers that no images are to be used, then the Club policy is as follows :
    - All images must be used to represent our Club and sport appropriately.
    - Taking and publishing images of individual players is **NOT** permitted without the parent's and the player's prior consent.
    - Taking and publishing team or group photos is permitted providing the individual players are not named and the parents concerned are aware that pictures are being taken and may be published.
    - Taking photos or video of training sessions or matches will be restricted as much as possible and requires the prior consent of the managers concerned.
    - Publishing images of training sessions or matches is permitted providing these are general 'background' shots and do not focus on or name individual players.
  - (h) Transport. Parents are responsible for getting players to matches, both home and away games, and training sessions. It is the parent/carers responsibility to ensure the relevant team manager is present before leaving their child. If a parent/carers allows their child to travel in another person's car they are deemed to be giving their consent that it is safe to do so and it is their responsibility to check that the person has adequate car insurance and is safe to drive.
  - (i) Late Collection of children. It is not the Club's responsibility to transport players home or to any other location on behalf of parents/carers who have been delayed. If such circumstances arise then we will attempt to contact the parent/carers on their contact number or on the emergency contact number provided on the Club membership form. We will then wait with the player at the sport facility with other volunteers/parents present if at all possible. It is

- not the Club's responsibility to send a child home with another person without permission from a parent or carer.
- (j) Travelling away / overnight stays away from home or Club. Any event or trip away from home organised by the Club (other than travel to normal League away fixtures) is subject to the following :
- Before any trip a risk assessment should be undertaken to check travel, venue, staffing, medical services & locations, weather, relevant environmental & medical issues (e.g. insects, heat, tablets & vaccinations), passport & visa regulations, cultural do's and don'ts, sleeping and catering arrangements. Possible dangers should be identified and suitable safety/emergency procedures put in place.
  - Adequate insurance cover should be considered to include public/civil liability, personal accident, travel insurance, medical cover including expenses for sending someone home in an emergency (E111 forms), and vehicle accident/breakdown/recovery services.
  - A staff-to-player ratio of one staff member to 10 players although more staff are recommended with groups of children under 11 years old. At least one male and one female member of staff should accompany mixed sex groups. Additional staff may be needed for players with special needs or disabilities.
  - Roles and responsibilities of staff members should be clearly established. One person should have ultimate responsibility. Team managers/coaches are normally expected to have responsibility for supervision. The driver should not have other duties while travelling.
  - All staff must hold a current F.A. CRB Disclosure Certificate and at least one must have completed the F.A. Child Protection Workshop.
  - A Home Contact should be agreed to hold copies of the travel plan, contact information for everyone travelling, venue contacts, and any medical & consent forms.
  - Accommodation should be checked for adequate medical back-up, security, fire/emergency evacuation procedures, storage of valuables and access to a telephone. There should be separate sleeping arrangements for males and females, staff and players. Players should not share a bed and staff should not share rooms with players. There should be a member of staff on each floor where players are accommodated and sharing accommodation or areas with other groups should be avoided if possible.
  - Appropriate written information should be provided to all parents/carers before departure detailing as necessary travel arrangements, contact numbers, travel plans, Home Contact details/emergency arrangements, medical information, discipline policies/ground rules, consent forms, pocket money, arrangements for phoning home, supervision/staffing arrangements, required kit and equipment, costs and insurance.
  - Written permission should be sought from parents/carers before departure accepting the travel plans, any code of conduct and giving appropriate emergency medical consent and details of any special medical or other needs.
- (k) Goalpost Safety. Goalposts of any size (including those which are portable and not installed permanently at a pitch or practice ground) must always be securely anchored to the ground by the use of chain anchors, weights, pegs or underground post sleeves to an appropriate depth. Manufacturer's assembly instructions should always be followed. Under no circumstances should children or adults be allowed to climb, swing on or play with the structures of the goalposts. Nets should only be secured by plastic hooks or tape and not by metal cup hooks. Any metal cup hooks should be removed and replaced if possible. Goalposts which are homemade or which have been altered from their original size and construction should not be used. Regular inspections of goalposts should be carried out by a responsible adult to ensure they are properly maintained and are secure. If not secure then alternative goals/pitches must be used.
- (l) Pitch surfaces. The Club will take all reasonable precautions to ensure pitches are kept in a playable condition. All pitch surfaces should be inspected by a responsible adult prior to use to ensure they are safe and free from obstruction or items likely to cause injury. Only the appointed match official or a qualified referee has the right to declare a pitch unplayable due to adverse weather conditions.
- (m) Accidents, Injuries & Illness. In the event of any accident, injury or illness then medical attention will be sought/given as a matter of urgency and if a child or

young person is involved then best efforts will be made to contact the parents/carers as soon as possible. In addition :

- Each team manager should hold a copy of the Membership Application Form for each player in their team incorporating relevant contact details and giving appropriate emergency medical consent and details of any special medical or other needs, and these should be carried to all events.
  - Any accidents, injuries or illness affecting Club members whilst playing for or training with the Club will be recorded on a Club accident report form and a copy retained by the Team Manager or the Designated Child Protection Officer.
  - Any accidents or injuries requiring medical treatment that occur on Army property are to be notified to Whittington Barracks Guard Room as soon as possible after they occur.
- (n) Media Reports. Any press releases, articles or contacts with the media should always portray the Club and its members in a positive light. (Any criticisms should be directed towards the Club Committee in line with the Club's Disciplinary Procedures). Match reports should be brief, as factual as possible and free from spelling mistakes and negative comments about individual players or match officials. Any press features concerning player recruitment should again be short and only highlight positional requirements, age group and a contact number. Any photographs forwarded to the media are subject to the Club's separate rules on image rights (see above). Any member of the press contacting team managers, coaches, players or parents about the Club should be referred to the Club Press Officer or Chairman in the first instance or in their absence any other Club Official or County F.A. representative. If in doubt no comment should be made.

## **7. CODE OF CONDUCT**

- (a) The Club operates a strict Code of Conduct that governs the behaviour of all our officials, managers, coaches, players, parents & spectators. We also endeavour to apply this to all visiting teams.
- (b) We view any breach of the rules as a very serious matter. All complaints are reported to the appropriate authorities and disciplinary action is taken if a Club member is involved. Any complaint concerning behaviour should be raised in line with the Club's Disciplinary Procedure.
- (c) Under the Code Of Conduct each player, coach, club official and parent/spectator will endeavour to :
- Comply with the laws of the game as set by the Football Association, and any separate rules of any League or Competition in which they participate. They shall not encourage or invite any person to act in breach of such rules.
  - Ensure that they and any persons under their control, respect, accept and observe the authority and decisions of match officials, managers, coaches and club officials.
  - Conduct themselves at all times in an ethical and professional manner and observe the highest standards of integrity and fair play.
  - Respect the rights and dignity of others regardless of gender, ethnic origin, culture or religion.
  - Accept responsibility to discourage inappropriate behaviour in training and in competition.
  - Not use foul or abusive language or gestures likely to cause offence to other players, managers, officials and spectators.
  - Not unfairly criticise, belittle or discredit a player of the team or any other club.
  - Accept success/ failure, victory/defeat with good grace and sportsmanship and without excessive displays of emotion likely to cause embarrassment or offence to others.

## **8. COACHING CHARTER & PLAYER DEVELOPMENT**

- (a) The Club is committed to following the standards, guidelines and recommendations of the F.A. Charter for Quality, the Charter Standard scheme, the F.A. "Development Club" award scheme and the National Development Plan for Football.

- (b) Under these guidelines it is the philosophy of the Club that the needs of the player always come first and that there is more to amateur/young people's football than just winning.
- (c) The emphasis of all matches and training sessions will be on player enjoyment, development of individual skills & fitness and team building rather than encouraging a win-at-all costs philosophy.
- (d) The traditional authoritarian coaching style and any language of bullying and verbal abuse have no place within Whittington F.C. Instead the Club encourages respect and openness and the belief that all players can have the power to make their own decisions and take greater responsibility for their own development.
- (e) Primary responsibility for coaching, player development, squad & team selection, tactical formations & positions and contact with parents lies with the individual team manager and coach. However, the Club will always endeavour to ensure that all players are given an opportunity to participate in matches and that players are offered an alternative option if it is decided that participation in competitive league fixtures is beyond their individual competencies/abilities.
- (f) The Club will endeavour to offer a regular Soccer Centre for children primarily aged 5-11 years who are deemed unsuitable for competitive football or who are unable to secure a squad place with the Club due to pressure on team numbers/opportunities. The Soccer Centre will provide the initial source for all future team selections/additions subject to there being children of the relevant age and ability. All children attending the Soccer Centre are deemed to be associate members of the Club (unless they are already registered as full members). Each child will be required to complete an appropriate form of Membership including parental medical consent and emergency contact numbers.
- (g) The Club will endeavour to ensure any members with exceptional talent are referred to talent scouts, Academies or Centres of Excellence from local professional clubs, as appropriate. We will also work to avoid any exploitation of talented players by agents and sponsors.
- (h) As a minimum the Club will have at least one F.A. Level 1 qualified coach with every team although the aspiration is to have two qualified coaches with each team so as to provide cover in the event of absences.
- (i) Successful completion of F.A. qualifications at a higher level, and alternative relevant coaching education schemes, opportunities and awards will be actively encouraged and supported by the Club.
- (j) Any adult who actively assists with a team or who has direct access to/contact with the children during training sessions or matches must first hold a current F.A. CRB Disclosure Certificate. The Club have the right to deny access to the children and to Club membership until/unless the CRB process is satisfactorily completed.
- (k) The Club will endeavour to always have at least one qualified coach and at least two adults who hold a current F.A. CRB Disclosure Certificate, present at every coaching session.
- (l) The Club will endeavour to have at least one further person designated to help with the administration side of running each team. The extent to which this is delegated is down to the relevant team manager/coach and may include things like setting up/markings pitches, completing match reports, communicating fixtures, phoning results, and representing the team at Committee meetings.
- (m) In addition to the Club Code of Conduct, the Club expects all team managers/coaches to follow the following guidelines in terms of their behaviour towards the players :
  - To respect the rights, dignity and worth of every player and treat them equally within the context of the sport.
  - To place the well-being and safety of each player above all other considerations, including the development of performance.
  - To adhere to the guidelines laid down by governing bodies.
  - To develop a working relationship with each player based on mutual respect and trust and NOT exert undue influence to obtain personal benefit or reward.
  - To encourage and guide players to accept responsibility for their own behaviour.
  - To ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of players.

- To clarify at the outset with the players (and their parents/carers if appropriate) exactly what is expected of them and what they are entitled to expect from their manager/coach.
- To co-operate fully with other specialists (e.g. other coaches, officials, doctors, sports scientists, physiotherapists) in the best interests of the player.
- To promote the positive aspects of the sport (e.g. fair play) and never condone violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant rules and regulations, or the use of prohibited substances or techniques.
- To consistently display high standards of behaviour and appearance and not to use or tolerate inappropriate behaviour.

Anyone considered in breach of these guidelines should be reported to the Club Committee in line with the Club's Disciplinary Procedures.

## 9. CLUB MEMBERSHIP

- (a) The **full** members of the Club from time to time shall be those persons listed in the register of members and any additional register of elected Club Officers and Coaches (the Membership Registers), which shall be maintained by the Club. Each full member shall have one vote in all Annual General Meetings or Special General Meetings. If a full member is under the age of 16 then their vote may be cast by proxy by the parent or carer of the member concerned. Alternatively proxy can be given to any existing Club Official/Committee Member subject to evidence of the relevant full member's authority in writing.
- (b) Any person who wishes to be a full member (including all Club Coaches and/or volunteer helpers) must apply on the appropriate Membership Application Form and deliver it to the Club. Election to full membership shall be at the sole discretion of the Club Committee and may be refused or rescinded at the discretion of the Club Committee and subject to any searches or enquiries the Club Committee may choose to make. Full membership shall become effective upon an applicant's name being entered in the appropriate Membership Register alongside payment of the appropriate membership fee where applicable.
- (c) The Club may have different classes of membership and subscription on a non discriminatory and fair basis. However, limitation of membership according to facilities is allowable on a non-discriminatory basis.
- (d) All elected Club Officers shall be deemed to automatically hold full membership.
- (e) In the event of a member's resignation or expulsion, his or her name shall be removed from the appropriate Membership Register.
- (f) Unless the Club is specifically notified in writing to the contrary, then completion of the appropriate Membership Application Form is deemed as automatic consent for members to participate in any of the games, competitions, activities, training or practice sessions the Club runs or is involved in.
- (g) It is the responsibility of all members/parents/carers to ensure the details held by the Club are kept up to date by completion of a replacement Membership Application Form or by writing to the Club Secretary or Membership Secretary to advise any changes. The Club do not accept responsibility for any liability arising from any information held which is used in good faith but which proves to be inaccurate.
- (h) The Football Association and parent County Association shall be given access to the Membership Registers on demand. Aside from this the information contained on the Membership Application Form is considered confidential and can only be used in furtherance of the Club's Objects. Any data held may not be used or offered for alternative purposes without the consent of the Club member concerned. The only exception to this rule is in respect of potential Child Protection issues. In this instance the Membership Application Form, the results of any Police and Social Services checks and any information supplied on individuals by third parties, may be included on The F.A. Child Protection List, may be notified to the Club and may be supplied by The Football Association to other persons or organisations who solely have an interest in child protection issues.
- (i) Each player will be required to also complete whatever Registration Documents are required by the relevant League in which they play. Players must be **full** members of the Club **before** registering with any relevant League. Only officials of the Club may sign League Registration Cards.
- (j) Any person attending Club activities or events as a volunteer helper; or any player or Coach attending training sessions or friendly matches with a view to taking out

- full membership; or any child attending the Club's Soccer Centre, or any other person nominated at the discretion of the Club Committee, shall be deemed to hold **associate** Club membership.
- (k) Associate members involved with the Club for a period more than three months must complete an appropriate Membership Application Form or their associate membership will be deemed to have lapsed.
- (l) Associate members are not permitted to :
- attend and vote at any Club Committee meetings.
  - represent the Club in any official capacity.
  - possess any Club kit or equipment without the agreement of the Club Committee.
  - run training sessions on behalf of the Club unless another qualified Club Coach is in attendance.
  - register as a player with any League or play for the Club other than in friendly matches.
- (m) The Club will maintain appropriate Public and Private Liability insurance for its Full & Associate members via its affiliation with the parent County Association, and any additional Total Disablement or Personal Accident cover at whatever level the Club Committee deems appropriate. This is subject to min. Death Cover of £5,000 and Permanent Total Disablement Cover of £50,000 for all members whilst they are training, playing and travelling to and from organised matches. The Club's insurance does not provide cover for injuries (such as broken bones) incurred during training and matches, or for loss of earnings. Similarly, the Club is not obligated to meet any claims for loss of income/earnings from Full or Associate Club members arising from furtherance of the Objects of the Club, or arising from personal injuries received during Club training sessions, or matches, or other Club activities.

## **10. ANNUAL MEMBERSHIP FEE**

- (a) An annual fee payable by each full member shall be determined from time to time by the Club Committee. The fee shall be payable by an agreed date on successful application for full membership and annually by each full member unless specific exceptions/instalments have been approved by the Club Committee. Fees shall not be repayable unless otherwise agreed by the Committee and are not governed by the number of player appearances in matches.
- (b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objectives of the Club. This includes seeking a subscription from any associate members of the Club who participate in regular training sessions but who are unable/unwilling to represent the Club as full members.
- (c) The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating. Any hardship cases will be agreed after prior discussion with the Treasurer and/or the Club Committee and will be kept strictly confidential.
- (d) Primary responsibility for prompt collection of fees lies with the individual team managers.

## **11. RESIGNATION AND EXPULSION**

- (a) A full or associate member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of their resignation. A member whose annual membership fee or further subscription is more than one month in arrears shall be deemed to have resigned from the Club unless otherwise agreed by the Club Committee.
- (b) Any full or associate Club Member will not be allowed to transfer to another Club until all relevant fees are paid and all kit/equipment returned. The Club reserve the right to notify the relevant League or parent Association that a Club Member is indebted to the Club or is in possession of Club equipment.
- (c) The Club Committee may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's members and decided by a majority vote.

## 12. DISCIPLINARY & CLUB COMPLAINTS PROCEDURE

In the event that any member feels that he or she has suffered discrimination in way, or that the Club Policies, Rules or Code of Conduct have been broken, should follow the procedures below.

- (a) They should report the matter in writing to the Club Secretary and/or the Club Designated Child Protection Officer who must ensure a copy of the report is passed on to the relevant Child Protection authorities if necessary and that a Club Disciplinary Committee is correctly convened. The report should include:
  - 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 former complaints made about the incident, date, when and to whom made.
  - A preference for a solution to the incident.
- (b) Any such reports received will be treated in complete confidence and will only be brought to the attention of the full Club Committee on a strictly 'no names' basis.
- (c) A Club Disciplinary Committee will then be convened within 28 days and will adjudicate on any reports received.
- (d) The Disciplinary Committee shall consist of three Club Committee Members to be decided by Committee vote, and it may summon any witnesses or take additional statements from any person it feels are necessary to ensure a full and fair hearing. Any action taken by the Disciplinary Committee shall be decided by majority vote.
- (e) Any Club Committee member who is involved in, or is party to, the alleged complaint may not sit on the Disciplinary Committee concerned but may be called upon to provide a witness statement.
- (f) The Club's Disciplinary Committee will have the power to:
  - Warn as to future conduct
  - Suspend from membership
  - Expel from membership any person found to have broken the Club's Policies or Codes of Conduct.
- (g) A copy of the minutes for all Disciplinary Committee meetings will be kept by the Club Secretary.
- (h) The Disciplinary Committee will report in summary its findings and decision to the next full Club Committee meeting, but its decision will be considered binding on all parties and may not be varied or overruled by the full Club Committee.
- (i) Any person summoned before a Disciplinary Meeting shall be notified by the Club Secretary 7 days prior to the Meeting date and shall have the right to a personal representative in attendance and the right to appeal against the decisions made.
- (j) Any appeal should be made in writing to the Club Chairman who will then convene a Disciplinary Appeal Committee consisting of the Club Chairman (or his chosen deputy) and two Club Committee Members who were not involved in the original Disciplinary decision. The Disciplinary Appeal Committee will operate under the same rules applying to the original Disciplinary Committee, and its decision will be considered full and final.
- (k) The Club's Disciplinary and Complaints procedure will operate independently to any disciplinary or complaints procedures instigated by the parent County Association or relevant League, unless the Club Committee decides otherwise.

## 13. CLUB COMMITTEE

- (a) The full Club members will elect a Committee to manage the affairs of the Club. As a minimum the Club Committee shall consist of the following Club Officials: Chairperson, Treasurer and Secretary, plus Coach/Managerial representatives from each playing team/age group and any other Committee Members elected at an Annual General Meeting or Special General Meeting by majority vote of all attending full members or their chosen proxy. There is no maximum size.
- (b) Each Club Official/Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at a Special General Meeting. One person may hold no more than two positions of Club Officer/Committee Member at any time.
- (c) The Club Committee shall be responsible for the management of all the affairs of the Club on behalf of, and in the best interests of, all full members. Decisions of

- the Club Committee shall be made by a simple majority of those elected representatives who attend the meeting. Full members have no voting rights at normal Committee meetings unless they are also an elected Club Official/Committee Member. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie.
- (d) Meetings of the Club Committee shall be chaired by the Chairperson or in their absence the Deputy Chairman or Secretary. The quorum for the transaction of business of the Club Committee shall be five being Chairman, Secretary, Treasurer and two others.
  - (e) Decisions of the Club Committee at meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary or a separately elected person and these minutes will be circulated to all elected Club Officials/Committee Members. All Minute Book records will be made immediately accessible for inspection at the request of the F.A., any member of the Committee, or by any full member. Scrutiny by anyone else is subject to prior agreement of the Committee.
  - (f) Certain Club activities or events may be organised by way of sub-committee. The sub-committee members will be chosen by majority vote of the normal Club Committee. Unless delegated to the contrary, the sub-committee has no decision-making authority and will be expected to present its recommendations for a final decision from the normal Club Committee in the normal way.
  - (g) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee. The Club Committee shall hold meetings at least once a month.
  - (h) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings can be filled by a co-opted member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members, although the decision to co-opt must be ratified at the next Annual or Special General Meeting.
  - (i) Save as provided for in the Rules and Regulations of The Football Association and the parent County Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.
  - (j) All Committee meetings are open to the Public but only elected Club Officials/Committee Members present may vote on any issue affecting the Club.

#### **14. ANNUAL AND SPECIAL GENERAL MEETING**

- (a) 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 Club Officials/members of the Club Committee
  - consider any other business.
- (b) Nominations for election of members as new Club Officials/Committee Members shall be made by the proposer and seconder, both of whom must be existing full members of the Club, to the Club Secretary or Chairman not less than 14 days before the AGM.
- (c) Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary or Chairman not less than 14 days before the Meeting.
- (d) Existing elected Club Officials or Committee Members (including existing team managers and coaches) are deemed to be automatically nominated for re-election unless otherwise decided by the Club Committee.
- (c) The Club shall give notification of an AGM at least 28 days in advance to all full members and serving Club Officials/Committee Members.
- (d) A Special General Meeting (SGM) may be called at any time by any full member of the Club subject to a written explanation of their reasons to the Club Secretary or Chairman and subject to them giving not less than 7 days' notice to all members of the Club Committee. Business at an SGM may be any business that may be transacted at an AGM.
- (e) The quorum for a General Meeting shall be five being Chairman, Secretary, Treasurer and at least two others.
- (f) Each full member present shall have one vote and resolutions shall be passed by a simple majority. If a full member is under the age of 16 then their vote may be cast by proxy by the parent or carer of the member concerned. Alternatively proxy

can be given to any existing Club Official/Committee Member subject to evidence of the relevant full member's authority in writing. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.

- (g) The Club Secretary, or suitably elected person, shall enter Minutes of General Meetings into the Minute Book of the Club.

## 15. CLUB TEAMS

- (a) At each AGM or the first meeting thereafter, the Club Committee shall appoint at least one Club member to be responsible for each of the Club's football teams as team manager and/or coach. The appointed members shall be responsible for managing the affairs of the team. The appointed members shall present to the Club Committee, as requested, a report on the activities of the team.
- (b) Club team managers/coaches will be responsible for attending the monthly meetings of the Leagues in which their teams play unless otherwise agreed by the Club Committee.
- (c) From the end of season 2003/04 it is the rule of the Club that no player shall represent more than one Whittington F.C. team at any given time unless otherwise agreed by the Club Committee.
- (d) The Club will endeavour to notify any player who represents more than one Club or team about the serious risk of overuse injury. It is the responsibility of the individual player to notify the Club if they are suffering from any form of overuse or other injury. Team Managers may refuse to allow any player to play if they feel overuse or any other serious injury exists.
- (e) The Club stipulates that no player under the age of 17 is allowed to play more than one competitive fixture on the same day irrespective of the Club(s) being represented, unless the competition rules in which they are playing specifically permits such activity (i.e. playing two or more separate games) in which case the maximum limit of participation is 100 minutes per day.
- (f) To represent a specific team all players must be within the maximum and minimum age bands permitted for that team by the Football Association, parent County Association and any League or Competition to which the Club is affiliated. This is further subject to the general ruling that no child under 14 must play in a team involving players more than two years older.
- (g) Furthermore all players must represent a team in their matching age group assuming the Club is running a team at that age group and the maximum allowable squad size has not been exceeded. Players will only be permitted to play above their correct age group if there is no team available or no squad space available at the correct age group and if they have prior consent of the parents/carers, and of the coach(es) concerned and/or the Club's Coaching Director as to the requisite ability of the child in question.
- (h) Subject also to rule 12 d) above, the recommended maximum duration of participation per day per player is : Over 6 and Under 8 – 45 minutes ; Over 8 to Under 10 – 60 minutes ; Over 10 and Under 17 – 100 minutes ; Over 17 - no restriction.
- (i) The size of football to be used shall be : Size 3 for players in the Under 7, 8 and 9 age groups ; Size 4 for Under 10's to Under 14 age groups inclusive ; Size 5 for Under 15 and above, unless the competition rules in which they are playing specifically permits a change.
- (j) The recommended pitch sizes are as follows :  
SMALL SIDED Over 6 and Under 8 – Length min. 30 yards / max. 50 yards. Width min. 20 yards / max. 30 yards.  
SMALL SIDED Over 8 to Under 10 – Length min. 50 yards / max. 60 yards. Width min. 30 yards / max. 40 yards.  
INTERMEDIATE – Length max. 90 yards. Width max 55 yds.  
FULL SIDED – Length min. 100 yards / max. 130 yards. Width min. 50 yards / max. 100 yards.
- (k) The goal sizes are as follows : SMALL SIDED – 6ft high x 12ft wide.  
INTERMEDIATE – 7ft high x 21ft wide. FULL SIDED – 8ft high x 24 ft wide.
- (l) The Club will endeavour not to run more than two teams at any given age group unless otherwise agreed by the Club Committee.

## 16. CLUB FINANCES

### - Records

- (a) A bank account shall be opened and maintained in the name of the Club (the Club Account). Designated account signatories shall be the Club Treasurer, the Club Chairperson, and any other members otherwise decided by the Committee. No sum shall be drawn from the Club Account except by cheque signed by a minimum of two of the designated signatories. All monies payable to the Club shall be received by the Treasurer and deposited in the Club Account.
- (b) The income and assets of the Club shall be applied only in furtherance of the objects of the Club and will be suitably insured where necessary. All surplus income or profits are re-invested in the Club and not distributed to members of third parties.
- (c) The Treasurer will maintain accurate records of the Club's income, expenditure and bank/cash balances and will produce a monthly summary of the same, and an annual statement which can then be subjected to independent audit as required.
- (d) The financial year-end will be the end of the playing season with Annual Accounts presented at the Club's AGM (normally mid-July) unless otherwise decided by the Committee.
- (e) All financial records will be made immediately accessible for inspection at the request of the F.A, any member of the Committee, or by any full member. Scrutiny by anyone else is subject to prior agreement of the Committee.
- (f) A copy of all previous annual statements of income, expenditure and bank/cash balances will be retained permanently by the resident Club Treasurer until otherwise decided by the Committee.
- (g) All other associated paperwork including Bank statements and copy receipts will be retained for a minimum period of 12 months only i.e. covering the previous full financial year.
- (h) The Club and its representatives do not have the power to borrow, incur any overdraft or loan, or charge any assets of the Club without formal agreement of the Club at a Special General Meeting or AGM. Representatives of the Club will be held personally liable by the Committee for any debts or charges so created.

### - Club Property

- (a) Any Club Property apart from the Club Account (e.g. title deeds to land, buildings or other valuable assets identified by the Committee), shall be vested in the names of not less than two and no more than four custodians (the Custodians), one of whom shall be the Club Treasurer. The Custodians shall deal with the Club Property as directed by decisions of the Club Committee and entry in the Minute Book shall be conclusive evidence of such a decision.
- (b) The Custodians shall be appointed by the Club in a General Meeting and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- (c) On their removal or resignation a Custodian shall execute a Conveyance in such form as is published by the Football Association from time to time to a newly elected Custodian or the remaining existing Custodians as directed by the Club Committee. On the death of a Custodian, any Club Property vested in them shall be vested automatically in the surviving Custodians. If there is only one surviving Custodian, a Special general meeting shall be convened as soon as possible to appoint another Custodian.
- (d) The Custodians shall be entitled to an indemnity out of the Club Property for all reasonable expenses and other liabilities reasonably incurred by them in carrying out their duties subject to the agreement of the Club Committee.
- (e) Individual team Managers/Coaches will be responsible for control, use and care of any kit, equipment and pitches to which they have access or which are in their possession. Each team Manager/Coach will be asked to sign an inventory list when requested and all players will sign a Membership Form accepting responsibility for any kit in their possession, agreeing to return it to the Club when asked to do so and to meet the costs of any items damaged or lost.

### - Income

- (a) The proceeds of any fund raising undertaken on behalf of the Club as a whole will be available for general expenditure by all age groups. Likewise, wherever

possible, any fund raising undertaken purely by specific age groups or teams will be allocated for spending solely for the benefit of those groups/teams.

- (b) Income from the weekly Mini-Soccer Centre will be collected by the relevant Club representative in attendance and paid to the Treasurer net of costs due to the resident 'employed' coach(es).
- (c) The Club Committee retains the right to reject offers of sponsorship & donations and requests for shirt logos, if these are felt not to be in the best interest of the Club members.
- (d) Any outside sponsor will be provided with a letter of thanks from the Club and the details will be suitably recorded in the Club's records for future reference.
- (e) The Club Committee is obliged to disclose the details of any sponsorship or donation if so requested, and may use such details within the Club's own publicity material, correspondence and website. Sponsors may also be invited to the annual Presentation Night or other social events at the discretion of the Club Committee.

#### **- Expenditure**

- (a) The Club Committee shall have power to authorise the payment of remuneration and expenses to any member of the Club and to any other person or persons for services rendered to the Club. No member of the Club may receive any payment from the Club other than reimbursement of reasonable expenses incurred in the furtherance of the Club's Objects.
- (b) All expenditure to be matched by an appropriate receipt or invoice unless otherwise (exceptionally) agreed by the Treasurer.
- (c) No representative of the Club will incur or commit the Club to expenditure in excess of £30 without the prior agreement of the Treasurer or Club Committee.
- (d) All players will be expected to pay their own fines in respect of referee's cautions etc. unless otherwise agreed by the Committee. In the event of fines from the County FA., the Club will pay the fine in the first instance and seek reimbursement within a maximum period of two weeks. In the event of non-payment after two weeks the Club Committee may at its discretion suspend the player until the fine is repaid.
- (e) Individual team managers are responsible for claiming referee's fees by way of float in advance subject to subsequent production, when requested, of a suitable schedule showing the relevant fixture details of matches played and demonstrating where any float has been spent. Any amount claimed where the match is subsequently postponed may be held by the team manager concerned pending a re-match, deducted from the next claim or alternatively returned to the Club.

#### **- Budget**

- (a) Each year the Treasurer will produce an annual Budget as a means of agreeing the level of fees to be set for the forthcoming financial year. The content of the Budget will cover all normal running costs, projected capital expenditure, allowance for the depreciation in value of existing items of equipment, and an estimate/target for any fund raising and sponsorship income.
- (b) Discussion and acceptance of the Budget will take place as part of the Club's normal committee process and at the Club's AGM, with any amendments made as directed by the majority vote.
- (c) Ideally the Budget will be supported by a suitable Cashflow Forecast to ensure that sufficient bank balances exist at all times to fulfil the Budget requirements.
- (d) The Budget and Cashflow Forecast will be reviewed and updated by the Treasurer on a regular basis with any material divergence brought to the attention of the Committee, with remedial action taken as necessary.
- (e) In preparing the budget, the following basic assumptions will apply :
  - Annual playing & training fees will be set at a level to cover all essential running costs and expenses (this includes pitch, league and referee's fees, insurances and trophies for Presentation Night).
  - Any other costs i.e. new capital expenditure (e.g. playing kit) and depreciation for replacement of existing equipment, to be met from existing Club cash reserves, fund raising activities, sponsorship and grant aid.
- (f) The rate of depreciation for existing items of kit & equipment will be broadly set as follows:

- Metal or plastic goals - 10 years
- Goal nets – 5 years.
- Playing kit - 3 years
- Training equipment (bibs, cones, etc.) - 3 years
- Training balls – 3 years
- Match balls - 1 year
- Other items in line with their expected useful lifespan.

## **17. DISSOLUTION**

- (a) 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 full members present.
- (b) The dissolution shall take effect from the date of the resolution and the remaining elected members of the Club Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- (c) In the event of dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall be given or transferred to one or more of the following approved sporting or charitable bodies :
  - A registered charitable organisation(s).
  - Another Club which is a registered CASC.
  - The sports national governing body for use by them for related community sports or the parent County Football Association.